

**Lake Center Middle School**  
**Comprehensive School Safety Plan**  
**SB 187 & SB 334 Compliance Document**

2022-2023

Lake Center Middle School  
10503 Pioneer Blvd.  
Norwalk, CA 90650

Little Lake City School District

*This document is to be maintained for public inspection during business hours*

# Table of Contents

SECTION 1: GENERAL INFORMATION - SCHOOL SAFETY .....	
PART 1: DISTRICT COMMITMENT TO SCHOOL SAFETY .....	
PART 2: LEGISLATIVE REQUIREMENTS .....	
PART 3: MAINTAINING A SAFE AND ORDERLY ENVIRONMENT .....	
PART 4: BOARD POLICY 0450 – COMPREHENSIVE SAFETY PLAN .....	
PART 5: ADMINISTRATIVE REGULATIONS 0450 – COMPREHENSIVE SAFETY PLAN .....	
SECTION 2: CHILD ABUSE REPORTING.....	
PART 1: LEGISLATIVE REQUIREMENTS .....	
PART 2: BOARD POLICY 5141.4 – CHILD ABUSE PREVENTION PROGRAMS .....	
PART 3: ADMINISTRATIVE REGULATIONS 5141.4 – CHILD ABUSE PREVENTION AND REPORTING .....	
SECTION 3: DISASTER PROCEDURES .....	
PART 1: GENERAL INFORMATION - DISASTER.....	
PART 2: BIOLOGICAL/CHEMICAL WEAPONS ASSAULT .....	
PART 3: BOMB THREAT PROCEDURES .....	
PART 4: CHEMICAL OR HAZARDOUS MATERIAL INCIDENT.....	
PART 5: EARTHQUAKE PROCEDURES .....	
PART 6: EXPLOSION, AIRCRAFT CRASH OR SIMILAR INCIDENT .....	
PART 7: FIRE PROCEDURES.....	
PART 8: FLOOD PROCEDURES .....	
PART 9: LOCKDOWN/CIVIL UNREST PROCEDURES .....	
PART 10: SEVERE WINDSTORM PROCEDURES.....	
PART 11: SUSPICIOUS MAIL/PACKAGES .....	
PART 12: PANDEMICS.....	
SECTION 4: NOTIFICATION OF DANGEROUS PUPILS .....	
PART 1: NOTIFYING TEACHERS OF DANGEROUS PUPILS.....	
SECTION 5: SUSPENSION AND EXPULSION/DUE PROCESS.....	
PART 1:DEFINITIONS .....	
PART 2: NOTICE OF REGULATIONS .....	
PART 3: GROUNDS FOR SUSPENSION AND EXPULSION: GRADES: K-12.....	
PART 4: ADDITIONAL GROUNDS FOR SUSPENSION AND EXPULSION: GRADES 4-12.....	
PART 5: APPROPRIATE USE OF SUSPENSION AUTHORITY.....	
PART 6: SUSPENSION FROM CLASS BY A TEACHER .....	
PART 7: SUSPENSION BY SUPERINTENDENT, PRINCIPAL, OR PRINCIPAL’S DESIGNEE.....	
PART 8: LENGTH OF SUSPENSION .....	
PART 9: DUE PROCESS PROCEDURES FOR SUSPENSION.....	
PART 10: SUSPENSION BY BOARD.....	
PART 11: AUTHORITY TO EXPEL.....	
PART 12: SUPERINTENDENT OR PRINCIPAL'S AUTHORITY TO RECOMMEND EXPULSION.....	
PART 13: STUDENT’S RIGHT TO EXPULSION HEARING .....	
PART 14: STIPULATED EXPULSION .....	
PART 15: RIGHTS OF COMPLAINING WITNESS .....	
PART 16: WRITTEN NOTICE OF THE EXPULSION HEARING.....	
PART 17: CONDUCT OF EXPULSION HEARING.....	

PART 18: FINAL ACTION BY THE BOARD .....	
PART 19: WRITTEN NOTICE TO EXPEL.....	
PART 20: DECISION TO SUSPEND EXPULSION ORDER .....	
PART 21: APPEAL .....	
PART 22: NOTIFICATION TO LAW ENFORCEMENT AUTHORITIES .....	
PART 23: PLACEMENT DURING EXPULSION.....	
PART 24: READMISSION AFTER EXPULSION .....	
PART 25: MAINTENANCE OF RECORDS .....	
<b>SECTION 6: SEXUAL HARASSMENT POLICY .....</b>	
PART 1: GENERAL INFORMATION .....	
PART 2: BOARD POLICY 4119.11, 4319.11 - SEXUAL HARASSMENT PERSONNEL.....	
PART 3: ADMINISTRATIVE REGULATIONS 4119.11, 4319.11 - SEXUAL HARASSMENT PERSONNEL.....	
PART 4: BOARD POLICY 5145.7 - SEXUAL HARASSMENT STUDENTS.....	
PART 5: ADMINISTRATIVE REGULATIONS 5145.7 - SEXUAL HARASSMENT STUDENTS.....	
<b>SECTION 7: SCHOOL DRESS AND GROOMING .....</b>	
PART 1: BOARD POLICY 5132 – STUDENT DRESS AND GROOMING.....	
PART 2: ADMINISTRATIVE REGULATION 5132 – STUDENT DRESS AND GROOMING.....	
PART 3: SCHOOL DRESS POLICY .....	
<b>SECTION 8: SAFE INGRESS AND EGRESS.....</b>	
PART 1: GENERAL INFORMATION .....	
PART 2: SAFE INGRESS AND EGRESS.....	
PART 3: BOARD POLICY 1250 – COMMUNITY RELATIONS.....	
PART 4: ADMINISTRATIVE REGULATION 1250 – COMMUNITY RELATIONS.....	
<b>SECTION 9: RULES AND PROCEDURES OF SCHOOL DISCIPLINE .....</b>	
PART 1: SPECIFIC GUIDELINES.....	
PART 2: SCHOOL STANDARDS FOR PUPILS.....	
PART 3: BOARD POLICY 5131.6 – DRUGS, TOBACCO, ALCOHOL .....	
PART 4: ADMINISTRATIVE REGULATIONS 5131.6 – DRUGS, TOBACCO, ALCOHOL .....	
PART 5: BOARD POLICY 3513.3 – TOBACCO FREE SCHOOLS/SMOKING.....	
<b>SECTION 10: CRIME ASSESSMENT .....</b>	
PART 1: CRIME ASSESSMENT.....	
<b>SECTION 11: BULLYING AND INTIMIDATION .....</b>	
PART 1: BOARD POLICY 5131.2 – BULLYING.....	
PART 2: SCHOOL BULLYING POLICY.....	
<b>APPENDICES .....</b>	
<i>Appendix A: SB 334 Text.....</i>	
<i>Appendix B: SB 187 Text.....</i>	
<i>Appendix C: Education Code Sections 32280 – 32289.5 Text.....</i>	
<i>Appendix D: Suspected Child Abuse Report Form .....</i>	
<i>Appendix E: Employee Acknowledgement of Child Abuse Reporting Requirements.....</i>	
<i>Appendix F: Disciplinary &amp; Suspension Forms.....</i>	
<i>Appendix G: Behavior Contract.....</i>	

*Appendix H: School Crime Reporting Form..... 129*  
*Appendix I: School Site Council Meeting Minutes/Approval..... 130*  
*Appendix J:..... 131*

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
---

Section 1: General Information - School Safety
--

Part 1: District Commitment to School Safety
--

The Little Lake City School District's goal is to have safe and secure campuses for enrolled students and all employees. The District believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school within the District. The District intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans, including local law enforcement. The school site committee will review these safe school plans on an annual basis and proposed changes will be submitted to the Board for approval.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 1: General Information – School Safety
Part 2: Legislative Requirements

CA Education Code 32286 requires each school site to review and update its school safety plan by March 1<sup>st</sup> of each year which must be developed and written by a School Site Council (SSC) or its designated Safety Planning Committee in collaboration with teachers, classified staff, parents, and first responders to provide an up to date and complete plan.

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

Comprehensive School Safety Plans are required under SB 187/SB 334 to contain the following elements:

- Assessment of school crime committed on school campuses and at school-related functions
- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Sexual harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline

The Comprehensive School Safety Plan will be reviewed and updated by March 1<sup>st</sup> every year. In September of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 1: General Information – School Safety
Part 3: Maintaining a Safe and Orderly Environment

It is a priority of the administration and staff that every student who attends our school will be provided with an environment in which the students not only feel physically safe, but that there is also a positive school climate in all activities both in and out of the classroom.

Our administration and staff desire to provide an orderly, caring, and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements.

Our administration encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds.

Students shall have opportunities to voice their concerns about school policies and practices and to share responsibility for solving problems that affect their school. Staff shall encourage and reward success and achievement, participation in community projects, and positive student conduct.

Our school district promotes nonviolent resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. Staff shall receive training that implements and supports conflict resolution (California Education Code Sections 32230-32239, 35160, 35160.1, 44806).

Lake Center Middle School remains in compliance with existing laws related to school safety. This manual outlines several elements critical to maintaining a safe school environment.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 1: General Information – School Safety
Part 4: Board Policy 0450 – Comprehensive Safety Plan

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 1312.3 - Uniform Complaint Procedures)
- (cf. 3515 - Campus Security)
- (cf. 3515.2 - Disruptions)
- (cf. 3515.3 - District Police/Security Department)
- (cf. 3515.7 - Firearms on School Grounds)
- (cf. 5131 - Conduct)
- (cf. 5131.2 - Bullying)
- (cf. 5131.4 - Student Disturbances)
- (cf. 5131.41 - Use of Seclusion and Restraint)
- (cf. 5131.7 - Weapons and Dangerous Instruments)
- (cf. 5136 - Gangs)
- (cf. 5137 - Positive School Climate)
- (cf. 5138 - Conflict Resolution/Peer Mediation)
- (cf. 5144 - Discipline)
- (cf. 5144.1 - Suspension and Expulsion/Due Process)
- (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)
- (cf. 5145.9 - Hate-Motivated Behavior)

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286)

- (cf. 0420 - School Plans/Site Councils)
- (cf. 1220 - Citizen Advisory Committees)

The school safety plan shall take into account the school's staffing, available resources, and building design, as well as other factors unique to the site.

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 32286, 32288)



# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 1: General Information – School Safety
Part 4: Board Policy 0450 – Comprehensive Safety Plan

The Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

(cf. 0500 - Accountability)  
(cf. 9320 - Meetings and Notices)

By October 15 of each year, the Superintendent or designee shall notify the California Department of Education of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

## **Tactical Response Plan**

Notwithstanding the process described above, any portion of a comprehensive safety plan that addresses tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with representative(s) of employee bargaining unit(s), if they choose to participate.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 9011 - Disclosure of Confidential/Privileged Information)  
(cf. 9321 - Closed Session Purposes and Agendas)  
(cf. 9321.1 - Closed Session Actions and Reports)

## **Access to Safety Plan(s)**

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

(cf. 1340 - Access to District Records)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 1: General Information – School Safety
Part 4: Board Policy 0450 – Comprehensive Safety Plan

The Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281).

