

# Comprehensive School Safety Plan

Ed Code 32280

Revised April 2022  
By Eric Borja

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# School Safety Committee Members

Name	Title
Pedro Del Valle	Media Network Tech / Chairperson
Eric Stanford	Principal
Chris Andrews	Assistant Principal
Andrea Wells	Vice Principal
Dep. Perales, Ruben	LASD School Resource Officer
Monica Dopson	Teacher
Cody Grieve	Teacher
Ryan Frakes	Teacher
Angela Forbes	Teacher/ Title 1 Coordinator
Sergio Arroyo	Teacher/ EL Coordinator
Eric Borja	Director of School Site Safety
Stephanie Sterba	Secretary
Hilda Zendejas Sibrian	Parent
Trevale Tucker	Parent
James Stouvenel	Parent
Daliyah Johnson	Student
Ashley Martinez Crisanto	Student
Nadia Molina	Student

# School Site Council Review & Approval Sheet

Name of Member	Principal	Classroom Teacher	Other School Staff	Parent/Community Member	Secondary Student
Pedro Del Valle			X		
Eric Stanford	X				
Chris Andrews			X		
Andrea Wells			X		
Anthony Hunt		X			
Cody Grieve		X			
Ryan Frakes		X			
Angela Forbes		X			
Sergio Arroyo		X			
Eric Borja			X		
Stephanie Sterba			X		
Hilda Zendejas Sibrian				X	
Trevale Tucker				X	
James Stouvenel				X	
Daliyah Johnson					X
Ashley Martinez Crisanto					X
Nadia Molina					X
<b>Totals per Category</b>	<b>1</b>	<b>5</b>	<b>5</b>	<b>3</b>	<b>3</b>

*This Comprehensive School Site Safety plan was adopted by the School Site Council. Date: \_\_\_\_\_*

\_\_\_\_\_**Eric Stanford**\_\_\_\_\_

**Principal**

\_\_\_\_\_**Pedro L. del Valle**\_\_\_\_\_

**SSC chairperson**

***This Comprehensive School Safety Plan was adopted by the School Site Council at a public meeting on: February 9, 2022.***

# Disaster/ Incident Reference Sheet

Site/ Agency	Contact Number
AVUHSD	(661) 948-7655
• Superintendent	• Ext. 225
• Educational Services	• Ext. 230
• Business Services	• Ext. 218
• Personnel Services	• Ext. 216
• Risk Management	• Ext: 292
• Maintenance/ Facilities	• Ext. 290
• Student Support	(661) 729-2321
• Transportation	(661) 945-3621
AVAE	(661) 942-3042
AVHS	(661) 948-8552
DWM	(661) 948-7555
DWW	(661) 943-2091
EHS	(661) 946-3800
HHS	(661) 538-0304
LnHS	(661) 726-7649
LHS	(661) 944-5209
PHS	(661) 273-3181
PxHS	(661) 729-3936
KHS	(661) 533-9000
QHHS	(661) 718-3100
RRP	(661) 944-6510
ROP	(661) 575-1000
Emergency Phone Number	9-9-1-1
Lancaster Sheriff Department	(661) 948-8466
Palmdale Sheriff Department	(661) 272-2400
Fire	(661) 948-2631
Operator	"0"
Principal Extension	101
Campus Security Extension	300

**General Information:** When faced with an emergency situation, please call Campus Security at Extension 300 or the Switchboard operator at Extension "0". Local Law Enforcement and Local Fire can be contacted by calling one of the numbers listed above. Clearly identify your exact location. If safe, remain on the line and do not hang up. Keep other lines clear for emergency calls. Your school site may well be a crime scene and everyone needs to take steps to preserve the evidence and to identify potential witnesses.

Teachers will gather roll sheets or other class records for student accountability. Consider the impact on students and your peers. Anticipate the involvement of Local Law Enforcement, Fire Department, mental health professionals and other first responders. When appropriate the district procedures for releasing students will be utilized.

**LOCKDOWN:** Please keep in mind that there are times when a decision to evacuate may actually put students and staff in harm's way. If the situation dictates that it is best for students to remain locked down in their classrooms, a LOCKDOWN announcement will be called at which time an immediate LOCKDOWN will occur. All doors are to be immediately locked and students who are outside are to come indoors. If a fire alarm is sounding and a verbal/PA command for a LOCKDOWN is heard, obey the verbal/PA commands. During a LOCKDOWN, remain in the locked room until directed to leave by the police or school/staff administration.

**Accidents:** If an accident happens near campus or if a student or staff member is seriously injured call the Switchboard. Identify your exact location. Remain calm and respond to the situation.

**Armed Student in Class:** Do not confront the student! Wait for Law Enforcement and Campus Security to arrive. Do not attempt to retrieve the weapon. Do not attempt to restrain or discipline the student. Remain calm and conversational with the armed individual.

**Bomb Threat:** If available, immediately refer to the "Bomb Threat Checklist". Keep the caller on the line as long as possible. Ask him/her to repeat the message. If the caller does not indicate the location of the bomb or the time of the possible detonation, ask him/her for this information. If possible, have more than one person listen in on the call. Alert the principal/site administrator. Keep the matter confidential. Immediately complete the "Bomb Threat Checklist". If you find a suspicious device that you believe may be an explosive, DO NOT TOUCH OR HANDLE THE OBJECT. Immediately contact Campus Security, Law Enforcement or the principal/site administrator with the use of a hard wired "landline" telephone.

Campus Security and Law Enforcement personnel will assess the situation to determine if evacuation procedures are warranted. Be prepared to report the location and an accurate description of the suspicious device. If possible, check to see that all doors and windows are open. Expect Campus Security and Law Enforcement personnel to examine rooms. Anticipate being asked if you have seen any objects that are out of place or are in places where they do not normally belong. Identify potential witnesses.

**Earthquake:** DURING THE QUAKE: At first sign of shaking, you should give the DROP command. If indoors, everyone should get under a desk or table. If that is not possible, stand next to an inside wall or under an inside doorway. Stay away from computers, televisions, stacks of books, file cabinets, and other heavy objects. Get as far away from the window(s) as possible. Drop to your knees with your back to the window(s) and knees together. Clasp one hand firmly behind your head, covering your neck. Wrap your other arm around a table or chair leg and hold tightly. Bury your face in your arms, protecting your head. Close eyes tightly. Remain in this position until the earthquake is over.

If outdoors, staff should direct students away from buildings, trees, poles and wires. Give the DROP command. Everyone should cover as much skin surface as possible, close eyes and cover ears. If students are on the way to or from school, instruct them to stay in the open away from buildings, signs, trees and wires. Do not run. After the quake, continue home or to school. FOLLOWING THE QUAKE, ANTICIPATE AFTERSHOCKS. Anticipate that all students and staff will be evacuated in an orderly manner using pre-planned evacuation routes. All teachers should take roll and note missing students or staff. Students should remain outdoors, in evacuation area, until buildings are declared safe. Be prepared to operate without first responder assistance for an unknown time. Retrieve medical supplies and treat the wounded. Keep in mind (1) the first concern is with physical safety; (2) attention can and should be given to the emotional trauma; (3) everyone will need facts; (4) everyone will need an opportunity to share feelings and experiences; (5) children need to be together with adults, friends or family members; (6) if possible, engage children in activities.

**Fire/Explosion:** In the event of a significant fire, activate the fire alarm and call 9-9-1-1. The injured should receive First Aid treatment as much as possible while awaiting first responders. Anticipate an evacuation away from threatened buildings using the designated evacuation routes. Keep in mind the direction of the wind when determining your evacuation route. Maintain control of students and take roll. If smoke is in the immediate vicinity, instruct students to "Stay low and exit," crawling to avoid breathing fumes. If no escape is possible, close as many doors as possible between yourself and the fire. Seal cracks and openings with wet clothing/rags and avoid fanning flames. Lay on floor to avoid smoke. Wait for help. Identify witnesses. Anticipate being transported to alternative location.

