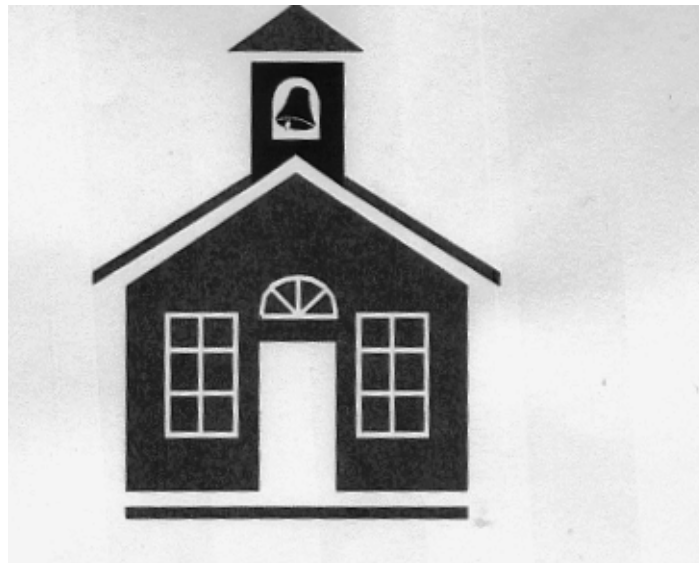


# SUNDALE SCHOOL

## Comprehensive School Safety Plan

### **Mission Statement:**

**COMMITTED TO MORAL INTEGRITY  
ACADEMIC EXCELLENCE, AND THE  
DEVELOPMENT OF SELF WORTH FOR  
STUDENTS, STAFF AND COMMUNITY.”**



The Comprehensive School Safety Plan is developed by the Sundale School Safety Committee which includes parents, staff, students and administration. The committee along with School Site Council and the School Board has provided input on information found in this plan and will continue to be reviewed and updated on an annual basis. This plan is available on the Sundale Website: [www.sundaleschool.com](http://www.sundaleschool.com).

Comprehensive School Safety Plans are required under SB 719, AB 1747 and AB 115 and contains the following elements:

- Child Abuse reporting procedures
- Disaster procedures
- Suspension and Expulsion policies
- Procedures to notify teacher of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Suicide Prevention
- Appendix (Other information for families)

### **Safety Plan Vision**

Sundale Elementary School provides all students with educational and personal opportunities in a positive, safe and nurturing environment in which will enable them to achieve current and future goals. All students are accepted at their own social, emotional, and academic levels of development and are challenged to maximize their growth in these areas through the use of a variety of instructional strategies including inter-active learning and the use of technology.

### **Personal Characteristics of Students and Staff**

Sundale provides all students with a supportive, nurturing environment which emphasizes self-esteem, encourages learning, enhances the appreciation of cultural diversity, and promotes moral and ethical standards as important criteria for decision-making and behavior.

Social Service support systems are coordinated through the Principal and Response to Intervention (RTI) Team to provide needed services to students who are struggling academically, socially or emotionally. School personnel meet regularly with social services and other public and private agencies to ensure availability of services (YSB, Counseling, Social Worker, Special Friends). Sundale employs one full-time counselor and one part-time counselor. The staff communicate with the counselors regularly at weekly meetings to share student concerns and interventions needed. A Tulare County Social Worker is also on campus one day per week to work with students and their families. In addition, Sundale has available additional resources through the Tulare County Office of Education to support student services to be used as needed. Curriculum and special programs are designed and modified to address issues relevant to identified student needs (e.g. struggling with making friends, social media, bullying, gangs, and broken family structures). Character Counts Luncheons, Lunch Bunch Groups, Lunch Clubs, Enrichment Opportunities, Instant Student Rewards, Red Ribbon Week, Friday Night Live and

other school events/activities are supported by students and the community. Cultural integration efforts are incorporated in classroom activities and through the Student Council and teacher directed lessons as well as Multicultural Day being held every other year.