Policy LITTLE LAKE CITY SCHOOL DISTRICT  
adopted: February 26, 2019 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 1: General Information – School Safety
Part 5: Administrative Regulations 0450 – Comprehensive Safety Plan

## Development and Review of Comprehensive School Safety Plan

The school site council shall consult with local law enforcement, the local fire department, and other first responders in the writing and development of the comprehensive school safety plan. When practical, the school site council shall also consult with other school site councils and safety committees. (Education Code 32281, 32282)

(cf. 0420 - School Plans/Site Councils)

The school site council may delegate the responsibility for developing a comprehensive safety plan to a school safety planning committee composed of the following members: (Education Code 32281)

1. The principal or designee
2. One teacher who is a representative of the recognized certificated employee organization
3. One parent/guardian whose child attends the school
4. One classified employee who is a representative of the recognized classified employee organization
5. Other members, if desired

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

Before adopting the comprehensive safety plan, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. (Education Code 32288)

The school site council or safety planning committee shall notify, in writing, the following persons and entities of the public meeting: (Education Code 32288)

1. A representative of the local school employee organization
2. A representative of each parent organization at the school, including the parent teacher association and parent teacher clubs

(cf. 1230 - School-Connected Organizations)

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 1: General Information – School Safety
Part 5: Administrative Regulations 0450 – Comprehensive Safety Plan

3. A representative of each teacher organization at the school

(cf. 4140/4240/4340 - Bargaining Units)

4. A representative of the school's student body government

In addition, the school site council or safety planning committee may notify, in writing, the following entities of the public meeting: (Education Code 32288)

1. Representatives of local religious organizations

2. Local civic leaders

3. Local business organizations

(cf. 1700 - Relations Between Private Industry and the Schools)

## Content of the Safety Plan

Each comprehensive safety plan shall include an assessment of the current status of school crime committed on campus and at school-related functions. (Education Code 32282)

The assessment may include, but not be limited to, data on reports of school crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety.

(cf. 0500 - Accountability)

(cf. 0510 - School Accountability Report Card)

The plan shall identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including all of the following: (Education Code 32282)

1. Child abuse reporting procedures consistent with Penal Code 11164-11174.3

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Routine and emergency disaster procedures including, but not limited to:

a. Adaptations for students with disabilities in accordance with the Americans with

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 1: General Information – School Safety
Part 5: Administrative Regulations 0450 – Comprehensive Safety Plan

## Disabilities Act

(cf. 6159 - Individualized Education Program)

b. An earthquake emergency procedure system in accordance with Education Code 32282

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 3516.3 - Earthquake Emergency Procedure System)

c. A procedure to allow public agencies, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 1330 - Use of School Facilities)

(cf. 3516.1 - Fire Drills and Fires)

(cf. 3516.2 - Bomb Threats)

(cf. 3516.5 - Emergency Schedules)

(cf. 3543 - Transportation Safety and Emergencies)

3. Policies pursuant to Education Code 48915(d) for students who commit an act listed in Education Code 48915(c) and other school-designated serious acts that would lead to suspension, expulsion, or mandatory expulsion recommendations

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

4. Procedures to notify teachers of dangerous students pursuant to Education Code 49079

(cf. 4158/4258/4358 - Employee Security)

5. A policy consistent with the prohibition against discrimination, harassment, intimidation, and bullying pursuant to Education Code 200-262.4

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5131.2 - Bullying)

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 1: General Information – School Safety
Part 5: Administrative Regulations 0450 – Comprehensive Safety Plan

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

6. If the school has adopted a dress code prohibiting students from wearing "gang-related apparel" pursuant to Education Code 35183, the provisions of that dress code and the definition of "gang-related apparel"

(cf. 5132 - Dress and Grooming)

7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school

(cf. 5142 - Safety)

8. A safe and orderly school environment conducive to learning

(cf. 5137 - Positive School Climate)

9. The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5

(cf. 5144 - Discipline)

10. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions

Among the strategies for providing a safe environment, the comprehensive safety plan may also include:

1. Development of a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

2. Disciplinary policies and procedures that contain prevention strategies, such as strategies to prevent bullying, hazing, and cyberbullying, as well as behavioral expectations and consequences for violations

# Comprehensive School Safety Plan

Lake Center Middle School  
Little Lake City School District

Section 1: General Information – School Safety

Part 5: Administrative Regulations 0450 – Comprehensive Safety Plan

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5131 - Conduct)

3. Curriculum that emphasizes prevention and alternatives to violence, such as multicultural education, character/values education, social and emotional learning, media analysis skills, conflict resolution, community service learning, and education related to the prevention of dating violence

(cf. 6142.3 - Civic Education)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6142.8 - Comprehensive Health Education)

4. Parent involvement strategies, including strategies to help ensure parent/guardian support and reinforcement of the school's rules and increase the number of adults on campus

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

5. Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.61 - Drug Testing)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system, and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction

7. District policy related to possession of firearms and ammunition on school grounds

(cf. 3515.7 - Firearms on School Grounds)

8. Measures to prevent or minimize the influence of gangs on campus

(cf. 5136 - Gangs)

# Comprehensive School Safety Plan

Lake Center Middle School  
Little Lake City School District

Section 1: General Information – School Safety

Part 5: Administrative Regulations 0450 – Comprehensive Safety Plan

9. Procedures for receiving verification from law enforcement when a violent crime has occurred on school grounds and for promptly notifying parents/guardians and employees of that crime

(cf. 5116.1 - Intradistrict Open Enrollment)

10. Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus

(cf. 1250 - Visitors/Outsiders)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

(cf. 3530 - Risk Management/Insurance)

(cf. 5112.5 - Open/Closed Campus)

(cf. 5131.5 - Vandalism and Graffiti)

11. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff

(cf. 3515.2 - Disruptions)

12. Crisis prevention and intervention strategies, which may include the following:

a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate

(cf. 3515.5 - Sex Offender Notification)

(cf. 5131.4 - Student Disturbances)

(cf. 5131.41 - Use of Seclusion and Restraint)

b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)

c. Assignment of staff members responsible for each identified task and procedure



# Comprehensive School Safety Plan

Lake Center Middle School  
Little Lake City School District

Section 1: General Information – School Safety

Part 5: Administrative Regulations 0450 – Comprehensive Safety Plan

d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan

e. Coordination of communication to schools, Governing Board members, parents/guardians, and the media

(cf. 1112 - Media Relations)

(cf. 9010 - Public Statements)

f. Development of a method for the reporting of violent incidents

g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling

13. Staff development in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

14. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

(cf. 3510 - Green School Operations)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances)

(cf. 3514.2 - Integrated Pest Management)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT

approved: February 26, 2019 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 2: Child Abuse Reporting
Part 1: Legislative Requirements

The requirements of school personnel and the identification and reporting of known or suspected child abuse to a protective agency is mandated by the State of California Penal Code. In fact, failure to do so on the part of school personnel could lead to penalties, which might be imposed, on these individuals. The Little Lake City School District board policy and administrative regulations are continually updated to reflect appropriate legislation. Excerpts from the California Penal Code is presented below.

From California Penal Code Section 11166

...any child care custodian, health practitioner, or employee of a child protective agency who has knowledge or observes a child in his or her professional capacity within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency 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.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 2: Child Abuse Reporting
Part 2: Board Policy 5141.4 – Child Abuse Prevention Programs

The Governing Board is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

- (cf. 1020 - Youth Services)
- (cf. 5141.6 - School Health Services)
- (cf. 6164.2 - Guidance/Counseling Services)

## Child Abuse Reporting

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

- (cf. 4119.21/4219.21/4319.21 - Professional Standards)
- (cf. 5145.7 - Sexual Harassment)

Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)

- (cf. 0450 - Comprehensive Safety Plan)

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters.

Policy LITTLE LAKE CITY SCHOOL DISTRICT  
adopted: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School  
Little Lake City School District

Section 2: Child Abuse Reporting

Part 3: Administrative Regulations 5141.4 – Child Abuse Prevention and Reporting

## Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 5145.7 - Sexual Harassment)

### Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)

(cf. 3515.3 - District Police/Security Department)

3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)
4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 2: Child Abuse Reporting
Part 3: Administrative Regulations 5141.4 – Child Abuse Prevention and Reporting

- (cf. 5131.7 - Weapons and Dangerous Instruments)
- (cf. 5144 - Discipline)
- (cf. 6159.4 - Behavioral Interventions for Special Education Students)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)

- (cf. 6142.7 - Physical Education and Activity)
- (cf. 6145.2 - Athletic Competition)

6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; administrators and employees of a licensed child day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

## Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any district employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 2: Child Abuse Reporting
Part 3: Administrative Regulations 5141.4 – Child Abuse Prevention and Reporting

peace officer. (Penal Code 152.3, 288)

## Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

(cf. 1240 - Volunteer Assistance)

## Reporting Procedures

### 1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Department of Social Services  
10355 Slusher Avenue  
Santa Fe Springs, CA 90670  
(562) 903-5101  
Child Abuse Hotline: (800) 540-4000

When the initial telephone report is made, the mandated reporter shall note the name of the official

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 2: Child Abuse Reporting
Part 3: Administrative Regulations 5141.4 – Child Abuse Prevention and Reporting

contacted, the date and time contacted, and any instructions or advice received.

## 2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class
- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

## 3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 2: Child Abuse Reporting
Part 3: Administrative Regulations 5141.4 – Child Abuse Prevention and Reporting

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

## Training

Within the first six weeks of each school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)

- (cf. 4131 - Staff Development)
- (cf. 4231 - Staff Development)
- (cf. 4331 - Staff Development)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

## Victim Interviews by Social Services

Whenever the Department of Social Services or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student.



# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 2: Child Abuse Reporting
Part 3: Administrative Regulations 5141.4 – Child Abuse Prevention and Reporting

(Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member 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. (Penal Code 11174.3)

## Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

## Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 2: Child Abuse Reporting
Part 3: Administrative Regulations 5141.4 – Child Abuse Prevention and Reporting

notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

(cf. 1312.1 - Complaints Concerning District Employees)

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

(cf. 1312.3 - Uniform Complaint Procedures)

## Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 2: Child Abuse Reporting
Part 3: Administrative Regulations 5141.4 – Child Abuse Prevention and Reporting

3. No employee shall be subject to any sanction by the district for making a report unless it can be shown that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 1: General Information - Disaster

Lake Center Middle School and the Little Lake City School District will take all necessary measures to keep students, staff and visitors safe in the event of a disaster. The following sections of this plan outline basic responsibilities for all staff for specific incidents.

The Little Lake City School District has developed a Standardized Emergency Management System (SEMS) Plan that outlines in more detail, specific responsibilities for Emergency Response Teams at this school.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 2: Biological/Chemical Weapons Assault

Biological and chemical weapons are unconventional warfare tactics that can be deployed upon the public with little or no notice. Such weapons typically involve microscopic materials that may be organic or synthetically manufactured in laboratories. Biological or chemical weapons can be in powder form, liquid, or vaporous. Agents used in biological/chemical attacks include, but are not limited to: anthrax, smallpox, other harmful viruses, various forms of nerve gas, tear gas, and other vaporous irritants. Pranks using stink bombs should also be considered a chemical weapons attack.

There are several possible dispersion techniques to deliver biological and chemical agents. The following procedures should be utilized in the event of an assault involving biological or chemical weapons.

Any possible biological/chemical weapons assault should be reported immediately to the principal.

The principal should notify law enforcement authorities immediately.

As necessary, alert all site employees of the situation by intercom.

