

Comprehensive School Safety Plan

**2025-2026
School Year**

School: Auburn Union Elementary School District
CDS Code: 31-66787-0000000
District: Auburn Union Elementary School District
Address: 255 Epperle Lane
 Auburn CA, 95603

Date of Adoption:

Date of Update:

Date of Review:

- with Staff
- with Law Enforcement
- with Fire Authority

Approved by:


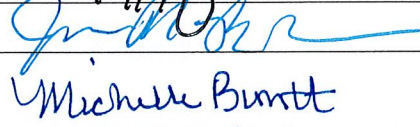
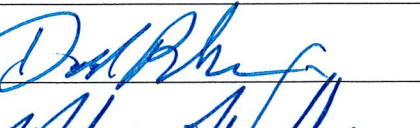
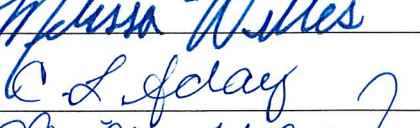
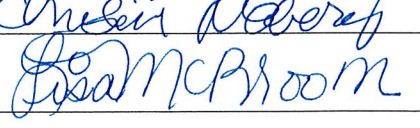
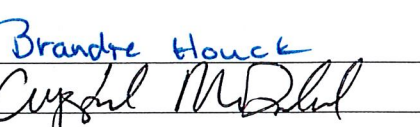



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Greg Holt	AUSD School Board President		12/11/25
Jeremy McReynolds	Chief Business Officer		10/24/25
Michelle Buntt	Manager of Human Resources/Risk Management		10/24/25
David Peters	Director of Maintenance, Operations & Technology		10/24/2025
Melissa Willes	Principal, Auburn Elementary		10/24/2025
Christy Aday	Principal, Skyridge Elementary		10/24/25
Christine Mabery	Principal, EV Cain School		10-24-25
Lisa McBroom	AUSD Teacher Representative		
Brandie Houck	AUSD Classified Representative		10/24/25
Crystal MacDonald	AUSD Parent Representative		12/16/25

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Comprehensive School Safety Plan Purpose

Effective January 1, 2019, Assembly Bill 1747 (Rodriguez), School Safety Plans, became law. This bill requires that during the writing and development of the comprehensive school safety plan (CSSP), the school site council or safety committee consult with a fire department and other first responder entities in addition to currently required entities. It requires the CSSP and any updates made to the plan to be shared with the law enforcement agency, the fire department, and the other first responder entities.

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

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

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

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- 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
- Hate crime reporting procedures

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

A copy of the Comprehensive School Safety Plan is available for review at 255 Epperle Lane, Auburn, CA 95603.

Safety Plan Vision

At AUSD, we are committed to working together in partnership to provide a school climate and environment that is safe and secure for our students to thrive and succeed. We believe all stakeholders deserve a physically, emotionally, mentally safe, secure, and positive learning environment through a caring and supportive staff, engaging curriculum, procedures, and training to accomplish the goals of high academic achievement and civic responsibilities. Safety of our students and staff is of utmost importance and Auburn Union will continue to provide safety education and practice for our students.

Components of the Comprehensive School Safety Plan (EC 32281)

Auburn Union Elementary School District Safety Committee

Human Resources Manager
Director of Maintenance, Operations & Technology
Chief Business Officer
Food Services Manager
District Health Coordinator
Superintendent
Principal, Skyridge Elementary
Principal, EV Cain School
Principal, Auburn Elementary
Teacher (1 per site)
Classified staff member (1 per site)
AUTA Union President
Classified Employee CSEA President

Assessment of School Safety

Auburn Union School District values developing and maintaining a safe environment for our students and staff. Our site and district staff regularly assesses our schools, facilities, and safety protocols in the following ways:

