

DISASTER EMERGENCY REPORT

Teacher: _____ Room #: _____ Period: _____

STUDENT STATUS:

All Present

Absent from Class

Missing from Class

Injured

**First Aid
(F.A.)**

**Left in Room
(L.I.R.)**

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL INFORMATION:

DISTRIBUTION

- KEEP ONE COPY
- SEND ONE COPY TO COMMAND POST (C.P.)
- ONE COPY TO ATTENDANCE/PARENT RELEASE GATE (Verdugo side)

SECTION IV: STAFF EMERGENCY DUTIES

SITE INCIDENT COMMANDER

Narek Kassabain, Principal / Cay Ledesma, Assistant Principal

1. Establish a Command Post
2. Activate the appropriate components of the emergency organization (Command, Operations, Logistics, Planning, etc.)
3. Direct the opening of the disaster supply container
4. Fill only the positions that are necessary to appropriately respond to the emergency. As the incident evolves, it will be necessary to reassign people to different positions and to activate and deactivate functions.
5. Reassign teachers on prep period as needed
6. Direct Search and Rescue Operations
7. Keep unauthorized people away from the principal
8. Maintain Radio Communication with FASO (district radio)
9. Supervise Crisis Center, First Aid, and mass care/sheltering

SAFETY COMMANDER

Lise Sondergaard, Assistant Principal

1. Establish attendance center
2. Direct operations of request gates and reunion gates
3. Serve as Deputy PIO with parents
4. Supervise all Student Release. Reports all urgent information directly to the principal.
5. Resolves any problems with the Student Release Process.
6. Keep unauthorized people away from the principal

Planning-Intelligence /DISASTER RECORDING

Marie Azizi, School Secretary/Marie Casillas-TOSA

1. Take Locator Book and Master Keys
2. Take Emergency Checklist
3. Take Faculty Sign-In
4. Take Bull Horn, Radios (District and School Site), and cell phone
5. Record all events that occur, noting time and person responsible

LEAD OPERATIONS

Cay Ledesma/Lise Sondergaard, Admin.

1. Run Command Post
2. Maintain Radio Communication with FASO (district radio)
3. Work with Custodians to shut off utilities
4. Work directly with Site Incident Command
5. Determine a plan to recover any students/staff remaining in the building with information from the search and rescue teams

FIRST AID

Jessamyn Dodd – Lead | Sandy Fink, Alternate

Team: Jessica Briggs, Sandy Fink, Molly Grigorian, RN

- Set up on West end(caged basketball courts) with specific triage areas.
- Care for students using triage method listed on the next page:

Situation Analysis

Tim Gould, Lead

Joel Dela Resma, Alternate

Team Members: Any additional GUSD FASO staff on campus

Upon a disaster Tim Gould will:

1. Go to Command Post on main field.
2. Oversee utility shut-off procedures.
3. Open Emergency Bin and assist with outside agency operations

Joel Dela Resma will:

1. Lock front doors to school.
2. Report to Command Post
3. Assist with Mass Sheltering

CRISIS COUNSELING

Sarah Veliz, Lead

Angela Kazanchyan, Julienne Chu, any outside contractors with counseling credentials

1. Report to Command Post
2. Provide counseling services to students who are struggling with the disaster
3. Keep note of all students seen, what time seen, and by who.

MASS CARE SHELTERING

Timmie Gould and Joel Dela Resma, Leads

Lise Sondergaard, Alternate Lead

Team: Cafeteria Staff, Special Education Staff, and Brenda Bacerril (Recorder) with assistance from the logistics team and the search and rescue teams as available

Should the situation require mass care and sheltering, the team will:

1. Work with Cay Ledesma/Lise Sondergaard to provide supplies to students and staff who are in need.
2. Supplies must be rationed and should be distributed systematically.
3. More staff from Logistics and Search and Rescue will be allocated as available
4. Brenda Becerril will record the number of items given to each teacher to keep an inventory of supplies

EDUCATION ASSISTANTS AND ADDITIONAL SPECIAL SERVICE PROVIDERS

All GUSD and agency special education service providers will stay with their assigned students in a crisis and assist with student supervision.

COMMAND/PUBLIC INFORMATION OFFICER

Narek Kassabain, Principal

1. Work directly with Police, Fire, District, and other outside organizations
2. The principal is solely responsible for emergency/disaster operations and shall remain at the command post to **observe and direct** all operations. Assist in direction of operations from Command Post unless required to move to a remote location by law enforcement.
3. Principal will receive reports from Assistant Principals.
4. Assist in supervision of various phases of disaster program including a program to provide:
 - a. Exit procedure
 - b. Account for staff and students
 - c. Rescue of staff and students
 - d. Injury to staff and students
 - e. Damage to structure
 - f. Shutting down all utilities
 - g. Attendance reporting
 - h. Release of students
5. Direct release of students and/or determine whether building is to be reentered.
6. Delegate any special duties.
7. Provide updates to parents
8. Chain of Command – In the event the staff member listed as in charge is unable to take command, the persons or positions listed immediately below that position will assume command and direct all operations from the Command Post:
 - a. Narek Kassabian, Principal
 - b. Mr. Cay Ledesma and/or Ms. Lisa Sondergaard, Assistant Principals
 - c. Julienne Chu, Psychologist
 - d. Ms. Hakobyan, Teacher Specialist

SECTION V: EMERGENCY SUPPLIES AND LOCATIONS

CLASSROOM BACKPACK CONTENTS

- a. Orange Vest
- b. Bandages/Gauze
- c. Latex Gloves
- d. Toilet Waste Bags
- e. Trash bags
- f. Tarp
- g. Duct Tape
- h. Zip Ties
- i. Scissors
- j. Hand Sanitizer
- k. Disaster Emergency Report Forms
- l. Pen/Pencil

Important information:

- Never touch another person's bodily fluids without clean latex gloves
- Tarps and Duct tape can be used to make a privacy area if needed for restroom use
- Zip Ties can be used to keep doors shut in a lockdown but affixing numerous of them over the closing mechanism on the door.
- Tarps can be used as shelter from the sun or to keep students and staff dry on wet ground.



Comprehensive Safe School Plan

DISASTER PROCEDURES – SEARCH & RESCUE

This assessment to be completed by the S&R Team Leader or a staff member that would be assigned to the S&R Team if there is not a designated team leader.

ASSESSED BY: **DATE:**

The purpose of this assessment to assure the Campus Search & Rescue Team has sufficient training and supplies to respond to a disaster or other unusual occurrence.

DOES THE SCHOOL OR DISTRICT HAVE PROCEDURES FOR AN S&R TEAM?
If no, add create S&R Team procedures to desired changes. If yes, answer the next question.

DOES THE SCHOOL OR DISTRICT HAVE A LIST OF S&R TEAM SUPPLIES?
If no, add creating a list to your desired changes. If yes, answer the next question.

ARE ALL REQUIRED SUPPLIES AND FORMS IN PLACE AND SERVICEABLE?

HAVE MEMBERS OF THE S&R TEAM RECEIVED SUFFICIENT TRAINING?
If no, consider training as a desired change.

AREA(S) OF DESIRED CHANGE

Based on this assessment, what, if anything, can we do within our resources to improve readiness?

Our S&R teams may benefit from CPR training, First Responder Training, Transport and Injury Care training. All teams participate in general fire, evacuation, and lock-down drills at the beginning of the school year. We also participate in the State-wide Great Earthquake drill every year.

First Aide--Continued

Jessamyn Dodd will also:

- 1. Take first aid supplies and wheelchair to First Aid Station on field.
- 2. Report to person in charge of First Aid Station and assist with care of injured.
- 3. Take student master printout of phone numbers.