If the agent is delivered via aircraft:

- All staff and students should be moved indoors;
- Keep students inside and take roll;
- Close and secure all doors and windows;
- Make sure that the HVAC is shut down;
- Cover vents with plastic or thick paper using tape to create a seal;
- Inspect all windows and doors for cracks, gaps, or holes. Cover any with plastic or thick paper using tape to create a seal;
- Remain in this area until notified to leave by the principal, principal's designee or officers of emergency response agencies;
- Immediately report any injuries or illnesses to the principal, principal's designee or officers of emergency response agencies.

If the agent is delivered via dispersion device that is outdoors:

- All staff and students should be moved indoors;
- Keep students inside and take roll;
- Close and secure all doors and windows;
- Make sure that the HVAC is shut down;
- Cover vents with plastic or thick paper using tape to create a seal;

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
---

Section 3: Disaster Procedures
--------------------------------

Part 2: Biological/Chemical Weapons Assault
---

- Inspect all windows and doors for cracks, gaps, or holes. Cover any with plastic or thick paper using tape to create a seal;
- Remain in this area until notified to leave by the principal, principal's designee or officers of emergency response agencies;
- Immediately report any injuries or illnesses to the principal, principal's designee or officers of emergency response agencies.

If the agent is delivered via dispersion device that is indoors:

- All staff and students should be evacuated to the school's normal outdoor evacuation assembly area unless that area may be affected by the assault. Role should be taken;
- Remain in this area until notified to leave by the principal, principal's designee or officers of emergency response agencies;
- The HVAC system should be shut down.

If the agent is delivered via the school's HVAC system:

- All staff and students should be evacuated to the school's normal outdoor evacuation assembly area unless that area may be affected by the assault. Role should be taken;
- Remain in this area until notified to leave by the principal, principal's designee or officers of emergency response agencies;
- The HVAC system should be shut down.

In any situation involving biological or chemical weapons the principal and staff must follow all instructions given by officers of emergency response agencies. The District EOC will develop an action plan to handle telephone inquiries, rumor control, media relations, public information, employee/student crisis counseling, and facility damage assessment/control

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 3: Bomb Threat Procedures

If you observe a suspicious object or potential bomb on property, DO NOT HANDLE THE OBJECT, IMMEDIATELY NOTIFY 9-1-1.

## 1. Receiving the Call

Make every attempt to keep the caller on the phone as long as possible to gain information. Try if possible, to determine the gender and age of caller. Try if possible, to get the caller to tell you the exact location of the bomb and the time of threatened detonation.

## 2. Notification Procedures

School Site; communicate the above information to the following in this order:

- Principal
- Assistant Principals/Counselor
- Administrator Designee

The Principal/administrator will notify local law enforcement and the District Superintendent's office.

District Office will communicate the above information to the Superintendent's Office. The Superintendent's office will notify local law enforcement.

Strictly follow the above notification procedures and do not discuss or notify others of the bomb threat since this may create an unwarranted panic response at the facility.

## 3. Action Plan Procedures

If required to develop an action plan, the principal/administrator may consult with the following: other administrators, head counselor, head custodian utilizing their expertise.

If the location of the bomb is not specifically designated, students will be kept in the classroom.

The principal will make the decision to evacuate the building. However, if possible, this decision should be made in conjunction with law enforcement authorities after they arrive at the site.

The decision to search the building will be made in conjunction with law enforcement authorities and performed by them.

The principal will authorize reoccupation of an evacuated building only after consulting with law enforcement authorities.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 4: Chemical or Hazardous Material Incident

If a hazardous material incident occurs off site, stay indoors and close all doors and windows (referred to as taking “Shelter in Place”).

Notify 9-1-1 of the Chemical or Hazardous Material Incident.

If possible, determine the location of the spill in relation to facility buildings and wind direction.

Do not evacuate buildings until you are sure you will not be evacuating into an area that may be more hazardous.

Follow all instructions given by the Fire Department when they arrive at the facility.



# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 5: Earthquake Procedures

## **Indoor Procedures**

DUCK, COVER, AND HOLD. Get under desk or table. Move away from windows and objects that could fall. Stay under desk or table until shaking stops.

## **Outdoor Procedures**

Move away from building, utility poles and vehicles. Avoid all down wires or electrical lines. Do not run.

## **In School Bus Procedures**

Stop vehicle in safe location away from power lines, overpasses or large buildings. Stay in vehicle and establish radio contact with Transportation and/or District E.O.C.

## **General Procedures**

- Be prepared for immediate aftershocks and ground motion;
- Evaluate immediate area for earthquake related hazards (fire, building collapse, gas leaks, broken electrical lines, wires etc.);
- Evaluate immediate area (classroom, bus, etc.) for injuries or medical aid situations;
- Call 9-1-1, if you have an immediate emergency such as a fire or serious injury;
- Assist injured with First Aid treatment;
- Do not evacuate buildings or vehicles unless you have a hazard-related reason to do so;
- Conduct a headcount to account for all personnel and students;
- Establish communications with your supervisor, principal or District EOC and follow emergency checklist and procedures;
- Assist any police or fire units that respond to your location.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 6: Explosion, Aircraft Crash or Similar Incident

In case of an explosion, aircraft crash or similar incident follow the following procedures:

- If possible, Duck and Cover under a desk or table;
- Notify 9-1-1 of the explosion or crash;
- Assist any injured requiring first aid treatment;
- If necessary because of fire, building damage etc., evacuate building;
- Assist any persons who would have physical problems evacuating the building;
- Go to an outdoor evacuation/assembly area which is hazard free and not affected by the explosion or crash;
- Keep fire lanes, streets and walkways open for emergency responders;
- Stay in assembly area and account for all personnel and students;
- Do not return to buildings until authorized by fire department or principal.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 7: Fire Procedures

In case of a fire, follow the following procedures:

- Call 9-1-1 to report a fire, stay on the line and give specific information (name, address of school or facility);
- Utilize manual pull station to activate building alarm system and evacuate building when you hear an alarm;
- In the event of a small fire, notify 9-1-1 and then use the nearest fire extinguisher to control the fire if you have been trained in their use;
- Do not attempt to fight large fires, call 9-1-1 and evacuate building;
- Assist students in building evacuation and proceed to outdoor school evacuation area or areas;
- When evacuating buildings walk, do not run;
- Do not use elevators for building evacuation or in an emergency;
- If heavy smoke is present, crawl or stay near floor for breathable air;
- Assist any individuals who would have physical problems evacuating the building;
- Stay in the designated assembly area and account for all personnel and students;
- Do not block fire lanes or areas used by the fire department;
- Do not reenter building until authorized by fire department or the principal;
- If the fire is off site, wait for instructions from the principal or District EOC.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 8: Flood Procedures

If a flood warning is received by the District or school site, notify the District Superintendent immediately.

If a major flood warning is received at the District Office, the District EOC should be activated.

Based upon the specific threat, the District EOC in conjunction with the Operational Area EOC and SEMS system will develop an action plan to protect personnel, students and facilities.

Evacuation of specific schools, facilities or areas will be directed by the District EOC in coordination with SEMS.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 9: Lockdown/Civil Unrest Procedures

Any threatening disturbance should be reported immediately to the Principal/Administrator.

If the disturbance is affecting normal school or facility operations, the Principal/Administrator should notify law enforcement authorities immediately.

As necessary, alert all site employees of the situation by intercom, Site staff must follow the instructions below:

If you are inside:

- Close and lock all doors and windows immediately upon notification of situation;
- Keep all students inside and take roll;
- If feasible, move all students to a center point and keep low to the ground. Stay away from all doors and windows;
- Never open the door or window to anyone;
- Keep students inside classroom, regardless of lunch or recess until you are told by the principal or principal's designee that the situation has been resolved.

If you are outside:

- Immediately have students and staff seek shelter if it is safe to do so. Students and staff should go to the nearest room to them;
- If shelter is not available, have the students lie flat on the ground immediately;
- Children in restrooms should be instructed to stay there until directed to exit by the principal or principal's designee.

If situation is violent and may include the use of firearms, the principal or principal's designee should instruct all staff and students to lie face down on the floor and remain immobile.

Principal and staff must follow all instructions given by responding law enforcement.

If the event is major, the Superintendent will activate the District EOC to develop an Action Plan to deal with the situation as well as the following:

- Telephone inquiries and rumor control;
- Media relations and public information;
- Employee/Student crisis counseling;
- Facility damage assessment/control.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 10: Severe Windstorm Procedures

If a severe wind warning is received a District school or site, notify the District Superintendent immediately.

If a severe wind warning is received at the District Office, the District EOC should be activated.

Based upon the specific threat, the District EOC in conjunction with the Operational Area EOC or City EOC will develop an action plan to protect personnel, students and facilities.

In general, if severe winds are affecting a school or facility, employees and students should be moved to the interior core area of the building (inside wall on the ground floor) away from outside windows and doors.

Close all windows and blinds and avoid auditoriums, gymnasiums and other building locations that have large roof areas or spans.

Avoid all areas that have large concentrations of electrical equipment or power cables.

Evacuation of specific schools, facilities or areas will be directed by the District EOC in coordination with SEMS.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 11: Suspicious Mail/Packages

All incoming mail and packages should be handled with caution.

Below are indicators of suspicious mail and steps to take in the event that suspicious mail is received.

Mail that ...

- ... is unexpected or from an unfamiliar source
- ... has excessive postage
- ... is addressed to someone who no longer works in the District
- ... is addressed to a current employee but with the wrong title
- ... contains several misspelled words on the envelope
- ... marked with restrictive endorsements such as "Personal" or "Confidential"
- ... has no return address or an address that cannot be verified
- ... mail that is from a foreign country
- ... shows a city or state in the postmark that doesn't match the return address
- ... is lopsided, oddly shaped, or has an unusual weight, given its size
- ... has protruding wires, strange odors or stains
- ... has powdery substance on the outside
- ... has an unusual amount of tape on it
- ... is ticking or making unusual sounds

Not all mail comes perfectly packaged or with accurate information on it, so it is important that employees handling mail remain sensible in the screening of mail. However, prudent scrutiny conducted in a reasonable manner can greatly reduce the school's chances of becoming the victim of attack by mail.

What to do with suspicious mail (general response):

- Do not try to open the package or envelope;
- Do not sniff, taste or shake the package;
- Isolate the package;
- Evacuate the immediate area; close the door;
- Contact your supervisor and call 911.

Response to mail suspected of delivering biological/chemical agents in powder form:

- Do not open an envelope or package with powder on the outside;
- If powder is spilled from an envelope or package, do not try to clean up the powder;
- Cover the spilled contents immediately with anything (clothing, paper, trash can);

# Comprehensive School Safety Plan

Lake Center Middle School  
Little Lake City School District

Section 3: Disaster Procedures

Part 11: Suspicious Mail/Packages

- Do not remove this cover;
- Leave the room and close the door or otherwise prevent access to the room;
- Wash your hands with soap and hot water;
- Have that everyone who had contact with the piece of mail washes his/her hands with soap and hot water;
- Notify your supervisor;
- Supervisor should immediately contact the local police (911) or the U.S. Postal Inspection Service (626-405-1200);
- Supervisor should notify the District Superintendent's Office;
- Remove heavily contaminated clothing as soon as possible and place inside a plastic bag or some other container that can be sealed. This clothing should be given to the responding emergency response units;
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin;
- Make a list of all the people who were in the room or area, especially those who had contact with the envelope or package. Provide this list to the emergency response teams investigating the incident;
- Investigators will remove the envelope or package and conduct a thorough check of the area for contamination;
- If you are prescribed medicine because of this exposure, take it until instructed or until it runs out.

