Bay Area Technology School
Comprehensive Safety Plan



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I. Safety Plan Purpose

Senate Bill 187: Comprehensive School Safety Plan Purpose

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, which includes strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999, and perpetuated this legislation under the requirement of the initial legislation.

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card. A copy of the Comprehensive School Safety Plan is available for review at Bay Area Technology School's office.

II. Discipline Policies

Bay Area Technology School Student Code of Conduct: BayTech is committed to excellence in academic instruction and in cooperating with parents/guardians to teach students the behaviors and skills that support social successes throughout life. To accomplish this goal, BayTech is taking a proactive approach to teaching social skills as a significant component of the educational program. The curriculum includes teaching of the behaviors necessary for effective and satisfying social interaction in school, on field trips, in the community, and at home.

Dress Code and Personal Appearance: The uniform policy at BayTech helps create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students are required to arrive in dress code every day and wear the school uniform at all times except for “free dress days”, “College T-shirt days”, and “Spirit Week.” Students out of dress code will not be allowed to attend class. Refer to the Student Uniform Policy on later pages.

III. Expected Student Behavior

Students should never forget that their behavior and actions at school and school-sponsored activities are a reflection not only of themselves, but also of the school. The following is a guideline of what is expected from a BayTech student:

Breakfast/Lunch Time/After School:
Students must:

- Proceed to the designated eating area as directed by BayTech staff.
- Eat and finish their breakfast/lunch in the assigned areas; food is not to be consumed outside of these locations.
- Wait patiently for their food and follow instructions from adults on duty.
- Clean up after themselves and dispose of trash in the appropriate bins.
- Do not enter classrooms unless specifically directed to do so by a BayTech staff member.
- Restroom use is at the discretion of the security guard/supervisor staff. Students must carry a pass provided by the security guard/supervisor staff.

On Campus:
Students must:

- Stay in designated areas on campus at all times.
- Be courteous and respectful at all times to everyone.
- Do not use profanity, lie, fight, gamble, possess inappropriate literature or material, or be involved in the abuse/harassment of others.
- Do not use or have cellular phones turned on during school hours; students are allowed to use cellular phones only after school. Phones should not be used during after-school programs, such as tutoring.
- Remember that any electronic devices seen during class time will be confiscated and returned to the student’s parents/guardians at the discretion of the administration.
- Remember that gum chewing is not allowed anywhere on campus.
- Never ride bicycles, use roller blades, or skateboards on campus, nor bring them to class.
- Do not leave campus without permission during school hours.

- Do not use matches, lighters, or any type of explosive incendiary device on campus.
- Remember that no electronic devices, such as CDs/mp3/iPods, may be visible or used on the campus grounds.
- Students are not allowed to loiter in the hallways.

Assemblies:
Students must:

- Be courteous and quiet during the entire assembly.
- Be respectful to the presenter/speaker.
- Follow all teacher/staff directions.

Field Trips:
Students must:

- Be on their best behavior.
- Pay attention to the directives given by the moderator and trip leader.
- Follow all school rules pertaining to behavior.
- Follow BayTech dress code - unless authorized by administration.

Public areas:
Students must:

- Use the halls, lunchroom, or restrooms only as needed and then move on to class.
- Eat only in the cafeteria or other designated area.
- Leave gum at home; chewing gum is strictly prohibited anywhere on campus.
- Maintain orderly conduct always: walk in the halls, lunchroom, or restrooms.
- Keep in mind that profanity and vulgar language at any level is unacceptable and is strictly prohibited in all areas and at school functions at all times.
- Limit excessive noise such as yelling, screaming, or banging lockers while in these areas.
- Help keep the school clean by picking up after yourself and putting your belongings in their proper place.
- Respect others' personal space and keep their hands to themselves even in play.
- Keep in mind that vandalism, littering, or graffiti in the school is prohibited and should be reported, as this reflects poorly on everyone.
- Keep in mind that public displays of affection are prohibited.
- Bring only plastic and paper containers to school; all glass containers are prohibited on campus and will be confiscated.
- Be responsible and report any leaks, spills, or other problems in the bathroom to a teacher or the office.

