

Safety Plan

Mission Oak High School

Tulare Joint Union High School District



March 1, 2013

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

PREFACE

The School Safety Team Mission Oak High School met on November 2008 for the first creation of the School Safety Emergency Action Plan. Parent, classified, certificated, and administrative representation constituted the make-up of the School Safety Team. With the Safety Survey taken in October 2008, this plan has been developed to meet the needs of Mission Oak High School. Finally, the safety plan includes the mandated components of Senate Bill 187 including:

- Child Abuse reporting procedures
- Routine and emergency disaster procedures including natural disasters, power outage, human created disasters, and other emergency actions
- Policies pursuant to Education Code 48915(c) and other school designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations
- Procedures to notify teachers of dangerous students Sexual Harassment Policy
- Dress Code
- Safe ingress and egress to and from school
- Safe and orderly environment conducive to learning Rules and procedures on school discipline

Board Vision

In order to provide a clear focus for district programs, activities and operations, the Board of Trustees shall adopt a long-range vision that sets direction for the district which is focused on student learning and describes what the Board wants its schools to achieve. This vision may be incorporated in various documents, including the district's mission or purpose statement, philosophy, long-term goals, short-term objectives and/or comprehensive plans.

District Priorities

Aligned with the Board Vision, the Governance Team has set the following priorities for 2011-2012:

1. Improve Student Opportunities and Performance
 1. Continue to increase graduation rates and decrease dropout rates.
 2. Improve attendance and implement the new 95% requirement for Seniors.
 3. Implement Saturday School to recover attendance; facilitate SARB process.
 4. Restructure alternative education at the Continuation High School.
 5. Continue to prepare for Common Core Standards and Instructional Rounds.
2. Plan for Student Growth
 1. Implement Facilities Master Plan recommendations.
 2. Finalize the College of the Sequoias partnership with Tulare Joint Union High School District Ag program.
3. Maintain the Fiscal Integrity of the District and Fund the Board's Priorities
 1. Continue the analysis of support services in response to the Audit Reports.
 2. Implement new ASB procedures.
 3. Hire new Food Services Director.
 4. Manage the Farm/Dairy Enterprise Program and contain costs.
 5. Initiate a Foundation for the Tulare Joint Union High School District with the four pillars: Academics, Agriculture, Arts, Athletics.
4. Staff the District with Qualified Personnel and Maintain a Positive Work Environment
 1. Provide for continued Leadership and Professional Development Opportunities.
5. **Maintain Safe Schools**
 1. **Implement and enforce the new Dress & Grooming Policy.**
 2. **Increase awareness of gangs.**
6. Establish Internal and External Communication Systems
 1. Explore a variety of methods to transmit the District message to the community.

Mission Oak High School Mission Statement

"Our mission is to create and maintain a safe and nurturing environment ensuring that every student reaches a high level of academic achievement as determined by district, state and national standards; we commit to a comprehensive system of support to ensure that all students are provided an equal opportunity to succeed."

Mission Oak High School Vision Statement

To create and maintain a safe environment that will facilitate learning and respect for all students.

1. MISSION OAK HIGH SCHOOL will provide a safe, orderly, and secure environment conducive to learning.
2. MISSION OAK HIGH SCHOOL will create a school in which pupils will attend regularly and be safe from both physical and social-psychological harm.
3. MISSION OAK HIGH SCHOOL will work collaboratively with the district office and school board to identify, establish and use strategies and programs to comply with school safety laws.
4. MISSION OAK HIGH SCHOOL will develop a plan to work cooperatively and collaboratively with parents, pupils, teachers, administrators, counselors and community agencies, including law enforcement, to provide a safe and orderly school and neighborhood.
5. MISSION OAK HIGH SCHOOL will develop an academic program that will focus on high expectations of pupil performance and behavior in all aspects of the school experience.
6. MISSION OAK HIGH SCHOOL will work collaboratively with other elementary, middle schools and high schools to assist in a smooth transition from one school level to another.
7. MISSION OAK HIGH SCHOOL will solicit the participation, views, and advice of teachers, parents, school administrators, and community members and use this information to promote the safety of our pupils, staff and community.

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Assessment of the Current Status of School Crime

Insert your sites N.C.L.B. Uniform Management Information Report System Report (UMIRS) here.

Data Source	Comments	Analysis
School Crime	(1) Theft Suspensions in 2011-2012 School Year	1 reported thefts took place at MOHS. Student took a box cutter from a teacher's classroom.
Suspensions	(96) various Suspensions from Current Students	(51) Incidents involved students that engaged in physical/verbal altercations and threats. (3) Incidents of students assaults. (1) Incident of sexual harassment. (2) Incidents of vandalism. (4) Incidents of gang activity. (5) Incidents of aiding and abetting verbal or physical altercations. (1) Incident of electronic device usage. (3) Incidents students were involved in defiance issues. (6) Incidents were students involved in alcohol/drug related offenses. (1) Incident of theft. (4) Students engaged in using profanity. (7) Students engaged in disruptive behavior. (2) Students were truant. (6) Incidents of horseplay.
Expulsions	(1) Students were put up for Expulsion	(1) Male student brought a knife to campus.
Referrals	(888) Various dispositions	(278) Defiance dispositions. (0) Profanity dispositions. (0) Damage to property. (195) Disruptive behavior dispositions. (113) Tardy dispositions. (5) Truancy dispositions. (0) Non Dress dispositions. (65) Non Prepared dispositions. (4) Cheating dispositions. (135) Cell phone violations. (14) Horseplay (1) tobacco use. (17) Verbal arguing. (62) Gang associated activity.
Surveys (Health Kids or other) List:	Spring 2010	Data was taken from last survey of school year 2010-11 and was included in MOHS first WASC self-study report. Will be taken again 2012-13 school year.
Admin Team	Admin team meets with SRO daily to discuss campus safety.	The Admin team meets bi-weekly. Campus safety/supervision is discussed at the meetings. All safety/supervision issues are updated amongst Admin team and SRO on an "as needed" basis as issues/incidents occur.
Teacher Observations	Teachers were informed to report issues regarding safety throughout the school year.	Beginning in-service for teachers to report behavior issues to parents, counselors, and administrative staff. Teachers a trained on reporting threats to administration and counselors.

Safety Plan Revisions

Mission Oak High School plans and revisions will be documented in 2012-2013 school year.

Date Revised	Person Responsible	Date of Public Meeting	Board Adopted Y/N	Comments
3/1/2013	Barbara Orisio	3/7/2013		Once approved by school administration team, campus supervision team, teachers, and school site council, the board will review and adopt with the other school site safety plans.

Note: Plans must be adopted by March 1st of every year pursuant to Education Code 32286

School Safety Planning Checklist School Year 2012-13:

Mission Oak High School plans and revisions will be documented in 2012-2013 school year.

Item	Compliance Y/N	Comments
School Site Council or School Safety Team Developed	Y	Updated August 2012 to reflect annual staff changes.
Assessment of School Crime Conducted	Y	Administrative Survey Spring 2009 Olweus Bully Prevention Survey Spring 2009 Aeries data query on discipline 2011-12
Other Assessments Conducted*	Y	Healthy Kids Survey Spring 2011 WASC Survey 2011
Analysis of Data Conducted	Y	Fall 2012
School Site Council or Team Identified Priorities Listed Based on Assessment	Y	Fall 2012
Appropriate Protocols Have Been Identified for Compliance With EC 32282 (2) A-J	Y	Fall 2012
An Action Plan Has Been Developed	Y	Spring 2013
Law Enforcement Approval of Plan	Y	Plan submitted Spring 2013
Notification of Meeting on Plan Sent to Appropriate Individuals EC 32288 (b) (2) (A-F)*	Y	Spring 2013 to CSEA, CTA, School Site Council, ASB, City of Tulare Police and Fire Departments
Public Meeting Held on the Safety Plan	Y	Date Conducted: Spring 2013
Annual Evaluation of Safety Plan Conducted	Y	Date Conducted: Fall 2013
Key Findings of Evaluation Presented to Council or Safety Team	Y	Approved by Board Fall 2013
Annual Plan Review and Revisions by March 1 st of each year	Y	Spring 2014

* See Page Seven for Full List

School Safety Team

Name	Contact	Role
Principal or Designee	Isidro Carrasco Barbara Orisio Tammy Aldaco Jose Perez	Principal, Assistant Principal(s), and Dean of Students- Mission Oak High School
Classified Employee(s)	Jesse Wyatt	In-house Aide and Bus Supervision
Certificated Employee(s)	Lisa Allen	Social Science Teacher, At Risk Student Coordinator
Parent (s)	Denise Aguilar	MOHS Parent
Other Members	David Meza	World Languages Dept Chair Lead Teacher-Campus Supervision Team
Law Enforcement Contact	Norma Martinez	Campus Police Officer

Note: Develop this team only if the school site council will not be developing the safety plan.

Meeting Dates

Mission Oak High School plans and revisions will be documented in 2012-13 school year.

Month	Day	Time	Location	Comments/Needs
July				
August	15th	10:00am	Administration Conference Room	Address safety in the beginning of school year.
September	2nd	3:00pm	Administration Conference Room	Safety updates on day to day campus activities. Sprigeo introduction.
October	3rd	10:00am	Administration Conference Room	Safety updates on day to day campus activities. Canine presentation.
November	7th	3:00pm	Administration Conference Room	Safety updates on day to day campus activities.
December	12th	10:00am	Administration Conference Room	Safety updates and threat assessment training.
January	18th	3:00pm	Administration Conference Room	Address safety in the mid year adjustments.
February	6th	10:00am	Administration Conference Room	Safety updates on day to day campus activities.
March	5th	3:00pm	Administration Conference Room	Safety updates on day to day campus activities.
April	11th	10:00am	Administration Conference Room	Safety updates on day to day campus activities.
May	14th	10:00am	Administration Conference Room	Safety updates on day to day campus activities. Graduation procedures revised and updated.
June	15th	3:00pm	Administration Conference Room	Address safety in with year-end adjustments.

Note: Agendas, Minutes or Meeting Notes should be placed in Appendix for documentation

Capacity Assessment

Current Efforts	Target Group	Funding Source
Ongoing implementation and monitoring of Olweus Bullying awareness program	All students 9-11 at MOHS.	District Safety funds
Ongoing implementation and monitoring of “Choices” and “After Ours” program	At risk students. Students needing academic tutoring.	County funding-Drug/Alcohol Grant
Turning point counseling sessions	At risk students. Students with gang issues. Students with drug and alcohol issues.	District Funds
Reconnecting Youth and CAST Program Challenge Day	At risk students. Students with gang issues. Students with drug and alcohol issues. Students with social issues.	County funding-Drug/Alcohol Grant
EWS programs	At risk students meeting the indicators of Attendance, Behavior, and course completion.	District Funds
Sprigeo –Internet based “Anti Bullying” reporting website	Students are able to report bullying at any time with computer access.	District Funds
Interquest “Canine Search” Program	Canine detection with random selection of students/classrooms. Used to deter drug, alcohol, tobacco, weapons and explosives.	District Safety Funds
Virginia School Model on “Threat Assessment” procedures	Administration, counseling and faculty reviewed (trained) procedures of identifying and assessing the significance of any reported threat.	N/A

Data Analysis

All school sites review and concluded in keeping with board priorities the following areas were identified as those of greatest need.

Priority Area	Data Source	Justification
Priority One Gang Awareness/Prevention	Climate Survey Staff Observations Referrals Suspensions	Gangs are prevalent in Tulare County and in Tulare County schools and gang awareness and prevention have become a priority. Our goal is to keep the influence of gangs out of campus, to keep students safe, and to create positive experiences for all students. All staff must realize the many reasons students join gangs and come up with prevention strategies, programs, and services.
Priority Two Bullying Awareness/Prevention	Student Survey Climate Survey Staff Observations Sprigeo Internet Reporting Program	Creating and maintaining a safe learning and social climate is crucial in ensuring all students have an equal opportunity for success. Bullying affects students' lives inside and outside of school. With the pervasiveness of technology, bullying is becoming more prevalent and harder to prevent.
Priority Three Drug/Alcohol Awareness Prevention	Counseling referrals Suspensions Expulsions Student Input Class Action Friday Night Live Interquest YSB Turning Point	Statistics show that there is a high rate of teens involved in drugs and alcohol. Our goal is to keep students involved in curricular and extracurricular activities to develop a strong sense of pride, school ownership, and self worth along with a detection process (canine) to deter the involvement in drugs and alcohol in student lives.
Priority Four Increase the physical security of the campus	Student Survey Climate Survey Staff Observations	In keeping with the TJUHSD priority of creating and maintaining safe schools, the physical security of the campus will be increased by expanding upon existing efforts in order to provide a secure environment conducive to student learning.
Priority Five Strengthen student self respect, student relationships to school and staff, (ie school spirit, school ownership, positive relationships, eliminating apathy).	Student Survey Climate Survey Staff Observations Character Counts Attendance data SART Club Fair Dances, Rallies, Homecoming activities, Mission Madness.	Studies show that dropout rates are reduced and student success is increased when students have positive relationships with staff and take ownership of their school. Reducing violence can also be accomplished by creating an atmosphere of mutual respect and student respect and through good facilities and resources. Providing activities to students creates involvement, and a sense of belonging and ownership to the school campus.(ERIC/CUE Digest No. 115).

Ensuring a Safe and Orderly Environment: **School Climate**

At Mission Oak High School, we take great pride in having a safe and secure campus. Here are a few guidelines regarding school safety that all Mission Oak students are expected to follow:

- ⦿ Any kind of threat made on our campus by anyone, either verbally or in writing, will be considered a very serious issue. Both the school and the police will become involved in the case. Students making threats will be dealt with by school administration and police if necessary. Threat assessments process is followed when dealing with student threats. The student will also be suspended from school and the situation investigated for possible expulsion from the school district. Threats of any kind have no place on our campus.