### **Components of the Comprehensive School Safety Plan (EC 32281)**

#### **Assessment of School Safety**

The Administration evaluates suspension/expulsion data, behavior referrals, attendance rates and Student, Staff and Parent Survey data to assess the status of the school's safety and climate. This information is reviewed monthly. Sundale has partnered with the Tulare County Office of Education to provide a link on our website called "Say Something". This link will lead students to get help immediately from a crisis counselor, Law Enforcement and school administration notified and steps taken depending on the severity of the concern. This system can be accessed through any mobile device or computer by parents or students. Students may also access the link to report cyberbullying, bullying, social emotional concerns for themselves or others.

To ensure a safe campus as well as a safe facility, the staff completes a "Classroom Safety Hazard Checklist" annually at the start of the school year, as well as the Maintenance Director completing the "Facility Inspection Tool", 30 days prior to the start of the school year. Students in grades 4-8<sup>th</sup> complete a "Healthy Choices Survey", annually. This survey asks the students questions ranging from their own personal level of physical activity, bullying, and their sense of being safe coming to and from school and while on campus, as well as their personal connectedness and comfort with the staff. Sundale has included an additional survey addressing the Social-Emotional needs of our students in grades 6-8<sup>th</sup>. Parents provide permission for their student to participate. Data is collected to evaluate school climate, safety and relationships. Students who may be at risk socially or emotionally may be identified. Parents and Staff complete a school survey every year indicating their perception of the school climate, safety, educational well-being of the students and other concerns and questions.

### **Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281 (a)1)**

#### **Child Abuse Reporting Procedures (EC 35294.2 (a); PC 11166)**

All staff is aware of being a mandated reporter. Staff are trained annually of the procedures to take to report any suspected abuse. If physical or emotional abuse is suspected, staff will consult with the School Counselor or Administration and the referral will be made.

#### **Disaster Procedures (EC 35295-35297)**

Sundale School has procedures and drills in place for the following: Fire/Evacuation, Duck and Cover, Lock Down, Intruder on Campus, Bomb Threat, Tactical Responses to Criminal Incidents, Missing Student, Shelter in Place, and Outbreak of disease or infection. The staff is trained on these drills/procedures annually as well as practiced school wide monthly or quarterly. Each of these procedures/drills are outlined in the schools Crisis Response Plan, which is only distributed to staff for safety reasons. The Plan includes roles and responsibilities for staff members and students. For any emergency drill or procedure, adaptations for pupils with disabilities will take place. Those students will be tended to by classified staff or the Resource Teacher. The staff is aware of the classrooms and locations of those students. Also in the plan is a staff buddy system.

In case a staff member is not available to tend to their students in an emergency situation, the buddy staff member would be responsible for tending to them. The Plan also includes an Incident Command Schedule indicating which staff member is responsible for what roles as well as an evacuation map. These plans are updated, approved by the School Site Council, school board and reviewed with staff annually.

(See Page 14 for a letter from the Superintendent).

In the case of a school building disaster, which may be associated with an earthquake or other emergency event such as fire, bomb threat, hazardous material, flood, power failure, explosions etc., Sundale will partner with Tulare City School, Sundale Vineyards, Shannon Ranch and the County Yard for assistance.

### **Public Agency Use of School Buildings for Emergency Shelters**

Sundale works in collaboration with the County public agencies to utilize our campus and/or grounds for mass care and welfare shelters during any emergency. The North Sport Complex is approved for an air craft to land as well.

### **School Suspensions, Expulsion and Mandatory Expulsion Guidelines**

Administrators and/or Head Teachers may suspend a student for any one incident. Education Code 48900 states that a pupil may be suspended or expelled if he/she has:

Students who display inappropriate behavior may be subject to suspension as outlined in the California State Education Code 48900 and 48915. A student may be suspended or expelled for acts which are related to school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity.

#### **EDUCATION CODE, SECTION 48900:**

A student who has committed the following acts is subject to discipline by suspension or expulsion:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil 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, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. 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 any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261,266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against 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 as defined in Section 32050.

(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 may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent 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 Sec. 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of 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).

