



Megan Cope Elementary

Comprehensive School Safety Plan

2014-2015

Pursuant to Education Code 32280 – 32289

Megan Cope Mission:

Soaring to SUCCESS, Nothing Less!

Megan Cope Vision:

The staff at Megan Cope Elementary School is committed to instructing children according to the most innovative and proven strategies. Our goal is to provide a standards-based education that incorporates a daily review of previous lessons and a preview of upcoming topics. In order to ensure that students have gained a thorough understanding of new learning, teachers expect that both oral and written questions will be answered in complete sentences. Our teachers are committed to working collaboratively within their grade levels and within the school as a whole. We firmly believe that by setting and maintaining high academic and behavioral standards for students, staff, and parents we will build a bridge to college and career readiness for all students.

Megan Cope Safety Vision:

We are committed to providing students, staff and community members with a safe and orderly environment.

School Safety Planning Checklist
School Year: 2014-2015

Item	Date Completed (Add Actual Date Completed)	Comments
School Safety Team Members Identified	March 13, 2014	School Site Council will act in place of School Safety Team
Create Calendar for School Safety Team Meetings	March 13, 2014	Calendar will coincide with School Site Council Meetings
Appropriate Strategies Have Been Identified & Reviewed with the Team for Compliance With EC 32282 (2) A-I -Child Abuse Reporting: BP 5141.4 -Disaster Procedures (Hour Zero) -Suspension/Expulsion BP/AR 5144.1 -Procedure for Notify Teachers of Dangerous Students -Discrimination/Harassment: BP/AR 5145.3, 5145.7 & 5145.9 -School Discipline Handbook -Safe Ingress & Egress (Hour zero) -Parent/Student Handbook	March 11, 2014 with staff March 13, 2014 with SSC	*Include copy of sign-in sheet in appendix *Include copies of BP/AR in appendix *Include copy of Discipline Handbook and Parent/Student Handbook in appendix
Review Bully Reporting and Investigation Process & Procedures BP 5131.2	March 11, 2014 with staff March 13, 2014 with SSC	
Assessment of School Crime Reviewed w/Team	March 11, 2014 with staff March 13, 2014 with SSC	*Include copy of sign-in sheet in appendix
Assessment Results Reviewed w/Team	March 11, 2014 with	*Include copy of sign-in sheet in appendix

-Suspensions -Expulsions -Discipline Referrals to Office -CHKS -Parent Safety Survey -Teacher Safety Survey -Focus Group -Staff Observations -Other:	staff March 13, 2014 with SSC	
Team Identified Priorities List Based on Assessment Review	March 13, 2014	*Include copy of sign-in sheet in appendix
Identify and Review Current Efforts to Address Priorities w/ Team	March 13, 2014	*Include copy of sign-in sheet in appendix
An Action Plan Has Been Developed To Address Each Priority Identified	April 17, 2014	*Include copy of sign-in sheet in appendix
School Resource Officer Reviews Plan	March 28, 2014	Deputy Payan reviewed and approved plan with no changes.
Notification of Meeting on Plan Review Sent to Appropriate Individuals EC 32288 (b) (2) (A-F)* -Mayor -SJTA & CSEA Presidents -PTA/PTO President -ASB President -Local Church Representative -Local Civic Leaders -Chamber of Commerce -Director of Student Support	None sent	*Include copy of notification in appendix
Public Meeting Held on the Safety Plan	April 3, 2014	*Include copy of sign-in sheet in appendix
End of Year Evaluation of 2013-2014 Safety Plan	April 17, 2014	*Include copy of sign-in sheet in appendix *Include copy of End of Year Evaluation in Next Year's Plan
Key Findings From End of Year Evaluation of 2013-2014 Safety Plan by Team	April 17, 2014	
Safety Plan for 2014-2015 Due	July 1 st 2014	*Email 2014-2015 Comprehensive School

by July 1		Safety Plan in Word document w/appendix to Director of Student, Community & Personnel Support
Safety Plan Available for Public Review	At all times	

**School Safety Team
2013-2014**

Group	Name	Position
Ken Swanson, Principal Lauren Armijo, Assistant Principal	kswanson@sanjacinto.k12.ca.us larmijo@sanjacinto.k12.ca.us	Principal or Designee
Janell Lang, Secretary Patricia Moreno, Site- Community Liaison	jlang@sanjacinto.k12.ca.us pmoreno@sanjacinto.k12.ca.us	Classified Employee(s)
Pedro Caro, Counselor Teresa Barnett, Teacher Madeline Bodrero, Teacher Alma Lomeli, Teacher	pcaro@sanjacinto.k12.ca.us tbarnett@sanjacinto.k12.ca.us mbodrero@sanjacinto.k12.ca.us alomeli@sanjacinto.k12.ca.us	Certificated Employee(s)
Annette Coronado Julie Wedel Marie Brookes Esmeralda Chavez Erica Emery Eloisa Rojas Elizabeth Castallenos Marian Samuel Sharond Roman Juana Elenes Claudia Rosales Maria Cage		Parent(s)
		Other Members
Deputy Payan	jpayan@sanjacinto.k12.ca.us	Law Enforcement Contact

Note: School Safety Team may be the School Site Council. The Team MUST include Parents.

**Meeting Dates
Of
School Safety Team**

Month	Day	Time	Location	Comments/Needs
July 2013				
August				
September				
October				
November				
December				
January 2014				
February				
March	11 th	8:10 AM	Room 513	Reviewed Board Policy and Staff Safety Results
	13 th	4:00 PM	Room 510	Voted to have SSC act in place of School Safety Committee Reviewed data reports Developed key areas of concern
April	17 th	3:30	Room 703	Review School Safety Plan
May				
June				

Note: Agendas, Minutes or Meeting Notes should be placed in Appendix for documentation.

**School Safety Assessment Data
2013-2014**

Data Source	Comments	Analysis
School Crime-Incidents Involving SJPD	No School Crime Reports	N/A
Suspensions	Examined 2013-2014 Suspension Report from 8/12/2013-2/10/2014	The majority of the suspensions came from Disobedience/Defiance with a total of 31. Fighting/Verbal Altercation was the second most common suspension with a total of 17 for the same time period.
Expulsions	No expulsions in the past four years.	N/A
Office Discipline Referrals	Examined the 2013-2014 Discipline Distribution Report from 8/12/2013-2/10/2014	The top areas for discipline referrals for this time period were: -Disruptive Behavior with 76 entries (majority in 5 th grade) -Defiance with 33 entries (spread across grade levels) -Prefight with 31 entries (majority in 5 th grade) -Horseplay with 30 entries (majority in 1 st , 3 rd , and 5 th) -Disrespect with 29 entries (majority in 3 rd , 4 th , and 5 th)
Reports of Bullying	Examined Incident Statements/Parent Concerns, Discipline Distribution Report, and Suspensions from 8/12/2013-2/10/2014	Most incident statements were referring to an individual incident or multiple incidents with different students which were investigated and determined to not be a case of bullying. There are 3 documented incidents of first offense bullying and no suspensions.

Calif. Healthy Kids Survey	Examined Healthy Kids Survey Results from 2012-2013 School Year	5 th grade students reported being pushed, hit, or made fun of more than 3 times in a year. Only 52% of students feel safe all the time. A total of 41% of students either feel safe only some of the time or not at all while at school. Boys feel less safe than girls on average.
Parent Safety Surveys	Examined Parent Survey	Parents are concerned with the traffic and parking lots. They are also concerned with the blue beams on the walkway. Overall, almost all parents strongly agree or agree that there are clearly stated rules and their child feels school is a safe and secure place to learn.
Teacher Safety Surveys	Distributed and collected anonymous teacher survey	The teacher surveys show concerns regarding safety due to the blue beams that line the hallways. Also 5 out of 19 teachers mildly disagreed that the consequences for violating school rules are applied consistently.
Focus Groups	Student Groups	
Staff Observations	Classified Staff Survey	Supervisors feel the majority of the discipline problems are occurring out on the playground with play fighting or disrespecting supervisors. Classified staff shared concerns about the unsupervised hallways during the day, the blue beams that line the hallways, and the speeding that occurs in the parking lot.
Other		

**Policies and Procedures
Reviewed & Revised**

Policy/Procedures	Reviewed w/Team Y/N	Comments	Revisions
Child Abuse	Y	Reviewed at SSC and Staff Meeting	
Emergency Response (Hour Zero)	Y	Reviewed at SSC and Staff Meeting	
Suspensions and Expulsions	Y	Reviewed at SSC and Staff Meeting	
Notification of Dangerous Pupils	Y	Reviewed at SSC and Staff Meeting	
Discrimination and Harassment	Y	Reviewed at SSC and Staff Meeting	
School Dress Code	Y	Reviewed at SSC and Staff Meeting	
Safe Ingress and Egress	Y	Reviewed at SSC and Staff Meeting	
Safe and Orderly Environment	Y	Reviewed at SSC and Staff Meeting	
Rules and Procedures on Discipline	Y	Reviewed at SSC and Staff Meeting	
Hate Crimes/Bullying Reporting	Y	Reviewed at SSC and Staff Meeting	

Current Activities & Programs

2013-2014

Current Activities/Programs	Priority Targeted	Funding Sources
Hawkeye Patrol—4 th and 5 th grade students facilitate student supervision and promote making smart choices on the playground.	All students	N/A
Intramural Sports League	5 th Grade Students	N/A
Classroom Violence Prevention Lessons	1 st -5 th Grade Students	Counseling Grant
Elementary Counseling *Focus Groups *One-on-one	All students	Counseling Grant
Family Reading Nights	All students and families	N/A
Family Nights (Movie, Dance, Harvest Festival)	All students and families	PTA
Peer Mediation	Students in Need	N/A
Recess Games	All Students	Counseling Grant
100 Mile Club	All students	N/A

