



San Jacinto Unified School District  
2045 S. San Jacinto Ave.  
San Jacinto, CA 92583

Phone: (951) 929-7700  
Fax: (951) 652-3509



**Jose Antonio Estudillo**  
**900 Las Rosas Dr.**  
**San Jacinto, CA 92583**  
**951-654-1003**

Spring 2019

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# CHAPTER 1

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## INTRODUCTION

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*Individual schools in districts over 2,500 students must adopt a comprehensive school safety plan and must review and update the plan by March 1 of every year thereafter. (Ed. Code 322380 - 32289)*

*Effective January 1, 2019, Assembly Bill 1747 (Rodriguez) requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with law enforcement agency, the fire department, and other first responder entities.*

The following guideline was used to support the annual review and evaluation of the comprehensive school safety plan. The guideline provides a time line and related administrative tasks to provide a process to ensure compliance with the requirements of Ed. Code 32281, Comprehensive School Safety Plan.

The guideline has two parts:

1. An assessment is made by the School Site Council or the School Safety Planning Committee of the council or equivalent of the school climate in relation to the current status of school crime committed on campus and at school related functions. Based on the assessment, safety goals are set for the upcoming school year.
2. The annual review and evaluation of the Comprehensive School Safety Plan that is certified by the members of the School Safety Planning Committee and/or the School Site Council President, and the school Principal before being presented to the Board of Trustees for final review and adoption. This review includes the following mandated components of Ed. Code 32280 - 32289:
  - Child Abuse reporting procedures
  - Routine and emergency disaster procedures including natural disasters, human created disasters or power outages.
  - Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations
  - Procedures to notify teachers and counselors of dangerous students
  - Sexual Harassment Policy
  - Dress Code

- Procedures for Safe Ingress and Egress
- Safe and Orderly Environment for Learning and School Discipline

## IMPLEMENTATION OF PLAN

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Upon annual approval, the written plan will be made available on the district and school websites to all staff, students, parents, and the community and as a hard copy to review in the school library and/or the school main office.

# CHAPTER 2

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## SCHOOL SAFETY PLANNING COMMITTEE

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*The school site council is responsible for developing the school site safety plan or for delegating the responsibility to a school safety planning committee. Ed. Code 32281(b)(1)*

*The school site safety committee shall be composed of the following members: the principal or designee, teacher; parent/guardian whose child attends the school; classified employee; and others, if desired. Ed Code 32281(b)(2)*

*Local law enforcement has been consulted in the writing and development of the Comprehensive School Safety Plan. Ed Code 32281(b)(3)*

It is recognized that other members of the school or community may provide valuable insights as members of the School Safety Planning Committee, and may include:

- School Resource Officers
- Guidance counselor
- Special Education Department Chairperson
- One or more key community service providers
- Student representative(s)
- Disciplinary team member
- Staff leaders
- Additional parent representatives

The members of the school safety committee for this Comprehensive School Safety Plan are listed on the following page.

**Jose Antonio Estudillo  
Safety Plan Signature Page  
2019 - 2020**

The undersigned members of the Jose Antonio Estudillo School Safety Planning Committee certify that the requirements for the SB 187 Safety Plan have been met.

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Principal

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President, School Site Council

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Teachers Association Representative

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Classified Association Representative

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Parent Representative

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Law Enforcement Representative

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# CHAPTER 3

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## MANDATED POLICIES AND PROCEDURES

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*The School Safety Planning Committee has reviewed the school's procedures for complying with existing laws related to school safety, which include but not limited to the following: (Ed Code 32282)*

- ☐ Child abuse reporting procedures
- ☐ Routine and emergency disaster procedures, which should include adaptations for pupils with disabilities:
  - Emergency and Disaster Preparedness Plan
  - Fire Drills
  - Bomb Threats
  - Earthquake Emergency Procedure System
  - Transportation Safety and Emergencies
- ☐ Suspension/Expulsion policies and procedures
- ☐ Procedures to notify teachers of dangerous pupils
- ☐ Discrimination and harassment policies
- ☐ If the school has adopted a dress code prohibiting students from wearing "gang related apparel," the provisions of that dress code.
- ☐ Procedures for safe entrance and exit of students, parents/guardians and employees to and from the school
- ☐ Rules and procedures on school discipline in order to create a safe and orderly environment conducive to learning at school.

The committee has reviewed the above mandated components, using the following critical questions:

1. What is the policy or procedure?
2. How are staff, students and/or parents notified that this policy exists?
3. What staff/student training(s) have been completed?
4. What additional trainings may be needed?

## SECTION A – CHILD ABUSE REPORTING

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### 1. SJUSD Board Policy

AR 5141.4, Child Abuse Prevention and Reporting

2. **Staff** are aware of this policy through the required annual trainings *Child Abuse Prevention Program, Human Trafficking Awareness, Boundary Invasion, Mandated Reporter: Child Abuse and Neglect, On-site Isolation Boundaries Part 1 and Part 2, and Off-Site Behavioral Boundaries*. A poster of California Mandated Reporting Easy Steps is posted at every school (see copy this section). New employees are provided a brochure on mandating reporting during sign-on process (see copy this section). **Students** are made aware of tenants of this policy in their Student Handbook (see Appendix A). **Parents/guardians** are notified that this policy exists on the Annual Notification form which must be electronically signed by parent/guardian in the PARENT PORTAL SYSTEM prior to the beginning of each school year. (see Annual Notification Table of Contents, Appendix B)

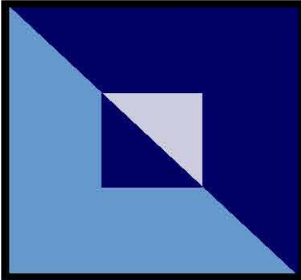
3. Staff training requirement is noted above. Any student training conducted since the last Comprehensive School Site Plan approval is noted here:

Training Title:	Delivered to:	Date:
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4. As part of the School Safety Planning Committee strategies and suggested programs to provide and maintain a high level of school safety with regards to this section, any recommended new training for staff/students is noted here:

Training Title:	Delivered to:	Proposed Date:
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## CALIFORNIA MANDATED REPORTING EASY STEPS...

### WHAT MUST BE REPORTED and HOW TO REPORT!

#### **What Must be Reported:**

Any of the below acts involving anyone under the age of 18:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

The mandated reporter must only have ***reasonable suspicion*** that a child has been mistreated; no evidence or proof is required prior to making a report.

The case will be further investigated by law enforcement and/or child welfare services.

#### **How to Report:**

**By Phone:** Immediately, or as soon as possible, make a telephone report to child welfare services and/or to a Police or Sheriff's department.

1. Child Welfare Services phone # 1-800-442-4918
2. Police Department phone # (951) 654-2702
3. Sheriff's Department phone # 1-800-950-2444

**In Writing:** Within 36 hours, a written report must be sent, faxed or submitted electronically. The written report should be completed on a state form called the 8572, which can be downloaded at [http://ag.ca.gov/childabuse/pdf/ss\\_8572.pdf](http://ag.ca.gov/childabuse/pdf/ss_8572.pdf)

#### **Other information:**

- Safeguards for Mandated Reporters:
  - The Child Abuse and Neglect Reporting Act (CANRA) states that the name of the mandated reporter is strictly confidential, although it is provided to investigative parties working on the case.
  - Under state law, mandated reporters cannot be held liable in civil or criminal court when reporting as required; however, under federal law mandated reporters only have immunity for reports made in good faith.
- Failure to report:
  - Failure to report concerns of child abuse or neglect is considered a misdemeanor and is punishable in California by six months in jail and/or up to a \$1,000 fine.
- For the complete law and a list of mandated reporters refer to California Penal Codes 11164-11174.3.

This document and Mandated Reporting information can be found at  
[www.mandatedreporterca.com](http://www.mandatedreporterca.com)



### YOU ARE A MANDATED REPORTER!

Any employee of a public (or private) school is a mandated reporter. This includes teachers, aides, custodians, coaches, administrative personnel, principals, etc. Your failure to report could result in penalties, fines and imprisonment.



### WHAT ELSE DO I NEED TO KNOW?

#### Self Protection

The following tips can protect you and help to avoid situations that could lead to fraudulent allegations of inappropriate conduct.

Avoid contact with students involving hugging, touching, grabbing, or rubbing/massaging.

When privacy with students is necessary, leave the doors and windows open when possible.

For teachers, classroom arrangement should not have sections for privacy.



**SJUSD**  
SAN JACINTO UNIFIED SCHOOL DISTRICT

# The **Child Abuse** EPIDEMIC

PROTECT YOUR STUDENTS.  
PROTECT YOURSELF.  
PROTECT THE COMMUNITY.



**It's common sense:**  
Reasonable suspicion? Report it!

Visit these websites for more information on how you can **stop child abuse!**

[www.keenan.com/abusepreventioncenter](http://www.keenan.com/abusepreventioncenter)  
[www.mandatedreporter.ca.com](http://www.mandatedreporter.ca.com)  
[www.childwelfare.gov](http://www.childwelfare.gov)  
[www.stopitnow.org](http://www.stopitnow.org)

## SECTION B – EMERGENCY DISASTER PROCEDURES

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### 1. SJUSD Board Policy

#### AR 3516, Emergencies and Disaster Preparedness Plan

The District has a robust Emergency Response Plan (ERP) that aligns to the Standardized Emergency Management System (SEMS) as detailed in the California Emergency Services Act 8607 and the supporting California Code of Regulations.

The Plan is maintained electronically through the Hour-Zero School Emergency Preparedness website, and certified compliant with the Standardized Emergency Management System (SEMS) per California Code of Regulations and the National Incident Management System (NIMS), a standardized approach to emergency management by the Department of Homeland Security.

The ERP uses a set of concepts, principles, procedures, processes, standards, and terminology that creates a common operating picture, promotes mutual goals and responsibilities, and advances a more efficient and effective response.

The ERP addresses the four phases of emergency management: mitigation, preparedness, response, recovery. It uses the NFPA 1600 standard as its framework, applies the fourteen principles of the Incident Command System, and incorporates current best practices for school emergency plans.

**The Plan is adapted to meet the unique needs of the school through site-specific procedures.**

**Site-specific procedures address risks or hazards identified through site assessments, annual reviews, and After Action Reports.**



To ensure all components are effectively addressed the Plan is organized into sections, with each section maintained as a separate entity while still enabling the respective components to work together. Each section may be independently updated and/or revised as needed provided any change ensures the Plan is compliant with legislative requirements, aligns to industry standards, incorporates current best practices, and adheres to the organizational structure.

Major sections to the District Safety Plan include those listed below. The Plan may be amended to incorporate additional sections as needed.

## Section 1: Overview

This section describes the purpose, goal, scope, access control, partnerships, organizational structure, legal considerations, approval process, and requirements for Plan updates, training and testing.

The Overview establishes the District Safety Plan lexicon to define and clarify the terminology used throughout the various components of the Plan. It is regularly updated to ensure the currency and completeness of the Plan.

## Section 2: Emergency Preparedness and Response

This section covers the emergency procedures and protocols used to address hazard assessments and mitigation, emergency preparedness and response, along with initial recovery activities.

The District uses the Hour-Zero School Emergency Program as its Emergency Preparedness and Response Program (referred to as the District Emergency Response Plan). The program is documented and maintained on HZ Online and is accessible to authorized users via secure web access.

The Plan utilizes an all-hazard approach. As such there are two protocol categories.

**Functional Protocols** are the building blocks of all responses at the school. All staff and students are required to be well-versed on and be able to execute all of the functional protocols.

