

PERRIS UNION HIGH SCHOOL DISTRICT



California Military Institute

Comprehensive School Safety Plan
Pursuant to Education Code 32280 - 32289

2022-23

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COVID19- Preparation and Precautions for the 2022/2023 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.

COVID-19 Safety Plans

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- SEL Friday, building relationships with students via social emotional learning. Similar to Thrively lessons
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Section I – School & District Philosophy Statements

1.School Mission Statement

CMI 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

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 standards 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.

Support Staff

All classified staff members understand the importance of their positions and strive to accomplish their responsibilities to reinforce learning throughout the day. All support staff are treated equally by other stakeholders and are constantly recognized as vital team members and professionals striving to realize our mission of proficiency.

Administrators

High visibility and accessibility of administration to all stakeholders communicate a strong sense of urgency, responsibility and caring throughout the campus. Administrators strive to be instructional leaders by attending and supporting a quality PLC process, by daily observance of classroom instruction, and by holding themselves accountable for the overall environment and instructional practice throughout the campus. Above all, administrators are focused on student progress towards academic achievement, supporting and motivating the staff, and communicating consistently to all students and parents.

District Mission and Vision Statement

District Mission Statement

The mission of Perris Union High School District is to create high quality relevant learning opportunities for all in a safe and caring environment. We will develop a high quality, caring staff who will be dedicated to learning, and connect students to their education and potential goals. We will care for all students while developing a growth mindset through collaboration, creativity, communication, and critical thinking.

District Vision Statement

Perris Union High School District will be a caring, diverse, and supportive learning environment in which all are committed towards working in relationships to foster innovative and creative learning opportunities.

BP0200 – Goals for the School District

As part of the Governing Board's responsibility to set direction for the school district, the Board shall adopt long-term goals focused on the achievement and needs of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy, and priorities and shall be limited in number so as to be reasonably achievable within established timelines.

BP0100 – Philosophy, Goals, Objectives and Comprehensive Plans

As part of its responsibility to establish a guiding vision for the district, the Governing Board shall develop and regularly review a set of fundamental principles which describe the district's beliefs, values

or tenets. The Board and district staff shall incorporate this philosophy in all district programs and activities.

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 rests 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 the 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

2. Suspension and Expulsion Data

Incidents/Suspensions

| | 2014-15 CMI | 2014-15 PUHSD | 2015-16 CMI | 2015-16 PUHSD | 2016-17 CMI | 2016-17 PUHSD | 2017-18 CMI | 2017-18 PUHSD |
|--------------------|----------------|------------------|----------------|------------------|----------------|------------------|----------------|------------------|
| Incidents | 79 | 1,395 | 84 | 1721 | 138 | 1,465 | 78 | 1,322 |
| Enrollment | 1027 | 11,483 | 1075 | 11,544 | 1089 | 11,592 | 1088 | 11,663 |
| Suspension Rate | 5.9% | 7.4% | 6.3% | 8.4% | 9.8% | 8.0% | 7.1% | 7.8% |

| | 2018-19 CMI | 2018-19 PUHSD | 2019-20 CMI | 2019-20 PUHSD | 2020-21 CMI | 2020-21 PUHSD | 2021-22 CMI | 2021-22 PUHSD |
|--------------------|----------------|------------------|----------------|------------------|----------------|------------------|----------------|------------------|
| Incidents | 49 | 800 | 5 | 451 | N/A | N/A | 40 | N/A |
| Enrollment | 1023 | 10,897 | 1075 | 10,534 | 1035 | 10,079 | 999 | 11,219 |
| Suspension Rate | 5.1% | 6.0% | .5% | 4.8% | N/A | N/A | 1.5% | 4.57 |

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 | 1089 | 11,592 | 1088 | 11,663 |
| Expulsion Rate | 0.0% | 0.10% | 0.0% | 0.08% | 0.0% | 0.38% | 0.0% | 0.27% |

| | 2018-19 CMI | 2018-19 PUHSD | 2019-20 CMI | 2019-20 PUHSD | 2020-21 CMI | 2020-21 PUHSD | 2021-22 CMI | 2021-22 PUHSD |
|----------------|----------------|------------------|----------------|------------------|----------------|------------------|----------------|------------------|
| Expulsions | 0 | 10 | 0 | 23 | 0 | N/A | 0 | 35 |
| Enrollment | 1023 | 10,897 | 1049 | 10,534 | 1035 | 10079 | 999 | 11,219 |
| Expulsion Rate | 0.0% | 0.09% | 0.0% | 0.29% | 0.0% | N/A | 0 | .31% |

BP5144.1 Suspension And Expulsion/Due Process

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and wellbeing, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

AR5144.2 Suspension And Expulsion/Due Process (Students With Disabilities)

A student identified as an individual with a disability pursuant to the Individuals with Disabilities Education Act (IDEA), 20 USC 14001482, is subject to the same grounds and procedures for suspension and expulsion which apply to students without disabilities, except as otherwise specified in this administrative regulation.

AR5144.1 Suspension And Expulsion/Due Process

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

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910

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

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

3. CSSA Reports

EC 48902 Reporting Crimes to Law Enforcement

(a) The principal of a school or the principal's designee shall, before the suspension or expulsion of any pupil, notify the appropriate law enforcement authorities of the county or city in which the school is situated, of any acts of the pupil that may violate Section 245 of the Penal Code.

(b) The principal of a school or the principal's designee shall, within one school day after suspension or expulsion of any pupil, notify, by telephone or any other appropriate method chosen by the school, the appropriate law enforcement authorities of the county or the school district in which the school is situated of any acts of the pupil that may violate subdivision (c) or (d) of Section 48900.

(c) Notwithstanding subdivision (b), the principal of a school or the principal's designee shall notify the appropriate law enforcement authorities of the county or city in which the school is located of any acts of a pupil that may involve the possession or sale of narcotics or of a controlled substance or a violation of Section 626.9 or 626.10 of the Penal Code. The principal of a school or the principal's designee shall report any act specified in paragraph (1) or (5) of subdivision (c) of Section 48915 committed by a pupil or non pupil on a school site to the city police or county sheriff with jurisdiction over the school and the school security department or the school police department, as applicable.

(d) A principal, the principal's designee, or any other person reporting a known or suspected act described in subdivision (a) or (b) is not civilly or criminally liable as a result of making any report authorized by this article unless it can be proven that a false report was made and that the person knew the report was false or the report was made with reckless disregard for the truth or falsity of the report.

(e) The principal of a school or the principal's designee reporting a criminal act committed by a school age individual with exceptional needs, as defined in Section 56026, shall ensure that copies of the special education and disciplinary records of the pupil are transmitted, as described in Section 1415(k)(6) of Title 20 of the United States Code, for consideration by

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.

Employee Photo Identification Badge

Each Perris Union High School District employee will be issued a photo identification badge, which shall be worn in a readily visible location throughout the workday, except when such a practice presents a legitimate safety risk. Whenever an employee leaves the district, the assigned worksite is responsible for collecting the identification badge from the employee. The site will forward the former employee's badge to the Personnel department. Personnel will remove the former employee's name from the master list.

The district will photograph new employees who are to receive photo identification badges as part of the new employee sign up procedure. Until the employee photo identification badge is issued to the new employee, the employee will wear a temporary badge. Upon receiving the permanent badge, the employee will return the temporary badge to the issuing worksite receptionist or designee.

Photo Identification Badges will be issued to all employees of the Perris Union High School District including the board of trustees.

All employees are required to wear their photo identification badge at all times when they are on duty, including evenings and weekends. Any employee or individual who does not bring his/her photo identification badge to work must report to a receptionist or designee to obtain a "visitor" badge.

An employee who consistently fails to wear his/her photo identification as defined by this regulation may be subject to disciplinary action. Replacement badges are provided by the worksite and will be obtained at the employee's expense.

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, dangerous 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 may, in their safety plans, include school wide dress codes, which prohibit the presence of gang-related apparel at school or school activities. School wide dress codes shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus.

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester 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. Classroom and after-school programs at each school shall be designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of constructive activities. These programs may:
- a. Explain the dangers of gang membership
 - b. Provide counseling for targeted at-risk students
 - c. Include lessons or role-playing workshops in nonviolent conflict resolution and gang avoidance skills
 - d. Assign individual gang members to cooperative learning groups in which they may work toward common goals with students who are not members of their gang
 - e. Provide school-to-career instruction

Gang prevention lessons may be taught jointly by teachers and law enforcement staff.

4. 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

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

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 these identified 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 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.

5. Emergency Drills- update contents and delete prior year!

| Date | Drill |
|------------|--|
| 8/18/2019 | Drop / Cover / Hold |
| 9/18/2019 | Fire Drill/Evacuation |
| 10/18/2019 | California Great Shake Out/Radio Roll Call |
| 11/18/2019 | Fire Drill/Evacuation |
| 12/19/2019 | Shelter in Place |
| 01/19/2020 | Hold and Secure/Evacuation |
| 02/19/2020 | Shelter in place |
| 03/21/2020 | Hold and Secure / Evacuation |
| 04/2020 | Lock Down |
| 05/2020 | Drop / Cover /Hold |
| 06/2020 | Lockdown / Evacuation for Fire |
| 6/21 | Radio Test and drill. |

| Date | Drill |
|---|--|
| 8/28/2021 | Lockdown |
| 9/04/2021 | Evacuation Fire Drill |
| 10/21/2021 | California Great Shake Out/Radio Roll Call |
| 11/03/2021- check actual date conducted | Evacuation Fire Drill |
| 12/16/2021 | Hold and Secure due to inclimate weather |
| 01/26/2022 | Lockdown Drill |
| 02/14 or 18th /2022 | Evacuation Fire Drill |
| 03/31/2022 | Fire Drill/Evacuation |
| 04/15/2022 | Fire Drill/Evacuation |
| 05/13/2022 | Drop / Cover /Hold |
| 06/2022 | Shelter in place |
| 6/2022 | Radio Test and drill. |

Fire Drills AR3516.1 - Fire Drills and Fires

California Military Institute 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)

6. Crisis Response

Crisis Response Handbook

California Military Institute's Disaster Response Plan meets the guidelines for the Standardized Emergency Management System (SEMS). A committee consisting of teachers, campus supervisors, and the site administrator were involved in the formulation of the plan. The site administrator acts as the Incident Commander, with the principal's designee to be appointed in the event that the Incident Commander is unable to perform his duties.