**Gang Fight/Riot/Threatening Group:** Contact Campus Security or the Switchboard Operator. Wait for Campus Security to arrive. If there is fighting, do not try to break it up. Identify yourself and issue an order to disperse. Let Campus Security or Law Enforcement handle the situation. (For Designated Staff): Call 9-9-1-1 and identify your school site and exact location. Stay on the phone with Law Enforcement until they arrive. Relay as much information as possible. Who and how many are involved? Specific location of occurrence? Number of wounded? Weapons involved? Any background knowledge of trouble or participants? Administer First Aid treatment to injured individuals when it is safe to do so. If possible, remove students from the area. Anticipate that a LOCK DOWN may be implemented to ensure students safety in the classroom. If students are out of class, direct them out of the danger zone. When appropriate have them to report to their next period class immediately. Do not physically disturb the area where the fight occurred. It is a crime scene. Provide the name of potential witnesses to the Campus Security or Law Enforcement. Attempt to calm students. Contact Campus Security or Law Enforcement with any rumors of potential conflicts or fights. Notify the District Office to request additional security staff.

**Hostage Situation:** Do not use words such as "hostage," "captives," or "negotiate". Remain calm, No confrontation, No challenges, No heroics. IF A CLASSROOM IS TAKEN HOSTAGE: Obey the suspect's commands. Don't argue or fight. Go into a rest mode. Be passive. Tend to display more restful, sleepy behavior as opposed to being active, Try to calm the suspect and listen to complaints or demands, Once again, do not use words such as "hostage," "captives," or "negotiate". Keep the students calm and don't allow them to agitate the suspect. Ask permission of the suspect in all matters. Make an effort to establish rapport with suspect. Provide your first name. Find out his/her first name and use first names, including the student's first name, throughout the conversation. If you do not know first names, refer to the hostage(s) as boys, girls, men, women, or students. This will help personalize hostage(s) as people rather than objects. Encourage suspect to release everyone. KEEP ALL RADIOS, TELEVISION SETS, AND COMPUTERS TURNED OFF. If possible and without increasing risk to yourself, minimize any possibility that the suspect can hear or see "NEWS REPORTS." This could escalate the situation and keeping these devices off may help the situation. Be calm and patient and wait for help. Keep in mind that the average hostage incident lasts approximately six (6) to eight (8) hours and the average barricade incident last approximately three (3) hours. "TIME IS ON YOUR SIDE." Based on the situation and the age of the suspect, anticipate at the point of rescue that all "possible suspects" in the room will be handcuffed by the police department. The police will then make a positive identification of the suspect and release the victims. Anticipate a LOCK DOWN to protect student and staff members in their classrooms/offices.

**Rape:** Offer the victim care and first aid until authorities arrive. Protect the crime scene. Avoid destroying any evidence. Do not permit the victim to use the restroom or cleanse any areas of the body until instructed to do so by the law enforcement. Wait with the victim until the site administrator arrives. When possible, provide a same-sex employee to remain with the victim. Identify potential witnesses. If you talk to the victim prior to law enforcement arriving on the scene, restrict the conversation to immediate medical needs. If discussion occurs on the situation, speak only in general terms. DO NOT DISCUSS THE SPECIFICS of the case. It is better in court that the initial specific statements about the crime are recorded by the police department and are not heard second hand with you as the witness. Take steps to protect the victim's identify. Protect the "PRIVACY" and "Rights of Confidentiality" of the student and family. Confer with site administrator regarding contacting Child Protective Services.

**Shooting/ Armed Assailant:** At the first indications of shooting, sound of gunfire, loud cracking, popping, banging noises, windows shattering, glass exploding in classrooms, bullets ricocheting: Instruct students to drop to the ground immediately, face down as flat as possible. If you are within 15-20 feet of a safe position, duck and run for cover. Move or crawl away from gunfire, trying to create obstruction between you and the gunfire. IMPORTANT: KEEP IN MIND THAT MANY OBSTRUCTIONS MAY VISUALLY CONCEAL YOU FROM THE GUNFIRE, BUT THEY MAY NOT BE BULLETPROOF AND WILL NOT PROTECT YOU FROM GUNFIRE. Try to get behind or inside a building and stay down. When you reach a relatively safe area, stay down and do not move. Do not peek or raise your head. If possible, call the office from a classroom to report the situation. Listen for directions from law enforcement.

**IF INSIDE CLASSROOM (WITH ASSAILANT OUTSIDE):** Duck and cover. Keep students inside. Close and lock the outside door to the classroom. Close the blinds, turn off the lights, and stay on the floor. Call the office (if possible) to report location of the armed assailant.

**OFFICE PERSONNEL:** Duck and cover on the floor, making phone calls from this position. Keep students out of danger. Consider if a LOCK DOWN should be implemented to contain those students in their classrooms. Call 9-9-1-1. Identify your school site and exact location. As law enforcement are in transit, relay information: Is suspect still on-campus? Where did he/she go? Specific location of occurrence. Number of wounded. Description of all weapon(s), dangerous object(s) and any visible ammunition. LOOK FOR MULTIPLE WEAPONS AND REPORT ALL WEAPONS. Any shots fired? Describe the sound and number of shots fired. Keep the P.A. System on to provide instant announcements.

**Suicide/Threat:** Suicide rarely happens without some warning to someone. Staff and faculty need to take all comments about suicidal thoughts seriously, especially if details of a suicide plan are shared. **Verbal Suicide Threat:** If a student suggests he/she is thinking about committing suicide in the near future: LISTEN! SHOW YOU CARE! GET HELP! Trust your feelings that this student may be self-destructive. Do not leave the student alone. Notify Campus Security or Law Enforcement. They will contact the counselor and/or school psychologist. Under no circumstances should an untrained person attempt to assess the severity of suicidal risk. The counselor/psychologist will notify the student's parent, guardian or other emergency contact.

**When a Student is Threatening Suicide on Campus and has a Lethal Weapon Available:** Stay with the student. Remain calm. Get vital information if possible. Clear other students from the scene. Assure the student that he or she has done the right thing by talking to you. Get the student to talk. Listen! Listen! Listen! Repeat back! Speak in a calm low voice. Make a mental note of what the student says. Monitor the student's behavior constantly. Try to get the student to agree to a verbal "no suicide" contract. ("I will not kill myself before talking to a counselor.") When it is deemed appropriate, the Incident Command Post (ICP) will be set up away from the affected area to provide effective coordination of ongoing response efforts during a critical campus incident.

Additionally, an off-site Emergency Operation Center will be set up in conjunction with Local Law Enforcement when deemed appropriate to assist with coordination of response management and resource allocation.

# Disaster Procedures

- Earthquake
- Fire/ Explosion
- Lockdown
- Active Shooter
- Hostage
- Bomb Threat
- Suicide Threat

# Earthquake

## **DROP, COVER and HOLD ON**

### What to do during an Earthquake:

- Protect yourself in the safest place possible without having to move far, no matter your limitations, you need to protect yourself as best as possible. The more limitations you have the more important it is to create safe spaces for yourself.
- Do not try to get out of the building during an earthquake! Most people are injured by other people or falling debris as they try to exit buildings during the shaking.
- **DROP** under a piece of furniture (desk or table) or against an inside wall. (Before the earthquake knocks you down)
- **COVER** under a desk or table if possible and protect your head and neck with one arm/hand.
- **HOLD ON** to a desk or furniture leg to keep it from shifting or uncovering you until the shaking completely stops.

### DROP, COVER and HOLD ON tips for people with special needs:

- If you have difficulty getting safely to the floor on your own during the shaking. Stay as low as possible; protect your head and neck, moving away from windows or other items that can fall on you.
- If in a recliner or bed, do not try to move during the shaking. Stay where you are until the shaking stops.
- If in a wheelchair, lock your wheels and remain seated until the shaking stops.
- Always protect your head and neck with your arms, a pillow, a book or whatever is available.

### Once the shaking stops:

- Check yourself for injury and stay close to and aware of the safe spaces in your environment.
- Be prepared for aftershocks.
- Look around for hazards (broken glass, objects in your way and fallen wires, etc.)
- Evacuate only if necessary, otherwise stay where you are and shelter in place.
  - If told to evacuate, follow directions immediately.

