

**Dinuba High School**

**Comprehensive School Safety Plan**

**February 8, 2019**

**Mike Roberts, Ed.D**



## Table of Contents

The Comprehensive School Safety Plan Overview .....	3
General School Information .....	4
Assessment of the Current Status of School Crime .....	6
Appropriate Programs and Strategies that Provide School Safety .....	11
Child Abuse Reporting Procedures for All Mandated Reporters .....	17
Suspension and Expulsion Policies .....	27
Policy for Notifying Teachers of Dangerous Pupils .....	27
Discrimination and Harassment Policy .....	30
School Safety Practices, Policies and Procedures .....	35
Schoolwide Dress Code .....	35
Safe Ingress and Egress Procedures .....	37
Bully Prevention .....	41
Ensuring a Safe and Orderly Environment.....	42
Discipline Policies .....	43
Hate Crime Policies and Procedures.....	45
Disaster Procedures.....	47
Earthquake: .....	47
Fire drill and Fire Evacuation Procedures: .....	47
Campus Lockdowns/Active Shooter .....	48
References and Resources.....	50
Appendices: .....	50








## The Comprehensive School Safety Plan Overview

The Comprehensive School Safety Plan (CSSP) is required by Education Code 32282-32289 to be reviewed and updated by March 1 annually and subsequently submitted for approval to the School Site Council as well as to the district's governing board. The contents of the CSSP should include at a minimum, information assessing the current status of school crime committed on school campus and at school-related functions, strategies and programs that provide or maintain a high level of school safety, and procedures for complying with existing laws related to school safety. For additional information on school safety programs, policies, or procedures and how you may become involved locally, please contact:

Mike Roberts, Ed.D  
 Mike Roberts, Ed.D, Dinuba High School  
 340 East Kern Street  
 Dinuba, CA 93618  
 (559) 595-7220  
 mroberts@dinuba.k12.ca.us

This plan has been prepared by the site safety team, reviewed and approved by the School Site Council.

### Signatures of Planning Team:

<u>Name</u>	<u>Title</u>	<u>Signature</u>	<u>Date</u>
Dr. Mike Roberts	Principal		February 14, 2019
Officer Marcos Nunez	Dinuba Police Department/SRO		February 14, 2019
Sylvia Garza	Parent		
Angie Barajas	Parent		February 14, 2019
Alexandra Soto	Parent		
Vanessa Ramirez	Parent		February 14, 2019
Phil Rios/Michelle Merigian	Teachers		February 14, 2019
Annie Ogata/Gina Melkonian	Teacher/Assistant Principal		February 14, 2019
Nick Rodriguez	Student		February 14, 2019
Lily Moos/Audrey Menard	Students		

## General School Information

### A. School Profile:

Dinuba High School is a four-year comprehensive high school located in northern Tulare County. Dinuba High School follows a traditional calendar and serves approximately 1,900 students in grades 9-12 (Hispanic 91.6%, White 5.7%, English Learners 14.9%). Staffing consists of: one principal, four assistant principals, five counselors, one College/Career Coordinator, athletic director, activities director, 92 certificated teachers (86 DHS/6 VROP), and support staff. In addition, the instructional leadership team (principal, assistant principals, counselors, and selected teacher leaders) meets weekly and plays a pivotal role in decision-making on the DHS campus.

### B. Safe School Mission:

Student and staff safety is of utmost importance in Dinuba Unified. Each site will annually develop a site specific School Safety Plan that addresses the needs of their site and ensures that that district is doing everything possible to keep our students and staff safe.

Campus safety and security is of the utmost importance. The safety of our students in number one to Dinuba High School. We have numerous measures in place to prevent any issues from disrupting the learning environment. Five campus monitors, along with fourteen security cameras, enhance campus supervision. Four assistant principals oversee discipline and a safety plan can be found in the school office. A Dinuba Police Department School Resource Officer is located on campus. An online anonymous reporting system (Sprigeo) is available to students and parents and lockdown procedures are practiced at least once a term. Overall, the campus is a safe and secure place to learn.

*Ex: Students and staff will have a safe and secure campus where they are free from physical and psychological harm. The principal and staff are committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior, and respect for others.*

### C. Description of School Facilities

Even though DHS is over 100 years old, it has newer classrooms, state-of-the-art science buildings, and an all-weather track/artificial turf field. There are 90 classrooms, a college and career center, library, and five computer labs for students to use before school or after school. An aquatic complex and two softball fields have been added to the campus.

Dinuba High School has a fence around its entire perimeter which is locked in key spots to limit to ensure the safety of our students. Our school has a new emergency procedure folder that each classroom has posted near the entrance door. This folder carries all emergency procedures, attendance, logs, and action plans. Classrooms have "lock bloks" installed to increase school safety during school hours. All visitors are required to check in at the office and wear an identification tag. Signs are posted at the entrances reminding guests to report to the office immediately upon entering our campus.

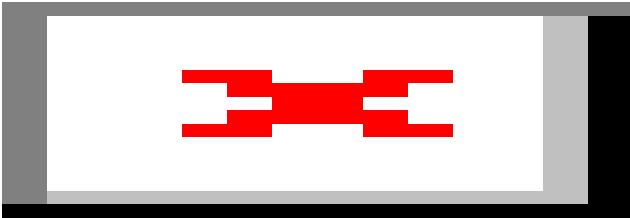
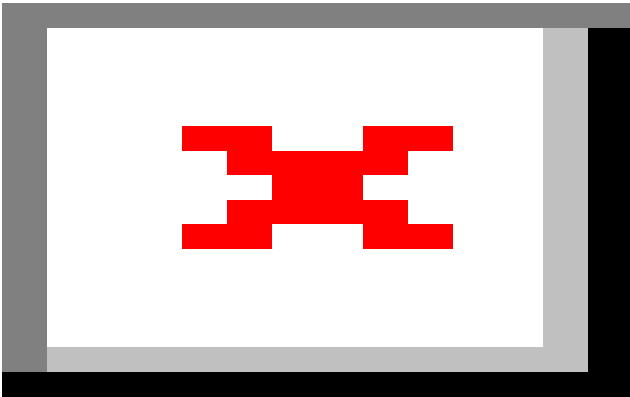
Dinuba Unified also has a very secure internet filter which prohibits students from wandering to unhealthy sites. This filter also applies to our school's Wi-Fi.

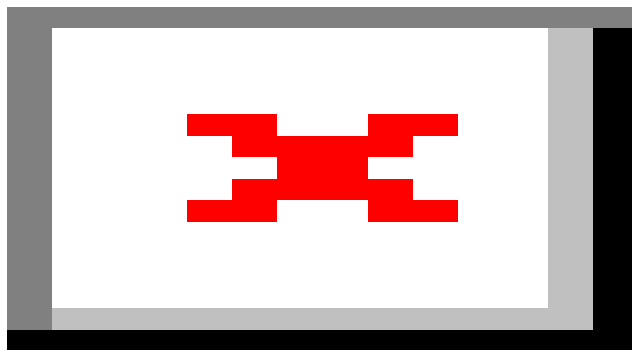
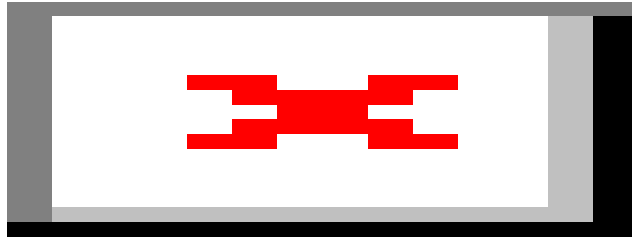
### D. Description of school/district personnel

Dinuba has a full-time police officer on site who also attends our extra curricular activities on and off our campus, a full-time psychologist (and intern), and 3 educational social workers located at LGSSC, five counselors, four assistant

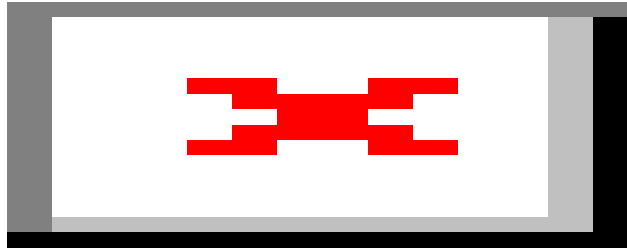
principals, and one principal. Dinuba High School currently has five campus monitors who work throughout the school day.

Assessment of the Current Status of School Crime

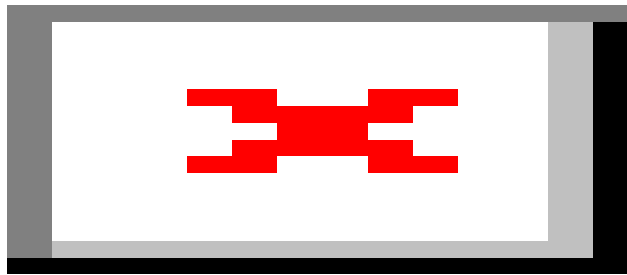




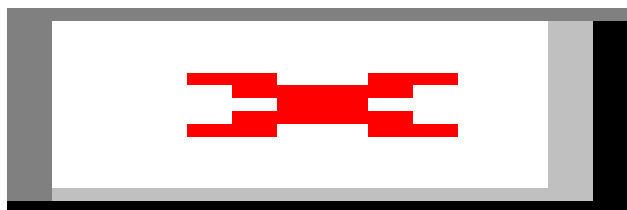
Report Totals



## 2017-18 Expulsion Rate- Dinuba High School



Report Totals

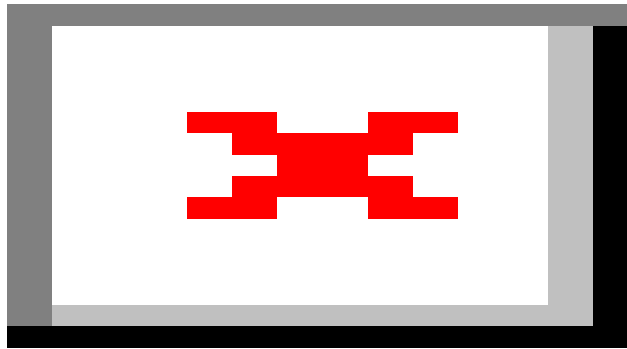




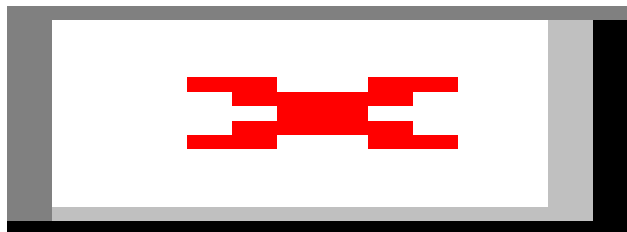
There were 705 referrals to the office during the 17-18 school year- 532 were written during class and 125 were written in common areas of campus.