**EDUCATION CODE 48900.2: SEXUAL HARASSMENT:**

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 purpose 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 education environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. (Add. Stats. 1992, Ch. 909).

**EDUCATION CODE 48900.3: HATE VIOLENCE:**

In addition to the reasons specified 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.

**EDUCATION CODE 48900.4: HARASSMENT, THREATS, OR INTIMIDATION:**

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 an intimidating or hostile educational environment. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent 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 expelled for acts which 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 lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school sponsored activity. It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

**EDUCATION CODE 48900.5: REQUIRED OTHER MEANS OF CORRECTION/EXCEPTIONS:**

“At the very minimum...students who are threatened with removal from school, depriving them of the fundamental right to a publicly financed education, are entitled to notice of the grounds for the removal and an opportunity to be heard.” (Goss v. Lopez)

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.

**EDUCATION CODE 48900.6: DISCIPLINARY ACTION/COMMUNITY SERVICE:**

Instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, or the superintendent of schools, or the governing board, may require a pupil to perform community service on school grounds during non-school hours. For the purposes of this section “community service” may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. This section shall not apply to instance where suspension or expulsion is required by this article. (Add. Stats. 1995, Ch. 972).

**EDUCATION CODE 48900.7: SUSPENSION OR EXPULSION FOR TERRORISTIC THREATS:**

(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. (Add. Stats. 1997, Ch. 405)

**EDUCATION CODE 48900.8: SUSPENSION, EXPULSION, PARENT NOTIFICATION AND STATE DEPARTMENT OF EDUCATION REPORT:**

For purposes of notification to parents, and for the reporting of expulsion or suspension offenses to the State Department of Education, each school district shall specifically identify, by offense committed, in all appropriate official records of a pupil each suspension or expulsion of that

pupil for the commission of any of the offenses set forth in subdivisions (a) to (o), inclusive, of subdivision (a) of, or paragraphs (1) to (4), inclusive of subdivision (c) of, Section 48915. (Add Stats. 1997, Ch637).

**EDUCATION CODE SECTION 48915:**

(a) Mandatory Recommendations, Permissive Expulsions: Except as provided in subdivisions (c) and (e) the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

- (1) Causing serious physical injury to another person, except in self-defense.
  - (2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
  - (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 1053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. (For second offense, any amount, expulsion recommendation is mandatory. (AR 5131.6)
  - (4) Robbery or extortion.
  - (5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- (b) Dual finding required for 48915(a) and 48900(a), (b), (c), (d) and (e): Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of section 48900. A decision to expel shall be based on a finding of one or both of the following:
- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
  - (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c) Mandatory Expulsions (one year from date of expulsion): Principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
- (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a fire arm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
  - (2) Brandishing a knife at another person. As used in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade (any size) that locks into place, or a razor with an unguarded blade.
  - (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. (any amount)
  - (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
  - (5) Possession of an explosive.

**Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

Staff are notified of students who have been suspended or expelled and a plan is put into place to assist the student to overcome the incident. Administration also communicates with the staff, of students enrolling into Sundale who have a record of prior suspensions or who have been expelled from their prior school. The goal at Sundale is to provide the students with a chance to overcome their obstacles and be given an opportunity to make a positive change.

**Discrimination and Harassment Policies BP 5145.3 (EC 212.6 b)**

**Non-Discrimination**

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone for any reason, including, but not limited to, any group named and protected by law. This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

## **Sexual Harassment**

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

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds, at a school-sponsored or school-related activity by another student or an adult has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee.

Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

## **Suicide Prevention**

Sundale School District provides youth with prevention education, early identification and intervention, access to all local resources to promote health and prevent personal harm or injury, and respond to suicide.

The District:

- Recognizes that physical, behavioral, and emotional health is an integral component of student's educational outcomes.
- Has an ethical responsibility to take a proactive approach in preventing deaths by suicide,
- Acknowledges the school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development.
- Staff will be trained annually in Youth Suicide: Awareness and Prevention Course
- Staff will report concern immediately to School Administration and to the School Counselor.