A complete description of each functional protocol and how to execute the protocol is provided to all staff through classroom summaries, quick reference guides, and through Hour-Zero Alert – a mobile app. From time to time the protocols may change to reflect industry standards, best practices, and first responder practices.

Functional Protocols		
All-Clear	Lock-Down	Drop-Cover-Hold
Emergency Evacuation	Shelter-In-Place	Hold and Secure
		On-Alert

**Incident-specific Protocols** provide general staff, School Emergency Response Team (SERT) members and ACT (Administrative Command Team (ACT) members with recommendations and best practices on how to respond to a particular incident.

The complete procedures associated with incident-specific protocols are documented in the District Emergency Plan and are consistent throughout the District. These protocols are considered tactical responses and are therefore

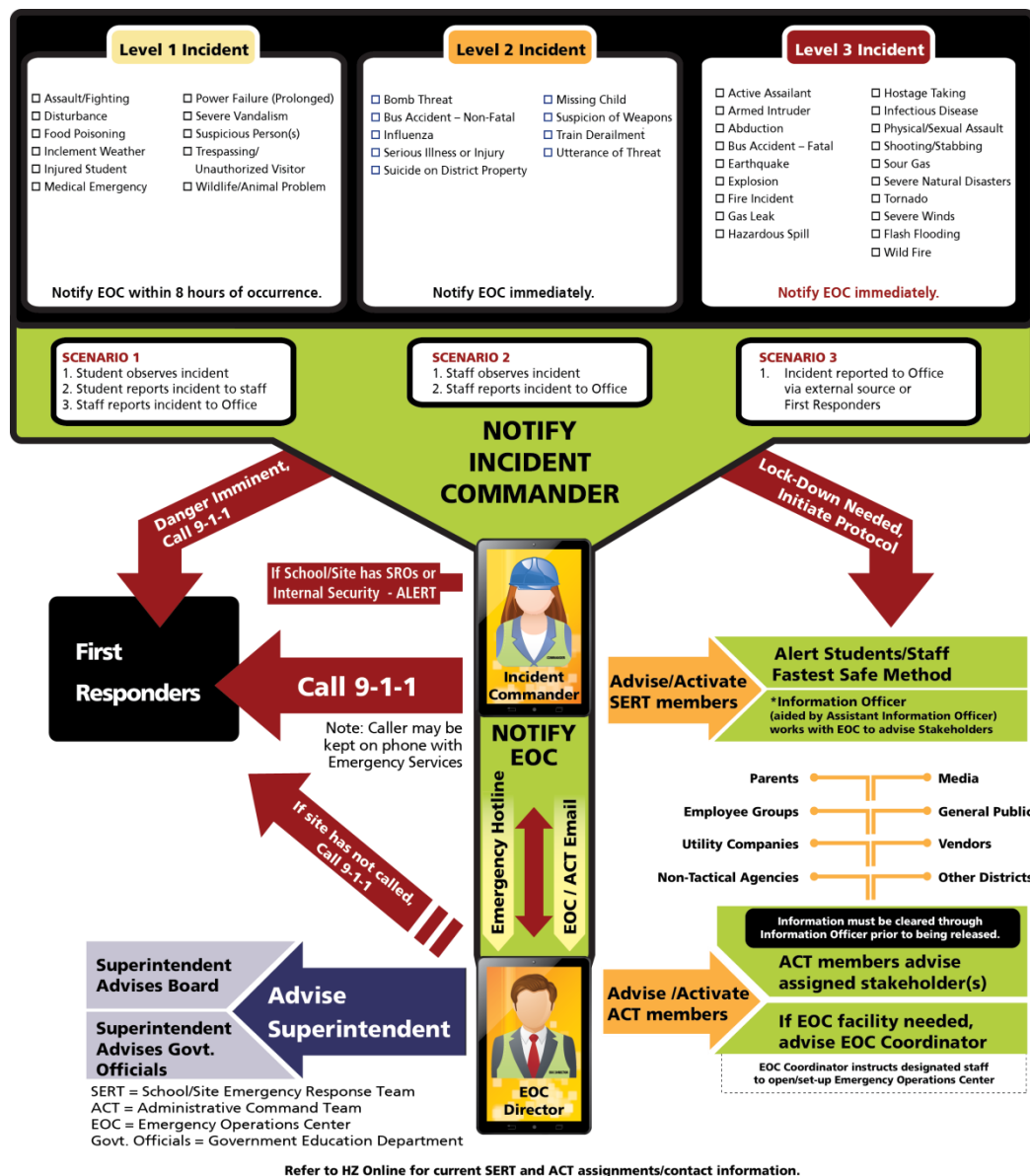
confidential, as their disclosure could lead to a perpetrator being able to circumvent response strategies. The following table lists the incident-specific protocols currently documented in the Plan.

Level 1 Protocols		
Assault/Fighting	Disturbance	
Inclement Weather	Injured Student	Medical Emergency
Power Failure (Prolonged)	Severe Vandalism	Suspicious Person
Trespassing/Unauthorized Visitor	Wildlife/Animal on Grounds	
Level 2 Protocols		
Bomb Threat	Bus Accident—Non-Fatal	Influenza
Missing Child	Serious Illness or Injury	Suicide on District Property
Suspicion of Weapon(s)	Train Derailment	Utterance of Threat
Level 3 Protocols		
Active Assailant	Armed Intruder	Bus Accident—Fatal Injuries
Abduction—Attempted Abduction	Earthquake	Explosion
Fire Incident	Gas Leak	Hazardous Spill
Hostage Taking	Sour Gas	Wild Fire
Infectious Disease (See <i>Pandemic Plan</i> )	Physical/Sexual Assault	Shooting/Stabbing (See <i>Active Assailant</i> )
Severe Natural Disasters — Tornado/Severe Wind/Flash Flood		

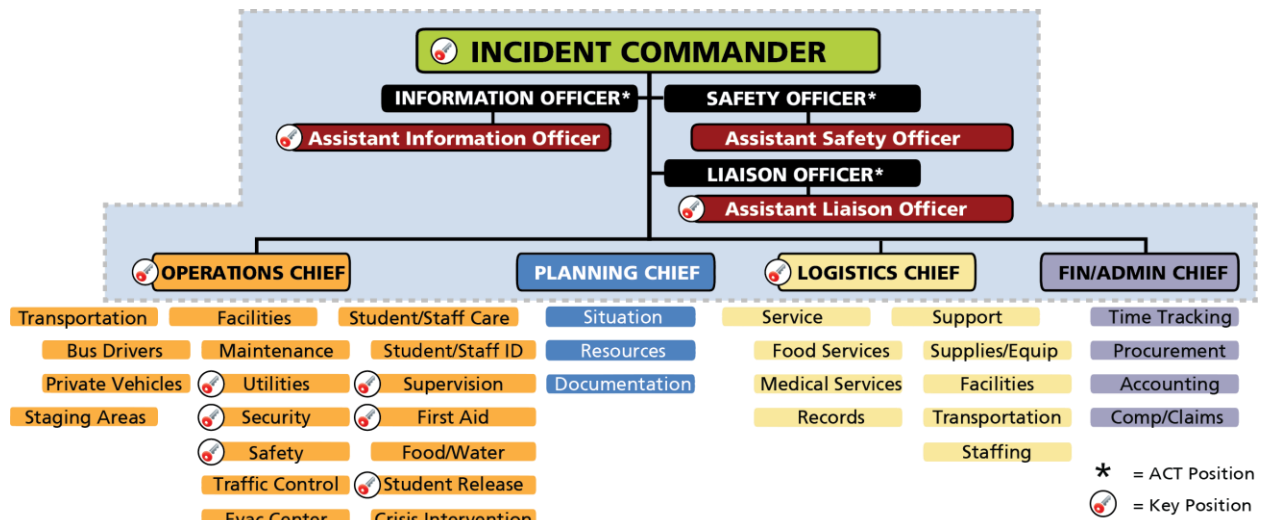


## Section 3: Crisis Communications

This section provides the communications framework and processes to address risk, emergency response and crisis-related issues. The Crisis Communications Plan covers pre, post and time of incident responsibilities.

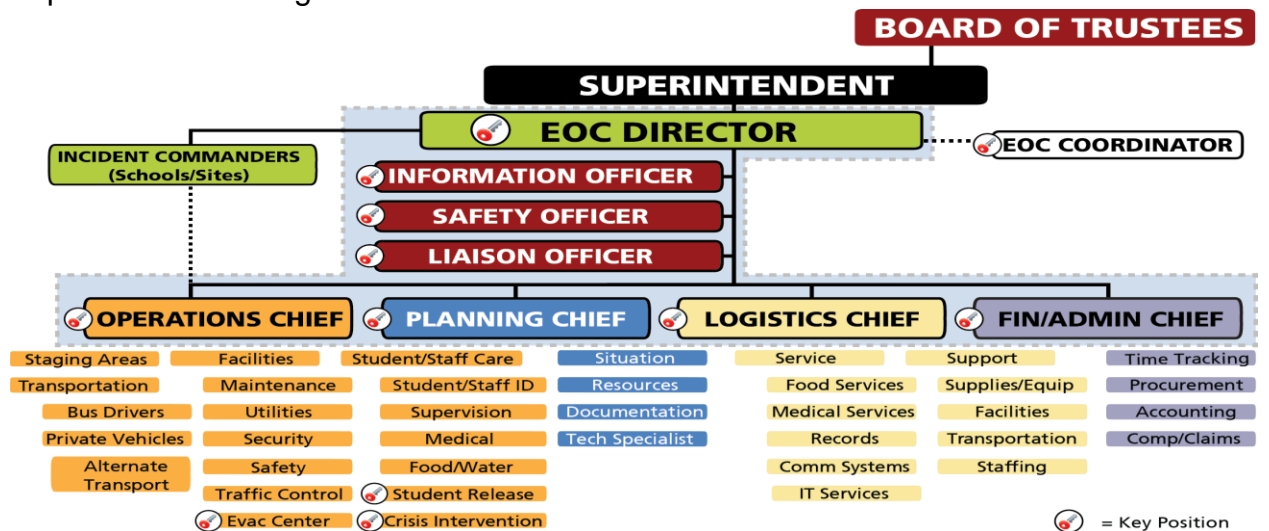


## School Emergency Response Team



## Administrative Command Team

The District maintains an Emergency Operations Center (EOC), which serves to support the response efforts of schools. The EOC is staffed by members of the Administrative Command Team (ACT). The ACT is comprised of central administrators who have the training and authority to perform their assigned functions.



2. **Staff** are aware of these procedures through the required annual access and training provided through the Hour-Zero Emergency Preparedness website for all SJUSD employees. New employees are provided a memo with instructions for log-on (see copy this section). **Students** are made aware there are procedures to be followed in the event of disaster in their Student Handbook (see Appendix A) in addition to the postings inside each classroom near the exit door. **Parents/guardians** are notified that this entire Comprehensive School Safety Plan exists on the Annual Notification form which must be electronically signed by parent/guardian in the PARENT PORTAL SYSTEM prior to the beginning of each school year. (see Annual Notification Table of Contents, Appendix B). Our *School Emergency Program – A Guide for Parents and Guardians*, which provides an overview of the Hour-Zero Emergency Preparedness program is made available on the District's website home page ([www.sanjacinto.k12.ca.us](http://www.sanjacinto.k12.ca.us)) (see copy this section).
3. Annual staff training requirements for emergency procedures are listed here:

The screenshot shows the 'hour zero' website interface. On the left is a navigation menu with options like 'Staff Home', 'Personal Information', 'Medical Alert', 'Training', etc. The main content area is titled 'Staff Home' and includes a greeting, a message to update personal information, and links to 'Reports' (Print Staff Readiness Report, Print Staff Emergency Information Form). Below this is the 'Assigned Training (Due this School Year)' section, which contains a table of training requirements. A red arrow points from the top right towards the training table.