## **Fire & Explosion**

Upon discovering a fire, explosion, or smoke in the building, activate the fire alarm system by pulling the nearest fire alarm box. Alert people in the immediate area of the fire/explosion and evacuate the area.

- Call ext.0 and/or 9-911 and be prepared to give:
- School name and address
- Location of fire (room or building)
- Description of fire/explosion
- Do not use elevators during a fire emergency.

When the fire alarm sounds, complete evacuation is required. Walk, do not run, to the nearest identified exit and proceed out of the building. If identified stairway contains smoke or fumes, use an alternate exit. Close doors and windows as you leave, if possible. The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops. Never re-enter the building without notification from The Principal, Administration, Emergency Services or Security.

Leave the building and move away from it, leaving entryway, roadways, and walks open for arriving fire equipment. If smoke is in the immediate vicinity, instruct students and staff to "Stay low and exit, crawling to avoid breathing fumes. Do not return to the building until directed to do so by emergency personnel. All persons should move a safe distance from the building. If you cannot move far enough away from the building on your own, request assistance from emergency personnel. The injured should be treated as much as possible while awaiting Police or Fire. Maintain control of students and take roll. If you have been trained and it is safe to do so, you may attempt to extinguish a fire with a portable fire extinguisher. If you have not been trained, you must evacuate to safe location.

Security will assist emergency personnel. Building staff will be needed to allow emergency personnel access to affected areas and should make themselves available upon arrival of the fire department. Everyone must follow the orders of the emergency personnel when they arrive.

Notify emergency personnel on the scene if you suspect someone may be trapped inside the building.

# **Lockdown**

**LOCKDOWN:** Please keep in mind that there are times when a decision to evacuate may actually put students and staff in harm's way. If the situation dictates that it is best for students to remain locked down in their classrooms, a **VERBAL PA ANNOUNCEMENT** will be called for an immediate **LOCK DOWN**. All doors are to be immediately locked and students who are outside are to come indoors. If a fire alarm is sounding and you hear a verbal/PA command for a **LOCKDOWN**, obey the verbal/PA commands. During a **LOCKDOWN**, remain in a locked room until directed to leave by the police or school/staff administration.)

## **TEACHERS AND STAFF - RESPONSIBILITIES**

- **MOVE ALL STUDENTS INDOORS TO THE NEAREST ROOM. DO SO AS QUICKLY AND SAFELY POSSIBLE.**
- **CLOSE AND LOCK ALL DOORS DO NOT OPEN UNLESS YOU ARE ABSOLUTELY SURE IT IS SAFE TO DO SO, ONLY TO ALLOW STUDENTS OR STAFF TO SAFETY.**
- **LISTEN FOR ANNOUNCEMENTS VIA THE PA SYSTEM AND OR YOU WILL BE ISSUED UPDATES VIA THE AVUHSD EMAIL SYSTEM.**
- **KEEP STUDENTS CALM AND ABOVE ALL DO NOT ALLOW STUDENTS OUT OF THE ROOM UNTIL YOU HAVE RECEIVED AN "ALL CLEAR" FROM SCHOOL ADMINISTRATION.**

## **SECURITY - RESPONSIBILITIES**

- **SWEEP THE CAMPUS AND DIRECT ANY STUDENTS TOWARDS THE NEAREST ROOMS, DO NOT ALLOW STUDENTS TO LOITER OUTSIDE.**
- **CLOSE ALL GATES TO THE BUILDINGS AND GROUNDS.**
- **REPORT TO YOUR ASSIGNED AREAS, REPORT VIA RADIO TO THE DIRECTOR WHEN YOUR AREA IS LOCKED DOWN AND ALL STUDENTS ARE SAFELY IN CLASSROOMS.**
- **GET INTO A CLASSROOM OR OFFICE BEHIND LOCKED DOORS.**
- **MONITOR THE RADIO AND AWAIT FURTHER INSTRUCTIONS. REPORT ANY PERTINENT INFORMATION TO THE DIRECTOR. KEEP RADIO "TRAFFIC TO A MINIMUM" MAINTAIN RADIO DISCIPLINE.**

## **ADMINISTRATION OFFICE - RESPONSIBILITIES**

- **DESK PERSON, CLOSE AND LOCK FRONT AND BACK DOORS INTO THE ADMIN BUILDING ADVISE ANY STUDENT TO STAY IN THE OFFICE AND DO NOT ALLOW ONTO MAIN CAMPUS. DO NOT ALLOW ANY VISITORS IN THE DOORS ONCE LOCKED. MONITOR THE PHONES AND RADIO FROM BEHIND THE DESK IN A SAFE LOCATION.**
- **PRINCIPAL AND ADMIN STAFF REPORT TO THE PRINCIPALS CONFERENCE ROOM AND ASSEMBLE THERE. (THIS WILL BE THE COMMAND CENTER) THE PRINCIPAL, DIRECTOR AND SHERIFF'S DEPARTMENT WILL MONITOR AND ASSESS THE SITUATION FROM THERE.**
- **ALL OTHER OFFICE AND SUPPORT STAFF STAY IN YOUR OFFICES AND WAIT FOR INSTRUCTIONS BY TELEPHONE OR EMAIL.**
- **AN ALL-CLEAR WILL BE ANNOUNCED VIA THE PA SYSTEM BY THE PRINCIPAL OR ADMIN STAFF ONCE THE SITUATION HAS BEEN DEALT WITH AND IT IS SAFE TO DO SO.**

**ALL PERSONS SHOULD STAY PUT UNTIL AN ALL CLEAR IS ISSUED VIA THE PA SYSTEM.**

# **Active Assailant**

## **Armed Student in Class:**

1. Remain calm.
2. DO NOT confront the student.
3. DO NOT attempt to retrieve the weapon.
4. DO NOT restrain or discipline the student.
5. Calmly call campus security ext. 300
6. Wait for security and/or law enforcement.

## **Shooting – At the first indications of a shooting:**

### **Protocol If Outside:**

1. Instruct students to drop to the ground immediately, face down as flat as possible.
2. If you are within 15-20 feet of a safe position, duck and run for it.
3. Move or crawl away from gunfire in order to create an obstruction.
4. Keep in mind that though many obstructions may visually conceal you from gunfire, they may NOT be bulletproof and offer protection.
5. Try to get behind or inside a building and stay down.
6. DO NOT peak or raise your head.
7. If possible, call or run to (only if safe!) the office to report the situation.
8. Listen for directions from the Sheriff.

### **Protocol If Inside Classroom (With Assailant Outside):**

1. Duck and cover.
2. Keep students inside.
3. Close and lock outside doors to the classroom.
4. Close the blinds, turn off the lights, and stay on the floor.
5. Call the office (if possible) to report the location of the sniper.

## **Office Staff:**

### **At the first indications of a shooting:**

1. Duck and cover on the floor.
2. Make phone calls from floor position.
3. Keep students out of danger.
4. Implement a Lock Down to contain students in their classrooms.
5. Call 9-9-1-1 and identify the school site and exact location.
6. As Sheriff is in transit, relay the following information:
  - Is the suspect still on campus?
  - Where did he/she go?
  - Specific location of occurrence.
  - Number of wounded.
  - Description of weapons, dangerous objects, and any visible ammunition. (Look for multiple weapons and report all weapons.)
7. Describe sound and number of shots fired.
8. Keep the P.A. System on to provide instant announcements.

# **Hostage Situation**

A hostage situation is any situation in which a person or persons are forced to stay in one location by one or more individuals. Weapons are usually in the possession of the hostage taker(s) and hostages are threatened with some degree of bodily harm should they not comply with the directives of the hostage taker(s). Certain demands are usually made of outside officials in return for the release of the hostages.

- All hostage situations are dangerous events.
- **Principal:** The principal or designated individual will assume command of the situation until the arrival of the Los Angeles County Sheriff Department. Campus Supervisors should work closely with the principal/administrative head/designee to ensure that this plan of action is safely achieved. School radios should be utilized when it is established that the hostage taker does not have one. If he does, radios should not be used.
- **Lockdown:** Appropriate actions should be taken to isolate the hostage taker and the victims that may be under his control. It is important that no additional individuals be exposed to the hostage taker.
- **Evacuation:** If the situation is contained, immediately evacuate the rest of the building and ensure that egress of students and personnel is done in a manner that they do not go near the area controlled by the hostage taker. All individuals should proceed to a designated evacuation location directed by The Sheriff Department, Campus Supervisors or Administration.