Christina Salas will serve as the recorder for this station, taking notes on all of the students treated, how they were treated, by who and time of treatment

SEARCH AND RESCUE

Team 1: Chris Markos, Gerald Ortiz, Nana Barsegyan -1000 Building Downstairs/office area

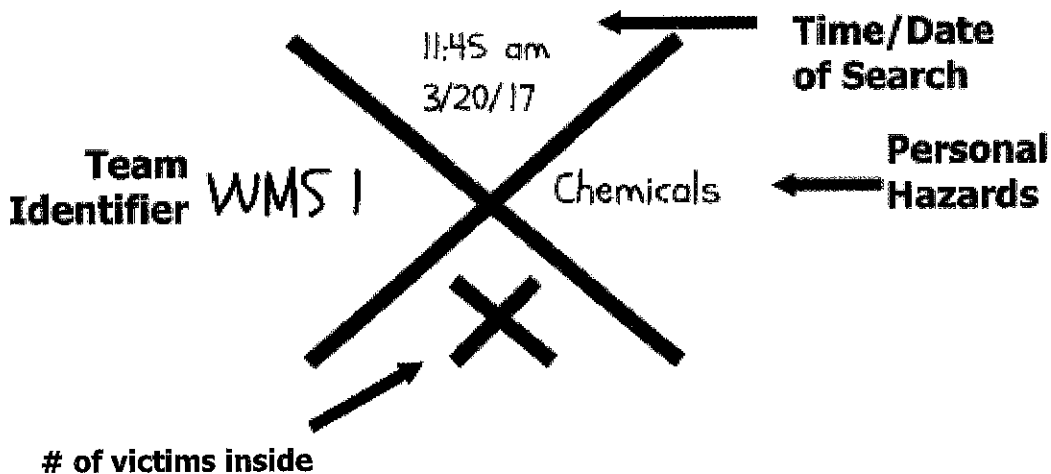
Team 2: Anthony De La Rosa, Hans Ludwig, and Armine Akopyan – 1000 Building Upstairs

Team 3: Daniel Graziani, Rebecca O’neal – 2000, 4000, Cafeteria, and Auditorium

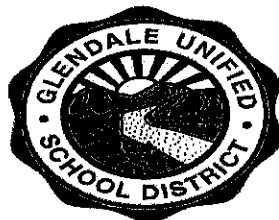
Team 4: Gil Aviles, Chris Rizzo, and Christina Herington – 3000 Building, PE Buildings (Gym lockers etc.)

Search and Rescue will quickly sweep through first searching for students/staff. The team will

- 1. Survey the disposition of victims in each location considering both the health and environmental factors
- 2. Mark on map the number of victims in each location and their disposition using the following symbols:
 - a. I = Immediate
 - b. D = Delayed
 - c. Dead = Deceased
- 3. On the outside of the door, the team will make the following notations:



- 4. At the conclusion of the search, the team will return the information to the Operations Lead who will move forward with a plan.
- 5. Search and Rescue will assist with logistics following all recovered



Comprehensive Safe School Plan

DRESS CODE RELATED TO GANG ATTIRE

This assessment to be completed by a safety committee member.

ASSESSED BY:

Hasmik Simonyan

DATE:

10/6/21

The purpose of this assessment to assure students are not wearing clothing or otherwise displaying symbols/markings associated with criminal street gangs.

DOES THE DISTRICT/SCHOOL HAVE A POLICY FORBIDDING "GANG RELATED" ATTIRE?

If the answer is "no" place that in desired change. If the answer is yes, continue to the next questions

No

YEAR TO DATE, HOW MANY VIOLATIONS OF THE POLICY WERE REPORTED?

0

The remainder of this assessment is a simple "eye" test. A couple of days during the week, walk around campus during passing periods, lunch, and/or recess and look for violations. It's not likely you will find any. The task is necessary however to assure staff is aware of and enforcing potential violations.

DURING YOUR ASSESSMENT, DID YOU SEE ANY VIOLATIONS OF POLICY?

No

AREA(S) OF DESIRED CHANGE

Based on this assessment, have you identified any areas to improve?

Due to COVID, students are just now transitioning from Distance Learning to In-Person Learning. Therefore, we are beginning the process of teaching school rules and expectations for appropriate dress code. To this date, dress code has not be a concern, and teacher have not reported any issues.

Students - Activities

Dress and Grooming

In cooperation with teachers, students, and parents/guardians, the principal or designee may 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.

A. Apparel

The following guidelines shall apply to all regular school activities:

1. Students must dress safely and appropriately for educational activities in which they will participate so as not to endanger their or other's health, safety, or welfare.
2. All clothing shall be neat, clean, and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school.
3. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
4. Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed.
5. Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.
6. Clothes must be sufficient to conceal undergarments at all times.
7. Appropriate shoes must be worn at all times. Any footwear which creates a safety hazard is prohibited.
8. Attire that may be used as a weapon (e.g. steel-toed boots, chains, items with spikes or studs, etc.) may not be worn.
9. In general, hats, caps, and other types of head coverings shall not be worn inside buildings.

Students - Activities

Dress and Grooming

10. Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

B. Gang-Related Apparel

1. 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)
2. 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. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

C. Exemption to Policy

1. The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee.
2. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities.
3. 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)

D. Uniforms

1. The decision to pursue a mandatory school uniform policy must be initiated by the parents/guardians and approved by the School Site Council and the principal.
2. A school uniform committee will develop a survey to be sent to all parents/guardians as to their position on the possibility of a school uniform policy

Students - Activities

Dress and Grooming

several months prior to the implementation of a school uniform policy. Prior to the distribution of the survey, the committee must sponsor at least one parent/guardian forum meeting open to all parents for the purpose of information and input.

3. In order for a school site to further consider school uniforms, at least 75 percent of the families at the school must support a uniform policy. This number is considered minimum and school sites have the discretion to establish more stringent standards of returns and support.
4. The request from a school for mandatory school uniform policy must be submitted to the Board of Education at least seven months prior to its implementation.
5. 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)
6. In schools that require a schoolwide uniform, the principal, staff, and parents/guardians of the school shall jointly select the specific uniform to be worn. (Education Code 35183)
7. Chosen uniforms shall allow students to dress in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.
8. Parents/guardians shall also be informed of their right to have their child exempted.
9. The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.
10. Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

Rules Approved: 08/18/1992
Rules Revised: 05/21/1996; 05/01/2001; 12/17/2002; 07/19/2019

Formerly AR 5370



Dress Code

The pupil should attire himself/herself in a professional manner that promotes good health and safety, and does not disrupt the educational process. The following are the major components of the GUSD dress code adopted by the School Board.

1. Students must dress safely and appropriately for educational activities in which they will participate so as not to endanger their or other's health, safety, or welfare.
2. All clothing shall be neat, clean, and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school.
3. Articles of clothing and jewelry which display gang symbols, profanity or products or slogans which promote tobacco, alcohol, drugs, violence, illegal activities, sex, racial/ethnic/religious prejudice materially interfere with school work, create disorder or disrupt the educational process and; as a result, are not allowed. This includes T-shirts with suggestive drawings and portraits of women and items depicting marijuana leaves.
4. Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed.
5. Extreme fashion that has the effect of disrupting the educational process or may pose a potential safety hazard will not be allowed. This includes extreme oversized pants.
6. Clothes shall be clean so as not to promote unhealthy or unsanitary conditions. Clothes must be sufficient to conceal undergarments at all times. Blouses and shirt straps must be at least two inches wide. See-through fabrics which expose the body are not acceptable. Bare midriffs, tube-tops, muscle shirts, or halter tops are prohibited.
7. Shoes must be worn by all students. No hard-toed or steel-toed shoes/boots will be allowed. No flip-flops or sandals allowed.
8. Attire that may be used as a weapon (e.g. steel-toed boots, chains, items with spikes or studs, etc.) may not be worn.
9. Students may not wear hats/caps or hoods inside the buildings on campus but may wear these outside to protect from weather conditions.
10. Pupils shall not display any material or paraphernalia which incites a disruption or creates a clear and present danger of either the commission of unlawful acts on school premises or the violation of District or school-site policies or rules.
11. PE Clothes may not be worn in classes other than PE unless authorized.