- ⦿ It is against the criminal law and school law to bring any kind of weapon to school. This includes any kind of knife. The education code requires that a student be expelled from school for bringing a weapon or any kind of dangerous object onto a school campus. Expulsion will occur if a weapon or any dangerous object is found in the student's possession, in their backpack, in their locker, or in their car parked on campus. Furthermore, any student found in possession of a weapon or dangerous object will be arrested by the police.

We advise students to not jeopardize themselves of their education by violating either of these two guidelines.

We also ask for assistance and cooperation by communicating to a staff person if students hear or see anything that could threaten the safety of others on campus.

With everyone working together, our goal is that Mission Oak High School will continue to maintain a safe and secure campus.

School Climate Action Plan

School Climate

Goal One: Develop a consistent gang prevention model to be utilized by school staff and all members of the community involved in the school to reduce gang activity on and off campus.

Objective One: Reduce the number of students affiliated with gangs by 10% and reduce incidents relating to gang activity by 10% by the end of the 2012-13 school year with the intention of reducing the incidents every year.

Activities: Implementing intervention and prevention programs such as Reconnecting Youth, “After Ours” afterschool program, campus chaplains talking to students, and SRO/admin meeting with students one-on-one or group settings. Creating an effective, consistent strategy (training on detection and reporting) that staff is familiar with and uses to combat gang involvement. Creating staff gang awareness to have a more vested interest in gang members in hopes of creating positive relationships and reducing gang involvement. Increasing parent awareness (Tulare Police Department Gang Presentation at Freshman Orientation) about gangs and involving them, and the community, in prevention, especially if their child is affiliated.

Goal Two: To create a bully and harassment free school.

Objective Two: By compiling results from student surveys Olweus Bully Survey, and Healthy kids Survey given at the beginning and the end of the 2009 and 2011 school year, a significant increase in the feelings of student safety was measured.

Activities: Bully awareness and training of staff, the identification of a bully and the immediate intervention, counseling services, creating a way for students to anonymously report harassment, and creating student awareness through rallies, self esteem builders, and coping skills. Implementation of Sprigeo software to report bullying from computer (internet) generated information. This information is reported to administration anonymously. The consistent follow-up from administration and counselors with all Sprigeo reports in a timely manner.

Goal Three: Drug/Alcohol Awareness and prevention

Objective: To reduce the amount of drug and alcohol related incidents at Mission Oak High School by 20% at the end of the 2012-13 school year.

Activities: Mission Oak will utilize the services of Turning Point to help speak to students who have had drug and alcohol related incidents as well as students who are identified at risk of using drugs and alcohol. The district has contracted with Interquest, a canine-search company that comes on campus and randomly searches for drugs and alcohol among other items. Mission Oak has attempted to increase the communication between outside agencies and stakeholders like the boys/girls club and the community youth center, to provide students with opportunities for activities after school.

Goal Four: Strengthen student self respect and student relationships to school and staff.

Objective: To provide numerous opportunities for students to get involved in school, build relationships with other students and staff, and to take pride in their campus.

Activities: Mission Oak High School begins the year with a club fair. All clubs and sports teams are invited to set-up tables in Hawks Landing to display information and recruit students for involvement. All students have the opportunity to walk around Hawks Landing to see what kinds of clubs or teams they can join. The event is decorated, festive, and well attended. ASB coordinates after-game dances throughout the school year and works hard to promote and include all students. ASB moves their sound system around campus to play music near the various groups of students during the lunch hour. “Be the Change” Club conducts a week-long set of activities to promote tolerance and diversity. The Mission Oak Link Crew program works hard to link incoming freshmen to the campus. Link Crew mentors periodically meet with their freshmen to check-in on them, answer questions, and invite them to upcoming events. ASB recruits and encourages all students to be involved in our annual homecoming activities to involve more students. First, all clubs and classes that submit a candidate, participate in all events. Secondly, each candidate has club members that assist them with decorations, campaigning and competing in the homecoming activities. MOHS had over 100 students participating in noon-time activities during homecoming week. Students are encouraged to involve themselves in Mission Madness week-long activities as well, with over 150 students participating in the spring of 2012. Staff does a great job of participating in these events as well. Staff is always willing to make connections with students outside of class by being on teams, lip syncs, rally skits, and much more.

Action Plan

School Climate

Goal One: Develop a consistent gang prevention model to be utilized by school staff and all members of the community involved in the school to reduce gang activity on and off campus.

Objective One: Reduce the number of students affiliated with gangs by 10% and reduce incidents relating to gang activity by 10% by the end of the 2012-13 school year with the intention of reducing the incidents every year.

Goal Two: To create a bully and harassment free school.

Objective Two: By compiling results from student surveys given at the beginning and the end of the 2012-13 school year, a significant increase in the feelings of student safety will be measured.

Goal Three: Drug/Alcohol Awareness and prevention

Objective: To reduce the amount of drug and alcohol related incidents at Mission Oak High School by 20% at the end of the 2012-13 school year.

Goal Four: Strengthen student self-respect and student relationships to school and staff.

Objective: To provide numerous opportunities for students to get involved in school, build relationships with other students and staff, and to take pride in their campus.

Activities	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N
Reconnecting Youth CAST Program	ongoing	Tammy Aldaco	County Grant		Ongoing
After-Ours Afterschool Program	ongoing	Tammy Aldaco	County Grant		Ongoing
Turning Point/YSB Counseling	ongoing	Tammy Aldaco	Alcohol Prevention Funding/Student Funding		Ongoing
Comprehensive Safety Plan/Strategy	ongoing	Barbara Orisio	N/A	Staff is currently exploring preventative strategies	Ongoing
Advisory Group	Fall 2014	Isidro Carrasco	N/A	Partnership with county personnel in developing a student advisory group	Ongoing
Staff Awareness	ongoing	Barbara Orisio	N/A	Continuous updates and awareness of student gang involvement currently exploring staff training options	Ongoing

Student Survey	Fall/Spring 2011-12	Barbara Orisio	N/A		Y
Bullying/Harassment awareness education for students	ongoing	Barbara Orisio/District Office	Safety Grant	District Wide	Ongoing
Staff Training	ongoing	Barbara Orisio/District Office	N/A	N/A	Ongoing
Counseling Services	ongoing	Tammy Aldaco	N/A	N/A	Ongoing
Sprigeo	Fall 2011	Barbara Orisio	Safety Grant	Updates and identification on students bullying activities	Ongoing
Interquest Company	Spring 2012	Barbara Orisio	District	Random Searches	Ongoing
ASB Club Fair	August	ASB Matt Jones	ASB	N/A	Every August
Link Crew Activities	Ongoing	Link Crew Summer Romero	District	N/A	Ongoing
Homecoming Activities	Fall 2012	ASB Matt Jones	ASB	N/A	Ongoing
Staff Involvement w/students	Ongoing	ASB Administration Counseling	ASB	N/A	Ongoing

Ensuring a Safe and Orderly Environment: **Physical Environment**

At Mission Oak High School, we take great pride in having a safe and secure campus. Listed below are areas that Mission Oak High School implements to ensure safety on the campus:

- ⊙ Mission Oak High School being a new campus means all infrastructures is brand new and up to date with state and federal regulations.
- ⊙ Mission Oak High School has 14 surveillance cameras with 6 desktop video monitoring stations. The areas monitored are in the Administration Building, outside the 100 Building, 500 Building, and 200 Building bathrooms. Administration and Campus Police Officer has access and have been trained on the computer monitoring system. Forty-five new door locks that lock from the inside of classrooms were installed in January of 2013.
- ⊙ Administration, Campus Supervision, Police Officer, Security Guard and Maintenance department has (42) hand held radios and (2) base stations to communicate any issues regarding, monitoring, securing, or maintaining school grounds and buildings. In 2012 another security guard was added to monitor day to day activities on campus. In January 2013, Mission Oak received a full time SRO to monitor and assistant administrative staff on campus.
- ⊙ Mission Oak High School has all perimeter gates locked after school begins. Gates are opened by selected staff that monitors students who leave during class for other classes on other campuses and at lunch. Students must show their student ID to be allowed off campus. All staff (including substitute teachers) and visitors are required to wear an ID while on campus.

We also ask for assistance and cooperation by all stakeholders of Mission Oak High School campus to communicate any defects or issues they may see to administrative staff that could threaten the safety of others on campus.

With everyone working together, our goal is that Mission Oak High School will continue to maintain a safe, secure, and well-maintained campus.

Action Plan

Physical Environment

Goal One: To create a monitored and controlled system for people who enter and depart campus through a single point of entry and exit during school hours.

Objective One: By the end of the 2012-13 school year, an increase there will be increase in more physical attributes that represent more safe, aesthetic, and student centered campus.

Activities: In 2012, MOHS/Hawk banners had been hung on light poles encompassing the center of the campus showing school spirit and pride. Since the opening of the campus in 2008, there has been a fence added to the area by the gym and parking lot to prevent students and others from leaving or coming onto campus without staff opening a gate. Twenty-four benches and 48 trash cans were added to the campus. Areas, such as bathrooms, will be designed to discourage graffiti. Student and staff input will be gathered as to what should be done. In 2012 administration assigned a security guard in the administrative office to monitor students/others from coming in and out of access areas. In January 2013, 45 new locks were provided for classroom doors (so teachers could lock the room from the inside) in the 100 and 200 building.

Goal Two: To maintain and expand the safety of a controlled system and discourage deviant behavior by increasing monitoring efforts and staff awareness by May of 2013.

Objective Two: By the beginning of the 2013-14 school year, (55) operating cameras and a video monitoring system will be in place.

Activities: Administration researches equipment and collaborates with District Facilities Director to decide on the most appropriate equipment for the campus. Once the decision and funding is approved, maintenance will install the equipment.

Action Plan

Physical Environment:

Goal: To create safe and aesthetically pleasing campus that will increase student ownership and reduce incidents of violence, encourage school spirit and pride, and where students feel safe and respected.

Objective One: By the end of the 2012-13 school year, ideas will be generated and a plan will be in place to create a more safe, aesthetic, and student centered campus. This includes campus cleanliness and appropriate dress code.

Goal Two: To increase the feeling of safety and discourage deviant behavior by installing cameras and a video monitoring system.

Objective Two: By the beginning of the 2013-14 school year, an additional amount of (15) operating cameras (55 in total) in and a video monitoring system will be in place.

Activities	Target Date	Person Responsible	Budget Source	Comments	Completed Y/N
Mural Competition	Ongoing	Valerie Johnstone	N/A	Valerie is the Art Teacher at MOHS and will set up criteria and competition	
Campus Banners on the Light Poles	Winter 2012	Isidro Carrasco Neal Fagundes	School Funds	Banners installed in strategic areas on campus.	Ongoing
Student of the Month	Ongoing	Varies	N/A	Teachers nominate students to receive board recognition on their achievements and their picture is displayed in the Admin building.	Ongoing
Inspirational Quotes	Ongoing	Teachers/Lisa Allen	N/A	Teachers come up with quotes related to their subject area that can be painted/displayed in their hallway area.	
Installation of cameras/video monitoring system campus wide	Fall 2012	Jose Perez/Neal Fagundes	Safety Funds	Equipment identification by school/district staff.	Ongoing
Installation of door locks in classrooms of 100 and 200 buildings	Winter 2013	Jose Perez/Neal Fagundes	Safety Funds	Equipment identification by school/district staff.	Y
Maintaining campus cleanliness and appropriate dress code	ongoing	Administration Campus Supervision Team	Safety Funds	Admin and campus supervision team monitor, address, and discipline students with regards to picking up trash and dress code violations.	ongoing

Policies and Procedures (See Attachments)

Policy/Procedure	Compliance Y/N	Comments	Next Steps
Child Abuse	Y	Follow county regulations and board policy.	Report to Tulare County CPS. File written report.
Disaster/Crisis/ Earthquake	Y	Conduct disaster drills. That is monitored by Tulare Police and Fire Department.	Continue drills annually.
Suspensions and Expulsions	Y	Follow site rules, regulations and district policy.	Continue adherence annually.
Notification of Dangerous Pupils	Y	Receive information from county probation agencies.	Continue to adhere to rules and regulations annually.
Discrimination and Harassment	Y	Follow site rules, regulations and district policy.	Continue adherence annually.
Dress Code	Y	Follow site rules, regulations and district policy.	Continue adherence annually.
Safe Ingress and Egress	Y	Follow site rules, regulations and district policy.	Continue adherence annually.
Safe and Orderly Environment	Y	Follow site rules, regulations and district policy.	Continue adherence annually.
Rules and Procedures on Discipline	Y	Follow site rules, regulations and district policy.	Continue adherence annually.
Hate Crimes (bullying)Reporting	Y	Follow site rules, regulations and district policy.	Continue adherence annually.

Evaluation of Action Plan

Effort and Process:

- Number of staff, students, families and others involved
- Number of hours
- Number of meetings

Impact:

- Reductions in:
 - School Crime
 - Suspensions
 - Expulsions
 - Referrals
 - Truancy
 - Negative perceptions
- Increase in:
 - Academics
 - Attendance
 - Positive climate
 - Positive outcomes

Appropriate Programs and Strategies that Provide School Safety

Mission Oak High School safety program involves a wide range of administrators, counselors, teachers, and school staff that support the safety and welfare of all students.

Mission Oak Safety Staff:

Isidro Carrasco, Principal

Barbara Orisio, Assistant Principal-Supervision and Curriculum

Tammy Aldaco, Assistant Principal-Counseling

Bertha Tello-Counselor

Kenny Moore-Counselor

Jose Perez, Dean of Students

Norma Martinez, Campus Police Officer

Brenda Najera, Assistant Principal Secretary

Leslie Rebelo, Receptionist

Johanna Ayon, Attendance Clerk

Campus Supervision Team (teachers):

David Meza

Roger Robles

John Navarro

Jose Lopez

Diane Brown

Lucas Jones

Michael Machado

Rodney Enns

Summer Romero

Jaime Chavez

Other Staff:

Susan Meadows, District Psychologist

Cheryl Alcorn, Turning Point Counselor

Erik Gonzalez, After Ours Counselor

John Navarro, Reconnecting Youth Teacher

Safety procedures are addressed and implemented every school year through handbooks, campus newsletter, and Freshman Orientation. The Campus Police Officer works with school administration, counseling, and the Campus Security Team to monitor and enforce school rules and regulations which includes supervision before school, breaks, lunch, and after school. Radios and school PA system are utilized to ensure immediate communication with teachers, students, and staff at Mission Oak High School.