To ensure accountability for emergency response procedures, personnel are assigned specific duties to perform in the event of emergencies. These include turning off water, gas, and electricity. Mock drills are required twice per year. To be more effective during disasters, predetermined areas will identify the various stations, i.e., student holding, command post, and student release.

California Military Institute is working with the District to update the response plan and incorporate the National Incident Management System (NIMS). All administrators and classified staff were trained in the Federal Emergency Management Agency (FEMA) courses: IS 100 (Incident Command for Schools), IS 700 (NIMS) and IS 200 (Incident Command for Single Resources and Initial Action Incidents). Perris Union High School District Risk Management Officer maintains a current file of trained employees in this area.

To be more effective during disasters, predetermined areas will identify the various stations, i.e., student holding, command post, and student release. The District has installed three repeaters and distributed hand held radios. Each site now has radios to use for day to day communications as well as a built in emergency communication system. The radios will be incorporated into each school site's emergency drills.

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.

California Military Institute has assessed the emergency supplies on hand, and is formulating a plan to attempt to create a supply that would be sufficient to serve the needs of this campus in the event of a real disaster.

School Emergency Response Team (SERT) Overview

School Safety Committee

Miles Henderson Cheryl Ziska Tracy Assimakopoulos Jason Geiger Eric Anthony
Armando Martinez

Incident Command Center (ICC) Location:

Nicholas Milosavljevic Miles Henderson Rebecca Beigle

Student CERT Team:

Captain David Sibley and CERT Trained Cadets vary yearly

Assembly Area

Campus Supervisors will be responsible for checking in with teachers in the assembly area.

CS: Armando Martinez, Cecilia Espinoza, Felix Bobo, Joseph Taplin

Search and Rescue Teams (Location: Incident Command Center)

| <i>R1-R6 Wing</i> | <i>R7-R13</i> | <i>C/D/E Wing</i> | <i>G/H/I Wing</i> | <i>K/N/S/T Wing</i> | <i>PE/Gym</i> | <i>Admin/Library</i> |
|-------------------|---------------|-------------------|-------------------|---------------------|---------------|----------------------|
| Team 1 | Team 2 | Team 3 | Team 4 | Team 5 | Team 6 | Team 7 |
| Dyer | Tarpley | Carmody | Jones | Miller | Burgo | Ziska |
| Lane | Pyne | Cantu | Wold | Maroquino | Younglove | Assimakopoulos |

Medical Team:

Jessie Santana

Student Support Team:

Gail Collins Wanda Moore Marina Cunningham

Supply Team: Eric Anthony Jorge Gil Ernesto Serrano Ray Ahumada Ernesto Gomez

Release Team:

| | |
|------------------------|-----------------------------------|
| Team 1 (Phones/Radios) | Team 2 (Identification/Check-out) |
| Cheryl Zizka | Rosa Barrientos |
| Michelle Gonzalez | Teresa Gonzalez |

Note: After roll has been taken at the evacuation site, the teachers performing additional duties will report to the command center.

*assistant #multiple responsibilities

All teachers please report to your class location on the field regardless of any other assignment and await further instruction from Incident Command.

7. Child Abuse BP5141.4 Child Abuse Reporting Procedures

Child Abuse Reporting

As child care custodians, the staff at California Military Institute follows child abuse reporting guidelines set forth in the Child Abuse Reporting Law, which requires a telephoned report of suspected child abuse to a child protective agency as soon as practically possible. In addition, a follow-up written report is required within 36 hours of receiving the information concerning the incident (Penal Code 11166, subdivision (g)).

The Health Technician at California Military Institute has been trained to handle the disclosure of a child's suspected physical or sexual abuse. These are some of the guidelines used to help a child through this crisis:

If the child discloses the abuse during a lesson, acknowledgement is given and the lesson is continued. Afterwards, a quiet place is found where the teacher can talk with the child alone.

As a mandated reporter, any member of our staff who reasonably suspects that child abuse has occurred must provide his or her name and the following information when making the telephone report to a child protective agency:

- ❖ Name of the child
- ❖ Present location of the child
- ❖ Nature and extent of injury
- ❖ Any other information, including that which led the person to suspect child abuse, requested by the child protective agency. (Penal Code, 11157, subdivision (a).)

The written report is filed on the Department of Justice Forms SS 8572 and SS 8583, which are obtained from county welfare and probation departments and local law enforcement agencies. Medical personnel then complete a special, uniform reporting form developed by the Attorney General, entitled "Medical Report – Suspected Child Abuse" (DOJ 900).

Reports are investigated either by the local law enforcement agency and/or by the county child welfare services (child protective services) agency. Cross reporting by these agencies is required to ensure that law enforcement, child welfare agencies, and district attorneys receive all reports they should review, whether initially reporting to them or to another child protective agency. (Penal Code, 11166, subdivision (g).)

The following signs serve as a warning to school personnel that possible abuse has taken place:

Physical

- ❖ Unexplained fractures, lacerations or bruises
- ❖ Burns (cigarette, rope, scalding water, iron)

- ❖ Extreme fear or withdrawal
- ❖ Destructive and/or self-destructive behavior

Sexual

- ❖ Precocious knowledge of explicit sexual behavior
- ❖ Fearful, withdrawn, hostile or aggressive behavior
- ❖ Attempts to run away or running away
- ❖ Pseudo-mature (seems mature beyond chronological age)
- ❖ Promiscuous behavior

Neglect

- ❖ Dirty, unkempt
- ❖ Inappropriate dress for weather
- ❖ Extremely offensive body odor
- ❖ Malnutrition (extremely thin, dry or flaking skin, pale, fainting)
- ❖ Unattended medical conditions (infected minor burns, impetigo)

California Military Institute is aware that it is not our role to investigate suspected child abuse. Instead, it is our responsibility to report the abuse and set in motion the process of getting help for the child.

8. Suspension and Expulsion Procedures (BP5144.1,AR5144.2)

District's/School's Suspension, Expulsion, and Mandatory Expulsion Guidelines

Classroom discipline procedures at California Military Institute 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:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object.
- Possess, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind.
- 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)
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stolen or attempted to steal school property or private property.
- Possessed or used tobacco, or any product containing tobacco or nicotine products, including clove cigarettes, snuff or betel.

- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Possessed, offered, arranged or negotiated to sell any drug paraphernalia.
- Knowingly received stolen school property or private property.
- Possess an imitation firearm.
- Committed or attempted to commit a sexual assault
- Harassed, threatened, or intimidated a pupil who is a 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.
- Unlawfully offered, arranged to sell, negotiated to sell the prescription drug Soma.
- Engaged in, or attempted to engage in, hazing.
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- 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 a hearing with parents is scheduled to give and 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

Questions? Call Pupil Services (951) 943-6369, extension 81200

EC=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 <i>MUTUAL COMBAT/FIGHTING/ THREATS/ASSAULT</i> EC § 48900 (a)(1) EC § 48900 (s) EC § 48915 (a)(1), (a)(5)</p> | <p>(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person; fighting/mutual combat. Threats (telephone, written, electronic): Bomb Threats, verbal threats (not terroristic threats-see below); Assault: Verbal attack, attempt to cause injury, place person in fear. (s) Aiding or abetting infliction of physical injury.</p> | <ul style="list-style-type: none"> ✓ Suspension EC § 48900 (a)(1) 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 (a)(5). |
| <p>2. BATTERY EC § 48900 (a)(2) EC § 48915 (a)(5)</p> | <p>(a)(2) Willfully used force or violence upon another person, except in self-defense: striking, shoving, and kicking. Assault with deadly weapon. Not mutual combat. Battery against student, battery against staff member. Battery: Unlawful injury, beating, hitting of another person – does not fight back.</p> | <ul style="list-style-type: none"> ✓ Suspension EC § 48900 (a)(2). ✓ Referral to Counseling. ✓ Sheriff/Police Intervention PC 242, 243.2 ✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a)(5). |
| <p>3. WEAPONS/DANGEROUS OBJECTS EXPLOSIVES/REPLICA WEAPONS EC § 48900 (b), (m) US Code, Section 921, Title 18 EC § 48915 (a)(2) EC § 48915 (c)(1), (c)(2), (c)(5)</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. EC 48915 (c)(5) Explosives: M80, bottle rocket, dynamite, bomb, grenade, nitroglycerin, blasting caps. (m) Possessed an imitation (replica) firearm: BB gun, pellet gun, paint gun.</p> | <p>EC § 48900 (m) Requires others means of correction for 1st Offense</p> <ul style="list-style-type: none"> ✓ Suspension EC § 48900 (b),. ✓ 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 (c)(2), possession of a firearm (c)(1), explosives (c)(5)]. ✓ 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. |
| <p>4. CONTROLLED SUBSTANCES DRUGS & ALCOHOL EC § 48900 (c), (d) EC § 48900 (p) HSC 11366-11375 EC § 48915 (a)(3), (c)(3)</p> | <p>(c) Possessed, used, sold, 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, 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) Offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. EC 48915 (a)(3) Possession of any controlled substance. Cannot recommend expulsion for first time marijuana possession offense of less than one ounce. 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 (c)(3)]. |
| <p>5. ROBBERY, BURGLARY, OR EXTORTION</p> | <p>(e) Committed or attempted to commit robbery (take personal property by means of force or fear) or extortion (obtaining of property</p> | <ul style="list-style-type: none"> ✓ Suspension EC § 48900 (e). ✓ Restitution to Victim/Community Service |