The school administration shall have the right to designate which types of dress, fashion, fads, or appearance disrupt or detract from the educational program and may be a potential safety hazard.

Bullying

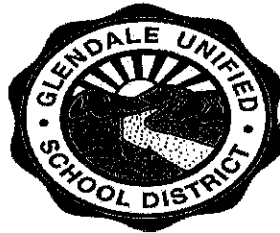
Bullying, including Cyberbullying, will not be tolerated at Wilson. Bullying is defined as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

There are three types of bullying:

- Verbal Bullying means saying or writing mean things and includes name calling, and threatening to cause harm.
- Social Bullying involves intentionally hurting someone's reputation or relationships.
- Physical Bullying involves hurting a person's body or possessions and includes hitting, spitting, and taking someone's things.

If you know of any type of bullying happening, report it to a teacher, counselor, or administrator.





Comprehensive Safe School Plan

HARASSMENT/DISCRIMINATION

This assessment to be completed by the school principal.

ASSESSED BY: Cay Ledesma

DATE: 10/6/21

The purpose of this assessment to assure all staff are trained to state mandates and to consider trends.

WAS THE CURRENT POLICY REVIEWED?

If no, explain why not in desired changes.

Yes

ARE ALL STAFF MEMBERS UP TO DATE ON MANDATED TRAINING?

Yes

IN THE LAST YEAR HAS THERE BEEN A NOTICABLE INCREASE IN KNOWN HARASSMENT, DISCRIMINATION REPORTS?

No

AREA(S) OF DESIRED CHANGE

Based on this assessment, what, if anything, can we do within our resources to improve?

All staff members (certificated and classified) must successfully complete a district mandatory on-line training every year. Deadline for successful completion was 10-1-21.

Students - Welfare

Nondiscrimination/Harassment

The District designates the individual(s) identified below as the employee(s) responsible for coordinating the District's efforts to comply with state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the District's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints regarding unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education code 234.1; 5 CCR 4621)

Assistant Superintendent of Educational Services
223 North Jackson Street
Glendale, CA 91206
(818) 241-3111, Ext. 1208
publicinfo@gusd.net

A. Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at District schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the District's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public posting them on the District's website and other prominent locations and providing easy access to them through District-supported social media, when available.
2. Post in a prominent and conspicuous location on the District and school web sites information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.61)

Students - Welfare

Nondiscrimination/Harassment

- a. The name and contact information of the District's Title IX coordinator, including the phone number and email address.
 - b. The rights of students and the public and the responsibilities of the District under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR).
 - c. A description of how to file a complaint of noncompliance with Title IX in accordance with AR 1312.3 - Uniform Complaint Procedures, which shall include:
 - (1) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations.
 - (2) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site.
 - (3) A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office.
3. Provide to students a handbook that contains age-appropriate information that clearly describes the District's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)
 4. Annually notify all students and parents/guardians of the District's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the District's implementation of its nondiscrimination policies. The notice shall also

Students - Welfare

Nondiscrimination/Harassment

inform all students and parents/guardians that, to the extent possible, the District will address any individual student's interests and concerns in private.

5. The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, are notified of how to access the relevant information provided in the District's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand. If fifteen (15) percent or more of students enrolled in a particular District school speak a single primary language other than English, the District's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 49985. In all other instances, the District shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.
6. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the District's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the District may use to provide a discrimination-free environment for all District students, including transgender and gender-nonconforming students.
7. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)
8. At the beginning of each school year, inform each principal or designee of the District's responsibility to provide appropriate assistance or resources to protect students' from threatened or potentially discriminatory behavior and ensure their privacy rights.

B. Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce Board Policy (BP) 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any

Students - Welfare

Nondiscrimination/Harassment

inform all students and parents/guardians that, to the extent possible, the District will address any individual student's interests and concerns in private.

5. The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, are notified of how to access the relevant information provided in the District's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand. If fifteen (15) percent or more of students enrolled in a particular District school speak a single primary language other than English, the District's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the District shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.
6. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the District's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the District may use to provide a discrimination-free environment for all District students, including transgender and gender-nonconforming students.
7. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)
8. At the beginning of each school year, inform each principal or designee of the District's responsibility to provide appropriate assistance or resources to protect students' from threatened or potentially discriminatory behavior and ensure their privacy rights.

B. Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce Board Policy (BP) 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any

Students - Welfare

Nondiscrimination/Harassment

of the following:

1. Removing vulgar or offending graffiti.
2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond.
3. Disseminating and/or summarizing the District's policy and regulation regarding unlawful discrimination.
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment.
5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of District policy, including any student who is found to have filed a complaint of discrimination that he/she knew was not true.

C. Process for Initiating and Responding to Complaints

1. Any student who feels that he/she has been subjected to unlawful discrimination described above or in District policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.
2. Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported, shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.
3. Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

Students - Welfare

Nondiscrimination/Harassment

4. When a verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, he/she shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Once notified verbally or in writing, the principal or compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report of unlawful discrimination involving the principal, compliance officer, or any other person to whom the complaint would ordinarily be reported or filed shall instead be submitted to the Superintendent or designee who shall determine how the complaint will be investigated.

D. Transgender and Gender-Nonconforming Students

Gender identity of a student means the student's gender-related identity, appearance, or behavior, as determined from the student's internal sense of his/her gender, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity is different from the gender he/she was assigned at birth.

Regardless of whether they are sexual in nature, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender

Students - Welfare

Nondiscrimination/Harassment

expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, are prohibited. Examples of types of conduct which are prohibited in the District and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with his/her gender identity.
2. Disciplining or disparaging a student or excluding him/her from participating in activities for behavior or appearance that is consistent with his/her gender identity, or that does not conform to stereotypical notions of masculinity or femininity, as applicable.
3. Blocking a student's entry to the bathroom that corresponds to his/her gender identity.
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex.
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent.
6. Use of gender-specific slurs.
7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression.

The District's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students. Examples of bases for complaints include, but are not limited to, the above list, as well as, improper rejection by the District of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the District shall address each situation on a case-by-case basis, in accordance with the

Students - Welfare

Nondiscrimination/Harassment

following guidelines:

a. Right to Privacy

A student's transgender or gender-nonconforming status is his/her private information and the District will only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the District has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the District shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the District pursuant to 34 CFR 9.31. Any District employee to whom a student's transgender or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a District employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the District's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The District shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

b. Determining a Student's Gender Identity

The compliance officer shall accept the student's assertion or his/her gender identity and begin to treat the student consistent with his/her gender identity unless District personnel present a credible basis for

Students - Welfare

Nondiscrimination/Harassment

believing that the student's assertion is for an improper purpose.

c. Addressing a Student's Transition Needs

The compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify and develop strategies for ensuring that the student's access to education programs and activities is maintained. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the student's arrangements for the student are meeting his/her educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

d. Accessibility to Sex-Segregated Facilities, Programs, and Activities

When the District maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the District shall offer available options, such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students.