Administration and Counseling address issues on a student by student basis and work to promote safety of academic success at Mission Oak High School. Duties include monitoring and reinforcement of the requirements of school academic progress and school behavior.

If students need further assistance with behavior or issues, the District Psychologist, outside counseling, and reconnection youth program are utilized to try to provide the most qualified intervention program for all Mission Oak students. Students are also assigned counseling sessions with Turning point counselor, After Ours counselor, or administration for follow up in physical altercations, threats, and/or conflict resolutions.

If counseling, discipline and intervention methods do not assist students on campus, referrals can be used to transfer students to alternative education sites in the district.

Students are required to carry a Student Identification Card at all times to purchase food, to be allowed to leave campus, to use the bus to be shuttled to other campuses in the district, and to attend school activities that occur after school hours.

Visitors that come to Mission Oak campus must check in with the receptionist, sign a register, and given an identification tag with their name on the tag. Mission Oak has a camera system in place to monitor persons that come in and out of the administration building.

Since the opening of the campus in 2008, the Campus Supervision Team has increased from 7 stipends to 13 stipends. See campus supervision schedule for 2012-13 below.

**Supervision schedule
Mission Oak High School
2012-13**

	A Days		B Days	
Before School	Mike Machado	Library	Mike Machado	Library
	Diane Brown	100 Building	Diane Brown	100 Building
	Lucas Jones	PE	Lucas Jones	PE
	Jose Lopez	200 Building	Jose Lopez	200 Building
Break	David Meza	500 Building	David Meza	500 Building
	Jaime Chavez	200 Building	Jaime Chavez	200 Building
	John Navarro	100 Building	John Navarro	100 Building
	Scott Salsedo	100 & Admin Building	Scott Salsedo	100 & Admin Build
	Roger Robles	Cafeteria	Roger Robles	Cafeteria
	Lucas Jones	Gym & Cafeteria	Lucas Jones	Gym & Cafeteria
Lunch	Mike Machado	Library	Mike Machado	Library
	Summer Romero	Cafeteria	Scott Salsedo	Cafeteria
	David Meza	Cafeteria	Summer Romero	Cafeteria
	Rodney Enns	Cafeteria	Diane Brown	Administration
	Jose Lopez	500 Building	Rodney Enns	500 Building
	Diane Brown	Roaming	John Navarro	200 Building
	John Navarro	100/200 Building	Jaime Chavez	100 Building
After School			Roger Robles	Busses

CANINE SEARCH PROCEDURES

The district shall annually provide a copy of the district “searches” policy to each student enrolled in the district through inclusion in the student handbook or by separate distribution. At the school sites discretion, a rally or some form of orientation may be implemented at the beginning of the school year.

1. The principal and the canine service will randomly choose dates to visit each site or on a specified date selected by a site administrator.
2. Administrators will assist the canine/trainer when they are on site.
3. Site administrator will be responsible for documentation that includes date, time, areas covered, and staff present. A student form will be completed when there is an alert.
4. The day of the search the selected coverage area will be determined and an announcement is made to inform the staff and students what is occurring in the classroom. Students will be asked to wait outside with teacher.
5. Once this takes place, the canine/trainer is brought into the designated area to conduct the search.
6. Each student with an alert will be subject to standard search procedures and will be escorted to the AP Office.
7. All paperwork is completed and kept on file in the Assistant principal’s office.
8. Canines may sniff school parking lots and the outside of vehicles parked in those lots.
9. Schedules will be given to canine service with rallies or other student activities a week in advance.

Interquest Detection Canines

School Detection and Deterrence Programs

A comprehensive detection and deterrence program has one objective: to reduce the presence of drugs, beverage alcohol, abused medication and weapons on campus and school grounds. We accomplish these objectives through the use of scent trained detection canines.

The program:

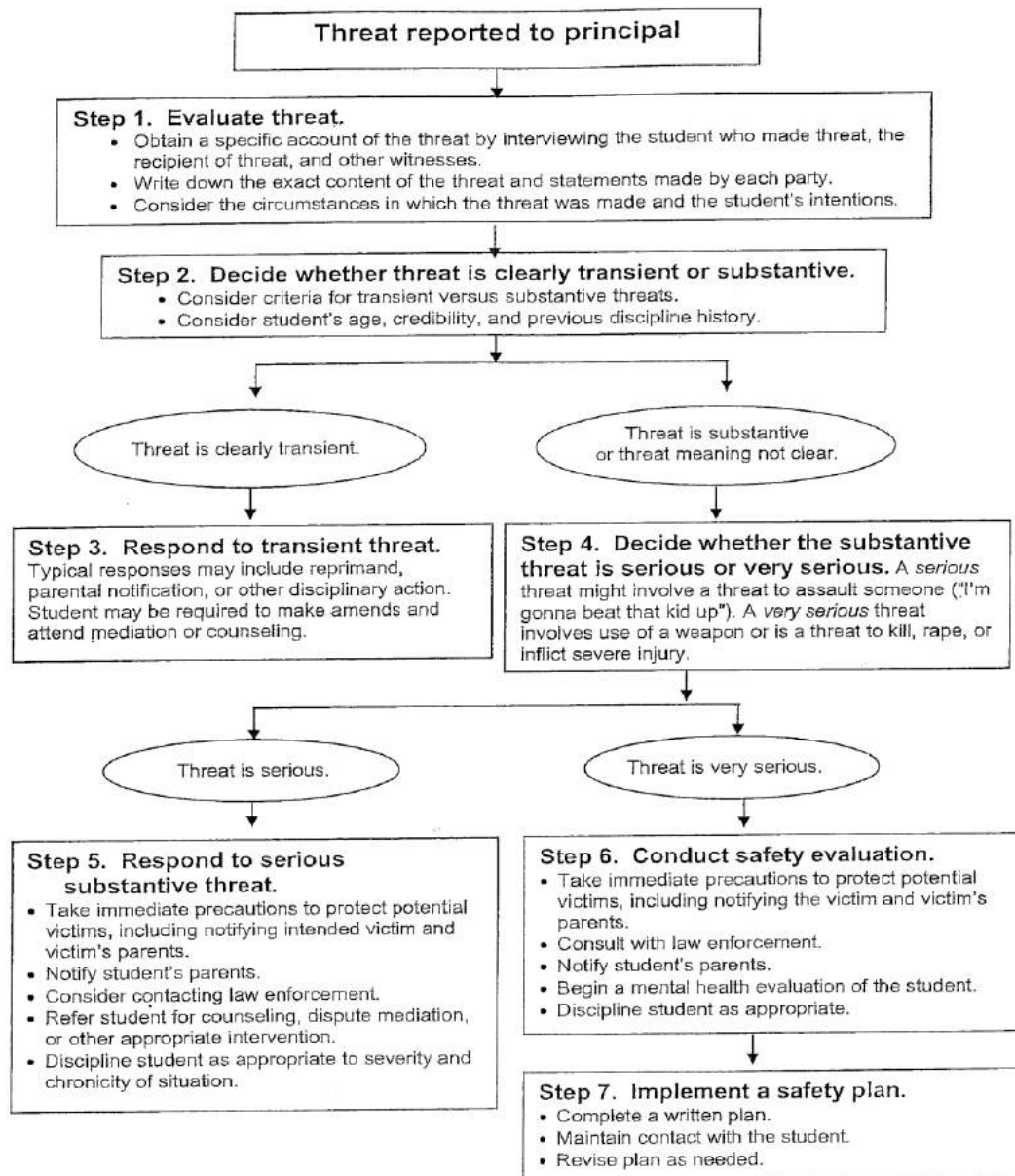
- Has developed procedures in keeping with legal precedent
- Assists in developing school search policy
- Provides a tool for substance abuse prevention
- Sends a message to students, parents and the community that a school has initiated a proactive position regarding the presence of prohibited items.
- Eliminates the need to "lock down" a campus thereby minimizing the interruption of the educational process

How the Program Works

Interquest provides random, unannounced visits. Initially, we recommend a minimum of two visits per campus location per month.

At each site, a designated coordinator will escort the canine teams and observe the inspection activities. We normally inspect lockers, gym areas, common areas, vehicles, vacated classrooms, and perimeters of school property.

Threat Assessment Procedures



Definition: What is Threat?

A threat is an expression of intent to harm someone

Threats may be verbal, written, artistic or gestured

Threats may be direct or indirect, and needs to be communicated to the intended victim or victims.

(I'm going to get him.)

Weapon possession is presumed to be a threat unless circumstances clearly indicate otherwise.

("I forgot my knife was in my backpack.")

When in doubt, assume it is a threat.

Types of Threats

Transient vs. Substantive

Transient:

Often are rhetorical remarks, not genuine expressions of intent to harm

- At worst, express temporary feelings of anger or frustration.
- Usually can be resolved on the scene or in the office.
- After resolution, the threat no longer exists.
- Usually end with an apology or clarification.

Substantive:

- Express intent to physically injure someone beyond the immediate situation.
- There is at least some risk the student will carry out the threat.
- Require that you take protective action, including warning intended victims and parents.
- May be legal violations and require police consultation.
- When in doubt, treat threats as substantive.

Child Abuse Reporting Procedures

A mandated reporter who knows or reasonably suspects that a minor is the victim of child abuse must report immediately by telephone and in writing by follow-up report within 36 hours to a law enforcement agency. The law penalizes the failure to report by imposing a jail sentence on the defaulting mandated reporter. On the other hand, the law rewards the reporter who meets the reporting obligation by granting absolute immunity from civil or criminal prosecution. (Penal Code Section 11166)

Mandated Reporter: a “Child care custodian”; includes teachers, administrators, supervisors of child welfare and attendance, certificated pupil personnel staff. If specifically trained in child abuse detection, also includes instructional aides, teacher’s aides, and teacher assistants. District employed child care workers and health practitioners (doctors, nurses and psychologists) are also mandated reporters.

Knowledge of or Reasonably Suspects Abuse: When a mandated reporter observes a child with physical “injuries which appear to have been inflicted...by other than accidental means by any other person...” Whether or not there are visible physical injuries, all suspected sexual abuse must be reported.

To Whom is the Report Made: An oral report to designated law enforcement agencies must be made immediately. The observing employee must contact:

- a. The Child Protective Services (CPS) Unit of the local Welfare or Human Services Department:

or
- b. The Jurisdictional Law Enforcement Agency
County Sheriffs Department
Police Department (non emergency)
Emergency Number 911

Some District law enforcement may not meet the notification requirements prescribed by law to receive reports of child abuse. However, all law enforcement officers are mandated reporters.

A follow up written report must be submitted within 36 hours. Forms are available on site through the dean of student’s office or the assistant principal’s office.

School Interview Law: Penal Code 11174.3 imposes both a time sequence and series of duties on school personnel and the law enforcement investigator. This law is limited to child abuse victims only. The law speaks only to abuse which takes place in the home. When law enforcement comes to school to take the child into custody, rather than question the child, the interview procedures do not apply. The child is effectively under arrest.

Law enforcement (sheriff, police or CPS) may interview suspected victims of child abuse on school premises during school hours concerning child abuse in the home. The child may choose to be

interviewed in private or may select an adult staff member to be present “to lend support”.

Step One – The investigator comes to school.

All investigations begin in the school office. The staff member “in charge” should ask for identification and the purpose of the proposed interview. When it is made clear that the interview will focus on allegation of abuse in the home, the staff member in charge should be present with the child before the interview begins.

Step Two - The investigator must advise the child of the right to choose a staff member to be present during the interview.

What the school employee should do if:

1. The child chooses not to have a staff member present?
The staff member should leave the room.
2. The child asks for either the mother or father to be present?
School employees do not grant or deny such requests. This responsibility lies with the investigator.
3. The child changes their mind during the interview?
The law gives the child a continuous option to ask for an adult staff member or to send the staff member away.

Step Three – The child asks for an adult staff member to be present

What can the selected staff member do:

- a. The staff member, by law, may decline to sit in the interview
- b. The school administrator should inform the selected staff member of their duties during the interview. A copy of Penal Code 11174.3 should be supplied to the staff member who has agreed to be present.
- c. The staff member’s role is one of a “comforter” during the interview. There is no questioning by the staff member and no discussion of the child abuse incident with the child. There must be no prompting by the staff member. Investigators should not attempt to ask or direct the staff member to coerce, suggest or elicit a response from the child.
- d. The law forbids disclosure of what the staff member hears or learns during the interview. This confidentiality disappears when a court orders testimony. No written report is required by the staff member.

California Penal Code 11174.3 "School Interview Law"

11174.3. (a) Whenever a representative of a government agency investigating suspected **child abuse** or neglect or the State Department of Social Services deems it necessary, a suspected victim of **child abuse** or neglect may be interviewed during **school** hours, on **school** premises, concerning a report of suspected **child abuse** or neglect that occurred within the **child's** home or out-of-home care facility. The **child** shall be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the **school**, including any certificated or classified employee or volunteer aide, to be present at the **interview**. A representative of the agency investigating suspected **child abuse** or neglect or the State Department of Social Services shall inform the **child** of that right prior to the **interview**.

