

PERRIS UNION HIGH SCHOOL DISTRICT



Heritage High School **Comprehensive School Safety Plan** Pursuant to Education Code 32280 - 32289

2020-2021

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Revised 2/25/2020

COVID19- Preparation and Precautions for the 2020/2021 School year

Our path to reopening PUHSD will be driven by our student centered approach to maintain a caring and supportive educational environment for our students while being diligent of everyone's health, wellness, and safety. We will also work in conjunction with local health agencies, Centers of Disease Control and Prevention (CDC) and the California Department of Education (CDE) to be compliant with their guidelines.

HEALTH & WELLNESS

PUHSD will take essential actions to keep teachers, students, and staff physically and emotionally safe and healthy. Our schools shall embrace individuality, strengths and challenges with support, understanding, and encouragement in order to maintain a healthy learning environment.



COUNSELING AND SOCIAL EMOTIONAL LEARNING

- Offer multi-level supports for the impact of physical distancing requirements
- When applicable provide resources, in person, and/or virtual individual and group counseling.
- Train teachers and staff on trauma informed practices and psychological awareness and safety.

ADJUST INSTRUCTION TO PRIORITIZE STUDENT HEALTH

- Adhere to distancing guidelines
- Limit activities with high proximity that can lead to student contact
- Provide health education regarding the spread of infectious disease and how to lower risks of infection.
- Comply with health and hygiene guidelines

HEALTH & WELLNESS

PUHSD will take essential actions to keep teachers, students, and staff physically and emotionally safe and healthy. Our schools shall embrace individuality, strengths and challenges with support, understanding, and encouragement in order to maintain a healthy learning environment.



SAFETY

- Focus on digital citizenship, prevention of cyber bullying and inappropriate sites.
- Prevent discrimination and/or stigma and inappropriate behaviors related to COVID-19.
- Support health and hygiene guidelines.

CLEANING & DISINFECTING

- Enhanced cleaning and disinfection protocols at all sites
- Encourage protocols that reduce infectious disease spread (hand washing, hand sanitation, avoiding face touching, etc.)

RETURNING FROM ILLNESS

- Follow public health guidelines and work closely with local doctors and health departments for readmission to the classroom / work site.

PREVENTION MANAGEMENT

- Implement safety measures according to public health guidelines.
- Follow established safety and health protocols

STUDENTS IN NEED OF HEALTH SUPPORT

- Additional precautions are recommended to support medically vulnerable students from others who are symptomatic while preserving HIPPA and FERPA privacies.

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Section I – School & District Philosophy Statements

TAB 1.

1) Heritage High School Mission Statement

The mission of Heritage High School is to provide a rigorous academic curriculum in a safe and caring environment that promotes all students' maximum success in the larger community.

2) Heritage High School Vision Statement

Heritage High School will provide a supportive learning environment where all students develop their character as healthy, responsible, and tolerant citizens. With strong academic, civic, and technological foundations, Heritage High School students will be prepared as citizens of a diverse world.

3) District Mission and Vision Statement

The mission of the Perris Union High School District is to provide quality educational programs and meaningful opportunities which encompass the intellectual, social, emotional, and physical aspects of all students within the district and which will enable them to become productive members of society.

It is the philosophy of the district that:

1. All students can learn and succeed.

2. Every student in the district, regardless of gender, special needs, or social, ethnic, language or economic background has a right to a high-quality education that challenges the student to achieve to his/her fullest potential.
3. The future of our nation and community depends on students possessing the skills to be lifelong learners and effective, contributing members of society.
4. A safe, nurturing environment is necessary for learning.
5. Parents/guardians have a right and an obligation to participate in their child's schooling.
6. The ability of children to learn is affected by social, health and economic conditions and other factors outside the classroom.
7. Early identification of student learning and behavioral difficulties contribute to student success.
8. Students and staff respond positively to high expectations and recognition for their accomplishments.
9. Continuous school improvement is necessary to meet the needs of students in a changing economy and society.
10. The diversity of the student population and staff enriches the learning experience for all students.
11. A highly skilled and dedicated staff has a direct and powerful influence on students' lives and learning.
12. A high level of communication, trust, respect and teamwork among Board members and the Superintendent contributes to effective decision making.
13. The community provides an essential resource to the educational program.
14. Effective communication with all stakeholders helps build support for the schools.
15. Accountability for the district's programs and operations is shared by the entire educational community, with the ultimate accountability resting with the Board as the basic embodiment of representative government.

BP0450- Philosophy, Goals, Objectives and Comprehensive Plans

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

Each school shall forward its comprehensive safety plan to the Board for approval. (Education Code 32288)

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year. (Education Code 32286)

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

AR0450- Philosophy, Goals, Objectives and Comprehensive Plans

In the Development and Review of Comprehensive School Safety Plan, the school site council shall consult with local law enforcement in writing and developing the comprehensive school safety plan. When practical, the school site council also shall consult with other school site councils and safety committees.

Section II – Assessment of current status of school crime committed on school campus and at school related activities

TAB 2.

Suspensions

	2015-16 HHS	2015-16 PUHSD	2016-17 HHS	2016-17 PUHSD	2017-18 HHS	2017-18 PUHSD	2018-19 HHS	2018-19 PUHSD
Incidents	289	1,721	258	1,465	297	656	204	431
Enrollment	3,002	11,544	2,991	11,592	3,107	10,844	2,589	10,893
Suspension %	6.6%	8.4%	6.1%	8.0%	7.16%	7.90%	7.23%	6.02%

Expulsions

	2015-16 HHS	2015-16 PUHSD	2016-17 HHS	2016-17 PUHSD	2017-18 HHS	2017-18 PUHSD	2018-19 HHS	2018-19 PUHSD
Expulsions	0	9	9	44	7	34	7	16
Enrollment	3,002	11,533	2,991	11,592	3107	10,844	2,589	10,893
Expulsion %	0.0%	.08%	.30%	.38%	.0023%	.0031	.007	.09

Crime Response

All personnel are expected to maintain a safe environment for students by confiscating any suspicious material or item that might cause injury or be used as a weapon. The student(s) are then interviewed, including any witnesses, to determine due process for the situation based on District guidelines.

Any incidence of graffiti vandalism is reported to District maintenance personnel for prompt removal. Photos of graffiti are forwarded to the SRO for tracking and identification

In the event of a criminal emergency, staff buddy-system procedures, as well as lockdown procedures are outlined in the Heritage High School Plan.

AR3515.1 – Crime Data Reporting

EC48902- - Reporting Crimes to Law Enforcement

AR3515.1 – Photo Identification Badges

BP5131.7 - Weapons and Dangerous Instruments

AR5131.7 – Weapons and Dangerous Instruments

BP5136 – Gangs

R5136 – Gangs

TAB 3. Law Enforcement Interventions or Law Enforcement Crime Reports

All personnel are expected to maintain a safe environment for students by confiscating any suspicious material or item that may cause injury or be used as a weapon. The student(s) are then interviewed, including any witnesses, to determine due process for the situation based on District guidelines.

Any incidence of graffiti vandalism is reported to District maintenance personnel for prompt removal.

Visitor Badges

Anyone entering the PUHSD main office or any school site who is not wearing a photo identification badge must check with the receptionist or designee for a visitor's badge. District employees participating in staff development activities while at the district office must wear their site photo identification badge or obtain a visitor badge from the receptionist or designee.

Visitors must wear their badge at all times while on PUHSD property. When his/her business is concluded the visitor must return the visitor badge to the receptionist.

The Governing Board recognizes that students and staff have the right to a safe and secure campus free from physical and psychological harm and desires to protect them from the dangers presented by firearms and other weapons.

The Board prohibits any student from possessing weapons, imitation firearms, or other dangerous instruments, as defined in law and administrative regulation, in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.

Under the power granted to the Board to protect the safety of students, staff, and others on district property and to maintain order and discipline in the schools, any school employee is authorized to confiscate any prohibited weapon, imitation firearm, or dangerous instrument from any student on school grounds.

The principal or designee shall notify law enforcement authorities when any student possesses a firearm, explosive, or other prohibited weapon or dangerous instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon.

Possession of Pepper Spray

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

Reporting of Dangerous Objects

The Board encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

The Governing Board desires to keep district schools free from the threats or harmful influence of any groups or gangs, which exhibit drug use, violence or disruptive behavior. The Superintendent or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

The Superintendent or designee shall provide in-service training, which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

The Board realizes that many students become involved in gangs without understanding the consequences of gang membership. Gang violence prevention education shall start with students in the early elementary grades and may start in kindergarten.