NOTE: Contacting the U.S. Postal Service is less likely to create a media event than the local police but their response may be slower.



# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 3: Disaster Procedures
Part 12: Pandemics

## Discovering Party and/or Teacher

In the event that you are the first contact with a student, staff member or visitor, experiencing symptoms similar to any communicable disease listed in Title 17, Section 2500 or a world-related flu or similar illness, ask the person to isolate and then contact the nurse's office. Follow the below steps for notification to the office staff.

1. Notify the nurses office
2. Notify the Principal
3. Close classroom door and windows
4. Keep students isolated from the potentially infected person

## Principal:

In the event that a communicable disease in the area of the school enact procedures based on the disease/illness that will isolate and keep students safe. Activate your EOC and notify the Superintendent's Office immediately.

1. Report per Section 2500 of Title 17 the disease/illness to the District Office Nurse
2. Establish and maintain communication with the Local Health Office and the District's Emergency Operations Center. Establish a Command Post. Minimum Incident Command System Activation recommended: Operations Section, Logistics Section.
3. Be prepared to notify parents and close school. Prepare to move students and staff to the designated isolation areas utilizing available resources
4. Until ordered assume a strategy will be employed and do the following:
  - a. Direct that all students and staff remain indoors or outdoors until it is safe based on illness treatment.
  - b. Direct that all heating-ventilation and cooling units are on or off based on illness treatment
  - c. Direct that all windows be shut or open based on illness treatment
  - d. Prepare staff for work-from-home

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
---

Section 4: Notification of Dangerous Pupils
---

Part 1: Notifying Teachers of Dangerous Pupils
--

When the principal is aware that a student has caused or tried to cause another person serious bodily injury, or any injury that requires professional medical treatment, a separate and confidential file is created for that child. Information based upon written District records or records received from a law enforcement agency are contained in the file.

When such a student is assigned to a teacher’s classroom, the principal shall provide the teacher with written notification. The teacher is asked to review the student’s separate and confidential file in the office. Teachers are informed that such information is to be kept in strictest confidence and is to disseminate no further.

Excerpts from the California Education Code, the California Penal Code and Little Lake City School District Administrative Regulations are presented below.

From California Education Code Section 49079

- (a) A school district shall inform the teacher of every student who has caused or who has attempted to cause serious bodily injury to another person, as defined in paragraphs (5) and (6) of subdivision (e) of Section 243 of the Penal Code, to another person. The district shall provide the information to the teacher based on any written records that the district maintains or receives from a law enforcement agency regarding a student described in this section.
- (b) No school district shall be liable for failure to comply with this section if, in a particular instance, it is demonstrated that the district has made a good faith effort to notify the teacher.
- (c) The information provided shall be from the previous three (3) school years.
- (d) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

From California Penal Code Section 243(e) – Paragraphs 5 and 6

- (5) ... “Injury” means any physical injury which requires professional medical treatment.
- (6) ... “Custodial Officer” means any person who has the responsibilities and duties and who is employed by a law enforcement agency of the city or county or who performs those duties as a volunteer.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 4: Notification of Dangerous Pupils
Part 1: Notifying Teachers of Dangerous Pupils

## From LLCSD Administrative Regulations 4158, 4258, 4358 – Employee Security

### Notice Regarding Student Offenses Committed While Under School Jurisdiction

The Superintendent or designee shall inform the teacher(s) of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

(cf. 5125 - Student Records)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s) that the student was suspended or expelled from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: December 11, 2012 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 4: Notification of Dangerous Pupils
Part 1: Notifying Teachers of Dangerous Pupils

## From LLCSD Administrative Regulations 4158, 4258, 4358 – Employee Security

### Notice Regarding Student Offenses Committed While Outside School Jurisdiction

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall so inform the school principal. (Welfare and Institutions Code 827)

The principal shall disseminate this information to any counselor who directly supervises or reports on the student's behavior or progress. The principal also may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

Any court-initiated information that a teacher, counselor, or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

When a student is removed from school as a result of his/her offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to the district. If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the superintendent of the new district of attendance. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first, and shall then be destroyed. (Welfare and Institutions Code 827)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: December 11, 2012 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 1:Definitions

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

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

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

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

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 2: Notice of Regulations

## **From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process**

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

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 3: Grounds for Suspension and Expulsion: Grades: K-12

## From LLCSD Board Policy 5144.1 – Suspension and Expulsion/Due Process

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

- (cf. 5131 - Conduct)
- (cf. 5131.1 - Bus Conduct)
- (cf. 5131.2 - Bullying)

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus

(cf. 5112.5 - Open/Closed Campus)

4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Policy LITTLE LAKE CITY SCHOOL DISTRICT  
adopted: May 14, 2019 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 3: Grounds for Suspension and Expulsion: Grades: K-12

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

(cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))

6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))

7. Stole or attempted to steal school property or private property (Education Code 48900(g))



# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 3: Grounds for Suspension and Expulsion: Grades: K-12

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))

(cf. 5131.62 - Tobacco)

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))

10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))

11. Knowingly received stolen school property or private property (Education Code 48900(l))

12. Possessed an imitation firearm (Education Code 48900(m))

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. (Education Code 48900(m))

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))

14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))

15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))

16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student 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 student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 3: Grounds for Suspension and Expulsion: Grades: K-12

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

### 17. Engaged in an act of bullying (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in items #1-3 of "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

Electronic act means the creation or transmission of a communication originated on or off school site, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 48900(r))

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

(cf. 6163.4 - Student Use of Technology)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education under Section 504)

### 18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 3: Grounds for Suspension and Expulsion: Grades: K-12

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

Made terrorist threats against school officials and/or school property (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 4: Additional Grounds for Suspension and Expulsion: Grades 4-12

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

Any student in grades 4-12 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

(cf. 5131.4 - Student Disturbances)

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - Sexual Harassment)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
---

Section 5: Suspension and Expulsion/Due Process
---

Part 4: Additional Grounds for Suspension and Expulsion: Grades 4-12
--

(cf. 5145.3 - Nondiscrimination/Harassment)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 5: Appropriate Use of Suspension Authority

## From LLCSD Board Policy 5144.1 – Suspension and Expulsion/Due Process

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

- (cf. 5138 - Conflict Resolution/Peer Mediation)
- (cf. 5144 - Discipline)
- (cf. 6142.4 - Service Learning/Community Service Classes)
- (cf. 6164.2 - Guidance/Counseling Services)
- (cf. 6164.5 - Student Success Teams)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student in grades K-3 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

- (cf. 5113 - Absences and Excuses)
- (cf. 5113.1 - Chronic Absence and Truancy)

Policy LITTLE LAKE CITY SCHOOL DISTRICT  
adopted: May 14, 2019 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 6: Suspension from Class by a Teacher

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

A teacher may suspend a student, including a grade K-3 student, from class for the remainder of the day and the following day for disruption, willful defiance, or any of the other acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the teacher of the class and the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which he/she was suspended. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 7: Suspension by Superintendent, Principal, or Principal's Designee

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" and for which he/she is required to recommend expulsion. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record. (Education Code 48900.5)

(cf. 5125 - Student Records)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California



# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 8: Length of Suspension

## **From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process**

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

(cf. 6184 - Continuation Education)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 9: Due Process Procedures for Suspension

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

Suspensions shall be imposed in accordance with the following procedures:

1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, presented with the available evidence against him/her, and given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)

3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

In addition, the notice may state the date and time when the student may return to school.

4. Parent/Guardian Conference: Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 9: Due Process Procedures for Suspension

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)

a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.

b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

c. If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

(cf. 6173.1 - Education for Foster Youth)

d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

(cf. 6173 - Education for Homeless Children)

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 10: Suspension by Board

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 11: Authority to Expel

From LLCSD Board Policy 5144.1 – Suspension and Expulsion/Due Process

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

(cf. 5131.7 - Weapons and Dangerous Instruments)

2. Selling or otherwise furnishing a firearm

3. Brandishing a knife at another person

4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058

5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4

6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct

2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 11: Authority to Expel

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

Policy LITTLE LAKE CITY SCHOOL DISTRICT  
adopted: May 14, 2019 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 12: Superintendent or Principal's Authority to Recommend Expulsion

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 13: Student's Right to Expulsion Hearing

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California



# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 14: Stipulated Expulsion

## **From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process**

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and his/her parent/guardian shall be effective upon approval by the Board.

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 15: Rights of Complaining Witness

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 16: Written Notice of the Expulsion Hearing

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based
3. A copy of district disciplinary rules which relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment

This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney adviser means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 16: Written Notice of the Expulsion Hearing

## **Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students**

If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 17: Conduct of Expulsion Hearing

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

1. Closed Session: Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are not violated. (Education Code 48918)

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 17: Conduct of Expulsion Hearing

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. Presentation of Evidence: Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. Testimony by Complaining Witnesses: The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)

- a. Any complaining witness shall be given five days' notice before being called to testify.
- b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
- c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
- d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
- e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.

# Comprehensive School Safety Plan

Lake Center Middle School  
Little Lake City School District

Section 5: Suspension and Expulsion/Due Process

Part 17: Conduct of Expulsion Hearing

f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.

(1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.

(2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.

(3) The person conducting the hearing may:

(a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness

(b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours

(c) Permit one of the support persons to accompany the complaining witness to the witness stand

6. Decision: The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 18: Final Action by the Board

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board in public. (Education Code 48918(j))

(cf. 9321.1 - Closed Session Actions and Reports)

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately. If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the trimester following the trimester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California



# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 19: Written Notice to Expel

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 20: Decision to Suspend Expulsion Order

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion/Due Process
Part 20: Decision to Suspend Expulsion Order

expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))

7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion
Part 21: Appeal

## **From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process**

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion
Part 22: Notification to Law Enforcement Authorities

## **From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process**

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. In addition, law enforcement authorities shall be notified regarding any acts by students regarding the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion
Part 23: Placement During Expulsion

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these
3. Not housed at the school site attended by the student at the time of suspension

(cf. 6158 - Independent Study)

(cf. 6185 - Community Day School)

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion
Part 24: Readmission After Expulsion

## From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process

Prior to the date set by the Board for the student's readmission:

1. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
2. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.
6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 5: Suspension and Expulsion
Part 25: Maintenance of Records

## **From LLCSD Administrative Regulations 5144.1 – Suspension and Expulsion/Due Process**

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

(cf. 5119 - Students Expelled from Other Districts)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: May 12, 2015 Santa Fe Springs, California



# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 1: General Information

The administration, teachers and staff at Lake Center Middle School actively strive to eliminate acts of sexual harassment at the school. All personnel are aware of the mandates from the State of California, the California Department of Education, and the Board of Education of the Little Lake City School District and support them fully. All personnel have received instruction regarding the recognition, prevention, and reporting of acts of sexual harassment. It is important that parents understand the provisions regarding sexual harassment and, in particular, student-to-student harassment. In recent years, this area of sexual harassment has been more clearly delineated in federal and state legislation as well as in our District's policies.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 2: Board Policy 4119.11, 4319.11 - Sexual Harassment Personnel

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the gender, gender identity, gender expression, or sexual orientation of the victim.