**Re-entry:** Ensure that no individuals enter or re-enter the building.

**Contact 911:** Immediately have a staff member contact 911 and give all available information to the dispatcher who will relay the information. Ensure that the caller remains on the line with the 911 dispatcher until The Sheriff Department actually arrives at the scene.

This will ensure that accurate, detailed information is relayed to responding officers and school officials can respond to requests of the police department.

**Media:** The Principal will handle all press matters as well as the dissemination of information to students and parents at the scene.

# **Bomb Threat**

All bomb threats must be taken seriously and carefully analyzed. The bomb report should be treated as genuine until investigated and until a search of the school has been completed. Begin your decision-making process by gathering as much information about the bomb report as possible.

When bomb threat calls are received the phone call recipient should:

- Keep the caller on the phone as long as possible and do not hang up
- Write down the caller ID number and the exact time of the call
- If a student is answering the phones, have an adult take the call if time permits
- Signal someone to alert the building administrator or designee
- Write down everything the caller said, use the bomb threat call sheet
- Make an educated guess as to the caller's sex, age, race, and accent.
- Identify any background noises
- Even after the caller hangs up, keep the phone off the hook so the police can trace the call
- Discuss this matter only with administrators to ensure that misinformation does not cause panic.

School administrators are faced with at least five possible alternatives:

1. Conduct a low-profile search of the exterior grounds and public areas of the building;
2. Conduct a comprehensive search having all staff search their work area, in addition to the grounds and public areas so the entire building is covered;
3. Search with partial evacuation;
4. Evacuate after searching; or
5. Evacuate immediately.

Searches:

- Start on the outside of the school and work inward
- When inside, start at the bottom and work up
- Search personnel always work toward each other
- Listen for background noises
- Consider not using hand held radios

Evacuating:

- Clear pre designated evacuation areas
- Evacuate immediately after clearing egress routes and assembly areas.
- Have school personnel keep students and staff calm.

# **Suicide Threat**

**Definition – A suicide threat is a verbal or non-verbal communication that the individual intends to harm him/herself with the intention to die but has not acted on the behavior.**

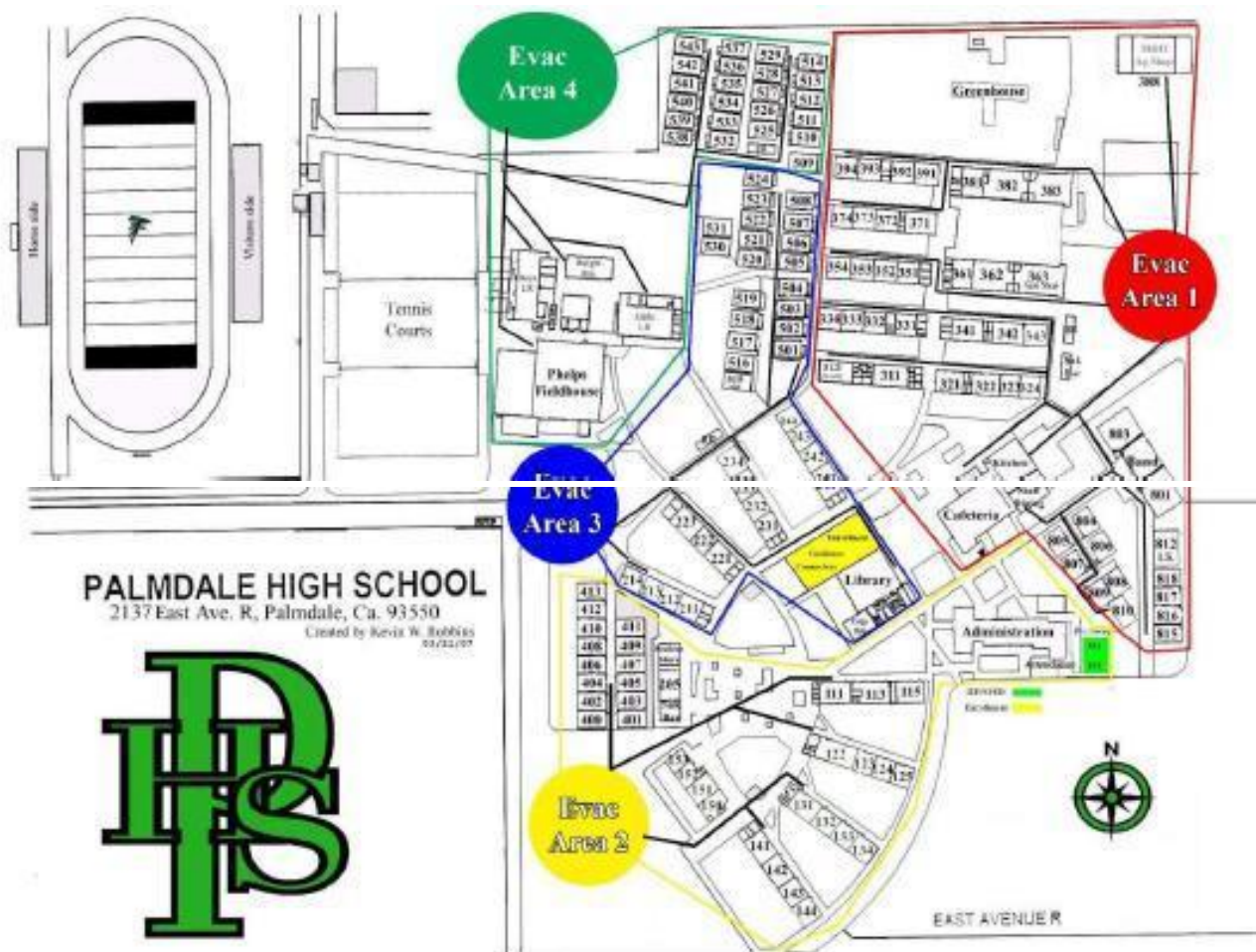
- The staff member who learns of the threat will locate the individual and arrange for or provide constant adult supervision.
- The above-mentioned staff member will immediately inform the principal/designee.
- The principal/designee will involve student services/counseling staff, school nurse practitioner or other trained mental health professional in their absence.
- The appropriate staff or approved agency provider will determine risk and intervention needed by interviewing the student, and gathering appropriate supportive documentation from teachers or others who witnessed the threat.

**The principal/designee will:**

- Contact the parent/guardian, apprise them of the situation and make recommendations. Most often it is the person conducting the interview who contacts the parent/guardian.
- Put all recommendations in writing to the parent/guardian. [Depending on District policy this may be through certified mail, email delivery confirmation, a parent/signature “sign off” of recommendations sent home to be returned the next day or other approved communication procedure.]
- Mail the recommendation through certified mail if there is any question or doubt of the parent/guardian receiving the recommendations.
- Maintain a file copy of the letter in a secure and appropriate location.
- If the student is known to be currently in counseling, the principal/designee will attempt to inform their treatment provider of what occurred and the actions taken.