- Be responsible for cleaning up after yourself, including the disposing of or the recycling of garbage.
- Have a hall pass if you are outside of the classroom during class time.
- Do not visit with friends or interrupt another classroom.
- Do not misuse the hall pass, as it will result in loss of the hall pass privilege.

IV. Emergency Drills

Fire drills, lockdowns, and evacuation drills are conducted periodically for everyone's protection and are required by law. During these drills, it is imperative that students remain silent, follow instructions given by the staff, and carry out all directions in an orderly fashion.

- Evacuation plan, earthquake procedure, lockdown, and fire drill protocol can be found on site. Materials are available in the BayTech office.

V. Fire Drill Procedure

Line up at the classroom exit and report to your class number on the turf field in a single line formation. The individual class numbers start approximately 10 yards away from the right side of the turf field. The numbers are listed in the following order. 108, 201, 202, 302, 303, 304, 305, 306, 307, 308, 309, 317, and Gym

Once in formation, please take attendance. If a student is not accounted for at this time, please hold up the red folder until an administrator comes to speak to you. If everyone is present and accounted for, please hold up the Green folder. A staff member will mark attendance in accordance with your information.

VI. Active Shooter Drill Procedure

Upon receiving notification of an active shooter drill or an actual incident, please lock the door, turn off the lights, pull down the blinds/shades, and instruct the students to shelter in place under a designated hiding place marked with a "red dot".

DO NOT open the door for anyone. Officials will knock and identify themselves prior to entering the classroom with a key.

If you are outside of the classroom upon notification of an actual active shooter incident. Please employ the RUN, HIDE, FIGHT protocol in order to protect your life.

- **RUN** is removing at-risk individuals from the scene entirely, reducing the total number of potential victims. If you exercise this option and remove yourself from the situation, you

should call 911 as soon as you reach safety to confirm your location.

- **HIDE.** If you believe the active shooter might be in your near vicinity, a second option is to take cover and hide in a strategic location immediately. Try to pick a bulletproof hiding place that can be locked or barricaded to prevent anyone from coming in.
- **FIGHT.** If necessary, a third option is to take action and fight to protect yourself with whatever resources you have available. Whether that be a desk chair, heavy object, scissors, or hot coffee, use anything at your disposal to counter, disarm, or immobilize the shooter.

Please wait for the all-clear call from the respective incident commander prior to resuming normal classroom activities.

VII. Emergency Contact Numbers

Bay Area Technology School - 800-741-2287
Law Enforcement/Fire/Paramedic - 911
Child Abuse Reporting (Alameda County) - 510-259-1800
Oakland Police Department - 510-777-3333
Alameda County Sheriff's - 510-272-6872

VIII. Reunification

A Family Reunification procedure is used when it is necessary to release students directly to their parent, guardian, or designated emergency contact due to an emergency situation that prevents a regular dismissal. Situations that may require a Family Reunification include, but are not limited to:

- Fire or Damage to a School Building,
- Natural Disaster,
- Field Trip Emergency or School Bus Accident,
- Violence in the Surrounding Community,
- A Situation involving a Threat, Weapons, or Violence at School.

The Family Reunification process will help to reduce anxiety during a potentially stressful situation and reunite children with their families in a structured, timely & safe manner.

Location:
Many circumstances surrounding the emergency will impact decisions about the best location to conduct a Family Reunification. The school administrator, in consultation with the Police or Fire Incident Commander (if they are involved), will decide whether to hold the reunification on the school campus or at an off-campus location. Here are considerations for each:

- On-Campus Reunification:
    - If the conditions on campus are safe, if it does not interfere with a crime scene or fire/rescue operations, and if roads are open and accessible to parents and guardians, On-Campus Reunification may be possible. Weather may also be a factor in the decision of a Reunification Location.
- Off-Campus Reunification:
    - In cases where it is not safe to remain on campus or where parents coming to and from the school may create more of a hazard, a Family Reunification may take place Off-Campus.
    - Off-Campus Reunification sites are divided into two categories: 1) Near Campus: sites within walking distance, and 2) Away from Campus: sites that require buses to transport students. Potential Off-Campus Reunification sites include neighborhood churches, theaters, community centers, etc. We don't publicize this list because every situation is different, and decisions about using these sites are made based on the circumstances of each particular emergency. Also, disclosing this information could tip off someone aiming to cause harm, providing them with an additional target.