Category	Course	Month Due	Launch Course
Protocols	Status Cards 106.01	August	START
Protocols	Emergency Evacuation 104.01	August	START
Protocols - Incident Specific	NEW - Active Shooter 124.01	August	START
Protocols	Lock-Down 101.01	September	START
Protocols	Hold and Secure 102.01	September	START
Protocols	Drop-Cover-Hold 105.01	October	START
Protocols - Incident Specific	NEW - Earthquakes 120.01	October	START
Protocols	Student Release	November	START
Protocols	Shelter-In-Place 103.01	November	START

Training and testing are essential to the Plan. All District students and staff are required to participate in training as it relates to their roles and responsibilities.

Schools are responsible for conducting training with their staff; ensuring staff are fully acquainted with the School Emergency Response Plan and able to perform their assigned tasks. The Principal is responsible for scheduling the training throughout the school year.

A record of all training and drills is maintained HZ Online. During the past year, the school site (staff and students) completed the following drills/training:

- (10) Evacuation: Fire Drills
- (3) Lock-Down Drills
- (3) Drop-Cover-Hold Drills
- (1) Earthquake Training (California Great Shake-out)



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## **SAFETY ASSESSMENTS**

The Plan addresses risks and threats identified through subject-specific assessments.

Assessments identify situations, hazards or behaviors which have the potential to disrupt operations, cause casualties, do damage to a facility and/or property, or otherwise have a negative effect on students, staff, facilities and/or the District's reputation.

The Plan incorporates suitable assessment processes, including the type of assessment to be conducted and activation/review schedule. E.g., emergency plans incorporate an annual risk assessment; crisis intervention plans require a risk and threat assessment process that allows for timely intervention; disaster recovery requires vulnerability assessment, etc.

A change in condition(s), e.g., natural disaster, act of violence, system failure, etc., may also precipitate an update or review.

Due to the broad-reaching nature of the Plan, some terms may have different meanings across the various disciplines. Whenever possible, the Plan attempts to attribute a distinct meaning for each term. As this is not always possible, it is important to understand the context in which a term is being used.

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## **AID AGREEMENTS**

In addition to forming partnerships with various organizations, the District has established formal aid agreements with external agencies to address any deficiencies in facilities, equipment, or personnel needed during emergency conditions.

The Emergency Operations Center (EOC) Director is responsible for negotiating and managing these aid agreements, subject to approval by the Superintendent.

The Incident Commander for each site annually reviews the agreements pertaining to their site (e.g., Evacuation Center Agreements), updates as required and rectifies deficiencies.

## STRATEGIES TO ADDRESS NEEDS OF STUDENTS WITH DISABILITIES

The school has identified the following number of students, who may require special assistance or provisions in the event of an emergency at the school.

Impairment	Visual	Orthopedic	Auditory	Cognitive	Life-threatening Health Condition
<b>Students</b>	1	7	4	3	119

Within the Hour-Zero program is a template to create Individual Emergency Plans for child requiring them. The lead teacher is able to develop a plan, in consultation with parents, to address the specific needs of the students.

## SECTION C – SUSPENSION/EXPULSION POLICIES

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### 1. SJUSD Board Policy

AR 5144.1, Suspension and Expulsion/Due Process

2. Principals, Assistant Principals and Deans of Students (**staff**) are aware of this policy through the required annual training on discipline procedures, including suspension and expulsions. Administrators attend monthly meetings/trainings on relative topics. A handbook and reference binder is provided at the beginning of the school year or when hired. Each Principal is responsible for on-going training with both classified and teaching staff, including beginning of the year reviews and whenever policy changes are made.

**Students** are made aware of tenants of this policy in their Student Handbook (see Appendix A). **Parents/guardians** are notified that this policy exists on the Annual Notification form which must be electronically signed by parent/guardian in the PARENT PORTAL SYSTEM prior to the beginning of each school year (see Annual Notification Table of Contents, Appendix B).

3. Staff training requirement is noted above. Any student training conducted since the last Comprehensive School Site Plan approval is noted here:

Training Title:	Delivered to:	Date:
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4. As part of the School Safety Planning Committee strategies and suggested programs to provide and maintain a high level of school safety with regards to this section, any recommended new training for staff/students is noted here:

Training Title:	Delivered to:	Proposed Date:
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# SECTION D – PROCEDURES/NOTIFICATION OF DANGEROUS PUPILS

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## 1. SJUSD Procedure

AR 4158/4258/4358, Employee Security

2. Ed. Code 49079 requires the district to advise teachers of students assigned to them that have engaged in any of the acts described in Ed Code 48900. Site Administrators provide a Notice to Teachers to inform that in their Class List, there will be an asterisk indicating the student has engaged in an activity described in EC 48900. The teacher has the right to inspect the available student records in the school office in confidence, and must keep the student information confidential. Teachers declare their understanding of the notification and requirements on the following form:

**NOTICE TO TEACHERS**

To: \_\_\_\_\_ Date: \_\_\_\_\_

Education Code (EC) Section 49079 requires that the district advise teachers of students assigned to them who, in the last three years, have engaged in, or are reasonably suspected to have engaged in, any of the acts described in EC 48900 (except subsection "h", dealing with the use of tobacco), 48900.2, 48900.3, 48900.4 and 48900.7. The information is based upon any records maintained by the school or district (*i.e.*, discipline referrals, suspension notices), or received from a law enforcement agency.

The following student(s), assigned to your class, has/have engaged in, or is/are reasonably suspected to have engaged in, within the last three years, the acts referred to above:

*[list of students and offense or alleged offense]*

Records of the student(s) are available in the school office. Please be advised that any information received pursuant to EC 49079 shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated.

\_\_\_\_\_  
Signature of Principal

**I have received a copy of the notification and understand that the information provided to me shall be kept confidential and not be further disseminated.**

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

3. Staff training on this topic is noted above. As part of the School Safety Planning Committee strategies and suggested programs to provide and maintain a high level of school safety with regards to this section, any recommended new training for staff is noted here:

Training Title:	Delivered to:	Proposed Date:
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# SECTION E – DISCRIMINATION AND HARASSMENT POLICIES

## 1. SJUSD Board Policy

BP 410, Nondiscrimination in District Programs and Activities

AR 4219.11, Sexual Harassment

BP 1312.3, Uniform Complaint Procedure

AR 6163.4, Student Use of Technology

2. **Staff** are aware of these policies through the required annual training *Sexual Misconduct: Staff-to-Student, Sexual Harassment: Policy and Prevention, and Employee Authorized Use Policy*. Staff are also provided annual notifications as noted below on the district's website ([www.sanjacinto.k12.ca.us](http://www.sanjacinto.k12.ca.us)) :

### ANNUAL NOTIFICATIONS

**Annual Notifications for Employees**

The Board of Trustees believes providing clear communication to staff is essential to establishing a professional, positive work environment and enhancing their job performance. Board Policy [4112.9](#) requires that all SJUSD employees are notified about the below information on an annual basis. Employees are also responsible for adhering to the Annual Notifications, and to all Federal and State Laws, SJUSD Board Policies and Administrative Regulations, and SJUSD Memorandums. Any questions regarding the Annual Notifications for Staff may be directed to Personnel, or Benefits & Risk Management Division of Business Services.

[Chris Fierro, Personnel Technician \(951\) 929-7700, Ext. 4235](#)

[Serenity Junge, Benefits & Risk Management Supervisor \(951\) 929-7700, Ext. 4233](#)

Once you have read each of the notifications, please login to [Keenan Safe Schools](#) and view your Assignments to electronically sign an affidavit that you have read each notification. Please contact [Sheila Watkins](#) Ext. 4239 if you need login or password assistance.

**Board Policies/Administrative Regulations**

**Sexual Harassment, Legal Remedies, Complaints**  
Legal Code: Education Code [231.5](#), Government Code [12950](#), 2 CCR [11023](#)  
Board Policy/Administrative Regulation #: AR 4119.11/4219.11/4319.11

[AR 4119.11 Sexual Harassment](#)  
[AR 4319.11 Sexual Harassment](#)

**Use of Pesticide Product, Active Ingredients, Internet Address to Access Information**  
Legal Code: Education Code [17612](#)

[AR 3514.2 Integrated Pest Management](#)

**Uniform Complaint Procedures, Appeals, Civil Law Remedies, Coordinator, Complaints About Student Fees and Local Control and Accountability Plan**  
Legal Code: Education Code [49013](#), 5 CCR [4622](#)

[AR 1312.3 Uniform Complaint Procedures](#)  
[BP 3260 Fees and Charges](#)

Employee Notifications
<b>Annual Notifications</b>
Annual Personnel Notices
Other Notifications

**Students** are made aware of tenants of these policies in their Student Handbook (see Appendix A). **Parents/guardians** are notified that these policies exist on the Annual Notification form which must be electronically signed by parent/guardian in the PARENT PORTAL SYSTEM prior to the beginning of each school year. (see Annual Notification Table of Contents, Appendix B)

3. San Jacinto Unified School District shall ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically thereafter. The training shall include how to recognize prohibited or harassing conduct, the procedures for reporting and/or filing complaints involving an employee, employee's, duty to use the district's complaint procedures, and employee obligation when a sexual harassment report involving a student

made to the employee. The training shall also include information about harassment without filing a complaint.

Every two years, San Jacinto Unified School District shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All such newly hired or promoted employees shall receive training within six months of their assumption of the new position. The district's sexual harassment training and education program for supervisory employees shall be aimed at assisting them in preventing and effectively responding to incidents of sexual harassment, as well as implementing mechanisms to promptly address and correct wrongful behavior.

Any student training conducted since the last Comprehensive School Site Plan approval is noted here:

Training Title:	Delivered to:	Date:
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4. As part of the School Safety Planning Committee strategies and suggested programs to provide and maintain a high level of school safety with regards to this section, any recommended new training for staff/students is noted here:

Training Title:	Delivered to:	Proposed Date:
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## SECTION F – DRESS CODE

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### 1. SJUSD Board Policy

BP 4119.22, Dress and Grooming

AR 5132, Dress and Grooming








2. **Staff** are aware of this policy through the required annual personnel notices, which can be access on the district's website ([www.sanjacinto.k12.ca.us](http://www.sanjacinto.k12.ca.us)).

#### ANNUAL PERSONNEL NOTICES

In order to meet the Board of Trustees' goal in providing clear communication to staff, Personnel and Business Services management provides certain notices to employees annually.

##### Annual Personnel Notices

Once you have read each of the notifications, please login to [Keenan Safe Schools](#) and view your Assignments to electronically sign an affidavit that you have read each notification. Please contact [Sheila Watkins](#) Ext. 4239 if you need login or password assistance.