The remaining referrals were written from various locations on campus.

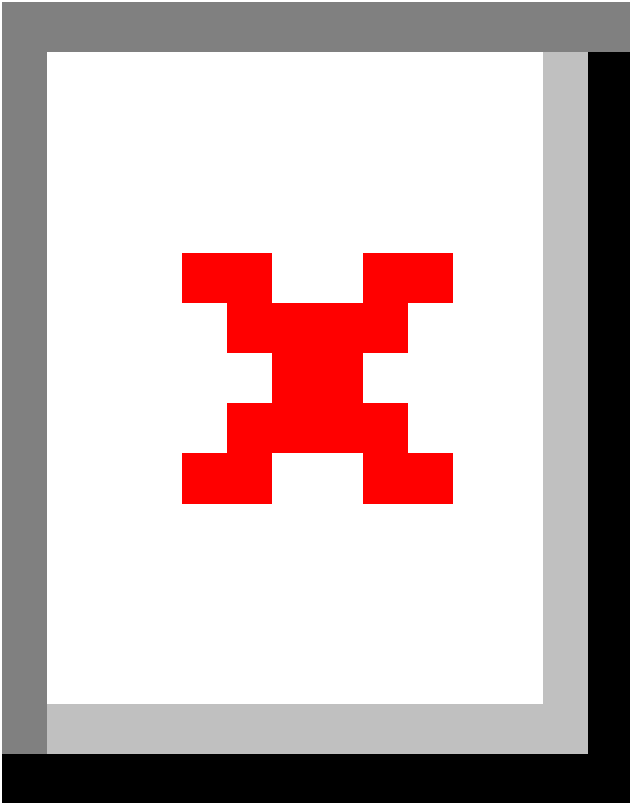
## 2017-18 Expulsion Count by Most Serious Offense Category



Report Totals



**2017-18 Total Offenses Committed**



Grade 9-  
95.4%

Grade 10-  
95.4%

Grade 11-  
95.0%

Grade 12-  
96.0%

There was no property damage reported to the DUSD Maintenance Department during the 2017-2018 school year.

#### Appropriate Programs and Strategies that Provide School Safety

## **Appropriate Programs and Strategies that Provide School Safety**

Campus safety and security is of the utmost importance. Campus monitors, along with fourteen security cameras, enhance campus supervision. All campus monitors are equipped with cell phones and radios to constantly communicate with office staff. Dinuba High School also has a full-time School Resource Officer (SRO) who is located in the assistant principals' office. The SRO works closely with school personnel and helps maintain a strong partnership between the district and city.

Four assistant principals oversee discipline and a safety plan can be found in the school office. An online anonymous reporting system (Sprigeo) is available to students and parents and lockdown procedures are practiced at least once a term. Overall, the campus is a safe and secure place to learn.

Academic success is directly correlated to attendance and tardies. Administrators, counselors, campus monitors, classified staff, teachers, students and parents must work together to make sure students are present and on time to each class.

#### **Each person has a role:**

**Administrators**- will support counselors and teachers by assigning and monitoring Saturday School. They will also monitor the hallways during passing periods and keep the traffic moving and be a positive adult presence.  
**Counselors**- will counsel habitually tardy students and make parent. They will also monitor the hallways during passing periods and keep the traffic moving and be a positive adult presence. Counselors will also follow up with their students who are habitually tardy.

**Campus Monitor/Classified Staff**- will patrol the campus, help students get to class on time and help wandering students get back to their classes.

**Teachers**- will provide a positive adult presence and are encouraged to stand at their doors during passing periods to remind students to arrive on time. Teachers will not allow students to stand in the doorway or outside the classroom once they arrive. Teachers will insist students enter the classroom and remind students to arrive on time. Teachers will make every effort to monitor the hallways during passing periods to help keep the traffic moving. Teachers will record attendance daily in their roll books and PowerSchool attendance. Teachers will not allow students out of class without a hall pass. Teachers will make parent contacts when tardiness becomes a problem.

**Students**- will arrive to each class on time. After the 16<sup>th</sup> cumulative tardy/unexcused absent/or cut, students will be required to attend Saturday School. Failure to show up to assigned Saturday school will result in further disciplinary action.

**Parents**- will support their child in arriving to school on time. Parents will communicate with teachers, counselors and administrators and support the discipline process.

### **On Campus Support**

The intention of the On Campus Suspension (OCS) Room is to have a credentialed teacher providing students with academic support, conflict resolution strategies and behavior management skills. Each student sent to the OCS is assigned work from his or her regularly assigned teacher. The OCS teacher works closely with the assistant principals, counselors, and teachers to maintain communication on each student's progress.

### **Leaving School**

Students who need to leave school during the day **MUST** be signed out, in person, by an authorized adult listed in their emergency contacts. Students, who leave campus at **ANYTIME** during the school day without a Permit to Leave, will receive an UNEXCUSED absence. If a student leaves at lunch, parents must call to verify the same day.

### **SARB (School Attendance Review Board)**

If a student's attendance is poor, parents are requested to appear before the School Attendance Review Board (SARB). SARB is specifically charged with finding solutions to unresolved student attendance and discipline problems (tardies, cuts, unexcused absences) by bringing together representatives of Children Services, Probation, Law Enforcement, community representatives and others to serve on the board. SARB will work with the parents in an attempt to understand why students are experiencing attendance and/or behavior problems, and serve as a vehicle to attempt to find a solution to the problem. When solutions are determined, the student and parent(s) will agree to an attendance contract that will be evaluated regularly. Most problems are resolved at this level.

### **After-School Hours Safety Policy**

In order to ensure student safety after school, students must be participating in a supervised activity by DHS Staff, school employees &/or coaching staff in order to remain on campus. **There is absolutely no loitering on campus.** Students can remain on campus after school hours for the following supervised activities: *academic tutorials, enrichment classes and all athletic sporting events & practices.* The Discipline Matrix will be followed when there is failure to comply with these rules.

### **Changes to Emergency Contact Information**

The purpose of having current and accurate emergency contact information is to ensure successful contact is made to parent/guardian in the case of an emergency. *It is the responsibility of the parent and student to inform the school **immediately** of any changes to emergency contact information, which includes: changes to legal parent/guardian status, parent/guardian cell phone numbers, parent/guardian home phone numbers, home address, emergency contact people & phone numbers etc.*

### **Closed Campus for Lunch**

Dinuba High School is a closed campus for all freshmen. Sophomores must meet the eligibility requirement, but with a 3.0, to leave campus at lunch.

### **Consequences for Violating the Closed Campus Policy**

1<sup>st</sup> Violation - student will meet with the assistant principal and issued a warning

2<sup>nd</sup> Violation - student will be suspended on-campus for one day for defiance 48900 (k)

3<sup>rd</sup> Violation - student will be suspended off-campus for two days for defiance 48900 (k)

4<sup>th</sup> Violation - student will be suspended off-campus for five days for defiance 48900 (k)

### **Identification Cards/Agendas (REQUIRED)**

All students must carry their school ID at all times during school hours. No student will be admitted to any school activity without their ID card. ID Cards are required by all students to check out textbooks and leave campus for lunch. Cards which are mutilated, damaged, contain evidence of erasure, or have numbers missing, may be determined invalid. You will be charged \$5.00 for EACH replaced card or agenda.

### **Parking Policy**

Student parking areas are located at North Campus and around the perimeter of school. ***Student PARKING PASSES MUST be displayed when parking ON CAMPUS. PARKING PASSES may be obtained from Mrs. Rivera in the main office and MUST be displayed at all times.***

Cars must be parked with front end first in the parking stall. Parking in the shop area is reserved for instructor and project vehicles only. Students are ONLY allowed to park in the North Campus parking lot or they risk being towed and fined. *The South Campus/Gym parking lots are to be used by staff members ONLY.*

### **Vocational Ed. Parking**

Prior approval must be obtained from the appropriate instructor prior to leaving a vehicle in the shop area. Driving vehicles between classes is not allowed so vehicles must be delivered before school or at lunch.

### **Restricted Areas**

During the school day, certain areas of campus are off limits. Students should not be in the following restricted areas:

- The football stadium
- The maintenance and transportation areas
- The P.E. playing fields, softball fields and batting cage areas
- The parking lots or around parked cars
- The DHS Aquatic Center
- East and West Gyms and hallways

**Students are to leave campus by 3:30pm unless assigned a specific purpose unless and under the direct supervision of staff.**

## **Counseling and Academic Support**

# Philosophy Statement

The Dinuba High School Counseling and Guidance Department believes that ***all students***, given the opportunity to access a rigorous, standards-based curriculum with the necessary preventive and intentional support systems, will become successful lifelong learners in a diverse society.

## **Program Goals:**

**Grade 9:** Every student will receive guidance individually and in the classroom setting in making the transition from intermediate school to Dinuba High School. Students and parents will be introduced to graduation requirements, college entrance requirements (a-g requirements) and Career Pathways. Students at risk will receive intervention that is both intentional and targeted. "My Emperor Report" will be introduced to parents and students and they will learn how to use it to keep track of their high school experience. Students will be introduced to Naviance/Family Connection, a college and career online planning tool. The Career Interest Profiler (CIP) will be given with the emphasis on helping students identify the type of work activities they think they would like.

**Grade 10:** Every student will receive guidance in exploring career goals and developing a career plan based on interests, experience and achievement. The Naviance program will be used to help students accomplish this task. The Career Cluster Finder will be an assessment taken. This will focus on the type of careers found in a specific field. Students will be encouraged to take the PSAT, a test that gives an early indication of a student's college readiness. Students will be provided information on preparing for and taking appropriate standardized tests. A major focus will be a meeting individually or in small groups with students and their parents to review student progress and update the individual learning plan. Students at risk will receive intervention that is both intentional and targeted.