**Note: If a threat is made during an after-school program, and no school Administration are available, call 1-800-SUICIDE. Inform the principal of the incident and actions taken.**

# Emergency Evacuation Route



# Emergency Supplies Checklist

Items Located In Storage Container	Required	Have	Need	Comments
Arm Cardboard Splints	55	0	55	
Barrel tools	2	2		
Biohazard bags	200	200		
Batteries (Flashlights)	10	0	10	In Need
Bolt Cutters	3	2	1	
Butterfly Closures (100 per Box)		2 Boxes		
Caution Tape Rolls	2	5		
Canopy	3	3		
Center Punch Tool	4	4		
Claw Hammers	3	3		
Digging Bars	1	2		
Crow Bars	4	4		
Drinking Water (pouch) 64 per Box	220	0		Expired
Emergency Blankets	110	80	30	
Emergency Multi Tool	4	4		
Emergency Backpacks	7	7		
First Aid Tape	55	15 boxes		
Face Mask	100	150		
Flashlights	12	4		
Gauze Roll Bandages (4x4)	110	20		Expired
Glow Sticks	10	4		
Hand Sanitizer		6 Gals		
Mini HackSaw	4	4		
Knee Pads	6	6		
Ice Packs		80		
Leg Cardboard Splints	0	0		
Peroxide Bottle	1	1		
Pliers	6	6		
Pick Axes	4	4		

Porta Potty	6	9		
Privacy Shelter	6	6		
Push Brooms	4	4		
Pry Bars	2	2		
Round Shovel	2	5		
Screw Driver	6	8		
Sledge Hammer	3	4		
Square Shovel	4	4		
Safety Vest	4	4		
Stretchers	22	43		
Surgical Scissors	15	15		
Surgical Pads (8x10)	0	0		Expired
Tarps	5	5		
Trash Bags	0	4 rolls		
Triage Tags	40	40		
Triple Antibiotic Ointment Packets	275	0	275	
Truck Rope	2	2		
Mega Horn	2	2		
Vice Grips	3	0	3	
Water Barrel (55 Gallons)	10	10		
Water Purifier	6	0	4	
Water Siphon	2	4		
Door Stops	10	10		
Kerlix (Bandages)	8	8		
Face Shields		220		
Gloves		1000		
Disinfectant Wipes		1920		
Coflex Foam Bandages		10		

# School Crime Assessment Data

Crime Violation	# Reports	# Arrest	#Diversion
<b>Total Incidents</b>	<b>26</b>	<b>17</b>	<b>1</b>
Threat Assessment	4		
Narcotics, Misdemeanor	2	2	
Narcotics, Infrac. 11357 HS	1	0	
Weapons, Felony	5	3	
5150 WIC & 5585.50 WIC	3	0	
Threaten School Official	1	1	
Battery on a School Official	2	2	
Assault/Felony Battery	1	1	
Battery	3	5	1
Fighting in Public	2	7	
Vandalism	1	1	
Burglary	0	0	
Petty Theft	0	0	
Other Felony	1	1	
Other Misdemeanor	4	3	
Juv Info Forms Misc.	0	0	
<b>Total Citations</b>	<b>224</b>		
Hazardous Traffic			
Non-Hazardous Traffic			
Truancy			
Municipal Codes/Misc. Infractions			
<b>Field Interviews</b>			

# Compliance

ACTIVITY	DATE
Law Enforcement Review	02/03/2022
School Site Safety Committee Review	05/03/22
Board Approval	
Post on SARC	
Post on School Website	

# Appendix

## A: Board Policies

**BP/AR 0410: Non-Discrimination in District Programs and Activities**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727638/0>

**BP/AR 0450: Comprehensive Safety Plan**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727649/0>

**BP/AR 1250: Visits to Schools**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727675/1>

**BP/AR 1310.1: Civility Policy**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727679/1>

**BP/AR 1330 Community Relations - Use of School Facilities**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727697/>

**BP/AR 3515.1: Crime Data Reporting**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727762/3>

**BP/AR 3516: Emergencies and Disaster Preparedness Plan**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727764/3>

**BP/AR 3516.3: Earthquake Emergency Procedure System**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727769/3>

**BP/AR 4119.11/4219.11/4319.11: Sexual Harassment**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727867/4>

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727868/4>

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727869/4>

**BP/AR 4158/4258/4358: Employee Security**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727980/4>

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727981/4>

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727982/4>

**BP/AR 4158.1/4258.1/4358.1: Teacher Notification of Dangerous Students**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727986/4>

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727987/4>

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/727988/4>

**BP/AR 5113.1: Chronic Absence and Truancy**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728074/5>

**BP/AR 5131: Conduct**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728106/5>

**BP/AR 5131.2: Bullying**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/764996/5>

**BP/AR 5132: Dress and Grooming**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728124/5>

**BPAR 5136: Gangs**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728124/5>

**BP/AR 5141.4: Child Abuse Reporting Procedures**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728142/5>

**BP/AR 5145.12: Search and Seizure**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728159/5>

**BP/AR 5145.7: Sexual Harassment**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728168/5>

**BP/AR 5145.9 Hate Motivated Behavior**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728171/5>

**BPAR 6116: Classroom Interruptions**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728183/6>

**BP/AR 6142.2: Recognition of Religious Beliefs and Customs**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728190/6>

**BP/AR 6163.4: Student Use of Technology**

<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728274/6>

Copy of California Education Code 32282 - Comprehensive School Safety Plans  
<http://www.gamutonline.net/district/davis/DisplayPolicy/899639/>

E 5144.1(a): Minimum/Maximum Penalties Chart  
<http://www.gamutonline.net/district/antelopevalley/DisplayPolicy/728152/5>

## Antelope Valley Union High School District Behavior Consequences

This exhibit pertains to consequences for specified student offenses and is provided as a guideline in implementing the district student conduct/discipline policies in accordance with Ed Code 48915.

OFFENSE	LEGAL	TYPE OF INCIDENT	POTENTIAL CONSEQUENCES
<b>1. FIREARM</b> Possessing, selling, or otherwise furnishing a firearm	EC 48900(b) EC 48915(c)(1)	Firearm defined in Penal Code (PC) 16520, gun-free zone 626.9, Knife defined in PC 626.10 Other dangerous objects include lighter, matches, fireworks, firecrackers, poppers, airsoft gun	Mandatory Recommend for expulsion and referral to law enforcement agency.
<b>2. BRANDISHING KNIFE</b> Brandishing a knife at another person	EC 48900(b) EC 48915(c)(2)	Brandishing a knife at another person	Mandatory Recommend for expulsion and referral to law enforcement agency.
<b>3. SALES CONTROLLED SUBSTANCES</b> Unlawful selling or furnishing a controlled substance listed in Chapter 2 (commencing with Section 11053 of Division 10 of the Health and Safety Code)	EC 48900(c) EC 48900(p) EC 48915(c)(3)	Possessed, used, sold, furnished alcohol, marijuana/other drug. Substances listed in Health & Safety Code 11053-11058	Mandatory Recommend for expulsion and referral to law enforcement agency.
<b>4. SEXUAL ASSAULT/SEXUAL BATTERY</b>	EC 48900(n)	Committed or attempted rape, oral copulation, sodomized or touched an intimate part while restraining victim against their will and for sexual gratification	Mandatory Recommend for expulsion and referral to law enforcement agency.
<b>5. POSSESSION OF EXPLOSIVES</b>	EC 48900(b) EC 48915(c)(5)	Possessed explosive	Mandatory Recommend for expulsion and referral to law enforcement agency.
<b>6. PHYSICAL INJURY: Cause, attempt, threaten</b> 6.1 Assault/battery on school personnel EC 48900 (a)(1)(2) 6.2 Assault/battery on pupils and non-school personnel EC 48900 (a)(1)(2) 6.3 Causing serious injury 6.4 Pupil fights 6.5 False fire alarm 6.6 Inciting pupil unrest 6.7 Hazing	EC 48900(a) EC 48915(a)(1)(E) EC 48900(a)(k) EC 48915(a)(1)(A) EC 48900(a)(k) EC 48900(k) EC 48900(k) EC 48900(q)	Threatened to injure another Attempted to injure another Involved in a mutual fight	Suspension Recommend for expulsion and referral to law enforcement agency.
<b>7. WEAPON (knife, other dangerous object)</b> 7.1 Possession, sale, furnishing 7.2 Firecrackers 7.3 Laser pointer	EC 48900(b) EC 48915(a)(1)(B)	Possession, sale, furnished of a knife Other dangerous object include	Suspension 7.1 One semester alternative placement Recommend for expulsion and referral to law enforcement agency.