-  [AB 1266 Gender Identity](#)
-  [BP 6115 Patriotice Exercise and Instruction](#)
-  [Drug and Alcohol-Free Workplace Notification 7.1.2018](#)
-  [Employee Use of Technology 2018-2019](#)
-  [Nondiscrimination BP 0410](#)
-  [Safety and Dress Annual Notification 2018-2019](#)
-  [Tobacco Free Schools 2018-2019](#)

Employee Notifications

Annual Notifications

Annual Personnel Notices

Other Notifications

**Students** are made aware of tenants of this policy in their Student Handbook (see Appendix A). **Parents/guardians** are notified that this policy exists on the Annual Notification form which must be electronically signed by parent/guardian in the PARENT PORTAL SYSTEM prior to the beginning of each school year. (see Annual Notification Table of Contents, Appendix B)

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Training Title:	Delivered to:	Date:
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4. As part of the School Safety Planning Committee strategies and suggested programs to provide and maintain a high level of school safety with regards to this section, any recommended new training for staff/students is noted here:

Training Title:	Delivered to:	Proposed Date:
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# SECTION G – PROCEDURES FOR SAFE INGRESS AND EGRESS

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## 1. SJUSD Procedure

AR 3515, Campus Security

AR 4032, Reasonable Accommodations

BP 410, Nondiscrimination

The district's campus security policy includes strategies to secure all campus perimeters and school facilities in order to prevent criminal activity, discourage trespassing and vandalism/graffiti, and control access and school inventory.

Visitor registration is administered at all district schools using the LobbyGuard Visitor Management System. A summary of this system is available on the website ([www.sanjacinto.k12.ca.us](http://www.sanjacinto.k12.ca.us)):

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### SJUSD IMPLEMENTING NEW VISITOR CHECK-IN SYSTEM - LOBBYGUARD

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*A new visitor management system will be put into service at each school site and several District buildings during January 2017.*

The campus security policy at SJUSD has always included the strategy of requiring visitor registration, and this process will soon be easier to administer with the new LobbyGuard system scheduled for installation at all sites during the month of January. All visitors to schools are required to show a government-issued photo identification card, usually a driver's license. If a visitor does not have a driver's license, another form of valid photo ID may be used, such as a Matricula Consular card or passport. The new equipment will scan the photo ID as part of the sign-in process and then a visitor badge will be printed, to be worn at all times while on school property. Prior to leaving the school, visitors are to return to the school office and sign-out on the LobbyGuard equipment.



Regular volunteers at SJUSD are issued volunteer badges; the badges can be scanned by the LobbyGuard system, which will check-in the volunteer who will not need an additional badge printed. As with other visitors, volunteers will return to the school office and sign-out prior to leaving the school, again by means of their volunteer badges.

SJUSD employees visiting a different school site or work location will also be required to use their district-issued badge to check-in/check-out at the school office on LobbyGuard. Substitute employees are included in this need to use district-issued badges for their check-in/check-out. All substitute/regular employees are to wear badges while on our campuses, making it easier for younger children to spot someone they can trust in an emergency.

Lost district-issued badges can be replaced by SJUSD's District Office Receptionists, Tracy Simpson or Cyndi Navarro Orozco (951-929-7700 x4200). If a volunteer or employee forgets to bring their badge when visiting another school or work location, they may use their driver's license to scan into LobbyGuard to have a temporary badge printed for the visit.

For more information about the use of LobbyGuard Visitor Management System or questions about visitor protocols at SJUSD schools and work locations, contact Dr. Spencer Holtom, Director, Student, Community & Personnel Support Department at (951) 929-7700 x4291.

Populations of people with disabilities are considered in all school building construction or maintenance projects as part of compliance with the State of California's Division of State Architect (DSA). Signage (e.g., braille signs, notice on headphone availability) and equipment (e.g., wheelchair lifts, elevators, fire strobes, walking pathway truncated domes) are integrated into projects on behalf of every school site administration or School Site Safety Committee by the Facilities & Operations Department, as part of compliance with the Americans with Disabilities Act of 1990.

Adaptions for staff or pupils with disabilities in emergency procedures are incorporated into the annual staff emergency preparedness trainings provided through the Hour-Zero Emergency Preparedness website for all SJUSD employees.










2. **Staff** are aware of the campus security policy upon hiring and issuance of keys, and thereafter annually when keys are reissued for a new school year. Staff are aware of the reasonable accommodations policy with the hiring process and through the required annual personnel notices, which can be access on the district's website ([www.sanjacinto.k12.ca.us](http://www.sanjacinto.k12.ca.us)).

## ANNUAL PERSONNEL NOTICES

In order to meet the Board of Trustees' goal in providing clear communication to staff, Personnel and Business Services management provides certain notices to employees annually.

### Annual Personnel Notices

Once you have read each of the notifications, please login to [Keenan Safe Schools](#) and view your Assignments to electronically sign an affidavit that you have read each notification. Please contact [Sheila Watkins](#) Ext. 4239 if you need login or password assistance.

-  [AB 1266 Gender Identity](#)
-  [BP 6115 Patriotice Exercise and Instruction](#)
-  [Drug and Alcohol-Free Workplace Notification 7.1.2018](#)
-  [Employee Use of Technology 2018-2019](#)
-  [Nondiscrimination BP 0410](#)
-  [Safety and Dress Annual Notification 2018-2019](#)
-  [Tobacco Free Schools 2018-2019](#)

Employee Notifications

Annual Notifications

Annual Personnel Notices

Other Notifications

**Students** are made aware of tenants of this policy in their Student Handbook (see Appendix A). **Parents/guardians** are notified that this policy exists on the Annual Notification form which must be electronically signed by parent/guardian in the PARENT PORTAL SYSTEM prior to the beginning of each school year. (see Annual Notification Table of Contents, Appendix B)

3. Staff training requirement is noted above. Any student training conducted since the last Comprehensive School Site Plan approval is noted here:

Training Title:	Delivered to:	Date:
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4. As part of the School Safety Planning Committee strategies and suggested programs to provide and maintain a high level of school safety with regards to this section, any recommended new training for staff/students is noted here:

Training Title:	Delivered to:	Proposed Date:
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# SECTIONS H & I – SAFE & ORDERLY ENVIRONMENT FOR LEARNING AND SCHOOL DISCIPLINE

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## 1. SJUSD Procedures

BP 5131.2, Bullying

BP 5137, Positive School Climate

AR 5142, Safety

AR 5144, Discipline

*Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning. Education Code 44807*

2. **Staff** are aware of these policies through annual reviews by Administration, especially with the distribution of referral forms for use throughout the school year. Newly-hired staff work with the New Educator Training (NET) specialists for intensive, individualize support and assistance in classroom management skills and techniques. School Site Administrators observe and evaluate the need for professional development on classroom management for new and veteran teachers. Staff are encouraged to attend Positive Behavior Interventions and Supports ongoing training as offered by the Student, Community and Personnel Support Department. Administrators receive monthly training on various topics involving discipline and safe school climate.

**Students** are made aware of tenants of these policies in their Student Handbook (see Appendix A) and at the beginning of the year either in classroom review with teachers or grade-level assemblies (e.g., high school).

**Parents/guardians** are notified that these policies exist on the Annual Notification form which must be electronically signed by parent/guardian in the PARENT PORTAL SYSTEM prior to the beginning of each school year. (see Annual Notification Table of Contents, Appendix B)

3. Staff training is ongoing (as noted above). Any student training conducted since the last Comprehensive School Site Plan approval is noted here:

Training Title:	Delivered to:	Date:
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4. As part of the School Safety Planning Committee strategies and suggested programs to provide and maintain a high level of school safety with regards to this section, any recommended new training for staff/students is noted here:

Training Title:	Delivered to:	Proposed Date:
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## SECTION J – TACTICAL RESPONSES

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ED Code Reference EC 32282(a)[2](J)

SJUSD Board Policy

BP and AR 3516, Emergencies and Disaster Preparedness Plan

THIS INFORMATION IS NOT AVAILABLE TO THE PUBLIC

In collaboration with law enforcement, tactical response strategies have been developed to address criminal incidents. As defined in EC, “tactical responses to criminal incidents” means steps taken to safeguard pupils and staff, to secure the affected school premises, and to apprehend the criminal perpetrator or perpetrators.

As allowable within EC 32281 (f) (1), this portion of the CSSP has been developed by administrators of the school district in consultation with law enforcement officials, and with a representative of an exclusive bargaining unit of employees of the District.

As noted in SJUSD Board Policy 3516, cooperation with local agencies, including the development of guidelines for law enforcement involvement and intervention is required.

The strategies incorporate security measures, defensive tactics, and offensive response.

In accordance with EC 32281(f), the District has elected not to make the tactical response plans available to the public. This is due to the sensitive nature of this information, and the negative ramifications of its misuse.

# CHAPTER 4

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## ANNUAL SAFETY GOALS ASSESSMENT

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*The School Safety Planning Committee shall make an assessment of the current status of school crime at the school and at school-related functions, which may be accomplished by reviewing one or more of the following types of information: Ed. Code 32282(1)*

- *Office Referrals*
- *Attendance rates/SARB data*
- *Suspension/Expulsion data*
- *California Healthy Kids Survey (CHKS)*
- *School Improvement Plan*
- *Local law enforcement juvenile crime data*
- *Property Damage data.*

The School Safety Planning Committee reviewed the following data, with key analysis points and findings noted:

(This portion will be updated upon receipt of new California Healthy Kids Survey data).

# ANNUAL GOALS

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***Based on data analysis***, the School Safety Planning Committee identified two safety-related priorities/goals for the next school year as well as the strategies and/or programs to meet those goals. These are deemed meaningful goals in order to improve the campus climate.

***(see next page for new Annual Goals)***

## **Safety Plan Goals 2019 - 2020**

**GOAL 1:** Increase student safety in relation to school facilities, structures, and maintenance as measured by Health Office visits for school-related injuries.

**Strategy 1.1:** Pave landscaped area along the Timothy Gate sidewalk to provide safe passage for students.

**Strategy 1.2:** Install a gate with cement transition off the Shaver Street fence by Room 706 to provide a safe exit in the event of a school emergency and provide keys to appropriate staff members.

**Strategy 1.3:** Evaluate and modify dismissal procedures to improve drop off/pick up for students in general and as related to the new construction.

**Strategy 1.4:** Create, update and supervise a schedule of campus supervisor times and locations to insure optimal coverage and safety for students.

**Strategy 1.5:** Implement Leader in Me curriculum and activities to support positive and safe interactions among students.

**Strategy 1.6:** Meet each year with all departments of Facilities and Operations to identify and address school safety concerns related to facilities.

**Baseline Data 1.1:** In the 2017/18 school year there were 1,258 injury-related visits to the Health Office as of 2/5/18

**Assessment 1.1:** In the 2018/19 school year there were 1,383 school injury related visits to the Health Office as 2/5/19

**Assessment Data 1.1:**

**Comments:**

**GOAL 2:** Increase positive student behaviors and peer relations through a focus on Leader in Me curriculum and activities, social skill groups and structured reward systems and other activities designed to address the various needs of a diverse student population as measured by the number of suspensions related to defiance, bullying and altercations.

**Strategy 2.1:** Focus monthly on different Leadership Habits to include lessons, verbal affirmations, announcements, signage and reward activities.

**Strategy 2.2:** Provide staff training and instructional materials to support classroom instruction on Leader in Me.

**Strategy 2.3:** Reward positive behaviors with Eagle Dollars, Caught Being Good certificates, Fun Friday activities, recognition assemblies (Attendance, Student of the Month, and Awards), positive feedback and support by staff.

**Strategy 2.4:** Provide mentoring opportunities with community members and District staff.

**Strategy 2.5:** Provide weekly mentoring services for selected students through the Wallace Group.

**Baseline Data 2.1:** In the 2017/18 school year there were 27 suspensions related to defiance, bullying, dangerous objects and altercations as of 2/5/18.