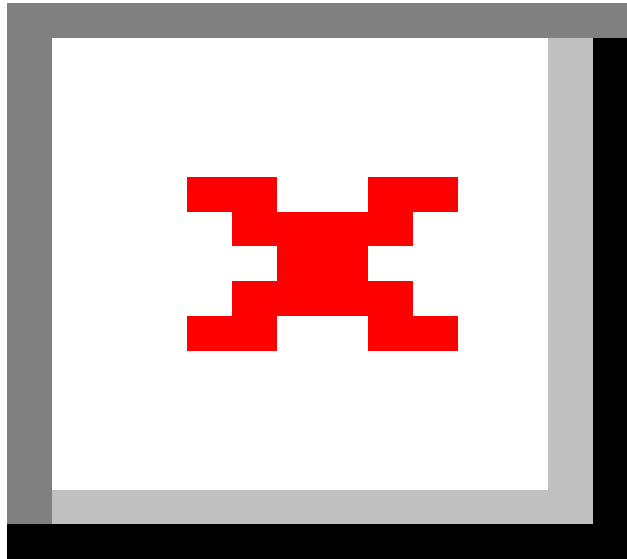
**Grade 11:** Every student will receive continued guidance in the development of their individual learning plan in relationship to personal achievement and interests. Students and parents will be provided information regarding college selection, college entrance requirements and placement tests, standardized tests including PSAT, ACT and SAT, and early outreach programs. Students at risk will receive intervention that is both intentional and targeted. Students will use Naviance to aid in the college and career search. Students create a list in Naviance of colleges they are thinking about applying to.

**Grade 12:** Every student will receive individual guidance in completing graduation requirements and achieving their post-secondary college and career plans. Students use Naviance and move colleges and programs from their tentative list to the actual places they will be applying. This will help counselor and the college and career technician track their progress. Students at risk will receive intervention that is both intentional and targeted. Throughout the year students and parents will be provided with college, testing, scholarship, and financial aid information.

## **Positive Behavior Interventions and Supports (PBIS)**

PBIS is based on the principals of applied behavior analysis and the prevention approach and values of positive behavior support. At Dinuba High School we implement EMPS (Excellence, Maturity, Perseverance and Safety) in six settings; Classroom Expectations, Hallway/Restrooms, Parking Lot, Lunch, Technology Social Media, and School Activities. Students who demonstrate appropriate behavior are given EMPS tickets and are entered to win prizes throughout the year.

<b>E</b>	<b>Excellence</b>
<b>M</b>	<b>Maturity</b>
<b>P</b>	<b>Perseverance</b>
<b>S</b>	<b>Safety</b>



### **Learning, Guidance, and Student Support Center (LGSSC)**

The Learning, Guidance and Student Support Center is designed to address the social-emotional health of students—preschool through twelfth—and families by providing appropriate supports, services, and linkages to community resources. The center, which houses two educational social workers, provides our students and families with tools and skills for school readiness through three components:

- Early identification and intervention.
- Home-focused outreach and case management.
- An asset-based approach to education.

The social, emotional, and academic skills provided through the center are intended to prepare children and families to be on the journey of breaking the cycle of poverty through education.

#### **Primary Services Include:**

- Assessment and identification of student and family strengths and needs
- Individual, family, and group counseling

- Training in social skills and conflict resolution
- Assistance with basic needs
- Crisis prevention and intervention
- Specialized mental health services for students including depression and suicide screening
- Advocacy for students and families
- Home focused outreach
- Screening and case management services
- Assistance with health care access
- Coordination of services for students and families
- Consultation with interagency partners
- Parent education and training
- Staff development

### **Substance Abuse Support**

The district has a goal of providing support for students involved in the use of alcohol or other drugs, and support students who have family or friends involved with alcohol or other drugs. The topic areas of focus include drugs and alcohol, relationships, communication, relapse prevention and healthy self-image. Working partnerships with Dinuba Children's Services, Turning Point Youth Services, and the District psychologist allow the school to coordinate and offer services on and off campus.

Dinuba Unified School District conducts a mandatory random drug testing program for student athletes. Its purposes are: (1) to provide for the health and safety of all student athletes and students participating in district sponsored activities; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs and use of controlled substances illegally; (3) to encourage students who use drugs to participate in drug treatment programs; and (4) to discourage drug use campus-wide. Counseling services are available for students who test positive or who are struggling with substance abuse issues. Recovery Resources provides the counseling and testing.



## Child Abuse Reporting Procedures for All Mandated Reporters

When you suspect child abuse, contact the school principal or learning director at your earliest convenience (the first break you have after reasonable suspicion is made). If it is of an urgent nature, contact the office immediately. Based on the type of suspected abuse, we will make a recommendation about whether the child should be seen by the school nurse. The phone call to the agency needs to be made by the mandated reporter (meaning the person who has reasonable suspicion that abuse is or has occurred). You will need to call 1-800-331-1585. The law penalizes the failure to report by imposing a jail sentence on the defaulting mandated reporter. On the other hand, the law rewards the reporter who meets the reporting obligation by granting absolute immunity from civil or criminal prosecution. (Penal Code Section 11166)

We can assist you by gathering all the pertinent information required before making the call. Have the copy of the suspected Child Abuse form (available from the office) with you before making the call. They will ask for information on the form along with your report of what occurred. (CPS likes to receive calls prior to the student's dismissal so that they can have time to talk to the student before they go home, if necessary).

Do not interrogate the child or the parents/guardians to get more information. Simply state what the child said on their own free will. CPS or the police will interrogate further if needed.

The person making the call is responsible for filling out the remaining information on the Suspected Child Abuse Report. Note the time of the call and the name of the person you spoke with when making the call. The written report must be received by CPS within **36 hours** of making the call. Give the written report to the school principal or learning director so that they can have the secretary or health clerk type the information onto the "official" NCR form to be mailed to CPS.

It is understood that as employees with classroom responsibilities, it may not always be possible for you to take the time to make the call yourself. However, we do encourage you to make an effort to call, if you can. The principal or learning director can assist you in making the call if you wish, but the responsibility remains on you, the mandated reporter.

The school principal, or learning director will contact the District Office immediately whenever any CPS referrals have been made.

School Interview Law: Penal Code 11174.3 imposes both a time sequence and series of duties on school personnel and the law enforcement investigator. This law is limited to child abuse victims only. The law speaks only to abuse which takes place in the home. When law enforcement comes to school to take the child into custody, rather than question the child, the interview procedures do not apply. The child is effectively under arrest.

Law enforcement (sheriff, police or CPS) may interview suspected victims of child abuse on school premises during school hours concerning child abuse in the home. The child may choose to be interviewed in private or may select an adult staff member to be present "to lend support".

Step One – The investigator comes to school.

All investigations begin in the school office. The staff member "in charge" should ask for identification and the purpose of the proposed interview. When it is made clear that the interview will focus on allegation of abuse in the home, the staff member in charge should be present with the child before the interview begins.

Step Two - The investigator must advise the child of the right to choose a staff member to be present during the interview.

What the school employee should do if:

1. The child chooses not to have a staff member present?  
The staff member should leave the room.
2. The child asks for either the mother or father to be present?  
School employees do not grant or deny such requests. This responsibility lies with the investigator.
3. The child changes their mind during the interview?

The law gives the child a continuous option to ask for an adult staff member or to send the staff member away.

Step Three – The child asks for an adult staff member to be present

What can the selected staff member do:

- a. The staff member, by law, may decline to sit in the interview
- b. The school administrator should inform the selected staff member of their duties during the interview. A copy of Penal Code 11174.3 should be supplied to the staff member who has agreed to be present.
- c. The staff member's role is one of a "comforter" during the interview. There is no questioning by the staff member and no discussion of the child abuse incident with the child. There must be no prompting by the staff member. Investigators should not attempt to ask or direct the staff member to coerce, suggest or elicit a response from the child.
- d. The law forbids disclosure of what the staff member hears or learns during the interview. This confidentiality disappears when a court orders testimony. No written report is required by the staff member.

The Dinuba Unified School District BP 5141.4 & AR 5141.4 addresses Child Abuse Prevention And Reporting

## PENAL CODE SECTION 11166-11166.01

11166

(a) Except as provided in subdivision (d), and in Section 11166.05, a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report to the agency immediately or as soon as is practicably possible by telephone and the mandated reporter shall prepare and send, fax, or electronically transmit a written follow-up report thereof within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any nonprivileged documentary evidence the mandated reporter possesses relating to the incident.

(1) For purposes of this article, "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 or her training and experience, to suspect child abuse or neglect. "Reasonable suspicion" does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect; any "reasonable suspicion" is sufficient. For the purpose of this article, the pregnancy of a minor does not, in and of itself, constitute a basis for a reasonable suspicion of sexual abuse.

(2) The agency shall be notified and a report shall be prepared and sent, faxed, or electronically transmitted even if the child has expired, regardless of whether or not the possible abuse was a factor contributing to the death, and even if suspected child abuse was discovered during an autopsy.

(3) Any report made by a mandated reporter pursuant to this section shall be known as a mandated report.

(b) If after reasonable efforts a mandated reporter is unable to submit an initial report by telephone, he or she shall immediately or as soon as is practicably possible, by fax or electronic transmission, make a one-time automated written report on the form prescribed by the Department of Justice, and shall also be available to respond to a telephone follow-up call by the agency with which he or she filed the report. A mandated reporter who files a one-time automated written report because he or she was unable to submit an initial report by telephone is not required to submit a written follow-up report.

(1) The one-time automated written report form prescribed by the Department of Justice shall be clearly identifiable so that it is not mistaken for a standard written follow-up report. In addition, the automated one-time report shall contain a section that allows the mandated reporter to state the reason the initial telephone call was not able to be completed. The reason for the submission of the one-time automated written report in lieu of the procedure prescribed in subdivision (a) shall be captured in the Child Welfare Services/Case Management System (CWS/CMS). The department shall work with stakeholders to modify reporting forms and the CWS/CMS as is necessary to accommodate the changes enacted by these provisions.

(2) This subdivision shall not become operative until the CWS/CMS is updated to capture the information prescribed in this subdivision.

(3) This subdivision shall become inoperative three years after this subdivision becomes operative or on January 1, 2009, whichever occurs first.