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| EC § 48900 (e) EC § 48915 (a)(4) | from another, with his/her consent induced by a wrongful use of force or fear). Burglary: Entry with intent to commit a theft. | ✓ Sheriff/Police Intervention - Burglary: PC 459; Robbery/Extortion: PC 211, 212, 518, 519. ✓ Expulsion Recommendation EC § 48915 (a)(4). |
| 6. PROPERTY DAMAGE/ VANDALISM GRAFFITI / ARSON EC § 48900 (f) | (f) Caused or attempted to cause damage to school property or private property. Possession of graffiti implements (markers, scribes, liquid or aerosol paint). | Requires other means of correction for 1st Offense ✓ In-House Suspension or Suspension EC § 48900 (f). ✓ Restitution to Victim/Community Service. ✓ Sheriff/Police Citation - Graffiti: PC 594 (a)(1), 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). | Requires other means of correction for 1st Offense ✓ 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 any products containing tobacco or nicotine products, including but not limited to, cigarettes, cigar, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets betel, and electronic cigarettes. | Requires other means of correction for 1st Offense ✓ 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), mooning, pantsing, urinating in public, possession of pornographic literature or use of pornographic Internet websites, lewd or obscene gestures | Requires other means of correction for 1st Offense ✓ Teacher warning; Teacher suspension; Detention or In-House Suspension. ✓ Administrative Conference. ✓ Suspension if profanity is directed toward a school official EC § 48900 (i). ✓ Sheriff/Police Intervention. |
| 10. PARAPHERNALIA EC § 48900 (j) HSC 11364 | (j) Possessed, offered, arranged, or negotiated to sell any drug paraphernalia: Pipes, smoking or injecting devices, syringes, Zig-Zags (rolling papers), roach clips, bowls, bongs. | Requires other means of correction for 1st Offense ✓ Suspension EC § 48900 (j). ✓ Referral to Counseling. ✓ Sheriff/Police Intervention. ✓ Expulsion Recommendation. |
| 11. DISRUPTION & DEFIANCE EC § 48900 (k) | (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. | Requires other means of correction for 1st Offense ✓ Teacher warning; Removal from class/activity; Teacher suspension. ✓ Detention or In-House Suspension. ✓ Administrative Meeting and Counseling. ✓ Suspension EC § 48900 (k). ✓ Sheriff/Police Intervention. |
| 12. SEXUAL ASSAULT OR BATTERY EC § 48900 (n) EC § 48915 (c)(4) | (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. | ✓ Suspension EC § 48900 (n). ✓ Sheriff/Police Intervention PC 243.4, 261 - 269, 286, 288. ✓ Expulsion Recommendation EC § 48915 (c)(4). |
| 13. ELECTRONIC SIGNALING & OTHER DEVICES EC § 48901.5, EC § 48900 (k). May possess on school campus during the day, not activated. ELECTRONIC MUSIC EQUIPMENT OR GAMES EC § 48900 (k). | 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. Possession, use of electronic games, portable music equipment: Radios, Walkman, Discman, MP3, watch radio, headsets, earphones. | ✓ 1 st Offense: Confiscation of device. Parent/ Guardian contacted to pick up device. ✓ 2 nd Offense: Confiscation of device. Parent/Guardian contacted to pick up device. ✓ 3 rd Offense: Confiscation of device. Parent/ Guardian contacted to pick up device. ✓ Suspension for defiance EC § 48901.5, 48900 (k). |
| 14. SEXUAL HARASSMENT EC § 48900.2, PC 212.5 <i>Grades 4 to 12</i> | 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 <i>Grades 4 to 12</i> | 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, e-mail, insults, taunts, posting or distributing posters or leaflets, jokes, physical assault, vandalism, telephone calls, cross burning, destroying religious symbols. | ✓ Suspension EC § 48900.3. ✓ Sheriff/Police Intervention PC 422.6 - 422.76, 628.1. ✓ Expulsion Recommendation. |
| 16. HARASSMENT/BULLYING EC § 48900.4, (o), (r) | (o) Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary procedure (expulsion hearing). (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivision (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel". Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students or school employees: Stalking, kidnapping. | Requires other means of correction for 1st Offense ✓ 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 sustained fear of his or her own safety or | ✓ Suspension EC § 48900.7. ✓ Sheriff/Police Intervention PC 422. ✓ Expulsion Recommendation. |

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| | 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 | (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) <i>RESTRICTED AREA</i> EC § 48900 (k) | Left campus during school day without obtaining permission through the attendance office first; no hall pass, left class without permission. Truant from school or contributed to the truancy of other students. Excessive tardiness to school or class. In unauthorized / restricted areas on-campus. | <ul style="list-style-type: none"> ✓ 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. |
| 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. |

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

California Military Institute 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 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 of 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.

10. Sexual Harassment Policy

California Military Institute 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. Kindergarten 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 a 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 California Military Institute 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 when 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 a 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, California Military Institute 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.

The Perris Union High School District has also contracted with the Keenan Safe School training program. Management staff, as well as all other employees, have access to log in with their employee ID number and take a video course on proper conduct in an effort to avoid sexual harassment. This portal can be accessed at <http://puhsd.ca.safeschools.com/login>.

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

Section: 5145.7 Sexual Harassment

- Sexual Harassment Posters to be placed in all locker rooms and restrooms.
- Feminine hygiene will be located in all female restrooms and 1 male restroom on campus.

11. School Wide Dress Code Relating to “Gang-Related Apparel” (Education Code Sections 35294.2(a)(2)(F); 35183(a)(2), 48950)

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 parent/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 57, 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.

The dress code at California Military Institute has been created with input from administration, teachers and students. It is aligned with PUHSD dress code policy.

Please remember the dress code has been established for 3 reasons:

1. To create a positive school culture
2. To provide a safer, more secure school environment
3. To promote a strong academic climate by eliminating possible distractions from an educational and professional setting.

Before students leave for school, they need to take a moment to make sure that they are responsibly dressed according to California Military Institute's dress code. Students must adhere to the following:

Words, Initials, Symbols

Any clothing, backpacks, purses, or skin that display words, initials, or symbols that COULD BE interpreted as gang-related (for example, sports team logos), racially insensitive, gambling or drug-related and sexually suggestive (for example, images of women in bikinis or sexually suggestive poses) are NOT allowed on campus.

Head Apparel

- Baseball caps that have one or two colors, or that represent universities, or California Military Institute may be worn. Baseball caps are to be worn bill forward at all times. All other baseball caps are not allowed.
- Hats, and hoods may be worn to school. However, they may not be worn inside any room or building on campus. Do-rags, bandanas, hairnets may not be worn or be visible while on campus.
- Students riding bicycles to school must wear bicycle helmets; however, they must be removed while on campus.

Shirts and Tops

- Nothing "see-through" or sexually suggestive
- No cleavage showing
- Must completely cover stomach and lower back when arms are raised
- No tube-tops, spaghetti straps, bra-straps or halter-tops.
- Tank tops for boys are not allowed (Boys must wear shirts with sleeves at all times)
- Tank tops for girls are allowed if:
 - there are no excessively large neck or arm openings
 - straps over shoulders are at least 1½ inch wide

Belts and Belt Buckles

- Belts must be worn around the waist and cannot be hanging around other parts of the body
- Buckles must be less than 2 inches in diameter, show no numbers or letters or have sharp protruding objects.

Pants and Shorts

- Extremely tight or excessively baggy pants and shorts are not allowed
- Holes or tears in the pants that expose underwear are not allowed
- Leggings and tights are allowed in place of pants. The shirt covering the leggings must meet appropriate length requirements as required for skirts and dresses.

Skirts and Dresses

- Extremely tight or excessively baggy skirts or dresses are not allowed.

Undergarments

- Undergarments may not be visible (such as boxers, panties, or bra straps).

Footwear

- No steel-toed boots, beach-style flip-flops, house or bath slippers, backless shoes, open-toe shoes or high heels.

Jewelry and other Accessories

- Piercing-related jewelry must not be sharp or excessively protruding. No safety-pins or spiked jewelry.
- Gloves are not allowed except during extremely cold weather and must be removed while on campus.
- Sunglasses may only be used in bright daylight. They may not be worn indoors (unless under a doctor's prescription) and they may not be worn as jewelry (i.e., on top of the head or around the neck).

Other Items

- No blankets, pillows, or stuffed animals
- No pajamas or sweats

PE Uniforms

- PE uniforms are to be worn ONLY during P.E. class unless otherwise specified by an administrator.

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 dress code violations.

8th Grade Promotion

- Clothing should be appropriate for casual, dress/party type affairs, in an acceptable manner for general decency. Strapless and mini-dresses and tuxedos are not acceptable
- Spike heels are not allowed for safety reasons.
- All the aforementioned daily school restrictions will apply.