To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct are enforced consistently and that all students have access to counselors and other appropriate resource personnel as needed. If a student exhibits signs of gang affiliation, staff shall so inform the parent/guardian.

In accordance with Governing Board policy, individual schools that have a gang presence shall, in their safety plans, include school wide dress codes, which prohibit the presence of gang-related apparel at school or school activities.

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each school year and updated whenever related information is received.

Prevention and Intervention Measures

In order to discourage the influence of gangs, school staff shall take the following measures:

1. Any student displaying behavior, gestures, apparel or paraphernalia indicative of gang affiliation shall be referred to the principal or designee.
 - a. The student's parent/guardian shall be contacted and may be asked to meet with school staff.
 - b. The student may be sent home to change clothes if necessary.
 - c. Students who seek help in rejecting gang associations may be referred to community-based gang suppression and prevention organizations.
2. Any gang graffiti on school premises shall be removed, washed down or painted over as soon as discovered.
 - a. Daily checks for graffiti shall be made throughout the campus.
 - b. Graffiti shall be photographed before it is removed. These photographs shall be shared with local law enforcement authorities and used in future disciplinary or criminal action against the offenders.
3. Staff shall actively promote membership in authorized student organizations which can provide students companionship, safety, and a sense of purpose and belonging, including:
 - a. Positive sports and cultural activities and affiliations with the local community
 - b. Structured, goal-oriented community service projects

Community Outreach

Gang prevention classes or counseling offered for parents/guardians shall address the following topics:

1. The dangers of gang membership
2. Warning signs which may indicate that children are at risk of becoming involved with gangs
3. The nature of local gang apparel and graffiti
4. Effective parenting techniques

Section III Identify appropriate strategies and programs that provide or maintain a high level of school safety

TAB 4. SEMS/NIMS Compliant Emergency Response Plan – (Education Code Section 35294.2 (a) (2) (B): 35295-35297). School districts and sites must use the Standardized Emergency Management System/National Incident Management System (SEMS/NIMS) or risk losing state assistance for emergency response-related personnel costs following an emergency declared by the state (California Government Code Section 8607 and 3100).

District Emergency Response Plan uses a core set of concepts, principles, procedures, processes, standards, and terminology that creates a common operating picture, promotes mutual goals and responsibilities, and ultimately, ensures a more efficient and effective response.

This core is consistent with SEMS/NIMS standards and includes the following management components:

1. Command and Management

- The District has adopted the Incident Command System (ICS) as the organization structure for its Emergency Response Plan (ERP). The use of ICS aligns the District with other responding entities and ensures deployment can be accomplished in a consistent, efficient and effective manner.
- The adoption of ICS includes its fourteen principles and the use of Incident Action Plans, Activity Logs and a standardize Crisis Communication Plan.
- All ICS assignments, along with position descriptions, are maintained on Hour-Zero Online.

Some examples of ICS activities include:

- Using ICS to manage all related activities before, during, and after school and campus events to provide for the safety and well-being of attendees.
- Determining, designating, and documenting in advance key personnel and their roles and responsibilities within ICS, including the chain of command;

- Determining, designating, and documenting back-ups to personnel with leadership positions within ICS;
- Integrating ICS into functional and system-wide emergency operations policies, plans, and procedures;
- Ensuring compatibility of communication devices internally and externally with local responders.

2. Preparedness

- The District has conducted risk and hazard assessments on each of its school sites and administrative buildings. These risk and hazards are documented on Hour-Zero Online and are prioritized according to a hazard index.
- Mitigation strategies have been developed to address these identifies hazards and risks. Strategies range in scope from administrative procedures to emergency protocols to facility changes/renovations.
- The District has developed emergency maps, which identify critical infrastructure, along with needed emergency maps for evacuations, lockdowns and shelter-in-place. These maps are updated annually, as needed, and are readily available to first responders through Hour-Zero Online.³

3. Resource Management

- The District has an extensive inventory of emergency supplies that has been procured for all its sites. This includes:
 1. Emergency supplies in all classrooms
 2. Incident Command Post Kits
 3. Emergency Response Kits
 4. Medical trauma kits
- Resources are managed by each site, with an inventory list maintained on Hour-Zero Online.

4. Communications and Information

- The District has a Crisis Communications Plan, which identifies the processes and procedures for communication before, during and after an emergency.
- The Plan identifies a designated Information Officer, along with two alternates for the position.
- The Plan uses a “Single Source Policy, and assigns the Information Officer as the primary liaison for communicating with all stakeholders during an emergency.

5. Plan Management

- The District Plan outlines the roles, responsibilities and operating procedures for the District Emergency Operations Center (EOC).

- The EOC Team, referred to as the Administrative Command Team (ACT) is responsible for providing policy direction and clarification, along with coordinating response activities.
- The team’s role focuses on District-level activities, rather than on-site management.
- In addition, the District has an Emergency Program Coordinator, whose role it is to ensure the day-to-day management of the program is taken care of.

6. Supporting Technologies

- The District maintains a plan through the use of Hour-Zero Online, a web-application that has undergone a NIMStep evaluation.
- More specifically annual checklists, drills and training, contact information and resources are managed and tracked through the web-application to ensure the Plan remains current.
- First responders and local government authorities are able to access current information and data through the web-application, ensuring they always have the most current information at hand.

7. Training

- The District Plan includes an extensive training program that provides for training for all staff in the District.
- Training is provided in a variety of formats – online training, in person workshops, exercises and drills.
- The training includes courses specific to school operations (Lockdown, Shelter-in-Place, Earthquake, Communications, Hold & Secure, etc.)

8. Collaboration

- The District works with local police and government partners to support its emergency preparedness activities, including involving its partners in training and providing them with access to school plans through HZ Online.
- This relationship helps the partners are able to effectively work together at time of emergency.

9. Common Terminology

- ICS principles and The District's Emergency Plan use standardized and consistent terminology that applies plain English to all protocols and procedures. To this end, the District has conducted communications training activities with its leadership to reinforce this principle.

TAB 5. Record of Drills

Date	Drill
08/06/19	False Fire Alarm evacuation drill
08/12/19	Lock Down Drill
09/30/19	Shelter in Place Drill
10/17/2019	California Shake-Out Earthquake Evacuation Drill

11/01/2019	Hold and Secure Drill
12/19/2019	Library Evacuation
01/09/2020	Bus Evacuation Drill
01/23/2020	Shelter in Place Drill
2/12/18	Fire/Evacuation Drill
02/06/2020	Hold and Secure Safety Drill
03/12/2020	Radio Check Safety Drill

Fire Drills

Heritage High School holds fire drills on a regular basis. As amended by SB 575 (Ch 725, Statutes of 2001) Education Code 32001 requires fire drills not less than twice every school year at the secondary level.

1. The principal shall notify the staff as to the schedule for fire drills.
2. Whenever a fire drill is held, all students, teachers, and other employees shall be directed to leave the building. (5 CCR 550)
3. Teachers shall ascertain that no student remains in the building.
4. Teachers shall be prepared to select alternate exits and shall direct their classes to these exits whenever the designated escape route is blocked.
5. The principal or designee shall keep a record of each fire drill conducted and file a copy of this record with the office of Superintendent or designee.

Fires:

When a fire is discovered in any part of the school, the following actions shall be taken:

1. The principal or designee shall sound fire signals, unless the school and/or building is equipped with an automatic fire detection and alarm system.
2. The principal or designee shall call 911.
3. All persons shall be directed to leave the building and shall proceed outside to a designated assembly area
4. Staff shall give students clear direction and supervision and help maintain a calm and orderly response.
5. In outside assembly areas, teachers take roll, report missing students, and provide assistance to any injured student.
6. In outside assembly areas, the principal or designee and/or each department head shall account for their staff, report missing staff, and provide assistance to any injured staff.
7. If the fire is extensive, students shall be taken to an alternative location for protective custody until parents/guardians can pick them up or until they can be safely transported to their homes.