The purpose of the staff person's presence at the **interview** is to lend support to the **child** and enable him or her to be as comfortable as possible. However, the member of the staff so elected shall not participate in the **interview**. The member of the staff so present shall not discuss the facts or circumstances of the case with the **child**. The member of the staff so present, including, but not limited to, a volunteer aide, is subject to the confidentiality requirements of this article, a violation of which is punishable as specified in Section 11167.5. A representative of the **school** shall inform a member of the staff so selected by a **child** of the requirements of this section prior to the **interview**. A staff member selected by a **child** may decline the request to be present at the **interview**. If the staff person selected agrees to be present, the **interview** shall be held at a time during **school** hours when it does not involve an expense to the **school**. Failure to comply with the requirements of this section does not affect the admissibility of evidence in a criminal or civil proceeding.

SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY																															
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS		Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO																														
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE																															
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY																																	
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)																																			
	ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL																														
		OFFICIAL CONTACTED - TITLE		TELEPHONE ()																																
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX																														
	ADDRESS			Street	City	Zip																														
	PRESENT LOCATION OF VICTIM			SCHOOL		CLASS																														
						GRADE																														
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		OTHER DISABILITY (SPECIFY)																															
	PRIMARY LANGUAGE SPOKEN IN HOME																																			
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)																														
	RELATIONSHIP TO SUSPECT			PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK																														
D. INVOLVED PARTIES	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">NAME</td> <td>BIRTHDATE</td> <td>SEX</td> <td>ETHNICITY</td> <td colspan="2">NAME</td> <td>BIRTHDATE</td> <td>SEX</td> <td>ETHNICITY</td> </tr> <tr> <td colspan="2">1. _____</td> <td></td> <td></td> <td></td> <td colspan="2">3. _____</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">2. _____</td> <td></td> <td></td> <td></td> <td colspan="2">4. _____</td> <td></td> <td></td> <td></td> </tr> </table>						NAME		BIRTHDATE	SEX	ETHNICITY	NAME		BIRTHDATE	SEX	ETHNICITY	1. _____					3. _____					2. _____					4. _____				
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ADDRESS			Street	City	Zip																															
			TELEPHONE ()																																	
OTHER RELEVANT INFORMATION																																				
E. INCIDENT INFORMATION																																				
IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____																																				
DATE / TIME OF INCIDENT			PLACE OF INCIDENT																																	
NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)																																				

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was not determined to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation; GREEN COPY-District Attorney's Office; YELLOW COPY-Reporting Party

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act, also known as CANRA. The Internet site is: <http://www.leginfo.ca.gov/calaw.html> (specify Penal Code and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some information is not known. (PC Section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities as defined in PC Section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE (DESIGNATED AGENCIES)

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), county probation department (if designated by the county to receive mandated reports) or the county welfare department. (PC Section 11165.9.)

III. REPORTING RESPONSIBILITIES

- Any mandated reporter 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 or neglect shall report such suspected instance of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected instance of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by the CANRA. Any other person reporting a known or suspected instance of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by the CANRA unless it can be proven the report was false and the person knew it was false or make the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

IV. INSTRUCTIONS

- **SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business (agency) name and address, telephone number, a signature and today's date. Also check yes-no whether you (the mandated reporter) witnessed the incident. The signature area is for either the mandated report or the person taking as telephoned report.

IV. INSTRUCTIONS (Continued)

- **SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, date of the written report, date/time of the phone call and the name, title and telephone number of the official contacted.
- **SECTION C - VICTIM** (One Report per Family, siblings must have same parents/guardians): Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and where applicable enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box for: developmentally disabled?, physically disabled? and specify the victim's other disability. To determine if the victim has a disability, ask the victim's parent or care giver. Also check the appropriate yes-no box for in foster care?, indicate type of care if the victim was in out-of-home care, indicate the type of abuse. List the victim's relationship to the suspect, check the appropriate yes-no box for photos taken?, indicate whether the incident resulted in this victim's death.
- **SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians and the Suspect.
- **SECTION E - INCIDENT INFORMATION:** If multiple victims, enter the number. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheets if needed.

V. DISTRIBUTION

- **Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
- **Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send **white copy** to police or sheriff, **blue copy** to county welfare or probation, and **green copy** to district attorney.

ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pac Islndr	26 White	31 White-Romanian

Suspension and Expulsion Policies

TULARE JOINT UNION HIGH SCHOOL DISTRICT LEGAL CODE REGARDING STUDENT DISCIPLINE: EDUCATION CODE 48900 AND CONSEQUENCES

ALL PUPILS ENROLLED IN STATE PUBLIC SCHOOLS HAVE THE INALIENABLE RIGHT TO ATTEND CLASSES ON SCHOOL CAMPUSES THAT ARE SAFE, SECURE, AND PEACEFUL. A pupil shall be suspended from school or recommended for expulsion if the Superintendent or the Principal or the Principal's designee of the school in which the pupil is enrolled determines that while under the jurisdiction of the school, the pupil has:

- A. (1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) Willfully used force or violence upon the person of another, except in self-defense.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil has obtained written permission to possess the item from a certified school employee, which is concurred in by the Principal or the designee of the Principal.
- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or being detected in the immediate area (motel room, vehicle, etc.) of any controlled substance, alcoholic beverage or intoxicant while under the responsibility of the school and with knowledge of the presence of the substance.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stolen or attempted to steal school property or private property.
- H. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. 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.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm. As used in this section, "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.
- N. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

O. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against the pupil for being a witness, or both.

P. Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.

Q. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

R. Engaged in an act of bullying, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Any student found to engage in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically towards a pupil or school personnel shall be suspended and a mandatory police report is made.

Bullying consists of one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act.

S. A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school sponsored activity.

T. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

U. As used in this section, "school property" includes, but is not limited to, electronic files and databases.

V. A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

W. It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

.2 – engaged in sexual harassment

.3 - hate violence

.4 - harassment, threats, intimidation against a pupil or group

.7 – made terroristic threats against school officials or school property

A PUPIL WILL BE SUSPENDED OR EXPELLED for any of the above acts when that act is related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following: 1) While on school grounds; 2) While going to or coming from school; 3) During the lunch period, whether on or off the campus; 4) During, or while going to or coming from, a school-sponsored activity.

NEW LEGISLATION requires school personnel to contact the police department for any violation involving alcohol or drugs.

Policy for Notifying Teachers of Dangerous Pupils

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended. The information provided is for teachers only. All information regarding suspension and expulsion is **CONFIDENTIAL**, is not to be shared with any student(s) or parent(s). Teachers are asked to secure the list so students and others may not view it.

Confidential Memorandum

To:

From: **Barbara Orisio**, Assistant Principal

Date:

Re: **Students having committed specified crime**

The student named below has been convicted of a penal code violation.

Welfare and Institutions Code 827 requires teachers to be informed when a student has engaged in certain criminal conduct.

NOTE: SUCH INFORMATION IS CONFIDENTIAL AND CANNOT BE FURTHER DISSEMINATED BY THE TEACHER OR OTHERS. UNLAWFUL DISSEMINATION OF THIS INFORMATION IS PUNISHABLE BY A SIGNIFICANT FINE.

PLEASE DESTROY THIS NOTE IMMEDIATELY AFTER READING.

_____ was found to have committed the following criminal activity:

If you have any questions, please see me.
Barbara Orisio, Assistant Principal

**MISSION OAK HIGH SCHOOL
HOME OF THE HAWKS**

3442 East Bardsley Ave.
Tulare, CA 93274
(559) 687-7308 Phone
(559) 687-7368 Fax



To: ALL CERTIFICATED STAFF
From: **Barbara Orisio, Assistant Principal**
Re: Student Suspension Information

Education Code 49079 and Welfare and Institutions Code 827 require that teachers be notified of the reason(s) a student has been suspended.

The following are examples of Ed. Code 48900 and 48915 violations that may appear on your report.

- (C-1) possessed/sold/furnished firearm
- (C-2) brandished a knife at another person
- (C-3) sold a controlled substance
- (C-4) committed/attempted to commit sexual assault or sexual battery
- (C-5) possession of an explosive
- (A-1) caused serious physical injury to another person (needed medical attention)
- (A-2) possessed any knife or other dangerous object
- (A-3) possessed a controlled substance
- (A-4) committed robbery or extortion
- (A-5) committed assault or battery upon a school employee
- A – altercations, fights
- B – sold/furnished a knife or dangerous object
- C – use/under influence or possession of a small amount of drugs or alcohol
- D – Look alike substance (offered/tried to sell)
- E – attempted to commit robbery or extortion
- F – caused/attempted to cause damage to school or private property
- G – stole/attempted to steal school or private property
- H – possessed or used tobacco or nicotine products
- I – committed an obscene act or engaged in habitual profanity or vulgarity
- J – possessed drug paraphernalia
- K – disruption of school activities or defiance
- L – knowingly received stolen property
- M – possession of an imitation firearm
- O – harassed/threatened/intimidated a complaining witness
- P – offered or sold/attempted to sell prescription drug Soma
- Q – engaged/attempted to engage in hazing
- R- engaged in act of Bullying
- S – aiding or abetting in the infliction of physical injury
- .2 – engaged in sexual harassment
- .3 - hate violence
- .4 - harassment, threats, intimidation against a pupil or group
- .7 – made terroristic threats against school officials or school property

If you have any questions or want more information, please see me.

Barbara Orisio, Assistant Principal

Discrimination and Harassment Policy

PROCEDURES FOR HANDLING HARASSMENT COMPLAINTS

California's Education code specifically prohibits discrimination and harassment against students and staff in schools on the basis of ethnic group identification, race, national origin, religion, color, mental or physical disability, actual or perceived sexual orientation or gender identity. Such harassment is in violation of federal and state laws, including Title VII of the Civil Rights Act of 1964 and the Age Discrimination in Employment Act. An important part of this intent is to prevent sexual harassment in the work and educational setting.

The Tulare Joint Union High School District will not condone, permit, or tolerate sexual harassment of employee or students in any manner whatsoever. Persons engaging in such harassment may be subject to discipline up to and including discharge or expulsion. Mission Oak High School will not tolerate sexual harassment of any student by any other student or district employee. Any case of harassment should be reported immediately to a school administrator.

Sexual Harassment Definitions

"Sexual harassment" means any unwelcome sexual advance, unwelcome requests for sexual favors, or other unwelcome verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational or work setting, whether it occurs between individuals of the same sex or individuals of opposite sexes, under any of the following conditions:

- (1) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's academic status, employment, or progress.
- (2) Submission to, or rejection of, the conduct by the individual is used as the basis of academic or employment decisions affecting the individual.
- (3) The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, work, or progress or has the purpose or effect of creating an intimidating, hostile, or offensive educational or working environment. The conduct is sufficiently severe, persistent, pervasive or objectively offensive, so as to create a hostile or abusive educational or working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
- (4) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school district.

"Verbal sexual harassment" includes, but is not limited to, unwelcome epithets, comments, or slurs of a sexual nature.

"Physical sexual harassment" includes, but is not limited to, assault, impeding or blocking movement, or any physical interference with work or school activities or movement when directed at an individual on the basis of sex.

"Visual sexual harassment" includes, but is not limited to, derogatory posters, cartoons, drawings, obscene gestures, or computer-generated images of a sexual nature.

"Educational environment" includes, but is not limited to, the following:

- (1) The campus or school grounds.
- (2) Properties controlled or owned by the school district.
- (3) Off-campus, if such activity is sponsored by the school district or is conducted by organizations sponsored by or under the jurisdiction of the school district.

Sexual harassment, as defined above, violates Title VII of the Civil Rights Act of 1964, regulatory guidelines of the Equal Employment Opportunity Commission, the California Fair Employment and Housing Act and its regulatory guidelines, the California Education Code and District Board Policy.

Violation of this policy shall constitute, generally, just and reasonable cause to discipline, up to and including termination or expulsion, and shall constitute, specifically, persistent violation of and refusal to obey the school laws of California and reasonable regulations prescribed for the governance of the District by the Board of Education of the Tulare Joint Union High School District under Education Code section 44932, subdivision (g).

COMPLAINT PROCESS: Employees or students believing that they have been subjected to sexual harassment or other forms of discrimination should bring his/her complaint to the attention of his/her immediate supervisor or the District's Affirmative Action Officer at the District Office, his/her teacher, counselor or school administrator.

Internal: To accommodate the unique nature of sexual harassment complaints, an internal process is provided for the primary purpose of resolving a complaint at the earliest possible date while protecting the confidentiality of the parties. In order to do this, the District Personnel Division will commence an investigation of each and every claim as expeditiously as possible following receipt. As part of this investigatory process, the District will:

- a) If the complainant is not satisfied with an informal attempt to resolve the matter and wishes to pursue it more formally, obtain a factual written statement of the complaint for the District Superintendent, his designee, or other department heads, site managers, etc., as required on a need-to-know basis.
- b) Obtain from the Associate Superintendent, Personnel, or his designee, authorization to investigate the complaint, review factual information collected to determine whether the alleged conduct constitutes sexual harassment — giving consideration to the record as a whole and the totality of circumstances — including the nature of the sexual advances and the context in which the alleged incidents occurred. At all times, information will only be shared on a need-to-know basis and confidentiality will be protected.
- c) Counsel the individuals involved and outline options available to them.
- d) Take or authorize appropriate action as defined by the Associate Superintendent, Personnel.
- e) Report to the individuals directly involved in the case as to the findings of any investigation and action taken.

External:

- a) If the complaint is not adjusted to the satisfaction of the employee or student in the internal complaint process, Title IX or other complaint forms are available for filing a formal complaint.
- b) Depending on the circumstances of the complaint, any steps of the internal process may be waived and the external process initiated at the appropriate step.
- c) As an alternative to these procedures, employees may contact the Office of California Department of Fair Employment and Housing (DFEH)

Employees or students should initiate complaints in a timely fashion. It should be noted that the District wishes to know of any complaint alleging sexual harassment as soon as possible after it occurs.

It is unlawful for the District to demote, suspend, reduce, fail to hire or consider for hire, fail to give equal consideration in making employment or academic decisions, fail to treat impartially in the context of any recommendation for subsequent employment or decisions in regard to academic conditions or otherwise deny any employment or academic benefit to an individual because that individual has filed a complaint alleging harassment.