This policy shall apply to all district employees and to other persons on district property or with some employment relationship with the district, such as interns, volunteers, contractors, and job applicants.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 4030 - Nondiscrimination in Employment)

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.

(cf. 4117.7/4317.7 - Employment Status Reports)  
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 2: Board Policy 4119.11, 4319.11 - Sexual Harassment Personnel

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

## Sexual Harassment Reports and Complaints

Any district employee who feels that he/she has been sexually harassed in the performance of his/her district responsibilities or who has knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to his/her direct supervisor, another supervisor, the district's coordinator for nondiscrimination, the Superintendent, or, if available, a complaint hotline or an ombudsman. A supervisor or administrator who receives a harassment complaint shall promptly notify the coordinator.

Complaints of sexual harassment shall be filed and investigated in accordance with the complaint procedure specified in AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)

Policy LITTLE LAKE CITY SCHOOL DISTRICT  
adopted: September 11, 2018 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 3: Administrative Regulations 4119.11, 4319.11 - Sexual Harassment Personnel

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is made expressly or implicitly a term or condition of the individual's employment
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her
3. The conduct has the purpose or effect of unreasonably interfering with the other individual's work performance; creating an intimidating, hostile, or offensive work environment; or adversely affecting the other individual's evaluation, advancement, assigned duties, or any other condition of employment or career development
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit e-mails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 3: Administrative Regulations 4119.11, 4319.11 - Sexual Harassment Personnel

## Training

By January 1, 2006, and every two years thereafter, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position. (Government Code 12950.1)

The district's training and education program for supervisory employees shall include information and practical guidance regarding the federal and state statutory law on the prohibition against and the prevention and correction of sexual harassment and the remedies available to the victims of sexual harassment in employment. The training shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1)

In addition, the Superintendent or designee shall ensure that all employees receive periodic training regarding the district's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the district's complaint procedures.

## Notifications

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: (Government Code 12950)

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 3: Administrative Regulations 4119.11, 4319.11 - Sexual Harassment Personnel

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee  
  
(cf. 4031 - Complaints Concerning Discrimination in Employment)
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 7287.8 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location. DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code 12950)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: January 2009 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 4: Board Policy 5145.7 - Sexual Harassment Students

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 1312.1 - Complaints Concerning District Employees)
- (cf. 5131 - Conduct)
- (cf. 5131.2 - Bullying)
- (cf. 5137 - Positive School Climate)
- (cf. 5141.4 - Child Abuse Prevention and Reporting)
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

## **Instruction/Information**

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 4: Board Policy 5145.7 - Sexual Harassment Students

3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

## Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-8, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.



# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 4: Board Policy 5145.7 - Sexual Harassment Students

- (cf. 5144 - Discipline)
- (cf. 5144.1 - Suspension and Expulsion/Due Process)
- (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

- (cf. 4117.7 - Employment Status Report)
- (cf. 4118 - Dismissal/Suspension/Disciplinary Action)
- (cf. 4218 - Dismissal/Suspension/Disciplinary Action)
- (cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

## Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

- (cf. 3580 - District Records)

Policy LITTLE LAKE CITY SCHOOL DISTRICT  
adopted: January 31, 2017 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 5: Administrative Regulations 5145.7 - Sexual Harassment Students

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Assistant Superintendent, Personnel Services  
10515 S. Pioneer Boulevard  
Santa Fe Springs, California 90670  
562-868-8241 Ext. 2230  
scuellar@llcsd.net

(cf. 1312.3 - Uniform Complaint Procedures)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 5: Administrative Regulations 5145.7 - Sexual Harassment Students

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

## Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 5: Administrative Regulations 5145.7 - Sexual Harassment Students

one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee who shall determine who will investigate the complaint.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

## **Confidentiality**

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 5: Administrative Regulations 5145.7 - Sexual Harassment Students

the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 5125 - Student Records)

## Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

## Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 - Parental Notifications)

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 6: Sexual Harassment Policy
Part 5: Administrative Regulations 5145.7 - Sexual Harassment Students

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)

A copy of the district's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media.

(cf. 1113 - District and School Web Sites)  
(cf. 1114 - District-Sponsored Social Media)

3. Be provided as part of any orientation program conducted for new students at the beginning of each semester, or summer session (Education Code 231.5)

4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

5. Be included in the student handbook

6. Be provided to employees and employee organizations

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: January 31, 2017 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 7: School Dress and Grooming
Part 1: Board Policy 5132 – Student Dress and Grooming

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

(cf. 4119.22 - Dress and Grooming)  
(cf. 5145.2 - Freedom of Speech/Expression)

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

(cf. 5144 - Discipline)

## **Gang-Related Apparel**

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 5136 - Gangs)

## **Uniforms**

In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

If a school's plan to require uniforms is adopted, the Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 7: School Dress and Grooming
Part 1: Board Policy 5132 – Student Dress and Grooming

against or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Policy LITTLE LAKE CITY SCHOOL DISTRICT  
adopted: June 27, 2006 Santa Fe Springs, California



# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
---

Section 7: School Dress and Grooming
--------------------------------------

Part 2: Administrative Regulation 5132 – Student Dress and Grooming
---

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:

1. Shoes must be worn at all times. Thongs or backless shoes or sandals are not acceptable.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts may not be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.

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)

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 7: School Dress and Grooming
Part 2: Administrative Regulation 5132 – Student Dress and Grooming

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.

## **Uniforms**

In schools where a schoolwide uniform is required, the principal, staff and parents/guardians of the individual school shall jointly select the specific uniform to be worn. (Education Code 35183)

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)

Parents/guardians shall also be informed of their right to have their child exempted.

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: June 27, 2006 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 7: School Dress and Grooming
Part 3: School Dress Policy

## LAKE CENTER MIDDLE SCHOOL DRESS CODE

In keeping with the philosophy of the Board of Trustees and Board Policy 5132, the Little Lake City School District has established dress and grooming standards.

Lake Center believes in a dress code that promotes a safe and nurturing learning environment. While it is important to recognize unique individual qualities, it is equally important to realize that an expression of individualism has its limits on a middle school campus.

Personal appearance is primarily the responsibility of the parent/guardian and the student. Together, you take primary responsibility for student compliance with the dress code. School personnel shall be responsible for enforcing the dress code when students are on campus, at school functions, extracurricular activities or other special school activities.

The following guidelines will assist you in adhering to the dress code. In order to promote a safe and nurturing learning environment, the school dress code policy may be revised throughout the year as clothing styles and trends change. Failure of a student to comply with dress standards will result in consequences.

### GENERAL GUIDELINES

- Students cannot opt out of these mandatory dress standards.
- A student who violates these standards shall be subject to appropriate disciplinary action.
- Any clothing or accessory that depicts in any form, profanity, violence, drugs, alcohol, vandalism, weapons, tobacco, a sexual act, or is offensive to any gender, race or culture is unacceptable and therefore not permitted.
- Any clothing or accessory that can likely cause a disruption of or interference with the educational process, student health or safety, or campus order is not permitted.
- Footwear must be appropriate for safety and school activities (e.g., no flip flops, slip-ons, or steel-toed shoes)
- Students must adhere to dress code standards upon entering the campus.
- All attire must be within the dress code standards whether or not a sweater, jacket or other covering is worn.
- No clothing may be torn, ripped, or frayed unless permanently patched so skin is not visible

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 7: School Dress and Grooming
Part 3: School Dress Policy

	Acceptable	Unacceptable
<b>Pants</b>	<ul style="list-style-type: none"> <li>• Fit at the waist and legs</li> <li>• Worn at the waist</li> <li>• Cover undergarments</li> <li>• Jeans may have holes or tears from mid-thigh down</li> </ul>	<ul style="list-style-type: none"> <li>• Oversize and baggy</li> <li>• Pajama wear (except on Pajama Day)</li> </ul>
<b>Leggings, Jeggings</b>	<ul style="list-style-type: none"> <li>• Worn in modesty</li> <li>• Length of blouse/top must land below the hips</li> </ul>	<ul style="list-style-type: none"> <li>• Worn with short shirt or blouse</li> <li>• Revealing</li> <li>• Sheer panels above the mid-thigh</li> </ul>
<b>Shorts, Skorts, Skirts, Dresses</b>	<ul style="list-style-type: none"> <li>• Fit at the waist and legs</li> <li>• No shorter than mid-thigh</li> <li>• Cover undergarments and bottom</li> </ul>	<ul style="list-style-type: none"> <li>• PE or biking shorts</li> </ul>
<b>Shirt, Blouse, Top</b>	<ul style="list-style-type: none"> <li>• Undershirt tucked in</li> <li>• Covers the shoulders</li> <li>• Appropriate messages and images</li> </ul>	<ul style="list-style-type: none"> <li>• Spaghetti straps, halter tops</li> <li>• Oversize and baggy</li> <li>• Exposes torso areas (e.g., abdomen, stomach, back)</li> </ul>
<b>Outerwear</b>	<ul style="list-style-type: none"> <li>• Light jackets, sweaters, vests, sweatshirts</li> <li>• As plain as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Used to cover or hide unacceptable dress</li> <li>• Blankets</li> </ul>
<b>Belts</b>	<ul style="list-style-type: none"> <li>• Leather, plastic, or cloth</li> </ul>	<ul style="list-style-type: none"> <li>• Large belt buckles</li> <li>• Buckles with initials</li> <li>• Buckles with studs</li> </ul>
<b>Makeup</b>	<ul style="list-style-type: none"> <li>• Worn in modesty</li> </ul>	
<b>Hats, Hoodies, Head Coverings</b>	<ul style="list-style-type: none"> <li>• Hats worn forward</li> </ul>	<ul style="list-style-type: none"> <li>• Worn inside buildings</li> <li>• Hoods worn on campus (unless raining or cold outside)</li> <li>• Bandanas</li> </ul>
<b>Hair</b>	<ul style="list-style-type: none"> <li>• Natural hair tones</li> <li>• Short, spiked hair (under 1")</li> </ul>	<ul style="list-style-type: none"> <li>• Colors that are distracting</li> </ul>
<b>Jewelry</b>	<ul style="list-style-type: none"> <li>• Worn in modesty</li> <li>• Modest earrings, not larger than a quarter</li> <li>• Nose piercings (not recommended)</li> </ul>	<ul style="list-style-type: none"> <li>• Large hoop earrings</li> <li>• Large gold/silver chains</li> <li>• Stud/spike jewelry</li> <li>• Body piercing, including: tongue, eyebrow, lip, belly</li> </ul>

# Comprehensive School Safety Plan

Lake Center Middle School  
Little Lake City School District

Section 7: School Dress and Grooming

Part 3: School Dress Policy

<b>Lake Center Middle School Dress Code Violation Consequences</b>	
1 <sup>st</sup> Violation	Violation Corrected and/or Student Given PE or Loaner Clothes Violation Notice Sent Home Violation Recorded in Office Discipline Log as Warning
2 <sup>nd</sup> Violation	Consequences from 1 <sup>st</sup> Violation, plus Nutrition Detention.
3 <sup>rd</sup> Violation	Consequences from 2 <sup>nd</sup> Violation, plus Lunch Detention.
4 <sup>th</sup> Violation	Consequences from 3 <sup>rd</sup> Violation, with After-School Detention.
5 <sup>th</sup> Violation	Consequences from 4 <sup>th</sup> Violation, plus Parent Conference and Dress Code Contract

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 8: Safe Ingress and Egress
Part 1: General Information

Lake Center Middle School takes pride in being part of a school district that has a mission to provide a safe environment for all students, parents, and school employees. Our School will take reasonable measures to provide safe ingress and egress to and from the school for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. All passageways to and from school buildings, corridors within school buildings and emergency exits are to remain clear of all obstruction to allow flow of pedestrian and vehicular traffic. The school will also take reasonable measures that potential obstructions and hazards are removed from such areas. To achieve this goal, the school works closely with local law enforcement agencies and the City of Santa Fe Springs for a safe school environment and community.