(cf. 0450 – School Safety Plan)

(cf. 3516 – Emergency and Disaster Preparedness Plan)

Earthquakes

The Superintendent or designee shall establish an emergency procedure system to be followed in case of earthquakes. This system shall include, but not be limited to the following:

1. A school building disaster plan, ready for implementation at any time, for maintaining safety and care of students and staff.
2. A Drop/Cover/Hold procedure in which students and staff members:
 - a. Drop to their knees
 - b. Take cover under a table or desk
 - c. Protect their head with their arms
 - d. Face away from windows
3. Protective measures to be taken before, during, and after an earthquake
4. A training program to ensure that all students and all certificated and classified staff are aware of, and properly skilled in, the earthquake emergency procedure system.

School disaster plans shall outline roles, responsibilities, and procedures for students and staff. (cf. 3516 – Emergency Disaster Preparedness Plan)

TAB 6. Crisis Response

Definition of Crisis: Any event that causes emotional reactions in the student body to such an extent that a normal school day is disrupted. Examples: Catastrophic Illnesses, Earthquakes, Suicides, Murder, Kidnapping, Accidents, etc.

Duties: The crisis team will be at the site to manage a crisis situation. Administration will activate the district crisis team.

Crisis Teams:

Team A - August 1 - Nov 30

Team B - December 1 to March 31

Team C - April 1 to July 31

Crisis Team Responsibilities:

- Administration needs to call the crisis to action.
- The team lead will meet with administration to evaluate the situation and assign responsibilities to each member.
- Identify different groups that are in need of intervention.
- If administration is not available, provide the lead counselor rights/responsibilities; as in, being allowed to designate a room for the crisis team.
- Set up different locations per site for the specific groups that need to be targeted.

- When necessary, two crisis counselors will visit classrooms to follow the student's schedule and state only the facts, dispel rumors, sharing the grieving process and assess students who need to receive additional interventions.
- Counsel students in small and large groups.
- Document interventions.
- Document referrals.
- Provide referral to students that need it (one on one) and follow up information.
- Debrief at the end of the day. Note any students that will need follow up and refer to the ERMHS counselor or outside resources. The team needs to discuss how the crisis management was handled and document any changes for the future.

Administration responsibilities:

- Needs to call the crisis team to action.
- Direct the crisis team.
- Alert other sites of possible impact. Because students/staff of other campuses might know the victim.
- Hold all-staff meeting lead by site administration at the beginning and/or at the end of the school day.
- Keep open lines of communication, send out an email to students to calm the situation. Admin should also use social media to mitigate rumors.
- Informational emails/social media/phone dialers to parents, teachers, students, and district officials.
- Follow up with crisis team throughout the day.
- Attendance corrects victims information.
- Notify ERMHS Therapist, site nurse, and school psychologist for additional support.
- Provide coffee, snacks and lunch for the crisis team.
- Work with local churches - possible need for clergymen
- If necessary, establish a command center and/or media room.
 - Cooperate, but set parameters
 - Work with law enforcement agencies
 - Set parameters for time, place, and length of interviews and briefings.
 - Have a prepared statement

TAB 7. Child Abuse Reporting

Certificated employees and classified employees must report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within thirty-six (36) hours. The reporting duties are individual and cannot be delegated to another individual. Contact a site administrator for assistance in reporting.

"Child Abuse", as defined by law, includes the following:

1. Physical abuse resulting in a non-accidental physical injury;
2. Physical neglect, including both severe and general neglect resulting in negligent treatment or maltreatment of a child;
3. Sexual abuse including both sexual assault and sexual exploitation;
4. Emotional abuse and emotional deprivation including willful cruelty or unjustifiable punishment;
5. Severe corporal punishment.

"Mandated Reporters" are those people defined by law as "child care custodians", "medical practitioners", and "non-medical practitioners" and include virtually all school employees. The following school personnel are required to report:

1. Teachers
2. Administrators
3. Supervisors of child welfare and attendance
4. Certificated pupil personnel employees
5. School psychologists
6. Licensed nurses
7. Counselors
8. Those instructional aides or other classified employees trained in child abuse reporting

Mandated reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.

A mandated reporter who fails to report an instance of child abuse, which he/she knows to exist or reasonably should know to exist, is guilty of a misdemeanor and is punishable by confinement in jail for a term not to exceed six (6) months or by a fine of not more than one thousand dollars (\$1,000) or both. The mandated reporter may also be held civilly liable for damages for any injury to the child after a failure to report.

AB 2238, Chapter 136, which became effective January 1, 1979, amended Penal Code Section 11161.6 and provides immunity for those required to report child abuse from civil or criminal liability as a result of taking or causing to be taken, photographs of suspected victims of child abuse and the dissemination of such photographs with the required reports.

AB 2303 (Cromer), requires that the identity of reporting school persons be recorded by the Department of Justice whether the report be written or oral. The identity of the reporter is confidential under these new rules.

TAB 8. District/School Suspension, Expulsion, and Mandatory Expulsion Guidelines

Classroom discipline procedures at Heritage High School are the responsibility of the individual teacher. However, serious misbehaviors including, but not limited to, fighting, openly defying adults, possession of weapons or illegal drugs results in the student being sent immediately to the office where the principal or his/her designee will conference with the student.

Depending on the severity and circumstances, further action may be required such as detention, suspension or expulsion. In these instances, parents will be notified either by phone or mail.

Offenses subject to suspension include:

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object.
- C. Possess, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- D. Offered, arranged or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, then sold, delivered or otherwise furnished to any person another substance and represented that substance as a controlled substance, alcoholic beverage, or intoxicant (i.e., look-alike)
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stolen or attempted to steal school property or private property.
- H. Possessed or used tobacco, or any product containing tobacco or nicotine products, including clove cigarettes, snuff or betel.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Possessed, offered, arranged or negotiated to sell any drug paraphernalia.
- K. Disrupted school activities or willfully defied the authority of school personnel.
- L. Knowingly received stolen school property or private property.
- M. Possess an imitation firearm.
- N. Committed or attempted to commit a sexual assault
- O. Harassed, threatened, or intimidated a pupil who is complaining witness or witnesses in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
- P. Unlawfully offered, arranged to sell, negotiated to sell the prescription drug Soma.
- Q. Engaged in, or attempted to engage in, hazing.
- R. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- S. A pupil who aids or abets the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion.

CE 48900.2 Committed sexual harassment (grades 4-12 only)

CE 48900.3 Caused, attempted to cause or participated in an act of hate violence (grades 4-12 only)

CE 48900.4 Created an intimidating or hostile educational environment by intentionally engaging in harassment, threats or intimidation against a pupil or group of pupils.

CE 48900.7 Terrorist threats against school officials, school property, or both.

Due Process

All suspensions are preceded by an informal conference between the student and a school administrator during which the student shall be informed of the reason for the suspension and the evidence that supported the action. It is the policy of the school to telephone parents at the time of the suspension, but in all cases, a notice is mailed within 24 hours. Usually a parent conference is requested to take place as soon as is practicable. Parents or guardians are requested to respond to such conferences.

A suspended student shall not:

1. Be allowed to loiter on or around any school ground;
2. Be allowed to participate in any school activities not open to the public

Suspension Authority

Classroom teacher: 1-2 days (from classroom)

Site Administrator: Up to 20 days

When a suspension of over 20 days is desired, the case goes to the expulsion board and hearing with parents is scheduled to give an excuse/rebuttal. The expulsion board then votes on the outcome of the hearing.

Students suspended from the classroom for one-two days are sent to OCD for that period and supervised by the OCD instructor.