Efforts will be made to protect the privacy of parties involved in the complaint process and will be shared only on a need-to-know basis and will not be considered public record or otherwise available to the general public.

GRIEVANCE PROCEDURE FOR HARASSMENT AND DISCRIMINATORY INTIMIDATION

PURPOSE:

To define the Tulare Joint Union High School District's policy on the prohibition and prevention of harassment and discriminatory intimidation in District employment and academic status or progress.

DEFINITION:

Harassment, as differentiated from sexual harassment, includes acts by one or more persons on another that repeatedly torment, pester, persecute, or otherwise persistently trouble to the point of causing extreme anxiety, frustration, anguish or fear of harm. These acts may be physically or verbally threatening as would be determined by a reasonable person's standard.

It is the intent of the District to provide a working and educational environment for all individuals which is free of harassment and discriminatory intimidation whether based on race, color, religion, sex, age, national origin, handicap or veteran status. Such harassment is in violation of federal and state laws, including Title VII of the Civil Rights Act of 1964 and the Age Discrimination in Employment Act.

The District will not condone, permit or tolerate harassment or discrimination against employees or students in any manner whatsoever. Persons engaging in such harassment or discrimination may be subject to discipline up to and including discharge or expulsion.

The District prohibits retaliation in any form for the filing of a complaint, the reporting of instances of harassment or discriminatory intimidation, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

The District acknowledges and respects student and employee rights to privacy. Harassment and intimidation complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential, except to the extent necessary to carry out the investigation or proceedings as determined by the Superintendent or designee on a case-by-case basis.

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

The District recognizes that informal conferences can often lead to an early compromise agreeable to all parties in a dispute. Whenever all parties to a complaint agree to try resolving their problem through an informal process, the Superintendent or designee shall determine the process before beginning a formal compliance investigation.

The procedure for filing and investigating complaints is as follows:

Step 1 - Filing of Complaint:

Any individual, public agency or organization may file a written complaint of alleged intimidation or harassment. The complaint shall be presented to the Superintendent or designee, who will then give it to the administrator assigned to complaint investigations. The Superintendent or designee will maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, District staff shall help him/her to file the complaint.

Complaints alleging unlawful discriminatory intimidation may be filed by a person who alleges that he/she personally suffered unlawful discriminatory intimidation or harassment, or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discriminatory intimidation or harassment. The complaint must be initiated no later than six months from the date when the alleged intimidation occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

Step 2 - Mediation:

Within ten days of receiving the complaint, the investigating administrator shall informally discuss with the complainant the possibility of an informal meeting between the complainant and the employee named in the complaint. If all parties agree to meet, the investigating administrator shall make all arrangements for this process.

If the informal process does not resolve the problem within the parameters of law, the investigating administrator shall proceed with his/her investigation of the complaint.

Step 3 - Investigation of Complaint:

The investigating administrator shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful, informal attempt to resolve the complaint. This meeting shall provide an opportunity for the complainant and/or his or her representative to repeat the complaint orally. The complainant and/or his or her representative and the District's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses.

To ensure that all pertinent facts are made available, the investigating administrator and the complainant may ask other individuals to attend this meeting and provide additional information.

When the investigation is completed, the findings will be communicated to the complainant. If not satisfied with the results of the investigation, the complainant will be told of his/her right to bring harassment or discriminatory intimidation cases before the Department of Fair Employment and Housing or the Board of Trustees in closed session.

Tulare Joint Union High School District
Mission Oak High School
Dress and Grooming Policy
Administrative Regulation 5132(a)

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

(cf. 0420 - School Plans/Site Councils)

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency, safety, and good taste as deemed appropriate by school administration.

1. Footwear must be worn at all times
2. Any apparel, jewelry, accessory, notebook, backpack, or manner of grooming, which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs, advocates drug use, violence, disruptive behavior or is offensive is prohibited. A behavior contract is enforced based on gang associated activities.
3. Caps and hats are not permitted on campus. From November 1st to March 1st, beanies will be allowed outdoors and must be:
 - o Solid black or white
 - o Free of designs other than district/school logos

Upon approval by site administration and for sun protection, students are allowed to wear a full brim hat that is constructed of cotton or canvas material, capable of being folded up while in the classroom. These hats must be:

- o Free of any type of logo or writing
 - o Solid white or khaki color
 - o Removed upon entering building
4. See-through, bare midriff, fishnet blouses, spaghetti strap tops (straps must be one (1) inch or wider), low cut, revealing tops, muscle shirts, strapless tops, off-the-shoulder and undershirts are prohibited. Shirts cut low under the arm will not be acceptable. No student may wear clothing that contains words that are suggestive or has suggestive double meanings of lewdness, obscenity or vulgarity. Clothing advertising alcohol, drug or tobacco products is prohibited.
 5. The length of shorts must be within the bounds of decency and in good taste as appropriate for school. All shorts, skirts, and skorts must reach mid thigh. Biker shorts shall not be worn as outer garments.
 6. Any clothing, hairstyle, piercings, or styles of dress that may cause a threat, have a negative effect, or disrupt the educational process will not be permitted.

7. Shirts must be worn at all school activities including sporting events. Bare midriffs will not be allowed.
8. No bagging or sagging clothes are permitted. Pants must fit at the waist, hips, crotch and thighs. Belts must be tucked into the pant loop. No inappropriate holes or frays will be permitted.
9. Bandannas are not allowed at school or at school-sponsored events.
10. Towels, T-shirts, folded shirts or any other clothing article cannot be worn around the neck, draped over the shoulder, or hanging from the pocket.
11. Heavy chains that may pose a danger are prohibited.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

(cf. 3260 - Fees and Charges)

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

(cf. 5121 - Grades/Evaluation of Student Achievement)

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

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

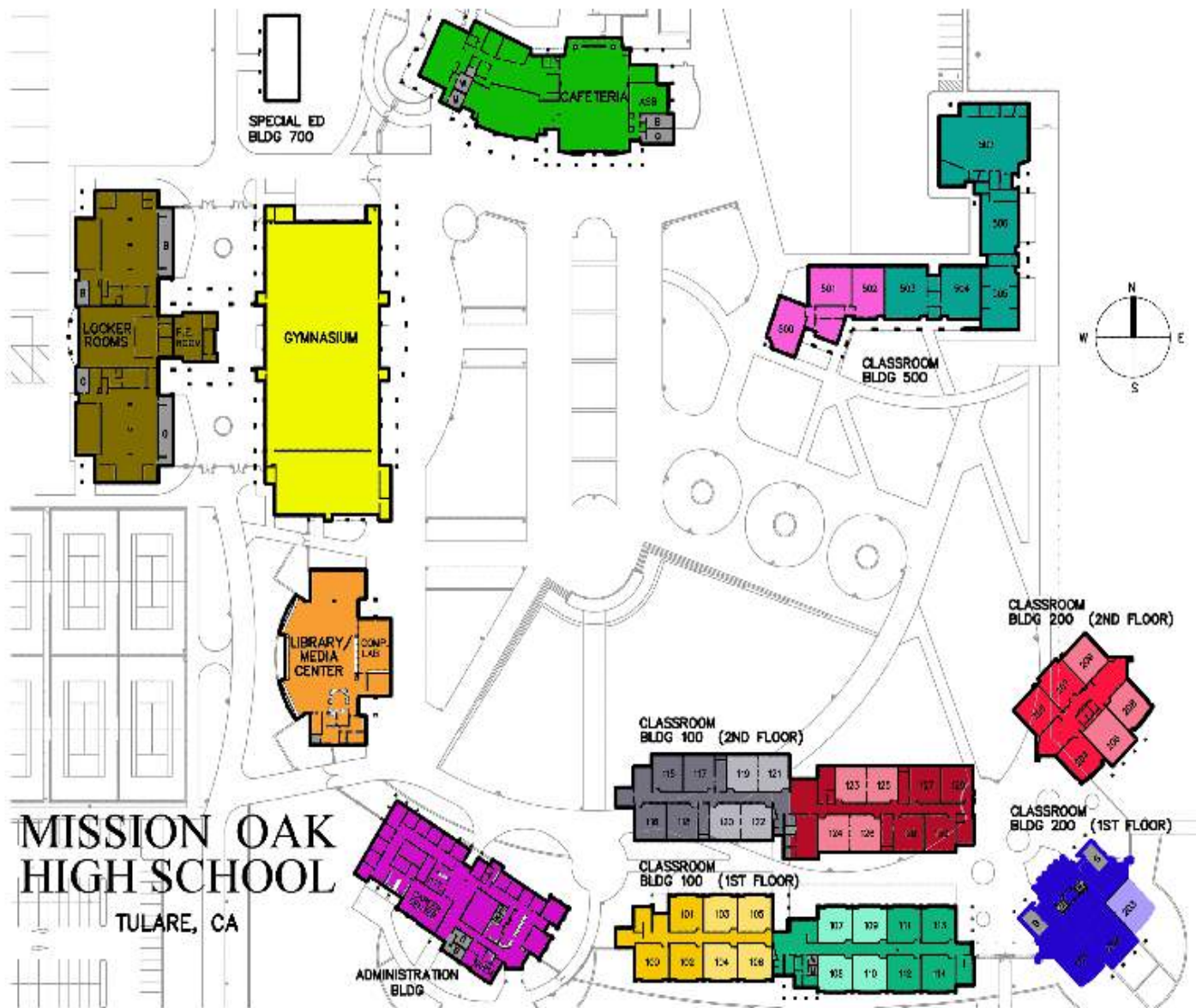
Safe Ingress and Egress Procedures

Safe Ingress/Egress of Pupils, parents, and school Employees

Safety of students, parents, and school personnel begins with the access to the school site. The following District rules have been instituted to support a safe environment for all:

- All visitors entering our campus are to sign in at the school office.
- All students are to exit and enter vehicles at the designated areas.
- Mission Oak High School is a Modified Closed Campus. Juniors and Seniors are able to leave at lunch but not Sophomores or Freshmen. Students are not to leave the school campus unless they are being picked up by a parent or authorized person whose name appears on the student's emergency card on file in the school office/on Aeries, or unless a notification is given by the parent in writing. Acceptance of a facsimile with the parent's signature may be approved by the school administration in emergency situations.

Mission Oak High School Campus Map:



Discipline Procedures

Tulare Joint Union High School District Discipline Code Summary

GENERAL AIMS

This summary of the revised Discipline Code of the Tulare Joint Union High School District is given to all of our parents and students. We want to make certain that students, parents and staff understand that school regulations governing discipline are based on written rules. Each staff member of the Tulare Joint Union High School District who works with students and parents has been given the opportunity to read and understand these rules and regulations.

This Discipline Code clearly spells out unacceptable actions by students against persons or property. It is also designed to protect the constitutional rights of students. In recent years the courts have emphasized the constitutional principle that students do have certain rights when they attend our schools. Such rights include freedom of expression, speech, and equal educational opportunity. Along with these rights come additional responsibilities on the part of the students. The staff of the school system will work with the students to help them understand their rights and responsibilities and to grow to maturity with additional respect for fairness, justice and truth.

When students are suspended or expelled from school or school activities, we take this action to protect the physical safety of other students or staff or to ensure that classroom instruction is continued without interference. The general safety, well-being, and educational goals of all students must be considered along with the rights and responsibilities of each individual.

Before a student can be suspended, a hearing by local school officials must be given to each student who has been accused of violating the Discipline Code. Parents or guardians must be notified by mail stating the specific acts for which the suspension was ordered. The parents will be invited to the school to discuss the matter.

California law permits suspension from school and school activities for a period of five days, except while waiting for action by juvenile court or the Board of Trustees, when time may be extended.

In expulsion cases, a full hearing is given to each student. This is held before a panel of administrators and teachers appointed by the Board of Trustees. The facts of each case are carefully reviewed in this hearing and findings from the administrative panel are presented to the Board of Trustees in executive session with a recommendation. Final action is taken by the Board of Trustees in open session.

The complete Discipline Code with its supporting data is a very long document. Copies are kept at each school and may be examined there by patrons and students. It is our hope that these rules and regulations will help our schools to carry on in the best tradition and without interrupting their main function - that of giving each student the best education possible. The complete California Education Code may be secured on the web at www.cde.ca.gov.

EXPECTED STUDENT BEHAVIOR

The Board of Trustees of the Tulare Joint Union High School District, in support of public education and the exercise of general supervision of the secondary schools of the District, believes that the conduct of students attending the high schools must establish an educational climate conducive for the furtherance of educational opportunities for youth and the promotion of learning.

To assure this aim, the people of the State have empowered local boards of education to regulate student conduct.

The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. (E.C. 35291)

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools. (E.C. 48908)

There is a place and an appropriate educational program in our schools for every student interested in pursuing an education. The law requires attendance of youth between certain ages and the public has, through numerous legislative enactments, expressed its will that educational opportunities shall be provided for all.

RULES AND REGULATIONS

The following conduct is not permitted. Rules and regulations are established to maintain an atmosphere conducive to learning. Students who fail to comply with these rules and regulations will be counseled, reprimanded, suspended or expelled and/or arrested as the laws are applied.

Suspension shall be imposed only when other means of correction fail to bring about proper conduct, provided that a pupil may be suspended for any of the reasons enumerated in E.C. Sections 48900 (a-s), 48900.2, 48900.3, 48900.4, 48900.7, 48901.5 and sections of 48915 upon a first offense.

a) The principal may recommend a pupil's expulsion for any of the acts enumerated in Section 48900 and in sections of E.C. 48915.

b) Upon recommendations by the principal or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil violated E.C. Sections 48900 (a-s), 48900.2, 48900.3, or 48900.4, 48900.7; and that other means of correction have repeatedly failed to bring about proper conduct, or due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others and that other means of correction are not feasible. The governing board shall order expulsion for violation of E.C. 48915 (c-1) to (c-5).