Through the joint efforts of the District office, site administrators, faculty, Safety Committee, PTO, and other organizations, including consultants, Lake Center Middle School has developed a sound plan for a safe arrival and departure of students, staff, and visitors. Lake Center Middle School encourages input from our community and reviews this plan on an annual basis.

Any problems associated with safe ingress and egress will be addressed immediately.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 8: Safe Ingress and Egress
Part 2: Safe Ingress and Egress

## Procedures for Campus Entrance:

### Students:

1. Lake Center students enter the school grounds through the northeast gate near the bike racks. Gates open at 7:30 am every school day.
2. At 8:05 am, after the tardy bell has sounded, all gates are locked.
3. Tardy students may enter through the office to go to the attendance office to receive tardy slips.
4. The west physical education gate adjacent to the boys' locker room and basketball courts is also unlocked for access and monitored by the physical education department. All other gates on campus remain locked throughout the day except as needed.
5. In the event of a disaster drill, designated classrooms exit through the west physical education gate, while others exit through the southwest gate by room 809 and southeast gate located near room 704.
6. The southwest gate is locked with a standard #50 lock. All teachers have been issued keys for this lock. The first teacher to arrive unlocks the gate and all designated classes proceed through.
7. The gate located in the southeast section of the campus provides exit for the 800 building classrooms. This gate is locked with a standard #50 lock. The first teacher to arrive unlocks the gate and all designated classes proceed through.

### Vistors:

1. All visitors must report to the office to gain access to the campus. Campus visitors must sign in and will be issued a "Visitor Pass" by office personnel. Exceptions are visitors attending a school function and personnel making deliveries to the school cafeteria.
2. Signs are posted at all gates and at the office door to inform visitors to report to the office and to discourage trespassers.
3. Student visitors are not permitted during school hours.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 8: Safe Ingress and Egress
Part 2: Safe Ingress and Egress

## Procedures for Campus Exit:

### Students:

1. After school, students exit through the northwest gate by the school marquee between the multipurpose room and the 100 building, the west physical education gate to the basketball courts, the northeast gate by the bike rack, and north central gate by the main office.
2. All gates, with the exception of west physical education gate and the north central gate, are locked within 20 minutes after the dismissal bell. West physical education gate and north central gate are to remain unlocked due to after school sports and after school intervention programs. Dismissal (and gate lock up) times are as follows:

<u>Days</u>	<u>Dismissal Time</u>	<u>Gate Lock Up</u>
<i>Monday, Wednesday, Friday</i>	<i>2:55pm</i>	<i>3:15pm</i>
<i>Tuesday, Thursday</i>	<i>2:11pm</i>	<i>2:30pm</i>
<i>Minimum days</i>	<i>1:30pm</i>	<i>1:45pm</i>

3. Lake Center is a closed campus. Students who leave campus during school hours must go to the office and be signed out by an adult listed on the emergency card, with proper identification.
4. The adult picking up the student is required to report in to the office.
5. Students wishing to reenter the campus after school must receive permission from the office.

### Visitors:

1. Visitors who have obtained a "Visitor Pass" must sign out and exit through the office door.
2. Visitors to school functions may exit the campus through any exit provided.

### Disaster:

Student accountability is a primary concern during a disaster. Therefore, students must remain on campus during an emergency until picked up by an adult designated on the emergency card. Designated adults are required to report to the command post and sign a release form to remove the child from the premises. Designated adults are required to show identification.



# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 8: Safe Ingress and Egress
Part 3: Board Policy 1250 – Community Relations

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

- (cf. 1240 - Volunteer Assistance)
- (cf. 5020 - Parent Rights and Responsibilities)
- (cf. 6020 - Parent Involvement)

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

- (cf. 6116 - Classroom Interruptions)

Any person who is not a student or staff member shall register immediately upon entering any school building or grounds when school is in session.

- (cf. 1112 - Media Relations)

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

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

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

- (cf. 1312.1 - Complaints Concerning District Employees)
- (cf. 1312.2 - Complaints Concerning Instructional Materials)
- (cf. 1312.3 - Uniform Complaint Procedures)

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 8: Safe Ingress and Egress
Part 3: Board Policy 1250 – Community Relations

(cf. 1312.4 - Williams Uniform Complaint Procedures)  
(cf. 3515.2 - Disruptions)

## **Presence of Sex Offender on Campus**

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent or designee anytime he/she gives such written permission.

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

Policy LITTLE LAKE CITY SCHOOL DISTRICT  
adopted: May 12, 2015 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 8: Safe Ingress and Egress
Part 4: Administrative Regulation 1250 – Community Relations

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

Unless otherwise directed by the principal or designee, a staff member shall accompany visitors/outsideers while they are on school grounds.

## Registration Procedure

In order to register, a visitor shall, upon request, furnish the principal or designee with the following information: (Penal Code 627.3)

1. His/her name, address, and occupation
2. His/her age, if less than 21
3. His/her purpose for entering school grounds
4. Proof of identity
5. Other information consistent with the provisions of law

## Principal's Registration Authority

The principal or designee may refuse to register any visitor if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke any visitor's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff. (Penal Code 627.4)

(cf. 3515.2 - Disruptions)

(cf. 3515.3 - District Police/Security Department)

When a visitor fails to register, or when the principal or designee denies or revokes a visitor's registration privileges, the principal or designee may request that the individual promptly leave

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 8: Safe Ingress and Egress
Part 4: Administrative Regulation 1250 – Community Relations

school grounds. When a visitor is directed to leave, the principal or designee shall inform him/her that if he/she reenters the school within seven days he/she may be guilty of a misdemeanor subject to a fine and/or imprisonment. (Penal Code 627.7)

## Appeal Procedure

Any person who is denied registration or whose registration is revoked may appeal to the Superintendent or principal by submitting, within five days after the person's departure from school, a written request for a hearing. This request must state why he/she believes the denial or revocation was improper and must provide an address to which the hearing notice may be sent. Upon receipt of the request for a hearing, the Superintendent or principal shall promptly mail a notice of the hearing to the person requesting it. A hearing before the Superintendent or principal shall be held within seven days after receipt of the request. (Penal Code 627.5)

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 1312.3 - Uniform Complaint Procedures)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: June 7, 2011 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 1: Specific Guidelines

## Rules of Conduct:

Demonstrate appropriate concern for the health and safety of themselves and others:

- Fighting, pushing, shoving, horseplay, bullying and sexual harassment are prohibited.
- Use, possession, or sale of tobacco, or controlled substances is prohibited.
- Possession or use of drug paraphernalia or dangerous objects, such as weapons, fireworks, or other explosives, on campus is prohibited.
- Safety rules and conduct concerning automobiles, bikes, and traffic must be followed. Running is not allowed on campus.
- Accidents and injuries must be reported immediately.
- Scooters and skateboards are not allowed on campus.

Be respectful of school employees and fellow students

- Classroom and school rules must be followed.
- Use of profane, inflammatory, or derogatory language or action is prohibited.
- Courtesy to others should be maintained through quiet talk and safe passage, especially in lunch areas and walkways.
- Lunch area rules must be followed.
- Students must throw their own trash in proper receptacles.

Take appropriate care of all school property and equipment.

- Graffiti, tagging and vandalism are prohibited.
- Playground and playing field rules pertaining to the safe and proper use of equipment must be followed.
- Library and textbooks must be checked out, maintained and returned properly.
- Safety rules, in handling laboratory equipment, or musical instruments, must be followed.

Cooperate in maintaining a safe and orderly school environment

- Toys, pets or other disruptive articles should not be brought to school without permission of an appropriate teacher or administrator.
- Restrooms must be properly used.
- Matches and flammable or explosive devices are prohibited.
- Students out of class must have a proper pass or authorization.
- Littering is prohibited.
- Theft is prohibited.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 1: Specific Guidelines

## Conduct Guidelines



**Pride:** Students are expected to follow the school dress code, come prepared to learn and do their best work every day.

**Respect:** Students are expected to use appropriate language while on campus as well as keep all electronics off and away. All classroom materials and school equipment is to be treated with care and used appropriately. Students are responsible for the cost of damaged school property.

**Others Matter:** Students are expected to respect others' differences and feelings as well as acknowledge others' opinions. Bullying at Lake Center Middle School is not tolerated. Physical contact with another student is prohibited and appropriate consequences will follow. Students are expected to respect others' personal space.

**Work Together:** Students are expected to practice active listening and regularly participate in discussions and assignments. In common areas students are expected to share equipment and space as well as keep their area clean by throwing away all trash.

**Lead By Example:** Students are expected to arrive on time and ready to learn every day. Students are to respond to others appropriately in all situations as well as use their time wisely daily.

Lake Center Middle School 					
	Pride	Respect	Others Matter	Work Together	Lead by Example
All Settings	<ul style="list-style-type: none"> <li>✳ Follow the dress code</li> <li>✳ Show school spirit</li> <li>✳ Use positive language</li> </ul>	<ul style="list-style-type: none"> <li>✳ Respect other's belongings</li> <li>✳ Keep electronics off and away</li> <li>✳ Follow instructions the first time they are given</li> </ul>	<ul style="list-style-type: none"> <li>✳ Respect others' differences and feelings</li> <li>✳ Help others in need</li> <li>✳ Keep hands and feet to yourself</li> <li>✳ Treat others better than you want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>✳ Compliment and encourage others</li> <li>✳ Take turns and wait patiently</li> <li>✳ Keep your area clean</li> </ul>	<ul style="list-style-type: none"> <li>✳ Make positive choices</li> <li>✳ Move safely</li> <li>✳ Leave areas better than you found them</li> <li>✳ Respond appropriately to adults</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>✳ Come prepared to learn</li> <li>✳ Work to the best of your ability</li> <li>✳ Encourage others with positive comments</li> </ul>	<ul style="list-style-type: none"> <li>✳ Use classroom materials appropriately</li> <li>✳ Work cooperatively with peers</li> <li>✳ Stay on task</li> </ul>	<ul style="list-style-type: none"> <li>✳ Acknowledge others' opinions</li> <li>✳ Allow others to learn</li> <li>✳ Treat others better than you want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>✳ Practice active listening</li> <li>✳ Actively participate in discussions and assignments</li> </ul>	<ul style="list-style-type: none"> <li>✳ Arrive on time and ready to learn</li> <li>✳ Treat materials and others with respect</li> </ul>
Common Areas	<ul style="list-style-type: none"> <li>✳ Clean up after yourself</li> <li>✳ Demonstrate good citizenship</li> </ul>	<ul style="list-style-type: none"> <li>✳ Throw away all trash in receptacles</li> <li>✳ Treat equipment with respect</li> <li>✳ Keep food in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>✳ Include others in activities</li> <li>✳ Be considerate of others</li> </ul>	<ul style="list-style-type: none"> <li>✳ Share equipment</li> <li>✳ Take turns and wait patiently in line</li> </ul>	<ul style="list-style-type: none"> <li>✳ Travel with the hall pass</li> <li>✳ Stay in assigned areas</li> <li>✳ Move safely</li> </ul>
Locker Room	<ul style="list-style-type: none"> <li>✳ Practice good hygiene</li> <li>✳ Come prepared with PE materials</li> </ul>	<ul style="list-style-type: none"> <li>✳ Use lockers for their intended purpose</li> </ul>	<ul style="list-style-type: none"> <li>✳ Respect others' personal space and property</li> <li>✳ Leave lotions and sprays at home</li> <li>✳ Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>✳ Keep your area clean</li> </ul>	<ul style="list-style-type: none"> <li>✳ Use your time wisely</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>✳ Keep the area clean</li> <li>✳ Practice good hygiene</li> <li>✳ Leave food outside</li> </ul>	<ul style="list-style-type: none"> <li>✳ Throw away trash in receptacles</li> </ul>	<ul style="list-style-type: none"> <li>✳ Respect others' personal space</li> <li>✳ Maximum of three at a time in the restroom</li> </ul>	<ul style="list-style-type: none"> <li>✳ Take turns and wait patiently in line</li> <li>✳ Stack backpacks neatly outside</li> </ul>	<ul style="list-style-type: none"> <li>✳ Use restroom for intended purposes</li> <li>✳ Report vandalism or other problems to the office</li> </ul>