**Assessment 2.1:** In the 2018/19 school year there were 20 suspensions related to defiance, bullying, dangerous objects and altercations as of 2/5/19.

**Assessment Data 2.1:** *End of Year Data*

**Comments:**



## CURRENT MID-YEAR REVIEWS

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In order to keep the goals as a safety focus during the school year, meetings were held to review data and progress of goals. The progress of the current year goals are provided in the following:

***(see next page for Current Year Goal Reviews)***

Jose Antonio Estudillo  
**Quarterly Safety Goal Report**  
2018 - 2019

**Safety Plan Goals: status of strategy implementation; data on progress**

**Review of 2018-2019 Goal 1**

Increase student safety in relation to school facilities, structures, and maintenance as measured by Health Office visits for school-related injuries.

- a) Current data – As of 2/5/19 there are approximately 125 more Health Office visits for injury than in the same timeframe in the 2017/18 school.
- b) Strategies
  - i) Meet to identify primary areas of concern. **Completed**
  - ii) Evaluate Dismissal procedures to improve drop off/pick up for students. **Completed**
  - iii) Ensure all areas are maintained according to Fire Regulations standards. **Completed**
  - iv) Monthly Safety Walk – **Mostly completed**
  - v) Sweep Week - **Completed**
  - vi) Chimes on MPR Doors - **Completed**
- c) Discussion

**Review of 2018-2019 Goal 2**

Increase positive student behaviors and peer relations through a focus on Leader in Me curriculum and activities, social skill groups and structured reward systems and other activities designed to address the various needs of a diverse student population as measured by the number of suspensions related to defiance, bullying and altercations.

- a) Current data
  - i) 20 Suspension to-date compared to 27 in 2017/18, for the same time period
- b) Strategies
  - i) PBIS (Habits) Expectations Assembly. **Completed**
  - ii) PBIS (Habits) Themes/PBIS (Habits) Lessons **On Going**
  - iii) Eagle Eye weekly **On Going**
  - iv) Random Acts of Kindness **On Going**
  - v) Mentoring programs to address needs of high profile students/needs **Completed**

vi) Eagle to Eagle Recognitions **On Going**

c) Discussion

The Leader in Me Habits replaced PBIS Expectations.

**Review of Additional Data, Climate Reports**

i) Data Shared:

(1)

(2)

ii) Trends Noted:

(1)

(2)

iii) Next Steps, if needed:

(1) Fully integrate PBIS expectations and activities with Leader-in-Me habits, instruction, expectations and activities.

(2) Work with the District in making appropriate facility modifications to address additional portables and increased student population.

**2) Other Topics of Discussion**

i)

ii)

**3) Steps to be implemented prior to next meeting**

i)

# ANNUAL YEAR-END ASSESSMENT

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An year-end assessment is completed in May, and is presented here for the previous school year (if available):

# CHAPTER 5

## COMMUNICATING THE PLAN

### ED Code Reference

EC 32288

### SJUSD Board Policy

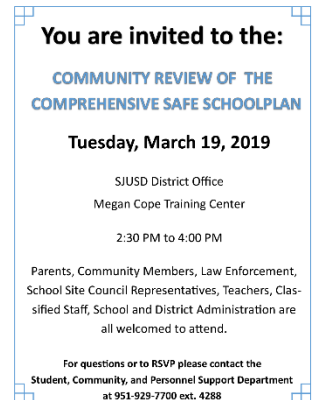
BP 450

An effective safety plan is dependent on strong relationships. Those relationships are built through clear and open communications – both during the planning process and in times of crisis.

It is extremely important that the District and the school engage students, staff, parents and other stakeholders through sharing information, listening to concerns, and being open to new ideas.

It is equally important to understand that communicating the plan may include educating stakeholders on their role, along with the Plan's policies, protocols, and procedures. The school notified stakeholders of the Safety Plan through the following methods:

- Parents are invited to attend meetings/join the School Site Council by posted flyers and SchoolMessenger (auto-dialer) notifications throughout the school year. At the School Site Council, parents are invited to join the Safety Committee.
- Parents notified of a Public Presentation of the new CSSP via flyers posted at the school site.
- Stakeholders are invited to submit their questions and or suggestions to the School Safety Committee. The open invitation is posted on the district website.
- Stakeholders are able to review the Plan by appointment. This information is posted on the district website.



## REQUEST TO REVIEW

- Requests to review the Plan can be made via email or phone; A scheduled appointment is necessary.
- The requester must sign into the Visitor Management system, and subject to the same entrance criteria as other visitors, i.e., pass the clearance screening.
- The requester is not permitted to make copies or otherwise photograph or record any portion of the Plan.

# APPENDIX A

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## SJUSD ELEMENTARY SCHOOL HANDBOOK

(see next pages)



**2017-2018**

# Elementary School Handbook

Dr. Karen Kirschinger  
Student, Community and Personnel Support  
2017-2018

## Our Mission



We exist to educate and empower all students to achieve academic excellence, personal growth and social responsibility.

## Our Vision

We provide a nurturing, innovating, inspiring environment to ensure every student graduates equipped with a passion for learning, the motivation to act responsibly and the capacity to be critical thinkers as they successfully navigate their own unique futures.

## Superintendent's Message

Welcome to the new school year! We look forward to working with you as partner in your child's education to help prepare him/her to be successful in the twenty-first century.

The San Jacinto Unified School District has developed a system of standards-based teaching and assessment that promotes the success of all students. With continued cooperation between the District and parents, we are confident that our students will meet or exceed state standards for each of the core areas of English Language Arts, Mathematics, Science and Social Studies.

Please take the time to review this booklet with your child so that we can focus on student learning in a safe and efficient environment. Thank you for the opportunity to work with you and your child.

Respectfully,

Diane Perez,  
District Superintendent





**Cope Elementary School**

2550 Via La Sierra Ln  
San Jacinto, CA 92582  
(951) 654-1434



**DeAnza Elementary School**

1089 De Anza Drive  
San Jacinto, CA 92582  
(951) 654-4777



**Estudillo Elementary School**

900 Las Rosas Drive  
San Jacinto, CA 92583  
(951) 654-1003



**Hyatt Elementary School**

400 E. Shaver Street  
San Jacinto, CA 92583  
(951) 654-9361



**Park Hill Elementary School**

1157 E. Commonwealth Ave  
San Jacinto, CA 92583  
(951) 654-6651



**Record Elementary School**

1600 Malaga Drive  
San Jacinto, CA 92583  
(951) 487-6644



**San Jacinto Elementary School**

136 N. Ramona Blvd.  
San Jacinto, CA 92583  
(951) 654-7349

## **Patriotic Exercises**

Each school shall conduct patriotic exercises daily. The Pledge of Allegiance to the flag will fulfill this requirement. (Education Code 52720)

Individuals may choose not to participate in the flag salute for personal reasons.

## **Attendance**

Every parent, guardian or other person having responsibility of a student between the ages of six and eighteen, unless graduated or excluded, is required to send such student to school. School attendance is mandated by statute and by laws and regulations of the State. Failure of a parent or guardian to meet the obligation to compel the student to attend school may cause the parent to be subject to prosecution.

Regular attendance and prompt arrival are essential for success. If a student is absent a parent should notify the school on the first day of the absence by phone during school hours or send a note with the student upon his/her return to school. Maximum amount of time allowed to clear an absence is three days. Medical and dental appointments should be scheduled after school hours when possible.

Studies show that there is a direct correlation between good school attendance and student achievement, therefore, we encourage you as parents to reinforce the importance of good school attendance and to make every effort to send your child to school on a regular basis.

### **What is the District policy on clearing an absence?**

According to the District handbook, if a student is absent, a parent should notify the school on the first day of the absence by phone during school hours or send a note with the student upon his/her return to school. Maximum amount of time allowed to clear an absence is three days. Absences cannot be cleared beyond this timeline and will be documented as unexcused.

### **What is Considered an excused absence?**

Education Code 48205 states that a pupil shall be excused from school when the absence is related to the student only and meet the following stipulations:

1. Due to his or her illness;
2. Due to his/her quarantine under the directions of a county or city health officer;
3. For the purpose of having his/her medical, dental, optometric, or chiropractic services rendered;
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the services is conducted outside of California.
5. For justifiable person reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's attendance is requested in writing by the parent or guardian and approved by the principal or representative pursuant to uniform standards established by the Governing Board.

Attendance at religious retreats shall not exceed four hours per semester. Members of the immediate family, as used in this section, means the mother, father, grandparent, brother or sister of the pupil or any relative living in the immediate household of the pupil.

A pupil absent from school under these circumstances shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided, and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of the class from which a pupil is absent shall determine not necessarily identical to, the tests and assignments that the pupil missed during the absence.

## **Tardies**

Students are required to be at school on time each day. Students who are habitually tardy miss some of the most important instruction of the day. Teachers frequently set the stage for the learning which is to follow during the first few minutes of the day. Students who come in late miss those essential explanations or the motivating activities that get the class ready to learn. The rest of the class must wait while the teacher repeats these explanations to those

who arrive late. Information regarding tardiness is included in attendance letters and could result in SART or SARB meetings being held. Three tardies less than 30 minutes equals one truancy. Any tardy greater than 30 minutes equals one truancy. A tardy is when the student is not in their seat at the start of the bell. ***This will affect perfect attendance status for student awards.***

### **Early Dismissal Release**

Students who miss part of the school day miss important instruction. Parents are expected to take students out of school early only when absolutely necessary. Parents are required to go to the office and sign students out when they must be picked up during school hours. **Students can only be checked out by adults authorized to do so on the student's emergency release card.** Parents, who habitually bring students to school late or check their student out early for an excused purpose such as a medical or dental appointment, may be required to produce medical appointment verification, per Education Code 48260. All adults will be required to show picture identification when signing out a student. Taking a student out early in excess of three times will result in the same procedures as absences. This will affect perfect attendance ***for student awards.***

### **Arriving To and From School**

All San Jacinto Unified School District schools have closed campuses. This means once students arrive on campus, they are to remain on campus for the remainder of the school day unless checked out at the office by their parent or guardian. Please check with your child's school site for drop off times, as there is no supervision until that time. If a pupil arrives to school after the start of the school day, they must report to the office and sign in. Pupils who leave school before dismissal must follow all school check-out procedures. Pupils who are habitually late to school or who check-out early may be required to produce medical appointment verification, per Education Code 482603.

### **School Site Based Independent Study**

In the event of an extended absence of five days or more, for reasons of personal business, family vacation or other such circumstances, a parent or student should obtain an Independent Study application from the school office five days prior to the absence. The Independent Study application needs to be completed and turned in to the office five days prior to the absence so the teacher can assemble the Independent Study assignments. All work must be completed and turned in to the school office upon return on the first day back. Failure to do so will result in the absences becoming unexcused. Independent Study will be granted for a period of up to 10 days per occurrence or a maximum of 15 days over the course of multiple absences in one school year. An independent study contract is honored if all assignments are completed and submitted to the school office on the agreed date of return. If an independent study contract is not fulfilled, the absences may become unexcused and the District may assign the student to Saturday School and all absences consequences will begin to accumulate which may result in a referral to SART or SARB.

### **Truancy – SART – SARB**

According to Education Code 48260 (a), "Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district." Furthermore, Education Code 48262 states, "Any pupil is deemed a habitual truant who has been reported as a truant three or more time per school year..." Truants may be referred to the District's School Attendance Review Team (SART) to discuss what interventions are necessary to prevent further truancies. If those interventions do not succeed in resolving the problem, the student may be referred to the District's School Attendance Review Board (SARB) for further action, which may include an attendance contract, alternative placement or legal action. The school will attempt to notify the parent when a student is truant. Failure of a parent or guardian to meet the obligation to compel the student to attend school may cause the parent to be subject to prosecution. Administrators are available to discuss attendance problems with parents as well as alternative education programs available at the secondary school level.