Consequences for violating the dress code

- The school will issue a "dress code violation" shirt to wear if the violation was an inappropriate shirt or top.
- At the end of the day, upon return of the dress code shirt, the inappropriate clothing back will be returned.

- Hats, belt buckles, do-rags, backpacks, purses, jewelry, chains, sunglasses, etc. will be confiscated for the remainder of the week and will be available for return immediately after school every Friday. Parents may retrieve the items sooner by coming to the discipline office.
- For other items that cannot be resolved at school, the student will wait in On Campus Detention until a parent brings the appropriate clothing to change into.

Repeated dress code violations will result in further disciplinary action.

12. Ingress and Egress of Pupils, Parents, and Staff

AR 3541 Transportation Routes and Services

The Superintendent or designee shall design transportation routes and stops within district boundaries that promote student safety, maximum efficiency in the use of buses, and decreased traffic in and around the schools.

Students shall be eligible for transportation service to and from school if the distance between their school established bus stop and the school is beyond the minimum listed below:

1. For students attending a middle school: Grades 78: three miles
2. For students attending a four year high school: Grades 912: five miles

The Superintendent or designee may authorize transportation below these limits when safety problems or hazards exist.

The Superintendent or designee shall communicate in writing to parents/guardians regarding bus routes, schedules, and stops. He/she may also arrange for local media to publish such information.

With the Governing Board's authorization, transportation services may be provided or arranged by the district for:

1. Students traveling to and from school during the regular school day (Education Code 39800)
2. Field trips and excursions (Education Code 35330)
3. School activities, expositions or fairs, or other activities determined to be for the benefit of students (Education Code 39860)
4. District employees, parents/guardians, and adult volunteers traveling to and from educational activities authorized by the district (Education Code 39837.5)
5. Students traveling to full time occupational classes provided by a regional occupational center or program (Education Code 39807.5, 41850)
6. Students traveling to and from their places of employment during the summer in connection with a summer employment program for youth (Education Code 39837)
7. Matriculated or enrolled adults traveling to and from school, or adults for educational purposes other than to and from school (Education Code 39801.5)
8. Private school students, upon the same terms, in the same manner, and on the same routes provided for district students (Education Code 39808)
9. Non school purposes as allowed by law, such as:
 - a. Community recreation (Education Code 39835)
 - b. Public transportation (Education Code 39841)

Students who attend school outside of their school attendance area or district boundaries may be eligible for transportation services in accordance with district policy.

The district shall provide home to school transportation and additional transportation services as needed for students with disabilities as specified in their individualized education program or Section 504 plan. (Education Code 41850; 20 USC 14001482; 34 CFR 104.4, 300.17, 300.34)

The Superintendent or designee shall provide transportation to homeless students in accordance with the law, Board policy, and administrative regulation. When the student resides outside of district boundaries, the Superintendent or designee shall consult with the superintendent of the district of residence to apportion the responsibility and costs of transportation. (42 USC 11432)

The Superintendent or designee shall collaborate with the local child welfare agency to determine the provision, arrangement, and funding of transportation to enable foster youth to attend their school of origin when it is in the student's best interest to do so. (20 USC 6312)

BP 1250 Visitors/Outsiders

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent or designee shall establish standardized District wide procedures, which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during non instructional time.

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session. Instructions shall be posted at each entrance directing visitors to proceed directly to the location for visitor registration. During the registration process, visitors shall be informed of the District policy relating to visitors. (Education Code 32211 ; Penal Code 627.6)

The principal or designee shall provide a visible means of identification for all individuals who are not students or staff members while on school premises. Visitors are required to display the visitor identification at all times. Failure to display visitor identification may be grounds for removal.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7 , the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290 ,

including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

The principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

AR 1250 Visitors/Outsiders

The Superintendent or designee shall post at every entrance to each school and school grounds a notice describing registration requirements, school hours or hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements (Education Code 32211; Penal Code 627.6)

Principal's Registration Authority

The Superintendent or designee shall develop a standardized District wide visitor registration process. This process may include visitors providing some form of identification as part of the registration process. Visitors will be given a visitor identification that shall be worn at all times during the visit. Visitors shall also be provided with the District policy regarding visitors and their conduct while on the Campus. The principal or designee may refuse to register any visitor if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke any visitor's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff (Penal Code 627.4)

When a visitor fails to register, or when the principal or designee denies or revokes a visitor's registration privileges, the principal or designee may request that the individual promptly leave school grounds. When a visitor is directed to leave, the principal or designee shall inform him/her that if he/she reenters the school within seven days he/she may be guilty of a misdemeanor subject to a fine and/or imprisonment (Penal Code 627.7)

Dependent Children at District Sites

The District has a long standing practice of prohibiting employees and volunteers from bringing their children to the work site during work hours, including inservice training, professional development, and similar District programs. When dependents are brought to work, they create potential medical, safety and liability issues, supervision concerns, work day violations, and additionally, may be distracting to students who are trying to learn. For your children's safety, the safety of our students and the reasons listed above, please do not bring your children to work with you, nor should you allow volunteers to bring their non student children to the work site or school events. Emergency and unique situations must be discussed with your supervisor. Thank you for your cooperation and assistance in making our school district a safer working and learning environment.

Site Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff

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.

13. Safe and Orderly Environment Conducive to Learning

BP 0450 – Comprehensive Safety Plan

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.

AR 0450 – Comprehensive Safety Plan

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.

AR 3515 – Campus Security

The Superintendent or designee shall ensure that the district's campus security plan includes strategies to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity

These strategies include a risk management analysis of each campus' security system, lighting system, and fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic.

2. Secure buildings from outsiders and discourage trespassing

These strategies may include requiring visitor registration, staff and student identification tags, and patrolling of places used for congregating and loitering.

3. Discourage vandalism and graffiti

These strategies may include plans to immediately cover graffiti as well as campus beautification projects and shall also include students and the community in these projects.

4. Control access to keys and other school inventory

5. Detect and intervene with school crime

These strategies may include the creation of a school watch program, an anonymous crime reporting system, analysis of school crime incidents, and collaboration with local law enforcement agencies, including providing for law enforcement presence.

All staff shall receive training in building and grounds security procedures.

Keys

All keys used in a school shall be the responsibility of the principal or designee. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

The principal or designee shall create a key control system with a record of each key assigned and room(s) or building(s) which the key opens.

Keys shall be used only by authorized employees and shall never be loaned to students. The master key shall not be loaned.

The person issued a key shall be responsible for its safekeeping. The duplication of school

keys is prohibited. If a key is lost, the person responsible shall immediately report the loss to the principal or designee and shall pay for a replacement key.

BP 3515.2 – Disruptions

The Governing Board is committed to providing a safe and orderly environment for students, staff, and others on district property or while engaged in school activities.

The Superintendent or designee shall remove any individual who, by his/her presence or action, disrupts or threatens to disrupt normal operations at a school campus or any other district facility, threatens the health or safety of anyone on district property, or causes or threatens to cause damage to district property or to any property on school grounds.

The Superintendent or designee shall establish a plan describing staff responsibilities and actions to be taken when an individual is causing or threatening to cause a disruption. The plan shall address, as appropriate, visitor registration procedures; campus security measures; evacuation procedures; lockdown procedures; possible responses to an active shooter situation; communications within the school and with parents/guardians, law enforcement, and the media in the event of an emergency; and crisis counseling or other assistance for students and staff after a disruption. In developing such a plan, the Superintendent or designee shall consult with law enforcement to create guidelines for law enforcement support and intervention when necessary.

The Superintendent or designee shall provide training to school staff on how to identify and respond to actions or situations that may constitute a disruption.

Any employee who believes that a disruption may occur shall immediately contact the principal. The principal or designee shall notify law enforcement in accordance with Education Code 48902 and 20 USC 7151 and in other situations, as appropriate.

AR 3515.2 – Disruptions

The principal or designee may direct any person, except a student, school employee, or other person required by his/her employment to be on school grounds, to leave school grounds or school activity if:

1. The principal or designee has reasonable basis for concluding that the person is committing or has entered the campus with the purpose of committing an act which is likely to interfere with the peaceful conduct, discipline, good order, or administration of the school or a school activity, or with the intent of inflicting damage to any person or property. (Education Code 44810, 44811; Penal Code 626.7)
2. The person fights or challenges another person to a fight, willfully disturbs another person by loud and unreasonable noise, or uses offensive language which could provoke a violent reaction. (Penal Code 415.5)
3. The person, without lawful business for being present, loiters around a school or re enters a school within 72 hours after he/she was asked to leave. (Penal Code 653b)
4. The person is required to register as a sex offender pursuant to Penal Code 290 and does not have a lawful purpose and written permission from the principal or designee

to be on school grounds. (Penal Code 626.81)

5. The person is a specified drug offender, as defined in Penal Code 626.85, and does not have written permission from the principal or designee to be on school grounds. However, such specified drug offender may be on school grounds during any school activity if he/she is a student or the parent/guardian of a student attending the school. (Penal Code 626.85)

6. The person willfully or knowingly creates a disruption with the intent to threaten the immediate physical safety of students, staff, or others while attending, arriving at, or leaving school. (Penal Code 626.8)

7. The person has otherwise established a continued pattern of unauthorized entry on school grounds. (Penal Code 626.8)

The principal or designee shall allow a parent/guardian who was previously directed to leave school grounds to reenter for the purpose of retrieving his/her child for disciplinary reasons, medical attention, or family emergencies, or with the principal or designee prior written permission. (Penal Code 626.7, 626.85)

When directing any person to leave school premises, the principal or designee shall inform the person that he/she may be guilty of a crime if he/she: (Education Code 32211; Penal Code 626.7, 626.8, 636.85)

1. Fails to leave or remains after being directed to leave
2. Returns to the campus without following the school's posted registration requirements
3. Returns within seven days after being directed to leave

Whenever an individual is causing or threatening to cause a disruption at any district facility other than a school campus, the Superintendent or designee may direct that individual to leave the facility consistent with this regulation and the accompanying Board policy.