Communicating with Students & Staff:
Clear instructions about the reunification plans will be distributed to school staff using the CrisisGo app, intercom, email, runners and possibly even by using a megaphone.

Communicating with Parents & Guardians:
CrisisGo, Mass Phone Calls, ParentSquare posts, Text Messages, etc. will be used to communicate and update Parents & Guardians of the situation on campus, location, and to facilitate reunification. Here is an example message that could be used to send to parents using our mass phone call system.

> *This is an important message from Bay Area Technology School. Today is Monday, February 29th. It is 2:30. The emergency situation at Bay Area Technology School is over. Please listen carefully to these student-release instructions. Parents, please go to the Community Center located at 1234 Community Center Drive to pick up your child. Do not come to the school. All students, including those who usually ride the bus, will be taken to the Community Center and released to parents and guardians there. Bring your photo identification with you to the Community Center. School staff will check your ID against a list of individuals approved to sign out each student. This is for the safety of your child. Thank you for your patience as we work to reunite you with your child.*

A copy of the statement will be faxed or emailed to neighboring schools and to the 911 Dispatch Center, as they often receive calls from concerned parents and community members, and this will allow everyone to give out the same instructions.

Reunification
Upon arrival at the reunification site, Parents/Guardians will need to show photo identification and be listed as one of the Guardians or Emergency Contacts in the student's enrollment file in order to be released. Students will be released only to the persons listed on the student's record as a guardian or emergency contact.

IX. Opioid Overdose Emergency Protocol

1. Recognition: Identifying the Signs

Staff should suspect an opioid overdose if a student is unresponsive and exhibits the "Opioid Overdose Triad":

- **Pinpoint Pupils:** Extremely small, constricted pupils.
- **Respiratory Depression:** Slow, shallow, irregular, or ceased breathing.
- **Unconsciousness:** Inability to be awakened by shouting or physical stimulation.

Other Signs: Blue or purple lips and fingernails, limp body, or "gurgling/snoring" noises (the "death rattle").

2. Immediate Response Steps

If an overdose is suspected, staff should act immediately:

- **Stimulate the Student:** Shout the student's name and shake their shoulders. If no response, perform a **sternal rub** by rubbing your knuckles firmly up and down the center of their chest.
- **Call 911:** Immediately designate a specific person to call 911. Report a suspected overdose and provide the exact location on campus.
- **Retrieve Naloxone (Narcan):** Call for the nearest trained volunteer or health professional to bring the Naloxone kit, typically located near AED units.

3. Administration of Naloxone (Nasal Spray)

Naloxone is a safe medication that reverses the effects of opioids. It has no effect on someone who has not taken opioids.

- **Position:** Lay the student on their back and tilt their head back.
- **Insert:** Gently insert the tip of the nozzle into one nostril until your fingers touch the bottom of the student's nose.
- **Administer:** Press the plunger firmly to release the full dose. There is no need to "test" or prime the spray beforehand.
- **Recovery Position:** Turn the student onto their side (the recovery position) to prevent choking if they vomit.

- **Repeat:** If the student does not respond or start breathing normally within **2 to 3 minutes**, administer a second dose in the **other nostril** using a new device.

4. Post-Incident Requirements

- **Emergency Services:** Always transfer the student to the care of emergency medical professionals, even if they seem to have recovered, as Naloxone's effects are temporary.
- **Notifications:** Notify the parent or guardian as soon as possible per school policy.
- **Documentation:** Complete an Accident/Injury Report and document the date, time, and dosage of Naloxone administered.
- **Restocking:** The school must restock the Naloxone supply as soon as possible, but no later than two weeks after use.

X. Classroom Procedures and Consequences

Classroom:

Students must:

- Be seated and ready to begin their assignment when the bell rings.
- Be courteous to all teachers and students.
- Follow all school and classroom rules.
- Bring all necessary materials/supplies ready to work daily.

Rules and Consequences:

Please check the teacher's syllabus for specific consequences that may include:

1. In-Class Warning
2. Student/Teacher Conference
3. Detention/Parental Notification
4. Parent Conference
5. Office Referral & Administrative Disciplinary Procedures

School-Wide Standards and Consequences:

These policies apply to the entire student body and each classroom.