**Priorities Identified for
2014-2015**

Priority Area	Data Source	Justification
<p>Priority One:</p> <p>Decrease threat of physical violence and physical violence</p>	<p>Suspension Report, Discipline Report, Healthy Kids Survey Results</p>	<p>Students are feeling unsafe at school in large part due to the amount of pre-fights, disruptive behavior, fighting, and/or battery. 37% of our 5th grade students surveyed report being hit, pushed, or made fun more than 3 times.</p>
<p>Priority Two:</p> <p>Improve student drop-off and pick-up before and after school.</p>	<p>Teacher/Administration Observation, Parent Survey, Police Observation</p>	<p>All students exit out of the school gates into the parking lots where a majority of students are picked-up. The average time for the parking lots to clear is between 10 and 15 minutes. The police have given out tickets for illegal U-turns, illegal parking, etc... We have had one car accident this year. Students are not always using crosswalks or waiting for supervisors and are running through the parking lots where cars are driving through. At drop-off cars will sometimes park and not move blocking the flow of traffic. Students are being dropped off in an unsupervised parking lot.</p>
<p>Priority Three</p> <p>Decrease amount of referrals to the office for Disruptive Behavior, Disrespect, and Defiance</p>	<p>Teacher/Administration Observation, Suspension Report, Discipline Report</p>	<p>During the 2013-2014 school year, there were 40 discipline entries for disrespect, 42 for defiance, and 108 for disruptive behavior. These could have resulted in a Disobedience/Defiance suspension if they had continued.</p>
<p>Priority Four</p>		
<p>Priority Five</p>		

**Action Plan
Priority One**

Priority 1: Decrease threat of physical violence and physical violence

Activities: Prevention & Intervention	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N
Teach students school-wide expectations	August 2014	Principal, AP, Teachers, Supervisors, Counselor	N/A	Principal and AP will visit each class to explain expectations.	N
Post rules for each game on playground	August 2014	Principal, AP	General	Posting of rules will be a reminder to students of appropriate behavior	N
Teach rules for each playground game	August 2014	Principal, AP, Supervisors, Teachers	N/A	Consistent review of the rules will eliminate disagreements in games	N
Paint expectations/rules on to the blue beams throughout campus	June 2015	Principal, AP, Custodian	General	The constant reminder of expectations for students and staff	N
Create School Bullying Statement	October 2014	Principal, AP, Counselor, Leadership	N/A	Create our own anti-bullying statement which is unique to Megan Cope	N
Present CHKS data to staff	December 2014	AP, Counselor	N/A	Make staff aware of trends relating to school safety and perceptions of our students, as well as the early warning signs relating to school bullying	N
Peer mediation	As needed	Principal, AP, Counselor	N/A	Students will be referred to counselor for peer mediation. Supervisors will also be trained in peer mediation	Y

Structured Recess Activities	June 2015	Principal, AP, Counselor	N/A	Ensure structured team activities are provided for each grade level to promote team building and making smart choices in activities	N
More training on 40 Developmental Assets	December 2014	Principal, AP, Counselor	N/A	Complete 40 Developmental Asset trainings and reminders at staff meetings and staff development	N
Implement progressive discipline	Daily August 2014- June 2015	Principal, AP, Teachers	N/A	Progressive discipline will be determined by student actions and Ed Code	N
Bullying intervention assemblies	June 2015	Principal, AP, Counselor	N/A	Focus on needs of school and create assemblies to address those with students. Possibly complete Jan-Feb during Bullying Prevention Month	N
Implement bullying program	June 2015	Principal, AP, Counselor, Leadership, Staff	General Funds or Counseling Grant	We will need to research bullying programs to determine which one will best fit our school	N
Increase progressive discipline including suspensions or possible change of placement	As needed August 2014- June 2015	Principal, AP,	N/A	We will work with the parents, student, teacher, and staff to ensure we are instituting the most effective discipline strategies for the individual student involved.	N

Action Plan Priority Two

Priority 2: Improve Parent Drop-off Before School and Pick-up Afterschool

Activities: Prevention & Intervention	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N
Create pathway using cones	Nov. 2014	Principal, AP	General Funds	We need to purchase cones to create pathway for Parking Lot C.	N
Police presence	As needed June 2015	Deputy Payan, San Jacinto PD Traffic Team	N/A	The police will have a rotation so they are at the school to assist on a regular basis	N
Assist directing traffic	Daily June 2015	Principal, AP, Supervisors, San Jacinto PD Traffic Team	N/A	Ensure staff is present in parking lots, at cross walks, and near the streets to assist flow	N
Parent reminders of student pick-up procedures	As needed June 2015	Principal, AP, Clerk	N/A	Utilize parent link and fliers sent home to remind parents of parking lot rules	N
Implement calling students names for cars	Daily June 2015	Principal, AP, Supervisors	N/A	The supervisors will have the students lined up or sitting down. They will use the megaphone to call students when a car pulls up.	N
Open Parking Lot A drive-thru for pick-up	As needed June 2015	Principal, AP, Supervisors	N/A	Would need extra supervision for parking lot A if it were to be opened for pick-up and not just parking	N
Implement tiered intervention system for parents who do not follow rules	As needed June 2015	Principal, AP, San Jacinto Police Department Traffic Team	N/A	System for same offense: 1. Parent warning 2. Police warning 3. Banned from parking lot	N

Make Via La Sierra 4 lanes	Dependent on City	District and City of San Jacinto	District or city funds	Would have to show city there is a need for them to widen street	N
Hire additional supervisors for parking lots in morning and afternoon	August 2014	Principal, AP, Personnel, Business Department	District or general funds	We need to show the district a increased need for more supervision time due to amount of parking lots and crosswalks	N

**Action Plan
Priority Three**

Priority 3: Decrease amount of referrals to the office for Disruptive Behavior, Disrespect, and Defiance

Activities: Prevention & Intervention	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N
Form PBIS team comprised of Certificated and Classified Employees	August 2014	Principal, AP	N/A	The PBIS team will be trained throughout the year for implementation	N
PBIS team will attend trainings and meet to create implementation plan	June 2014	Principal, AP, PBIS Team	General	Training will occur throughout the year and be brought back to train other staff	N
Teach students school-wide expectations using PBIS model	August 2014	Principal, AP, Teachers, Supervisors, Counselor	N/A	Principal and AP will visit each class to explain expectations.	N
Post rules for each game on playground	August 2014	Principal, AP	General	Posting of rules will be a reminder to students of appropriate behavior	N
Teach rules for each playground game	August 2014	Principal, AP, Supervisors, Teachers	N/A	Consistent review of the rules will eliminate disagreements in games	N
Paint expectations/rules on to the blue beams throughout campus	June 2015	Principal, AP, Facilities	General	The constant reminder of expectations for students and staff	N
Create PBIS structured referral	October 2014	Principal, AP, PBIS team	N/A	Referral form will be based on Positive Interventions	N
Teach important social skills to students	June 2014	Principal, AP, PBIS team, Teachers	N/A	Social skills will be based on <u>Teaching Social Skills to Youth</u>	N

**Action Plan
Priority Four**

Priority 4:

Activities: Prevention & Intervention	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N

**Action Plan
Priority Five**

Priority 5:

Activities: Prevention & Intervention	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N

**End of Year Evaluation
School Safety Plan 2013-2014**

Priority Area	Met Y/N	Comments
<p><u>Priority One</u> Decrease threat of physical violence and physical violence</p>	<p>N</p>	<p>After comparing our Discipline and Suspension reports from 2012-2013 and 2013-2014, the amount of incidents of threat of physical violence and physical violence have decreased slightly, but the amount of suspensions in the area increased because they were given tougher consequences. We will be examining our CHKS survey from 2013-2014 when we receive the results. We will continue with this goal in 2014-2015.</p>
<p><u>Priority Two</u> Improve Parent Drop-off Before school and Pick-up Afterschool</p>	<p>N</p>	<p>Parent drop-off and pick-up times have improved some. The cones in Parking Lot C have been especially helpful. We still need to improve in Parking Lot B especially with an increase in student population during the 2014-2015 school year. We still have a lot of traffic on Via La Sierra, but the traffic is mostly gone within about 15 minutes after school is out. We will continue with this goal in 2014-2015</p>
<p><u>Priority Three</u></p>		
<p><u>Priority Four</u></p>		
<p><u>Priority Five</u></p>		

Appendix

1. Sign-In Sheets from all School Safety Team Meetings
2. Board Policies
3. School Discipline Handbook
4. Parent/Student Handbook
5. Plan Notification Letter/Email
6. Prior End of Year Evaluation

**Megan Cope Elementary School
Staff Meeting Agenda
March 11, 2014
Room 513**



Facilitator: Lauren Armijo
Time Keeper: Angela Meger/Kelly Stokes
Parking Lot: Krystina Lee

1. Acknowledgements 8:10 a.m. - 8:15 a.m.
Read Across America
Families in Need
Others

2. Board Policy Review 8:15 a.m. - 8:30 a.m.
 - Child Abuse
 - Suspensions and Expulsions
 - Notification of Dangerous Pupils
 - Discrimination and Harassment
 - Discipline Rules and Procedures
 - Hate Crimes/Bullying Reporting
 - Dress Code
 - Safe and Orderly Environment
 - Emergency Response (Hour Zero)
 - Safe Ingress and Egress

3. Staff Safety Survey Results 8:30 a.m. - 8:35 a.m.

4. Manual Attendance 8:35 a.m. - 8:40 a.m.

Information Items:

- Attendance Rosters due every Friday
- SBAC testing dates April 14-May 2
- Thinking Maps Training with Misook
 - March 14th—2/3 2:00-5:00
 - March 28th—4/5 2:00-5:00
 - Over contract time will be paid

Megan Cope Elementary

STAFF MEETING

Sign-in Sheet

8:15-8:40am/Room 513

March 10, 2014

NAME	SIGNATURE	TIME IN	TIME OUT
Adams, Julie	<i>Julie A. Adams</i>	8:10	
Akins, Stacy	<i>D.O.</i>		
Armijo, Lauren			
Banning, Heather	<i>Heather Banning</i>	8:10	
Barnett, Teresa	<i>Teresa Barnett</i>		
Bissell, Heidi			
Bodrero, Madeline	<i>Madeline Bodrero</i>	8:10	
Brown, Joanne			
Caro, Pedro			
Evans, Virginia	<i>Virginia Evans</i>	8:10	
Fobian, Barbara	<i>Barbara Fobian</i>	8:10	
Fontes, Lauren	<i>Lauren Fontes</i>	8:10	
Gallagher, Astrid	<i>Astrid Gallagher</i>	8:10	
Garcia, Sara	<i>Sara Garcia</i>		
Gillette, Bill	<i>Bill Gillette</i>	8:10	
Godoy-Perez, Silvia	<i>Silvia Godoy-Perez</i>	8:10	
Goodwin, Sue	<i>Sue Goodwin</i>	8:10	
Gray, Marla	<i>Marla Gray</i>		
Holbrook, Aaron	<i>Aaron Holbrook</i>		
Johnson, Mark			
Jones, Andrea	<i>ANDREA JONES</i>	8:10	
Lang, Janell			
Lee, Krystina	<i>D.O.</i>		
Lomeli, Alma	<i>Alma Lomeli</i>	8:10	
Medina, Pat	<i>Pat Medina</i>	8:10	
Meger, Angela	<i>Angela Meger</i>	8:10	
Messina, Cheryl	<i>D.O.</i>		
Norman, Hilary			
Ott, Michelle	<i>D.O.</i>		
Owen, Lorie	<i>Lorie Owen</i>	8:10	
Quan, Jennifer			
Rodriguez, Venus	<i>Venus Rodriguez</i>	8:05	
Stoh, Debbie	<i>Debbie Stoh</i>		
Stokes, Kelly			
Urias, Maria	<i>Maria Urias</i>	8:10	
Vosseteig, Samia	<i>Samia Vosseteig</i>	8:10	