OFFENSES	LEGAL	TYPE OF INCIDENT	POTENTIAL CONSEQUENCES
8. CONTROLLED SUBSTANCE: Possession, use, under influence Alcohol, drug narcotics, hallucinogenic, or controlled substances or breathing fumes of poisonous substances	EC 48900(c) EC 48915(a)(1)(C)	Possessed, used, sold, furnished alcohol, marijuana/other drug. Listed in Chapter 2 of Division 10 of the Health & Safety Code, an alcoholic beverage, or intoxicant	Suspension and attendance to drug diversion program. Alternative placement Referral to law enforcement agency Recommend for expulsion
9. LOOK-ALIKE CONTROLLED SUBSTANCE, ETC.	EC 48900(d)	An exchange of a material represented as a	Suspension Recommend for expulsion and referral to law enforcement agency.
10. ROBBERY, EXTORTION Committed or attempted to commit robbery or extortion	EC 48900(e) EC 48915(a)(1)(D)	Theft by force or fear, or induced theft by force or fear.	Suspension Recommend for expulsion and referral to law enforcement agency.

**Must use OMC before Suspension for the following:**

OFFENSE	LEGAL	TYPE OF INCIDENT	POTENTIAL CONSEQUENCES
11. IMITATION FIREARM Possessed an imitation firearm; "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm	EC 48900(m)	Possessed or brandished a fake gun-must look	OMC Suspension Recommend for expulsion and referral to law enforcement agency.
12. AIDED OR ABETTED *as defined in Penal Code 31, the affliction or attempted infliction of physical injury to another person, may be subject to suspension, but not expulsion, except when victim suffered serious bodily injury per juvenile court adjudication	EC 48900 (t)	Aided, abetted, advised or encouraged infliction	OMC Suspension Recommend for expulsion and referral to law enforcement agency
13. HARASSED, THREATENED, OR INTIMIDATED A COMPLAINING WITNESS	EC 48900 (o)	Harassed, threatened or intimidated a student	OMC Suspension Recommend for expulsion and referral to law enforcement agency

OFFENSE	LEGAL	TYPE OF INCIDENT	POTENTIAL CONSEQUENCES
<b>14. HARASSMENT OR INTIMIDATION</b>  Sexual harassment The conduct described in Section 212.5  Hate violence The pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Section 233  Terrorist threats, school officials property The pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils  Bullying, cyberbullying	EC 48900(r)  EC 48900.2   EC 48900.3  EC 48900.7   EC 48900.4	Unwelcome sexual advances, with the purpose of having a negative impact upon the pupil's academic performance, or creating an intimidating, hostile, or offensive environment  Hate violence means any act punishable under Section 422.6, 422.7, or 422.75 of Penal Code  Threat must have specific intent and substantial fear created. See PC 422  Engaged in harassment/intimidation that is severe and can create substantial disorder. "Electronic act" includes using a phone, wireless device, computer, etc. to send or post a message, text, sound, or image, including, but not limited to a "Burn page", creating a credible impersonation of another actual pupil or creating a false pupil profile. Electronic act shall not constitute pervasive conduct solely because it has been transmitted or posted on the Internet. Reasonable pupil has average judgment in conduct for the person's age, or for the person's age with his or her exceptional needs.	OMC Suspension Recommend for expulsion and referral to law enforcement agency
<b>15. HAZING</b>  *Engaged in, or attempted to engage in hazing. "Hazing" does not include athletic events or school-sanctioned events	EC 48900 (q)	Serious bodily injury or personal degradation resulting in physical or mental harm	OMC Suspension Recommendation for expulsion and referral to law enforcement agency
<b>16. PRESCRIPTION DRUG SOMA</b>  *Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma	EC 48900(p)	Sold or furnished Soma, (prescription muscle	OMC Suspension Recommendation for expulsion and referral to law enforcement agency
<b>17. OBSCENITY, PROFANITY, OR VULGARITY</b> Committed an obscene act or engaged in habitual profanity or vulgarity Possession of pornography	EC 48900(i)	Ongoing swearing at student/staff, indecent	OMC Suspension Recommend for expulsion and referral to law enforcement agency.
<b>18. BURGLARY</b>	EC 48900(f)	Graffiti, arson, vandalism Theft, see 48900(e) and (l)	OMC Suspension Recommend for expulsion and referral to law enforcement agency.

OFFENSE	LEGAL	TYPE OF INCIDENT	POTENTIAL CONSEQUENCES
<b>19. DAMAGE PROPERTY</b> Caused or attempted to cause damage to school property or private property 19.1 Vandalism 19.2 Graffiti	EC 48900(f) EC 48900(u)	Graffiti, arson, vandalism	OMC Suspension Recommend for expulsion and referral to law enforcement agency.
<b>20. STEAL PROPERTY, OR ATTEMPT</b> Stolen or attempted to steal school property or private property	EC 48900(g) EC 48900(u)	Theft, see 48900(e) and (l)	Suspension Recommend for expulsion and referral to law enforcement agency.
<b>21. DRUG PARAPHERNALIA</b> Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code		Concealing, injecting, ingesting, inhaling, a controlled substance (lighter, clips)	OMC Suspension Recommend for expulsion and referral to law enforcement agency.
<b>22. RECEIVE STOLEN PROPERTY</b> Knowingly received stolen school property or private property	EC 48900(l) EC 48900(u)	Possessed property that the student knew was stolen	OMC Suspension Recommend for expulsion and referral to law enforcement agency.
<b>23. TOBACCO, POSSESS OR USE</b> Possessed or used tobacco or any products containing tobacco or nicotine products	EC 48900(h)	Possessed/used cigarettes, clove cigarettes,	OMC Refer to TEG Suspension Recommend for expulsion and referral to law enforcement agency.
<b>24. DISRUPTION OR WILLFUL DEFIANCE</b> 24.1 Concerted pupil activities 24.2 Disrespect 24.3 Disturbing the class 24.4 Forgery 24.5 Gambling 24.6 Loitering on or near campus 24.7 Refusal to obey 24.8 Violation of closed campus 24.9 Inciting pupil unrest	EC 48900(k)	Not complying with assigned discipline, i.e., forgery, gambling, littering, throwing objects, etc.	OMC Suspension Recommend for expulsion and referral to law enforcement agency.
<b>25. ELECTRONIC SIGNALING DEVICES (PAGERS, BEEPERS, CELL PHONES)</b>	EC 48901.5	Electronic device, including, but not limited to, cell phones, by pupils while on campus, attending school-sponsored activities, or under the control of school district employees. No pupil shall be prohibited from using a device prescribed by a physician	OMC Suspension Process in accordance with Board Policy. Recommend for expulsion and referral to law enforcement agency.

OFFENSE	LEGAL	TYPE OF INCIDENT	POTENTIAL CONSEQUENCES
26. VIOLATION OF DISTRICT DRESS POLICY	BP 5136(a)(b) BP 5132	Gang attire prohibited. District may adopt reasonable dress code policy identifying inappropriate clothing, accessories, head coverings (hats), except for outdoor use (P.E.), articles of sun-protecting clothing, including, but not limited to hats (wide brim with neck covering)	OMC Suspension Process in accordance with Board Policy. Recommend for expulsion and referral to law enforcement agency.
27. PLAGIARISM, DISHONESTY ON SCHOOL WORK/TESTS	BP 5131	Plagiarism or dishonesty on school work or	OMC Suspension Process in accordance with Board Policy. Recommend for expulsion and referral to law enforcement agency.
28. VIOLATION OF DISTRICT TECHNOLOGY USE POLICY OR INTERNET USE AGREEMENT	BP 5131	Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs. See AR 6163.4(a), (b), (c)	OMC Cancel student's user privileges Suspension Process in accordance with Board Policy. Recommend for expulsion and referral to law enforcement agency.
29. ATTENDANCE * Compulsory education * Chronic Truant	EC 48900 (w) EC 48320 EC 48260 EC 48263.6 EC 48264.5(a)	Left campus during the school day without obtaining permission; no hall pass, left class without permission  Truant from school or contributed to the truancy of other students  Excessive tardiness to school or class	OMC 48900(w) cannot suspend. Truancy Letters/SART/DA SARB Refer to District Attorney Mediation

## **B: School Discipline Policy**

### **POSITIVE BEHAVIORAL INTERVENTION AND SUPPORT**

"Connect!" with PBIS at Palmdale High School

Palmdale High School faculty and staff utilize a system of Positive Behavioral Interventions and Supports (PBIS) in order to promote a school wide campus culture that enables all students to deal confidently with a complex and rapidly changing 21st century world. PBIS is a proactive approach to school-wide discipline that focuses on creating and sustaining an environment for achieving important social and learning outcomes while preventing problem behaviors through a collaborative team approach.