Perris Union High School District Behavior Guidelines

Education Code	PC=Penal Code	HSC=Health and Safety Code
Other Means of Correction		CONSEQUENCES
<ul style="list-style-type: none"> ➤ Study Teams ➤ Behavior Contracts ➤ Daily Progress Reports ➤ Referral to programs teaching pro –social behavior ➤ Parent Teacher Conferences ➤ Referral to Counselor ➤ Community Service ➤ Campus Beautification ➤ Restorative Justice Program 		<ul style="list-style-type: none"> ➤ Lunch Detention ➤ After School Detention ➤ Class Suspension ➤ On Campus Suspension ➤ School Suspension ➤ Alternative Placement ➤ Expulsion

ISSUES	VIOLATIONS	CONSEQUENCES
<p>1. PHYSICAL INJURY & VIOLENCE</p> <p>MUTUAL COMBAT/FIGHTING/ THREATS/ASSAULT</p> <p>EC § 48900 (a1) EC §48900 (s)</p>	<p>(a1) Caused, attempted to cause, or threatened to cause physical injury to another person; fighting/mutual combat.</p> <p>Threats (telephone, written, electronic): Bomb Threats, verbal threats (not terroristic threats-see below); Assault: Verbal attack, attempt to cause injury, place person in fear.</p> <p>(s) Aiding or abetting infliction of physical injury.</p>	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (a1) or (s). ✓ Referral to Counseling. ✓ Sheriff/Police Citation - Fighting on school grounds: PC 415, 242. ✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a5).
<p>2. BATTERY</p> <p>EC § 48900 (a2)</p>	<p>(a2) Willfully used force or violence upon another person, except in self-defense: striking, shoving, kicking.</p> <p>Not mutual combat. Battery against student, battery against staff member.</p> <p>Battery: Unlawful injury, beating, hitting of another person – does not fight back.</p>	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (a2). ✓ Referral to Counseling. ✓ Sheriff/Police Intervention PC 242, 243.2. ✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a5).
<p>3. WEAPONS/DANGEROUS OBJECTS EXPLOSIVES/REPLICA WEAPONS</p> <p>EC § 48900 (b) (m) US Code, Section 921, Title 18</p>	<p>(a2) Assault with deadly weapon.</p> <p>(b) Possessed, sold, or otherwise furnished any firearm (handgun, rifle, shotgun, pistol), knife (dirk, dagger, fixed, sharpened blade for stabbing, screwdriver), explosive, or other dangerous object (aims or points a laser pointer at another), possession, use of fireworks, firecrackers, snappers, poppers, lighter, matches, razor blades, shocking pens.</p> <p>EC 48915 (c5) Explosives: M80, bottle rocket, dynamite, bomb, grenade, nitroglycerin, blasting caps.</p> <p>(m) Possessed an imitation (replica) firearm: BB gun, pellet gun, paint gun.</p>	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (b) (m). ✓ Sheriff/Police Intervention PC 626.9, 244.5, 417, 653 (g). ✓ Fire Department Intervention (Explosives) PC 148.1, HSC 12000, 12301 (a). ✓ Expulsion Recommendation – EC § 48915 [Mandatory for brandished knife (c2), possession of a firearm (c1), explosives (c5)].

		<ul style="list-style-type: none"> ✓ Expulsion Recommendation – locking blade or similar knife or other dangerous object regardless of size. ✓ Other weapons: to include, but not be inclusive of: switchblade, stiletto, box cutter, billy club, sandbag, nunchuk, ninja star, mace, pepper spray, sling shot, sword, stun gun, brass knuckles.
4. CONTROLLED SUBSTANCES DRUGS & ALCOHOL EC § 48900 (c) (d) EC § 48900 (p) HSC 11366-11375	<p>(c) Possessed, used, sold, furnished, or been under the influence of, any controlled substance, alcoholic beverage, or intoxicant of any kind.</p> <p>(d) Offered, arranged, or negotiated to sell any controlled substance, and then sold, delivered, or furnished to any person another liquid, substance, or material and represented it as a controlled substance, alcoholic beverage, or intoxicant.</p> <p>(p) Offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.</p> <p>EC 48915 (a3) Possession of any controlled substance. Cannot recommend expulsion for first time marijuana possession offense of less than one ounce.</p> <p>Controlled substances: Marijuana, Cocaine, Heroin, Methamphetamine, etc.</p>	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (c) (d). ✓ Sheriff/Police Intervention PC 308(b), 380, 381, 647 (f), HSC 11053. ✓ Referral to Counseling. ✓ Expulsion Recommendation – EC § 48915 [Mandatory for sales of controlled substances (c3)].
5. ROBBERY, BURGLARY, OR EXTORTION EC § 48900 (e)	<p>(e) Committed or attempted to commit robbery (take personal property by means of force or fear) or extortion (obtaining of property from another, with his/her consent induced by a wrongful use of force or fear).</p> <p>Burglary: Entry with intent to commit a theft.</p> <p>Possession of stolen goods.</p>	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (e). ✓ Restitution to Victim/Community Service ✓ Sheriff/Police Intervention - Burglary: PC 459; Robbery/Extortion: PC 211, 212, 518, 519. ✓ Expulsion Recommendation.
6. PROPERTY DAMAGE/ VANDALISM GRAFFITI/ARSON EC § 48900 (f)	<p>(f) Caused or attempted to cause damage to school property or private property.</p> <p>Possession or graffiti implements (markers, scribes, liquid or aerosol paint).</p>	<ul style="list-style-type: none"> ✓ In-House Suspension or Suspension EC § 48900 (f). ✓ Restitution to Victim/Community Service. ✓ Sheriff/Police Citation - Graffiti: PC 594 (a1), 594.1, 640.5; Vandalism: PC 594; Arson: PC 451, 452. ✓ Fire Department Intervention PC 451, 452. ✓ Expulsion Recommendation.
7. THEFT EC § 48900 (g) (l)	<p>(g) Caused or attempted to steal school property or private property.</p> <p>(l) Knowingly received stolen school property or private property (Possession of stolen goods).</p>	<ul style="list-style-type: none"> ✓ In-House Suspension or Suspension EC § 48900 (g). ✓ Restitution to Victim/Community Service. ✓ Sheriff/Police Intervention PC 484, 487, 488. ✓ Expulsion Recommendation.
8. TOBACCO EC § 48900 (h) EC § 48901	<p>(h) Possessed or used tobacco or nicotine products: Cigarettes, cigars, mini cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel.</p>	<ul style="list-style-type: none"> ✓ Sheriff/Police Citation PC 308 (b). ✓ Referral to Smoking Cessation Program. ✓ Suspension EC § 48900 (h). ✓ Referral to Counseling.

<p>9. PROFANITY & VULGARITY</p> <p>OBSCENITY</p> <p>EC § 48900 (i)</p>	<p>(i) Committed an obscene act or engaged in habitual profanity or vulgarity: Indecent exposure (may/may not be sexual harassment), mooning, pantsing, urinating in public, possession of pornographic literature or use of pornographic Internet websites, lewd or obscene gestures</p>	<p>✓ Teacher warning; Teacher suspension; Detention or In-House Suspension.</p> <p>✓ Administrative Conference.</p> <p>✓ Suspension Automatic if profanity is directed toward a school official EC § 48900 (i).</p> <p>✓ Sheriff/Police Intervention.</p>
<p>10. PARAPHERNALIA</p> <p>EC § 48900 (j)</p> <p>HSC 11364</p>	<p>(j) Possessed, offered, arranged, or negotiated to sell any drug paraphernalia: Pipes, smoking or injecting devices, syringes, Zig Zags (rolling papers), roach clips, bowls, bong.</p>	<p>✓ Suspension EC § 48900 (j).</p> <p>✓ Referral to Counseling.</p> <p>✓ Sheriff/Police Intervention.</p> <p>✓ Expulsion Recommendation.</p>
<p>11. DISRUPTION & DEFIANCE</p> <p>EC § 48900 (k)</p>	<p>(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. Unlawful assembly, inciting riot. Cheating, bus misconduct, classroom disruption, not complying with assigned discipline consequence, forgery, gambling, littering, throwing objects, setting-off fire alarm.</p>	<p>✓ Teacher warning; Removal from class/activity; Teacher suspension.</p> <p>✓ Detention or In-House Suspension.</p> <p>✓ Administrative Meeting and Counseling.</p> <p>✓ Suspension EC § 48900 (k). Expulsion recommendation for repeated violation.</p> <p>✓ Sheriff/Police Intervention.</p>
<p>12. SEXUAL ASSAULT OR BATTERY</p> <p>EC § 48900 (n)</p>	<p>(n) Committed or attempted to commit a sexual assault, or committed a sexual battery: Rape, sodomy, child molestation, statutory rape. Refer to PC 243.4, 261 - 269, 286, 288.</p>	<p>✓ Suspension EC § 48900 (n).</p> <p>✓ Sheriff/Police Intervention PC 243.4, 261 - 269, 286, 288.</p> <p>✓ Expulsion Recommendation.</p>
<p>13. ELECTRONIC SIGNALING & OTHER DEVICES</p> <p>EC § 48901.5 EC § 48900 (k). May possess on school campus during the day, not activated.</p> <p>ELECTRONIC MUSIC EQUIPMENT OR GAMES EC § 48900 (k).</p>	<p>Activated, used, or lent to another any electronic signaling device (i.e. cell phone, pager, walkie talkies, PDAs, etc.) on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee.</p> <p>Possession, use of electronic games, portable music equipment: Radios, Walkman, Discman, MP3, watch radio, headsets, earphones.</p>	<p>✓ 1st Offense: Confiscation of device. Parent/Guardian contacted to pick up device.</p> <p>✓ 2nd Offense: Confiscation of device. Parent/Guardian contacted to pick up device.</p> <p>✓ 3rd Offense: Confiscation of device. Parent/Guardian contacted to pick up device.</p> <p>✓ Suspension for defiance EC § 48901.5, 48900 (k).</p>
<p>14. SEXUAL HARASSMENT</p> <p>EC § 48900.2 PC 212.5</p> <p><i>Grades 4 to 12</i></p>	<p>Committed acts of sexual harassment: Unwanted sexual advances; sexual favors; sexual gestures, objects, or pictures; touching, assault; derogatory comments, slurs, or jokes.</p>	<p>✓ Suspension EC § 48900.2.</p> <p>✓ Sheriff/Police Intervention PC 212.5.</p> <p>✓ Expulsion Recommendation.</p>
<p>15. HATE VIOLENCE</p> <p>EC § 48900.3</p> <p><i>Grades 4 to 12</i></p>	<p>Caused, attempted to cause, threatened to cause, or participated in any act of hate violence (expression of hostility due to race, gender, religion, disability, nationality, sexual orientation): Racial slurs over time, email, insults, taunts, posting or distributing posters or leaflets, jokes, physical assault, vandalism, telephone calls, cross burning, destroying religious symbols.</p>	<p>✓ Suspension EC § 48900.3.</p> <p>✓ Sheriff/Police Intervention PC 422.6 - 422.76, 628.1.</p> <p>✓ Expulsion Recommendation.</p>
<p>16. HARASSMENT/BULLYING</p> <p>EC § 48900.4</p> <p><i>Grades 4 to 12</i></p>	<p>Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students or school employees: Stalking, kidnapping.</p> <p>(o) Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary procedure (expulsion hearing).</p>	<p>✓ Suspension EC § 48900.4.</p> <p>✓ Referral to Counseling.</p> <p>✓ Sheriff/Police Intervention - Kidnapping: PC 135.</p> <p>✓ Expulsion Recommendation.</p>