CAUSES FOR DISCIPLINARY ACTION

VIOLATIONS RELATING TO PERSONS

ABUSE / HARASSMENT, THREATS OR INTIMIDATION (physical or verbal attack on district employee or student) (E.C. 44810, 48900 (a)(1), (a)(2), 48900 i and o, 48900.4, 48900.7; P.C. 71)

ASSAULT AND BATTERY (assault or battery upon another student or upon school personnel; threat of force or violence toward school personnel, at any time or place related to school attendance or functions) (E.C. 44014, 44810, 48900 (a)(1), (a)(2), 48915 (c-2), (a-1), (a-2), (a-5); P.C. 240-243, 245)

BUS CONDUCT (continued disorderly conduct or persistent refusal to submit to authority of the driver) (C.A.C. 14103)

DEFIANCE, DISRESPECT, ETC. (insubordination or defiance toward school employees, either in language or action) (E.C. 48900 k; 48908)

ELECTRONIC LISTENING OR RECORDING DEVICE (It is the students' responsibility to make sure that all devices, including cell phones, are turned off and secure during the official school day. use of all electronic communication devices, without prior consent of the principal, is prohibited. (E.C. 51512, 48901.5)

EXTORTION / ROBBERY (taking possessions from another person by threat or force) (E.C. 44014, 44810, 48900 (a)(1), (a)(2), e and g, 48915 (a-4); P.C. 240, 241, 524)

FIGHTING (involvement in fighting either in groups, gangs, or as an individual on school premises or elsewhere under authority of school personnel) (E.C. 32210, 44807, 44810, 48900 (a)(1), (a)(2), 48915 (a-1)

FORGING (forging notes, signatures, excuses or other school documents) (E.C. 48900 k; P.C. 470)

GAMBLING (any betting, gaming played with cards, dice, coins, or other items of value is prohibited) (P.C. 330)

HAZING / HATE VIOLENCE (committing any act that injures, degrades, or disgraces any fellow student or person attending the institution) (E.C. 32050-32051; 48900 q; 48900.3; 233) (Ref. 610R Admin. Code and AB 1785. See definition of hate violence in KHSD Discipline Code)

KEYS (illegal possession, unauthorized use or duplication of keys to school buildings or premises) (P.C.469)

RECEIVING STOLEN PROPERTY (knowingly received stolen school property or private property) (E.C.48900 l)

SECRET CLUBS (membership on school campus prohibited) (E.C. 48900 k)

SEXUAL HARASSMENT / ASSAULT (unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting)(E.C. 48900.2, 212.5, 48915 (c-4)

STEALING (stealing school property or from persons while on school property or at school sponsored events) (E.C. 19911, 35291, 44807, 48900 g; P.C. 484-485)

TARDINESS / TRUANCY (late to class; missing class(es) illegally) (E.C. 48260-48262)

VEHICLES (failure to observe posted traffic and parking regulations) (V.C. 21113, 42001)

OTHER OFFENSES (serious infractions of behavior standards, not identified above, inimical to the welfare of the school, including buildings, property, staff, students or other personnel during the school day or while in attendance at school functions) (E.C. 48212, 48900 (a)(1) to 48900 o, 48915)

VICTIMS OF VIOLENT CRIMES

Victims of violent crimes, while in or on school grounds, will have the option of an intra-district transfer. Incidents will be reviewed on a case by case basis to determine whether a student is the victim of a violent offense as provided for in the California *Penal Code*.

VIOLATIONS RELATING TO STUDENT DRESS

The District believes that appropriate dress and grooming contribute to a productive learning environment. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard, or a distraction which interferes with the educational process. Clothing and personal adornment styles change frequently and any "dress code" which explicitly defines acceptable school wear quickly becomes outdated. Therefore, Tulare Joint Union High School District school administrators have utilized the following general guidelines to make case by case judgments regarding appropriateness of school attire.

GUIDELINES

DISRUPTIVE CLOTHING / ADORNMENTS (Any clothing or adornment which causes reactions by other students causing the teacher to lose the attention of the students, to modify or cease instructional activities, or to deal with student confrontations or complaints.)

SLOGANS, ILLUSTRATIONS (Slogans or illustrations which promote the use and/or glorification of drugs, alcohol or tobacco are not acceptable. Profane, vulgar, racial, ethnic or sexist slogans or illustrations on articles of clothing also are not acceptable.)

REVEALING APPAREL (Any see-through apparel or attire which does not cover undergarments is not acceptable.)

DANGEROUS ATTIRE (Attire which may be used as a weapon may not be worn -- e.g.: steel-toed boots, chains, items with spikes or studs.)

"COLORS" (The presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes or advocates membership in a group or gang which advocates drug use, racial or ethnic disharmony, or which advocates violence or other disruptive behavior, is prohibited.)

UNSAFE APPAREL (Any attire or adornment which creates a safety hazard for the wearer or others is prohibited. Included within this criteria is the expectation that all students will wear shoes.)

SPECIFIC CLOTHING REQUIREMENTS (Specific learning activities in shops, labs, on-the-job training in business/industry, or co-curricular activities may have additional clothing and appearance regulations.)

CLEANLINESS (All clothing should be reasonably clean.)

CONSEQUENCES OF DRESS AND GROOMING VIOLATIONS

First Violation - Home contact and the violator will be requested to change clothing, hairstyle or cosmetic.

Second Violation - Home contact and alternative to suspension or suspension if student refuses alternatives.

Third Violation - Home contact and suspension.

VIOLATIONS RELATING TO STUDENT EXPRESSION

LEWD OR LASCIVIOUS ACTS (engaging in or performing lewd or lascivious acts on school grounds or at school sponsored activities) (P.C. 314)

PROFANITY / VULGARITY (continual or habitual use of profanity or vulgarity) (C.A.C. 300; E.C. 48900 I)

VIOLATIONS RELATING TO CAMPUS DISTURBANCE

FALSE FIRE ALARMS (willfully tampers with any fire alarm equipment or deliberately sounds a false fire alarm) (E.C. 48900 k; P.C. 148.4)

LOITERING (persons on school premises unlawfully) (P.C. 653 g)

PICKETING (persons posted to affect the school) (P.C. 407, 409)

SIT-INS, WALK-ONS, ETC. (violations of rules governing lawful assemblage on school grounds or at school events; failure to disperse) (P.C. 407, 409, 416, 420 j, p, 626.2, 626.4, 626.6, 626.8)

TRESPASSING / FORCED ENTRY (trespassing or forced entry with respect to school buildings or school events) (E.C. 32210, 44810; P.C. 902 p, 626.8)

UNAUTHORIZED VISITORS (persons who come into any school building or onto any school ground or adjacent areas without lawful business thereon) (E.C. 44810; P.C. 626.8, 647 b, 653 g)

VIOLATIONS RELATING TO PROHIBITED ITEMS

ALCOHOL / INHALENTS (use or possession on school campus or at school sponsored events) (B. & P.C. 25608, 25658, 25662; C.A.C. 14251; E.C. 48900 c, 48915 (a-3); P.C. 647 e)

CHEMICAL SPRAYS (possession of or use of any chemical weapon) (E.C. 48900 b; P.C. 12403.7 (4))

DRUGS / NARCOTICS (use, possession or sale of narcotics or other hallucinogenic drugs or substances or any other controlled substances on school grounds or elsewhere under the authority of school personnel) (E.C. 48900 c, 48915 (a-3), (c-3); H. & S. C. 11350, 11353, 11354, 11357, 11359, 11361, 11377, 11378, 11380; P.C. 647 e)

Offered, arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance, or material in lieu of the substance. (E.C. 48900 d; H. & S. C. 11382)

DRUG PARAPHERNALIA (possession of, offered, arranged, or negotiated to sell drug paraphernalia) (E.C. 48900 j)

ELECTRONIC SIGNALING DEVICES (use of any electronic signaling device is prohibited during the official school day, except for health reasons when prescribed by a licensed physician and approved by school administration) (E.C. 48901.5)

TOBACCO (use or possession of tobacco or any products containing tobacco or nicotine products on school grounds or elsewhere while under the authority of the school) (E.C. 48900 h; 48901)

WEAPONS OR THREAT THEREOF (possession, sale or furnishing of any firearm (gun), knife, explosive, or other dangerous object of no reasonable use to the pupil at school, or at a school activity off school grounds) (C.C. 1714.1, 1714.3; E.C. 48900 b, 48915 (a-2), (c-1), (c-2); P.C. 245. 626.9, 626.10, 653 k, 12020, 12021.2, 12301)

Possession of an imitation firearm (gun). (E.C. 48900 m)

SEARCH AND SEIZURE (personal or private property on school grounds, adjacent to the school, or while under the authority of school personnel, is subject to search and seizure by school officials) (E.C. 493331; H.& S.C. 11364.7, 11471)

LASER POINTERS OR LASER DEVICES (possession, sale or the furnishing of any device that conducts a laser beam such as a laser pointer is strictly prohibited.) (E.C. 48900B)

VIOLATIONS RELATING TO PROPERTY

BOMB THREATS (false report that a bomb or other explosive has been placed in school buildings or on school grounds) (L.C. 3367; P.C. 148.1)

DEFACING OR DAMAGING SCHOOL PROPERTY (VANDALISM) (acts which endanger life of students, employees or visitors or result in damage to school buildings, school property including electronic files and databases or possessions of students, staff members or visitors; parent or guardian is responsible for damages) (C.A.C. 305, C.C. 1714.1; E.C. 19910, 48900 f, 48904; G.C. 6201, 53069.5, 53069.6; P.C. 451, 452, 594, 594.5, 602 j)

FIRES, EXPLOSIVES OR THREAT THEREOF (fires or explosives which threaten or cause serious damage to human life or property on campus or at school sponsored events; parent or guardian is responsible for damages) (E.C. 48900 (a)(1), b, 48904, 48915 (a-2); H & S.C. 12304-12306; P.C. 451, 452)

DEFINITION OF TERMS

PROBATION: Placing a student on a trial basis because of prior conditions; must meet specified conditions for a given period of time.

TRANSFER TO ANOTHER CLASS / SCHOOL: A student may be transferred to another class in the same school. A student may be transferred to another school; this decision follows a hearing at the school, or district office.

DETENTION: Keeping a student in custody for a defined period of time in special rooms under staff supervision.

PARTICIPATION DENIAL: Preventing the student from participating in school activities.

SUSPENSION: Temporary denial of class and/or school attendance for causes of action committed on school property, school buses, at school functions, or elsewhere. Usually students are referred by teachers to the appropriate administrator for disciplinary actions if the students are unresponsive to normal classroom and/or school expectations of behavior.

EXPULSION: Action by the Board of Trustees to deny the right of school attendance with a time limit. (E.C. 48915-48918)

EXEMPTION: Action to eliminate the requirement of compulsory school attendance; not related to misconduct. (E.C. 48220, 48221, 48410)

EXCLUSION: Action by the Board of Trustees to discontinue attendance for either a definite or indefinite period of time. (E.C. 46010.5, 48211, 48212)

EXTRA-CURRICULAR ACTIVITIES

Participation and/or attendance at extra-curricular activities is considered a part of the educational program for students. Participants carry extra responsibilities as representatives of their schools. Student conduct rules also apply to extra-curricular activities. Penalties in most cases will require some loss of participation privileges. Disciplinary action procedures outlined in the adopted code will be followed by the member schools in order that each case might be evaluated individually as prescribed by the Board. A summary of the Athletic and Activity Control Code with a more detailed explanation of the rules and regulations is included in this document. A complete draft is available at your school site.

STUDENT EXPRESSION

Students have the right to exercise free expression; however, student expression, assemblage and/or publication distribution shall not materially disrupt class work, involve substantial disorder, or invade the rights of others. The Board of Trustees has adopted regulations establishing the time, place and manner for these activities as related to class schedules and physical campus arrangements in each school.

ENFORCEMENT

The certificated staff of the schools and the district shall enforce all school regulations as prescribed by law and Board regulations. The administration of each school shall enforce the Board adopted regulations to maintain proper conditions for the safety, health and physical well-being of all persons on campus and elsewhere while engaged in school-sponsored activities.

Suspension of students will be ordered by the principal after the appropriate notice and hearing have been given students. Expulsions may be ordered by the Board of Trustees when charges are substantiated after a proper hearing.

Should the student be expelled by the Board of Trustees of the Tulare Joint Union High School District, the action may be appealed by the student or parent to the County Board of Education.

The Tulare Joint Union High School District police force provides armed, POST-certified police officers at all comprehensive school sites. Also on campus are anywhere from one to two adult security team members. As such, only the Tulare Police Department and Tulare County Sheriff's Office constitute larger police agencies in Tulare County.

RIGHTS AND RESPONSIBILITIES

In our form of government the judicial system interprets the law and its applications and orders compliance with its interpretations. Judicial decisions have constantly supported the authority of the State and of school officials to prescribe and control conduct in the schools. This has been extended from control of students while on the school grounds to also maintaining order at other events, such as athletic contests. In recent years, however, the courts have recognized the student's legitimate right to a public education which is protected by the Due Process Clause of the Constitution of the United States. This right cannot be taken away for misconduct without adherence to the minimum procedures required by that clause.

The U.S. Supreme Court has made clear that students cannot collide with the rights of others without expecting a penalty. "But conduct by the student, in class or out of it, which for any reason - whether it stems from time, place, or type of behavior - materially disrupts class work or involves substantial disorder or invasion of the rights of others is, of course, not immunized by the constitutional guarantee of freedom of speech."

The role of the parent continues to be of primary importance in the education and control of the student. Parents are encouraged to help their youngsters by stressing the importance of a sound education and by forming a cooperative partnership with the schools to help guide and influence the education of the youngsters.