### **Absences and Truancy Letters**

Parents are expected to report absences by phoning the school office. A note, including the student's full name, date of absence, reason, and room number may also be used to report absences. Absences must be cleared within three days from the first day of absence. Unexcused absences could result in your child being designated a truant according to California Education Code 48260. Truancy letters are sent home when students reach 3, 5 and 7 unexcused absences or unexcused tardies of greater than 30 minutes. Even excused absences from school or irregular attendance will result in letters being sent home informing parents of their child's attendance issues. If the unexcused or excused absences continue, the principal or designee will schedule a School Attendance Review Team (SART) meeting to address the attendance problem. If the attendance issues continue, a School Attendance Review Board (SARB) meeting may be scheduled at the San Jacinto Unified School District office and/or Individual Attendance Meeting with the Deputy District Attorney at the San Jacinto Police Department.

### **Saturday Enrichment Program (SEP)**

The San Jacinto Unified School District utilizes the Saturday Enrichment Program (SEP) to give students the opportunity to recover their absence and instructional time. These absences include excused, unexcused, unverified, and truant absence. This program will be implemented at both the secondary and elementary levels. SJUSD teachers will be utilized to conduct the Saturday School sessions. Saturday school sessions will be on selected dates throughout the school year for a period of four hours from 8:00 a.m. – 12:00 p.m. Curriculum packets for students to use during this time may include Language Arts, Math, Science and Social Studies, with an emphasis on Common Core strategies and standards at the secondary level. Thank you for your assistance as we work together to recover lost instructional time that your student misses when they miss a day of school. For your convenience, below are some questions and answers pertaining to the SEP.

#### **Is Saturday School required?**

Highly recommended. Students with an unverified absence or unexcused absence are being assigned to Saturday School (SEP) in order to recover instructional time and their absence.

A student recovers a full day of absence by attending a four hour Saturday School session (8:00 a.m. – 12:00 p.m.). a student who has an excused absence is also eligible to attend SEP in order to recover this absence, and instruction, and be eligible for outstanding attendance awards.

#### **Purpose of the Saturday Enrichment Program?**

The purpose of Saturday School is to provide students with instruction in the areas of mathematics, reading comprehension, writing, and grammar. These skills are necessary to master the required State standards. In addition, the program gives students the opportunity to recover their unverified or unexcused absence.

#### **Can the Saturday School session date be rescheduled?**

Yes. There are several Saturday School sessions planned throughout the school year. Please review your school's calendar for the specific dates on your campus. Please complete a permission slip for the date that you wish to have your child attend.

### **Behavior**

The San Jacinto Unified School District is dedicated to the development of each student's potential for learning in a positive environment. Schools must be free from disruptions which interfere with teaching and learning activities. Students, parents and school staff must assume a responsible role in promoting behavior that encourages learning and the development of individual potential.

Students are expected to abide by all rules and regulations set forth by teachers, administrators, and the school board which are considered necessary and appropriate to maintain order classroom/campus conduct on the part of students. Students are to adhere to the authority of all school personnel.

The behavior standards approved by the Board of Education include, but are not limited to the following:

#### **Acceptable Behavior**

- Attend school punctually and regularly;
- Conform to the regulations of the school
- Exhibit appropriate conduct;
- Obey promptly all directions of teachers and others in authority;
- Be diligent in study;

- Be careful with school property;
- Be kind and courteous to classmates;
- Be respectful to everyone;
- Remain at school until duly authorized to leave;
- Provide adequate explanation for absences and tardiness

### **Unacceptable Behavior**

- Behavior that endangers staff and/or students;
- Behavior that disrupts the orderly classroom or school environment;
- Harassment of students or staff, including bullying, intimidation, hazing, or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering;
- Damage to or theft of property belonging to the district, staff or students;
- Possession or use of laser pointers;
- Profane, vulgar or abusive language;
- Plagiarism or dishonesty in school work or on tests;
- Inappropriate dress;
- Tardiness or unexcused absence from school;
- Failure to remain on school premises in accordance with school rules;
- Possession, providing, use or sale of alcohol, tobacco or other illegal substances;
- Bringing any harmful, dangerous items to school such as knives, firearms or weapons of any kind, sharp; items, or anything explosive such as firecrackers;
- Damaging or stealing school or private property;
- Knowingly receiving stolen school or private property;
- Committing or attempting to cause physical injury to another person;
- Threatening, causing or attempting to cause physical injury to another person;
- Using force or violence against another person;
- Possessing, furnishing tobacco, intoxicants, controlled substances, or look-alike substances of any kind, except under prescription;
- Using, possessing, or furnishing tobacco, intoxicants, controlled substances, or look-alike substances of any kind on school premises;
- Possessing any drug paraphernalia;
- Committing an obscene act or using profane or vulgar language or behaviors; or harassing another student using profane, vulgar or sexual language and/or behavior;
- Possessing a firearm or an imitation firearm;
- Causing, attempting to cause, threatening to cause or participating in an act of hate violence;
- Disrupting school activities or willfully defying the valid authority of school employees;
- Committing or attempting to commit a sexual assault;
- Committing assault or battery upon any school employee;
- Harassing, threatening, or intimidating a student who is a complaining witness;
- Committing sexual harassment sufficiently severe or pervasive to have a negative impact and/or creating an intimidating or hostile educational environment;
- Making terrorist threats against school officials and/or school property.

**Some of these unacceptable behaviors fall into the category of mandatory referral to possible expulsion from this District and necessitate contacting law enforcement.**

### **Consequences**

If students do not follow good conduct standards, the following may occur:

- Warning from school personnel
- Phone call or letter to parents
- Detention (including loss of recess time when appropriate)
- Loss of privilege. (e.g. field trip or assembly or other extra-curricular activity)
- Suspension from school or classroom
- Community service at the school site
- Transfer to alternate programs
- Expulsion by school board action

- Financial liability of parent(s) for student damage, loss, theft, or defacement of school property or injury to persons or personal property

In order to provide consistent guidelines for all elementary schools, the district has established a chart of consequences in increasing severity for all offenses.

### Classroom Behavior

Teachers, as skilled professionals, have the responsibility to establish an orderly learning environment within the classroom. In addition to the general rules outlined above, each teacher works with students at the beginning of the year to clearly establish behavioral standards for the classroom. These are provided to all parent/guardians. Students must uphold these standards so that a climate will be created where maximum learning takes place.

### Halls & Playground Behavior

Students may run on the designated areas of the playground, but running is not allowed in the hallways for reasons of personal safety. The playground is the place where students take a break from their studies, develop physical and social skills and have a good time together. However, the playground can be dangerous unless students follow rules set by each school for student safety. Playground supervision is provided only during **specific** hours. For their safety, students are not to play on the playground when there is no supervision.

### Bus Behavior

The regulations for safe bus riding apply to all students who are provided school bus privileges for regular transportation or field trips. The regulations apply to student conduct at bus stops, loading or off-loading of school buses, or while under transport by school bus at any time.

It is joint responsibility of all school personnel, parents, and students to follow these regulations in order to ensure the safety of all pupils. Students are held accountable for behaviors to and from school and are subject to school discipline policies.

**Law: School bus drivers are required to turn on flashing red lights and/or use a stop signal arm when the bus is stopped to load or unload students. Motorists driving in either direction must stop for a school bus with lights flashing/stop signal arm in use or face a base fine of \$250.**

- Riders should arrive at the bus stop on time, but not earlier than 10 minutes prior to the pick up time.
- Riders should stand in a safe place at a bus stop and wait quietly for the bus while respecting surrounding property and persons. A bus stop location may be eliminated if students cause damage to property or are disorderly in behavior at a bus stop.
- Riders shall enter the bus in an orderly manner and take their seats. The bus shall not start until all pupils are seated. Standing is not permitted.
- **The bus driver is the person in authority who must be obeyed by all persons on the bus. Riders shall follow the instructions, directions, and orders of the bus driver at all times.**
- Students may not leave their seats nor stand while the bus is in motion.
- Riders shall not make loud noises or behave so as to distract the attention of the bus driver, including loud laughter, yelling, singing, whistling, or loud talking.
- Riders shall be courteous to the bus driver and fellow passengers.
- Riders shall not bring live animals on the bus. Riders may only bring large musical instruments or bulky items or articles on the bus with the permission of the bus driver and shall place such items in a location which will not create a safety hazard for other students, as directed by the bus driver.
- Riders shall not smoke, bring intoxicating liquors aboard a bus, nor possess any dangerous substances or drug, or explosive or other contraband on a bus, including weapons of any kind.
- Riders shall not put any part of their bodies out of the windows, including hands, arms, legs, or heads.
- Riders shall not throw anything from the bus.
- Riders shall be alert for traffic when leaving the bus and shall obey the orders of the bus driver when being escorted across a road by the driver.



- Parents/adults are not allowed to ride the bus.
- Riders are not to bring nor play with electronic devices of any kind on the bus.

Disorderly conduct at the bus stop, on the bus, or refusal to submit to the authority of the driver, shall be sufficient reason for discipline ranging from verbal warning up to and including permanent removal from the bus.

### Walking To and From School

Parents and teachers can help students protect themselves when walking to and from school by encouraging them to:

- Walk in groups rather than alone, whenever possible.
- Walk facing traffic, at the side of the road, or on sidewalks if available.
- Avoid pushing and horseplay.
- Be alert-watch and listen for cars.
- Do not talk or ride with anyone without permission of a student's parent.

**All school rules apply to students on the way to and from school, and at all school activities.**

### Bicycles, Scooters, Skateboards

Students who ride their bicycles/scooters/skateboards to school must park and store them in the designated area. They are not to ride them on or across the school grounds including parking lots. Students are encouraged to bring a lock to secure their bikes, scooters and skateboards because the parking area for these items is not supervised. The school district provides areas to park bicycles as a convenience. Students' bicycles, scooters or skateboards are to be parked and locked in the designated area from the time students arrive a school until the time students leave. The school and school district are not responsible for missing bicycles, scooters, skateboards or for any damage done to a student's bicycle or any other equipment. Helmets must be worn as required by law. For safety and liability reasons, riding skateboards, scooters, and/or bicycles is not allowed on the playground, in the halls or on school grounds including parking lots.

### Bringing Things to School

Some classrooms have sharing times for students; however, students must never bring anything that is harmful or dangerous to school including sharp items like knives, anything explosive such as firecrackers, or harmful substances such as tobacco, alcohol or drugs. Students may bring other items such as toys **only** if they have the teacher's permission. Items which encourage gambling should not be brought to school. Students should not bring money to school unless it is for lunch or other school-related activities. Items should not be brought to school in glass containers. Students and parents are advised not to bring electronic devices or expensive items to school as the school is not liable for loss or damage. Nothing should be brought to school, other than school supplies, without notifying the teacher and requesting permission *in advance* to bring it. **The District is not liable for lost or stolen or damaged items.**

### Cell Phones

Cell phones are allowed on school campuses under restricted circumstances as follows. Cell phones must remain turned off and stowed in student's backpacks or pockets. Cell phones are not to be used during school hours or on campus for any reason other than an imminent emergency (i.e. earthquake, fire, etc.) This includes lunch, breaks and recess times. (Cell phones are NOT to be used to call parents to discuss ride arrangements, call home, phone home after leaving the office, call friends and etc., during school hours. This is considered a disruption to the learning environment at school. Please assist us in enforcing this policy. Cell phones have become extremely disruptive to the learning environment in our schools and should not be used at school unless there is a real emergency, such as the reasons listed above.