## **Bullying Policy**

The Sundale School District believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Sundale School District will not tolerate harassment of students or staff, such as bullying, including cyber bullying, intimidation, hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering, in accordance with the bullying board policy section.

The Sundale School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee. (Reports can also be made via the Sundale School Website or the Counselors box, which is located in the office.)
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.



### School Wide Dress Code (EC 35183)

The major purpose and concern is that each student learn to the maximum of his/her potential. It is not our purpose to dictate specific dress, but rather to ensure that our students will be dressed in such a way as to maximize their school experience. Decency and safety are the guidelines by which the principal makes decisions regarding clothes. A student may not remain in the classroom dressed in a manner which: (1) creates a safety hazard for said student or for other students. (2) Constitutes a serious or unnecessary distraction to the learning process. (3) Tends to disrupt the campus order, or (4) is in conflict with the district's goals and philosophy of the prevention of substance abuse and gang activity. In order to assist parents in planning for their child's apparel at Sundale School, the following guidelines are presented:

- Caps, bandannas, nets, or other types of head coverings are not allowed. Hats may be worn outdoors and must be:
  - made of pliable canvas material with a 3-5 inch brim around the entire circumference of the hat
  - free of designs other than school logo
  - **may never** be worn indoors or on buses, vans, etc., during the normal school day and **must be** stored when not being worn.
  - sweatshirts or jackets with hoods are permitted, but hoods may **NOT** be worn indoors.
- Shoes **must be** worn at all times and:
  - have a back strap
  - no high heels, cleated or spiked shoes, sock like (including aqua-socks) or slippers
- Shorts, skorts, skirts must reach to mid-thigh or 4 inches from inseam, with a hem
  - no holes/tears/frays are allowed
  - biker shorts or lycra stretch materials must be worn with a shirt that covers the buttocks and front area
- Shirts must be worn at all events, including sporting events.
  - all tank tops must have 2" width continuous strap,
  - no low cut, spaghetti strap, see through, bare midriff, strapless, off the shoulder, fishnet blouses, razor back, or halter tops are allowed
  - no shirts cut low under the arm will be allowed
  - undergarments **must always** be covered with clothing.
- Words or pictures that are not appropriate for the school environment **may not** be worn on clothing (examples include, but are not limited to: obscenities, vulgarity, symbols representing alcohol, drugs, or tobacco, and gang colors or materials).
  - Words and pictures on all garments **may not** be altered in any way.
- Glasses, other than prescription, **shall not** be worn inside school buildings.
- Pants must fit at waist, hips, crotch and thigh.
  - Sagging pants, skirts, shorts, or pants that expose posteriors or that do not cover undergarments, or that have excessively large legs are **not allowed**
  - hanging belts, initialed belt buckles, wallets with attached chains, suspenders, or straps hanging off of the shoulders are **not permitted**
  - Oversized clothing **will not be allowed**.
- Visible tattoos of any kind, (including temporary tattoos), **are not allowed**.
  - Mohawks may be no taller than 2"
  - unnatural hair colors/extensions (i.e. blue, green, pink, etc...) are **not allowed**
  - altered eyebrows, facial piercings, hair colors and/or styles that disrupt student education **will not be allowed**.

## **Safe Ingress/Egress Procedures**

### **Students, Staff, visitors and volunteers arriving to Campus**

All buses drop off the students in one location. Students who are on campus prior to 7:50 a.m. must be checked into the Learning Center, which opens at 6:30 a.m. Playground supervision begins at 7:50 a.m.. Teachers arrive by 7:50 with classified reporting at the time indicated on their schedule. All classified staff sign in at the front office prior to starting their day. Staff have designated parking locations as well as visitors.

All visitors or volunteers must report to the office to sign in and receive the appropriate badge. Staff are to instruct visitors or volunteers without a badge to report to the office.

### **Bus Rules**

Riding the bus is a privilege, not a right. Proper behavior is expected from all students when they are on the bus and when they are waiting for the bus at school and at neighborhood stops. Students are to remain seated and facing forward at all times. Students may not eat, drink, chew gum or utilize their cell phone while on the bus. Arms, legs or head, should not be extended from the windows. All writing utensils must remain in the student's backpack. No animals are allowed on the bus. Students who do not follow the rules will be issued citations by the bus drivers or office personnel, and may lose their privilege to ride the bus.