However, the District shall not require a student to utilize these options

Students - Welfare

Nondiscrimination/Harassment

because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

e. Student Records

A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a proper documentation. However, at the written request of a student or, if appropriate, his/her parents/guardians, the District shall use the student's preferred name and pronouns consistent with his/her gender identity on all other District-related documents. Such preferred name may be added to the student's record and official documents as permitted by law.

f. Names and Pronouns

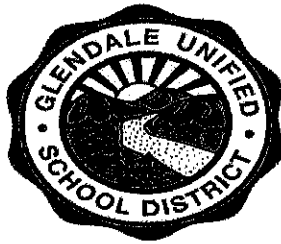
If a student so chooses, District personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official District record. However, inadvertent slips or honest mistakes by District personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying District policy.

g. Uniforms/Dress Code

A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

Rules Approved: 06/04/1985
Rules Revised: 05/21/1996; 01/15/2002; 12/17/2002; 03/16/2016; 11/18/2016;
06/09/2017; 08/10/2018

Formerly AR 5460



Comprehensive Safe School Plan

HAZARDOUS MATERIALS RESPONSE

This assessment to be completed by safety team member(s).

ASSESSED BY: Cay Ledesma

DATE: 10/1/21

The purpose of this assessment to assure the Campus is reasonably prepared for the likelihood of a hazardous materials spill.

ARE THERE IDENTIFIED HAZ-MAT CONCERNS WITHIN 1/4 MILE OF THE SCHOOL?

If the answer is unknown, add finding out of such locations exist.

Yes

DOES THE SCHOOL HAVE A "SHELTER IN PLACE" POLICY?

Shelter in place is different than a lock-down plan. If no, add creating a list to your desired changes. If yes, answer the next question.

No

ARE ALL REQUIRED CLASSROOM SUPPLIES IN PLACE AND SERVICEABLE?

Yes

DOES THE CAMPUS HAVE AN EVACUATION PLAN THAT CONSIDERS KNOWN POTENTIAL HAZARDOUS MATERIALS LOCATIONS?

The school should have alternate evaluation locations based on potential dangers. If no evaluation plan(s) exist, or the existing plan(s) don't consider potential dangers, add this as a desired change.

Yes

AREA(S) OF DESIRED CHANGE

Based on this assessment, what, if anything, can we do within our resources to improve readiness?

Wilson MS is located close to a freeway where many potentially hazardous materials are transported. In addition, a gasoline station is located two block away. Shelter in place and lock-down drills are discussed, and distinguished with staff every year.



Comprehensive Safe School Plan

INGRESS/EGRESS – VISTORS ON CAMPUS

This assessment to be completed by the school principal/or designate

ASSESSED BY:

DATE:

The purpose of this assessment to assure all visitors on campus have checked in.

ARE ALL VISTORS REQUIRED TO DISPLAY A BADGE OR ID?

If the answer is no, consider adding language to your current procedure.

IS THERE ADEQUATE INTERIOR SIGNAGE RESTRICTING ACCESS TO AREAS OF THE SCHOOL WITHOUT HAVING CHECKED IN?

ARE ALL STAFF AND STUDENTS (AGE APPROPRIATE) SUFFICIENTLY TRAINED IN EXPECTATIONS RELATED TO REPORTING AN UNKNOWN PERSON ON CAMPUS?

The following survey is a chance to audit your visitor system. Pick two or three days during a week. Once each day, check to see how many visitors are "checked in." Then walk the campus and note how many visitors are actually on campus and wearing the appropriate badge/ID (if required).

NUMBER OF VISTORS NOT DISPLAYING A BADGE OR ID (IF REQUIRED)?

NUMBER OF VISTORS THAT HAD NOT CHECKED IN?

AREA(S) OF DESIRED CHANGE

Based on this assessment, what, if anything, can we do within our resources to improve?

The threat of COVID has restricted the number of on campus visitors.
Three entry and three exit locations have been identified
COVID safe (Social distancing, washing hands, etc.) signs have been posted throughout school
All staff, students, and visitors are mandated to wear a facial covering,

We will continue mandating that all visitor sign-in and identify their destination before being given permission to enter the campus.

Glendale Unified School District
Administrative Regulation

AR 1250
Page 1 of 2

Community Relations

Visitors

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 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
2. His/her purpose for entering school grounds
3. Proof of identity
4. 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 may revoke any visitor's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff. (Penal Code 627.4)

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

Glendale Unified School District
Administrative Regulation

AR 1250
Page 2 of 2

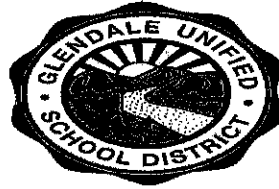
Community Relations

Visitors

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)

Rules Approved: 01/17/2017



Comprehensive Safe School Plan

INGRESS / EGRESS - BUILDING

This assessment to be completed by safety team member(s).

ASSESSED BY: Cay Ledesma/Christine Saloomen/Gary Villegas

DATE: 10/1/21

The purpose of this assessment is to evaluate our current procedures allowing safe access onto and exit from our campus in both routine and emergency situations.

DOES THE SCHOOL HAVE A SITE SPECIFIC INGRESS/EGRESS PLAN?

If no, document the need for a plan as a desired change.

Yes

DOES THE PLAN MINIMIZE POINTS OF ENTRY?

Yes

IS THERE ADEQUATE EXTERIOR SIGNAGE GUIDING VISTORS TO POINTS OF ENTRY?

Yes

IS THERE ADEQUATE EXTERIOR SIGNAGE RESTRICTING ACCESS?

Yes

HAVE POINTS OF RAPID EVACUTAION BEEN IDENTIFIED?

If no, add determining rapid evacuation points to desired change.

Yes

ARE EXTERIOR DOORS AND GATES SECURED DURING SCHOOL HOURS?

If yes, use the Ingress/Egress survey to determine your compliance factor.

Yes

ARE UNSECURABLE ACCESS AREAS MONITORRED DURING SCHOOL HOURS?

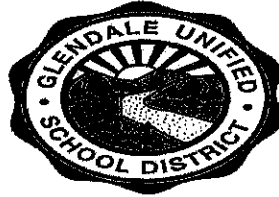
If yes, use the Ingress/Egress survey to determine your compliance factor.

Yes

AREA(S) OF DESIRED CHANGE

Based on this assessment, what, if anything, can we do within our resources to better to prevent criminal activity and/or keep the school community better informed of crime trends?

Our safety plan specifies all ingress/egress points. For student and parent reference, the same information is available in the students' handbook.



Comprehensive Safe School Plan

INGRESS / EGRESS - TRAFFIC

This assessment to be completed by safety team member(s).

ASSESSED BY: Various Safety Team Members

WEEK STARTING: 10/1/21

The purpose of this assessment is to establish an average number of unsafe traffic behaviors during the "drop-off" and "pick-up" times of a specific week. Use the following chart to gather the necessary information.

During this survey DO NOT CONTACT/CONFRONT any parent, student or visitor.

Print out this page and keep track of dangerous behavior for your time slot. You won't see everything, that's OK. Behaviors may include, but are not limited to: Speeding. Cell phone while driving. Double parking, Driving on the wrong side of the road. Dropping off or picking up from the roadway. Parked in red zones. Parked across crosswalks

Enter the total number for your time slot in the appropriate box

Table with columns for MON DROP OFF, MON PICK UP, MONDAY TOTAL, TUE DROP OFF, TUE PICK UP, TUESDAY TOTAL, WED DROP OFF, WED PICK UP, WEDNESDAY TOTAL, THU DROP OFF, THU PICK UP, THURSDAY TOTAL, FRI DROP OFF, FRI PICK UP, FRIDAY TOTAL, WEEKLY TOTAL, WEEKLY AVERAGE.

WEEKLY AVERAGE FROM PREVIOUS YEAR

"NA" for not available.

On-Going

AREA(S) OF DESIRED CHANGE

Based on this assessment, what, if anything, can we do within our resources to better to prevent criminal activity and/or keep the school community better informed of crime trends?

The following are continuous concerns that occur on a daily basis, both during drop-off and pick-up; Speeding, pulling into the staff parking lot, parking in the red, double parking, dropping kids off in the crosswalk, making illegal turns. Establishing an increased presence of traffic enforcement and GPD would reduce many of these concerns.



