

PERRIS UNION HIGH SCHOOL DISTRICT



California Military Institute

Comprehensive School Safety Plan 2020-2021

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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.

Safe Schools Plan

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 - Peer Counselors or Peer Mediation Program/P.L.U.S.
 - After School Activity Program: In collaboration with the “Think Together” program, CMI provides an after-school enrichment program that assists with homework and provides sports and enrichment activities. These services are offered daily from school dismissal to 6pm.
 - Anger Management Program
 - Bullying prevention program: The counseling department provides annual sessions geared towards helping students to develop the strategies necessary to combat bullying.
 - Tolerance, diversity and multicultural education (Student Forum /P.L.U.S. Forums)

- Community/parent partnerships: CMI’s staff includes a parent liaison that provides parent/teacher support in monitoring the academic progress CMI cadets. The community liaison also translates written correspondence and speaking engagements as needed by teachers and administrative staff.
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Section I – School & District Philosophy Statements

TAB 1.

MISSION STATEMENT

The mission of the California Military Institute is to educate, train and inspire the Corps of Cadets so that each cadet becomes a recognized leader of character dedicated to the values of honor, courage and commitment and is prepared for a career of professional excellence and service to the community and country.

CMI VISION STATEMENT

Vision

The California Military Institute (CMI) is a unique educational experience for youth in grades 5 through 12 residing in Riverside, San Diego, Orange and Imperial counties. The combination of intensive high quality learning opportunities with the rigorous and demanding regimen of self-discipline demanded in a military environment ensures that the uniqueness of our program will continue.

CMI operates on the values of honor, courage and commitment as detailed in the Statement of Corps Values. CMI further believes that every cadet and recruit has within themselves the potential for leadership and service that will benefit our society as a whole. Activities and training opportunities at CMI focus on developing our cadets as leaders who excel at all levels of responsibility. First and foremost among the skills of being a good leader is being a good follower, and CMI recognizes the value of both follower and leader.

Community service is one of the hallmarks of CMI both as a means of creating a positive identity and recognition in the community, but also as a way of developing in our future leaders an understanding of the importance of service. Cadets and recruits serve their communities in a wide variety of ways including, but not limited to, participation in civic celebrations and events, assisting charitable organizations through fund-raising or direct service, and assisting surrounding schools or similar organizations with after school programs available to all.

California Military Institute will solicit the participation, views, and advice of teachers, parents, school administrators, and community members and use this information to promote the safety of our cadets, staff and community.

Teachers

Teachers believe wholeheartedly that every student can learn and they differentiate instruction to facilitate each child's mastery of grade-level standards. Teachers make every effort to provide engaging and effective standard-based instruction. Teachers attend professional learning

communities allowing them to examine test data, determine successes and challenges, and to collectively decide the next steps necessary to deliver the highest quality instruction possible. Explicit bell-to-bell instruction of curriculum-based content skills and academic vocabulary is provided by implementing structured interactive strategies requiring students to develop higher-order thinking skills. Constant checks for understanding are used throughout each period allowing teachers to make adjustments to ensure that instructional objectives are met, and to maintain a sense of urgency towards achieving proficiency.

Parents and Community

Parents are recognized as a vital component to the education of our students. Staff continuously invites parents to volunteer on campus, participate in activities, and to observe instructional practice.

Counselors and Interventions

The counseling staff of our school diligently works to assist our students with overcoming the burdens that they bear while attending our school. Effective counseling groups and programs help students overcome these challenges, deal effectively with peer pressure, and develop essential social and life skills. Intensive interventions are provided inside and outside of the classroom enabling students to behave successfully and progress academically.

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, 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.