Yellow - Please return to School Secretary

SCHOOL SITE COUNCIL

Megan Cope Elementary School

March 13, 2014

4:00 PM

Room 510

Agenda

I. OPENING

Call to Order

Flag Salute

Introductions

II. ACTION SESSION

Approve Previous School Site Council Minutes

Approve School Site Council to act as School Safety Committee

III. INFORMATION SESSION

*** Review Board Policies**

- Child Abuse
- Suspensions and Expulsions
- Notification of Dangerous Pupils
- Discrimination and Harassment
- Discipline Rules and Procedures
- Hate Crimes/Bullying Reporting
- Dress Code
- Safe and Orderly Environment
- Emergency Response (Hour Zero)
- Safe Ingress and Egress

* Review School Crime, Suspension, Discipline, CHKS Survey, and Parent Survey Results.

* District Advisory Council Information

REQUEST FOR FUTURE AGENDA ITEMS

HEARING SESSION

An opportunity to allow parents and guests to ask questions or make comments regarding the SSC and DAC

Next Meeting: TBD

ADJOURNMENT

SCHOOL SITE COUNCIL

Megan Cope Elementary School

March 13, 2014

4:00 PM

Room 510

Minutes

I. OPENING

Called to Order at 4:32pm

Flag Salute

Introductions

II. ACTION SESSION

Approve Previous School Site Council Minutes

1st Julie Wedel, 2nd Eloisa Rojas. Motion carried and Minutes approved.

Approve School Site Council to act as School Safety Committee

1st Madeline Bodrero, 2nd Elizabeth Castellanos. Voted and approved.

III. INFORMATION SESSION

* Review Board Policies

- Child Abuse – *Must be reported within 24 hours*
- Suspensions and Expulsions – *Rules on how to handle*
- Notification of Dangerous Pupils
- Discrimination and Harassment
- Discipline Rules and Procedures
- Hate Crimes/Bullying Reporting – *Must investigate*
- Dress Code
- Safe and Orderly Environment
- Emergency Response (Hour Zero) – *Plan required*
- Safe Ingress and Egress

All of this is online for your reference.

* Review School Crime, Suspension, Discipline, CHKS Survey, and Parent Survey Results.

Discipline Distribution Report with data for this year reviewed.

Suspension data reviewed.

*CHKS Survey taken by students shows most students feel safe most of the time.
Our goal is to make sure all students feel safe all of the time.
Parent Survey results showed parking lot concerns and the dark blue beams
located throughout the school.*

Audience input requested...

*Some drivers do not move car after kids are dropped off/on phone (lot C).
Could use more safety supplies like blankets and EZ-Ups.
We need food most of all – none for students at present.*

* District Advisory Council Information

DI and inclusion, SBAC, changes in math testing and requirements.

REQUEST FOR FUTURE AGENDA ITEMS

HEARING SESSION

An opportunity to allow parents and guests to ask questions or make comments
regarding the SSC and DAC

Next Meeting: TBD

ADJOURNMENT @ 5:05pm

Megan Cope Elementary School

School Site Council Meeting (S.S.C.)

March 13, 2014

4pm ~ Room 703

Name	Position (Parent, Teacher, etc.)	Student Name(s)	Phone Number	Email Address
Eloisa Rojas	PTA	Elijah/Alex	951-275-2200	betty7460p@yahoo.com
Julie Wedel	PTA - parent	Nicholas Wedel	951-312-378	cjwedel@verizon.com
Annette Coronado	PTA - parent	Nuridas, Gabriel Elijah Sandoval	951-350-3504	misaand951@comcast.com
Terresa Barnett	Teacher	Tanner Barnett		
Harriet Samuel	Mom	Mera Habib	951-824-4882	mrMrsamuel@yahoo.com
Sharon Roman	Mom	Tainary & Jan Ortiz	619-384-1419	tainarjian@yahoo.com
Juana Elenas	Mom	Arlan Elenas	562-726-0292	
Etrabel Castaneda	parent	Athena/Matthew Castaneda	(909) 970-3672	Kachuljansen.com
Claudia Rosales	parent	Carolina & Ronaldo	(951) 327-5217	lapajuis@gmail.com
Madeline Bodrero	teacher			
Maria Cage		Isabelle Cage	951-651-4544	
Patricia Moreno	School Site Liaison		951-323-4993	pmoreno@sanjose.k12.ca.us

Yellow - Please return to School Secretary

SCHOOL SITE COUNCIL

Megan Cope Elementary School

April 17, 2014

3:30 PM

Room 703

Agenda

I. OPENING

Call to Order
Flag Salute
Introductions

II. ACTION SESSION

Approve Previous School Site Council Minutes
Approve 2014-2015 Site Budget

III. INFORMATION SESSION

- * Review School Safety Plan
- * Discuss School Facility and Technology Needs
- * Pedestrian/Traffic Safety Assessment

REQUEST FOR FUTURE AGENDA ITEMS

HEARING SESSION

An opportunity to allow parents and guests to ask questions or make comments regarding the SSC and DAC

Next Meeting: TBD

ADJOURNMENT

SCHOOL SITE COUNCIL

Megan Cope Elementary School

April 17, 2014

3:30 PM

Room 703

Minutes

I. OPENING

Called to Order at 3:33pm

Flag Salute

Introductions

II. ACTION SESSION

Approve Previous School Site Council Minutes

Motion to approve Mrs. Lomeli/Ms. Owen seconded. Motion carried.

Approve 2014-2015 Site Budget

\$103,043. for next year. Anticipate 5 more teachers. Majority of budget allocated to technology, teacher collab time and subs. Also, roving teacher teams will be coming to sites to provide collaboration for us. No sub plans will be needed.

We budgeted for more educational family nights, including A/R and math. Perhaps every 4-6 weeks. Childcare and snacks will be provided.

Motion to approve Julie Wedel/Ms. Owen seconded. Motion carried to approve budget for 2014-15.

III. INFORMATION SESSION

* Review School Safety Plan

Reviewed, discussed and will address needed changes for next year.

* Discuss School Facility and Technology Needs

Parent comments included school being overcrowded, need larger MPR.

Mrs. Armijo shared that we have not received all the Measure V money yet and the District does have a plan to build a new middle school, new elementary and upgrades. School by school assessments are being done.

“Reading Eggs” loved by parents. District will be purchasing intervention for lower grades that will be needed the beginning of next year.

Discussed bond measure on next ballot and more resource officers were suggested as a priority.

*** Pedestrian/Traffic Safety Assessment**

Parents very concerned about parking lot and street safety. Mrs. Armijo shared that the City has already started counting the number of people, cars, etc.

REQUEST FOR FUTURE AGENDA ITEMS

HEARING SESSION

An opportunity to allow parents and guests to ask questions or make comments regarding the SSC and DAC

Next Meeting: TBD

ADJOURNMENT

Megan Cope Elementary School

School Site Council Meeting (S.S.C.)

April 17, 2014

3:30pm ~ Room 703

Name	Position (Parent, Teacher, etc.)	Student Name(s)	Phone Number	Email Address
Sharon Roman	Parent		619-354-1619	fairerxian@yahoo.com
Alma Comeli	Parent/Teacher			alcomeli@sanjaciinto.k12
Annette Coronado	PTA/Parent			
Julie Wedel	PTA/Parent			
Lorie Owen	teacher			
Janell Lang	Secretary			
Teresa Barnett	1 st grade			
Madeleine Borrero	1 st grade			
Esmeralda Chavez	Parent			
Ken Swanson	Principal			

San Jacinto USD | BP 5131.2 Students**Bullying**

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

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

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other 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. 5145.2 - Freedom of Speech/Expression)

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 6020 - Parent Involvement)

Bullying Prevention

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

(cf. 5137 - Positive School Climate)

(cf. 6164.2 - Guidance/Counseling Services)

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

(cf. 6163.4 - Student Use of Technology)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

Intervention

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

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

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. 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 reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital 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.

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.

Discipline

Any student who engages in bullying 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, which may include suspension or expulsion, in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

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

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

PENAL CODE

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

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

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

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

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

California Cybersafety for Children: <http://www.cybersafety.ca.gov>

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

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

National School Boards Association: <http://www.nsba.org>

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

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy SAN JACINTO UNIFIED SCHOOL DISTRICT

adopted: September 18, 2012 San Jacinto, California

San Jacinto USD | AR 5141.4 Students

Child Abuse Prevention And Reporting

Definitions

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

1. A physical injury inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child as defined in Penal Code 11165.1
3. Neglect as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

Child abuse or neglect does not include:

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

(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)

(cf. 5144 - Discipline)

4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of the student (Education Code 49001)
5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the student (Education Code 49001)

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

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

Reportable Offenses

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

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

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

Responsibility for Reporting

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

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

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

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

Reporting Procedures

1. Initial Telephone Report

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

1-800-442-4918

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

2. Written Report

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

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

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

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

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

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

3. Internal Reporting

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

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

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

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

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

Training

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

Victim Interviews

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

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.