(4) On the inoperative date of these provisions, a report shall be submitted to the counties and the Legislature by the Department of Social Services that reflects the data collected from automated one-time reports indicating the reasons stated as to why the automated one-time report was filed in lieu of the initial telephone report.

(5) Nothing in this section shall supersede the requirement that a mandated reporter first attempt to make a report via telephone, or that agencies specified in Section 11165.9 accept reports from mandated reporters and other persons as required.

(c) Any mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars (\$1,000) or by both that imprisonment and fine. If a mandated reporter intentionally conceals his or her failure to report an incident known by the mandated reporter to be abuse or severe neglect under this section, the failure to report is a continuing offense until an agency specified in Section 11165.9 discovers the offense.

(d) (1) A clergy member who acquires knowledge or a reasonable suspicion of child abuse or neglect during a penitential communication is not subject to subdivision (a). For the purposes of this subdivision, "penitential communication" means a communication, intended to be in confidence, including, but not limited to, a sacramental confession, made to a clergy member who, in the course of the discipline or practice of his or her church, denomination, or organization, is authorized or accustomed to hear those communications, and under the discipline, tenets, customs, or practices of his or her church, denomination, or organization, has a duty to keep those communications secret.

(2) Nothing in this subdivision shall be construed to modify or limit a clergy member's duty to report known or suspected child abuse or neglect when the clergy member is acting in some other capacity that would otherwise make the clergy member a mandated reporter.

(3) (A) On or before January 1, 2004, a clergy member or any custodian of records for the clergy member may report to an agency specified in Section 11165.9 that the clergy member or any custodian of records for the clergy member, prior to January 1, 1997, in his or her professional capacity or within the scope of his or her employment, other than during a penitential communication, acquired knowledge or had a reasonable suspicion that a child had been the victim of sexual abuse that the clergy member or any custodian of records for the clergy member did not previously report the abuse to an agency specified in Section 11165.9. The provisions of Section 11172 shall apply to all reports made pursuant to this paragraph.

(B) This paragraph shall apply even if the victim of the known or suspected abuse has reached the age of majority by the time the required report is made.

(C) The local law enforcement agency shall have jurisdiction to investigate any report of child abuse made pursuant to this paragraph even if the report is made after the victim has reached the age of majority.

(e) Any commercial film and photographic print processor who has knowledge of or observes, within the scope of his or her professional capacity or employment, any film, photograph, videotape, negative, or slide depicting a child under the age of 16 years engaged in an act of sexual conduct, shall report the instance of suspected child abuse to the law enforcement agency having jurisdiction over the case immediately, or as soon as practicably possible, by telephone and shall prepare and send, fax, or electronically transmit a written report of it with a copy of the film, photograph, videotape, negative, or slide attached within 36 hours of receiving the information concerning the incident. As used in this subdivision, "sexual conduct" means any of the following:

- (1) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex or between humans and animals.
- (2) Penetration of the vagina or rectum by any object.
- (3) Masturbation for the purpose of sexual stimulation of the viewer.
- (4) Sadomasochistic abuse for the purpose of sexual stimulation of the viewer.
- (5) Exhibition of the genitals, pubic, or rectal areas of any person for the purpose of sexual stimulation of the viewer.

(f) Any mandated reporter who knows or reasonably suspects that the home or institution in which a child resides is unsuitable for the child because of abuse or neglect of the child shall bring the condition to the attention of the agency to which, and at the same time as, he or she makes a report of the abuse or neglect pursuant to subdivision (a).

(g) Any other person who has knowledge of or observes a child whom he or 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 an agency specified in Section 11165.9. For purposes of this section, "any other person" includes a mandated reporter who acts in his or her private capacity and not in his or her professional capacity or within the scope of his or her employment.

(h) When two or more persons, who are required to report, jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, the telephone 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.

(i) (1) The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties, and no person making a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with this article.

(2) The internal procedures shall not require any employee required to make reports pursuant to this article to disclose his or her identity to the employer.

(3) Reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to an agency specified in Section 11165.9.

(j) A county probation or welfare department shall immediately, or as soon as practicably possible, report by telephone, fax, or electronic transmission to the law enforcement agency having jurisdiction over the case, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code, and to the district attorney's office every known or suspected instance of child abuse or neglect, as defined in Section 11165.6, except acts or omissions coming within subdivision

(b) of Section 11165.2, or reports made pursuant to Section 11165.13 based on risk to a child which relates solely to the inability of the parent to provide the child with regular care due to the parent's substance abuse, which shall be reported only to the county welfare or probation department. A county probation or welfare department also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

(k) A law enforcement agency shall immediately, or as soon as practicably possible, report by telephone, fax, or electronic transmission to the agency given responsibility for investigation of cases under Section 300 of the Welfare and Institutions Code and to the district attorney's office every known or suspected instance of child abuse or neglect reported to it, except acts or omissions coming within subdivision (b) of Section 11165.2, which shall be reported only to the county welfare or probation department. A law enforcement agency shall report to the county welfare or probation department every known or suspected instance of child abuse or neglect reported to it which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or as the result of the failure of a person responsible for the child's welfare to adequately protect the minor from abuse when the person responsible for the child's welfare knew or reasonably should have known that the minor was in danger of abuse. A law enforcement agency also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

11166.01. (a) Except as provided in subdivision (b), any supervisor or administrator who violates paragraph (1) of subdivision (i) of Section 11166 shall be punished by not more than six months in a county jail, by a fine of not more than one thousand dollars (\$1,000), or by both that fine and imprisonment.

(b) Notwithstanding Section 11162 or subdivision (c) of Section 11166, any mandated reporter who willfully fails to report abuse or neglect, or any person who impedes or inhibits a report of abuse or neglect, in violation of this article, where that abuse or neglect results in death or great bodily injury, shall be punished by not more than one year in a county jail, by a fine of not more than five thousand dollars (\$5,000), or by both that fine and imprisonment.

11166.05. 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, evidenced by states of being or behavior, including, but not limited to, severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to an agency specified in Section 11165.9.

## California Penal Code 11174.3

### “School Interview Law”

11174.3. (a) Whenever a representative of a government agency investigating suspected **child abuse** or neglect or the State Department of Social Services deems it necessary, a suspected victim of **child abuse** or neglect 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 afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the **school**, including any certificated or classified employee or volunteer aide, to be present at the **interview**. A representative of the agency investigating suspected **child abuse** or neglect or the State Department of Social Services shall inform the **child** of that right prior to the **interview**.

The purpose of the staff person's presence at the **interview** is to lend support to the **child** and enable him or her to be as comfortable as possible. However, the member of the staff so elected shall not participate in the **interview**. The member of the staff so present shall not discuss the facts or circumstances of the case with the **child**. The member of the staff so present, including, but not limited to, a volunteer aide, is subject to the confidentiality requirements of this article, a violation of which is punishable as specified in Section 11167.5. A representative of the **school** shall inform a member of the staff so selected by a **child** of the requirements of this section prior to the **interview**. A staff member selected by a **child** may decline the request to be present at the **interview**. If the staff person selected 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**. Failure to comply with the requirements of this section does not affect the admissibility of evidence in a criminal or civil proceeding.

# SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**  
Pursuant to Penal Code Section 11166

CASE NAME: \_\_\_\_\_

PLEASE PRINT OR TYPE

CASE NUMBER: \_\_\_\_\_

<b>A. REPORTING PARTY</b>	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY				
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	REPORTER'S TELEPHONE (DAYTIME) ( )		SIGNATURE		TODAY'S DATE				
<b>B. REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY						
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)								
	ADDRESS			Street	City	Zip	DATE/TIME OF PHONE CALL		
OFFICIAL CONTACTED - TITLE					TELEPHONE ( )				
<b>C. VICTIM</b> One report per victim	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY	
	ADDRESS			Street	City	Zip	TELEPHONE ( )		
	PRESENT LOCATION OF VICTIM				SCHOOL		CLASS	GRADE	
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)			PRIMARY LANGUAGE SPOKEN IN HOME			
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME				TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)			
	RELATIONSHIP TO SUSPECT				PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK.		
	VICTIM'S SIBLINGS		NAME		BIRTHDATE		SEX		ETHNICITY
1. _____		3. _____							
2. _____		4. _____							
<b>D. INVOLVED PARTIES</b>	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY	
	ADDRESS			Street	City	Zip	HOME PHONE ( )	BUSINESS PHONE ( )	
	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY	
	ADDRESS			Street	City	Zip	HOME PHONE ( )	BUSINESS PHONE ( )	
	SUSPECT'S NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY	
	ADDRESS			Street	City	Zip	TELEPHONE ( )		
OTHER RELEVANT INFORMATION									
<b>E. INCIDENT INFORMATION</b>	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____								
	DATE / TIME OF INCIDENT				PLACE OF INCIDENT				
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)								

SS 8572 (Rev. 12/02)

## DEFINITIONS AND INSTRUCTIONS ON REVERSE

**DO NOT** submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was not determined to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation; GREEN COPY-District Attorney's Office; YELLOW COPY-Reporting Party





## DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act, also known as CANRA. The Internet site is: <http://www.leginfo.ca.gov/calaw.html> (specify Penal Code and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some information is not known. (PC Section 11167(a).)

### I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities as defined in PC Section 11165.7.

### II. TO WHOM REPORTS ARE TO BE MADE (DESIGNATED AGENCIES)

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), county probation department (if designated by the county to receive mandated reports) or the county welfare department. (PC Section 11165.9.)

### III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected instance of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected instance of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by the CANRA. Any other person reporting a known or suspected instance of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by the CANRA unless it can be proven the report was false and the person knew it was false or make the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

### IV. INSTRUCTIONS

- **SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business (agency) name and address, telephone number, a signature and today's date. Also check yes-no whether you (the mandated reporter) witnessed the incident. The signature area is for either the mandated report or the person taking as telephoned report.