HARASSED A COMPLAINING WITNESS EC § 48900 (o)		
17. TERRORISTIC THREATS EC § 48900.7	Made terroristic threats against school officials, students, staff, or school property, or both, written or oral that could result in death, great bodily injury, or property damage in excess of \$1,000, even if not carried out. Person is in sustained fear of his or her own safety or family's safety.	<ul style="list-style-type: none"> ✓ Suspension EC § 48900.7. ✓ Sheriff/Police Intervention PC 422. ✓ Expulsion Recommendation.
18. DRESS CODE EC § 48900 (k)	Wore any inappropriate dress such as clothing, attire, apparel, accessories, head coverings (hats, bandanas, knit caps, doo rags, skull caps, etc.), or gang attire, except "for outdoor use (P.E.), articles of sun-protective clothing, including, but not limited to, hats (wide brim with neck covering only), and sunscreen."	<ul style="list-style-type: none"> ✓ Dress changed/Accessory seized/Detention/In-House Suspension. ✓ Loaner T-shirt or school uniform provided. ✓ Parent/Guardian notified. ✓ Suspension EC § 48900 (k).
19. HAZING EC § 48900 (q) EC § 32050	(q) Engaged in or attempted to engage in hazing as defined in EC § 32050. Hazing: Initiation into school/student body clubs or organizations in a manner that causes or is likely to cause bodily damage, harm, degradation, disgrace, or physical or mental harm to a student.	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (q). ✓ Sheriff/Police Intervention PC 242, 212.5. ✓ Expulsion Recommendation.
20. ATTENDANCE EC § 48260, EC § 48262, EC § 48264.5 (a)	Left campus during school day without obtaining permission through the attendance office first; no hall pass, left class without permission.	<ul style="list-style-type: none"> ✓ Detention/In-House Suspension. ✓ Truancy Letters/SART.
RESTRICTED AREA EC § 48900 (k)	Truant from school or contributed to the truancy of other students.	<ul style="list-style-type: none"> ✓ Sheriff/Police Citation EC § 48264.5 (a) - ages 13 and above.
	Excessive tardiness to school or class. In unauthorized /restricted areas on-campus.	<ul style="list-style-type: none"> ✓ Referred to SARB EC § 48320. ✓ Referred to District Attorney Mediation/Juvenile Court.
21. VISITORS/TRESPASSING/ADULT CAMPUS DISRUPTION/THREATS, ASSAULTS TO SCHOOL OFFICIALS EC § 32211, 44811, 44014	Invited visitors to school for any reason during the school day; loitering/Unauthorized presence on campus; threats to school officials by parents or adults; students visiting campus during suspension or expulsion period or during off-track vacation period without permission	<ul style="list-style-type: none"> ✓ Visitor escorted off campus. ✓ Persona non grata declaration/Restraining Order. ✓ Sheriff/Police Intervention/Citation - Trespassing PC 626.7-626.9; Threats to school officials: PC 71; Terroristic Threats: PC 422.

TAB 9. Procedure to Notify Teachers of students who have violated Education Code 48900.

Heritage High School teachers are well acquainted with where student files are kept, what information can be found in the files, as well as how to use that information. New teachers are educated on this teacher resource through Mentor workshops at the beginning of each school year. CUM files are available to check out and review during regular school hours.

In accordance with PUHSD procedures: The notifications of students who have violated Education Code 48900 are now automated and teachers get an electronic message regarding students.

Process of Informing Teachers of Students Engaged in Acts Described in EC 48900

As directed in EC 49079, teachers who have students that have engaged in acts described in EC 48900, need to be informed of such, Perris Union High School District has devised this process.

Notification to Teachers: Pupils Who Have Violated or Who Are Reasonably Suspected of Violating a Subsection of Education Code 48900

Procedures for Teacher Notification:

1. First week of each semester the teacher will receive a list, from the school secretary, of students in their classes that are deemed to have violated or been suspected of violating one the 48900 Education Codes.
2. The teacher will receive daily emails of students that have had schedule changes that come to their class that are deemed to have violated or been suspected of violating one the 48900 Education Codes.
3. The teacher will receive daily notification by email of students that have violated or who are reasonably suspected of violating Education Code 48900 that day.
4. The teacher will have access, through Infinite Campus, to a list of students in their classes that have violated or been suspected of violating Education Code 48900.

TAB 10: Sexual Harassment

Heritage High School adheres to the guidelines on sexual harassment set forth by the Perris Union High School District Board of Education. The Board of Education prohibits sexual harassment in the working environment of District employees or applicants by any person in any form. Sexual harassment of or by any employee is not tolerated. The Board considers sexual harassment to be a major offense, which may result in disciplinary action or dismissal of the offending employee or suspension/expulsion of any offending student.

It is the policy of the Perris Union High School District that sexual harassment is unacceptable conduct in the workplace and is not tolerated. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or education setting. Sexual harassment guidelines apply to school personnel, as well as students. Kindergartens through third grade students are not responsible for their behavior according to California State Law. However, students in fourth through fifth grade are subject to all legal actions under the law.

Purpose

The purpose of the policy is to provide the work environment free of sexually harassing conduct or behavior and to provide uniform guidance and procedures on this subject.

General Procedures and Definitions

Pursuant to Education Code 212.5, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either an explicit or implicit condition of employment or status for promotion.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee.
3. The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.
4. Submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.

Examples

Other examples of sexual harassment, whether committed by a supervisor or any other employee is:

1. Unwelcome leering, sexual flirtations or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Touching an individual's body or clothes in a sexual manner
7. Cornering or blocking of normal movements
8. Displaying sexually suggestive objects in the educational or work environment
9. 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 claim

The site administrator has the responsibility of maintaining an educational and work environment free of sexual harassment. This responsibility includes discussing the District's harassment policy with his/her students and/or employees and assuring them that they are not required to endure sexually insulting, degrading or exploitative treatment or any other form of sexual harassment.

Complaint Procedures

Employees at Heritage High School are encouraged to avail themselves of our internal complaint procedure if they are confronted with sexual harassment or any prohibited form of harassment. Such internal complaints are investigated promptly, confidentially and corrective action is taken where allegations are verified.