Palmdale High School encourages all students and their families to plug in and "Connect!" with faculty, staff, programs, clubs and sports in order to reach their greatest potential and contribute to the amazing Falcon spirit and pride that is uniquely Palmdale High School.

### **PALMDALE HIGH SCHOOL DISCIPLINE POLICY**

All students of Palmdale High School are expected to maintain high standards of behavior. It is the staff's expectation that students will learn and exhibit self-discipline and positive conduct. Rules to ensure appropriate behavior are established and enforced to maintain a safe and orderly environment that allows for optimum learning.

In addition to the laws of the State of California and the policies of Antelope Valley Union High School District, Palmdale High School has established the following general expectations for ALL STUDENTS:

- will demonstrate respect for others and others' property;
- avoid causing disruptions to the educational process;
- follow directions and respect authority of teachers and staff;
- be prompt to all classes, avoiding tardiness;
- remove hats inside all buildings;
- refrain from chewing gum at all times on campus;
- refrain from eating and drinking in classrooms;
- follow the dress code;
- stay away from the parking lot, and cars there, during the school day, whether or not students have a class
- refrain from loitering on the Palmdale High School campus or any other school campus.
- students are expected to leave campus within 15 minutes of dismissal.

The classroom teachers will monitor student behavior. Students choosing to violate school rules and procedures face the consequences as set forth in the Education Code 48900 and District Policy 5114.3. Teachers may refer students to the Administration Office immediately for behavior that endangers the safety of another or for repeated behavior violations for which previous corrective measures have not succeeded. Teachers may suspend students from a class for the day of the suspension and the next school day accompanied by appropriate documentation to the administration office. Teachers are expected to document all prior steps to correct inappropriate student behavior. If at any time a student needs to be restrained, teachers should call for security or the Administration Office. Students will not be left unattended.

Per Education Code 48900 (p), students may be suspended or expelled for acts that take place while on school grounds, while going or coming to school, during the lunch period on or off the campus, and during or while going to or coming from, a school sponsored activity.

Education Code 48915 (a),(b) requires recommendation for a pupil's expulsion for the following reasons:

- causing serious physical injury to another person;
- possession of, selling or furnishing weapons, dangerous objects, or brandishing a knife;
- unlawful sale of controlled substance;
- robbery or extortion;
- causing, threatening to cause, or threatening assault on school personnel.

Other infractions, which will require immediate referral to the Administration Office with specific suspension and/or expulsion recommendation, include:

- assault, threats, hate crimes, sexual harassment, sexual assault;
- possession of electronic devices (pagers, laser pens, cell phones, etc.)
- possession of explosives (including imitation), imitation weapons;
- disruption through group or gang activities;
- fighting;
- computer tampering
- drug or drug paraphernalia ON CAMPUS\*;
- false fire alarm;
- receiving stolen property; and
- tagging/graffiti (see additional descriptions).
- defiance of authority;
- failure to follow directions;
- disrespect for others;
- chewing gum, food, or drink in the classroom;
- tardiness;
- wearing hats inside buildings;
- non-compliance of dress code;
- incomplete homework; and
- disruption of the educational process.

The violations will be cause for disciplinary action by the classroom teacher on a progressive step basis.

These steps will include but not limited to:

Step One: Verbal warning

Step Two: 1 or 2 hours ASWP

Step Three: Parent/Teacher Conference

Step Four: One (1) /two (2) period suspension from class and parent notification by teacher

Step Five: Administration referral

Individual students' citizenship grades for each class may reflect each student's discipline record.

ALL DISCIPLINARY ACTION WILL BE IN ACCORDANCE WITH DISTRICT BOARD POLICY/ADMINISTRATIVE REGULATION 5144.

Specific actions for offenses listed in Education Code 48900 are listed in the exhibit MINIMUM/MAXIMUM PENALTIES. (See Disciplinary Action Chart.)

- STUDENTS IN FIRST-TIME POSSESSION OF DRUGS AND/OR DRUG PARAPHERNALIA WILL BE REQUIRED TO ENROLL IN A SATURDAY ALCOHOL AND DRUG DIVERSION PROGRAM.
- STUDENTS HAVING SECOND-TIME DRUG RELATED OFFENSES WILL BE REFERRED TO AN ALTERNATIVE EDUCATION SETTING AND REQUIRED TO ATTEND A DISTRICT-APPROVED ALCOHOL AND DRUG DIVERSION PROGRAM.
- STUDENTS HAVING THIRD-TIME DRUG RELATED OFFENSES WILL BE RECOMMENDED FOR EXPULSION.

## C: School Dress Code Policy

### ANTELOPE VALLEY JOINT UNION HIGH SCHOOL DISTRICT DRESS CODE

All students are expected to dress and groom appropriately, with an emphasis on modesty, decency, personal and public health. In essence, DRESS FOR SUCCESS. Students are also expected to maintain a high standard of personal hygiene.

1. All students are required to wear appropriate footwear for school.
2. All shirts and tops must cover the midriff at all times. The following are examples of clothing that is unacceptable: tank tops, strapless, spaghetti straps, off the shoulder, cut out designs, low-cut shirts, bare back, sheer or mesh clothing that does not have an appropriate blouse or shirt underneath, etc.
3. All pants and shorts must fit at the waist. No sagging or low riding will be permitted. Clothing must cover undergarments when sitting, standing, or bending.
4. Only school hats that are purchased in the Student Store are acceptable and must be worn with the brim forward.
5. Hemlines and slits on dresses, skirts, and shorts above mid-thigh are not acceptable.
6. Clothing and hair accessories that are unsafe and/or dangerous are not permitted (for example, hair-picks and combs, studded belts, chains, spikes, handcuffs, safety pins, needles, etc.).
7. Clothing or jewelry that depicts any "gang style" writing; illegal activity; sexually related or obscene gestures and material; tobacco; drugs; alcohol; or words, pictures, or phrases that depicts violence or intimidation may not be worn.
8. Any body piercing that presents a safety issue or major distraction will not be allowed.
9. Any clothing or styles of dress that may be construed to provoke fear, violence, or intimidation, including gang- related attire, is not acceptable.

#### Inappropriate Dress

1. Pants oversized at the waist are not allowed.
2. Wearing pants below the waist line (sagging) is not allowed.
3. No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus or at school activities.
4. Belt buckles with any initials are prohibited.
5. Wearing an oversized belt with one end hanging down is prohibited.
6. Excessive color identities – red, blue, purple, green or black is prohibited.
7. No gang-related hats, or other related head wear can be worn – Only school hats that are bought in the Student Store.
8. Bandannas, red or blue belts, red or blue shoelaces, or rags that commonly signify gang identity by style or color are prohibited. Clothing, jewelry, paraphernalia or material which is obscene, sexually explicit or which depicts or suggests sexually-related or obscene gestures, pictures, or wording or which promotes violence, the use/abuse of drugs, tobacco or alcohol may not be worn or carried on campus or at school activities.
9. Shorts extending below the knee when worn with over-the-calf socks are prohibited. No pants can be worn with one leg up and one down.

10. No student may wear articles of clothing jewelry, paraphernalia or accessories which pose a threat to the physical and/or emotional well-being and safety of the student or others on campus or at school activities.
11. Shirts buttoned at the top and unbuttoned at the bottom are prohibited.
12. Steel-toe combat style boots are prohibited.

Gang or tagger-crew writing on shoes, clothes or body, backpacks or accessories are not permitted.

13. Sports jerseys, other than school jerseys, will not be allowed.
14. Clothing or articles of clothing (including, but not limited to gloves, bandannas, shoestrings, wristbands, jewelry) which are likely to provoke others to acts of violence or which are likely to cause others to be intimidated by fear of violence may not be worn on campus or at any school activity.

NOTE: The administration reserves the right to objectively determine any necessary changes or additions to the above requirements as per California education Codes 35010 and 35291.