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 1: Specific Guidelines

## Cell Phones/Personal Electronics

Cell phones shall be turned off and kept out of sight during school hours or at any time as directed by a school district employee, except when deemed medically necessary or permitted by a teacher or administrator. Cell phones may also be stored in a cell phone holder, located in classrooms, while on campus. No student should be prevented from using his/her phone in case of an emergency, except if use inhibits the ability of school district employees to effectively communicate instructions for student safety.

**If cell phones are brought to school, the student assumes all responsibility for the phone, which must be turned off and not be visible while on campus (unless permission is granted by teacher to use phones in classroom).** Other than phones, students may NOT bring electronic devices to school. Consequences are issued for students in violation of the electronics/cell phone policy:

Lake Center Middle Cell Phone Violation Consequences	
<b>First Violation</b>	A school district employee directs the student to turn off the device and put it away.
<b>Second Violation</b>	Phone confiscated for the remainder of the school day. Pickup by student
<b>Third Violation</b>	Phone confiscated Pickup by parent only, administrative detention assigned
<b>Fourth Violation</b>	Phone confiscated Pickup by parent after conference. Student prohibited from bringing cell phone onto campus.

## Ground Rules

1. Walk only on sidewalks, not on the grass. Do not cut corners.
2. Throw trash in trash cans, not on the ground. Do not leave trash on tables or sitting areas.
3. Gum is not allowed on campus at any time, including nutrition, lunch time, and during, before and or after school activities or programs.
4. Please spit only in toilets and urinals, not on the ground or in sinks.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 1: Specific Guidelines

5. Walk on campus, except as directed in Physical Education areas.
6. Sit only on table benches, not on top of tables.
7. Do not cut in food lines or hold places for other students. Do not stand in food lines if you are not purchasing food.
8. Purchase items only for yourself in food lines, not for others.
9. Stay behind the red lines while waiting your turn.
10. Stay off both the outside and inside stage. Eating on stage is not allowed.
11. Eat only in designated areas. No food or drink are allowed past the red lines.
12. No one is allowed past red lines during nutrition or lunch without a pass.
13. If you ride a bicycle, you must wear a helmet and have a bicycle permit on file in the office. Bikes must be walked on school grounds, including on sidewalks.
14. Students may use either the attendance office door or the office student door when coming to the office. The front office door is for adult business only. Students may use this door if they are with a parent. Students may not exit school through the office.
15. Always use the crosswalks (jaywalking is against the law). Follow the instructions of the crossing guard and supervisors. Do not cross the tracks when the arms are down.
16. Do not go on other campuses before or after school without permission.
17. Notes must be brought to the attendance office after a tardy or absence. They must state why you were absent and be signed by your parent or guardian.

## Assembly Rules

Assemblies are usually held in the Multipurpose Room although some assemblies are held in the plaza area, which faces the exterior stage behind the 300 wing.



# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 1: Specific Guidelines

Students will be accompanied by teachers to the assembly area. They must enter the assembly in a quiet, orderly manner. Appreciation of the performance is demonstrated by clapping. Talking, whistling, stamping feet or booing is inappropriate and will not be permitted. Students are dismissed from an assembly by the teacher who accompanies them.

Students who do not follow assembly rules will be removed from the assembly and may lose assembly privileges for the remainder of the year and/or face disciplining action.

## Other Behavior Standards

### Participation:

Students who miss the entire day of school are not to participate in extra-curricular activities that same day unless approved by an administrator.

### Selling on Campus:

Individual students are not allowed to sell unauthorized items at any time on campus. Items being sold will be confiscated and not returned to the student.

### Gifts/Food/Money Items at School:

Parents and friends are asked not to have gifts, flowers, cakes, or other food items delivered to school. Lake Center cannot be responsible for storage of any items left in the office. Items that may not be accepted include balloons, flowers, gym clothes, food items, money, musical instruments, homework, school supplies, and other items left at home.

### Inappropriate Items at School:

Music players, recording devices (e.g., iPods, cameras) or other electronic devices are not permitted at school.

Except for prior consent, determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes, possession or use of personal electronic signaling devices (e.g., pagers, beepers and cellular phones) is prohibited.

Toys, stuffed animals, flowers, balloons and other distracting items are disruptive and should not be brought to school. Large sums of money and/or valuables should be left at home. All inappropriate items will be confiscated from the student and may be picked up only by a parent/guardian. Lake Center is not responsible for confiscated items.

### Sexual Harassment:

The LLCSD Board Policy prohibiting sexual harassment is strictly enforced.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 1: Specific Guidelines

## Hazing:

Hazing and initiation of students is absolutely prohibited by law and subject to severe punishment by school personnel plus possible fines or imprisonment by juvenile authorities. This includes “punching” to celebrate someone’s birthday, as well as “jumping in” for a group with closed membership.

## Public Display of Affection:

While it is recommended that students behave in a friendly manner toward one another, public displays of affection such as kissing, holding hands, or prolonged hugging is not acceptable on the middle school campus. Parents will be called if students exhibit such displays of romance; continued violations are subject to school progressive discipline.

## Graffiti:

Graffiti on any surfaces is a criminal offense and will be dealt with to the fullest extent of the law and school discipline consequences, which will include school suspension and full restitution. Students may be referred to community agencies for community/intervention.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 2: School Standards for Pupils

In order to provide a positive and safe learning environment for students, Lake Center staff has created school wide expectations by implementing the Positive Behavior and Intervention Support (PBIS) System. The following goals were developed by staff to promote a safe environment for all:

Throughout the school year, all staff will implement the PBIS (positive behavior and intervention support) school wide expectations matrix in order to maintain a safe environment for all students, as measured by data (office referrals, Live School points).

The following are in place for the following year:

- Provide Responsibility Assemblies per grade level to communicate school wide expectations, consequences and incentives to students.
- Provide rotations via PE classes where school-wide expectations are explicitly taught and practiced at each location on campus (lines, lockers, restrooms, courts, hallways, etc.).
- Post school wide expectations matrix posters throughout campus as a reminder to students and teachers.
- Utilize Live School to provide specific positive reinforcement to students.
- Provide parent communication on the school wide expectations.
- Initiate Check-in/Check-out for students who need extra support.
- Purchase materials (incentives) and resources as needed that students can obtain using Live School points.
- School wide implementation of the Second Step Social Emotional Learning program

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 3: Board Policy 5131.6 – Drugs, Tobacco, Alcohol

The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning.

The Superintendent or designee shall develop, implement and evaluate a comprehensive prevention and intervention program that is coordinated with other school and community-based services and programs. The district's program shall be scientifically based and designed to prevent or reduce alcohol or other drug use and the possession and distribution of illegal drugs. It shall include primary prevention activities such as decision-making skills and conflict management, instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians and coordination with appropriate community agencies and organizations.

- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 1020 - Youth Services)
- (cf. 4020 - Drug and Alcohol-Free Workplace)
- (cf. 5138 - Conflict Resolution/Peer Mediation)
- (cf. 6020 - Parent Involvement)

The Board and Superintendent shall agree upon performance measures that will be used to monitor and determine the effectiveness of the district's program in reducing drug and alcohol use. The Superintendent or designee shall develop and implement an evaluation process that includes ongoing assessment and analysis of objective data regarding the incidence of drug and alcohol use among district students, including discipline problems, and the prevalence of risk factors.

The Superintendent or designee shall consult with principals, teachers, other school personnel, students and parents/guardians when developing the district's program.

The Superintendent or designee shall clearly communicate to all students, staff and parents/guardians the district's policies, regulations and school rules related to the use of alcohol and other drugs on school campuses or at school activities. Information about program needs and goals shall be widely distributed in the community.

- (cf. 5131.61 - Drug Testing)
- (cf. 5131.62 - Tobacco)
- (cf. 5131.63 - Steroids)

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 3: Board Policy 5131.6 – Drugs, Tobacco, Alcohol

Staff should encourage students to participate as responsible partners in efforts to maintain a safe, constructive school climate.

(cf. 5137 - Positive School Climate)

The district's drug education program shall augment county drug education services, if any. District staff shall take every opportunity to cooperate with county and county office of education staff in planning and implementing collaborative alcohol and drug prevention programs.

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

## **Instruction**

The district shall provide science-based preventative instruction which has been proven effective in helping students avoid the use of alcohol and other drugs.

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

All instruction and related materials shall consistently state that unlawful use of alcohol or other drugs is wrong and harmful. Instruction shall not include the concept of responsible use of drugs or alcohol when such use is illegal. (20 USC 7114, 7162; Health and Safety Code 11999.2)

The district shall offer staff development activities for staff who implement the comprehensive drug and alcohol prevention and intervention program.

(cf. 4131 - Staff Development)

## **Intervention, Referral and Student Assistance Programs**

School staff, students and parents/guardians shall be informed about early warning signs which may indicate alcohol and other drug use and about appropriate agencies offering intervention programs, counseling, referral and other student assistance programs.

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. Students who disclose their use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be disciplined for such use.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 3: Board Policy 5131.6 – Drugs, Tobacco, Alcohol

## Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds or at school-sponsored activities.