A foggy day schedule is in place during the fog season to keep the buses off the roads until the Superintendent and Transportation Director deem it safe to have our students on the road. In addition, Sundale uses an automated telephoning system to contact all parents regarding the Foggy Day updates and any other information that needs to go out to all parents. Using this system, all parents can be contacted by phone in approximately fifteen minutes. The school also has a staff, teacher and parent group texting system in place through "Remind". The Principal can send out a text to notify all/any group of a crisis or any other event on campus.

### **Safe and Orderly Learning Environment Conducive to learning at the school**

The cooperation of nearby neighbors is excellent. Community members notify the school or the Police Department when anyone is observed loitering during the school day. The campus is used on a regular basis by the community, so there is a sense of ownership by all. As a result, vandalism is almost nonexistent. The school policy for dealing with any incident of vandalism includes procedures for painting over graffiti before students arrive on campus and replacing broken windows immediately.

Campus security is coordinated with local law enforcement agencies. Local law enforcement agencies have actively participated in developing campus security procedures. Parents and community volunteers are cooperative in providing campus supervision while on campus. All school visitors are to report to the school office to sign in for a Visitor or Volunteer Badge. If a staff member sees a visitor on campus without a badge, they are to instruct them to go to the office. Items being dropped off to students must be brought to the office.

Video surveillance cameras are positioned throughout the campus with a monitor in the Administrator's offices, Secretaries' workstation and the Maintenance Director's office, which can be viewed at all times. There are five entrances/exits to the campus that are monitored regularly. The Sundale school buses are also equipped with video cameras for extra security and every bus has a radio in which to communicate with the office if necessary.

The school has adequate fencing and appropriate protections against slipping in hallways and against falls from recreation equipment and landscape designs that prevent students from climbing to dangerous heights.

### **Rules and Procedures on School Discipline**

The disciplinary actions taken by the administration will be firm, consistent, and fair. Students who violate school rules and policies are subject to the discipline guidelines listed below. The seriousness of the offense and the conditions under which it occurred are factors to be considered.

#### **Office Referrals (Board Policy 5131)** (Not limited to:)

- Disturbing or disrupting a class repeatedly
- Open defiance of any school employee
- Fighting
- Using obscene language or gestures
- Mishandling school property
- Bullying
- Refusal to follow dress code
- Participating in any misbehavior which is detrimental to anyone's health, safety or right to learn undisturbed
- Theft

The school's rules are realistic, practical, fair and consistently enforced. Behavioral expectations are clearly stated in the Student Handbook, at parent conferences, parent meetings and to the staff and students on a regular basis. The school models high moral standards, sends positive messages to students, and communicates high expectations of all students that they will excel academically and behave properly. Programs are in place to help foster both character, academic outcomes, respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management and conflict resolution.

Students and staff are concerned about what happens to each other, and accept responsibility for what happens at school. A working relationship exists between students and staff. Students feel comfortable going to staff members or administration with a concern or question, as shown on the Student Surveys. The administration has an open-door policy which encourages parents, students and staff to bring their questions and concerns forward.

**Safety Plan Reviews, Evaluation and Amendment Procedures:**

## EMERGENCY TELEPHONE NUMBERS

Police Department (559) 686-3454- OR -911

Fire Department (559) 685-2390- OR- 911

Hospital/Ambulance (559) 685-3450- OR- 911

County Emergency Services (559) 737-4660-ext. 2311

After Hours (559) 733-6218 (for Sheriff)

## UTILITIES

Gas 1-800-427-2200 (commercial)

Electricity 1-800-655-4555 or

1-800-611-1911

Water (559) 684-4324

Water Stand-By (After Hour) (559) 686-3454 (Police) or

(559) 685-2300 ext. 445 or 446

Ask for Water Dev. Stand-By

Date

Dear Parents:

We want you to know that your School District has plans and preparations for major emergency situations. We believe that the reactions of people in emergencies depend largely upon their training. Our school staff has been trained for a variety of emergencies, and we hold drills regularly to make certain that the students understand emergency procedures.