Any employee or applicant for employment who feels that he/she or another individual in the District is being sexually harassed is encouraged to immediately contact his/her supervisor, principal, other district administrator or the Superintendent or designee in order to obtain procedures for reporting a complaint.

Complaints of harassment are filed in accordance with AR4031, "Complaints Concerning Discrimination in Employment". Any supervisor who receives a harassment complaint notifies the Superintendent or designee, who ensures that the complaint is appropriately investigated.

All employees receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing or a copy of the District's information sheets that contain, at minimum, components on:

- a. The illegality of sexual harassment
- b. The definition of sexual harassment under applicable state/federal law
- c. A description of sexual harassment, with examples
- d. The District's complaint process available to the employee
- e. Directions on how to contact the Fair Employment and Housing Department and Commission (Government Code 12950)

In addition, Heritage High School educates its personnel on sexual harassment guidelines at the beginning of each school year. New District employees must sign that they have received a copy of sexual harassment descriptions, guidelines, policies, and procedures for filing a claim. Policy updates are disseminated to the staff throughout the year.

If further information, interpretation or advice is needed regarding sexual harassment, the Director of Human Resources for the Perris Union High School District may be contacted.

TAB 11. School Wide Dress Code Relating to "Gang-Related Apparel"

Heritage High School adheres to the Perris Union High School District dress code, which has established standards for student dress and grooming. The Board of Education expects all students to represent themselves in a manner that is conducive to educational policies and standards.

Dress Code

Expectations and Guidelines for Apparel

The dress code is in effect during school hours as well as during school sponsored activities. Heritage High School seeks to maintain a positive learning environment where mutual respect and high personal standards are established. Because of this, it is expected that clothing policies at Heritage High School will be followed by all students/staff and reflect the following:

Students who come to school in clothing that is inappropriate can be assigned disciplinary consequences and will be required to change into school appropriate attire. If a student refuses to

wear a loaned dress code violation item or if parent cannot bring them a change they will be sent to On Campus Detention for the remainder of the day.

- All clothing and accessories must be school appropriate.
- Clothing and accessories must not promote illegal substances, violence, alcohol, or sexually explicit material.
- Clothing and accessories must not discriminate against any religious or ethnic groups.
- Clothing and accessories must be free of safety pins and spikes.
- No strapless clothing or blouses with only one strap (straps may not be tied or hooked on with pins, and must be at least 1” thick).
- Shirts must be worn at all times.
- Clothing shall be sufficient and size –appropriate to conceal all undergarments at all times.
- The bottom of the shirt and the top of the pants must meet.
- Bandanas, and hair picks are not allowed at school.
- No clothing to deliberately conceal the identity of student (hoods, scarves, bandanas).
- Sweatbands may be worn during physical education classes only.
- Shoes must be worn at all times. Shoes must be appropriate for the school activity and school safety (bedroom slippers, steel toed shoes and boots are not to be worn at school). It is recommended that sandals have heel straps.
- Chains are not permitted when attached to a wallet or worn on clothing. These items will be confiscated.
- Items that are classified as drug paraphernalia are not permitted to be worn as accessories or clothing.
- Any clothing, purse, backpack, notebook, jewelry, etc. displaying a hate symbol is strictly prohibited at school.
- Gloves are allowed only in cold weather.
- Sunglasses may not be worn indoors (unless under doctor’s prescription).
- Body piercings and tattoos are highly discouraged. Jewelry must not be sharp or excessively protruding.
- Belt buckles larger than 2” x 3” are not allowed.
- Under current information provided by the Riverside County Sheriff’s Department Gang Unit, the following attire is considered gang affiliated attire and is not allowed on HHS grounds. Skin, Hustler, 187, Playboy, Raiders and Hooters will not be allowed on campus. Attire that identifies a city, area code, or a region will not be allowed unless it is official sportswear from a college or professional sports team. For example: a t-shirt with “San Diego 619” or “LA” printed on it will not be allowed. These brands are recommended by the Riverside County Sheriff Department.
- When a new fashion trend becomes a symbol that may be dangerous, anti-social or the arrangement of specific clothing items denotes gang affiliation, the Heritage High School

TAB 12. Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (Education Code Section 35294.2(a)(2)(H) (BP 3541-Transportation Routes and Services) (BP 1250-Visitors/Outsiders)

Egress and Ingress to the campus have been effectively handled at Heritage High School. Both classified and certificated personnel have report times prior to student arrival.

The regular school day at Heritage High School lasts from 7:45 a.m. to 3:10 p.m. The rear access gate is unlocked approximately at 2:05 p.m., and both the rear access gate and side access gates are locked again at 4:30 p.m. At this time, all ingress and egress to the campus must occur by means of the front gates located next to the administration building.

All unauthorized persons entering the campus must sign in, provide identification and identify their purpose and destination. In addition, parents or guardians picking up students prior to the end of the school day must sign in and be authorized according to emergency card information.

In the unlikely event that a student leaves our campus without permission, the parent or guardian is immediately contacted. If the parent or guardian is unavailable, law enforcement is contacted, and appropriate steps are taken to locate the child.

If, for some reason, the office is notified that a student did not arrive home at the expected time, steps are taken to verify the following:

Who last saw the child?

What mode of transportation was used?

What dismissal procedures did his or her classroom teacher follow?

Once these questions are addressed, both parents and office staff follow up on the situation until the child is located, or the need for further intervention is determined.

Absence from school breaks the continuity of learning, which may lead to frustration and acting out. According to state law, our students are required to attend school each day they are physically able. At Heritage High School, valid reasons for an absence from school follow California Education Code guidelines, Section 46010.

TAB 13. Procedures to ensure a safe and orderly environment – (Education Code Section 35294.2(a)(2)(H))

In addition to procedures in the event of an emergency, Heritage High School has incorporated many safe school strategies in the daily lives of our students. They include:

- Fencing around the perimeter of the campus, with exception to the STEM building.
- A “closed campus” sign-in policy for all visitors
- Open game policy (no closed games allowed)
- Saturday School (8:00am-12:00pm)

- Before/After School and Lunch supervision provided by 10 Campus Supervisors
- PBIS program with tiered interventions
- PBIS incentive program
- Mentor program
- Camp Legacy orientation day
- K9 Drug detection program
- School Resource Officer
-

To create a school culture that promotes self-monitoring behavior, Heritage High School provides its students with an education on a wide range of safety issues. Safety assemblies are held on a regular basis throughout the year. They include, but are not limited to:

- Red Ribbon Week (substance abuse)
- Yellow Ribbon Week (violence)
- Bike Safety
- Flood Safety
- Behavior peer groups
- Periodic Behavior lessons and messaging

Safety education is reinforced in the classroom with coloring books, discussions, and special projects, such as theme posters, classroom cheers, and writing prompts.

TAB 14. Rules and Procedures on School Discipline

Philosophy

All students are expected to conduct themselves in such a manner as to contribute to a productive learning environment. Each individual's conduct on the campus and going to and from school shall be orderly and in keeping with the rules and regulations of the school, the school district, and the laws of the state. An educationally sound environment does not allow anyone to interfere with the teacher's right to teach and/or a student's right to learn. It should be noted that a pupil may be suspended or recommended for expulsion for acts which are enumerated in Education Code Section 48900 and related to school activity or attendance which occur at any time including, but not limited to, the following circumstances:

- While on school grounds or school transportation.
- While going to or coming from school.
- During the lunch period whether on or off campus.
- During or while going to or coming from a school sponsored activity
- **NOTE:** Campus jurisdiction also extends 1,000 feet from campus boundaries at all times, per California law.

Classroom Rules

Each class establishes rules and the consequences should the student choose to break those rules. These are established within the first few days of school and are usually reviewed with parent on Back to School Night. Consequences of breaking class rules may include (but are not limited to): time out in another classroom, detention, loss of special activity (such as assemblies or field trips), etc.

School-Wide Rules

- Bus Conduct and Responsibilities
- Electronic Devices
- Skateboards
- Writing and Plagiarism
- Cheating
- Permanent Markers and Tagging
- Gum Policy
- Personal Conduct

Positive Consequences for Appropriate Behavior

Heritage High School believes that when students choose to follow school rules, their positive behavior should be rewarded. As opportunities arise, special events or activities are used to reward student for positive behavior. Students who choose to follow the rules will have the following reward/incentives:

Classroom

Individual teachers determine their own procedures in collaboration with the school wide system.