1. Throwing items in class - clean the classroom.
2. Late for class - referral to the Dean and potential future disciplinary and legal actions regarding truancy laws
3. Not in your seat - sit next to the teacher
4. Eating in class - serve lunch detention
5. Not prepared for class - referral to Dean of Students
6. Constantly talking - referral to Dean of Students
7. Defacing school property - pay for the damages and clean the school
8. Electronic device in class - confiscate the device according to BayTech policy

9. Sports equipment in class - equipment confiscated

Unacceptable Types of Behavior and Consequences:

Please see the Student/Parent Handbook (pg. 14) in the office.

XI. Suspension and Expulsion Policies

Discipline Committee:

The principal or administrator designee can set up a discipline committee that includes a team of teachers to discuss issues. The discipline committee will present its findings to the principal. The principal or assistant principal makes the final decision.

Detentions:

Detention will be served within one week from the assigned day during the lunch period.

In-School Suspension (ISS):

Notice of In-School Suspension (ISS) and the reasons for the ISS will be given to the student and the parent in writing. The student will remain on campus during school hours in a designated area, not in their regular class setting. The student will have limited or no contact with students and teachers while serving an ISS. The student is expected to complete their classroom assignments and school community service during ISS.

Out-of-School Suspension:

Notice of suspension and the reasons for the suspension will be given to the student and the parent in writing. If a student is suspended, she/he is responsible for contacting teachers within three school days upon returning to school to make up work that he or she misses during the suspension.

If a student receives two (2) disciplinary actions that require suspension, the third disciplinary action that requires another suspension may start the expulsion process. Suspensions are cumulative for each academic year.

Students and parents/guardians may appeal a suspension granted for more than four (4) days, within one (1) school day of the suspension. This appeal will be made to the principal. The student may not attend classes until the appeal is heard, but they will be able to turn in work for the classes they miss while waiting for the appeal and receive credit for that work. All responses on suspensions will be held within two (2) school days of the appeal being made.

Expulsion:

A student may be expelled either by the BayTech Board following a hearing before it or by the BayTech Board upon the recommendation of an Administrative Panel to be assigned by the

BayTech Board as needed. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the principal or designee determines that the student has committed an expellable offense.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the student. The notice shall include:

- The date and place of the expulsion hearing;
- A statement of specific facts, charges, and offenses upon which the proposed expulsion is based;
- A copy of BayTech's disciplinary rules, which relate to the alleged violation;
- Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
- The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
- The right to inspect and obtain copies of all documents to be used at the hearing;
- The opportunity to confront and question all witnesses who testify at the hearing;
- The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

In the event an Administrative Panel hears the case, it will make a recommendation to the BayTech Foundation Board for a final decision on whether to expel. The final decision will be made at the next scheduled board meeting. The student shall have no right of appeal from expulsion, as the Board's decision to expel is a final decision.

If the expulsion hearing panel decides not to recommend expulsion, the student shall immediately be returned to his/her educational program.
Students who are expelled shall be responsible for seeking alternative education programs, including, but not limited to, programs within the County or their school district of residence.

Enumerated Offenses:
Please see the Student/Parent Handbook (pg. 19) in the office.

XII. Harassment Policy and Reporting Procedures

BayTech believes in the dignity of each person and values working in conditions that enhance that dignity. Accordingly, BayTech views sexual harassment and coercive sexual advances as unacceptable in the school workplace. Such behavior will not be tolerated or condoned.

Prohibition Harassment
Policy BayTech is committed to providing a workplace free of sexual harassment, as well as any harassment based on such factors as race, religion, creed, color, national origin, ancestry, age, medical condition, marital status, sexual orientation, or disability. BayTech will not condone or tolerate sexual harassment of any type by any employee. This policy applies to all employee actions and relationships, regardless of position or gender. BayTech will promptly and thoroughly investigate any complaint of sexual harassment and take appropriate corrective action, up to and including termination, if warranted.

BayTech, as your employer, must take all reasonable steps to prevent discrimination and unlawful harassment from occurring. Sexual or other unlawful harassment in employment violates Bay Tech's policy and is prohibited under Title VII of the Civil Rights Act and the California Fair Employment and Housing Act. Your signature on the Employee Handbook Acknowledgement Page will signify your receipt and review of this policy. Should you have any questions, concerns, or suggestions on reporting procedures, please contact one of the Supervisors immediately. The forms can be found in the office.