(cf. 5145.11 - Questioning and Apprehension)

Parent/Guardian Complaints

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

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint to any district employee, that employee shall notify 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, informs them of their reporting obligations under Penal Code 11166, and of their confidentiality rights under Penal Code 11167. The district shall also provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

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:

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 SAN JACINTO UNIFIED SCHOOL DISTRICT

approved: January 8, 2008 San Jacinto, California

San Jacinto USD | BP 5141.4 Students

Child Abuse Prevention And Reporting

Child Abuse Prevention

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

The Superintendent or designee shall seek to incorporate community resources into the district's child abuse prevention programs. To the extent feasible, the Superintendent or designee shall use these community resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

(cf. 1020 - Youth Services)

Child Abuse Reporting

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

(cf. 0450 - Comprehensive Safety Plan)

Employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

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

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)

Legal Reference:

EDUCATION CODE

32280-32288 Comprehensive school safety plans

33308.1 Guidelines on procedure for filing child abuse complaints

44690-44691 Staff development in the detection of child abuse and neglect

44807 Duty concerning conduct of students

48906 Notification when student released to peace officer

48987 Dissemination of reporting guidelines to parents

49001 Prohibition of corporal punishment

51220.5 Parenting skills education

PENAL CODE

152.3 Duty to report murder, rape, or lewd or lascivious act

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

288 Definition of lewd or lascivious act requiring reporting

11164-11174.4 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

15630-15637 Dependent adult abuse reporting

CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students

Management Resources:

CDE LEGAL ADVISORIES

0514.93 Guidelines for parents to report suspected child abuse

WEB SITES

California Attorney General's Office, Crime and Violence Prevention Center: <http://safestate.org>

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

California Department of Social Services, Children and Family Services Division:
<http://www.childsworld.ca.gov>

U.S. Department of Health and Human Services, National Clearinghouse on Child Abuse and Neglect
Information: <http://nccanch.acf.hhs.gov>

Policy SAN JACINTO UNIFIED SCHOOL DISTRICT

adopted: January 8, 2008 San Jacinto, California

San Jacinto USD | BP 5145.9 Students

Hate-Motivated Behavior

The Board of Trustees affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

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

(cf. 0450 - Comprehensive Safety Plan)

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

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 5136 - Gangs)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 6141.6 - Multicultural Education)

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint in accordance with district complaint procedures.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board policy and administrative regulation.

(cf. 3515.3 - District Police/Security Department)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5144 - Discipline)

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

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

In addition, the district shall provide counseling and appropriate sensitivity training and diversity education for students exhibiting hate-motivated behavior. The district shall also provide counseling, guidance and support, as necessary, to those students who are the victims of hate-motivated behavior.

(cf. 6164.2 - Guidance/Counseling Services)

The Superintendent or designee shall ensure that staff receive appropriate training to recognize hate-motivated behavior and methods for handling such behavior in appropriate ways.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The district shall provide age-appropriate instruction to help promote understanding of and respect for human rights.

At the beginning of each school year, students and staff shall receive a copy of the district's policy on hate-motivated behavior.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900.3 Suspension for hate violence

PENAL CODE

186.21 Street terrorism; legislative findings and declarations

422.55-422.86 Hate Crimes

11410-11414 Terrorism

13023 Reports by law enforcement of crimes motivated by race, ethnicity, religion, sexual orientation or physical or mental disability

13519.6 Hate crimes, training courses and guidelines

UNITED STATES CODE, TITLE 18

245 Federally protected activities

Management Resources:

CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995

**ALAMEDA OFFICE OF EDUCATION & CALIFORNIA DEPARTMENT OF EDUCATION
PUBLICATIONS**

**Hate-Motivated Behavior in Schools: Response Strategies for School Boards, Administrators, Law
Enforcement and Communities, 1997**

**U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS & NATIONAL ASSOCIATION
OF ATTORNEYS GENERAL PUBLICATIONS**

Protecting Students from Harassment and Hate Crime: A Guide for Schools, 1999

WEB SITES

CDE: <http://www.cde.ca.gov>

California Association of Human Relations Organizations: <http://www.cahro.org>

United States Department of Education, Office of Civil Rights: [http://www.ed.gov/
offices/OCR/index.html](http://www.ed.gov/offices/OCR/index.html)

Policy SAN JACINTO UNIFIED SCHOOL DISTRICT

adopted: January 8, 2008 San Jacinto, California

Nondiscrimination/Harassment

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

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

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

The Superintendent or designee may provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.

(cf. 1240 - Volunteer Assistance)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.2 - Guidance/Counseling Services)

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)

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

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

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

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

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

(cf. 5145.2 - Freedom of Speech/Expression)

Grievance Procedures

The Director of Student, Community and Personnel Support, or the Superintendent designee will handle complaints regarding discrimination, harassment, intimidation, or bullying, and answer inquiries regarding the district's nondiscrimination policies:

Director of Student, Community and Personnel Support

2045 S. San Jacinto Ave.

San Jacinto, CA 92583

(951) 929-7700

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Director of Student, Community and Personnel Support, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the

Director of Student, Community and Personnel Support or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying shall report the incident to the Director of Student, Community and Personnel Support whether or not the victim files a complaint.

In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1)

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the principal or designee shall immediately investigate the complaint in accordance with the site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

(cf. 5145.7 - Sexual Harassment)

Within 30 days of receiving the district's report, the complainant may appeal to the Board if he/she disagrees with the resolution of the complaint. The Board shall make a decision at its next regular meeting and its decision shall be final.

The Director of Student, Community and Personnel Support shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 6163.4 - Student Use of Technology)

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform Complaint Procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

CODE OF FEDERAL REGULATIONS, TITLE 34

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

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

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

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

California Student Safety and Violence Prevention - Laws and Regulations, April 2004

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendment.org>

National School Boards Association: <http://www.nsba.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy SAN JACINTO UNIFIED SCHOOL DISTRICT

adopted: January 8, 2008 San Jacinto, California

revised: February 12, 2013

Sexual Harassment

The Board of Trustees is committed to maintaining an educational environment that is free from harassment. 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 the complaint process established pursuant to this policy and the administrative regulation.

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 gender and could involve sexual violence
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
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

Complaint Process

Any student who feels that he/she is being or has been subjected to sexual harassment on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall report it in accordance with administrative regulation.

(cf. 1312.1-Complaints Concerning District Employees0

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5141.4-Child Abuse Prevention and Reporting)

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.

Disciplinary Measures

Any student who engages in sexual harassment or sexual violence 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. 5144.1 - Suspension and Expulsion/Due Process)

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

Confidentiality Record-Keeping

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

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)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, Discrimination

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Reese v. Jefferson School District, (2001) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Nabozny v. Podlesny, (1996, 7th Cir.) 92 F.3d 446

Doe v. Petahuma City School District, (1995, 9th Cir.) 54 F.3d 1447

Oona R.-S. etc. v. Santa Rosa City Schools et al, (1995) 890 F.Supp. 1452

Rosa H. v. San Elizario Ind. School District, (W.D. Tex. 1995) 887 F. Supp. 140, 143

Clyde K. v. Puyallup School District #3, (1994) 35 F.3d 1396

Patricia H. v. Berkeley Unified School District, (1993) 830 F.Supp. 1288

Franklin v. Gwinnet County Schools, (1992) 112 S. Ct. 1028

Kelson v. City of Springfield, Oregon, (1985, 9th Cir.) 767 F.2d 651

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime: A Guide for Schools, January 1999

OFFICE OF CIVIL RIGHTS' PUBLICATIONS

Revised Sexual Harassment Guidance, January 2001

Sexual Harassment Guidance, March 1997

WEB SITES

OCR: <http://www.ed.gov/offices/OCR>

Policy SAN JACINTO UNIFIED SCHOOL DISTRICT

adopted: January 8, 2008 San Jacinto, California

revised: December 11, 2012

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 gender, 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

(cf. 5131-Conduct)

(cf. 5131.2-Bullying)

(cf. 5137-Positive School Climate)

(cf. 5145.3-Nondiscrimination/Harassment)

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

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

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

11. Sexual assault, sexual battery, or sexual coercion

School-Level Complaint Process/Grievance Procedure

Complaints of sexual harassment, or any behavior prohibited by the district's Nondiscrimination/Harassment policy - BP 5145.3, shall be handled in accordance with the following 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 Assistant Superintendent of Personnel or Designee/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 Assistant Superintendent of Personnel or Designee/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 Assistant Superintendent of Personnel or Designee/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 Assistant Superintendent of Personnel or Designee /Principal receives an anonymous complaint or media report about alleged sexual harassment, he/she shall

determine whether it is reasonable to pursue an investigation considering 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.

3. **Initial Interview with Student:** When a student or parent/guardian has complained or provided information about sexual harassment, the Assistant Superintendent of Personnel or Designee/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 Assistant Superintendent of Personnel or Designee/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 Assistant Superintendent of Personnel or Designee/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 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 Assistant Superintendent of Personnel or Designee/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 Assistant Superintendent of Personnel or Designee/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-on-student harassment, when the student who complained and the alleged harasser so agree, the Assistant Superintendent of Personnel or Designee/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.

(cf. 5138 - Conflict Resolution)

7. Factors in Reaching a Determination: In reaching a decision about the complaint, the Assistant Superintendent of Personnel or Designee/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 Assistant Superintendent of Personnel or Designee/Principal may take into consideration:

- a. How the misconduct affected one or more students' education
- 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 Assistant Superintendent of Personnel or Designee/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 Assistant Superintendent of Personnel or Designee /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 it is determined that 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 Assistant Superintendent of Personnel or Designee/Principal shall ensure that the harassed student and his/her parent/guardian are informed of the procedures for reporting any subsequent problems. The Assistant Superintendent of Personnel or Designee/Principal shall 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 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)

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

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, including websites (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 provided to employees and employee organizations

Regulation SAN JACINTO UNIFIED SCHOOL DISTRICT

approved: January 8, 2008 San Jacinto, California

revised: November 5, 2012

San Jacinto USD | 5000 | BP 5144.1 Students

Suspension And Expulsion/Due Process

The Board of Trustees has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

(cf. 5144 - Discipline)

Suspended or expelled students shall be denied the privilege of participation in all extracurricular activities during the period of suspension or expulsion.

(cf. 6145 - Extracurricular and Cocurricular Activities)

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion shall be used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to self or others.

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

Zero Tolerance

The Board supports a zero tolerance approach to serious offenses in accordance with state and federal law. This approach makes the removal of potentially dangerous students from the classroom a top priority and ensures the standardized treatment of all students. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy, and administrative regulation as cause for suspension or expulsion.

Student Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and/or law. (Education Code 48911, 48915, 48915.5)

(cf. 5119 - Students Expelled from Other Districts)

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

Supervised Suspension Classroom

The Board recognizes that students who are suspended from school often have no supervision or guidance during the school hours when they are off campus and may fall behind in the coursework. The Board believes that, in many cases, it would be better to manage the student's behavior by keeping the student at school and providing him/her with supervision that is separated from the regular classroom.

The Superintendent or designee shall establish a supervised classroom suspension program which meets the requirements of law for students suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, who pose no imminent danger or threat at school, and for whom an expulsion action has not been initiated.