School Wide

- Academic pep rallies are held each semester to reward students for their previous semester's GPA. Honor Roll and Principal's List certificates are also awarded and prizes are raffled during the rally.
- Following best practices and guidelines associated with Positive Behavioral Interventions and Support (PBIS) are in place to help students make positive choices about their behavior and attendance.
- On campus suspension/detention is aligning itself with best practices of Education Based Discipline (EBD) to challenge student decision making.

TAB 15. Procedures adopted under SDFSCA (Safe and Drug Free Schools and Communities Act)

- Positive Action
- Project Alert
- Data Review Process
- Input from Stakeholders (CPM)
- Other: _____

Tobacco Use Prevention Education Program (TUPE) provides funding through an application process for tobacco specific student instruction, reinforcement activities, and special events. As a prerequisite for receiving funds, the Perris Union High School District has a tobacco free District board policy and is eligible for funding. Heritage High's program focus for TUPE is on education and intervention, with community and parental involvement, to reduce and prevent the use of tobacco among school-age youth.

The Perris Union High School District Title IV Program expands authority to sites to encompass issues addressed in Goal Seven of the National Educational Goals in order to create learning environments that are free of violence and drugs.

Our students are encouraged to take responsibility for life-long health, promote and respect the health and safety of others. The programs are based upon the state and District standards accompanied by a process for monitoring and determining effectiveness. Students are provided with an integrated and coordinated program based on student needs and educationally sound and legally acceptable educational practices. All students have equitable access and an opportunity to participate in and benefit from high-quality curricular and extracurricular activities. The American Heart Association, American Medical Association, and American Cancer Association are an integral part of the program, which provides support and supplemental materials.

The health curriculum includes personal/mental health, nutrition and fitness, alcohol, tobacco, and other drugs, stress management/suicide prevention, human growth and sexuality, family life, disease prevention/HIV/AIDS, safety and injury prevention, violence prevention, and community and consumer health. A curriculum connection is also provided to facilitate the integration of health activities into other educational topics, such as language arts, social skills, math, and science.

A parent component is also provided. The goals of the component are to keep parents informed of the health topics being discussed, (PELI, *Parent Engagement and Leadership Initiative*) to provide an avenue of communication about important health issues, and for promoting the health of all students and their families.

Teachers, administration, classified staff members, parents, and members of the community have the opportunity to assist in and support these programs. A site coordinator, in collaboration with the administration, and Director of Pupil Services will direct our TUPE program.

To be more effective during disaster drills, permanent plaques identifying the various stations, i.e., student holding, command post, and student release will be attached in the appropriate places on school fences and buildings. Purchase of appropriate types and amounts of disaster supplies/equipment and storage units(s) are necessary in order to be prepared and effectively service the school population.

K-9 visits are at random, usually monthly as a preventative measure to show students that Heritage High School believes our campus should remain drug free. These k-9 visits are more of a deterrent than an active hunt for drug users.

It is necessary to have qualified and trained noon duty aides to assure a safe and secure environment for the student population during the recess and lunch periods.

TAB 16. Hate Crimes Procedures and Policies

(Education Code Section 200, 233, and 48900.3 outlines the policies and procedures schools must follow in addressing hate violence. California Penal Code sections 422.6, 422.7, 422.75, 422.8, 422.9, 422.95 and 628 (Title 11.6, Civil Rights) define hate-motivated crimes.

Heritage High School utilizes a variety of staff to reduce and avoid violence on campus. All staff members deal on a daily basis with students who may have minor conflicts on campus. All counselors, principal, and assistant principals are on site to counsel students regarding peer relationships, conflict mediation, anger management, teen dating violence, and crisis intervention. The school utilizes a SRO (School Resource Officer) as needed to deal with violent acts on campus. The school uses the Safe School Ambassadors program, which train students to help their peers deal with problems and negative behaviors. This program helps identify problem behaviors and positive methods to deal with them.

BP5136 – Gangs
AR5136 – Gangs

Heritage High School recognizes that gangs exist locally and that students may have gang affiliations. Gang activity is not allowed on campus. The Governing Board desires to keep district schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The Principal or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. School personnel will attempt to track any gang affiliation and report it to the school SRO. The school will request that this information then be forwarded to the Gang Task Force.

Clothing that may have gang implications is not allowed. This includes, but is not limited to, belt buckles with gang-related insignia, sports team designations, hats other than district school issued hats, and tagging on any surface or item.

The Superintendent or designee shall provide in-service training which helps staff to identify gangs and gang symbols, recognize early manifestations or disruptive activities, and respond appropriately to gang behavior.

TAB 17. SRO – School Resource Officer Contact information and site assignments

School Site	Officer
Heritage High School	Deputy Max Magdaleno

Riverside County Kids with Guns Protocol

In recent years, the nation has been stunned by violent incidents involving students on school campuses. Research indicates that these potentially violent youth do not just snap; rather, they

exhibit important warning signs prior to acting out. The Secret Service found that in more than 75% of the incidents they studied, other youth knew about the attack before it occurred, and an adult had expressed concerns about the student. In more than half of the cases, more than one person had expressed concern. Over half of the attackers developed the idea to harm the target at least two weeks prior to the incident. Noting the devastation and wishing to avoid the tragic experiences of other communities which have suffered senseless violence on school campuses, a Multi-Agency Team (MAT), consisting of the Superior Court, Riverside County law enforcement agencies, in conjunction with Probation, the District Attorney, County Office of Education, local school districts, Mental Health, Department of Public Social Services and community based organizations, established this Protocol.

This Protocol is to be used within Riverside County in school related incidents for prevention, threat assessment, intervention and services to youth at-risk of violence. Members of the MAT have also agreed to the uniform implementation, enforcement and reporting of incidents involving youth and guns/explosive devices. **Note:** Based upon law enforcement's assessment of the situation, the Protocol may also be used for other weapon offenses.

The members of the Multi-Agency Team (MAT) have also agreed in principle that:

1. Law Enforcement will investigate and report the circumstances of the offense and will expand the investigation by contacting the parent(s) and/or legal guardian(s) and by making a home visit to conduct an evaluation.
2. Probation will detain the minor pursuant to a law violation and will administer the Problem Behavior Inventory instrument and coordinate the efforts of the MAT by making appropriate referrals to the various agencies. Information and assessment from the combined members of the team will be employed in determining future intervention strategies.
3. Riverside County Office of Education will respond rapidly to make available information concerning the minor to the appropriate agencies, and serve as a liaison between MAT and local school districts.
4. A Mental Health clinician will interpret the results of the Problem Behavior Inventory given to the minor by Probation. When indicated by the results of the PBI, Mental Health will complete an assessment on cases to determine the danger of the minor to himself/herself and others. Information from other cooperating agencies will be considered while completing the assessment, which will be shared with other members of the team where appropriate.
5. The District Attorney's Office will review all reports for legal sufficiency and strictly enforce the law by prosecuting any minor found in possession of a gun, explosive device or other dangerous weapon on a school campus. Violations against the parent or legal guardian will be strictly enforced when a juvenile is found in possession of a gun, explosive device or other dangerous weapon. The District Attorney's Office will coordinate with the task force to ensure the interests of public safety and the youth.

6. Child Protective Services (CPS) will respond upon request from law enforcement to conduct family and child welfare assessment to help assess the overall well-being and functioning of other children in the home. CPS will also research its database to determine whether there is an open file or CPS history on the youth or his/her family and share the information with MAT.
7. Riverside County Office of Education, in conjunction with local school districts and Social Services Agencies, will develop an adjunct protocol to deal with threats or acts of violence, excluding acts where firearms are involved. The primary assessment tool will be the personality assessment profile developed by the Mental Health Department.
8. The Juvenile Court judge will hear and make an order on Kids with Guns cases whenever a juvenile Court petition has been filed.
9. This Protocol will be reviewed and updated annually. Within one year a database will be established by the Probation Department. Kids with Guns pamphlets will be released within 90 days.