Incidents/Suspensions

	2015-16 CMI	2015-16 PUHSD	2016-17 CMI	2016-17 PUHSD	2017-18 CMI	2017-18 PUHSD	2018-19 CMI	2018-19 PUHSD
Incidents	84	1,721	84	1465	78	1,322	78	802
Enrollment	1075	11,544	1075	11,592	1088	11,663	1088	10545
Suspension %	6.3%	8.4%	6.3%	8.0%	7.1%	7.8%	7.1%	7.6%

Incidents/Suspensions

	2019-20 CMI	2019-20 PUHSD						
Incidents	75	449						
Enrollment	1025	10545						

Suspension %	.092%	4.3%						
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Expulsions

	2014-15 CMI	2014-15 PUHSD	2015-16 CMI	2015-16 PUHSD	2016-17 CMI	2016-17 PUHSD	2017-18 CMI	2017-18 PUHSD
Expulsions	0	11	0	9	0	44	0	32
Enrollment	1027	11,483	1075	11,544	108	11,592	1088	11,663
Expulsion %	0%	.10%	0%	.08%	0%	.38%	0%	.27%

Expulsions

	2018-19 CMI	2018-19 PUHSD	2020-21 CMI	2020-21 PUHSD	2021-22 CMI	2021-22- PUHSD	2022-23 CMI	2022-23 PUHSD
Expulsions	0	10						
Enrollment	1088	10545						
Expulsion %	0%	.10%	0%	.0%	0%	.38%	0%	.0%

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 and school site policies.

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

Visitor Badges

Anyone entering the PUHSD main office or 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 shall wear their site identification badge or obtain a visitor badge from the receptionist or designee.

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

Preventing and Intervening: Cadet Aggressive Behavior

Creating a safe school requires having in place many preventative measures for children's mental and emotional problems. Schools can reduce the risk of violence by teaching children appropriate strategies for dealing with feelings, expressing anger in appropriate ways and resolving conflicts.

Staff members at California Military Institute have received training in conflict resolution and creating a safe school requires having in place many

preventive measures for children's confrontation skills. California Military Institute uses a comprehensive approach to school violence prevention. Cadets are identified in their school career using measures shown to be highly effective in identifying students with antisocial and aggressive tendencies. These measures include: (a) number of disciplinary referrals to office, (b) observed aggressive behavior, (c) teacher observation, (d) and counselor interventions.

Community Outreach

When working with parents and students with specific issues, the staff at California Military Institute will provide information to the families regarding available community resources. The staff of California Military Institute shall work closely with recognized local city, county and state agencies

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).

The 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 standardized 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 risks and hazards are documented on Hour-Zero Online and are prioritized according to a hazard index.
- Mitigation strategies have been developed to address and identify 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, lock-downs and shelter-in-place. These maps are updated annually, as needed, and are readily available to first responders through Hour-Zero Online.

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 its Plan through the use of Hour-Zero Online, a web-application that has undergone a NIMS step 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 (Lock-Down, 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, The District's Emergency Plan uses 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 (fire, earthquake, lockdown)

CMI

<u>Date</u>	<u>Drill</u>	<u>Time</u>	<u>Period</u>
29Aug19(Th)	Evacuation / Hold & Secure	1330hr	P6
18Sep19(W)	Evacuation / Shelter-In-Place	0930hr	P3
17Oct19(Th)	Full Evacuation / CA ShakeOut	1017hr	P3
05Nov19(T-)	Evacuation / Lock - Down Drill	1330hr	P6
05Dec19(Th)	Evacuation / Severe Weather	1330hr	P6
22Jan20(W)	Evacuation / Active Shooter	0800hr	P1
26Feb20(W)	Evacuation / Fire Drill - Evacuation	1330hrs	P6
30Mar20(Th)	Evacuation / Drop-Cover-Hold	1104hrs	P4
17Apr20(Th)	Evacuation / Lock-Down	1005hr	P3
18May20(M)	Evacuation / Hold & Secure	1330hr	P7

Fire Drills

CMI 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 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 meetings led 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 a 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's/School's Suspension, Expulsion, and Mandatory Expulsion Guidelines

Classroom discipline procedures at CMI 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
Site Administrator: Up to



days (from classroom)
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 and excuse/rebuttal. The expulsion board then votes on the outcome of the hearing.

Students who repeatedly fail to meet behavioral standards at CMI are subject to progressive discipline up to and including dismissal.