The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is suspended from class by a teacher because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities, or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in the class from which the student was suspended. (Education Code 48900.1)

Before requiring parental attendance, the teacher shall make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code 48900.1)

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is pursuant to law. (Education Code 48900.1)

The notice shall specify that the attendance may be on either the date the student is scheduled to return to class or within one week thereafter.

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

The principal or designee shall contact a parent/guardian who does not respond to the request to attend school. The Board recognizes that parent/guardian compliance with this policy may be delayed, modified, or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get release time from work.

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)

Decision Not to Enforce Expulsion Order

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law.

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment

1981 Enrollment of students in community school

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35146 Closed sessions (re suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48660-48667 Community day schools

48900-48927 Suspension and expulsion

48950 Speech and other communication

49073-49079 Privacy of student records

CIVIL CODE

47 Privileged communication

48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery on school property

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse

286 Sodomy defined

288 Lewd or lascivious acts with child under age 14

288a Oral copulation

289 Penetration of genital or anal openings

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors or stun guns

868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE, TITLE 18

921 Definitions, firearm

UNITED STATES CODE, TITLE 20

7151 Gun free schools

COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H., (2001) 85 Cal.App.4th 1321

Garcia v. Los Angeles Board of Education (1991) 123 Cal.App.3d 807

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 146 (2001)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

Management Resources:

WEB SITES

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

California Attorney General's Office: <http://www.caag.state.ca.us>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office of Safe and Drug-Free Schools:
<http://www.ed.gov/about/offices/list/osdfs/index.html>

Policy SAN JACINTO UNIFIED SCHOOL DISTRICT

adopted: January 8, 2008 San Jacinto, California

San Jacinto USD | 5000 | AR 5144.1 Students

Suspension And Expulsion/Due Process

Definitions

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

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Board of Trustees for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910. Removal from a particular class shall not occur more than once every five school days.

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

Day means a calendar day unless otherwise specifically provided. (Education Code 48925)

School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)

Student includes a student's parent/guardian or legal counsel. (Education Code 48925)

Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (Education Code 48911)

School property, for the purposes described in Education Code 48900, includes, but is not limited to, electronic files and databases. (Education Code 48900(s))

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. (Education Code 48900.1, 48980)

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

Grounds for Suspension and Expulsion

A student may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense. (Education Code 48900(a))

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(s))

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b))

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))

(cf. 5131.6 - Alcohol and Other Drugs)

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

5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))

6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))

7. Stole or attempted to steal school property or private property. (Education Code 48900(g))

8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))

9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))

10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))

11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

12. Knowingly received stolen school property or private property. (Education Code 48900(l))

13. Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))

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

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

17. Engaged in, or attempted to engage in, hazing as defined in Penal Code 245.6. (Education Code 48900(q))

18. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

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

(cf. 5145.7 - Sexual Harassment)

20. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

(cf. 5145.9 - Hate-Motivated Behavior)

21. Intentionally engaged in harassment, threats, or intimidation against district personnel or students 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 school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal 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 the school campus
4. During, going to, or coming from a school-sponsored activity

The Superintendent or principal may use his/her discretion to provide alternatives to suspension or expulsion for a student subject to discipline under this administrative regulation, including, but not limited to, counseling and an anger management program. (Education Code 48900(r))

(cf. 5138 - Conflict Resolution/Peer Mediation)

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

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Truancy)

Removal from Class by a Teacher/Parental Attendance

A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above. (Education Code 48910)

A teacher also may refer a student to the principal or designee for consideration of suspension from school. (Education Code 48910)

When removing a student from his/her class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. The student shall be appropriately supervised during the class periods from which he/she has been removed. (Education Code 48910)

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

A student removed from class shall not be returned to class during the period of removal without the approval of the teacher of the class and the principal. (Education Code 48910)

A student removed from class shall not be placed in another regular class during the period of removal. However, if a student is assigned to more than one class per day, he/she may be placed in any other regular classes except those held at the same time as the class from which the student was removed. (Education Code 48910)

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

Pursuant to Board policy, a teacher may provide that the parent/guardian of a student whom the teacher has removed attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)

This notice shall also:

1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date
2. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student

3. Ask the parent/guardian to meet with the principal after the visit and before leaving school, as required by Education Code 48900.1

Suspension by Superintendent, Principal or Principal's Designee

The Superintendent, principal or principal's designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)

The Superintendent or designee shall immediately suspend any student found at school or at a school activity to be: (Education Code 48915)

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife, as defined in Education Code 48915(g), at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
5. Possession of an explosive as defined in 18 USC 921

Suspension also may be imposed upon a first offense if the Superintendent, principal or designee determines that the student violated items #1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48900.5)

A student may be suspended from school for not more than 20 school days in any school year, unless for purposes of adjustment the student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, 48911, 48912)

The Superintendent or designee may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903)

Suspensions shall be initiated according to the following procedures:

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

This conference may be omitted if the principal, designee, or the Superintendent determines that an emergency situation exists. An emergency situation involves a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it

or is physically unable to attend for any reason. In such case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee.

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

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

In addition, the notice may state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

4. **Parent/Guardian Conference:** Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved and any other pertinent matter. (Education Code 48914)

While the parent/guardian is required to respond without delay to a request for a conference about a student's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend. (Education Code 48911)

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

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

Suspension by the Board

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

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

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

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by certified mail. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

Supervised Suspension Classroom

Students for whom an expulsion action has not been initiated and who pose no imminent danger or threat to the school may be assigned to a separate, supervised suspension classroom for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The supervised suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. Each student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to a supervised suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

Authority to Expel

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

The Board may also order a student expelled for any of the acts listed above under "Grounds for Suspension and Expulsion" upon recommendation by the principal, Superintendent, hearing officer or administrative panel, based on either or both of the following finding(s): (Education Code 48915(b) and (e))

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

Mandatory Recommendation for Expulsion

Unless the principal, Superintendent or designee finds that expulsion is inappropriate due to particular circumstances, the principal or the Superintendent or designee shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in Education Code 48915(g), explosive, or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

Mandatory Recommendation and Mandatory Expulsion

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915(c))

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife as defined in Education Code 48915(g) at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
5. Possessing an explosive as defined in 18 USC 921

Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)

Student's Right to Expulsion Hearing

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the principal or Superintendent or designee determines that one of the acts listed under "Grounds for Suspension and Expulsion" has occurred. (Education Code 48918(a))

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

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

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall

be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

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

Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

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

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

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

Written Notice of the Expulsion Hearing

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

1. The date and place of the hearing.
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based.
3. A copy of district disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney advisor.

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

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

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

Conduct of Expulsion Hearing

1. **Closed Session:** Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such request is made, the meeting shall be public unless another student's privacy rights would be violated. (Education Code 48918(c))

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student shall also be allowed to attend the closed session. (Education Code 48918(c))

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

2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

3. **Subpoenas:** Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with the Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20 (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be

compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918 (i))

4. **Presentation of Evidence:** Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion" above. (Education Code 48918(h))

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

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

5. **Testimony by Complaining Witnesses:** The following procedures shall be observed when hearings involve allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)

- a. Any complaining witness shall be given five days' notice before being called to testify.
- b. Any complaining witness shall be entitled to have up to two adult support persons, including but not limited to a parent/guardian or legal counsel, present during his/her testimony.
- c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
- d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
- e. If one or both support persons are also witnesses, the hearing shall be conducted according to Penal Code 868.5.
- f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
 - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
 - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.

(3) The person conducting the hearing may:

(a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness

(b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours

(c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. **Decision Within 10 School Days:** The Board's decision on whether to expel a student shall be made within 10 school days after the conclusion of the hearing, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

7. **Decision Within 40 School Days:** If the Board does not meet on a weekly basis, its decision on whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. Alternatively, the Board may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918(d))

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures as apply to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing." (Education Code 48918(d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the student shall be immediately reinstated. The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers and with the student's parent/guardian. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion for a period of one year. (Education Code 48917)

The Board shall make its decision about the student's expulsion within 40 school days after the date of the student's removal from school unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Final Action by the Board

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

(cf. 9321.1 - Closed Session Actions and Reports)

If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for an act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during the summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

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

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

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

Written Notice to Expel

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

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed in Education Code 48900, 48900.2, 48900.3, 48900.4, 48900.7, or 48915 (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board of Education (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Decision Not to Enforce Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion, the Board shall take into account the following criteria:

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

The suspension of the enforcement of an expulsion shall be governed by the following: (Education Code 48917)

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program.

2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status.

3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion" above or violates any of the district's rules and regulations governing student conduct.

4. When the suspension of the enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order.

5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings.

6. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board of Education.

7. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall also inform the parent/guardian of the right to appeal the expulsion to the County Board of Education. (Education Code 48918(j)).

Right to Appeal

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

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

Notifications to Law Enforcement Authorities

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (Education Code 48902)

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

Post-Expulsion Placements

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

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

(cf. 6185 - Community Day School)

When the placement described above is not available, and when the County Superintendent of Schools so certifies, students expelled for acts described in items #6-13 and #18-21 under "Grounds for Suspension and Expulsion" above may be instead referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school. (Education Code 48915)

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

Readmission After Expulsion

Readmission procedures shall be as follows:

1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (Education Code 48916)
2. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding re-admission.

5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)

6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)

7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

Maintenance of Records

The Board shall maintain a record of each expulsion, including the specific cause of the expulsion. The expulsion record shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon receipt of a written request by the admitting school. (Education Code 48900.8, 48918(k))

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

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5125 - Student Records)

Outcome Data

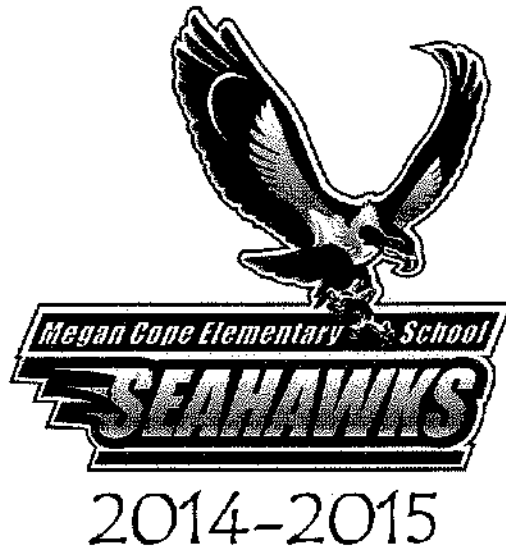
The Superintendent or designee shall maintain the following data: (Education Code 48900.8, 48916.1)

1. The number of students recommended for expulsion
2. The specific grounds for each recommended expulsion
3. Whether the student was subsequently expelled
4. Whether the expulsion order was suspended
5. The type of referral made after the expulsion
6. The disposition of the student after the end of the expulsion period

Regulation SAN JACINTO UNIFIED SCHOOL DISTRICT

approved: January 8, 2008 San Jacinto, California

Megan Cope Elementary School



2550 Via La Sierra Lane
San Jacinto, CA 92582
(951) 654-6069 ~ Fax (951) 929-1434

Ken Swanson, Principal
Lauren Armijo, Assistant Principal

Mission Statement

"Soaring to SUCCESS, Nothing Less!"