- Emergency drills are scheduled annually and conducted on a monthly basis at school sites
- Regular collaboration and communication with Auburn PD (Skyridge and EV Cain) and Placer County Sheriff Department (Auburn Elementary) focused on proactive supports and safety drills
- Annual safety inspection of each school site
- Regular principal and custodian collaboration to address day to day site concerns via the work order process
- Staff presence at drop-off and pick-up to ensure safe ingress and egress to school
- Regular review of data sources by pertinent groups to ensure proactive responses--examples include, office discipline data review, suspension/expulsion data, and school or districtwide survey review
- Creation and maintenance of a Districtwide Safety Committee that meets several times annually to review site and district concerns, safety procedures, and data sources
- Multi-year plan to rollout districtwide safety procedures and training in three key areas--Behavioral Threat Assessment Management (before an incident), active threat response (during an incident), and reunification (after an incident)

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

It is a priority of the administration and staff in the Auburn Union School District that every student that attends the school will be provided with an environment in which students will not only feel physically safe, but that there is also a positive school climate in all activities both within and outside the classroom. Assessment occurs monthly by practicing emergency response drills and debriefing the outcomes of these drills to improve our practices. We assess our progressive discipline policy and compare data in regards to suspensions. Practices to foster a culture of physical and emotional safety include monthly recognitions of behavior expectations, daily recognition of student behavior expectations using acknowledgement slips, daily morning announcement reminders to promote school-wide expectations, assemblies to promote student safety, and a variety of activities and events throughout the year that are the result from partnering with the school and community organizations.

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

Policy 5141.4: Child Abuse Prevention And Reporting Status: ADOPTED
Original Adopted Date: 05/09/2018 | Last Revised Date: 09/08/2021

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

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

Child Abuse Prevention

The district's instructional program may provide age-appropriate and culturally sensitive child abuse prevention curriculum which explains students' right to live free of abuse, includes instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, informs students of available support resources, and teaches students how to obtain help and disclose incidents of abuse.

The district's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6)

The Superintendent or designee may display posters, in areas on campus where students frequently congregate, notifying students of the appropriate telephone number to call to report child abuse or neglect. (Education Code 33133.5)

In addition, student identification cards for students in grades 7-12 shall include the National Domestic Violence Hotline telephone number. (Education Code 215.5)

The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting

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

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

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

The Superintendent or designee shall provide annual training (Public School Works) regarding the duties of mandated reporters as required by law and as specified in the accompanying administrative regulation. (Education Code 44691; Penal Code 11165.7)

All persons who are mandated reporters are required, by law, to report all known or suspected cases of child abuse or neglect. It is not the job of the mandated reporter to determine whether the allegations are valid. If child abuse or neglect is reasonably suspected or if a pupil shares information with a mandated reporter leading him/her to believe abuse or neglect has taken place, the report must be made. No supervisor or administrator can impede or inhibit a report or subject the reporting person to any sanction.

To make a report, an employee must contact an appropriate local law enforcement or county child welfare agency, listed below. This legal obligation is not satisfied by making a report of the incident to a supervisor or to the school. An appropriate law enforcement agency may be one of the following:

A Police or Sheriff's Department (not including a school district police department or school security department).

A County Probation Department, if designated by the county to receive child abuse reports.

A County Welfare Department/County Child Protective Services.

The report should be made immediately over the telephone and should be followed up in writing. The law enforcement agency has special forms for this purpose that they will ask you to complete. If a report cannot be made immediately over the telephone, then an initial report may be made via e-mail or fax. A report may also be filed at the same time with your school district office - specifically the Superintendent or Designee.

School staff should consult with their district to determine if there are additional steps that must be taken. These policies do not take the place of reporting to an appropriate local law enforcement or county child welfare agency.

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

The Auburn Union School District will take all necessary measures to keep students, staff, and visitors safe in the event of a disaster. The Auburn Union School District Crisis Response Plan is shown in Appendix C through F and accomplishes the following:

Incorporates strategies of the Incident Command System, Standardized Emergency Management System, and National Incident Management System.