**Perris Union High School District
Behavior Guidelines**

EC=Education Code

PC=Penal Code
Code

HSC=Health and Safety

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>	<p>✓ Suspension EC § 48900 (a1) or (s).</p> <p>✓ Referral to Counseling.</p> <p>✓ Sheriff/Police Citation - Fighting on school grounds: PC 415, 242.</p> <p>✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a5).</p>
<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,</p>	<p>✓ Suspension EC § 48900 (a2).</p> <p>✓ Referral to Counseling.</p> <p>✓ Sheriff/Police Intervention PC 242, 243.2.</p> <p>✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a5).</p>

	hitting of another person – does not fight back.	
3. WEAPONS/DANGEROUS OBJECTS EXPLOSIVES/REPLICA WEAPONS EC § 48900 (b) (m) US Code, Section 921, Title 18	(a2) Assault with deadly weapon. (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. EC 48915 (c5) Explosives: M80, bottle rocket, dynamite, bomb, grenade, nitroglycerin, blasting caps. (m) Possessed an imitation (replica) firearm: BB gun,	✓ 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)]. ✓ 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, nunchaku, ninja star, mace, pepper spray, slingshot, sword,

	pellet gun, paint gun.	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. EC 48915 (a3) Possession of any controlled substance. Cannot recommend</p>	<p>✓ Suspension EC § 48900 (c) (d).</p> <p>✓ Sheriff/Police Intervention PC 308(b), 380, 381, 647 (f), HSC 11053.</p> <p>✓ Referral to Counseling.</p> <p>✓ Expulsion Recommendation – EC § 48915 [Mandatory for sales of controlled substances (c3)].</p>

	<p>expulsion for first time marijuana possession offense of less than one ounce.</p> <p>Controlled substances: Marijuana, Cocaine, Heroin, Methamphetamine, etc.</p>	
<p>5. ROBBERY, BURGLARY, OR EXTORTION EC § 48900 (e)</p>	<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). Burglary: Entry with intent to commit a theft. 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.
<p>6. PROPERTY DAMAGE/ VANDALISM GRAFFITI/ARSON EC § 48900 (f)</p>	<p>(f) Caused or attempted to cause damage to school property or private property.</p> <p>Possession or graffiti implements (markers, scribes,</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

	liquid or aerosol paint).	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)	(g) Caused or attempted to steal school property or private property. (l) Knowingly received stolen school property or private property (Possession of stolen goods).	✓ 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	(h) Possessed or used tobacco or nicotine products: Cigarettes, cigars, mini cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel.	✓ Sheriff/Police Citation PC 308 (b). ✓ Referral to Smoking Cessation Program. ✓ Suspension EC § 48900 (h). ✓ Referral to Counseling.
9. PROFANITY & VULGARITY OBSCENITY EC § 48900 (i)	(i) Committed an obscene act or engaged in habitual profanity or vulgarity: Indecent exposure (may/may not be sexual harassment),	✓ Teacher warning; Teacher suspension; Detention or In-House Suspension. ✓ Administrative Conference.

	<p>moonng, pantsng, urinating in public, possession of pornographic literature or use of pornographic Internet websites, lewd or obscene gestures</p>	<ul style="list-style-type: none"> ✓ Suspension Automatic if profanity is directed toward a school official EC § 48900 (i). ✓ Sheriff/Police Intervention.
<p>10. PARAPHERNALIA EC § 48900 (j) 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>	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (j). ✓ Referral to Counseling. ✓ Sheriff/Police Intervention. ✓ Expulsion Recommendation.
<p>11. DISRUPTION & DEFIANCE 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</p>	<ul style="list-style-type: none"> ✓ Teacher warning; Removal from class/activity; Teacher suspension. ✓ Detention or In-House Suspension. ✓ Administrative Meeting and Counseling. ✓ Suspension EC § 48900 (k). Expulsion recommendation for repeated violation. ✓ Sheriff/Police Intervention.

	<p>disruption, not complying with assigned discipline consequences, forgery, gambling, littering, throwing objects, setting-off fire alarms.</p>	
<p>12. SEXUAL ASSAULT OR BATTERY 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). ✓ Sheriff/Police Intervention PC 243.4, 261 - 269, 286, 288. ✓ 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>✓ 1st Offense: Confiscation of device. Parent/Guardian contacted to pick up the device. ✓ 2nd Offense: Confiscation of device. Parent/Guardian contacted to pick up the device. ✓ 3rd Offense: Confiscation of device. Parent/Guardian contacted to pick up the device.</p>