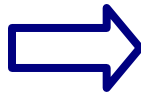
A COMMUNITY RESPONSE PLAN

KIDS WITH GUNS PROTOCOL

**ANY MINOR WHO POSSESSES A GUN,
EXPLOSIVE DEVICE OR OTHER DANGEROUS
WEAPON ON OR ABOUT A SCHOOL
CAMPUS IN RIVERSIDE COUNTY**

REPORTED

**LAW ENFORCEMENT
CHARGE OFFENSE**
Application for Juvenile Court
Petition (J132)



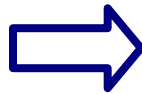
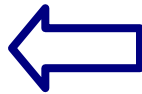
**PROBATION/JUVENILE
HALL**
DETAIN 24-48 HOURS

DECISION

“High Risk” Offender
Process per Protocol;
Detain;
Petition Filed;
Court Hearing;
Informal Prob./654.2 PC
Deferred Entry of
Judgment 790 PC
Formal Prob./725a WIC
Decl./Cont. Ward-home,
Placement, Out of County
transfer, DJJ.

EVALUATE

**PARENT
SCHOOL
MENTAL HEALTH
DPSS
FRIENDS
ROOM
AFFECT
OTHER**



DECISION

“Low Risk” Offender
Process per Protocol;
Release;
Referral for Mental
Health Services;
Referral to Community
Based organization;
Referral for Diversion

TAB 18. Other Conflict Resolutions Programs

Peer Counselors or Peer Mediation Program/P.L.U.S.
After School Activity Program
Anger Management Program
Bullying prevention program - Link Crew

Unity forum

The purpose of the UNITY Forum is to attack the roots of conflict before any conflict actually arises by enabling students to facilitate discussion and create understanding among high school and middle school students in areas related to prejudice and stereotyping on their campus and in their communities.

Students with different interests and backgrounds are invited to participate in a three hour mini-conference that includes activities, games, and group discussions that challenge the students to listen to and learn about their peers.

We will also have a PLUS group on campus which has the same goals and format as the UNITY forum, but adds the component of a class period to train students in communication skills and practice the facilitation of activities similar to the UNITY forum.

Link Crew

Heritage High School has a Link Crew club on campus that works closely with our Freshmen Foundations classes. This club focuses on developing students socio-emotional needs through lessons that focus on active and positive participation on campus. These activities foster an environment that is conducive to safe, anti-bullying relationships.

TAB 19. Integrated Pest Management Plan

Healthy Schools Act of 2000:

In September 2000 Governor Davis signed into law the Healthy Schools Act of 2000 (Assembly Bill 2260). This law requires schools to notify parents, guardians and school employees about pesticides used in their schools, and require the Department of Pesticide Regulation to promote the voluntary adoption of integrated pest management (IPM) practices in California schools. Most provisions of the law took effect January 1, 2001.

School District requirements of the Law:

- Notification of all pesticide products the school District expects to use on school grounds must be sent annually to parents or guardians of all students. The notifications must list the active ingredients in each pesticide product and the Internet address for the Department of Pesticide Regulation (DPR) to access additional information.

- Each school will establish a list of parents or guardians who want to be notified before individual pesticide applications are made.
- Each school district will ensure that warning notices are posted in areas where pesticides will be applied. These signs will be posted 24 hours in advance and 72 hours after application of pesticides, and will contain information as specified in the law.
- Each school will maintain records of all pesticide use at the school for four years and the records will be available to the public upon request.

Important Guidelines:

These guidelines should be followed by all staff to assist in effectively managing the use of pesticides on our sites:

- Site staff should notify their site administrator when pest control is needed.
- Administrative staff should notify Maintenance and Operations via a work order when pest control is needed.
- Staff must not use any type of pest control chemicals at any school site.
- Staff should eliminate food stuffs in their work areas that might attract pests i.e. cakes, cookies, candies, sack lunches, sugary beverages, etc.

TAB 20. Injury and Illness Prevention Plan (IIPP) with Reporting Form for Unsafe Conditions

The Perris Union High School District is committed to providing a safe and healthful workplace for all of its employees and to providing a safe and healthful facility for all students and site visitors. To fulfill its obligation the District has incorporated an Injury and Illness Prevention Program. The intent of this Program is to prevent or minimize the probability of injuries and illnesses to workers, students and visitors, and to comply with applicable State, Federal and local health and safety codes, standards and regulations.

The Injury and Illness Prevention Program is intended to standardize various safety programs and procedures into one effective, uniform program and to ensure compliance with State and Federal safety regulations.

The Program identifies the District’s responsibilities and also defines responsibilities of the Program Coordinator, administrators, managers, supervisors and all other employees.

The components described in the District’s IIPP are:

- Communication
- Identification & Evaluation of Workplace Hazards

- Corrections of Unsafe or Unhealthful Conditions
- Investigations of Occupational Injury, Illness or Exposure to Hazardous Substances
- Employee Training
- Record Keeping
- Plan Review

The District, its Board and its management pledges support of this Program to ensure that it remains a viable method of protecting all employees and all other site occupants.

TAB 21. Site Safety Inspection Checklists & Safety Data Sheets (SDS)

Heritage High School participates in quarterly safety inspections conducted by campus staff. The purpose of quarterly site inspections is to help identify and evaluate unsafe conditions. Safety inspections are part of the District’s written Injury and Illness Prevention Program.

The safety inspections are documented. The safety inspection checklists are documentation of inspections and include lists of areas inspected, the date of the inspection, name of inspector, signature of site administrator, and action taken to abate hazard.

Safety Inspections are completed, signed, and sent to the District office quarterly for documentation.

Some areas on the checklist include but are not limited to athletic facilities, grounds & fields, multi-use rooms, gymnasiums & theaters.

Heritage High School participates in District-wide Hazardous Materials Inspections.

Keenan & Associates, the District’s Third Party Administrator for Property and Liability coverage, conducts an annual Hazardous Materials Inventory and Inspection throughout the Perris Union High School District.

The purpose of the inspection is to assist our District in obtaining a current, detailed inventory of hazardous material supplies on school sites and throughout the District and to meet the regulatory requirements under Worker Right-to-Know, Hazardous Materials Disclosure Laws, and as required by Cal/OSHA – CCR, Title 8, Section 5194. The inventory not only provides information to management, it is also a valuable tool to be used to monitor and control chemicals in the workplace. The inspection also provides the District with a hazardous materials survey that addresses and identifies specific conditions regarding storage, labeling, compatibility, fire extinguishers, eyewash stations, etc., which were present at the time of the inventory.

Using the chemical inventories District staff put together binders that contain Safety Data Sheets (SDS) for each item listed. These binders can be found in the staff workrooms or lounges, in the science chemical storerooms, and in the custodial closets. In addition, electronic SDS folders have been created and are located at <http://puhsd.ca.schoolsmsds.com>.

BP3514.1 – Hazardous Substances

Section IV Recommendations for Improvement Instructions

TAB 22. **Action Plan for Component 1- “People and Programs”** - Create a *caring and connected* school climate. Part 2 of the “safe and orderly environment” requirement of SB 187 (Education Code Section 35294).

ACTION PLAN FOR COMPONENT #1:

Heritage High School has seen an influx in the number of conflict and student fights on campus. In an effort to combat this issue, staff at Heritage High School have increased efforts to engage and connect students to various clubs and activities on campus. There has been a growing number of clubs established on campus and a growing participation in school athletics. Other clubs on campus have taken measures, including positive outlets on social media (e.g. HHS GoodVibes), to promote positive relationships and combat issues of conflict/violence on campus. School personnel, including campus supervisors, School Resource Officer, and administration will be proactive in roaming the campus and addressing any issues of behavioral concern. A campaign of notification reminders in the form of emails to students will target appropriate behavior expectations with student-friendly language about positive social skills.

Action Plan for Component 2- “Physical Environment” – Create a *physical environment that communicates respect* for learning and for individuals. Part 2 of the “safe and orderly environment” requirement of SB 187 (Education Code Section 35294)

ACTION PLAN FOR COMPONENT #2:

Our campus supervisors and custodial staff will work closely with our plant supervisor and District Office Maintenance and Operations to ensure that all of our facilities are in safe, working condition. Periodic walk-throughs and expedited work orders will ensure that any areas of concern are immediately addressed. For the year 2018-2019, Heritage High School has established a Safety and Transportation Committee in which city officials, county representatives, and district office advisors work together with community members to address issues of safety concern around the school’s vicinity. Campus Supervisors will meet with Plant Supervisor and Administration to determine strategic areas on our campus to focus on in order to be proactive in regards to student safety.