Vision Statement

The staff at Megan Cope Elementary School is committed to instructing children according to the most innovative and proven strategies in order to build a bridge to college and career readiness. Our goal is to provide a standards-based education that incorporates a daily review of previous lessons and a preview of upcoming topics. In order to ensure that students have gained a thorough understanding of new learning, teachers expect that both oral and written questions will be answered in complete sentences. Our teachers are committed to working collaboratively within their grade levels and within the school as a whole. We firmly believe that by setting and maintaining high academic and behavioral standards for students, staff, and parents Megan Cope Elementary School is one of the premier schools in the Valley.

MEGAN COPE ELEMENTARY CODE OF CONDUCT— STUDENTS & STAFF

Trustworthiness

*Arrive to school on time, every day. *Keep your promises. *Be honest with yourself and with others. *Complete all your homework and turn it in on time. *Don't gossip. *If you have a concern, speak directly with the people involved.

Respect

*Use respectful words and actions. * Treat others with dignity and respect. *Use good manners, not bad language. *Deal peacefully with anger, insults, and disagreements. *Keep your hands and feet to yourself.

Responsibility

*Attend school activities. *Show your parents all the papers you take home from school. *Take accountability for your choices and actions.

Fairness

*Understand, follow, and support the school rules. *Listen to others, especially your adults who lead on campus. *Do your part to help out at school. *Don't blame others carelessly.

Caring

*Be kind. *Help people in need. *Don't litter anywhere. *Don't point out other's faults. *No verbal or physical bullying.

Citizenship

*Do your part to improve your school and community. *Cooperate. *Be involved in school. *Be a good neighbor. *Respect authority. *Respect your teachers. *Obey all city laws. *Obey school rules.

MEGAN COPE ELEMENTARY PARENT CODE OF CONDUCT

Pillars of CHARACTER TRAITS

We ask that all parents follow the same Code of Conduct as the students and staff.

You are your child's first teacher! Thank you for being a role model in the following:

Trustworthiness

*Arrive to school and pick your child up from school on time, every day. *Keep your promises. *Be honest with your children and others. *Help your child with homework, but don't do it for them. *Don't gossip. *If you have a concern, speak directly with the people involved.

Respect

*Use respectful words and actions. *Provide guidelines and firmness for children, but implement them with dignity and respect. *Use good manners, not bad language. *Deal peacefully with anger, insults, and disagreements.

Responsibility

*Attend school activities. *Review papers and information from school and return them in a timely manner. *Model for your children how you take accountability for your choices and actions. *Teach your children to be accountable for their choices.

Fairness

*Understand, follow, and support the school rules. *Listen to others, especially your children. *Do your part to help out at school. *Don't blame others carelessly.

Caring

*Be kind. *Tell your children that you love them. *Help people in need.

Citizenship

*Do your part to improve your school and community. *Cooperate. *Be involved in school. *Be a good neighbor. *Respect authority. *Respect your children's teachers. *Obey the traffic laws and be courteous, especially when accessing or leaving school property.

TAKE FIVE!!

Megan Cope Elementary Parents, please take five minutes to talk with your child(ren) about school every day.

- 1. Name three things you learned in school today.**
- 2. What did you do today to contribute to learning in class?**
- 3. How did you make your character count today?**
- 4. What can you do tomorrow to conduct yourself as a productive Megan Cope Elementary student?**
- 5. Encourage your child to make education a priority in a very specific and genuine way.**



Megan Cope Elementary Community Pledge

The Teacher Pledge	The Student Pledge	The Parent Pledge
<p>I understand the importance of fostering a positive school experience for every child. I am committed to creating a school that knows no limits to academic success of each student. I agree to carry out the responsibilities to foster College and Career Ready students:</p> <ul style="list-style-type: none"> ▪ Adhere to the Mission, Vision, Shared Commitments and goals of Megan Cope Elementary ▪ Foster Culture of Universal Achievement ▪ Collaborate with staff and parents ▪ Teach the Common Core standards ▪ Regularly assess student achievement ▪ Review Data ▪ Provide intervention and differentiation ▪ Maintain confidentiality <p>Each of these responsibilities speaks to my commitment to teach state standards, communicate regularly with parents, and strive to meet the individual needs of each student.</p>	<p>I understand that my education is very important to my future. It will help me develop the tools I need to become a successful and productive person. I know that my education will prepare me for college in the future. Because of this I am committed to following the requirements found in the school handbook. In addition, I commit to:</p> <ul style="list-style-type: none"> ▪ Arrive at school everyday on time. ▪ Follow the rules ▪ Focus in the classroom and do my best work ▪ Complete and turn in my homework on time. ▪ Return letters, corrected work, and other school materials ▪ Return library books when due ▪ Care for my textbooks ▪ Communicate with my parents and other students in an honest manner ▪ Respect authority <p>Each of these responsibilities speaks to me being ready for college.</p>	<p>I understand that my child's education today is essential for their success in life. This experience will support him/her to become a successful and productive person. It will also prepare them for college. Because of this, I am committed to following the requirements. These responsibilities are:</p> <ul style="list-style-type: none"> ▪ Adhere to the Mission, Vision, Shared Commitments and goals of Megan Cope Elementary ▪ Honor the Code of Conduct ▪ Observe the "Take Five" commitment ▪ Ensure my child attends school on time every day. ▪ I will call the school office and report when my child is ill and unable to come to school. I will follow the district's guidelines regarding illness. ▪ Respect authority ▪ No gossiping <p>Each of these responsibilities speaks to my commitment to support Megan Cope Elementary School in order to ensure a bright future for my child.</p>

MEGAN COPE ELEMENTARY SCHOOL AND OFFICE HOURS

The school office is open from 8:00 a.m. to 4:00 p.m.

Instructional Times:

Grades 1, 2, 3, 4, and 5

Monday-Thursday 8:45 a.m. - 3:15 p.m.

Friday 8:45 a.m. - 1:35 p.m.

AM/PM Kindergarten

Monday-Thursday

AM 8:45 a.m. - 12:25 p.m.

PM 11:45 a.m. - 3:25 p.m.

Friday (AM & PM) 8:45 a.m. - 12:25 p.m.

Extended Day Kindergarten

Monday-Thursday

Session 1 9:15 a.m. - 2:15 p.m.

Session 2 10:15 a.m. - 3:25 p.m.

Friday (Sessions 1 & 2) 8:45 a.m. - 1:15 p.m.

Dual-Immersion Kindergarten

Monday -Thursday 8:45 a.m. - 2:30 p.m.

Friday 8:45 a.m. - 1:15 p.m.

Students should arrive to school no earlier than 8:00 a.m.

SUPERVISION OF STUDENTS IS NOT PROVIDED UNTIL 8:00 A.M. SO PLEASE NO EARLY DROP-OFFS.

MEGAN COPE ELEMENTARY GUARDED INSTRUCTIONAL MINUTES

Megan Cope will adhere to "guarded instructional minutes" in order to provide all students with the uninterrupted instruction they deserve. If you call the office and want to speak to a teacher or child during the school hours, the office clerk or secretary will ask you to leave a message. The office will try to relay telephone messages to students if received prior to 3:00 p.m. To prevent the interruption of class instruction, **we require that these be of an emergency nature only.**

If your child forgets their lunch, jacket, homework, or any other item, you may leave the item in the office (please clearly label the item with your child's and teacher's name). At recess or lunch, your child may check the "Items Table" to retrieve what was forgotten.

Do not take the item to the classroom, as this will interrupt class.

ATTENDANCE COMMITMENT

Children can't learn if they are not at school! The state law requires that students attend school regularly. Illness or medical appointments are the only legally excused absences. We are asking that you make a commitment to ensure your child comes to school EVERYDAY!

If your child has a slight cough, headache, mild sore throat, etc., please send your child to school.

Attendance guidelines (when students should stay home):

If your child has:

- 100° temperature or more
- pink eye
- lice
- or a doctor's note indicating illness, please keep your child home.

YOU MUST CALL OR SEND A NOTE TO THE OFFICE INDICATING WHY THE CHILD WAS ABSENT. YOU CAN CALL THE OFFICE AT (951) 654-6069 TO INFORM US OF YOUR CHILD'S ILLNESS. You may leave a message on the answering machine at any time. With principal approval, an independent study can be arranged 48 hours in advance if the student will be absent for between 5 and 10 days.

TARDINESS

The first bell rings daily at 8:40 AM. Your child needs to be at school, in line on the blacktop by 8:45 a.m. **Your child will be considered tardy if they are getting out of the car at 8:45 a.m.** A student may be withheld from attendance incentives if they have 3 or more tardies.

Repeated tardiness or unexcused absences are viewed as truancy under state law. Letters are sent to parents when students do not attend school, or if they have excessive tardies indicating that there is a problem. Either our Principal, Assistant Principal, or one of our office staff members will call or visit your home to clarify and help rectify the problem.

If the problem is not corrected, you may be required to attend Student Attendance Review Team (SART) and sign a SART contract to ensure attendance. As a last resort, a formal hearing may be scheduled with the Student Attendance Review Board (SARB) for action. This board may consist of members of the San Jacinto Police Department, Riverside County Social Service, District Attorney, and District personnel.

LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS

No student may leave the school grounds without an adult who is listed on the student emergency card. Students who have been dropped off at school may never leave the school grounds before or after school without proper authorization. **IF YOU MUST PICK UP YOUR CHILD DURING SCHOOL HOURS, you must sign them out in the school office. YOU WILL ALWAYS NEED TO SHOW PHOTO IDENTIFICATION BEFORE YOUR CHILD WILL BE RELEASED.**

***PLEASE NOTE:** An absence OR any combination of early release or tardy equaling three total will result in students being disqualified from earning an End of the Year Perfect Attendance Award.