Appeal Procedure

Any person who is asked to leave a school building or grounds may appeal to the Superintendent or designee. This appeal shall be made no later than the second school day after the person has departed from the school building or grounds. After reviewing the matter with the principal or designee and the person making the appeal, the Superintendent or designee shall render his/her decision within 24 hours after the appeal is made, and this decision shall be binding. (Education Code 32211)

The decision of the Superintendent or designee may be appealed to the Governing Board. Such an appeal shall be made no later than the second school day after the Superintendent or designee has rendered his/her decision. The Board shall consider and decide the appeal at its next scheduled regular or adjourned regular public meeting. The Board's decision shall be final. (Education Code 32211)

In any circumstance where a person has been directed to leave a school building or ground where the Superintendent's or Board's office is situated, he/she may nevertheless enter the school building or ground solely for the purpose of making the appeal. (Education Code 32211)

BP 5137 – Positive School Climate

The Governing Board desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward each student and other staff members. Teachers shall use effective classroom management techniques based on clear expectations for student Behavior.

Staff shall consistently enforce Board policies and regulations which establish rules for appropriate student conduct, including prohibitions against bullying, cyberbullying, harassment of students, hazing, other violence or threats of violence against students and staff, and drug, alcohol, and tobacco use.

The district's curriculum shall include age appropriate character education which includes, but is not limited to, the principles of equality, human dignity, mutual respect, fairness, honesty, and citizenship. Teachers are encouraged to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds.

The Superintendent or designee may develop other strategies to enhance students' feelings of connectedness with the schools, such as campus beautification projects, graffiti removal, development of extracurricular activities and afterschool programs, pairing of adult mentors with individual students, recognition of student achievement, and encouragement of strong family and community involvement in the schools.

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school.

The schools shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. As part of this effort, students shall be taught the skills necessary to reduce violence, including communication skills, anger management, bias reduction, and mediation skills.

Staff shall receive professional development designed to improve classroom management, conflict resolution techniques, and communications with students and parents/guardians including persons of diverse backgrounds.

BP 5142 – Safety

The Governing Board recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school sponsored activities.

Staff shall be responsible for the proper supervision of students during school hours, during

school sponsored activities, and while students are using district transportation to and from School.

The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety, as well as injury and disease prevention.

AR 5142 – Safety

Each principal or designee shall establish school rules for the safe and appropriate use of school equipment and materials and for student conduct consistent with law, Board policy, and administrative regulation. Copies of the rules shall be distributed to parents/guardians and shall be readily available at the school at all times.

Release of Students:

Students shall be released during the school day only to the custody of an adult if:

1. The adult is the student's custodial parent/guardian.
2. The adult has been authorized on the student's emergency card as someone to whom the student may be released when the custodial parent/guardian cannot be reached, and the principal or designee verifies the adult's identity.
3. The adult is an authorized law enforcement officer acting in accordance with law.

Supervision of Students

Teachers shall be present at their respective rooms and shall open them to admit students not less than 30 minutes before the time when school starts. (5 CCR 5570)

Every teacher shall hold students accountable for their conduct on the way to and from school. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert in spotting dangerous conditions, promptly report any such conditions to the principal or designee, and file a written report on such conditions as appropriate.

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

1. Where playground supervision is not otherwise provided, provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions (5 CCR 5552)
2. Clearly identify supervision zones on the playground and require all playground supervisors to remain outside at a location from which they can observe their entire zone of supervision
3. Consider the size of the playground area, the number of areas that are not immediately visible, and the age of the students to determine the ratio of playground supervisors to students

The Superintendent or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help them to forestall problems and resolve conflicts. Such training shall be documented and kept on file.

Playground Safety

Any new playground or any replacement of equipment or modification of components inside an existing playground shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission. (Health and Safety Code 115725)

Any playground installed between January 1, 1994, and December 31, 1999, shall conform to these standards not later than 15 years after the date of installation. (Health and Safety Code 115725)

Activities with Safety Risks

Because of concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during school sponsored events unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:

1. Trampolining
2. Scuba diving
3. Skateboarding or use of scooters
4. Inline or roller skating or use of skate shoes
5. Sailing, boating, or water skiing
6. Snow trips
7. Motorcycling
8. Target shooting (approved ROTC activities excluded)
9. Horseback riding
10. Rodeo
11. Other activities determined by the principal to have a high risk to student safety

Students who operate or ride as a passenger on a bicycle, non motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet that meets the standards of law. Students also shall be required to wear such helmets while wearing inline or roller skates. (Vehicle Code 21212)

Laboratory Safety

The principal of each school offering laboratory work shall develop procedures for laboratory safety and designate a trained certificated employee to implement and regularly review these Procedures.

Eye Safety Devices

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using

hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed their actual cost to the district. (Education Code 32030, 32031, 32033)

Site Procedures

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 & afterschool)

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.

14. Rules and Procedures on School Discipline

EC 35291 Prescribing Rules school discipline

The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. The governing board of each school district which maintains any of grades 1 through 12, inclusive, may, at the time and in the manner prescribed by Sections 48980 and 48981, notify the parent or guardian of all pupils registered in schools of the district of the availability of rules of the district pertaining to student discipline.

(Amended by Stats. 2002, Ch. 1032, Sec. 2. Effective September 28, 2002.)

EC 35291.5 Rules and procedures on school discipline

A. (a) On or before December 1, 1987, and at least every four years thereafter, each public school may, at its discretion, adopt rules and procedures on school discipline applicable to the school. For schools that choose to adopt rules pursuant to this article, the school discipline rules and procedures shall be consistent with any applicable policies adopted by the governing board and state statutes governing school discipline. In developing these rules and procedures, each school shall solicit the participation, views, and advice of one representative selected by each of the following groups:

1. Parents.
2. Teachers.
3. School administrators.
4. School security personnel, if any.
5. For junior high schools and high schools, pupils enrolled in the school.

Meetings for the development of the rules and procedures should be developed and held within the school's existing resources, during non classroom hours, and on normal schooldays.

The final version of the rules and procedures on school discipline with attendant regulations may be adopted by a panel comprised of the principal of the school, or his or her designee, and a representative selected by classroom teachers employed at the school.

It shall be the duty of each employee of the school to enforce the rules and procedures on school discipline adopted under this section.

B. The governing board of each school district may prescribe procedures to provide written notice to continuing pupils at the beginning of each school year and to transfer pupils at the time of their enrollment in the school and to their parents or guardians regarding the school discipline rules and procedures adopted pursuant to subdivision (a).

C. Each school may file a copy of its school discipline rules and procedures with the district superintendent of schools and governing board on or before January 1, 1988.

D. The governing board may review, at an open meeting, the approved school discipline rules and procedures for consistency with governing board policy and state statutes. (Amended by Stats. 2002, Ch. 1032, Sec. 3. Effective September 28, 2002.)

BP 5144 Discipline

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering self discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Superintendent or designee shall design a complement of develop effective, age appropriate strategies for maintaining a positive school climate and correcting student

misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Sitelevel disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 32282, 35291.5)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, wellbeing, and opportunity to Learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively implement the disciplinary strategies adopted for district schools, including, but not limited to, consistent school and classroom management skills, effective accountability and positive intervention techniques, and development of strong, cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding

school year and their effect on student learning.

AR 5144 Discipline

SiteLevel Rules

Sitelevel rules shall be consistent with district policies and administrative regulations. In developing site level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any
5. For junior high and high schools, students enrolled in the school

Annually, sitelevel discipline rules shall be reviewed and, if necessary, updated to align with any changes in district discipline policies or goals for school safety and climate as specified in the district's local control and accountability plan. A copy of the rules shall be filed with the Superintendent or designee for inclusion in the comprehensive safety plan.

School rules shall be communicated to students clearly and in an age appropriate manner.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291)

Disciplinary Strategies

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Except when a student's presence causes a danger to himself/herself or others or he/she commits a single act of a grave nature or an offense for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct. Disciplinary strategies may include, but are not limited to:

1. Discussion or conference between school staff and the student and his/her parents/guardians
2. Referral of the student to the school counselor or other school support service personnel for case management and counseling
3. Convening of a study team, guidance team, resource panel, or other intervention related team to assess the behavior and develop and implement an individual plan to address the behavior in partnership with the student and his/her parents/guardians
4. When applicable, referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program or a Section 504 plan
5. Enrollment in a program for teaching prosocial behavior or anger management
6. Participation in a restorative justice program
7. A positive behavior support approach with tiered interventions that occur during the school day on campus
8. Participation in a social and emotional learning program that teaches students the

ability to understand and manage emotions, develop caring and concern for others, make responsible decisions, establish positive relationships, and handle challenging situations capably

9. Participation in a program that is sensitive to the traumas experienced by students, focuses on students' behavioral health needs, and addresses those needs in a proactive manner

10. Afterschool programs that address specific behavioral issues or expose students to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups

11. Recess restriction as provided in the section below entitled "Recess Restriction"

12. Detention after school hours as provided in the section below entitled "Detention After School"

13. Community service as provided in the section below entitled "Community Service"

14. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities

15. Reassignment to an alternative educational environment

16. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

When, by law or district policy, other means of correction are required to be implemented before a student could be suspended or expelled, any other means of correction implemented shall be documented and retained in the student's records. (Education Code 48900.5)

Detention After School

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee notifies the parent/guardian.