REFERENCE ABBREVIATIONS

B. & P.C.	-	Business and Professions Code	G.C.	-	Government Code
C.A.C.	-	Calif. Administrative Code, Title 5	H. & S.C.	-	Health and Safety Code
C.C.	-	Civil Code	L.C.	-	Labor Code
E.C.	-	Education Code	P.C.	-	Penal Code
			V.C.	-	Vehicle Code

THE COMPLETE DISCIPLINE CODE IS AVAILABLE FOR YOUR INSPECTION AT EACH SCHOOL.

The Discipline Code was adopted by the Board of Trustees of the Tulare Joint Union High School District on July 15, 2009

Revised May 1985; June 1993; July 1995; May 1997; May 1998; May 2003; July 2006.

Hate Crime Policies and Procedures

The Tulare Joint Union High School District Administrative Code addresses hate motivated behavior in Article 600 R

613.7 Hate Motivated Behavior

- 613.7.1.1 Any student who believes that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint against the appropriate school official in accordance with district complaint procedures.
- 613.7.1.2 Staff who are informed of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee and law enforcement, as appropriate. Students who engage in hate-motivated behavior shall be subject to discipline in accordance with the District's Discipline Code.
- 613.7.1.3 The principal or designee shall ensure that staff receives appropriate training to recognize hate-motivated behavior and methods of handling such behavior in appropriate ways.

Tulare Joint Union High School District

Crisis Procedures

Services available to students in need/crisis situations:

There are a variety of services available to students in crisis, depending on severity of need:

1. If a student threatens to harm him/herself: the counselor or psychologist will assess the situation (does the student have a plan, do they have access to weapons, etc), notify parent, and contact Tulare Youth Services Bureau Crisis Intervention Team.
2. If a student threatens to harm others: school site administration and psychologist will conduct a threat assessment per district guidelines, and involve school SRO or contact police as needed.
3. If a student has been the victim of sexual abuse: the counselor or psychologist will contact TYSB sexual abuse unit.
4. If a student is being hurt by someone in their family: contact Child Welfare Services.
5. If a student fears for his/her life: counselor/psychologist will assess the situation and determine the specifics, contact administration on-site, notify parents, and follow through with appropriate steps as necessary for the given situation. (i.e. contact police, CWS, conduct threat assessment, etc.)
6. In the event of a death/loss/tragic event on campus: every campus offers counseling sessions involving counselors and school psychologist.
7. If the case is not severe enough to warrant immediate action, or if student requires routine follow-up or additional support, the following are examples of services available on campus:
 - a. TYSB – therapists are on each campus one day per week.
 - b. Turning Point – drug/alcohol intervention program sessions are available to students.
 - c. Campus Chaplains on campus
8. Countryside High School is an option for students in our district who need ongoing mental health services. This school serves up to 40 students, and is run in conjunction with TYSB. A therapist is on campus daily, and sessions with a therapist are a required component of Countryside's program.

Mission Oak High School

Disaster Procedures

- All communication is made with simple verbal directions (intercom, loud speaker, etc.) and not dependent on bells and electronic signals with exception of the standard fire alarm.
- Emergency telephone numbers are posted in the office.
- First-aid kits are easily accessible and staff is knowledgeable on first-aid procedures.
- Instructions for emergency care, medications, and the treatment of illnesses are accessible to all staff.
- Evacuation procedures and routes are posted in compliance with county regulations.

INCIDENT COMMANDER – The Principal, and/or Principal's Designee

- Commence operations from the center, and
- Take overall responsibility for the operations of the center and its functions.
- Consult Job descriptions for positions below.
- Set up the Command Center and collectively choose:
 - Incident Commander-Principal
 - Logistics and Planning Chief-Campus Officer
 - Operations Director-Campus Officer
 - Search and Rescue Team-Campus Supervision Team
 - Facility Check/Safety & Security-Campus Officer
 - Planning/Intelligence-Campus Officer
 - Medical Director-School Nurse
 - Documentation Staff

OPERATIONS/SEARCH AND RESCUE TEAM

- Collectively choose a Search and Rescue Team Director-Maintenance Director
- Secures as much information on how many, and in what locations missing students, personnel and volunteers are located,
- Visually inspect structures for structural damage before deciding to reenter the structure (if in doubt, ask for help from the Command Center),
- If it is deemed safe to reenter structures, commences rescue operations within

STUDENT CARE AND RELEASE-Classroom Teachers and Specialists

- Instruct students to assemble in a safe place at the assembly area,
- Assume Student Care and Student Release responsibilities
- Take roll using the Student Accounting Form
- Use the Student Release Form for students who leave with parents or authorized adults listed on emergency release forms.
- Maintain a calm, supervised assembly with students
- Keep students informed as appropriate

Emergency Procedures

General Information

MISSION OAK HIGH SCHOOL

1. Disaster Center- Career Center
2. All information release will come from the Center and prior approval from the Principle.
3. Communication will be through the attendance office command radio.
4. Maintenance and AP's will be responsible for securing shut off valves and cutting mains as needed.
5. Chain of command:

Principal	Mr. Carrasco
Assistant Principal	Ms. Orisio

Through the Command Center the District, Police and Fire Department will be notified of the situation and appropriate steps put in place.

MISSION OAK HIGH SCHOOL

ROLLING BLACKOUTS PROCEDURES

If a rolling blackout is called that affects our campus, our primary concern will be for students and staff safety. If a blackout is called it will probably be for a short duration, approximately one hour. If we are affected by a power outage, please follow these guidelines:

1. Keep your students under your supervision in a calm environment. Please do not send your students out of your classroom. If you have a student who has a unique health that may impacted by the power outage, please send the student, along with another to walk with them, to the nurses office.
2. Open your classroom door and utilize as much natural light as possible.
3. Please keep your students in your classroom until directed to release them. We use AIR HORNS for bells if they are not working.
4. School probably will not be dismissed because of a blackout. By the time the buses got here to take students home, the power interrupting would probably be over. And, there would not be enough time to notify parents that we were sending their student home.
5. Food Services has contingency plan, they will serve the students a cold lunch or breakfast if the need arises.

Hopefully, if a rolling blackout is called, it will be called after school hours. However, if it is called during class time; please keep your students in your classroom under your direct supervision. This is the safest environment for the time during a power outage. A power outage, obviously, can be very disruptive and will require that we adjust while continuing to maintain appropriate supervision of our students.

FIRE DRILL PROCEDURES

- The alarm will sound.
- If no alarm sounds but you see or smell smoke, flames or a suspicious order, **PULL THE NEAREST FIRE ALARM** or report your suspicion to the office and evacuate your room.
- **EVACUATE:** Upon hearing the alarm, teachers are to evacuate their rooms in a safe and orderly manner according to the practiced drill procedures.
- Teachers will take the class emergency back pack, her/his roll book, visually inspect the room for stragglers, and be the last one out the door.
- Do not touch the light switch, if on, leave on, if off, leave off.
- Close all doors to the room.
- Leave the room and guide your students to their designated assembly area.
- Take roll and use the Accountability and Reporting Form to report any missing students to the principal or employee in charge. Lift up a Yellow Laminated Card when Leader arrives at your area to show all students are accounted for.
- Follow all directions given by police, fire or any other emergency personnel on scene. In the event of a false alarm, administrative personnel/designee will notify when it is safe to reenter the buildings and resume school business.
- Command Center will be set up if situation warrants – Procedures will be followed per Incident Commander's direction. Provide "All Clear" when Incident Commander calls Leaders area.
- Teachers should assess their students for signs of emotional upset or shock and notify the Incident Commander or administrative personnel/designee of any students needing attention and/or support.
- If parents wish to take their child during the emergency, make sure they sign out through the teacher in charge. Standard release procedures should be followed in that no child will be released to anyone not on the child's emergency card.
- Every student released will be recorded on the Student Release Form.

Fire/Drill Incident Commander Check List

<u>Leader</u>	<u>Area</u>
_____ Leslie/Ann	Admin Building
_____ Kenny (Counselor)	West End 100 Building
_____ Miguel (Counselor)	Center of 100 Building
_____ Tammy (Counselor)	Cafeteria and 500 Building
_____ Roger (PE teacher)	PE Area
_____ Christina (Noreen)	Library
_____ Barbara (Admin)	East End of 100 Building
_____ Jose (Admin)	200 Building

MISSION OAK HIGH SCHOOL
Fire Drill
Student Accountability
2012 - 2013

Location: Outside the front of the Administration Building-Leslie Rebelo

Leslie Rebelo

_____ Rebelo, Leslie-Switchboard	_____ Fernandez, Amparo-Family Com Liaison
_____ Najera, Brenda-Asst Principal Secretary	_____ McPhetridge, Marie-Counseling Secretary
_____ Borba, Donna-Nurse	_____ Williams, Ruth-Admin Classroom
_____ Martinez-Tello, Bertha-Counseling	_____ Burrell, Derek/Mark Joseph-Police Officer
_____ Moore, Kenny- Counseling	_____ Bickmore, Jackie-Secretary-Special Ed
_____ Gomes, Corina-Counseling Secretary	_____ Salinas, Angelica-Clerical Pool
_____ Torres, Miguel-Counseling	
_____ Ayon, Johanna-Attendance	
_____ Bettencourt, Lisa-Attendance	
_____ Aguilar, Denise-Career Tech	

Location: Outside West door of front of 100 Building-Administrator, Kenny Moore

Kenny Moore

_____ Tina Setser	100 Prep (5)
_____ Dane Maness	101 Prep (3)
_____ Rodney Enns	102 Prep (2)
_____ Brandon Dillon	115 Prep (1)
_____ Donna Weaver	115 Prep (2)
_____ Jose Lopez	116 Prep (3)
_____ Mitch Grimmer	117 Prep (4)
_____ Scott Salcedo	118 Prep (4)

Location: Outside Middle door of front of 100 Building-Administrator, Miguel Torres

Miguel Torres

_____ Shane Varner	103 Prep (1)
_____ Steve Warren	104 Prep (6)
_____ Donna Weaver	105 Prep (2)
_____ Andrea Fernandes	106 Prep (4)
_____ Lisa Allen	107 Prep (2)
_____ Ellen Warren	108 Prep (6)
_____ Kirstin Pires	109 Prep (4)
_____ MichaelPaul Mendoza	110 Prep (1)

_____ Diane Brown	121 Prep (5)
_____ Michael Conn	122 Prep (6)
_____ Darlien Edmond	123 Prep (3)
_____ John Navarro	124 (2,4,6), 121 (3,5) Prep (1)
_____ Alvaro Martin	124 (1,3,5), 118 (4,6) Prep (2)

Location: Outside South door of Library Building-Administrator, Christina Larrechea

Christina Larrechea

_____ Christina Larrechea	
_____ Noreen Cabrera	
_____ Amanda Holguin "After ours" Office	
_____ Michael Machado Library classroom Prep (4)	

Location: Outside East door of 100 building outside Gate 9-Administrator, Barbara Orisio

Barbara Orisio

_____ Carmen Pereira	111 Prep (5)
_____ David Flores	112 Prep (3)
_____ Jill Peck	113 Prep (5)
_____ Jill Monitz	114 Prep (3)
_____ Clemente Fagundes	128 (2,4), 127 (6) TW (1,3,5)
_____ Oscar Iniguez	128 (1,3,5,6) 130 (2)
_____ David Meza	129 Prep (5)
_____ Edith Guzman	130 Prep (2)

Location: Outside first door of 200 building- Administrator, Jose Perez

Jose Perez

_____ Zilda Hillard	201
_____ Steve Usher	202 Prep (6)
_____ Summer Denney	203 Prep (5)
_____ Jaime Chavez	204 (1,2,3) 206 (5,6) Prep (4)
_____ Rebecca Zegers	204 (4,5,6) Café (1,3) Prep (2)
_____ Diane Reis	205 Prep (3)
_____ Mike Hazelwood	206 Prep (5)
_____ Doug Jones	207 Prep (5)
_____ Laurie Jones	208 Prep (3)
_____ Carrie Linder	209 Prep (1)

Location: Outside the front of the Cafeteria Building-Administrator Tammy Aldaco

Location: Outside back door of 500 building by Gate 7- Administrator, Tammy Aldaco