Comprehensive School Safety Plan

PROCEDURES FOR PROVIDING A SAFE & ORDERLY ENVIRONMENT CONDUCIVE TO LEARNING

PREPARED BY Safety Team Members

Our primary procedure for providing a safe environment is the systematic planning process used to prepare this safety plan. Additionally, we participate in all required safety drills and training. We also have many procedures and programs that promote safety on our campus, some are highlighted here. All District policies can be found here.

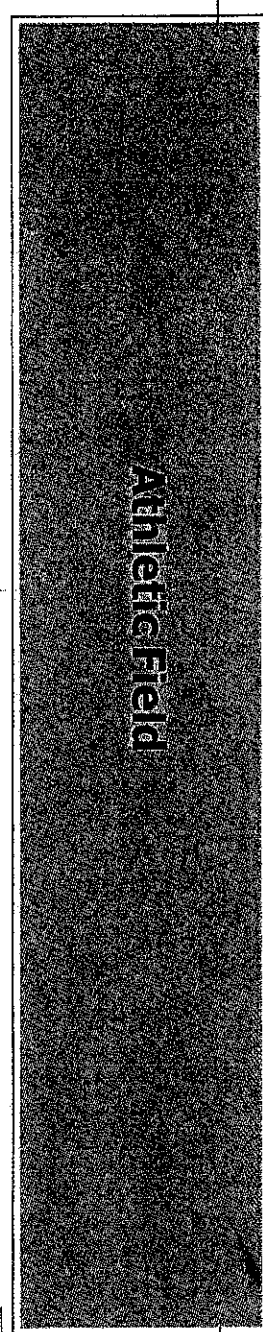
Include policies, programs, and partnerships that promote inclusion, such as clubs, athletics, arts, and parent groups, as well as safety such as visitor protocols, valet, hot-lines, safety staff and mental health awareness.

PROGRAM	BRIEF DESCRIPTION
Fire alarm inspections	A copy of our current inspection is attached. (if not, explain)
Fire drills	Drill to educate and prepare fire and dangers associated with it
Lock down drills	Drills to prepare for lockdown
Earthquake drills	Drill to prepare for earthquake and dangers associated with it
Great Shakeout	Statewide drill
Visitor Protocols	Listed in parent handbook
School Site Council	Parent advisory committee to advise on safety plan and more
PBIS Tier II Practices	Positive behavior reinforcement
Restorative Circles	Builds a sense of community and connection to school
Intern Counseling	Extra Social Emotional help for students
Heal the Hurt Service	Counselor's refer students who need more help
Crisis Team	Assesses all emergency mental/behavioral crisis and provides help
Coffee w/the principal	Principal updates parents on monthly topics including student safety
Safety team	Writes School Safety Plan and assesses it
SOTM/ Good Knight	Positive behavior reinforcement and acknowledgment
NOTE:	

ALLEY

ALLEY

Verdugo Gate

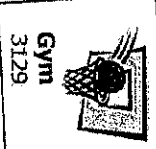


Athletic Field

BASKETBALL COURTS

Cafeteria driveway

Boys Locker Room-3132
Spin Studio 3132
Aviles/Rizzo



Gym 3129

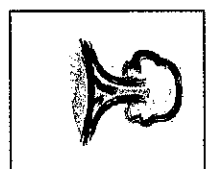
Girls Locker Room-3119
Dance Room
Briggs/Herrington/Frank

3111 Innovative Learning Lab
3114 Weight Room

3109 Lamoreaux
3105 Fajeta
3108 Thompson Dunham
W/M

Custodial Storage

West Gate
Okuda 1124
Sutphin 1125
Simonyan 1127



ASB 2113
Andranian 2111
Peterson 2109
Boys
Rosellen-Speech 2101
Penglase 2102
Stuffel 2103
Girls

M/W *
Boys *M/W
Ortiz 1119
Ortiz 1115
Barocio 1114
Marikos 1113
1120
1129
Library 1131

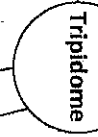
Thomas 1110
Chambels Curry 1109
Avakyan 1108
Girls 1107
Main Office
Administration
Counseling/Health Office
1101
Stanczak

Lunch Area

Student Cafeteria
Staff Cafe

4101 Grigori
4104 O'neal
4107 Graziani
Hallway

Auditorium 4123
Boys
Foyer (Lobby)
Girls



Staff Parking Lot

Staff Parking Lot

East Gate



Main Entrance

LEGEND:
* -Staff Bathrooms
W-Women
M-Men
Security Fencing

To Glendale Ave.

WILSON MIDDLE SCHOOL
(818) 244-8145
1221 Monterey Road, Glendale 91206
www.wilsonknights.org

1st Floor Map

VERDUGO ROAD

ALLEY

ALLEY

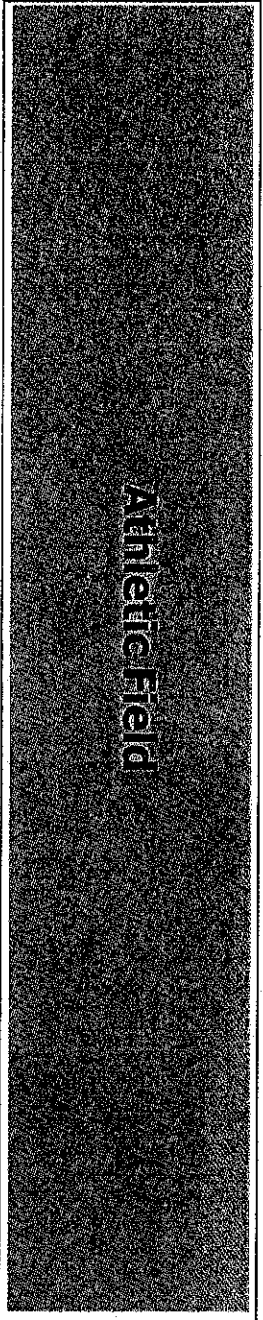
Verdugo Gate

Boys Locker Room-3132



Girls Locker Room-3119

Custodial Storage



BASKETBALL COURTS

Parent Pick Up Gate

Cafeteria driveway

Student Cafeteria
Staff Cafe

Lunch Area



Auditorium 4123
Boys
Girls
Hallway
Foyer (Lobby)

Community Circles Rm. Elaryan
Nersisyan
IEP Conference Rm
2206
2205
2204
2201
2202
2203
Yesayan
Wilson
Chapierytouin

Berger Regli Nam Gharibian Gharabighi
Debruin Panosyan Bersegyan
Salero Oria
1209
1208
1205
1204

Lapacke Ortiz Galpuyan Lomardi Taylor Ludwig Antonian Akopyan De La Rosa Jackson Manning
1221
1222
1223
1224
1225
1227
1230
1232
1233
1234
1235
1236

Staff Parking Lot

Main Entrance

Staff Parking Lot

East Gate

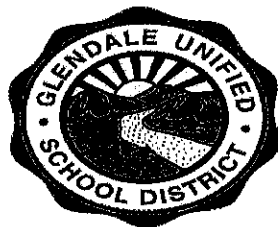
LEGEND:
* -Staff Bathrooms
W-Women
M-Men
Security Fencing

To Glendale Ave.

WILSON MIDDLE SCHOOL
(818) 244-8145
1221 Monterey Road, Glendale 91206
www.wilsonknights.org

2nd Floor Map

VERDUGO ROAD



Comprehensive Safe School Plan

PROCEDURE TO NOTIFY TEACHERS OF DANGEROUS PUPILS

This assessment to be completed by the school principal.

ASSESSED BY: Cay Ledesma

DATE: 10/1/21

The purpose of this assessment to assure compliance with state law

WAS THE CURRENT POLICY REVIEWED?