	Possession, use of electronic games, portable music equipment: Radios, Walkman, Discman, MP3, watch radio, headsets, earphones.	✓ Suspension for defiance EC § 48901.5, 48900 (k).
14. SEXUAL HARASSMENT EC § 48900.2 PC 212.5 Grades 4 to 12	Committed acts of sexual harassment: Unwanted sexual advances; sexual favors; sexual gestures, objects, or pictures; touching, assault; derogatory comments, slurs, or jokes.	✓ Suspension EC § 48900.2. ✓ Sheriff/Police Intervention PC 212.5. ✓ Expulsion Recommendation.
15. HATE VIOLENCE EC § 48900.3 Grades 4 to 12	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,	✓ Suspension EC § 48900.3. ✓ Sheriff/Police Intervention PC 422.6 - 422.76, 628.1. ✓ Expulsion Recommendation.

	telephone calls, cross burning, destroying religious symbols.	
16. HARASSMENT/BULLYING EC § 48900.4 Grades 4 to 12 HARASSED A COMPLAINING WITNESS EC § 48900 (o)	Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students or school employees: Stalking, kidnapping. (o) Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary procedure (expulsion hearing).	✓ Suspension EC § 48900.4. ✓ Referral to Counseling. ✓ Sheriff/Police Intervention - Kidnapping: PC 135. ✓ Expulsion Recommendation.
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	✓ Suspension EC § 48900.7. ✓ Sheriff/Police Intervention PC 422. ✓ Expulsion Recommendation.

	sustained fear of his or her own safety or family's safety.	
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	<p>(q) Engaged in or attempted to engage in hazing as defined in EC § 32050.</p> <p>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.</p>	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (q). ✓ Sheriff/Police Intervention PC 242, 212.5. ✓ Expulsion Recommendation.

<p>20. ATTENDANCE EC § 48260, EC § 48262, EC § 48264.5 (a)</p> <p>RESTRICTED AREA EC § 48900 (k)</p>	<p>Left campus during school day without obtaining permission through the attendance office first; no hall pass, left class without permission.</p> <p>Truant from school or contributed to the truancy of other students.</p> <p>Excessive tardiness to school or class. In unauthorized /restricted areas on-campus.</p>	<p>✓ Detention/In-House Suspension. ✓ Truancy Letters/SART. ✓ Sheriff/Police Citation EC § 48264.5 (a) - ages 13 and above. ✓ Referred to SARB EC § 48320. ✓ Referred to District Attorney Mediation/Juvenile Court.</p>
<p>21.</p> <p>VISITORS/TRESPASSING/ADU LT CAMPUS DISRUPTION/THREATS, ASSAULTS TO SCHOOL OFFICIALS</p> <p>EC § 32211, 44811, 44014</p>	<p>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</p>	<p>✓ 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.</p>

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

CMI 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 staff development 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 notification 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

CMI 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 CMI 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, CMI 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

Dress Code

UNIFORM REQUIREMENT -- Every recognized military organization has a uniform that clearly distinguishes it. The proper wearing of a uniform develops mental discipline and displays pride in the organization to which the wearer belongs.

Enrollment in the California Military Institute acknowledges that cadets are required to wear a prescribed uniform in the prescribed manner every day. Enrollment also signifies that the cadet's parents/guardians understand the uniform requirement and will support the fulfillment of that requirement. The California Cadet Corps establishes the required uniform for cadets in grades 8 through 12. Because of the difficulty in procuring proper uniforms in the smaller sizes required in grades 5-7, the Commandant may establish exceptions to the California Cadet Corps uniform standards. Uniform specifications and standards will be published under a separate directive and that directive is incorporated by reference into this handbook. The Uniform Regulation for the California Cadet Corps is available at their web site: www.cadet.org. The uniform of the California Military Institute identifies the wearer as being affiliated with CMI and the California Cadet Corps. Therefore, any time the uniform is worn it must be worn according to existing standards and specifications. **Modifications to the uniform of any kind are not allowed at any time.**

Cadets who fail to wear the prescribed uniform in the prescribed manner are subject to disciplinary action which may include exclusion from classroom

attendance until the uniform is brought into compliance with the standards. During the time that a cadet is excluded from the classroom as the result of a uniform deficiency, the cadet will be involved in alternative activities intended to develop an appreciation for adherence to military uniform standards and specifications in keeping with the spirit and traditions of CMI. Parents will be notified of the uniform discrepancy and will be provided with the options of correcting the uniform problem, taking the cadet home or having the cadet serve in our Campus Clean up (CCU) unit for the day or until the discrepancy is corrected.