## D. School Site Safety Plan Checklist

### Palmdale High School

DESCRIPTION OF CALIFORNIA ED CODE ITEM AND DISTRICT APPROVED MATERIALS	IN PLAN
<b>School Info</b> - Name of School, District, principal, address, phone number, email. Public Meeting Date/Location. Law Enforcement Review. Mission Statement, Table of Contents	X
<b>Date reviewed and approved by Site Council.</b> List of committee member's names/titles: Principal/designee, teacher rep, classified rep, Parent of attending student, Law Enforcement rep, Student Rep. May include other community member or other desired member/s.	X
<b>32282 (a)</b> The comprehensive school safety plan shall include, but not be limited to, <b>both of the following: (1) Assessing the current status of school crime</b> committed on school campuses and at school-related functions. <b>(2) Identifying appropriate strategies and programs</b> that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following:	X
<b>(A)</b> Child abuse reporting procedures consistent with Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code	X
<b>(B)</b> Disaster procedures, routine and emergency, including adaptations for pupils with disabilities in accordance with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.). The disaster procedures shall also include, but not be limited to, both of the following:	X
<b>(i) Establishing an earthquake emergency procedure system</b> in every public-school building having an occupant capacity of 50 or more pupils or more than one classroom. A school district or county office of education may work with the Office of Emergency Services and the Alfred E. Alquist Seismic Safety Commission to develop and establish the earthquake emergency procedure system. The system shall include, but not be limited to, all of the following:	X
<b>(i) A school building disaster plan</b> , ready for implementation at any time, for maintaining the safety and care of pupils and staff. The department shall provide general direction to school districts and county offices of education on what to include in the school building disaster plan.	X
<b>(ii) A drop procedure</b> whereby each pupil and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.	X
<b>(iii) Protective measures</b> to be taken before, during, and following an earthquake.	X
<b>(iv) A program</b> to ensure that pupils and both the certificated and classified staff are aware of, and properly trained in, the <b>earthquake emergency procedure</b> system.	X
<b>(ii) Establishing a procedure to allow a public agency, including the American Red Cross, to use school buildings</b> , grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The school district or county office of education shall cooperate with the public agency in furnishing and maintaining the services as the school district or county office of education may deem necessary to meet the needs of the community.	X
<b>(C) Policies</b> pursuant to subdivision (d) of Section 48915 for pupils who committed an act listed in subdivision (c) of Section 48915 and other school-designated serious acts that would lead to suspension, expulsion, or mandatory expulsion recommendations pursuant to Article 1 (commencing with Section 48900) of Chapter 6 of Part 27 of Division 4 of Title 2.	X
<b>(D) Procedures to notify</b> teachers of dangerous pupils pursuant to Section 49079.	X
<b>(E) A discrimination and harassment policy</b> consistent with the prohibition against discrimination contained in Chapter 2 (commencing with Section 200) of Part 1.	X
<b>(F)</b> The provisions of <b>any schoolwide dress code, pursuant to Section 35183, that prohibits pupils from wearing "gang-related apparel,"</b> if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define "gang-related apparel." The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. A schoolwide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For purposes of this paragraph, "gang-related apparel" shall not be considered a protected form of speech pursuant to Section 48950.	X
<b>(G) Procedures for safe ingress and egress</b> of pupils, parents, and school employees to and from school.	X
<b>(H) A safe and orderly environment conducive</b> to learning at the school.	X
<b>(I) The rules and procedures on school discipline</b> adopted pursuant to Sections 35291, 35291.5, 47605, and 47605.6.	X
<b>(J) Procedures</b> for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on school campuses and at school-related functions. The <b>procedures to prepare for active shooters</b> or other armed assailants shall be based on the specific needs and context of each school and community.	X

REGARDING TACTICAL RESPONSES, PER 32281 (f) (1) Notwithstanding subdivision (b), a school district or county office of education may, in consultation with law enforcement officials, elect to not have its school site council develop and write those portions of its comprehensive school safety plan that include tactical responses to criminal incidents that may result in death or serious bodily injury at the school site. The portions of a comprehensive school safety plan that include tactical responses to criminal incidents may be developed by administrators of the school district or county office of education in consultation with law enforcement officials and with a representative of an exclusive bargaining unit of employees of that school district or county office of education, if he or she chooses to participate. <b>The school district or county office of education may elect not to disclose those portions of the comprehensive school safety plan that include tactical responses to criminal incidents.</b> (2) As used in this article, "tactical responses to criminal incidents" means steps taken to safeguard pupils and staff, to secure the affected school premises, and to apprehend the criminal perpetrator or perpetrators. (3) This subdivision does not preclude the governing board of a school district or county office of education from conferring in a closed session with law enforcement officials pursuant to Section 54957 of the Government Code to approve a tactical response plan developed in consultation with those officials pursuant to this subdivision.	X
(b) It is the intent of the Legislature that schools develop comprehensive school safety plans using existing resources, including the materials and services of the partnership, pursuant to this chapter. It is also the intent of the Legislature that schools use the handbook developed and distributed by the School/Law Enforcement Partnership Program entitled "Safe Schools: A Planning Guide for Action" in conjunction with developing their plan for school safety.	X
(c) Each school site council or school safety planning committee, in developing and updating a comprehensive school safety plan, shall, where practical, consult, cooperate, and coordinate with other school site councils or school safety planning committees.	X
(d) The comprehensive school safety plan may be evaluated and amended, as needed, by the <b>school safety planning committee, but shall be evaluated at least once a year</b> , to ensure that the comprehensive school safety plan is properly implemented. An updated file of all safety-related plans and materials shall be readily available for inspection by the public. (Posted at <a href="http://www.avdistrict.org">www.avdistrict.org</a> )	X
(e) As comprehensive school safety plans are reviewed and updated, the Legislature encourages all plans, to the extent that resources are available, to include <b>policies and procedures aimed at the prevention of bullying.</b>	X
(f) The comprehensive school safety plan, as written and updated by the school site council or school safety planning committee, shall be submitted for approval pursuant to subdivision (a) of Section 32288.	X
(g) The department shall maintain and conspicuously post on its Internet Web site a compliance checklist for developing a comprehensive school safety plan, and shall update the checklist when necessary. <b>(This checklist is enclosed in every School Safety Plan which is posted for public inspection at <a href="http://www.avdistrict.org">www.avdistrict.org</a>)</b>	X
<i>(Amended by Stats. 2018, Ch. 806, Sec. 3. (AB 1747) Effective January 1, 2019.)</i>	
<b>Per 32281</b> , each school shall adopt its comprehensive school safety plan by March 1, 2000, and shall review and update its plan by March 1, every year thereafter. AVUHSD Board of Trustees will approve plans prior to March 1. See agendas at <a href="http://www.avdistrict.org">www.avdistrict.org</a> or <a href="https://www.boarddocs.com/ca/avuhsd/Board.nsf">https://www.boarddocs.com/ca/avuhsd/Board.nsf</a> .	X
<b>32288 (a)</b> (1) In order to ensure compliance with this article, each school shall forward its comprehensive school safety plan to the school district or county office of education for approval. (2) The department shall develop and post on its Internet Web site best practices for reviewing and approving school safety plans. (b) (1) <b>Before adopting its comprehensive school safety plan, the school site council or school safety planning committee shall hold a public meeting at the school site in order to allow members of the public the opportunity to express an opinion about the school safety plan.</b> (2) <b>The school site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting:</b> (A) The local mayor. (B) A representative of the local school employee organization. (C) A representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs. (D) A representative of each teacher organization at the school site. (E) A representative of the student body government. (F) All persons who have indicated they want to be notified. (3) The school site council or school safety planning committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting: (A) A representative of the local churches. (B) Local civic leaders. (C) Local business organizations. (c) In order to ensure compliance with this article, each school district or county office of education shall annually notify the department by October 15 of any schools that have not complied with Section 32281. <i>(Amended by Stats. 2018, Ch. 806, Sec. 4. (AB 1747) Effective January 1, 2019.)</i>	X
Copy of Education Code Article 5 - School Safety Plans Sections 32280-32289	X
<b>SIGNATURE OF PRINCIPAL:</b> Eric Stanford	
<b>DATE:</b> 02/08/2022	