CUSTODY ISSUES

THE MOST UP-TO-DATE CUSTODY COURT ORDERS MUST BE ON FILE AND CLEARLY COMMUNICATED WITH THE OFFICE STAFF. THE OFFICE STAFF WILL FOLLOW THE MOST UP-TO-DATE COURT ORDERS ONLY. Please take the time to settle all custody disputes outside the school environment. Thank you.

EMERGENCY INFORMATION

Emergency cards are sent home at the beginning of the school year. It is required that we have a completed card for every child. Telephone numbers listed on the card will be used to notify parents or other listed persons in the event of an emergency or accident. It is imperative that emergency phone numbers are provided and **ARE KEPT UP TO DATE.** Only persons listed on the student's emergency card will be permitted to pick up students. A photo ID must be shown when picking up a student or the student may not be released. This is a District Policy.



HEALTH/STUDENT INJURY INFORMATION

- In the event of an illness or an accident, parents will be contacted using the numbers provided on the emergency card. If the school is unable to contact parents, other persons listed on the student's emergency card will be contacted.
- The school must be notified in the event that a doctor has prescribed medication for your child that must be taken during school hours. State law requires that the necessary forms be completed before any medication can be administered at school. Please contact the school office for further information at (951) 654-6069.
- Students with a contagious or infectious disease--please notify the school office immediately and provide a doctor's note excusing the student from school, and request the doctor to include the expected date of the student's return to school.
- If your child has a special health need, please contact the school nurse or health clerk by calling (951) 654-6069.

EMERGENCY PROCEDURES

Megan Cope Elementary staff and students practice fire and disaster drills throughout the year. We practice these drills in a serious manner and communicate to students how important they are. In the event of an emergency, the following procedure may be followed:

- Evacuate all students at a safe time which is dependent upon the type of emergency situation (fire, earthquake, lock-down, etc...)
- Students and teachers proceed to the student evacuation area prescribed by their school administration.
- Teachers will take roll upon arrival to the evacuation area. Missing students are reported.
- Students and teachers remain in the evacuation area until the all-clear signal is given either by a bell or the administrator or designee.
- Their teachers will lead students back to their classrooms.
- If the emergency requires students to be picked-up, parent contact will be made through phone numbers listed on the emergency card.
- Emergency supplies will be used if necessary for temporary assistance.
- In the event of student pick-up, whoever is picking up the child must be on the emergency card and show proper ID.
- Please follow all school personnel's directions.

TRANSPORTING STUDENTS TO AND FROM SCHOOL

Our parking lots may become congested during arrival and dismissal times (8:45 a.m. and 3:15 p.m./1:35 p.m., Fridays).

- The **YELLOW** curb in front of each parking lot is for drop-off and pick-up of students only. **NO PARKING IS ALLOWED ALONG THE YELLOW OR RED CURBS IN FRONT OF THE SCHOOL.** Please **STAY IN YOUR CAR** along the yellow curb and pull your vehicle up as supervisors direct you to pull up allowing the line of cars to move forward at all times.
- **IT IS RIGHT TURN ONLY ON TO VIA LA SIERRA LANE OUT OF PARKING LOTS A AND C.** This is city law due to the distance from the major streets to the parking lots. Please merge politely as you exit.
- Drop off students at the curb only, **NEVER IN THE PASSING LANE.** The passing lane is for moving traffic, not for loading or dropping off.
- Please do not drive in the Bus Zone in Parking Lot A.
- **ALWAYS USE THE CROSSWALKS IN THE PARKING LOTS** and when crossing the major streets (Cawston, Via La Sierra Lane, and Sanderson).
- **STUDENTS ARE EXPECTED TO FOLLOW THE CODE OF CONDUCT TO AND FROM SCHOOL EVERY DAY.**

STUDENT PICK-UP

Megan Cope Elementary is a closed campus. All gates will be locked during normal school hours and **ALL VISITORS MUST SIGN IN AT THE OFFICE.** Please call the office 24 hours in advance to set up a meeting with your son/daughter's teacher.

In our effort to provide consistent classroom closure procedures, early pick-up will not be available the last 15 minutes of the school day except for emergencies. When picked up early, students may not be able to get belongings from the classroom. Please plan accordingly.

At the end of the day, teachers will escort 1st through 5th grade students to the following designated "exterior" sidewalk areas: 1st, 2nd, and 3rd grades will be released at Lot B, and 4th and 5th grades will be released at Lot C. Kindergarten parents will pick-up their students at the Kindergarten Release Gate at Lot A.

*Please call the school office if you will be late to pick up your child. If a parent/guardian is consistently late in picking up their child the San Jacinto Police Department and/or Child Protective Services will be contacted. Let your child know which gate you have designated for pick up **BEFORE** dropping them off each day.

BUS INFORMATION

Please follow all the rules of the bus. Riding the bus is a privilege; good behavior is expected. Make sure that you and your child are always at the bus stop no later than 5 minutes no earlier than 15 minutes before scheduled pick-up. If you have any questions, you can call the District Transportation Department at 951-487-7770.

BICYCLES, ROLLER BLADES/SCOOTERS, SKATES AND SKATEBOARDS

Roller blades/skates and skateboards ARE NOT PERMITTED AT ANY TIME ON CAMPUS. Students are allowed to ride bicycles or scooters to and from school provided that they wear a protective helmet; Megan Cope Elementary intends to follow this California law requirement. If a child rides a bike or scooter to school without a helmet, we may detain the child and request that a parent either bring a helmet or give the child a ride home. Students are responsible for locking their bikes in the bike rack.

CELL PHONES/ELECTRONICS/PERSONAL PROPERTY

Cell phones must be OFF and may not be used at all during school hours. Students cannot have cell phones visible during the school day. Any cell phone heard or seen during the school day will be confiscated and parent must pick up. A second offense will result in an on-campus disciplinary action, and a third offense can result in suspension.

Students are always able to seek the help of adults on campus or go to the office to call home. Please support us in our efforts to maximize learning time by limiting cell phone usage. We instruct students to put their cell phones in their backpacks during school hours. The school assumes NO liability for lost or stolen cell phones.

Electronic devices and personal items are NOT allowed on campus (Ex. Radios, video games, collectible cards, money, toys, jewelry, etc...). The school is not responsible for any items brought to school if lost or broken. SJUSD assumes no liability for the loss/theft of these items and will not investigate their loss or possible theft. Students bringing these items to school do so at their own risk.

Occasionally, classes will have game days in which students will be allowed to bring devices and use them for a time during class, but a teacher will send home a note specifying the date and items that can be brought. It is up to parent's discretion if you would like to send those items with your child. Again, SJUSD assumes no liability for the loss/theft of these items.

BREAKFAST AND LUNCH

Breakfast is FREE for all students. Breakfast is served from 8:10 a.m. to 8:35 a.m. as well as at recess. Students may only eat breakfast for free one time during each day.

Lunch is \$2.25 full price/Reduced \$0.40. Milk is available for \$0.30. A menu is sent home each month with the items served each day. It is suggested that students' accounts are prepaid each month to eliminate issues of forgotten lunch money. If a student does not have money on their account, they will be offered an alternate meal which consists of string cheese, fruit/vegetable choice, and milk.

Applications for free or reduced meals are available in the school office. Parents are not allowed to eat with the students in the Multipurpose Room during breakfast and/or lunch.

HEALTHY SNACKS FOR SCHOOL

Megan Cope Elementary follows the District's Nutritional Guidelines which states:

- Cupcakes, cookies, candy, cakes, and other sweets are NOT ALLOWED and will not be distributed to students during school hours.
- We strongly recommend to NOT send chips, Hot Cheetos, Taki's or sodas with your students.
- Snacks must follow the district guidelines.
- Healthy snacks need to be store bought and packaged if distributing to students. No homemade snacks or food items are allowed.
- Healthy snacks include fruit, raw vegetables, cheese, peanut butter, nuts, crackers, water, no added sweetener fruit juice
- See website for additional healthy snack ideas
<http://www.schoolnutritionandfitness.com/index.php?sid=1908090032069219>.

*Please Note: Students may not share their snack or lunch with other students in consideration of possible allergic reactions. Students should bring single serving portions of food for snack or lunch.



PARENT VOLUNTEERS

ALL VISITORS AND/OR VOLUNTEERS TO MEGAN COPE ELEMENTARY ARE WELCOMED AND APPRECIATED! ALL VOLUNTEERS MUST BECOME A DISTRICT APPROVED VOLUNTEER. YOU MUST SIGN IN AT THE OFFICE AND SHOW A VOLUNTEER BADGE EVERY TIME YOU COME ON CAMPUS TO HELP.

ALL parents/guardians are invited and encouraged to participate and attend PTA meetings and activities. PTA typically sponsors book fairs, fundraisers, educational programs, assemblies, and parent nights. Call the school during office hours for details on how to become a part of PTA.

We request that no young children or students be allowed in the Staff Lounge at any time.

Volunteer Application Procedures

As part of the San Jacinto Unified School District's ongoing effort to enhance school safety, the district has established procedures for volunteers. Application forms as well as procedures for background checks for school volunteers are required. Following are procedures for volunteer applicants.

1. For volunteer applicants who will be working up to one time per month and do NOT plan on chaperoning field trips, the following procedures shall apply.
 - a. Submit a completed volunteer application to the school site.
 - b. School site staff and District Office Administration approve and sign application.
2. For volunteer applicants who would like to volunteer an unlimited amount of times and/or chaperone field trips, the following procedures apply.
 - a. Submit a completed volunteer application to the school site
 - b. School site staff and District Office Administration approve and sign application.
 - c. Volunteer must provide proof of a negative TB test and have Fingerprinting completed through an approved location (to be provided by district).
3. Returning volunteers must complete a Returning Volunteer Request Form and an Emergency Card. Site and District Administration must approve request.

*Volunteer applications are located in the front office.

ACCELERATED READING PROGRAM (AR)

Accelerated Reading (AR) is an online reading supplemental program at Megan Cope Elementary. The purpose of AR is to make essential reading practice more effective for every student. As students take the STAR reading assessment, teachers can personalize each student's reading practice to their current reading level by encouraging students to choose books according to their ZPD (Zone of Proximal Development). Students read a book at their reading level, and then they may take a short comprehension quiz on the computer. As students gain in reading proficiency, their success is charted and reported. The goal is for students to build a lifelong love of reading and learning. Each teacher may manage AR in their classroom as it fits into their planned daily academic schedule.