Continued violations of the uniform regulations will result in disciplinary action including, but not limited to, suspension and dismissal from the Corps of Cadets.

School Discretion

- School officials may determine other inappropriate clothing.
- Any potential or perceived distractions, student endangerment and the behavior of a student or groups of students may be used as criteria for uniform violations.

Consequences for violating the dress code

- Campus Clean up
- Detention
- Physical Training

Repeated dress code violations will result in further disciplinary action.

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 CMI. Both classified and certificated personnel have report times prior to student arrival.

The regular school day at CMI lasts from 7:30 a.m. to 3:00 p.m. Monday & Friday start time is from 8:45 am until 3:00 pm. The access gates are unlocked approximately at 3:00 p.m. The access gates are locked again at 3:30 p.m. At this time, all ingress and egress to the campus must occur by means of the front door located in the administration building.

All unauthorized persons entering the campus must sign in 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. Students being picked up early must be signed out prior to 2:30 pm. Parents attempting to sign out students after 2:30 pm will be required to wait for the dismissal bell at 3:00 pm.

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 CMI, 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, CMI has incorporated many safe school strategies in the daily lives of our students. They include:

- Fencing around the perimeter of the campus
- A “closed campus” sign-in policy for all visitors
- Campus supervisors AM and PM yard duty stations

- Referral system for defiant or disruptive behavior
- After School Detention available five days per week
- Saturday School once monthly
- Tutoring Sessions (before & after-school)

An orderly environment is an integral part of a safe school atmosphere. Parent/student intake programs, Awards Assemblies, all contribute to a school culture that is both positive and well disciplined. To further cultivate such an atmosphere, CMI has instituted a morning, recess, and lunch bell schedule that minimizes student overlap on the campus. Students who arrive early for school are supervised by designated personnel. There is at least a five-minute interval between classes being safe and orderly.

Students arriving to class late disrupt the learning process and detract from an orderly environment. Students who are tardy must receive a tardy pass from the front office in order to be accepted into class.

Our tardy policies are rigorously followed, with the following consequences:

- 1st Tardy Warning and noted in Infinite Campus
- 2nd Tardy Noted in Infinite Campus, phone contact (teacher discretion)
- 3rd Tardy After school detention, Saturday School, & progressive discipline

Subsequent Tardiness Student will be considered willfully in defiance of authority. Appropriate action is taken.

Campus supervisors and site administrators work together to get students to class on time. Students who require school-provided transportation are supervised by assigned staff at the boarding area.

TAB 14. Rules and procedures on school discipline – (Education Code Section 35294.2(a)(2)(I);35291; and 35291.5

**Philosophy
STATEMENT OF CORPS VALUES**

As Cadets in the Corps of Cadets, California Military Institute, we hold certain values to be vital in guiding behavior at home, at school and in my community. These values are:

HONOR
COURAGE
COMMITMENT

HONOR guides Cadets of the California Military Institute to exemplify the ultimate in ethical and moral behavior as detailed in the following list:

- Obey the law
- Lead by example
- Respect yourself and others
- Maintain a high standard of integrity
- Uphold special trust and confidence
- Place faith and honor above all else
- Honor fellow cadets, the Corps of Cadets, Country, and Family.

The qualities of maturity, dedication, trust and dependability commit Cadets of the California Military Institute to act responsibly; to be accountable for their actions; and to fulfill their obligations.

COURAGE is the mental, moral and physical strength ingrained in Cadets. Courage is the ability to do the right thing, in the right way, for the right reasons. It carries Cadets through the challenges of youth and aids them in overcoming fear. It is the inner strength that enables a Cadet to do what is right; to adhere to a higher standard of personal conduct; to lead by example; and to make tough decisions under stress and pressure.