Students are not to call or text message parents or friends, etc. during the school day. Encourage your student to use the office phone to contact parents/guardians.

## Computers/Online Access & Responsibility

**Vandalism of Electronics** – Vandalism is defined as any malicious attempt to harm or destroy electronic hardware or software. This includes, but is not limited to: defacing equipment; uploading or creating computer viruses; destruction of data of another user and/or any other agencies or systems that are connected to the network. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

**Internet and Electronic Disciplinary Action** – Being granted access to on-line services is a privilege and there are consequences for not taking responsibility for one's learning and behavior. Students who do not adhere to the user obligations and responsibilities as outlined in the "Computer/Internet User Agreement" shall be subject to revocation of their user privilege and disciplinary action. For a first time offense, the user account is revoked until a meeting takes place with the student, his or her parent/guardian, and a representative of the school district. On the basis of the offense, the user privilege may be revoked for the remainder of the semester or 30 days (whichever is more). For a second time offense, the parent/guardian is notified and the user privilege is revoked for the remainder of the semester or 30 days (whichever is more) and may be revoked for the next semester. In addition to revoking the user privilege, disciplinary action will result. Such action will be in accordance with procedures at the specific school site regarding messages indicating or suggesting pornography, unethical and/or illegal solicitation, racism, sexism, inappropriate language, and any other inappropriate use of technology will be subject to school discipline. Vandalism shall result in revocation of user privilege, disciplinary action, and legal action as appropriate. Students are subject to all of the laws and regulations of the United States and are subject to legal action as appropriate.

**Internet and Electronic Illegal Activity** – Examples of illegal activity include but are not limited to participating in any electronic activities that promote or involve: obscenity, sexual harassment, cyberbullying, net stalking, hate propaganda, defamation and libel, computer hacking, drug trafficking, and violating any and all copyright laws.

## Disaster Information

Throughout the year a great deal of information is shared with your students regarding procedures to be followed in the event of an earthquake or other disaster. You, as a parent/guardian, need to be aware of the proper procedure which will be necessary to follow in order for the school to release your student in the event of a disaster. The procedures are as follows:

1. Following a major disaster while at school, all students will immediately evacuate to the open campus area.
2. Students will remain on site under the supervision of a teacher and will be released only to a person whom you have authorized for this purpose on your student's emergency release card.
3. In the event that roads are inaccessible, students will be provided care and supervision at the site until such time as they are released to an authorized person. School emergency plans provide for such care and supervision for up to three days if necessary. Parents or designees should come for their students as soon as possible and will need to provide picture identification.
4. A parent link auto dialer message will be released to send vital information on where and when the students are able to be picked up.
5. The following radio stations will be notified by the school district to broadcast a public notice on the emergency situation: *KFROG 95.1 FM; KCAL 96.7 FM; KOLA 99.9 FM and KATY 101.3 FM*

San Jacinto High school campus has been designated as a primary location for medical services for persons in our community in the event of a disaster.

**Parents should keep the emergency release card for their student up-to-date with current information by visiting the school office.**

## Dress Code

The purpose of Dress and Grooming guidelines is to encourage students to dress appropriately and come to school properly prepared for participating in the educational process. When students' dress serves to intimidate or impede



the rights of other students, it will be determined that such dress is in violation of the district's regulation (AR5132). A student may not remain at school dressed in a manner that:

- a) Creates a safety hazard for the student or others at school
- b) Constitutes a serious or unnecessary distraction to the learning process or tends to disrupt campus order;
- c) Is in conflict with the district's goals and philosophy on the prevention of substance abuse; and/or
- d) Is obscene, libelous, or slanderous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school.

Parents and/or guardians have the primary responsibility to see that students are properly attired for school. School district personnel have the responsibility of maintaining proper and appropriate conditions conducive to learning. The following guidelines regarding appropriate clothing and footwear will be implemented in all district schools and at all regular school activities:

- 1. Shoes must be worn at all time. A substantial sole is required, enclosed toe and heel footwear is highly encouraged. The administrator shall decide upon what constitutes proper footwear.
- 2. Clothing shall be sufficient to conceal undergarments at all times, including when the student is seated.
- 3. Clothing that is sheer, see-through, fish-net, or form fitting such that the shape, color, or form of undergarments may be seen, including leotards or swimwear worn outside of the appropriate physical education class or extra-curricular activity; tube tops, halter tops, spaghetti straps, off-the-shoulder, and/or any strapless top or dress; and/or any top or dress that reveals the midriff, breasts, shoulders, or back is prohibited. Shoulder straps on garments must be at least 2 inches in width.
- 4. Pants may not fall more than 2 inches below the natural waistline.
- 5. Skirts or shorts shorter than the student's arm length to the fingertips when the student is standing straight are prohibited.
- 6. Hats, caps and other head coverings shall not be worn indoors. Exceptions may be granted for medical reasons.
- 7. Clothing, jewelry, or accessories with obscene statements or designs are prohibited.
- 8. Clothing, jewelry, and personal items (backpacks, waist packs, gym bags, water bottles, etc.) shall be free of writing, pictures, or any other images that are crude, vulgar, profane or sexually suggestive. Items which bear drug, alcohol, or tobacco company advertising, promotions, and likenesses are prohibited.
- 9. Earrings, jewelry, or accessories that present a safety hazard to the wearer or others are prohibited.
- 10. Sunglasses may be worn on campus outside the class. Prescription and transition sunglasses may be worn in class only with a written explanation from an ophthalmologist or optometrists stating why clear or light-sensitive lenses cannot be worn (or with advance permission from the teacher for temporary periods when regular glasses are lost or mislaid).
- 11. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip **or rub off** when wet.

The school administrator or designee will determine if a student's attire is in violation of the above guidelines. (BP/AR5132)

### **Drug Abuse**

The Board of Trustees believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning.

The Superintendent or designee shall develop, implement and evaluate a comprehensive prevention and intervention program that is coordinated with other school and community-based services and programs. The district's program shall be scientifically based and designed to prevent or reduce alcohol or other drug use and the possession and distribution of illegal drugs. It shall include primary prevention activities such as decision-making skills and conflict management, instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.

### **Enforcement/Discipline**

The superintendent/designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing selling and/or using alcohol, tobacco, or other drugs or related paraphernalia, shall be subject to disciplinary procedures which may result in suspension or expulsion. (BP/AR 5141 – Suspensions/Due Process)

**The San Jacinto Unified School District has adopted the State of California Education Code (currently Education Code sections 48900 et. Seq.), as its policy regarding suspensions and expulsions.**

School authorities may search students and school properties for the possession of alcohol, tobacco, and other drugs as long as such searches are conducted in accordance with law, board policy and administrative regulations. (BP/AR 5145.12 Search and Seizure)

If students do not follow good conduct standards, the following discipline may be assessed:

- Verbal warning
- Time out
- Referral to office
- Written notification to parents
- Develop a written plan of action
- Phone call or letter to parents
- Detention before, after school, or at lunch time
- Conference with parent, teacher, administrator and student
- Probation department intervention
- Loss of privilege(s), i.e., special functions, events, field trips
- Community service to school
- Suspension from school
- Recommendation for expulsion
- Expulsion by school board action
- Financial liability of parent for student damage, loss, theft, or defacement of school property or injury to persons or personal property
- Others that are aligned to school and/or district policy

### **Gun-Free Schools**

State law requires the Superintendent or designee to immediately suspend and recommend for expulsion any student who brings a firearm to school. Unless the particular circumstances of a case indicate that expulsion is inappropriate, the district shall take similar action when any student knowingly brandishes or threatens any person with a weapon or participates in any fighting that inflicts serious bodily injury on another person. In addition to a suspension and possible expulsion, these students shall be reported to law enforcement authorities for prosecution of Penal Code violations. (BP/AR 5131.7)

### **Homework Policy**

The Board of Trustees recognizes that homework contributes toward building responsibility, self-discipline and life-long learning habits, and that time spent on homework directly influences students' ability to meet the district's academic standards. The Board expects students, parents/guardians and staff to view homework as a routine and important part of students' daily lives. (BP/AR 6154)

Homework should be a routine and important part of students' daily lives. It should not be excessive, which will be defined by your son or daughter's school or classroom teacher, and should be differentiated based on student needs. Although it is the student's responsibility to do most homework assignments independently, it is expected that parents/guardians will provide contributing resources. When students repeatedly fail to do their homework, parents/guardians will be notified and asked to contact the teacher.

### **Lunch Time**

San Jacinto Unified schools offer a nutritious lunch program for all students. A student may purchase lunch by using the pre-payment method and depositing funds into their account, or a student may purchase with cash or check daily or use the "Mealtime Online" system on the district's website. The free or reduced program is also offered. Applications may be picked up at the school offices or on the district's website. Students may also bring their own lunch and eat in the designated areas. On inclement weather days, the school will modify their lunch schedule to accommodate all students.

## Wellness Policy

The District's Nutritional Guidelines states:

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

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

## Food Allergies

In order to ensure the safety of students who may have allergies or special medical conditions, we ask that you take necessary precautions. Allergies affect many of us, and some are more severe than others. To prevent any reactions to exposure of certain food or food service items within the food service area, the Child Nutrition Department and the SJUSD administration ask all parents of students with any such allergies to contact their site administration and the office of child nutrition to make us aware of anything that might be harmful or cause a reaction if there is exposure. In providing us this information, we can take preventative measures to ensure the safety and health of district students.

\* Please Note: Documentation from Medical provider will be requested

## Parents Rights Information

The state legislature has asked that the following portions of the Education Code be brought to your attention. Additional information is included in the Mandatory Parent Notification Summary which is included in your registration packet.

### **First Grade Health Screening (Physical)**

According to state law, parents of first graders must provide proof to the school that their student has received a health screening examination during the 18 months before starting first grade or within 90 day after entering school. SJUSD encourages these health screenings be completed before starting Kindergarten.

### **Oral Health Screening**

California law, Education Code Section 49452.8, requires that your child have an oral health assessment by May 31 in kindergarten or first grade, whichever is his or her first year of public school. The law says that the assessment must be performed by a licensed dentist or other licensed registered health professional. Oral health assessments that have happened within the 12 months before your child enters school also meet this requirement.

### **Vision and Hearing Screenings**

The Board of Trustees is required to provide for the testing of site and hearing of each pupil enrolled in specific grade levels. Children will be exempt if parent/guardian notifies the school Principal in writing that such appraisal is in conflict with their religious beliefs. This testing program begins in July and is done throughout the year. (BP/AR 5141.3) Parents will be notified of any negative test results so that you can follow up with your own physician.

### **Graffiti**

Pursuant of Penal Code 594, graffiti will not be tolerated in any of the schools of the San Jacinto Unified School District. The term graffiti (or other inscribed material) includes any unauthorized inscription, word, figure, mark, or design that is written, marked, etched, scratched, drawn, or painted on property. Discipline can extend from suspension to possible expulsion. Grounds for expulsion could involve expressions of hate motivated behavior.

### **Hate Motivated Behavior/Harassment**

Pursuant of Penal Codes 422.6, 422.7, 422.75, hate motivated behavior will not be tolerated in any of the schools of the San Jacinto Unified School District. This means that there will be no expression of hostility towards another person because of his race, religion, sexual orientation, national origin, disability, gender or ethnicity.