### IV. INSTRUCTIONS (Continued)

- **SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, date of the written report, date/time of the phone call and the name, title and telephone number of the official contacted.
  - **SECTION C - VICTIM** (One Report per Family, siblings must have same parents/guardians): Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and where applicable enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box for: developmentally disabled?, physically disabled? and specify the victim's other disability. To determine if the victim has a disability, ask the victim's parent or care giver. Also check the appropriate yes-no box for in foster care?, indicate type of care if the victim was in out-of-home care, indicate the type of abuse. List the victim's relationship to the suspect, check the appropriate yes-no box for photos taken?, indicate whether the incident resulted in this victim's death.
  - **SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians and the Suspect.
  - **SECTION E - INCIDENT INFORMATION:** If multiple victims, enter the number. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheets if needed.
- ### V. DISTRIBUTION
- **Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
  - **Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send **white copy** to police or sheriff, **blue copy** to county welfare or probation, and **green copy** to district attorney.

### ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pac Islndr	26 White	31 White-Romanian



## Suspension and Expulsion Policies

# Suspension and Expulsion Policies

### Suspension Policy

Whenever possible, verbal notification will be given to parents immediately and in all cases shall be followed by written notification. Student suspension are excluded from all school activities during the period of suspension (weekends included).

### Suspended students are expected to be at home during the

hour that school is in session while the suspension is in effect, unless they are suspended on campus (OCS). Make-up work will be issued by the teacher. Suspended students are excluded from attending and/or participating in extra-curricular activities during the period of suspension. Any student suspended for a fight will automatically be placed on a behavior contract and violation of this contract will result in an involuntary transfer to alternative education.

**Suspension days will be issued in accordance with the Dinuba Unified School District Coordinated Discipline Guide and established Dinuba High School policies** (see below for offenses that can warrant a suspension).

### **Reasons that Warrant Suspension**

A(1) Caused, attempted to cause, or threatened to cause physical injury to another person. [E.C. Section 48900(a)(1)]

A(2) Willfully used force or violence upon the person of another, except in self defense. [E.C. Section 48900(a)(2)]

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 designee. [E.C. Section 48900(b)]

C Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. [E.C. Section 48900(c)]

D Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in 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 materials as a controlled substance, alcoholic beverage, or intoxicant. [E.C. Section 48900(d)]

E Committed or attempted to commit robbery or extortion. [E.C. Section 48900(e)]

F Caused or attempted to cause damage to school property or private property. [E.C. 48900(f)]

G Stole or attempted to steal school property or private property. [E.C. 48900(g)]

H Possessed or used tobacco or any products containing tobacco or nicotine products, except as provided in Section 498901 [E.C. Section 48900(h)]

I Committed an obscene act or engaged in habitual profanity or vulgarity. [E.C. Section 48900(i)]

J Had unlawful possession of or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code. [E.C. Section 48900(j)]

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. [E.C. Section 48900(k)]

L Knowingly received stolen school property or private property. [E.C. Section 48900 (l)]

M Possessed an imitation firearm. [E.C. Section 48900(m)]

N Committed or attempted to commit a sexual assault or a sexual battery as defined by the Penal Code. [E.C. Section 48900(n)]

O Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. [E.C. Section 48900.4]

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. [E.C. Section 48900 R]

.2 Sexual Harassment. [E.C. Section 48900.2]

.3 Causing, threatening to cause or participating in an act of hate violence. [E.C. Section 48900.3]

.7 Terroristic threats against school officials or school property

### **While a student is suspended, he/she is PROHIBITED from:**

- Being on any school campus or property
- Attending any school function

**PLEASE BE ADVISED:** Student should not be allowed to leave home during the days of suspension unless accompanied by parent/guardian.

## Policy for Notifying Teachers of Dangerous Pupils

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended.

**Education Code 49079**

The DUSD notifies teachers of suspensions and expulsions monthly. Each site is responsible for providing teachers with a monthly Suspension/Expulsion report. Once the list has been reviewed they are required to sign, acknowledging that they have reviewed the list. The list includes student name, grade, identifies the reason for suspension (Ed Code 48900), the date of the violation, the number of days suspended, the return date and the PowerSchool Incident ID#. The information provided is for teachers and administrators only. All information regarding suspension and expulsion is **CONFIDENTIAL**, is not to be shared with any student(s) or parent(s). The list is to remain secure at all times so students and others may not view it.

**Welfare and Institutions Code 827**

This Code requires teachers to be informed when a student has engaged in certain criminal conduct. This information will be provided to teachers on a monthly basis.

(2) Notwithstanding subdivision (a), written notice that a minor enrolled in a public school, kindergarten to grade 12, inclusive, has been found by a court of competent jurisdiction to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Section 290 of the Penal Code, assault or battery, larceny, vandalism, or graffiti shall be provided by the court, within seven days, to the superintendent of the school district of attendance. Written notice shall include only the offense found to have been committed by the minor and the disposition of the minor's case. This notice shall be expeditiously transmitted by the district superintendent to the principal at the school of attendance. The principal shall expeditiously disseminate the information to those counselors directly supervising or reporting on the behavior or progress of the minor. In addition, the principal shall disseminate the information to any teacher or administrator directly supervising or reporting on the behavior or progress of the minor whom the principal believes needs the information to work with the pupil in an appropriate fashion, to avoid being needlessly vulnerable or to protect other persons from needless vulnerability.

Any information received by a teacher, counselor, or administrator under this subdivision shall be received in confidence for the limited purpose of rehabilitating the minor and protecting students and staff, and shall not be further disseminated by the teacher, counselor, or administrator, except insofar as communication with the juvenile, his or her parents or guardians, law enforcement personnel, and the juvenile's probation officer is necessary to effectuate the juvenile's rehabilitation or to protect students and staff.

An intentional violation of the confidentiality provisions of this paragraph is a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500).

<p>To: ALL CERTIFICATED STAFF From: Re: Student Suspension Information</p> <p>The DUSD notifies teachers of suspensions and expulsions monthly. Teachers are provided a monthly Suspension/Expulsion report at the time they receive their pay envelope. Once the list has been reviewed they are required to sign, acknowledging that they have reviewed the list. The list includes student name, grade, identifies the reason for suspension (Ed Code 48900), the date of the violation, the number of days suspended, the return date and the PowerSchool Incident ID#. The information provided is for teachers and administrators only. All information regarding suspension and expulsion is <b>CONFIDENTIAL</b>, is not to be shared with any student(s) or parent(s). <b>Teachers are asked to secure the list so students and others may not view it.</b></p> <p>The following are examples of Ed. Code 48900 and 48915 violations that may appear on your report. (C-1) possessed/sold/furnished firearm (C-2) brandished a knife at another person (C-3) sold a controlled substance (C-4) committed/attempted to commit sexual assault or sexual battery (C-5) possession of an explosive</p>
--

(A-1) caused serious physical injury to another person (needed medical attention)

(A-2) possessed any knife or other dangerous object

(A-3) possessed a controlled substance

(A-4) committed robbery or extortion

(A-5) committed assault or battery upon a school employee

A – altercations, fights

B – sold/furnished a knife or dangerous object

C – use/under influence or possession of a small amount of drugs or alcohol

D – Look alike substance (offered/tried to sell)

E – attempted to commit robbery or extortion

F – caused/attempted to cause damage to school or private property

G – stole/attempted to steal school or private property

H – possessed or used tobacco or nicotine products

I – committed an obscene act or engaged in habitual profanity or vulgarity

J – possessed drug paraphernalia

K – disruption of school activities or defiance

L – knowingly received stolen property

M – possession of an imitation firearm

O – harassed/threatened/intimidated a complaining witness

P – offered or sold/attempted to sell prescription drug Soma

Q – engaged/attempted to engage in hazing

S – aiding or abetting in the infliction of physical injury

.2 – engaged in sexual harassment

.3 – hate violence

.4 – harassment, threats, intimidation against a pupil or group

.7 – made terroristic threats against school officials or school property

If you have any questions or want more information, please see me.

## **Discrimination and Harassment Policy**

### **PROCEDURES FOR HANDLING HARASSMENT COMPLAINTS**

It is the intent of the Dinuba Unified School District to provide a working and educational environment for all individuals which is free of harassment and discriminatory intimidation whether based on race, color, religion, sex, age, national origin, handicap or veteran status. Such harassment is in violation of federal and state laws, including Title VII of the Civil Rights Act of 1964 and the Age Discrimination in Employment Act. An important part of this intent is to prevent sexual harassment in the work and educational setting. DUSD has adopted board policy and administrative regulations that address discrimination and sexual harassment: BP 4119.11, 4219.11, BP 4319.11 AR 4119.11, AR 4219.11, AR 4319.11, BP 5145.7, AR 5145.7

#### SEXUAL HARASSMENT:

The Dinuba Unified School District will not condone, permit, or tolerate sexual harassment of employee or students in any manner whatsoever. Persons engaging in such harassment may be subject to discipline up to and including discharge or expulsion.

#### **Board Policy & Administrative Regulations related to Personnel state:**

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

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. The conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district.

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

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

#### **Board Policy & Administrative Regulations related to Students state:**

Note: For purposes of suspension and expulsion, Education Code 48900.2 defines sexual harassment as conduct, when considered from the perspective of a reasonable person of the same gender as the victim, that is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. See AR 5144.1 - Suspension and Expulsion/Due Process.

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

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

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

1. Unwelcome leering, sexual flirtations, or propositions

2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

**Every member of the Dinuba Unified School District Management Team is expected to support and execute this policy. Any supervisor observing a situation involving possible sexual harassment shall take immediate action to stop it. Supervisory personnel who receive reports of harassment are expected to seriously consider all such complaints and take immediate steps to implement this policy in accordance with the provisions contained herein.**

**Sexual harassment, as defined above, violates Title VII of the Civil Rights Act of 1964, regulatory guidelines of the Equal Employment Opportunity Commission, the California Fair Employment and Housing Act and its regulatory guidelines, the California Education Code and District Board Policy.**

**Violation of this policy shall constitute, generally, just and reasonable cause to discipline, up to and including termination or expulsion, and shall constitute, specifically, persistent violation of and refusal to obey the school laws of California and reasonable regulations prescribed for the governance of the District by the Board of Education of the Dinuba Unified School District under Education Code section 44932, subdivision (g).**

#### **COMPLAINT PROCESS:**

Employees or students believing that they have been subjected to sexual harassment or other forms of discrimination should bring his/her complaint to the attention of his/her immediate supervisor or the District's Affirmative Action Officer at the District Office, his/her teacher, counselor or school administrator.