COMMITMENT is the spirit of determination and dedication found in Cadets. It leads to the highest order of discipline for individuals and units within the Corps of Cadets. It inspires the unrelenting determination to achieve a standard of academic and personal excellence. Commitment includes a personal determination to:

Perform all tasks at the highest level of personal ability

Always be truthful and forthright

Complete all assigned tasks with pride and dignity no matter how difficult or simple

Classroom Rules

Each classroom teacher establishes rules for their room. Guidelines for classroom behavior and academic responsibility are conveyed to students and parents in the class syllabus given at the start of the school year or at the semester break. These are established within the first few days of school and are usually reviewed with the parent at Back to School Night. Consequences of breaking class rules may include (but are not limited to): loss of privileges, detention, and progressive discipline.

School Wide Beliefs

We Believe:

- All cadets can learn.
- We (the adults) control the conditions for success.
- Success breeds success.

School Rules

1. Students are allowed to arrive at school not earlier than 30 minutes before class.
2. Students must be on time to school.
3. Students must be respectful and kind to everyone, adults and students alike. Use Sir or Ma'am.
4. Gambling, buying, selling, trading, personal items on school grounds is illegal.
5. Students must be supervised at all times; students(s) shall not remain in a classroom without a certificated or classified adult present supervising.
6. Exemplary behavior is expected during assemblies, lunch, or whenever students are on the campus. Good manners are to be in effect at all times. Only applause is acceptable; no booing, yelling, screaming, whistling, or unacceptable noises are permitted.
7. Students leave school immediately after dismissal unless previous arrangements have been made between the teacher and parent.
8. Arrangements for after school activities are to be made prior to coming to school that day.
9. Students are to obey all safety rules.

10. Students will not push, hit, or use aggressive behavior (whether serious or in “horseplay” toward other students or use bad language or obscene gestures.
11. No skateboards, roller blades, radios, cameras, recorders/players, pocket knives or weapons of any kind are allowed on campus.

Students who choose not to follow classroom or school rules receive a referral for their misbehavior. Discipline is progressive and begins with the classroom teacher. This depends upon the individual classroom teacher’s discipline plan. If the student is sent to the discipline office, progressive discipline is utilized. The student may be counseled, given lunch detention, after school detention, campus beautification, on-campus suspension, or off-campus suspension to name the most common options to use. The appropriate discipline will depend on the gravity of the misbehavior and prior record.

Campus Safety Rules

1. Students will run or play in designated areas only.
2. Students are not allowed to push, cut in or run to any line.
3. Students must wait their turn.
4. Snacks may be eaten only in designated areas.
5. Students may not leave the campus without permission.
6. P.E. equipment must be used properly.
7. No objects other than balls may be thrown.
8. No physical horseplay is allowed on campus.
9. Running games are played in designated areas only.
10. Students may not hang or climb on baseball backstops, buildings, trees, fences or walls.
14. Students must walk to and from the playing fields and lunch area.
15. Students may not push, hit or threaten others. No swearing.
16. Common sense is expected when using all playground equipment.
17. Students must report to an adult when a ball goes over a fence.

Classroom

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

School Wide

Throughout the year, award assemblies are held for students receiving recognition for Citizenship, Military Bearing, and/or Academic Achievement. Parents of award winners are notified to attend.

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: _____

According to availability, 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. CMI focus for TUPE is on education and intervention to reduce and prevent the use of tobacco among school-age youth. Programs at CMI are funded through a District entitlement process.

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. TUPE and S&DFSC targets all students attending CMI. The programs are based upon the state and District's standards. 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.

CMI Health and Safety Programs offer a combination of health knowledge, skills, and motivation. The program challenges students to achieve their personal health potential in a manner that is meaningful to them. This approach has the added advantage of fostering self-concept, personal responsibility, critical thinking, conflict resolution, and many other critical life skills.

When funding is available, 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, 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 Special Education will direct our TUPE/SDFSC program.

It is necessary to have qualified and trained campus supervisors to ensure a safe and secure environment for the student population during break and lunch periods.

TAB 16. Hate crimes procedures and policies (Education Code Section 200, 233, and 48900.3) outline 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.

CMI utilizes a variety of staff to reduce and avoid violence on campus. All staff members deal with students who may have minor conflicts on campus. Counselors, principal, and assistant principal are on site to counsel students

regarding peer relationships, conflict mediation, anger management, teen dating violence, and crisis intervention.