Please convince your children that they are as safe at school as they are at home in a serious emergency. School buildings have been designed with safety in mind, and inspections are made regularly to remove possible hazards. There are personnel trained in first aid. Our primary concern, in the event of emergency, is the safety and welfare of the students.

Your children should be instructed to obey the directions of their teachers and of the bus driver on the way to and from school, if they ride the bus. If walking or riding bicycles to and from school, they should be told to continue toward their destination (either to or from school) when an emergency arises.

In an emergency, we ask your cooperation in doing the following:

- PLEASE **do not** telephone the school. Telephone lines will be needed for emergency communications.
- PLEASE **do not** drive to school. Streets should be kept clear and open for emergency vehicles.
- PLEASE **DO** turn your radio on to AM 580 and local TV station channel 18.
- Look for a text message from the school (if you have signed up for the “Remind 101” group). Also follow Sundale on Facebook, Instagram and Twitter accounts.
- Keep your phone number updated at the school in order to receive the Automated System phone calls.

Information and instructions for getting together with your children or picking them up will be broadcast on the radio during or after an emergency. In conjunction with the Office of Emergency Service, we urge every family to make home emergency plans and preparations. Some suggestions are enclosed for your consideration.

If you have any questions about our emergency-preparedness program, please contact the principal of your children’s school.

Sincerely,

Terri Rufert  
Superintendent

Fecha:

Estimade Padres:

Queremos que sepan que las escuelas de Sundale distrito tienen planes y preparaciones para situaciones de mayor emergencia. Nosotros creemos que las reacciones de las personas en emergencias depende en sus entranamiento. Los profesores de las escuelas están entrenados para emergencias y ejercicios se hacen regularmente para estar seguro de que los estudiantes sepan casos de emergencias.

Por favor convence a sus hijos de que están seguros en la escuela tanto como en su casa, en un caso de emergencia. Las escuelas han sido diseñado para la seguridad de sus hijos y inspecciones son hechos regularmente para remover cualquier objeto de peligro. En la escuela hay una enfermera y otros que están entrenados en primeros auxilios. La seguridad y salud de los estudiantes es el primer interés en una emergencia.

Sus hijos deben de obedecer las instrucciones de los profesores y las direcciones de conductor del autobús en la ida o vuelta de la escuela. Si están andando o montando bicicletas deben de seguir hasta de destino, cuando hay una emergencia.

Su cooperación es apreciada en cualquier emergencia:

- \* Por favor no llame a la escuela, las líneas de los teléfonos serán necesitadas para comunicaciones de emergencia.
- \* Por favor no conduzca hasta la escuela. Las calles deben de estar abiertas para vehículos de emergencia.
- \* Encienda su radio a las estaciones locales. La información e instrucciones para recoger a los estudiantes durante o después de una emergencia será dada por la radio.

En conjunción con la oficina de servicios de emergencia nosotros deseamos que cada familia haga planes y preparaciones de emergencia en su casa. Algunas sugerencias están adjuntas para su consideración.

Si usted tiene algunas preguntas sobre nuestro plan de emergencia, por favor pongase en contacto con el director de la escuela de su hijo.

Sinceramente,

Sra. Rufert  
Superintendente

## IN-HOUSE EMERGENCY PREPARATION

Each family should have a disaster plan in case of an emergency. Each member in the family should practice this plan. Having a disaster plan can prevent or decrease the crisis of a disaster. In addition, it can help you survive.

Materials that should be accessible:

- Fire Extinguisher —(2A1 OBC) for the kitchen and garage,
- Flashlight and new batteries,
- First Aid Kit,
- Sharp knife, pipe wrench, nippers, screw driver in case or an emergency,
- Matches,
- Emergency phone number list,
- Shut down the gas, electricity and water in case of a broken pipe or a gas leak,
- Have plenty of water, water bottles, water tanks etc,
- Have a place to meet in case the family becomes separated during a disaster.