In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)

Students shall remain under the supervision of a certificated employee during the period of Detention.

Students may be offered the choice of serving their detention on Saturday rather than after School.

Community Service

As part of or instead of disciplinary action, the Governing Board, Superintendent, principal, or principal's designee may, at his/her discretion, require a student to perform community service during non school hours on school grounds or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then the student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

Notice to Parents/Guardians and Students

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291, 48980)

Site Procedures

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, oncampus suspension, or offcampus 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.
11. Students must walk to and from the playing fields and lunch area.
12. Students may not push, hit or threaten others. No swearing.
13. Common sense is expected when using all playground equipment.
14. 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 by Blackboard as well as other social media platforms to attend.

15. Safe and Drug Free Schools and Communities Act

BP 3513.3 TobaccoFree Schools

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

The Board prohibits smoking and/or the use of tobacco products at any time in district owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420, 104559)

These prohibitions apply to all employees, students, and visitors at any school sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco free schools policy and consequences for violations of the Policy.

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco related product or disposal of any tobacco related waste is

prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

AR 3513.3 TobaccoFree Schools

Notifications

Information about the district's tobacco free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community. (Health and Safety Code 104420)

The Superintendent or designee may disseminate this information through annual written notifications, district and school websites, student and parent handbooks, and/or other appropriate methods of communication.

The Superintendent or designee shall ensure that signs stating "Tobacco use is prohibited" are prominently displayed at all entrances to school property. (Health and Safety Code 104420, 104559)

Enforcement/Discipline

Any employee or student who violates the district's tobacco free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

Any other person who violates the district's policy on tobacco free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property
2. Request local law enforcement assistance in removing the person from school premises
3. If the person repeatedly violates the tobacco free schools policy, prohibit him/her from entering district property for a specified period of time

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee. (Labor Code 6404.5)

BP 3513.4 Drug And Alcohol Free Schools

The Governing Board recognizes the need to keep district schools free of drugs and alcohol in order to create a safe and healthy environment conducive to learning and promote student health and wellbeing. The Board prohibits the possession, use, or sale of drugs and alcohol at any time in district owned or leased buildings, on district property, and in district vehicles, unless otherwise permitted by law.

The following substances are prohibited on all district property:

1. Any substance which may not lawfully be possessed, used, or sold in California
2. Cannabis or cannabis products (Health and Safety Code 11362.3; 21 USC 812, 844)
3. Alcoholic beverages, unless approved by the Superintendent or designee for limited purposes specified in Business and Professions Code 25608

Prescription medication, except for prescribed cannabis, may be administered at school in accordance with law, district policy and regulations, and written statements by the

parent/guardian and the student's authorized health care provider as applicable.

Information about the district's drug and alcohol free schools policy and the consequences for violations shall be communicated clearly to employees, parents/guardians, students, and the community.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate the possession, use, or sale of alcohol and other drugs and related paraphernalia in district facilities, on district property, in district vehicles, or at school sponsored activities. As appropriate, he/she may direct anyone violating this policy to leave school property and/or refer the matter to law enforcement.

Students and employees who violate the terms of this policy may be subject to discipline and/or referred to assistance programs in accordance with law and Board policy.

Site Procedures

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 lifelong 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 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.

16. Hate Crimes Procedures and Policies

EC 200 All Access to Schools

It is the policy of the State of California to afford all persons in public schools, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, equal rights, and opportunities in the educational institutions of the state. The purpose of this chapter is to prohibit acts that are contrary to that policy and to provide remedies therefor. (Amended by Stats. 2017, Ch. 493, Sec. 2. (AB 699) Effective January 1, 2018.)

EC 233 Hate Violence Prevention

A. At the request of the Superintendent of Public Instruction, the State Board of Education shall do all of the following as long as the board's actions do not result in a state mandate or an increase in costs to a state or local program:

1. Adopt policies directed toward creating a school environment in kindergarten and grades 1 to 12, inclusive, that is free from discriminatory attitudes and practices and acts of hate violence.

2. Revise, as needed, and in accordance with the State Board of Education's adopted Schedule for Curriculum Framework Development and Adoption of Instructional Materials developed pursuant to Section 60200, the state curriculum frameworks and guidelines and the moral and civic education curricula to include human relations education, with the aim of fostering an appreciation of the diversity of California's population and discouraging the development of discriminatory attitudes and practices.

3. Establish guidelines for use in teacher and administrator inservice training programs to promote an appreciation of diversity and to discourage the development of discriminatory attitudes and practices that prevent pupils from achieving their full potential.

4. Establish guidelines for use in teacher and administrator inservice training programs designed to enable teachers and administrators to prevent and respond to acts of hate violence occurring on their school campuses.

5. Establish guidelines designed to raise the awareness and sensitivity of teachers, administrators, and school employees to potentially prejudicial and discriminatory behavior and to encourage the participation of these groups in these programs.

6. Develop guidelines relating to the development of nondiscriminatory instructional and counseling methods.

7. Revise any appropriate guidelines previously adopted by the board to include procedures for preventing and responding to acts of hate violence.

B. The State Department of Education, in accordance with policies established by the State Board of Education for purposes of this subdivision, shall do all of the following:

1. Prepare guidelines for the design and implementation of local programs and instructional curricula that promote understanding, awareness, and appreciation of the contributions of people with diverse backgrounds and of harmonious relations in a diverse society. The guidelines shall include methods of evaluating the programs and curricula and suggested procedures to ensure coordination of the programs and curricula with appropriate local public and private agencies.

2. Provide grants, from funds appropriated for that purpose, to school districts and county offices of education to develop programs and curricula consistent with the guidelines developed in paragraph (1).

3. To the extent possible, provide advice and direct services, consistent with the guidelines developed in paragraph (1), to school districts and county offices of education that implement the programs and curricula developed in paragraph (2).

C. The State Board of Education shall carry out this section only if private funds, in an amount sufficient to pay for related State Department of Education staff activities on behalf of the board, are made available.

D. Nothing in this section shall be construed to require the governing board of a school district to offer any ethnic studies or human relations courses in the district.

E. As used in this section, "hate violence" means any act punishable under Section 422.6, 422.7, or 422.75 of the Penal Code.

(Amended by Stats. 2000, Ch. 955, Sec. 2. Effective January 1, 2001.)

EC 48900.3 Act of Hate Violence

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

(Amended by Stats. 1999, Ch. 646, Sec. 25. Effective January 1, 2000.)

Site Procedures

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 AntiBullying 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 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 inservice training which helps staff to identify gangs and gang symbols, recognize early manifestations or disruptive activities, and respond appropriately to gang behavior.

17. School Law Enforcement Resources and Nurses Information

School Threat Assessment and Response (STAR)

The nation continues to be stunned by violent threats or incidents involving students on school campuses. Research indicates these potentially violent youth do not just snap; rather, they exhibit 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 MultiAgency Team (MAT) has been comprised, consisting of the Superior Court of CA in Riverside, the Riverside County Sheriff's Department and other law enforcement agencies, in conjunction with the Probation Department, the District Attorney's Office, Department of Public social Services and Riverside University Health System – Behavioral Health, the Riverside County Office of Education, and local school districts. This Protocol is to be used in school related incidents for prevention, threat assessment, intervention, and response to youth who are at risk to commit or have committed a violent act. Members of the MAT have agreed to the uniform implementation, enforcement, and reporting of incidents involving youth and guns/explosive devices or threat of great harm to students, schools, or school staff. Based upon law enforcement's assessment of the situation, the Protocol may also be used for other weapon or broad ranging criminal threat offenses.

The members of the MultiAgency Team (MAT) have also agreed in principle that:

1. Law Enforcement will investigate and prepare a written report of the circumstances of

the incident. They will expand the investigation by contacting the parent(s) and/or legal guardian(s) and make a home visit to conduct a safety evaluation.

2. The Probation Department (Probation) will detain the youth at Juvenile Hall pursuant to a law violation. The Detention Control Officer will notify the Juvenile Field Intake Unit of the youth being detained under the STAR Protocol. Information and assessment from the combined members of the team will be used to determine future intervention strategies, including continued detention.

3. The Riverside County Office of Education (RCOE) will make information available concerning the youth to the appropriate agencies, and serve as a liaison between MAT and local school districts.

4. The Riverside University Health System – Department of Behavioral Health (Behavioral Health) will administer and interpret the results of the Problem Behavior Inventory assessment tool within 24 hours of the youth being booked into Juvenile Hall, and complete an evaluation to determine if the youth is a danger to themselves or others. Information from other cooperating agencies will be considered while completing the assessment, which will be shared with members of the team where appropriate, pursuant to rules and regulations regarding confidentiality.