Internal: To accommodate the unique nature of sexual harassment complaints, an internal process is provided for the primary purpose of resolving a complaint at the earliest possible date while protecting the confidentiality of the parties. In order to do this, the District Personnel Office will commence an investigation of each and every claim as expeditiously as possible following receipt. As part of this investigatory process, the District will:

- a) If the complainant is not satisfied with an informal attempt to resolve the matter and wishes to pursue it more formally, obtain a factual written statement of the complaint for the District Superintendent, his designee, or other department heads, site managers, etc., as required on a need-to-know basis.
- b) Obtain from the Assistant Superintendent, Personnel, or his designee, authorization to investigate the complaint, review factual information collected to determine whether the alleged conduct constitutes sexual harassment — giving consideration to the record as a whole and the totality of circumstances — including the nature of the sexual advances and the context in which the alleged incidents occurred. At all times, information will only be shared on a need-to-know basis and confidentiality will be protected.
- c) Counsel the individuals involved and outline options available to them.
- d) Take or authorize appropriate action as defined by the Assistant Superintendent, Personnel.
- e) Report to the individuals directly involved in the case as to the findings of any investigation and action taken.

#### External:

- a) If the complaint is not adjusted to the satisfaction of the employee or student in the internal complaint process, Title IX or other complaint forms are available for filing a formal complaint.
- b) Depending on the circumstances of the complaint, any steps of the internal process may be waived and the external process initiated at the appropriate step.
- c) As an alternative to these procedures, employees may contact the Office of California Department of Fair Employment and Housing (DFEH), 1001 Tower Way, Suite 250, Bakersfield, CA 93309-1586, telephone 800.884.1684.

Employees or students should initiate complaints in a timely fashion. It should be noted that the District wishes to know of any complaint alleging sexual harassment as soon as possible after it occurs.

It is unlawful for the District to demote, suspend, reduce, fail to hire or consider for hire, fail to give equal consideration in making employment or academic decisions, fail to treat impartially in the context of any recommendation for subsequent employment or decisions in regard to academic conditions or otherwise deny any employment or academic benefit to an individual because that individual has filed a complaint alleging harassment.

Efforts will be made to protect the privacy of parties involved in the complaint process and will be shared only on a need-to-know basis and will not be considered public record or otherwise available to the general public.

All district students and staff are notified annually of the above policies and procedures related to Harassment and Discrimination

<b>Notification</b>	<b>Process</b>	<b>for</b>	<b>Students</b>	<b>and</b>	<b>Staff</b>
<b>Students:</b>	At the beginning of the school year, students are provided with an agenda that includes information on harassment and discrimination policies. During the first week of school, each grade level attends a PBIS assembly that covers				
	rules/policies/complaint			procedures.	
<b>Staff:</b>	On preservice days, teachers are provided with a Teacher Handbook that includes information on harassment and discrimination policies. Staff members are required to complete online training annually.				



## **Dinuba Unified Grievance Procedure For Harassment and Discriminatory Intimidation**

### **PURPOSE:**

To define the Dinuba Unified School District's policy on the prohibition and prevention of harassment and discriminatory intimidation in District employment and academic status or progress.

### **DEFINITION:**

Harassment, as differentiated from sexual harassment, includes acts by one or more persons on another that repeatedly torment, pester, persecute, or otherwise persistently trouble to the point of causing extreme anxiety, frustration, anguish or fear of harm. These acts may be physically or verbally threatening as would be determined by a reasonable person's standard.

It is the intent of the District to provide a working and educational environment for all individuals which is free of harassment and discriminatory intimidation whether based on race, color, religion, sex, age, national origin, handicap or veteran status. Such harassment is in violation of federal and state laws, including Title VII of the Civil Rights Act of 1964 and the Age Discrimination in Employment Act.

The District will not condone, permit or tolerate harassment or discrimination against employees or students in any manner whatsoever. Persons engaging in such harassment or discrimination may be subject to discipline up to and including discharge or expulsion.

The District prohibits retaliation in any form for the filing of a complaint, the reporting of instances of harassment or discriminatory intimidation, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

The District acknowledges and respects student and employee rights to privacy. Harassment and intimidation complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential, except to the extent necessary to carry out the investigation or proceedings as determined by the Superintendent or designee on a case-by-case basis.

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

The District recognizes that informal conferences can often lead to an early compromise agreeable to all parties in a dispute. Whenever all parties to a complaint agree to try resolving their problem through an informal process, the Superintendent or designee shall determine the process before beginning a formal compliance investigation.

The procedure for filing and investigating complaints is as follows:

### **Step 1 - Filing of Complaint:**

Any individual, public agency or organization may file a written complaint of alleged intimidation or harassment. The complaint shall be presented to the Superintendent or designee, who will then give it to the Assistant Superintendent who is assigned to complaint investigations. The Superintendent or designee will maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, District staff shall help him/her to file the complaint.

Complaints alleging unlawful discriminatory intimidation may be filed by a person who alleges that he/she personally suffered unlawful discriminatory intimidation or harassment, or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discriminatory intimidation or harassment. The complaint must be initiated no later than six months from the date when the alleged intimidation occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

**Step 2 - Mediation:**

Within ten days of receiving the complaint, the investigating administrator shall informally discuss with the complainant the possibility of an informal meeting between the complainant and the employee named in the complaint. If all parties agree to meet, the investigating administrator shall make all arrangements for this process.

If the informal process does not resolve the problem within the parameters of law, the investigating administrator shall proceed with his/her investigation of the complaint.

**Step 3 - Investigation of Complaint:**

The investigating administrator shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful, informal attempt to resolve the complaint. This meeting shall provide an opportunity for the complainant and/or his or her representative to repeat the complaint orally. The complainant and/or his or her representative and the District's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses.

To ensure that all pertinent facts are made available, the investigating administrator and the complainant may ask other individuals to attend this meeting and provide additional information.

When the investigation is completed, the findings will be communicated to the complainant. If not satisfied with the results of the investigation, the complainant will be told of his/her right to bring harassment or discriminatory intimidation cases before the Department of Fair Employment and Housing or the Board of Trustees in closed session.

## School Safety Practices, Policies and Procedures

### Schoolwide Dress Code

The manner in which students dress for school influences behavior in learning. Students are expected to come to school dressed in a manner that assures adequate modesty. Student dress that causes disruption or leads to unsatisfactory behavior is inappropriate and is not to be worn. Violation of dress standards can result in a warning or suspension for willful defiance of authority.

# Schoolwide Dress Code

## DRESS CODE (RULES & REGULATIONS)

Students are expected to dress appropriately from the first day of school to the last day. The dress code is designed to keep the school's focus on an academic environment while allowing for the expression of individual styles. Inappropriate dress will not be tolerated and the parent will be requested to bring the proper attire to school. A student will be issued a loaner t-shirt, if any are available.

- Dress/skirt, as well as **girls and boys** shorts length must be of an appropriate length. Shorts and rompers must have a 4" inseam, or longer. Skirts need to be 4", or longer, above the knee.
- Boy's shorts **must not** be longer than 2 inches below the knee cap and they must not sag. Shorts must have a 3 inch separation from socks.
- Wearing solid **RED** or **BLUE** t-shirts, shirts and or blouses is **NOT ALLOWED**. This includes **no multi-layering tops/shirts with RED or BLUE underneath (male and female)**.
- **EXTREMELY** oversized clothes are not allowed. "Extreme is defined as more than one size larger than a student's waist size". Shirts that hang below outstretched fingers are not allowed.
- All pants, shorts, or coveralls must be worn at the waist. "WAIST" is defined by human anatomy as around the top of the hips.
- Female tops/blouses must have straps of at least 3 fingers width, or wider. **Undergarments and midriff must not be showing. Revealing and plunging neck lines are not acceptable. No multi-layering tops to total 3 fingers in width. Each top strap must be at least 3 fingers in width. No off-the-shoulder tops of any kind are allowed.**
- The school prohibits any clothing, jewelry, accessory, notebook or manner of grooming, which by virtue of its color, arrangement, or other attribute **denotes membership or affiliation with a gang or causes a threat to the overall safety of the student body**. This includes, but is not limited to, spiked bracelets or necklaces, wallet chains and full colored red or blue clothing (**no RED or BLUE necklaces including red/blue cross necklaces**)
- Words or pictures that are inappropriate for the school environment may not appear on any clothing, jewelry or notebooks. This includes shirts that are worn underneath another shirt or pictures within the student's binder. Example: pictures that promote alcohol and other drug use, racism, violence, sexual innuendoes, pictures of females in bikinis on or in a binder, etc...
- Sunglasses (unless prescription) may not be worn in the classroom.
- Caps, headbands, beanies, and hoods as well as other headgear (stocking caps, bandanas, and dew rags) **may not be worn on campus or carried in hands. ONLY DHS school affiliated hats MAY be worn during after school hours.** California law and board policy allows students to wear a full-brimmed hat with no logo or lettering for sun protection. It is to be worn outdoors only. When it is raining, students will be allowed to wear their hood. **New: Beanies may only be worn from November 1-March 1 during cold season and may have no logos and must be of one solid color. Beanies cannot denote membership or affiliation with a gang or cause a threat to the overall safety of the student body by virtue of its color (no red/blue).**
- Shoes and/or sandals must be worn at all times. Students taking shop/industrial technology classes must also adhere to a separate vocational education dress code.
- Belts should be of normal length (appropriate waist size) and fully tucked into the belt and pant loops. In no case, shall the belt hang down. Key lanyards are not allowed to hang out of student's pants.
- Muscle shirts and sleeveless shirts **are not** allowed for male students.
- Students are not allowed to wear spiked or pointed jewelry of any kind (earrings, necklaces, etc.)
- For health & safety reasons: **Body piercings** (eyebrows, nose, lip, tongue, cheeks, etc.) are **not** permitted.
- Students are not allowed to use blankets as outerwear or cold gear.