CMI has also established an Anti-Bullying culture to increase awareness of the harmful effects of bullying, to encourage students to follow the conflict resolution procedures and to participate in activities that develop more respect and tolerance of differences and greater unity between students.

CMI 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 Riverside Sheriff Department as necessary. The school will request that this information then be forwarded to the Gang Task Force.

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. School Nurse

School Site	Nurse
CMI	Open
Heritage High School	Bevy Escobar
Paloma Valley High School	Roberta Salas
Perris High School	Bevy Escobar
Perris Lake High School	Roberta Salas
Pinacate Middle School	Roberta Salas

TAB 18. Other Conflict Resolutions Programs

(Check and include information on only those programs implemented at this site)

- After School Activity Program - CMI provides an after-school enrichment program, Rough Rider U, that assists with homework

and provides sports and enrichment activities. These services are offered daily from school dismissal to 6pm.

- Bullying prevention program - In addition to the WEB program which enhances anti-bullying efforts, the counseling department provides annual sessions geared towards helping students to develop the strategies necessary to combat bullying.
- Anti-drug/esteem building - The FNL (Friday Night Lights) club helps build self esteem in middle and high school students who are academically, socially, or economically in need of encouragement and support.
- Community/parent partnerships - CMI's staff includes a parent liaison that provides parent/teacher support in monitoring the academic progress CMI cadets. The community liaison also translates written correspondence and speaking engagements as needed by teachers and administrative staff. The community liaison is also the coordinator of the (PELI) Parent Engagement Leadership Initiative.

CMI utilizes multiple staff members to counsel students to avoid conflict between students. The counselors, teachers, campus supervisors, other classified personnel, and administration are all involved to some degree working to resolve low level student peer conflicts through counseling techniques.

For more serious conflicts, the principal, assistant principal and counselors are involved in in-depth counseling. They utilize behavior and peer contracts when appropriate.

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 items 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 Inspections (Risk Management - Inspection)

California Military Institute participates in regular safety inspections conducted by campus staff. The purpose of safety inspections is to help identify and evaluate unsafe conditions.

Safety inspections are part of the District's written Injury and Illness Prevention Program.

Some areas on the checklist include but are not limited to athletic facilities, grounds & fields, multi-use rooms, gymnasiums & theaters. California Military Institute participates in District-wide Hazardous Materials Inspections.

The District's Third Party Administrator 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 Hazard Communication : Right-to-Understand (GHS), 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
AR3514.1 – 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- (*Look at your site data, “Healthy Kids Survey” or any other surveys taken to see if current programs are working. Where do they need to be improved?*)

Students that attend CMI are provided a unique learning experience that allows them to develop excellent leadership skills, a sensitivity to the needs of others, a responsible work ethic, and a genuine respect for the overall learning process. In addition, students are committed to fulfilling 30-60 hours of community service hours annually that establishes strong relationships with community organizations and stakeholders, and many cadets far exceed their required hours of community service. Furthermore, the mutual respect between teachers, staff, and students establishes a caring school atmosphere that is conducive to learning. Students must address adults as sir or mam and they are required to salute military officers in the appropriate manner. Students are well supervised by our campus security officers and incidents of misconduct are minimal.

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 – *Have you evaluated site safety issues having to do with your buildings and grounds? What changes need to be made here?*

We have a safety committee consisting of, 1 admin, 1 teacher, 1 office staff, and 1 campus security. We have agreed to meet once monthly to evaluate site safety concerns and to develop strategies to make our emergency response unit more efficient. We have noted that our grass fields are inadequate for ensuring that physical education classes and the athletic programs are conducted safely. There are holes in the fields that represent a risk for students to be injured while running or playing. Also, Our drinking fountains are linked to piping that is old and often emits

water that looks discolored due to rust. On an ongoing basis, we have discussed the evacuation process, emergency drills, and safety issues. The teachers and staff have received online training through Keenan Safe Schools and Hour zero to respond to emergency situations and report facilities concerns to Administrators. Members of our safety committee will conduct campus facilities safety checks on an ongoing basis and note anything that could be a potential safety issue and put in work orders. Additionally, any staff member can notify the committee of potential safety issues, the committee then does a facilities check and puts in work orders as needed.