If no, explain why not in desired changes.

Yes

WAS THE LAW REVIEWED?

Yes

HAVE STAFF BEEN NOTIFIED WITHIN POLICY/LAW?

If the answer is no, or you do not know, explain in area of desired change

Yes

AREA(S) OF DESIRED CHANGE

Based on this assessment, what, if anything, can we do within our resources to improve?

Notification in written form.

Verbal conversation with teacher to explain / elaborate on specific details of incidents or situations.

Data information documented in our students discipline screen.

Glendale Unified School District
Board Policy

BP 4112.9, 4212.9, 4312.9
Page 1 of 1

Employee Notifications

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide District employees all notifications required by law and any other notifications he/she believes will promote staff knowledge of the District's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in the Human Resources Office.

Legal Reference: Education Code Sections 231.5, 17612, 22455.5, 22461, 35031, 35171, 37616, 44031, 44663-44664, 44842, 44896, 44916, 44929.21, 44934, 44938, 44940.5-4494, 44948.3-44948.5, 44949, 44951, 44954, 44955, 45113, 45117, 45169, 45192, 45195, 46162, 49079,
Government Code Sections 1126, 3100-3109, 8355, 12950, 54957, 54963
Health and Safety Code Sections 104420, 120875, 120880
Labor Code Sections 2800.2, 3550-3553, 5401
Penal Code Sections 11165.7, 11166.5
Unemployment Insurance Code Section 2613
Code of Regulations, Title 2, 7288.0
Code of Regulations, Title 5 Sections 4622, 80303
Code of Regulations, Title 8 Sections 3204, 5193
United States Code, Title 38 Section 4344
United States Code, Title 41 Sections 8101-8106
Code of Federal Regulations, Title 29 Section 825.300
Code of Federal Regulations, Title 34 Sections 104.8, 106.9
Code of Federal Regulations, Title 40 Sections 763.84, 763.93
Code of Federal Regulations, Title 49 Section 382.601

Policy Adopted: 10/15/2013

**EDUCATION CODE - EDC**

TITLE 2. ELEMENTARY AND SECONDARY EDUCATION [33000 - 64100] (*Title 2 enacted by Stats. 1976, Ch. 1010.*)

DIVISION 4. INSTRUCTION AND SERVICES [46000 - 65001] (*Division 4 enacted by Stats. 1976, Ch. 1010.*)

PART 27. PUPILS [48000 - 49703] (*Part 27 enacted by Stats. 1976, Ch. 1010.*)

CHAPTER 6.5. Pupil Records [49060 - 49085] (*Chapter 6.5 enacted by Stats. 1976, Ch. 1010.*)

ARTICLE 5. Privacy of Pupil Records [49073 - 49079.7] (*Article 5 enacted by Stats. 1976, Ch. 1010.*)

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) 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.

(Amended by Stats. 2000, Ch. 345, Sec. 2. Effective January 1, 2001.)



Comprehensive Safe School Plan

SCHOOL DISCIPLINE PROCEDURES

This assessment to be completed by the school administrator.

ASSESSED BY: Cay Ledersma

DATE: 10/1/21

The purpose of this assessment to identify trends in school violations.

WHAT IS THE YEAR TO DATE DIFFERENCE IN THE NUMBER OF DISCIPLINE REFERRALS FROM LAST YEAR?

+

Use a "+" if the number has increased or a "-" if the number has decreased.

IS THERE A SIGNIFICANT DIFFERENCE BETWEEN THE NUMBER OF DISCIPLINE REFERRALS FROM YOUR SCHOOL AND OTHER DISTRICT SCHOOLS OF THE SAME GRADE LEVELS? (IF ANY)

Yes

AREA(S) OF DESIRED CHANGE

Based on this assessment, what, if anything, can we do within our resources to improve?

Compared to last year, the number of referrals have increased. However, it is important to note that students were on campus for a limited time last year, due to COVID. Continue to use the on-line referral and/or the hard copy referral forms to document behavior concerns.

Students -- Welfare

Discipline

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

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at District schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of District discipline policies and practices.

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

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

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

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

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

Glendale Unified School District
Board Policy

BP 5144
Page 2 of 2

Students - Welfare

Discipline

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the District's nondiscrimination policies. Restraint and seclusion should only be used as a safety measure of last resort, and should never be used as punishment or discipline or for staff convenience.

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

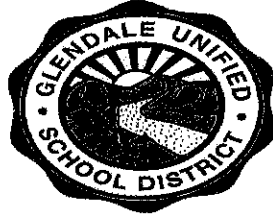
District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety, and other local measures, shall be included in the District's local control and accountability plan, as required by law.

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in District schools in the immediately preceding school year and their effect on student learning.

Legal Reference: Education Code, Sections 32280-32288; 35146; 35291; 35291.5;
35291.7; 37223; 48900-48926; 48980-48985; 49330-49335; 49550-
49562; 52060-52077
Civil Code, Section 1714.1
Code of Regulations, Title 5, Sections 307; 353
United States Code, Title 24, Sections 1751-1769j; 1773

Policy Adopted: 11/04/1956
Policy Amended: 06/16/1959; 01/06/1976; 06/04/1985; 01/20/1987; 05/21/1996;
01/14/2003; 06/19/2018; 04/02/2019

Formerly BP 5320



Comprehensive Safe School Plan

SUSPENSION/EXPULSION PROCEDURES

This assessment to be completed by the school administrator.

ASSESSED BY: Cay Ledesma

DATE: 10/1/21

The purpose of this assessment to identify trends in violations of school or District policy.

WHAT IS THE YEAR TO DATE DIFFERENCE IN THE NUMBER OF SUSPENSIONS AND EXPULSIONS FROM LAST YEAR?

+

Use a "+" if the number has increased or a "-" if the number has decreased.

IS THERE A SIGNIFICANT DIFFERENCE BETWEEN THE NUMBER OF SUSPENSIONS/EXPULSIONS FROM YOUR SCHOOL AND OTHER DISTRICT SCHOOLS OF THE SAME GRADE LEVELS? (IF ANY)

No

AREA(S) OF DESIRED CHANGE

Based on this assessment, have you identified any trends?

Suspensions are expected to increase as we have returned back from in-person learning. It appears that students need additional guidance and reinforcement, with school rules and expectations, as they return to school after participating in distance learning for nearly a year.

StudentsSuspension and Expulsion/Due Process

The Board of Education 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.

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.
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.

A. Appropriate Use of Suspension Authority

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)

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)

Glendale Unified School District
Board Policy

BP 5144.1
Page 2 of 5

Students

Suspension and Expulsion/Due Process

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

B. On-Campus Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

C. Authority to Expel

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.
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.

Glendale Unified School District
Board Policy

BP 5144.1
Page 3 of 5

Students

Suspension and Expulsion/Due Process

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))

- a) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- b) 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 a public session.

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)

No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.

D. Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

E. Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of

Glendale Unified School District
Board Policy

BP 5144.1
Page 4 of 5

Students

Suspension and Expulsion/Due Process

referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspension and expulsion by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the District is meeting its goals for improving school climate as specified in its local control and accountability plan.