### **Immunizations**

By law, immunizations against diphtheria, pertussis (whooping cough), tetanus, polio, measles, mumps, rubella, varicella, and Hepatitis B is required for all students entering public schools and must be verified by a physician or health clinic personnel. This requirement may be waived if parents or guardians sign a waiver stating that immunizations are contrary to their beliefs. However, students who are attending on a waiver may be excluded from school during outbreaks and epidemics. For more information or to find the dates and locations for low cost clinics, call the Department of Health hotline at (800) 722-4794.

A child must be enrolled regardless of immunizations, **but must be excluded from attendance until all of the requirements are met.** If a child who has been attending is found to be out of compliance with the California immunization requirements, the parents/guardians must be notified in writing, that if after 10 school days proof of immunizations is not shown, **the child will be excluded from attendance until all of the requirements are met.**

### **Medical Emergencies**

If your student is injured at school, the administration or designee will make attempts to notify you. The school administrator or designee may call for emergency medical assistance and may provide consent for your student to be treated by emergency medical providers or transported by ambulance pursuant to Education Code 49407. The district is not financially responsible for such expenses if such action is taken. Such action will be taken into consideration with the best interests of the student's safety and well being.

### **Medical Insurance**

It is very important for you to know that the school district does not provide any form of medical or dental or hospital insurance for students. This includes any accident which occurs at the school site during a school activity. Parents are responsible for the cost of medical services provided to their student/students as a result of illness, accident or injury during the school day.

There are several insurance carriers who sell medical insurance plans that only cover students. These are separate from family plans. We recommend you investigate one or more of these plans to see if they meet your needs, Call toll-free 800-880-5305 to apply for Medi-Cal and/or Health Families.

### **Medication**

If a doctor has placed your student on medication, school personnel may assist if there are written instructions from the physician and a written request for assistance from the parent. SJUSD has a specific form that is to be used for this purpose and can be obtained from the school health clerk. All medications brought to school must be transported by the parent and kept in the health clerk's office. It must be clearly labeled in the original container with the student's name, exact dosage, directions and doctor's authorization. **No medication, including over-the-counter drugs such as Tylenol or cold/cough remedies, will be given to students without a doctor's written authorization.**

### **Religious Exercises**

With written parental consent, students may be excused from regular day, school year classes in order to participate in religious exercises or to receive moral and religious instruction at their respective places of worship. Such requests, however, must be made in advance (BP/AR 5113)

### **Sexual Harassment**

Pursuant to law, unwelcome sexual advance, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment.

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution. (EC 212.5)

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions
2. Verbal abuse of a sexual nature
3. Graphic verbal comments about an individual's body
4. Sexually degrading words used to describe an individual
5. Display of sexually suggestive objects or pictures in the educational environment
6. 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.

In accordance with Education Code 48980(g), the SJUSD has a written policy regarding sexual harassment. Information is included in the Board Policy/Administrative Regulation 5145.7. All school rules and consequences will apply for infractions of this policy.

### **Special Education/Due Process**

Parents or guardians have the right to appeal any decision regarding the identification, assessment or placement of students with special education needs. All parents have the right to initiate a referral to a Student Study or Data Assessment Team for consideration for assessment to determine a student's eligibility for special education programs. The request should be made to the school principal or counselor.

Parents are included as members of the IEP (Individual Education Program) Team which develops the student's educational program and must give their consent at the IEP Team meeting before the student participates in a special education program. Parents may withdraw their consent for a program at any time. If you need additional information, please call the school office.

### **Student and Family Privacy Rights**

Personal information concerning district students and their families will be kept private unless required by law. Parents/guardians shall be allowed to inspect survey instruments before they are administered to their student and may refuse to allow their student to participate in surveys or activities that may contain personal information or beliefs. However, collection of personal information shall be allowed for the purpose of developing, evaluating or providing educational products or services for, or to students or educational institutions. (BP/AR 5022)

### **Limit of Parent or Guardian for Willful Pupil Misconduct**

Education Code 48904 (a)(1) provides that the parent or guardian of a minor is liable for all damages caused by the willful misconduct of the minor that results in the injury or death of any pupil, school district or private school employee or school volunteers. The parent or guardian is also liable for damages to real or personal property belonging to the school district or private school, or personal property belonging to a school employee, resulting from the willful misconduct of the minor. The liability of the parent or guardian shall not exceed \$10,000.

Ed. Code 48904 (a)(1) also specifies that the parent or guardian of a minor is liable for any reward offered by a local agency for information leading to the identification and apprehension of any person who willfully damages or destroys property, or whose willful misconduct results in injury or death to any person. This liability also shall not exceed \$10,000 pursuant of Government Code Section 53069.5.

### **Uniform Complaint Procedures**

The board has adopted a Uniform Complaint Procedure for the public to use to help identify and resolve any deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancy or misassignment only. Uniform Complaint Procedure forms are available on the District's website. This does not pertain to complaints about personnel. Please work with your school's principal on complaints related to site personnel according to Board Policy.

### **Tobacco-Free School District**

Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke. As required by law, the district provides instructional programs designed to discourage students from using tobacco products. District employees are expected to serve as models of good health practices that are consistent with these instructional programs. In the best interest of students, employees and the general public, the governing board, therefore, prohibits the use of tobacco products at all times on district property and in district vehicles. This prohibition applies to all employees, students, visitors and other persons at any school or

school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased or rented by or from the district.

### **Residency**

If a student is not living with his/her parent in the school district, a Caregiver's Affidavit form must be complete or the student may be dropped from the attendance rolls. Caregiver's Affidavit forms may be obtained from the office of the school of attendance and may be subject to verifications.

### **Supervision**

School personnel provide supervision one-half hour prior to the start of school and 15 minutes after the end of the school day (some school sites may have different start and end times please refer to the school sites schedule for specific times). Students are not to be at school unsupervised by an adult prior or after that time. If a student is on the campus waiting in a designated area such as an office, a reasonable attempt will be made to reach the parent or designee on the emergency card. Otherwise, the Riverside County Sheriff's Office will be called for the child.

### **Sales on Campus**

The Board of Trustees believes that foods and beverages sold to students on school campuses during the school day should promote student health and reduce childhood obesity. Any food sales conducted outside the district's food service program shall meet nutritional standards specified in law, Board policy, and administrative regulations and shall not reduce student participation in the district's food service program. (BP 3554) Food sales are prohibited during school hours, and within 30 minutes before or after school hours.

Sales of other items on campus or at bus stops is not permitted without the correct ASB or PTA paperwork completed and approved by the school principal and school board prior to the school related fundraising activity.

### **Telephone Use**

Students are required to obtain a pass (issued by teacher or aide) to use the telephone.

### **Classroom and School Time Interruptions**

In order to minimize classroom interruptions, the following regulations have been developed:

1. The principal or designee shall keep announcements made through the intercom or public address systems to a minimum and limit announcements to specific times during the day.
2. The principal shall establish a fixed time for the delivery of messages to students, except in the case of emergencies.
3. Friends, relatives, and guests of students from other districts or schools shall not be permitted to attend school with district students. Campuses are closed to all student visitors from other schools at the discretion of the school principal.
4. Special occasion deliveries to students, including but limited to flowers and balloons, shall not be made to the school and will not be delivered to the student.
5. Transportation arrangements shall be made before the school day begins, except in the case of a bona-fide emergency.
6. Upon written request by the parent or guardian, school officials, in consultation with the teacher, shall arrange for the parental observation of the requested class, classes or activities, in a reasonable timeframe that is not disruptive to the school's academic environment at the principal's discretion.
7. Only messages of a bona-fide emergency nature will be delivered to students while they are in class.

### **Volunteer Policy**

Volunteers are an important part of a successful school and as such are expected to maintain student and staff confidentiality, dress appropriately, refrain from inappropriate language, have all correspondence approved by the

administration at the school before distribution to students or parent/guardians, be respectful to all school and district staff, all students and all other volunteers, follow all school and district policies and procedures, and be timely in commitments. Additionally, volunteers are to follow all school site safety plans, policies and procedures, as well as any administrator or teacher-in-charge directives, in case of an emergency. During school hours and school activities, please note that volunteers must not have other children with them that they are responsible for. Note: PTA has their guidelines.

Our district has designated two categories of volunteers. The first is Tier 1 which allows volunteers to visit the school site or participate in an event once per month. This category requires the completion of the volunteer application; Megan's Law Background Check Form and you need to present a valid form of picture identification. The second is Tier II which allows volunteers to assist a school site unlimited times per year, and chaperone field trips. This category requires the completion of the volunteer application, Megan's Law Background Check Form, TB skin test, Livescan fingerprinting and a valid form of picture identification. More information and access to the applications are located on our district website at [sanjacinto.k12.ca.us](http://sanjacinto.k12.ca.us).

Volunteers include those who are helping in the classroom or other locations at the school site and for those who participate in field trips and/or overnight excursions. Volunteers are expected to sign in at the office each time they enter campus. It is expected that volunteers shall act in accordance with district policies, regulations and school rules. At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus. Employees also may confer with the principal or designee regarding such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

The following rules must be adhered to by all potential chaperones for any school function:

1. Chaperones must be 18 years of age or older.
2. Chaperones must not use consume or be under the influence of alcoholic beverages or controlled substances, or smoke at any time while accompanying and supervising students on a trip.
3. Refrain from using any vulgar, profane or abusive language when interacting with anyone throughout the trip
4. Act in socially, emotionally and ethically appropriate ways at all times
5. Violation of these rules will result in dismissal from chaperone duty.

Parent volunteers who are working in the classrooms or are responsible for supervising students while under the direction of the teacher, are not allowed to have siblings or other children that they are personally responsible for with them during this volunteer time. Before or after school PTA functions fall under school site PTA guidelines.

## **Visitors**

Visitors coming on to campus must register at the office and pick up a visitor's badge.

All parents, former students, community members, volunteers and others who are visiting the campus must register first at the school office. Only students who are registered at a specific school site may attend school at that site. SJUSD students who are no longer enrolled, friends and relatives from other districts are not permitted to attend any SJUSD school during school hours.

## **Yearly State Assessment**

In California, every student in grades 3-11 participates in the yearly spring statewide assessment program CAASPP. As part of the uniform information gathering process, the state asks each parent to provide some background information such as home language, ethnicity, and parent education level. The form used to gather this information is completed upon enrollment and the information rolls over year to year. In order to keep the information as accurate as possible, we ask that you notify the secretary or registrar at your child(ren)'s school(s) if there is a change in parent education level in your home any time after the year of initial enrollment. CAASPP assessment results are used in the determination of some school site academic awards. Please check with your school's principal to determine how this affects the awards program at their school.

### **CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS:** (EC 60604)

In order to adequately monitor student academic progress and in accordance with state testing through the California Assessment of Student Performance and Progress (CAASPP) program, San Jacinto Unified School District will provide state testing to all students in grades 3-8 and 11. Testing results will be made available to districts and families by the state. A parent or guardian may annually submit to the school a written request to excuse his or her child from any or all parts of any test provided for the school year.

# APPENDIX B

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## SJUSD ANNUAL NOTIFICATION TABLE OF CONTENTS

(see next pages)



**SAN JACINTO UNIFIED SCHOOL DISTRICT  
ANNUAL NOTIFICATION  
2018-2019**

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An acknowledgement that you have read and understood this information is located on the PARENT PORTAL SYSTEM and must be electronically signed by the parent or guardian. Printed copies are available upon request at the District Office, Enrollment Center, and all school sites.

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