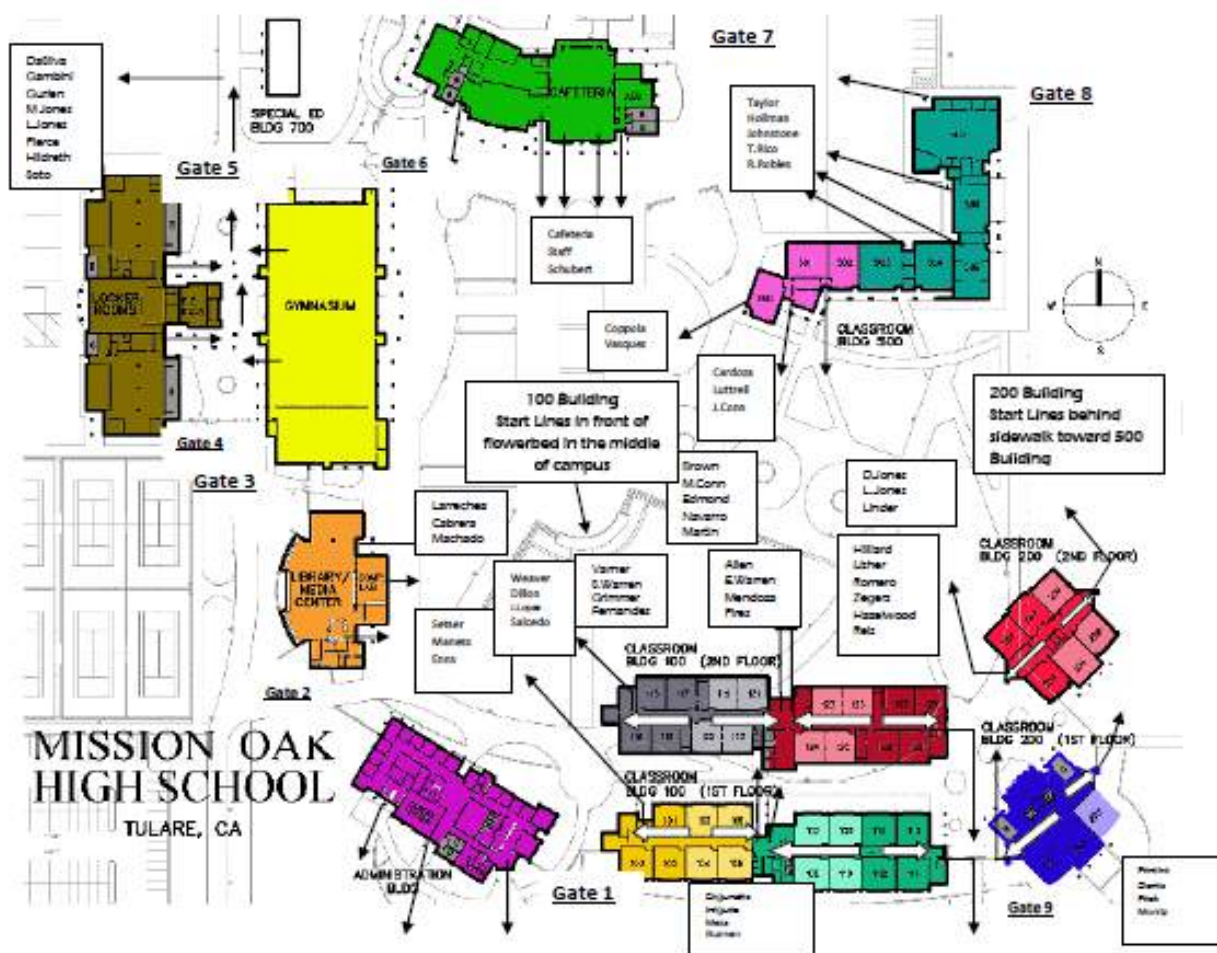
Tammy Aldaco

_____	Debbie Rathjens – Cafeteria
_____	Sylvia Cortez – Cafeteria
_____	Gloria Crip – Cafeteria
_____	Mercy Flores – Cafeteria
_____	Erendida Gomez – Cafeteria
_____	Miriam Herrera – Cafeteria
_____	Josie Kirby – Cafeteria
_____	Debbie Mumm – Cafeteria
_____	Martha Ruiz – Cafeteria
_____	Omar Ventura Noguera – Cafeteria Custodian
_____	Richard Schubert 700
_____	John Coppola 500 (2,4,6), 114 (1), Gym (5) Prep (1)
_____	Virginia Vasquez 500 (1,3,5) TW (2,4,6)
_____	Michelle Cardoza 501 Prep (2)
_____	Jeff Conn 502 Prep (5)
_____	Heather Luttrell 503 Prep (2)
_____	Roger Robles 504 Prep (2)
_____	Laurie Hollman 505 (1) 208 (4)
_____	Shellie Taylor 505 (1-5) Prep (1)
_____	Valerie Johnstone 506 Prep (1)
_____	Travis Rico 507 Prep (4)

Location: Outside of Gate 5 Parking Lot-Athletic Director, Roger Hildreth

Roger Hildreth

_____	Dina DaSilva GYM
_____	Mark Gambini GYM
_____	Matt Jones GYM
_____	Kymber Gurien GYM
_____	Lucas Jones GYM
_____	Scott Pierce PE Classroom
_____	Toby Soto` 800



BOMB THREAT PROCEDURES

Person Who Receives the Threat Should:

- Record, document, and preserve threat
- Report threat to office/administration (Principal, Assistant Principal, Campus Police Officer) that uses their best judgment in determining level of concern and calls 911 if the determination is made that the threat is serious. If the threat is deemed serious, the decide who will be the Incident Commander. The **Incident Commander** will communicate directions to all Office/Administration will school personnel with simple verbal exception of the standard fire alarm.

Bomb Threat Decision-Making Process:

- Judgment is essential in making the decision on the seriousness of the bomb threat.
- Each incident will be evaluated independently.
- Examine each fact and consider the incident as a whole before rendering the decision.
- The decision will be based on the best information available (this is not an exact science).
- Determine the LEVEL OF CONCERN using the information on the Bomb Threat Check-List filled out by the person taking the call:
- **COLD** – NO EVACUATION IS MADE – SCHOOL IS NOT DISRUPTED. The caller is not taken seriously. Based on one or more of the following:
 - Caller's statement,
 - Caller's behavior,
 - Immature voice,
 - Short statement then hangs up.
- **WARM** – NOTIFY THE Campus Police Officer or call TPD dispatch (559)684-4238
USE SUBTLE CODE TO ALERT TEACHERS TO CHECK THEIR AREAS FOR UNIDENTIFIED OBJECTS; SEND SUPPORT STAFF TO SEARCH THEIR GEOGRAPHICAL AREAS.
 - Caller provides some information about the device,
 - Caller's voice and tone elicit some concern.
- **HOT** – CALL 911 AND EVACUATE THE SCHOOL IMMEDIATELY.
 - Caller sounds like he/she knows what he/she is doing,
 - Caller provides lots of information,
 - Caller gives description of the bomb, its location, type of explosive used,
 - Caller gives reason for planting the bomb.

If bomb may be inside the building, follow these steps:

1. Check evacuation routes and evacuation area for unusual objects which may be a bomb phones, hand held radios, pagers, or other electronic devices.
 3. When evacuating, all adults should check visually for unusual objects which may be a bomb or anything not recognized as belonging in the classroom or school. Report anything unusual but do not touch anything that may be a bomb.
 4. Do not turn lights off or on. Leave doors unlocked.
 5. Move to the assembly area unless notified by Incident Commander.
 6. Alternate Assembly Area: Football field on west side of campus.
- Because school personnel are most familiar with the school, they will be asked to assist in the search.

Follow the advice of law enforcement or bomb squad in determining when to call an “all clear” and return to school business.

If students are to be evacuated/dismissed from school, use the procedures outlined in the EVACUATION/SCHOOL CLOSURE PROCEDURES.

EARTHQUAKE PROCEDURES:

During the Earthquake:

At the first indication of an earthquake, all employees working with students are to give the command to,

- Drop, Cover, and Hold, and
- Hold the position with students until the shaking stops.

After the Earthquake:

Once the shaking has stopped, the teacher will:

- Assess the situation and remain calm.
- If there are any injured people, contact a buddy teacher (or office/administrative personnel if buddy teachers is unavailable) to decide who will stay with the injured, and who will facilitate the safe evacuation of students.
- An adult must stay with the injured until the search and rescue team can provide assistance in evacuating the injured.
- Assess the evacuation route and evacuate students outside to the FIRE DRILL ASSEMBLY AREA, and away from trees, power lines, etc. Remember to take the emergency packs and roll book, from the rooms.
- Take roll and use the Student Accounting Form to report any missing students to the principal or employee in charge.
- Administrative personnel/designee will notify if/when it is safe to reenter the buildings and resume school business.
- Command Center will be set up if situation warrants – Procedures will be followed per Incident Commander’s direction.
- Follow all directions given by police, fire or any other emergency personnel on scene.
- Teachers should assess their students for signs of emotional upset or shock and notify the Incident Commander or administrative personnel/designee of any students needing attention and/or support.
- If parents wish to take their child during the emergency, make sure they sign out through the teacher in charge. Standard release procedures should be followed in that no child will be released to anyone not on the child’s emergency card.
- Every student released will be recorded on the Student Release Form.

LOCKDOWN/SHELTER IN PLACE

If there is an intruder on campus or a situation that threatens the safety of students and/or staff a lockdown will be put in place by one of the following ways:

1. An ALL CALL over the public address system that states we are going into a lockdown will be given along with appropriate and timely instructions.
 - a. Code Yellow – means a potential threat to the safety of the campus could be coming and there is time to get everyone safely into a locked room.
 - b. Code Red – means there is a threat to the safety of the campus and we need to lock the doors immediately.
2. Or two regular bells.
3. Or if the electricity is out, two air horn blasts will be given

Procedures during Class Time:

- Teacher locks the door to the classroom based upon the type of code.
- Classes that are outside when the emergency (or drill) occurs need to first “shelter in place” by assembling together with the teacher. Then the class should move to an inside or outside area at the direction of the adult in charge.
- Students in rooms other than their classrooms such as the library should stay where they are or if out of a classroom then go to the nearest shelter in place.
- Do not admit anyone else into your room except an administrator, employee, or police officer or use your best discretion.
- Administrative support or security personnel will escort wandering or late students to the school office or other safe area if it is safe to do so.
- Students should be silent, stay inside the building/classrooms in an area designated as the “safe area” and away from windows.
- Turn off all classroom lights.
- Close window blinds or shades if possible.
- Direct students to assume sheltered positions so that the room looks empty.
- Admin and Maintenance teams will secure outside gates and doors as needed and safe if it is safe to do so.
- If you call 911, give accurate and detailed information.

Procedures when students are outside (i.e. break, lunch time, before/after school):

- An all call over the intercom will be given AND an air horn will be sounded twice
- Everyone is to take cover immediately in the nearest classroom or building and school personnel will move students quickly into buildings where there is no visible threat.
- Teachers and student stay sheltered in place until the all clear is given over the intercom or two-way radios.

EVACUATION/SCHOOL CLOSURE:

A school closure or evacuation may be required for a number of reasons including a power outage, severe weather including heavy rain or snow, a chemical spill on Black Road, an extensive gas leak, a bomb threat, a wild fire in the surrounding areas, or notification by emergency personnel that an evacuation is required or in the best interest of the students.

EVACUATION: Upon hearing the ALL CALL public address, teachers are to evacuate their rooms in a safe and orderly manner according to the practiced drill procedures.

- Teachers will take the class emergency back pack, her/his roll book, visually inspect the room for stragglers, and be the last one out the door.
- Do not touch the light switch, if on, leave on, if off, leave off.
- Close all doors to the room.
- Leave the room and guide your students to their designated assembly area.
- Take roll and report any missing students to the principal or employee in charge.
- Command Center will be set up if situation warrants – Procedures will be followed per Incident Commander's direction.
- Follow all directions given by police, fire or any other emergency personnel on scene.
- Teachers should assess their students for signs of emotional upset or shock and notify the Incident Commander or administrative personnel/designee of any students needing attention and/or support.
- If parents wish to take their child during the emergency, make sure they sign out through the teacher in charge. Standard release procedures should be followed in that no child will be released to anyone not on the child's emergency card.
- Every student released will be recorded on the Student Release Form.

SCHOOL CLOSURE PROCEDURES:

- Office personnel will establish a phone tree within the office, and call for student pick up by a person on the authorized list of each student's enrollment form.
 - Office personnel will call the public media to announce closure. IT MAY BE NECESSARY TO USE CELL PHONES DUE TO POWER OUTAGE.
 - Office personnel will release students to parents who come to pick up their children using the every-day SIGN-OUT procedures.
 - Teachers will stay with their students until all students have been picked up or appropriate arrangements have been made by the administration for students not picked up.
 - If necessary, an assembly area will be set up for students remaining at the school.
- If necessary, the student sign-out area will be moved from the school office and located as close to the assembly area as is practical. In this case, every student released will be recorded on the Student Release Form.

STUDENT CARE EMERGENCY/DISASTER SIGN-OUT ROSTER FORM for EMERGENCY/DISASTER PREPAREDNESS

Please complete upon release of a child from an emergency/disaster evacuation site.

A best practice recommendation is to have only one person/staff release the children
program wide.

Program Roster Childs Name	Class	Time Picked Up	Picked Up by Whom	Destination
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				

Prevention of Illness and Communicable Diseases:

School Personnel are expected to incorporate the instruction of ways to prevent the spread of the common cold, flu, and other communicable diseases. This includes the teaching of appropriate hand washing techniques, good sleeping, exercise, and eating habits, procedures for disposing of contaminated tissues, and appropriate techniques to use for coughing, sneezing, etc.

Medical Emergencies:

Accidents:

I. Check –What happened (fall, fight, sport injury, etc.)

- Do not move victim if a fall from significant height has occurred
- Assess victim for bleeding
- If unconscious, check for breathing and pulse

II. Call – For assistance from adult office personnel

- Use radio
- Send a pair of students – direct them to return and report to whom they gave information.

III. Care – First aid as necessary until help arrives.

- Do not carry a child to the office. Get an office chair with wheels for transport.
- Office personnel shall give first aid if needed.
- If, in the judgment of the office personnel the victim needs additional emergency care, the Emergency Card on file will be used in order to reach a parent or an authorized person to pick up the child and/or access further medical assistance.
- In the event that the injury is serious and needs immediate attention and/or the victim's parent or other authorized persons on the Emergency Card cannot be reached, office personnel are authorized to call 911 for emergency assistance.
- An Accident/Incident report will be completed and filed, and a copy sent with the victim.

Illness - General:

I. Check – Patient's temperature should be taken; an overall assessment of the student made by communication with the student and observation by the caregiver.

II. Call – Parent will be called if student has a fever of 100 degrees or higher; has sore throat or cough; has symptoms that impede learning at school; has symptoms that indicate he/she is contagious to others in the school environment.

III. Care – Patient should be isolated from peers and made as comfortable as possible.

The student's emergency information should be accessed and followed. If no contact can be made to have the child picked up, the school office staff will keep the child in the health office, and if warranted, contact the physician listed on the emergency to determine the most appropriate course of action.

Illness – Communicable Diseases:

The same procedure as those for General Illnesses (above) is to be followed.

Cases of certain communicable diseases must be reported to other families whose children attend the same class and the Clubhouse childcare program. The following diseases must be reported and necessary precautions taken immediately: Meningitis, strep, scarlet fever, infectious hepatitis, head lice, scabies, measles and mumps. The school office will send out the appropriate exposure notices, and direct the Clubhouse to send home the appropriate exposure notices as well.