Glendale Unified School District
Board Policy

BP 5144.1
Page 5 of 5

Students

Suspension and Expulsion/Due Process

Legal Reference: Education Code, Sections 212.5; 233; 1981-1981.5; 8239.1; 17292.5;
 32261; 35145; 35146; 35291; 35291.5; 48645.5; 48660-48666; 48853.5;
 48900-48927; 48950; 48980; 49073-49079; 52052; 52060-52077; 64000-
 64001
 Civil Code, Sections 47; 48.8
 Code of Civil Procedure, Sections 1985-1997
 Government Code, Sections 11455.20; 54950-54963
 Health and Safety Code, Sections 11014.5; 11053-11058
 Labor Code, Section 230.7
 Penal Code, Sections 31; 240; 241.2; 242; 243.2; 243.4; 245; 245.6; 261;
 266c; 286; 288; 288a; 289; 417.27; 422.55; 422.6; 422.7; 422.75; 626.2;
 626.9; 626.10; 868.5
 Welfare and Institutions Code, Section 729.6
 United States Code, Title 18, Section 921
 United States Code, Title 20, Sections 1415(K); 7961
 United States Code, Title 42, Sections 11432-11435
 Court Decisions:
 T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267
 Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421
 Board of Education of Sacramento City Unified School District v.
 Sacramento County Board of Education and Kenneth H. (2001) 85
 Cal.App.4th 1321
 Fremont Union High School District v. Santa Clara County Board (1991)
 235 Cal. App. 3d 118
 Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807
 John A. v. San Bernardino School District (1982) 33 Cal. 3d 301
 Attorney General Opinions:
 84 Ops. Cal. Atty. Gen. 146 (2001)
 80 Ops. Cal. Atty. Gen. 348 (1997)
 80 Ops. Cal. Atty. Gen. 91 (1997)
 80 Ops. Cal. Atty. Gen. 85 (1997)

Policy Adopted: 08/01/1966
 Policy Amended: 06/03/1968; 02/20/1979; 07/02/1985; 05/21/1996; 02/06/2001;
 07/17/2001; 01/14/2003; 03/07/2017; 04/17/2018; 12/11/2018

Formerly BP 5124

CALIFORNIA EDUCATION CODE: Suspension and Expulsion

EC §48900 - Grounds for suspension or expulsion; jurisdiction; legislative intent (Amended by Assembly Bill 86 effective January 1, 2009)

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (i), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.

- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing," means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district, or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

48900.1. - Pupil suspended by teacher for 48900(i) or (k) violation; attendance of parent for portion of schoolday; local policy and procedures

- (a) The governing board of each school district may adopt a policy authorizing teachers to require the parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (i) or (k) of Section 48900, to attend a portion of a school day in the classroom of his or her child or ward. The policy shall take into account reasonable factors that may prevent compliance with a notice to attend. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended.
- (b) The policy shall be adopted pursuant to the procedures set forth in Sections 35291 and 35291.5. Parents and guardians shall be notified of this policy prior to its implementation. A teacher shall apply any policy adopted pursuant to this section uniformly to all pupils within the classroom. The adopted policy shall include the procedures that the district will follow to accomplish the following:

- (1) Ensure that parents or guardians who attend school for the purposes of this section meet with the school administrator or his or her designee after completing the classroom visitation and before leaving the school site.
- (2) Contact parents or guardians who do not respond to the request to attend school pursuant to this section.
- (c) If a teacher imposes the procedure pursuant to subdivision (a), the principal shall send a written notice to the parent or guardian stating that attendance by the parent or guardian is pursuant to law. This section shall apply only to a parent or guardian who is actually living with the pupil.
- (d) A parent or guardian who has received a written notice pursuant to subdivision (c) shall attend class as specified in the written notice. The notice may specify that the attendance of the parent or guardian be on the day the pupil is scheduled to return to class, or within a reasonable period of time thereafter, as established by the policy of the board adopted pursuant to subdivision (a).

48900.2. In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

48900.3. In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

48900.4. In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of Grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

- 48900.5. Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.
- 48900.6. As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools, or the governing board may require a pupil to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's non-school hours. For the purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.
- 48900.7. (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
- (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$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, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

GLENDALE UNIFIED SCHOOL DISTRICT

NOTIFICATION OF FURTHER DISCIPLINARY ACTION

POSSESSION AND/OR USE OF TOBACCO/NICOTINE PRODUCTS

I have attended a conference with the school Principal/Assistant Principal regarding the involvement of my son/daughter in an incident where he/she was in possession of and/or using tobacco/nicotine products while he/she was under the jurisdiction of the school.

The following documents were provided:

- 1. Board Policy - District Discipline Policy
- 2. My student's discipline record.

I was given the opportunity to ask questions regarding this incident. I fully understand that upon a subsequent proven incident where my son/daughter he/she was in possession of and/or using tobacco/nicotine products while he/she was under the jurisdiction of the school, that the principal may recommend further disciplinary actions. The duration of this contract is for the remainder of the school year. Failure to abide by these directions may result in suspension and/or expulsion from the Glendale Unified School District.

Parent/Guardian

Date

Student

Date

School Administrator

Date

GLENDALE UNIFIED SCHOOL DISTRICT

NOTIFICATION OF FURTHER DISCIPLINARY ACTION

BULLYING

I have attended a conference with the school Principal/Assistant Principal regarding the involvement of my son/daughter in an incident where he/she engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel while he/she was under the jurisdiction of the school.

The following documents were provided:

1. Board Policy - District Discipline Policy
2. My student's discipline record.

I was given the opportunity to ask questions regarding this incident. I fully understand that upon a subsequent proven incident where my son/daughter engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel while he/she was under the jurisdiction of the school, that the principal may recommend further disciplinary actions. The duration of this contract is for the remainder of the school year. Failure to abide by these directions may result in suspension and/or expulsion from the Glendale Unified School District.

Parent/Guardian

Date

Student

Date

School Administrator

Date

GLENDALE UNIFIED SCHOOL DISTRICT STUDENT BEHAVIOR CONTRACT

Student's Name: _____ Grade: Click for Grade Date: _____
 Parent/Guardian: _____ Birth Date: _____
 Address: _____
 Phone (Home): _____ Work: _____ Cell: _____

I INTERVENTION FOCUS: Education Code 48900:

- a.1 Student WILL NOT cause, attempt to cause, or threaten to cause physical injury to another person. Student will seek assistance from staff when having problems with other students.
- a.2 Student WILL NOT willfully use force or violence upon another student. Student will seek assistance from staff when having problems with other students.
- b. Student WILL NOT possess, sell, or otherwise furnish any firearm, knife, explosive, or other dangerous object (weapon).
- c. Student WILL NOT unlawfully possess, sell, or otherwise furnish, or be under the influence of any controlled substance (as defined in Section 11007 of the H.A.S.C.), alcoholic beverage, or intoxicant of any kind.
- d. Student WILL NOT unlawfully offer or arrange or negotiate to sell any controlled substance, alcoholic beverage, or intoxicant of any kind.
- e. Student WILL NOT commit robbery or extortion.
- f. Student WILL NOT cause or attempt to cause damage (vandalize) school property or private property.
- g. Student WILL NOT steal or attempt to steal school property or private property.
- h. Student WILL NOT possess or use tobacco, except as provided in E. C. Section 48901.
- i. Student WILL NOT commit an obscene act or engage in habitual profanity or vulgarity.
- j. Student WILL NOT unlawfully possess, unlawfully offer, arrange, or negotiate to sell any drug paraphernalia.
- k. Student WILL NOT disrupt school activities or otherwise willfully defy the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel.
- l. Student WILL NOT knowingly receive stolen school property or private property.
- m. Student WILL NOT possess an imitation firearm.
- n. Student WILL NOT commit or attempt to commit a sexual assault or commit sexual battery.
- o. Student WILL NOT harass, threaten, or intimidate a student who is a complaining witness or witness in a school disciplinary proceeding.
- p. Student WILL NOT offer, arrange to sell, negotiate to sell, or sell the prescription drug Soma.
- q. Student WILL NOT engage in, or attempt to engage in, hazing as defined in Section 32050.
- r. Student WILL NOT engage in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261; directed specifically toward a pupil or school personnel.
- s. Student WILL NOT aid or abet the infliction or attempted infliction of physical injury to another person.