(cf. 5131 - Conduct)

(cf. 5145.11 - Questioning and Apprehension)

(cf. 5145.12 - Search and Seizure)

Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board policy and administrative regulation. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 6145 - Extracurricular and Cocurricular Activities)

Policy LITTLE LAKE CITY SCHOOL DISTRICT  
adopted: June 27, 2006 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 4: Administrative Regulations 5131.6 – Drugs, Tobacco, Alcohol

## Instruction

The curriculum of all elementary and secondary schools shall include instruction on the effects upon the human body, as determined by science, of tobacco, alcohol, narcotics, dangerous drugs as defined in Health and Safety Code 11032, and other dangerous substances. Instruction shall be sequential in nature and suited to meet the needs of students at their respective grade level. (Education Code 51203, 51260)

(cf. 5131.62 - Tobacco)

In grades 1-6, instruction in drug education should be given in health courses required by Education Code 51210. (Education Code 51260)

In grades 7-8, instruction in drug education shall be conducted in health courses and in any other appropriate area of study required by Education Code 51220. (Education Code 51260)

(cf. 6142.8 - Comprehensive Health Education)

Secondary school instruction shall also include a study of the effects of alcohol and other drugs upon prenatal development. (Education Code 51203)

(cf. 6143 - Courses of Study)

Instruction shall be provided by appropriately trained instructors who have demonstrated competencies, as determined by the principal or designee, in the following areas: (Education Code 51260)

1. The ability to interact with students in a positive way
2. Knowledge of the properties and effects of tobacco, alcohol, narcotics, dangerous drugs, and shared drug apparatus
3. Effective teaching skills and competency in helping students to express opinions responsibly and to become aware of their values as they affect drug-use decisions

## Intervention

District staff shall intervene whenever students use alcohol or other illegal drugs while on school property or under school jurisdiction. Staff members who have a reasonable suspicion that a

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 4: Administrative Regulations 5131.6 – Drugs, Tobacco, Alcohol

student may be under the influence of alcohol or drugs shall immediately notify the principal or designee.

If the principal or designee, in his/her professional capacity or in the course of his/her employment, knows, observes or suspects that a student may be under the influence of alcohol or drugs, he/she may notify the parent/guardian. (Education Code 44049)

School staff shall not disclose confidential information provided during counseling by a student 12 years of age or older. A school counselor may report such information to the principal or parent/guardian only when he/she believes that disclosure is necessary to avert a clear and present danger to the health, safety or welfare of the student or other persons living in the school community. The school counselor shall not disclose such information to the parent/guardian if he/she believes that the disclosure would result in a clear and present danger to the student's health, safety or welfare. (Education Code 44049, 49602)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 5141 - Health Care and Emergencies)

(cf. 6164.2 - Guidance/Counseling Services)

Regulation LITTLE LAKE CITY SCHOOL DISTRICT  
approved: June 27, 2006 Santa Fe Springs, California



# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 5: Board Policy 3513.3 – Tobacco Free Schools/Smoking

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

- (cf. 3514 - Environmental Safety)
- (cf. 4159/4259/4359 - Employee Assistance Programs)
- (cf. 5030 - Student Wellness)
- (cf. 5131.62 - Tobacco)
- (cf. 5141.23 - Asthma Management)
- (cf. 6142.8 - Comprehensive Health Education)
- (cf. 6143 - Courses of Study)

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

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

- (cf. 1330 - Use of School Facilities)
- (cf. 1330.1 - Joint Use Agreements)

The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

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

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

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 9: Rules and Procedures of School Discipline
Part 5: Board Policy 3513.3 – Tobacco Free Schools/Smoking

Policy LITTLE LAKE CITY SCHOOL DISTRICT  
adopted: September 9, 2014 Santa Fe Springs, California

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 10: Crime Assessment
Part 1: Crime Assessment

In compliance with SB 187 and SB 334, Lake Center Middle School will compile statistics pertaining to school crime committed on school campuses and at school-related functions. The school will complete a *California Safe Schools Assessment – School Crime Reporting Form* for each incident that occurs on campus. Copies of these forms shall be inserted in **Appendix H** of this plan. The school will also insert an annual breakdown of incidents, by month. Information obtained will assist the school and the District in developing programs to reduce the incidence of crime on campus.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 11: Bullying and Intimidation
Part 1: Board Policy 5131.2 – Bullying

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

- (cf. 5131 - Conduct)
- (cf. 5136 - Gangs)
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5145.7 - Sexual Harassment)
- (cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

- (cf. 5145.2 - Freedom of Speech/Expression)
- (cf. 6163.4 - Student Use of Technology)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

- (cf. 0420 - School Plans/Site Councils)
- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 0460 - Local Control and Accountability Plan)
- (cf. 1220 - Citizen Advisory Committees)
- (cf. 6020 - Parent Involvement)

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

- (cf. 1020 - Youth Services)

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 11: Bullying and Intimidation
Part 1: Board Policy 5131.2 – Bullying

## Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

(cf. 5137 - Positive School Climate)

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)  
(cf. 6142.94 - History-Social Science Instruction)

Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 11: Bullying and Intimidation
Part 1: Board Policy 5131.2 – Bullying

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

## Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

## Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 11: Bullying and Intimidation
Part 1: Board Policy 5131.2 – Bullying

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

## Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

## Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 11: Bullying and Intimidation
Part 1: Board Policy 5131.2 – Bullying

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)  
(cf. 4119.21/4219.21/4319.21 - Professional Standards)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Policy LITTLE LAKE CITY SCHOOL DISTRICT  
adopted: September 11, 2018 Santa Fe Springs, California



# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 11: Bullying and Intimidation
Part 2: School Bullying Policy

Lake Center Middle School Social Vision: Each member of the community has a role and responsibility to maintain a physically and emotionally safe climate at Lake Center Middle School.

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act,\* that has the effect of or can reasonably be predicted to have the effect of:

- placing a reasonable pupil in fear of harm to his or her person or property;
- causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health;
- causing a reasonable pupil to experience substantial interference with his or her academic performance; or
- causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

\*“Electronic act” is the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

Lake Center addresses bullying in a number of ways:

## Education and Prevention

- **Responsibility Assembly.** Students attend an assembly at the beginning of the school year that defines bullying, provides resources and strategies, and details progressive intervention in instances of bullying.
- **PBIS Expectation Rotations:** Items addressed in the Responsibility Assembly are explicitly taught by location throughout the campus. No tolerance for bullying is reinforced throughout these rotations. The locations include the MPR, office, PE/horseshoe, restrooms, lunch lines, lunch eating area, and hallways.
- **Classroom Visits.** In the first two months of the school year, an administrator and the counselor visit each homeroom to delve deeper into the topic of bullying. Roles and responsibilities are defined, and all students, whether they are the bully, bystander, or victim, are encouraged to seek available resources at home or on campus. In 2012, discussions centered around the “Take Action... Against Bullying!” section of the student planners.
- **Staff Training.** Pacific Clinics use at least one staff meeting to educate teachers on the issues and actions to take regarding bullying.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 11: Bullying and Intimidation
Part 2: School Bullying Policy

- **WEB Follow-Ups.** WEB (Where Everybody Belongs) is an orientation program for sixth grade students to feel welcome and comfortable during their transitional first year of middle school. WEB Leaders are eighth grade students selected and trained to become mentors and positive role models. These student leaders conduct academic and social follow-ups throughout the year that focus on respect, treatment of others, and a positive school climate. Their rapport with mentees has provided another avenue for students to report concerns around campus.
- **No Bully Solution Team.** Team of trained staff members that work with students to facilitate mediations and solutions to end bullying incidents on campus.
- **Agency Partnerships.** Lake Center Middle School collaborates with several agencies to target groups or individuals with varying needs. Agencies include Turning Point, Pacific Clinics, Norwalk and Santa Fe Springs FYIP (Family Youth Intervention Program), and WACSEP (Whittier Area Coop Special Education Program)

## Initial Response and Reporting Expectations

All district employees are expected to take appropriate steps to intervene if they observe or become aware of an act of intimidation.

If, in the opinion of the employee, the matter has not been resolved, then the situation shall be reported to an administrator for further investigation.

The District encourages students, parents and other community members who observe or become aware of a serious act of intimidation to report this act to a school administrator for further investigation. Reports can be submitted multiple ways, including:

- **WEB Leaders** submit reports of bullying directly to their staff advisor, who in turn brings them to the immediate attention of the administrator.
- **Anonymously.** Among the options available, students can submit anonymous reports and concerns in the office's Bully Box, Online reporting via the Lake Center Web Site, to their parents, or discreetly to a staff member.
- **Supervisors.** In classrooms, teachers can address issues immediately or refer the student directly to the administrator for assistance. During lunch, noon supervisors and administration continually circulate, monitor, and intervene when necessary.

# Comprehensive School Safety Plan

Lake Center Middle School Little Lake City School District
Section 11: Bullying and Intimidation
Part 2: School Bullying Policy

- **Admin/Counselor Request Forms** can be submitted for both students and staff members.
- **No Bully Solution Team.** Students report incidents directly to the solution coach or submit in writing their concerns into the Bully Box.

## Investigation and Response

Any incident, which may constitute an act of intimidation and is reported to the Principal, shall be thoroughly investigated by the site administrator or designee. Consequences shall be commensurate with the results of the investigation. This may include, but is not limited to, counseling, parent conference, detention, involuntary transfer, a formal suspension and/or expulsion of the offender. The parent or guardian shall be contacted and may be asked to attend a conference with school officials.

If the parent or guardian does not attend the conference, the site administrator shall send a letter informing the parent of the actions under consideration and notifying parent of all data pertinent to the action.

Depending on the severity of the incident, the administrator shall take appropriate steps to insure campus safety. This may include any or all of the following: implement an immediate safety plan; isolate and supervise involved students; provide staff support for involved students as necessary; report incident to law enforcement if appropriate; notify the parents/guardians of both the offender and the victim and develop supervision plan with parents.

If the act of intimidation is deemed to warrant a suspension, expulsion, or involuntary transfer to another school, then the matter will be processed in accordance with the board policies and administrative regulations pertaining to the suspension/expulsion due process.

# Appendices

**Appendix A: SB 334 Text**

**Appendix B: SB 187 Text**



**Appendix D: Suspected Child Abuse Report Form**



**Appendix E: Employee Acknowledgement of Child Abuse Reporting Requirements**

E 5141.4

**CHILD ABUSE REPORTING REQUIREMENT**

NOTE: PENAL CODE 11166.5 REQUIRES THAT THE WRITTEN STATEMENT INCLUDE THE FOLLOWING PROVISIONS.

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

‘Child care custodian’ includes teachers, administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp; licenses, administrators or of employees community care facility licensed to care for children; Head Start teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities; and social workers or probation officers.

•Medical practitioner’ includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, any other persons who are licensed under Division 2 (commencing with Section 500) of the Business and Professions Code, or psychological assistants registered pursuant to Section 92913 of the Business and Professions Code.

‘Non-medical practitioner’ includes state or county public health employees who treat minors for venereal disease or any other condition; coroners; practitioners who diagnose, examine, or treat children.

I have been informed of the above law and will comply with its provisions.

Employee’s Signature \_\_\_\_\_

This statement is a permanent record of the \_\_\_\_\_ School District. The cost of printing, distribution, and filing of these statements is borne by the \_\_\_\_\_ School District.

## Appendix F: Disciplinary & Suspension Forms

## **Appendix G: Behavior Contract**

## Appendix H: School Crime Reporting Form

**Appendix I: School Site Council Meeting Minutes/Approval**

## **Appendix J:**

### Disclaimer Statement

School rules, policies and procedures published in this plan are subject to change as may be needed to stay in compliance with Federal, State, or Local Regulations and are subject to review and alteration as it becomes necessary for the routine operation of the school. Not all rules of behavior, policies and procedures can be written and inserted into this plan, however School District Officials expect students to follow reasonable rules and not violate the rights of others.