Definition of Harassment
Harassment includes verbal, physical, or visual conduct that creates an intimidating, offensive, or hostile working environment or that unreasonably interferes with job performance. Harassment may also include unwelcome, offensive racial or ethnic slurs, jokes, or similar conduct.

Definition of Sexual Harassment
The law defines sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexually suggestive nature when (1) submission to that conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or rejection of such conduct is used as the basis for personnel decisions, including but not limited to appraisals, promotion, salary increases, and termination; (3) that conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

The following illustrations are not to be construed as an all-inclusive list of prohibited acts under this policy. Sexual harassment may also include, but is not limited to:

<u>Physical assaults of a sexual nature, such as:</u>

1. Rape, sexual battery, molestation, or attempts to commit these assaults; and
2. Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.

Unwanted sexual advances, propositions, or other sexual comments such as:

1. Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or who has indicated in any way that such conduct is unwelcome in his or her presence;
2. Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward; and
3. Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct, or intentionally making performance of the employee's job more difficult because of the employee's sex.

Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:

1. Displaying pictures, cartoons, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic, or bringing to the work environment or possessing any such material to read, display, or view at work.
2. Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning, or pornographic; and
3. Displaying signs or other materials purporting to segregate an employee by sex in any area of the workplace (other than restrooms and similar semi-private lockers and changing rooms).

Preventing Sexual and Other Unlawful Harassment

Any employee who has experienced or is aware of a situation which is believed to be sexually harassing has a responsibility to report the situation immediately to Human Resources or to a supervisor. The Administration will conduct an immediate investigation into the allegation(s) and determine whether the allegations have merit. A written report, including findings related to the allegations, will be completed. In all cases, when the allegation(s) are determined to be valid, appropriate remedial action will be taken immediately, and such action may include disciplinary action up to and including termination.

If the alleged sexual harassment involves the human resource representative, or if the employee is not satisfied with the outcome of the investigation, the employee should bring the matter to the attention of BayTech by writing directly to the Executive Director.

Investigations and No Retaliation
It is unlawful to retaliate or take reprisals in any way against an employee who has articulated a good faith concern about sexual harassment or discrimination against him or her or against another individual. Complainants and witnesses under this policy will be protected from further harassment and will not be retaliated against in any aspect of their employment due to their participation in the filing of a complaint, acting as a witness, or the reporting of sexual harassment.

Any employee who believes that he or she has been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to Human Resources or to a supervisor. BayTech will investigate complaints promptly and provide a written report of the investigation and decision.

All complaints of sexual harassment will be kept confidential, and only those persons with a need to know of information or the identity of a complainant will receive such information. Individuals participating in a sexual harassment investigation will be advised that the matter is confidential and that retaliation in any form is prohibited.

XIII. School-Wide Dress Code

BayTech has a dress code policy to help create a safe, orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students are expected to arrive in a clean and neat uniform every day. Students will not be allowed to attend class if they are not in proper dress code. This dress code policy will be enforced, without exception, from the very first day of school.

In addition to wearing the school dress code, BayTech requires that you follow these additional guidelines in terms of dress code appearance and personal appearance. If any aspect of the uniform, including clothes, shoes, jewelry, cosmetics, or any type of body adornment, is not explicitly listed as acceptable in this handbook, then that item is not permitted to be worn when the student is at school or representing the school. If you are still unsure about how you should look or how the dress code should fit, check with the administration or refer to page 24 in the Parent/Student Handbook.

If a student is unable to wear the school dress code to school due to extenuating circumstances, you need to obtain written permission from the school's administration immediately. Students

not following the dress code policy may remain in the office and participate in independent study for the day.

XIV. Bullying Policy and Prevention

Bullying Policy

Bullying is not permitted or tolerated at BayTech. We have programs in place to prevent bullying yearly and are in accordance with California Law and Education Code. Unlawful intimidation and bullying due to actual or perceived characteristics such as age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, race or ethnicity, religion, sex, sexual orientation, or a person's association with a person, or group, with or more of these perceived characteristics. Each student deserves an equal opportunity to obtain an education without dealing with the negative pressures of peers. Bullying consists of any of the following: pushing, shoving, hitting, and spitting, name-calling, picking on, making fun of, laughing at, and excluding someone physically or via social media or electronic communications.