### **Fire**

Prevention:

Don't put any trash or inflammable materials near the heater or boiler and check your pantry regularly.

Use baking soda or the lid of a pan to extinguish the fire from a stove.

If your clothes are on fire, don't run. Drop to the floor and roll to extinguish the fire, or wrap yourself with a woolen blanket or a coat.



## **PREPARACIONES DE EMERGENCIA PARA SU HOGAR**

Cada familia debe de hacer planes y preparaciones para un desastre que puede ocurrir en cualquier momento. Cada miembro de la familia debe practicar estos planes. Preparaciones y planes pueden prevenir u una crisis menos en convertirse en mayor o puede ayudar a sobrevivir en un desastre.

Material que hay que tener accesible:

- \* Extintor de fuegos- (2A10BC) para la cocina y garage.
- \* Linterna y baterias nuevas.
- \* Equipo de primeros auxilios.
- \* Cuchillo afilado, llave inglesa, alicates, destornillador, en caso de emergencia.
- \* Cerillos impermeables.

Tener cerca del telefono:

- \* Lista de numcros de emergencia.
- \* Apagar el gas, electricidad y el agua en caso de que se hayan roto las lineas o haya algun escape.
- \* Tener agua almacenda en botellas, tanques de agua etc.

Tener sitio para reunirse:

- \* Tener sitio donde reunirse en caso de que se halla separado la familia durante u n desastre.

### **Fuego**

#### **Prevencion:**

No tener basura o materiales inflamables cerca de la calefaccion o calentador de agua y comprobar el almacen regularmente.

Usar bicarbonato de sosa o la tapadera de una olla para apagar fuegos de estufas.

Si su ropa esta ardiendo, no corra. Tumbese en el suelo y de vueltas para apagarlo o envucivase en una manta o abrigo.

## **Earthquake**

### **Preparation:**

Check your home for heavy objects on high places. Bookshelves should be attached to the wall.

During an earthquake: Kneel down and cover your head preferably under a sturdy table or bed, etc. preferably in a hallway or an interior wall. Always stay away from windows or any crystal objects. Don't run outdoors or go into a building. If you are outdoors maintain yourself as far away from tall buildings, tall trees, electrical wires and windows, as possible.

After the earthquake: If the building is damaged evacuate with precaution.

Flood: Evacuate the area. Do not play near or in rapid moving waters, sewers or rivers. Water currents that reach as high as the knees can easily knock down a person. Alert and prevent children from playing in contaminated waters. Don't try to cross rapid waters by foot or by car.

Gusty Winds: Take refuge by interior walls.

Chemical spills; venoms and contaminations please evacuate the danger areas.

## **Terremota**

### **Preparacion:**

Revisar la casa para objetos pesado en sitios altos, Armarios de libros deben de estar anclados a la pared.

### **Temblor:**

#### **Preparacion:**

Revise su casa de objetos pesados en partes altas en los armarios, amarios deben ser anclados a la pared.

Durante un temblor: Agachese y cubra su cabeza, preferiblemente debajo de una fuerte mesa, cama etc. De preferencia en un pasillo, o en la esquina cerca de una pared fuerte interior. Siempre fuera del alcance de objetos de vidrio. No corra hacia afuera o dentro de un edificio. Si se encuentra afuera alejese de estructuras alta, arboles grandes, alambres de electricidad, y ventansas.

Despues del temblor: Si el eidificio esta danado evacue con precausion.

Inundacion: Evacuar ci area en peligro. No juegue cerca o en las corrientes de agua, canales de drenaje, o en arroyos. Corrientes de agua que lieguena la rodilla, pueden derribar facilmente a una persona. Poner sobre aviso y prevenir que los ninos jueguen en aguas que puedan estar contaminadas.

No intente cruzar corrientes de agua a pie o en carro.

### **Ventarron**

Tome refugio junto a la pared interior, en la planta baja y fuera del alcance de objetos de vidrio.

Derrames quimicas, venenosos, y contaminacion evacuar el area en perigro caminando transversalmene para impedir los gases.