Education Code 48900.2:

- Student WILL NOT commit sexual harassment upon another student or a school employee

II. STUDENT RESPONSIBILITIES

1. Student WILL review and comply with all school and classroom rules.
2. Student WILL have regular school and class attendance (excused absences ONLY).
3. Student WILL complete class and homework assignments in a timely manner.

III. PARENT RESPONSIBILITIES

1. Parents WILL assure student arrives on time.
2. Parents WILL assure regular school attendance and provide verification of absences.
3. Parents WILL review school rules with their child.
4. Parents WILL monitor completion of homework and study assignments.

COMMENTS: _____

COMMENTS: _____

IV. SCHOOL RESPONSIBILITIES

1. The teacher WILL communicate academic progress and behavior concerns to the parents on a regular basis.
2. The counselor WILL review overall student progress and communicate concerns to parents.
3. Designated staff WILL monitor student attendance, academic progress, and behavior. Under the supervision of school administration, appropriate interventions will be initiated to maximize the student's opportunity for success.

The duration of this contract is for the remainder of the school year. Failure to abide by these directions may result in suspension and/or expulsion from the Glendale Unified School District. LEGAL REFERENCES: E. C. 48900.

SIGNATURES

Administrator: _____ Counselor: _____
 Student: _____ Parent: _____
 Teacher: _____ Teacher: _____

GLENDALE UNIFIED SCHOOL DISTRICT

NOTIFICATION OF FURTHER DISCIPLINARY ACTION

THEFT OF SCHOOL/PRIVATE PROPERTY

I have attended a conference with the school Principal/Assistant Principal regarding the involvement of my son/daughter in an incident where he/she stole or attempted to steal school property or private property while he/she was under the jurisdiction of the school.

The following documents were provided:

1. Board Policy - District Discipline Policy
2. My student's discipline record.

I was given the opportunity to ask questions regarding this incident. I fully understand that upon a subsequent proven incident where my son/daughter he/she stole or attempted to steal school property or private property while he/she was under the jurisdiction of the school, that the principal may recommend further disciplinary actions. The duration of this contract is for the remainder of the school year. Failure to abide by these directions may result in suspension and/or expulsion from the Glendale Unified School District.

Parent/Guardian

Date

Student

Date

School Administrator

Date

GLENDALE UNIFIED SCHOOL DISTRICT

NOTIFICATION OF FURTHER DISCIPLINARY ACTION

SUBSTANCE ABUSE - SALES

I have attended a conference with the school Principal/Assistant Principal regarding the involvement of my son/daughter in an incident where he/she engaged in unlawfully offering or to arrange or negotiate to sell any controlled substance, alcoholic beverage, or intoxicant of any kind while he/she was under the jurisdiction of the school.

The following documents were provided:

1. Board Policy - District Discipline Policy
2. My student's discipline record.

I was given the opportunity to ask questions regarding this incident. I fully understand that upon a subsequent proven incident where my son/daughter engaged in unlawfully offering or to arrange or negotiate to sell any controlled substance, alcoholic beverage, or intoxicant of any kind while he/she was under the jurisdiction of the school, that the principal may recommend further disciplinary actions. The duration of this contract is for the remainder of the school year. Failure to abide by these directions may result in suspension and/or expulsion from the Glendale Unified School District.

Parent/Guardian

Date

Student

Date

School Administrator

Date

GLENDALE UNIFIED SCHOOL DISTRICT
NOTIFICATION OF FURTHER DISCIPLINARY ACTION -
SUBSTANCE ABUSE - POSSESSION

I have attended a conference with the school Principal/Assistant Principal regarding the involvement of my son/daughter in an incident where he/she unlawfully possessed, sold, or otherwise furnished, or was under the influence of any controlled substance (as defined in Section II 007 of the H.A.S.C.), alcoholic beverage, or intoxicant of any kind while he/she was under the jurisdiction of the school.

The following documents were provided:

1. Board Policy - District Discipline Policy
2. My student's discipline record.

I was given the opportunity to ask questions regarding this incident. I fully understand that upon a subsequent proven incident where my son/daughter engaged in unlawfully possessed, sold, or otherwise furnished, or was under the influence of any controlled substance (as defined in Section II 007 of the H.A.S.C.), alcoholic beverage, or intoxicant of any kind while he/she was under the jurisdiction of the school while he/she was under the jurisdiction of the school, that the principal may recommend further disciplinary actions. The duration of this contract is for the remainder of the school year. Failure to abide by these directions may result in suspension and/or expulsion from the Glendale Unified School District.

Parent/Guardian

Date

Student

Date

School Administrator

Date

GLENDALE UNIFIED SCHOOL DISTRICT

NOTIFICATION OF FURTHER DISCIPLINARY ACTION

SEXUAL HARASSMENT

I have attended a conference with the school Principal/Assistant Principal regarding the involvement of my son/daughter in an incident where he/she committed sexual harassment upon another student or a school employee while he/she was under the jurisdiction of the school.

The following documents were provided:

- 1. Board Policy - District Discipline Policy
- 2. My student's discipline record.

I was given the opportunity to ask questions regarding this incident. I fully understand that upon a subsequent proven incident where my son/daughter in an incident where he/she committed sexual harassment upon another student or a school employee while he/she was under the jurisdiction of the school, that the principal may recommend further disciplinary actions. The duration of this contract is for the remainder of the school year. Failure to abide by these directions may result in suspension and/or expulsion from the Glendale Unified School District.

Parent/Guardian

Date

Student

Date

School Administrator

Date

GLENDALE UNIFIED SCHOOL DISTRICT

NOTIFICATION OF FURTHER DISCIPLINARY ACTION

ASSAULT/BATTERY

I have attended a conference with the school Principal/Assistant Principal regarding the involvement of my son/daughter in an incident where he/she caused, attempt to cause, or threaten to cause physical injury to another person or willfully used force or violence upon another student while he/she was under the jurisdiction of the school.

The following documents were provided:

1. Board Policy - District Discipline Policy
2. My student's discipline record.

I was given the opportunity to ask questions regarding this incident. I fully understand that upon a subsequent proven incident where my son/daughter caused, attempt to cause, or threaten to cause physical injury to another person or willfully used force or violence upon another student while he/she was under the jurisdiction of the school, that the principal may recommend further disciplinary actions. The duration of this contract is for the remainder of the school year. Failure to abide by these directions may result in suspension and/or expulsion from the Glendale Unified School District.

Parent/Guardian

Date

Student

Date

School Administrator

Date



Comprehensive Safe School Plan

TACTICAL RESPONSE PLAN

This assessment to be completed by the school principal.
THIS ASSESSMENT OR RELATED GOALS (IF ANY) ARE NOT FOR PUBLIC REVIEW

ASSESSED BY: **DATE:**

The purpose of this assessment to assure that the campus response to criminal incidents occurring on campus, including active shooters, support first responder plans.

DO YOUR FIRST RESPONDER AGENCIES HAVE A TACTICAL REPOSE PLAN FOR DISTRICT SCHOOLS?

If the answer is "I don't know" add finding out to desired change.

DOES YOUR SCHOOL'S RESPONSE PROCEDURE TO CRIMINAL INCIDENTS OCCURRING ON CAMPUS OR ACTIVE SHOOTERS SUPPORT FIRST RESPONDERS PLANS?

DO YOU HAVE A PROCEDURE FOR ALERTING ALL STUDENTS AND STAFF OF A LOCK-DOWN AND DO YOU DRILL THE PROCEDURE?

DO YOU HAVE A PLAN FOR RAPID EVACUATION AND ARE ALL STAFF TRAINED IN THAT PLAN?

AREA(S) OF DESIRED CHANGE

Based on this assessment, what, if anything, can we do within our resources to improve?

Continue to practice safety drills and procedures with students, certificated and classified staff.
Collaborate with GPD, in an effort to gain insight and improve on our current school-wide safety procedures.