Our consequences are as follows:

1st Offense: Parent/Guardian contacted; Detention; up to three (3) day Suspension

2nd Offense: Meeting with parent/guardian; up to five (5) days Suspension, possible Expulsion

Behavior Tracking, Bullying Prevention, Counseling

Student behavior is tracked via AERIES. BayTech uses this online program to communicate with parents and log information about behavior. Additionally, students are given a comprehensive overview of the school policies, particularly on how to deal with bullying. All staff members have access to STOP IT, an online bullying report form, which provides detailed instructions on how to report bullying. Once reported, the admin follows up on each case and discusses the severity and impact of bullying. If necessary, students will meet with our school counselor to discuss personal traumas or prior incidents. CARE team meetings are held weekly to promote a culture of responsible and socially aware individuals.

BayTech annually invites the Kaiser Thrive Ghosted program to teach empathy, bullying prevention, and awareness.

XV. Procedures for Entering and Exiting Campus

Campus

BayTech is the only school that occupies the location at 1445 23rd Avenue, Oakland, CA 94606. A campus map is available in the office.

Morning Arrival
Students are expected to enter through the main doors at 23rd Avenue beginning at 8:00 a.m. The campus will be open at 8:00 a.m. to accommodate any students needing to arrive early. A faculty member is on campus during this time to supervise the students. A faculty member is present to greet students every morning at the front of the school.

Parents are encouraged to drop their children off on the side of the school campus at 8:00 a.m.

Afternoon Pick Up
Students can be picked up after school on the side of the building on 15th Street. A campus supervisor is on duty after school, Monday through Friday.

Dismissal Procedures
Middle School students are dismissed at 2:25 p.m. on Monday, Tuesday, Thursday, and Friday. Parents can pick their children up in the front of the school. A campus supervisor will patrol the front of the school during dismissal. The campus supervisor will monitor behavior and activity at the bus stop during this time. High School students are dismissed at 3:25 p.m. on Monday, Tuesday, Thursday, and Friday.

On Wednesday, all High School students are dismissed at 1:55 p.m. A campus supervisor will patrol the front of the school until the 3:45 p.m. bus arrives. All remaining students will be relocated to the back of the school.

XVI. Child Abuse

Definition of Child Abuse
Child abuse means a physical injury that is inflicted upon a child by another person and such injury is other than accidental. Child Abuse also means the sexual abuse of a child or any act or omission pertaining to child abuse reporting laws (willful cruelty, unjustifiable punishment of a child, unlawful corporal punishment or injury). Child abuse also means the physical or emotional neglect of a child or abuse in out-of-home care.

Child Abuse
- Injury inflicted by another person
- Sexual Abuse
- Neglect of the child's physical, health, and emotional needs
- Unusual and willful cruelty; unjustifiable punishment
- Unlawful corporal punishment

Not Considered Child Abuse

- Mutual affray between minors.
- Injury caused by reasonable and necessary force used by a peace officer: To quell a disturbance threatening physical injury to a person or damage property, to prevent physical injury, to another person or property damage, for the purposes of self-defense, to obtain possession of weapons or other dangerous objects within the control of a child, to apprehend an escapee.

Mandated Child Abuse Reporting

- Mandated child abuse reporting is governed by the Child Abuse and Neglect Reporting Act, P.C. 11164.
- Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency by telephone and written report.

The telephone call must be made immediately or as soon as practicably possible by telephone, within 24 hours, AND a written report must be sent within 36 hours of the telephone call to the child protective agency.

Sexual Activity Child Abuse

Laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and administrator to determine if particular provisions under this section are current and in effect.

- Involuntary sexual activity is always reportable.
- Incest, even if voluntary, is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood, and uncles and nieces or aunts and nephews and adopted children. (Family Code § 2200).
- Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Failure to Report Known or Suspected Child Abuse Failure to report known or reasonable suspicion of child abuse, including sexual abuse, is a misdemeanor. Mandated reporters are provided with immunity from civil or criminal liability as a result of making a

mandated report of child abuse. All staff have mandated reporter forms and contact numbers for Child Protective Services.