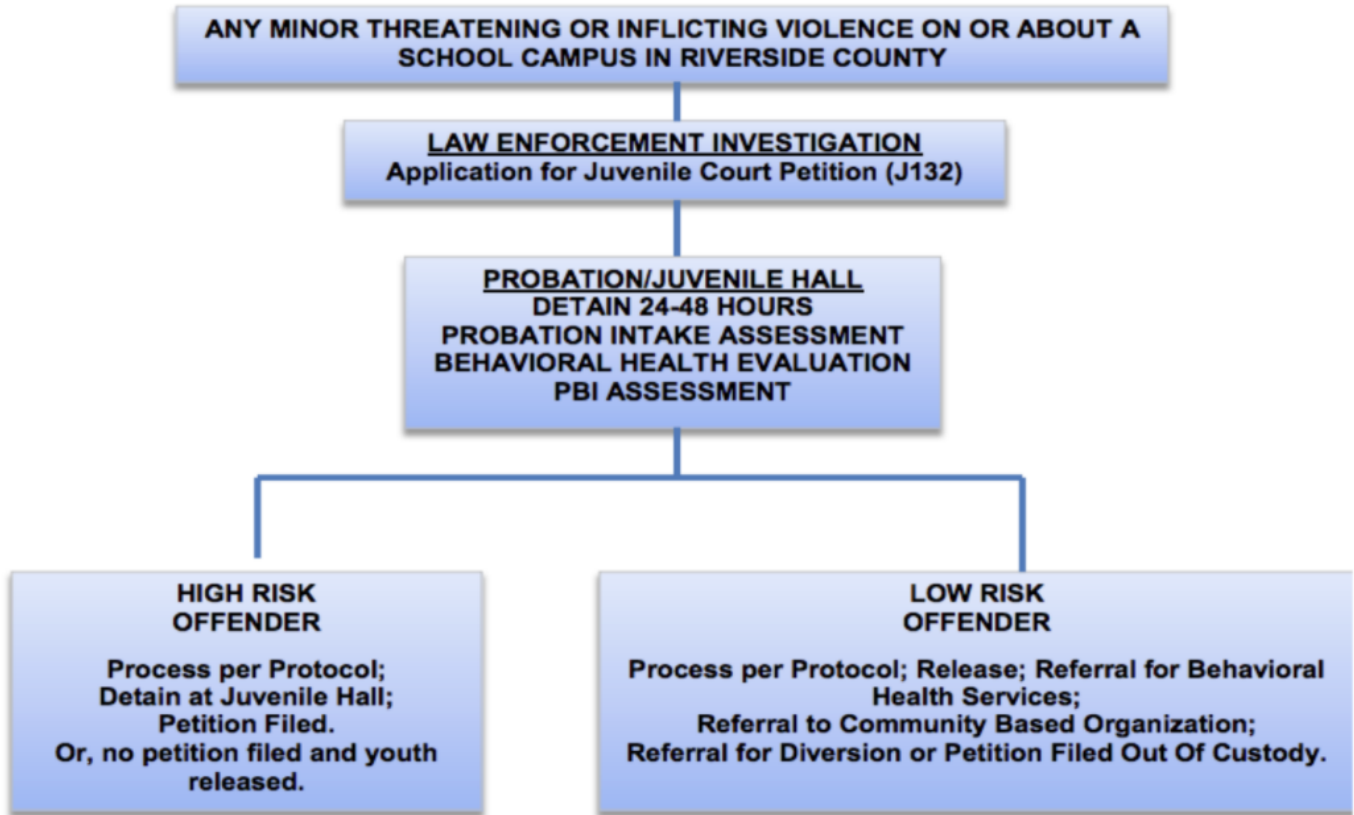
5. The District Attorney's Office (District Attorney) will review all reports for legal sufficiency and prosecute any youth found to have threatened great harm to students, schools, or school staff, or youth in possession of a gun, explosive device, or other dangerous weapon on a school campus. Prosecution against the parent, legal guardian, or responsible party will be enforced when appropriate. The District Attorney's Office will coordinate with the MAT to ensure the interests of public safety and the youth are protected.

6. The Department of Public Social Services (DPSS) Child Protective Services Division (CPS) will respond upon request from law enforcement to conduct a family and child welfare assessment to determine the overall wellbeing and functioning of other children in the home. CPS will also research its database to determine if there is an open file or CPS history on the youth or their family and share the information with the MAT.

7. The Juvenile Court judge will hear and make an order on School Threat Assessment and Response cases whenever a Juvenile Court petition has been filed.

8. The STAR Protocol will be reviewed and updated biennially

Community Response Plan Diagram



School Nurse Contact

| School Site | Nurse |
|---------------------------|--------------|
| CMI | Amanda |
| Heritage High School | Bevy Escobar |
| Paloma Valley High School | Amanda |
| Perris High School | Bevy Escobar |
| Perris Lake High School | Bevy Escobar |
| Pinacate Middle School | Amanda |

18. Other conflict resolutions programs

Various MTSS Related Programs/Workshops/ Virtual Presentations

Our counselors, teachers, intern counselors, behavioral interns and outside vendors worked in and provided a host of services to inform parents, community members, teachers, and most importantly students about positive coping strategies related to SEL.

E.C. 32282.1 Social Workers, MTSS Counselor, and Site Counselor (copy and paste)

A Wellness Center is located on campus in room (xx) for students to access a safe space to receive mental

wellness and social emotional support. The Wellness Center objectives include the following:

- *We want the wellness center to act as a link to connect with all students. We want to also focus on working with the most vulnerable students and families to access basic needs.*
- *We want to provide support to students who are in crisis, to help them manage their stress, depression, family issues, chronic health issues, etc.*
- *We want to connect them with a social worker who will work in the wellness center and Link students with providers in the community*
- *It will be a space to share wellness tips and support school/ district in Continuity of Learning, and*
- *We also want to provide support for staff and family wellness as well.*

Our Wellness Center is staffed with a Social Worker, Social Worker Interns, and an MTSS Counselor. Our Social Workers, Interns and the MTSS Counselors assist with triage as students enter the Wellness Center to determine the level of support needed. They supervise students placed in centers within the Wellness Center as students process through their emotional needs. Our Social Worker and interns assess and create treatment plans to support Tier 2 and Tier 3 at-promise students. They provide 1:1 treatment plans and lead groups in topic areas identified by student needs. Our MTSS Counselor supports all students at the Tier 1 level.

All students have access to the Wellness Center Monday through Friday beginning from period 1 to period 7. Students who require more intensive support are referred to the Social Worker through the Wellness Center At-Promise Referral process. After meeting with the academic counselor, a Student Success Team meeting is scheduled to discuss student strengths and areas of need. During the initial parent meeting, during the SST meeting, or after the follow up from the SST meeting, a student can be referred for Tier 2 or Tier 3 support through the Wellness Center At-Promise Referral process to meet with the Social Worker to participate in an assessment and individualized treatment plan. Our Social Worker and MTSS Counselor work collaboratively with the site counseling department to support students' mental health and social emotional needs.

After School Activity Program

CMI provides an afterschool enrichment program, **Think Together**, that assist 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 and LINK CREW 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

WEB and Link Crew 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.

BP 5138 Conflict Resolution/Peer Mediation

To promote student safety and contribute to the maintenance of a positive school climate, the Governing Board encourages the development of school based conflict resolution programs designed to help students learn constructive ways of handling conflict. The Board believes that such programs can reduce violence and promote communication, personal responsibility and problem solving skills among students.

Conflict resolution strategies shall be considered as part of each school's comprehensive safety plan and incorporated into other district discipline procedures as appropriate. Conflict resolution programs shall not supplant the authority of staff to take appropriate action as necessary to prevent violence, ensure student safety, maintain order in the school, and institute disciplinary measures.

Schoolwide programs may include curriculum in conflict resolution, including, but not limited to, instruction in effective communication and listening, critical thinking, problem solving processes and the use of negotiation to find mutually acceptable solutions. In addition, the curriculum may address students' ethical and social development, respect for diversity, and interpersonal and behavioral skills.

Conflict resolution programs may incorporate peer mediation strategies in which selected students are specially trained to work with their peers in resolving conflicts. Currently CMI has a structured peer led and cadre supervised program called the Honor Review Board. This intervention serves to help bring together cadets, families, and provide alternative discipline measures suitable for our leadership program.

Students' participation in any peer mediation program shall be voluntary and kept confidential by all parties involved.

In developing a conflict resolution and/or peer mediation program, school site teams shall address, as appropriate:

1. The grade levels and courses in which the conflict resolution curriculum shall be delivered
2. Staff development related to the implementation of the curriculum and modeling of appropriate behaviors and communication skills
3. The selection of peer mediators involving, to the extent possible, a cross section of students in terms of grade, gender, race, ethnicity, and socioeconomic status, and including some students who exhibit negative leadership among peers
4. Training and support for peer mediators, including training in mediation processes and in the skills related to understanding conflict, communicating effectively and listening
5. The process for identifying and referring students to the peer mediation program
6. The types of conflicts suitable for peer mediation
7. Scheduling and location of peer mediation sessions
8. Methods of obtaining and recording agreement from all disputants
9. The appropriate involvement of parents/guardians, the community and staff, including counseling/guidance and security staff
10. Communications to students, parents/guardians and staff regarding the availability of the program
11. Methods of following up with students to determine the effectiveness of the process

12. Development of assessment tools to periodically evaluate the success of the program including, but not limited to, measurements of whether there has been a reduction in violence at the school and whether the school's suspension rates have fallen since the program has been introduced

Site Procedures

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.

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. These products include over the counter pesticides available at retail outlets, but do not include certain products exempted under the law. 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.

Perris Union High School District's Integrated Pest Management Plan

We have implemented a database application and other related systems to ensure that our District is in compliance with the law. In addition we have developed an "Integrated Pest Management Plan" that utilizes regular monitoring and record keeping determining if and when treatments are needed, and employs a combination of strategies and tactics to keep pest numbers low enough to prevent unacceptable damage or annoyance.