LIBRARY

Students are encouraged to use the library before and after school. Each class is assigned a weekly classroom time to be spent in the library. Students can checkout books which are due on a weekly basis. Students are financially responsible for lost or damaged books and text books so that the library collections can continue with enough books for everyone. *Note: All progress reports, final report cards, and year end activities may be withheld until all library fines are paid or books returned.*

INTERVENTIONS

Megan Cope Elementary offers intervention programs throughout the school day based on individual student's needs. Each grade level's interventions are unique to their grade level. Please speak to your child's teacher regarding intervention programs. In addition, a teacher may call a Student Study Team meeting, or SST, in which the teacher, family, and other staff develop a plan focused on student success.

SPECIAL SERVICES

The San Jacinto Unified School District provides a variety of educational services to students. These services are coordinated between teacher, parent, child, and Principal/staff throughout the school year. These services include: Special Education (Speech, SAI), Elementary Guidance Counseling, and/or Academy.

FIELD TRIPS

In order for your child to participate in a field trip, signed district parent permission slips must be turned in prior to the trip. Students may be disqualified from participation in certain fieldtrips based upon not maintaining proper behavioral standards.

MEGAN COPE STUDENT AWARDS

Megan Cope Elementary recognizes students' accomplishments at our monthly awards assemblies and end-of-year awards assemblies. They are also recognized at our weekly Friday assembly. All of these awards are given at the teacher's discretion. Especially in the primary classes, teachers try to recognize all students, but with the number of students in each classroom, this may not be possible.

FRIDAY AWARDS INCLUDE:

- Student of the Week—Presented to students who have been working hard for that week.
- Caught Being Good--Presented to students who have been seen going above and beyond to help the school, staff, or students.

MONTHLY AWARDS INCLUDE:

- Student of the Month (Academics)--presented to students who have excelled academically.
- Student of the Month (Citizenship)—presented to students who have been outstanding citizens and demonstrated the character traits.
- AR Awards—presented to students who have a joined a point club or completed a reading level.

ADDITIONAL END OF THE SEMESTER/YEAR AWARDS may include:

- Perfect Attendance Awards given to students who have not had any absences or more than 3 tardies/early pick-ups for the school year.
- Student of the Semester--given to students who have demonstrated excellence in academics and citizenship or shown the most growth during the semester.
- Kindergarten promotion certificates
- 5th Grade promotion certificates



DUAL IMMERSION

There is a new Dual Immersion strand of students within Megan Cope Elementary that are receiving instruction in English and Spanish with the goal of being proficient in both languages. In other words, the goal of the program is for students to be bilingual, biliterate, and bicultural. This is a popular program, and space is limited! Dual Immersion is only a strand within Megan Cope Elementary; we appreciate Dual Immersion students and families participating with Megan Cope Elementary's general activities, etc. Likewise throughout the year, Dual Immersion may sponsor special activities and events to which all of Megan Cope Elementary's students are invited. Please check our website or call the school office at (951) 654-6069 to inquire about Dual Immersion Kindergarten for the 2014-2015 school year.

HOMEWORK

Each teacher develops their own homework policy in order to reinforce learning from school. In addition to other homework, please ensure your child is reading every night. Please communicate with your child's teacher for their homework policy.

BIRTHDAYS

Our class time is designated for instruction, so we ask that parents understand that any birthday recognition may occur either right before lunch or dismissal. We realize that many parents want to bring something to share with classmates, but we are requesting that you share healthy snacks which follow the Health & Wellness policy, or better still, a goody-bag of fun or useful items that students may enjoy at home.

FLAG SALUTE

The pledge of allegiance is to be part of each day's opening exercise. Those children who have religious or conscientious objections may be excused from participating but are expected to stand respectfully during the pledge. The flag of the United States of America shall be raised above each school before the opening of the school and taken down at its close everyday.



ASES

Megan Cope Elementary sponsors an After-School Program, ASES, which runs from 3:15 to 6:00 p.m. Monday-Thursday and 1:35-6:00 p.m. on Friday for Megan Cope Elementary students. The goal of ASES is to provide students with a safe environment after school, some homework help, tutoring, and enrichment. If you are interested in enrolling your child in our After-School Program, please contact the office at (951) 654-6069 for an application.

BACK TO SCHOOL NIGHT AND OPEN HOUSE

Back-to-School Night will be in the beginning of the year to provide parents with information about their child's grade level curriculum and classroom learning program. Open House is in the Spring and will allow parents the chance to view the tremendous learning and teaching that has occurred throughout the year.

PROGRESS REPORTS AND REPORT CARDS

Progress reports are sent out mid semester and report cards are sent out at the end of each semester. The reports indicate your child's progress towards mastery of the state standards.

PARENT/TEACHER CONFERENCES

All parents are invited and encouraged to attend a parent/teacher conference which takes place at the end of the first quarter. Assessment scores and progress will be shared at this time in addition to the first progress report.

LOST AND FOUND

Your child's personal items should be clearly marked with the child's first and last name. Parents and students are encouraged to check the lost and found regularly for missing items. The lost and found items left will be donated each quarter. A Parent Link will go out giving you notice before they are donated.

HATS

Hats may be worn by students **OUTSIDE AT RECESSES ONLY**. The hat logo must be acceptable (no gang slurs or references to alcohol, drugs, etc.). Hats must be worn facing forwards (no turning the caps backwards or sideways). Hats **MUST BE REMOVED UPON ENTERING THE CLASSROOM OR ANY BUILDING**.

MEGAN COPE ELEMENTARY DRESS CODE

To ensure a safe campus and positive learning environment Megan Cope Elementary School has the following dress code. The dress code is aligned with the dress code of The San Jacinto Unified School District. Any parent who would like to be a member of the Safe School Committee is encouraged to contact the school.

1. Shoes must be worn at all times and must adequately protect the feet (no flip-flops, no slippers, no backless shoes/sandals, no high heels, etc.)
2. No jerseys will be worn at school except for participants of designated school spirit days.
3. Hats are permitted to be worn outside of buildings to protect students from the sun. Hats are to be worn properly with the bill facing forward. Hats and hoods are to be taken off when entering the classroom or offices.
4. No clothing may be worn that promotes alcohol, drugs, or tobacco.
5. No clothing may be worn with unacceptable messages. This includes foul language, sexually suggestive language or graphics.
6. Clothing must cover the midriff, back, chest, and shoulders. No bare midriff tops, no tank tops with straps less than 1 inch, no tube tops, no strapless tops, no low cut tops, and no boys' white tank tops are allowed. None of these are allowed even if worn under a jacket or sweatshirt.
7. No clothing may be worn that is gang related as determined by the San Jacinto Police Department.
8. No bandanas, hair nets, dew rags, or sweatbands may be worn at any time.
9. Pants must fit at the waist, must be hemmed, and must be able to stay up without the aid of a belt. Pant cuffs may not drag on the ground. Underpants may not show.
10. Colored hair is appropriate in natural tones only.
11. Shorts may be worn. However, shorts, skorts, dresses, and skirts must be an appropriate length as deemed acceptable by staff.
12. No make-up, fake nails, or large hoop earrings are permitted.

13. Clothing cannot be worn that is disruptive to school activities.

14. The above dress code also applies to backpacks, binders, and book covers, which are to be free of writing.

The school staff has the discretion to determine whether clothing is not appropriate.

The dress code is subject to change as needed. If a student violates dress code, a change of clothes brought by the parents will be required. Further violations may result in disciplinary action.

BULLYING

Every student is entitled to a safe school environment free from discrimination, harassment, intimidation, and bullying. The San Jacinto Unified School District Policy (BP5131.2) on Bullying can be accessed on the SJUSD website. Copies are available at each school site.

San Jacinto Unified School District prohibits bullying. This includes, but is not limited to, discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code section 220, and disability, gender, gender identity, gender expressions, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Bullying is defined in Education Code section 48900(r).

School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation, or bullying, provided it is safe to do so. Acts of discrimination or bullying should be brought to the attention of the principal. You may make an anonymous complaint by contacting the principal or Student, Community & Personnel Support at (951) 929-7700 ext. 4288. If there is sufficient corroborating information, the San Jacinto Unified School District will commence an investigation. Complaints of bullying or discrimination will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate. Students who violate the district's policies on bullying or discrimination may be subject to discipline, including suspension and expulsion. The San Jacinto Unified School District prohibits retaliation against individuals who make complaints of bullying or provide information related to such complaints.

DISCIPLINE

Megan Cope Elementary School staff desires to see all students be successful academically, socially, and emotionally. Teachers often take time out of a busy academic schedule to discuss positive and negative choices students make. Students are learning to make positive choices, and we want to help them along the way.

Each teacher will handle discipline within their classrooms for minor offenses or missing homework. We encourage communication between the school and the parents to ensure we are working as a team to correct any inappropriate behaviors. If a student has consistent minor offenses or a serious offense, he/she will be sent to the office to meet with school administration. Disciplinary action is at the discretion of the Site Administrator or Designee.

DUE PROCESS

Every student involved in a disciplinary proceeding is afforded their right under law to respond to any accusation or allegation made against them. Situations which may result in disciplinary action are thoroughly investigated and documented. Disciplinary consequences are assigned that are in compliance with district directives, Board policy, Education Code, and state and federal law.

Under federal law, information involving students and families involved in disciplinary proceedings will be kept strictly confidential. At no time will information involving disciplinary proceedings or consequences be shared with non-district personnel or with anyone other than parents, guardians, or caregivers.



SJUSD is compelled to uphold a standard of behavior at its school sites that promotes fairness, accountability, and safety. The following Sections are offenses under California State Education Code 48900 that may result in suspension or expulsion from school:

Education Code Section 48900:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (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 any intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell 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, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.

- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in 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.
- (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.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of Section 245.6 of the Penal Code.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 directed specifically toward a pupil or school personnel.
- (s) A pupil who aids or abets, as defined in Section 31 of the Penal Code, 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 of serious bodily injury shall be subject to discipline pursuant to subdivision (a).

Education Code Section 48900.2: Committed sexual harassment as defined in Education Code Section 212.5. The conduct described must be considered to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile or offensive educational environment. (Grades 4-12)

Education Code Section 48900.3: Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of section 33032.5. (Grades 4-12)

Education Code Section 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 environment. (Grades 4-12)

Education Code Section 4900.7: Made terroristic threats against school officials or school property, or both.