**\*\*Other types of dress that are physically revealing or cause undue attention can be deemed inappropriate at the discretion of school administration**

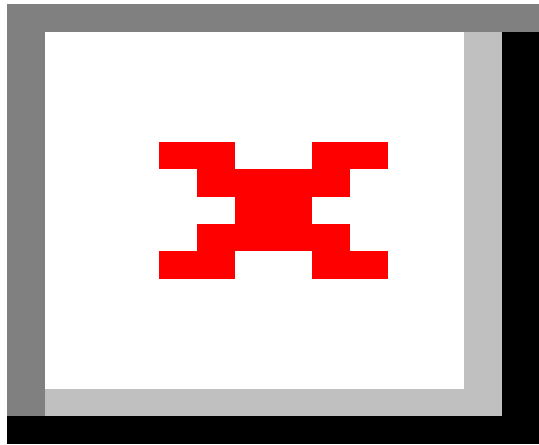
### Consequences for Violating the Dress Code

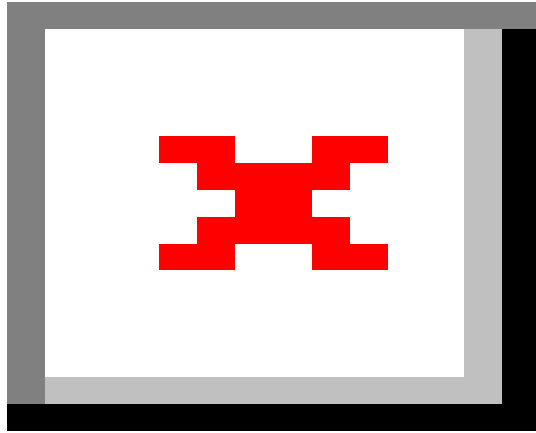
**1<sup>st</sup> violation**-Dress code warning: violation corrected and student sent to next class.

**2<sup>nd</sup> violation**-Office Visit and dress code corrected. Student will be placed in OCS until dress code is corrected.

**3<sup>rd</sup> violation**-Office Visit and dress code corrected. Student will be placed in OCS until dress code is corrected.

\*Additional violations will result in consequences from the Discipline Matrix.



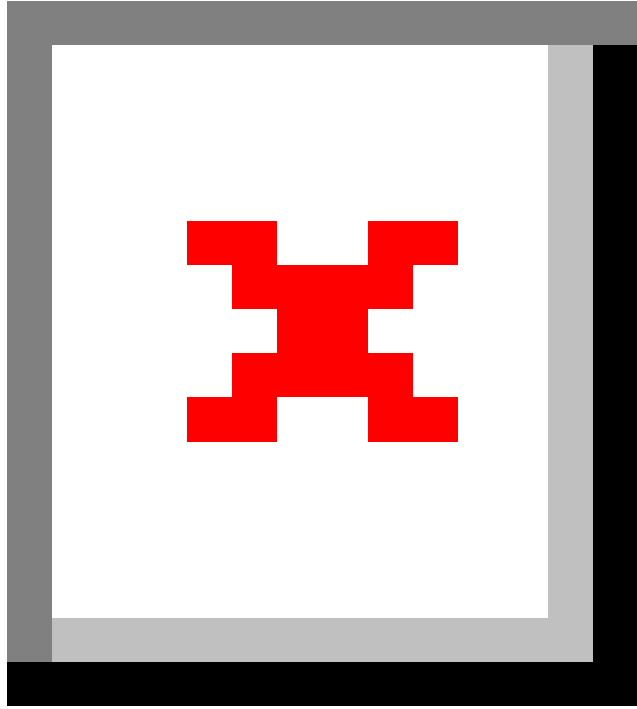


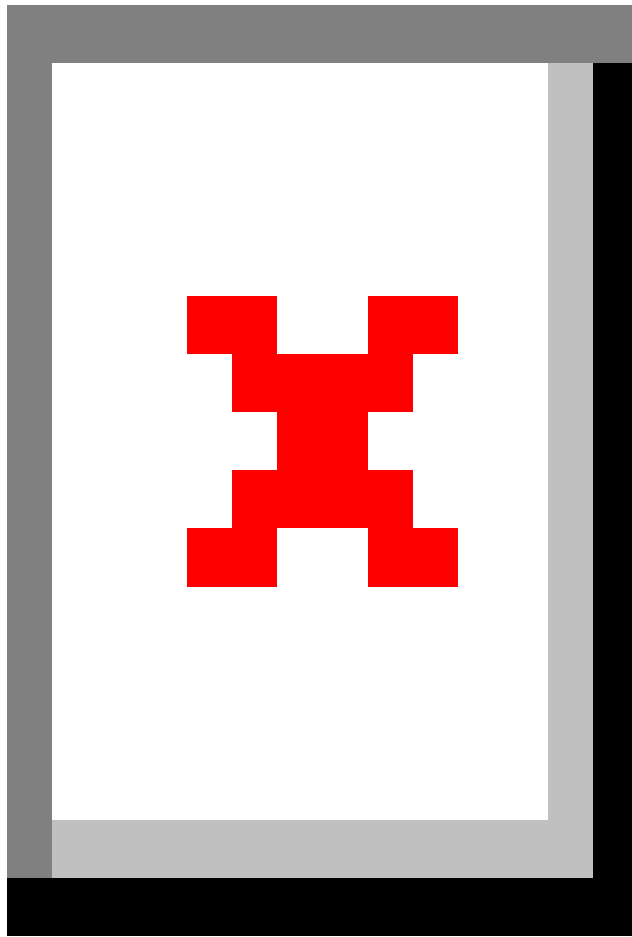
## Safe Ingress and Egress Procedures

### Dinuba High School Responsibility Matrix

## Safe Ingress and Egress Procedures

There are several points of entry at Dinuba High School. After fencing was added to the campus a few years ago, gates were access points to the public. To ensure the safety of our campus, most gates have been permanently locked. A manageable number of gates remain open on campus on the north, south, and west sides of the property. All visitors must check in to either the North or South Campus offices. DHS meets the requirements and regulations of the federal Disabilities Act.





**2018-2019**  
**DHS**  
**COMMAND**  
**Primary**  
**Mike Roberts**  
**Principal**  
**559-679-5928**  
**Secondary**



**Brian Cox**  
**Assistant Principal**  
**559-824-9106**  
**PUBLIC INFORMATION**  
**Primary**  
**Carina Hernandez**  
**Attendance Secretary**  
**559-827-2867**  
**Secondary**  
**Dalonda Ruiz**  
**Community Liaison**  
**559-318-7498**  
**FIRST AID**  
**Primary**  
**Marie Sanchez**  
**District RN**  
**559-905-2122**  
**Secondary**  
**Erica Espinoza**  
**DHS Site Nurse**  
**559-397-5386**  
**EVACUATION**  
**Primary**  
**Brian Cox**  
**Assistant Principal**  
**559-824-9106**  
**Secondary**  
**Mona Carrion**  
**Principal's Secretary**  
**559-643-5400**  
**STUDENT RELEASE**  
**Primary**  
**Michelle Rivera**  
**Accounting Technician**  
**559-308-3553**  
**Secondary**  
**Jorge Longoria**  
**School Office Assistant**  
**559-318-6152**

## **Bully Prevention**

The Dinuba Unified School District's Board of Education 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. No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel. School administrators at all Dinuba Unified Schools enforce this policy and will not tolerate bullying of any type. Board Policy 5131.2 addresses the district's Bullying Policy.

Dinuba High School will not tolerate bullying of any kind. Students who are bullied are instructed to report the incident to the South Campus Office as soon as possible. If the student feels the situation is in an immediate threat, they are

instructed to find the nearest staff member. All reports of bullying are investigated by Dinuba High School administration and, if needed, the School Resource Officer. Students can also report bullying to the online reporting system, Sprigeo.

## **Ensuring a Safe and Orderly Environment**

# **Ensuring a Safe and Orderly Environment**

## **Climate for Learning**

Dinuba High School has established clear expectations for all. The staff works hard and values the success of all students. The overall climate for learning is strong with students understanding their responsibility for academic success. Focus lessons, taught by our counseling department, have been invaluable in helping students understand the direct connection of their effort and academic success and have been the catalyst for establishing the school's academic culture. A lesson schedule has been created so each grade level is exposed to the information at least once a year. Students track completion of requirements while designating and tracking pathway completion. Focus lessons are taught schoolwide and address various components of students' academic success.

A site-based leadership model was established by creating "Instructional Facilitators", or "IF's" comprised of department leaders, principal, and assistant principals. Additional stakeholders attend meetings as needed. The team meets every Tuesday to discuss and implement school reform efforts. The team has a common release period to conduct instructional business. The purpose of the Instructional Facilitator is to support teachers in their department and the entire school with delivery of instruction and curriculum development. The Instructional Facilitators are coaches and mentors for new teachers, and serves as an important decision making body at Dinuba High School.

## **Community Involvement and Support**

Participation by our parents is of critical importance to the continuing growth and well-being of our students. Parents are active on campus and support our programs through booster clubs, attendance at Back to School Night, school performances and activities. School Site Council and English Language Advisory Committee continue to be forums for parent involvement and parent input to the school program. Parent U, Parent Empowerment, and PIQE have all provided parent education programs in both Spanish and English.

Dinuba High School recognizes the importance of parent involvement. Parents receive ongoing information regarding school events through regular newsletters, weekly Dinuba Sentinel articles, the school's website, Facebook, Twitter, public displays, and student-produced videos on a weekly basis. ParentLink is the automated phone service used to inform parents of absences, teacher messages, and important events and activities at Dinuba High School. Parents also receive progress grades, have access to PowerSchool, and receive Emperor Reports.

Parents can formally meet teachers in the fall to inquire about their students' courses of study. DHS offers parent education classes (to be mentioned later in Chapter 1) through various agencies and platforms. Parents are active on campus and support our programs through booster clubs, advisory meetings, school performances, School Site Council and the English Language Advisory Committee. Local service clubs and businesses contribute to activities and programs organized through joint community/school efforts. Businesses contribute goods and services to assist students in their humanitarian projects for the needy.

## **Safety**

Campus safety and security is of the utmost importance. Campus monitors, along with fourteen security cameras, enhance campus supervision. Four assistant principals oversee discipline and a safety plan can be found in the school office. An online anonymous reporting system (Sprigeo) is available to students and parents and lockdown procedures are practiced at least once a term. Overall, the campus is a safe and secure place to learn.