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.

For immediate pest control response, i.e. swarming bees or ants, Maintenance & Operations should be contacted via phone @ (951) 9436369, x80252.

20. Injury and Illness Prevention

Perris Union High School District's Injury and Illness Prevention Plan

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.

21. Site Safety Inspection Checklists

BP 3514.1 – Hazardous Substances

The Governing Board desires to provide a safe school environment that protects students and employees from exposure to any potentially hazardous substances used in the district's educational program and in the maintenance and operation of district facilities and equipment.

Insofar as reasonably possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored and used on school property. When hazardous substances must be used, the Superintendent or designee shall give preference to materials that cause the least risk to people and the environment.

The Superintendent or designee shall ensure that all potentially hazardous substances on district properties are inventoried, used, stored, and regularly disposed of in a safe and legal Manner.

The Superintendent or designee shall develop, implement, and maintain a written hazard communication program in accordance with 8 CCR 5194 and shall ensure that employees, students, and others as necessary are fully informed about the properties and potential hazards of substances to which they may be exposed.

The Superintendent or designee shall develop specific measures to ensure the safety of students and staff in school laboratories where hazardous chemicals are used. Such measures shall include the development and implementation of a chemical hygiene plan in accordance with 8 CCR 5191 and instruction to students about proper handling of hazardous substances. The Superintendent or designee shall not order or purchase for use in grades K 6 any arts and crafts materials containing a substance determined by the California Office of Environmental Health Hazard Assessment to be toxic. The Superintendent or designee shall not purchase any such toxic material for use in grades 712 unless it includes a warning label as specified in Education Code 32065 that identifies any toxic ingredients, warns of potential adverse health effects, and describes procedures for safe use and storage. (Education Code 32064)

AR 3514.1 – Hazardous Substances

Cautionary Notice 201314: AB 110 (Ch. 20, Statutes of 2013) amended Government Code 17581.5 to relieve districts from the obligation, until July 1, 2014, to perform any activities that are deemed to be reimbursable state mandates under that section. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended.

Hazardous substance means a substance, material, or mixture which is likely to cause illness or injury by reason of being explosive, flammable, poisonous, corrosive, oxidizing, an irritant, or otherwise harmful. Hazardous substances, as identified by the Department of Industrial Relations are listed in 8 CCR 339. (8 CCR 339, 5161)

Storage and Disposal of Chemicals

The Superintendent or designee shall adopt measures to ensure that hazardous substances on any district property are stored and disposed of properly in accordance with law. Such measures shall include, but are not limited to, the following: (8 CCR 5164)

1. Substances which react violently or evolve toxic vapors or gases when mixed, or which in combination become toxic, flammable, explosive, or otherwise hazardous, shall be separated from each other in storage by distance, partitions, secondary

containment, or otherwise so as to preclude accidental contact between them.

2. Hazardous substances shall be stored in containers which are chemically inert to and appropriate for the type and quantity of the hazardous substance.

3. Containers of hazardous substances shall not be stored in such locations or manner as to result in physical damage to or deterioration of the container or where they are exposed to heat sufficient to rupture the container or to cause leakage.

4. Containers used to package a substance which gives off toxic, poisonous, corrosive, asphyxiant, suffocant, or anesthetic fumes, gases, or vapors in hazardous amounts, excluding small quantities of such materials kept in closed containers or materials kept in tank cars or trucks, shall not be stored in locations where it could be reasonably anticipated that persons would be exposed.

The Superintendent or designee shall regularly remove and dispose of all chemicals whose estimated shelf life has elapsed. (Education Code 49411)

Hazard Communication Program

The district's written hazard communication program shall include at least the components listed below and shall be available upon request to all employees and their designated representatives. The program shall apply to any hazardous substance which is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a reasonably foreseeable emergency resulting from workplace operations. (8 CCR 5194)

1. Container Labeling

No container of hazardous substance, unless exempted by law, shall be accepted by the district or any district school unless labeled, tagged, or marked by the supplier with the identity of the hazardous substance, hazard warning statements, and the name and address of the chemical manufacturer or importer. No label on an incoming container shall be removed or intentionally defaced unless the container is immediately marked with the required information.

Whenever hazardous substances are transferred from their original containers to other containers, the secondary containers shall likewise be labeled with the identity and hazard warning statement, unless the substances are intended only for the immediate use of the employee who performs the transfer.

2. Safety Data Sheets

Upon receiving a hazardous substance or mixture, the Superintendent or designee shall ensure that the manufacturer or importer has furnished a safety data sheet (SDS) as required by law. If the SDS is missing or obviously incomplete, the Superintendent or designee shall, within seven working days of noting the missing or incomplete information, request a new SDS from the manufacturer or importer. If a response is not received within 25 working days, the Superintendent or designee shall send a copy of the district's written inquiry to the California Occupational Safety and Health Division (Cal/OSHA). (8 CCR 5194)

The Superintendent or designee shall maintain the required SDS for each hazardous

substance in the workplace and shall ensure that it is readily accessible to employees in their work area during working hours. The SDS may be maintained in paper copy, electronically, or through other means, provided that employees have immediate access and understand how to use the alternative system.

3. Employee Information and Training

Employees shall receive information and training on hazardous substances in their work area at the time of their initial assignment and whenever a new hazard is introduced into their work area. The information and training shall include, but are not limited to, the following topics: (8 CCR 5194)

- a. The requirements of 8 CCR 5194 , including employee rights described therein
- b. The location and availability of the district's written hazard communication program, including the list of hazardous materials and all SDS
- c. Any operations in the work area where hazardous substances are present
- d. The physical and health effects of the hazardous substances in the work area
- e. Methods and observations that may be used to detect the presence or release of hazardous substances in the work area
- f. Measures that employees can take to protect themselves from exposure to hazardous substances, including specific procedures the district has implemented to protect employees, such as appropriate work practices, emergency procedures, and personal protective equipment to be used
- g. How to read and use the labels and SDS

4. List of Hazardous Substances

The written hazard communication program shall include a list of the hazardous substances known to be present in the workplace as a whole or for individual work areas. (8 CCR 5194)

5. Hazardous Nonroutine Tasks

When employees are required to perform hazardous nonroutine tasks or to work on unlabeled pipes that contain hazards, they shall first receive information about the specific hazards to which they may be exposed during this activity and the protective/safety measures which must be used, such as ventilation, respirators, other personal protective equipment, and/or the presence of another employee. They shall also receive information about emergency procedures to follow if accidentally exposed to the hazardous substance.

6. Information to Contractors

To ensure that outside contractors and their employees work safely in district facilities, the Superintendent or designee shall inform contractors of hazardous substances which are present on the site and precautions that they may take to lessen the possibility of exposure. It shall be the contractor's responsibility to disseminate this information to his/her employees and subcontractors.

Chemical Hygiene Plan

The district's chemical hygiene plan shall address exposure to hazardous chemicals in school laboratories and shall include the following components: (8 CCR 5191)

1. Standard operating procedures relevant to safety and health considerations to be

- followed when laboratory work involves the use of hazardous chemicals
2. Criteria that the district will use to determine and implement control measures to reduce exposure to hazardous chemicals, including engineering controls, the use of personal protective equipment, and hygiene practices
 3. A requirement that protective equipment comply with state regulations and that specific measures be taken to ensure proper and adequate performance of such equipment
 4. Provision of specified information at the time of an employee's initial assignment to a work area where hazardous chemicals are present and prior to assignments involving new exposure situations
 5. Provision of specified employee training in accordance with the schedule determined by the Superintendent or designee
 6. The circumstances under which a particular laboratory operation, procedure, or activity shall require prior approval of the Superintendent or designee before implementation
 7. Provisions for medical consultations and examinations whenever there is evidence, as specified, that the employee may have been exposed to a hazardous chemical
 8. Designation of employee(s), who is/are qualified by training or experience, to serve as the district's chemical hygiene officer to provide technical guidance in the development and implementation of the chemical hygiene plan
 9. Provisions for additional employee protection for work with particularly hazardous substances, as specified

The plan shall be readily available to employees and employee representatives, and, upon request, to Cal/OSHA. (8 CCR 5191)

The Superintendent or designee shall review and evaluate the effectiveness of the chemical hygiene plan at least annually and shall update it as necessary. (8 CCR 5191)

Site Procedures

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 Districtwide 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 : RighttoUnderstand (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>.

Section IV. Recommendations for Improvement Instructions

22. Action Plan

1) Action Plan “People and Programs” (Component 1)

Site Action Plan (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?)

During the pandemic year our administration team formed a Student Voices Team of students, teachers, and counselors to address the needs of our cadets. We were able to hear directly from students on issues that concerned them especially in the areas of MTSS. This really helped us as staff members get a pulse on our students as the Healthy Kids Survey wasn’t available in the last year to pull data from during Distance Learning.

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.

2) Action Plan “Physical Environment” (Component 2)

Site Action Plan (Create a physical environment that communicates respect for learning and for individuals.)

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. In addition our cadet SERT team participates in our monthly meetings as well. Our fields have been improved since the last site safety plan report. Facilities issues are addressed via an online leak so that staff members can efficiently report any areas that need to be

addressed. Debrief's are handled immediately after each emergency drill with the immediate safety team, and also during our monthly safety meetings. 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 and custodial staff conduct campus facilities safety checks on an ongoing basis and note anything that could be a potential safety issue and put place work orders for items that need to be addressed. 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.