## **The Physical Plant and Its Place in the Community**

As the only comprehensive high school in the community, DHS serves as the center for many of the community's academic, cultural, and athletic events. Even though DHS is over 100 years old it has newer classrooms, state-of-the-art

science buildings, and an all-weather track/artificial turf field. There are 89 classrooms, a college and career center, library, and five computer labs for students to use before school or after school. An aquatic complex and two softball fields have been added to the campus. DHS has celebrated several league and valley championships in recent years. The agriculturally-based community of Dinuba is currently in transition to a light industrial center. The city of Dinuba has a population of 23,000 and the population of Tulare County is quickly reaching 420,000. Agriculture is the single biggest factor in Dinuba's economy. Ruiz Foods Products is the major employer in Dinuba. Non-manufacturing employers are primarily government, education and business services. The ongoing communication between city and school district has led to a coordinated effort to emphasize and build a strong CTE program. The challenge of balancing several CTE programs on campus while continuing to strive for high expectations and achievement in the core subject areas is an ongoing priority at Dinuba High.

The Dinuba Unified School District, working together with parents and the community, empowers each student to succeed in an ever changing, diverse, and global society. The primary goal of our staff is to provide students with a wide range of academic and extra curricular opportunities and help students achieve. Our programs include challenging college preparation coursework as well as a strong vocational education program. Dinuba High School continues to strengthen vocational education pathways to provide students with job-ready skills in vocational and technical fields so students are able to graduate with a plan. Vocational classes are articulated with neighboring colleges to accelerate students' vocational degrees.

The mission of Dinuba Unified School District "*Empowering Each Student to Succeed in Life*" and the vision of "*Ending Generational Poverty Through Education*" are directly connected the work that has been completed at DHS to prepare our students for college, career, and life. As you read our narrative, the overarching district vision/mission is closely aligned with the school's vision/mission to prepare students for a variety of job and career opportunities after high school.

## Discipline Policies

### Dinuba Unified School District Discipline Code Summary

The Board of Education desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules to meet the school's individual needs.

Board Policies: 5131-5132 address student discipline

#### **Behavior Referral Intervention (cumulative office visit intervention)**

As students are referred to the South Campus office to see a counselor or assistant principal with either a *Classroom Step Form* or *Office Discipline Referral Form*; a series of interventions will be established at each office visit. The interventions provide students the opportunity to correct their behavior and also provide behavioral intervention,

inquiry and support services before a student receives an out of school suspension and/or accumulates suspension days that result in alternative education placement and/or expulsion.

**1st Office Visit:** OCS for the period

**2nd Office Visit:** OCS for the period

**3rd Office Visit:** OCS for two consecutive periods from referring class teacher

**4th Office Visit:** OCS for two consecutive periods from referring class teacher

**5th Office Visit:** One Day OCS

**6th Office Visit:** Two Days OCS (*Tier 2 supports*)

**7th Office Visit:** One Day Out of School Suspension

**8th Office Visit:** Two Days Out of School Suspension

**9th Office Visit:** Three Days Out of School Suspension

**10th Office Visit:** Four Days Out of School Suspension

**11th Office Visit:** Five Days Out of School Suspension

**12th Office Visit:** Five Days Out of School Suspension(*Recommendation for Alternative Education Placement*)

*Parent contact will be made at each office visit. **Office visit consequence/intervention to supersede all other behavior consequences at administration discretion.** The case manager, district office & school psychologist of any special education student will be notified at each day of out of school suspension. A Manifestation Determination will be completed before a special education student reaches 10 days of suspension. Any student suspended for twenty (20) or more days will be referred for expulsion and/or referred to alternative education.*

### **Classroom Step Policy & Consequences**

Dinuba High School teachers are expected to maintain classroom management by establishing clear classroom rules and behavior expectations. Teachers are encouraged to use a *Classroom Step Form* to address **minor** student behavior with the student and parent before sending a student to the office to meet with a counselor or assistant principal for behavioral intervention. The following steps will be followed when a *Classroom Step Form* is used:

**Step 1:** Verbal warning by the teacher & parent contact

**Step 2:** Verbal warning by the teacher, parent contact and assigned lunch detention

**Step 3:** Referral to counselor- student/counselor conference and parent contact

**Step 4:** Referral to counselor- student/parent/teacher/counselor conference

**Step 5:** Referral to assistant principal- student/parent/teacher contact & behavior contract

**Step 6:** Referral to assistant principal- student/parent/teacher conference & student removed from the class and placed in O.C.S room to receive instruction from the O.C.S teacher. Teacher of record will continue to be responsible for providing course work, exams, grades, and attendance.

**Please note that the number of student office visits supersedes all other behavior consequences at administration discretion.**

## Hate Crime Policies and Procedures

The Dinuba Unified School District has Board Policy that addresses hate motivated behavior in Policy 5145.9:

The Board of Education 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.

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.

# Hate Crime Policies and Procedures

The Dinuba Unified School District Administrative Code addresses hate motivated behavior in Article 600 R

## 613.7 Hate Motivated Behavior

1. Any student who believes 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 against the appropriate school official in accordance with district complaint procedures.
2. Staff who are informed of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee and law enforcement, as appropriate. Students who engage in hate-motivated behavior shall be subject to discipline in accordance with the District's Discipline Code.
3. The principal or designee shall ensure that staff receives appropriate training to recognize hate-motivated behavior and methods of handling such behavior in appropriate ways.

## TELEPHONE NUMBERS IN THE EVENT OF AN EMERGENCY:

### **EMERGENCY DIAL: 911**

1. **DINUBA POLICE:** 559-591-5911
2. **DINUBA FIRE:** 559-591-5931
3. **DISTRICT OFFICE SUPERINTENDANT SECRETARY - CINDY KALJUMAGI:** 559-595-7202/559-595-7200
4. **MAINTENANCE DIRECTOR - JACK SHREUDER/JEANNE JOHNSON (SECRETARY):** 559-707-4751/559-595-7280

5. **TRANSPORTATION DIRECTOR** – DIANE MENDOZA/MONICA ROWLY (SECRETARY): 559-595-728

## **Disaster Procedures**

Disasters come in many forms, can occur anywhere at any time and run the gamut from natural causes such as earthquakes, fires, floods, and severe storms to man-made causes such as an active shooter and chemical spills. Knowing how to react and respond in a time of crisis can go a long way to keeping our students out of harm's way.

The Board of Education recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster. The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling emergencies and disasters and which shall be included in the district's comprehensive school safety plan. (Education Code 32282)

The Superintendent or designee shall also develop and maintain emergency plans for each school site. In developing the district and school emergency plans, the Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators.

The Superintendent or designee shall use state-approved Standardized Emergency Management System guidelines and the National Incident Command System when updating district and site-level emergency and disaster preparedness plans.

The Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (Education Code 32282)

School employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

Each school site has developed policies and procedures to be followed in the event of a disaster:

### **Earthquake:**

#### **EMERGENCY ACTION PROCEDURES EARTHQUAKE DRILL**

**When an EARTHQUAKE occurs please follow the procedures listed below:**

#### **In-doors:**

- 1. Instruct students to cover under their desks.**
- 2. Pull curtains closed if you have them.**
- 3. Wait until ALL CLEAR alarm is sounded or evacuation is initiated.**

#### **Outdoors:**

- 1. If you are outside move to an area clear from any structure, tree or anything that might fall.**
- 2. Lay on the ground face down and cover your head with your arms.**

Please include:

- 1. Protective measure to be taken before, during and after an earthquake**
- 2. A program to ensure that both pupils and all staff are aware of, properly trained in, the earthquake emergency procedure**

### **Fire drill and Fire Evacuation Procedures:**

**EMERGENCY ACTION PROCEDURES  
FIRE DRILL**

The following standard operating procedure is to be followed at all times in the event of a **FIRE DRILL**:

1. **STAY CALM!**
2. Line up students.
3. Shut all doors and windows. **DO NOT LOCK.**
4. Make sure **ALL** students are out of classroom.
5. Conduct class attendance as students are exiting.
6. Move the line to the designated safety area allocated on the emergency map.
7. Ensure the class remains in a line and are quiet at the designated safety area.
8. Immediately conduct class attendance using the **EMERGENCY ATTENDANCE SLIP.**
9. Use site level reporting methods (e.g., RED/GREEN cards, runner with emergency attendance slip).
10. Stand-by until the **ALL CLEAR BELL** is sounded.
11. Walk students back to class in an orderly fashion or move students in an orderly fashion to the designated egress destination for transportation/parent pick-up.

## **Dinuba High School Evacuation Sites**

### **Option 1**

Dinuba Entertainment Plaza, 250 S. M Street

### **Option 2**

South Campus-

Dinuba Entertainment Plaza, 250 S. M Street

North Campus-

Dinuba Recreation Center, 1390 E. Elizabeth Way

## **Campus Lockdowns/Active Shooter**

**EMERGENCY ACTION PROCEDURES  
LOCKDOWN DRILL**

1. **STAY CALM...**
  - a. If you remain calm your students will be calm.
2. **DUCK AND COVER: Instruct students to take cover under the desk/table.**
3. **If the situation allows, gather any students who are close to your room and bring them into the classroom.**
  - a. This will allow for everyone to seek cover in an expeditious manner.
4. **Lock Door**
  - a. Do not let anyone in under any circumstances (e.g., Mr. Cox knocks...don't answer, or if someone states they are a police officer...don't answer).
5. **Pull down curtains/blinds covering windows and turn off lights.**
6. **Instruct students to turn OFF cell phones and put them away. Keep your phone ON and place on mute.**
7. **EMAIL ATTENDANCE (INCLUDING ADDITIONAL STUDENTS) to ATTENDANCE SECRETARY [WIS example: Febe Herrera ([febe.herrera@dinuba.k12.ca.us](mailto:febe.herrera@dinuba.k12.ca.us))] as well as CC: the VP/LD and PRINCIPAL**
  - a. Students were present, yet now, are unaccounted for due to going to the bathroom, office, etc.



b. You need immediate medical assistance.

8. **If email is inoperable, utilize text messaging as a secondary back – up.**
9. **Write the names of missing students AND/OR additional students on the lockdown reporting form included in the folder. Upon evacuation you will be required to bring the form along with your students.**
10. **Stand by for an evacuation to be conducted by designated personnel. Be prepared to have your attendance roster with you.**

Dinuba High School conducts lockdown drills twice a year, and fire drills four times a year.

## **References and Resources**

California Department of Education: [www.cde.ca.gov/](http://www.cde.ca.gov/)

Dinuba Unified Board Policies: <http://gamutonline.net>

## **Appendices:**

A. School Map

B. Evacuation Map