Maps out specific evacuation procedures within the school disaster plan.

Provides guidance for emergency response to a variety of potential hazards and incidents, including "duck and cover" procedures following an earthquake.

Identifies emergency response training and exercise opportunities for students and staff. Public Agency Use of District Buildings for Emergency Shelters

Public Agency Use of School Buildings for Emergency Shelters

We offer our schools for public shelters in case of a natural disaster or pandemic event. We cooperate with the Placer County Emergency Response Team as well as the Red Cross. If our buildings are used as shelters during the school day, non students are supervised to protect the safety of our students. The school district or county office of education shall cooperate with the public agency in furnishing and maintaining the services as the school district or county office of education may deem necessary to meet the needs of the community. (Ed code 32282 B (V ii))

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Policy 5144.1: Suspension And Expulsion/Due Process

Original Adoption: 12/12/2018

Last Update: 04/10/2025

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

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 the 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))

While on school grounds

While going to or coming from school

During the lunch period, whether on or off the school campus

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.

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 the student's 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 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled based solely on a student's truancy, tardiness, or absenteeism from assigned school activities. (Education Code 48900)

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)

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)

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

Selling or otherwise furnishing a firearm

Brandishing a knife at another person

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

Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 287, 288, or 289, or former 288a, or committing a sexual battery as defined in Penal Code 243.4

Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation, 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))

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

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

A vote to expel a student shall be taken in an open session of a Board meeting. (Education Code 48918(j))

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 or unenrolled except under limited circumstances in accordance with Education Code 8489.1 and as specified in Administrative Regulation 5148.3 - Preschool/Early Childhood Education.

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording the students 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)

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 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 suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, long-term 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.

Regulation 5144.1: Suspension And Expulsion/Due Process

Original Adopted Date: 12/12/2018

Last Revised Date: 04/10/2025

Definitions

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

Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level

Referral to a certificated employee designated by the principal to advise students

Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910, so long as removal from a particular class does not occur more than once every five school days

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

Notice of Regulations

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

Grounds for Suspension and Expulsion: Grades K-12

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows and in "Additional Grounds for Suspension and Expulsion: Grades 4-12," below:

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

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

Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11059, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11059, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the same as a controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))

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

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

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

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

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

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

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

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

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 287, 288, 289, or former 288a, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))

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

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

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

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))

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

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

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

Bullying also includes an act of cyber sexual bullying by a student through the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording that depicts a nude, semi-nude, or sexually explicit photograph or other visual recording of an identifiable minor, when such dissemination is to another student or to school personnel by means of an electronic act and has or can be reasonably predicted to have one or more of the effects of bullying described above. Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

Electronic act means the creation or transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to: (Education Code 48900(r))

A message, text, sound, video, or image

A post on a social network Internet website, including, but not limited to, posting to or creating a burn page or creating a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above

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

Burn page means an internet website created for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 48900(r))

Credible impersonation means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that the student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated. (Education Code 48900(r))

False profile means a profile of a fictitious student or profile using the likeness or attributes of an actual student other than the student who created the false profile. (Education Code 48900(r))

An electronic act is not considered pervasive conduct solely on the basis that it has been transmitted to the internet or is currently posted on the internet. (Education Code 48900(r))

When a student has been suspended, or other means of correction have been implemented against the student, for an incident of racist bullying, harassment, or intimidation, the principal or designee may, as appropriate, engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students, including but not limited to, mediation with the principal or designee. To address individual needs, the principal or designee may also conduct check-ins with the victim and have the perpetrator engage in restorative practices focused on prevention and education including, but not limited to, counseling support, conflict management, and/or cultural sensitivity education. (Education Code 48900.5)

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

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

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

A student may not be suspended or expelled for disruption or willful defiance. (Education Code 48900)

Additional Grounds for Suspension and Expulsion: Grades 4-12

A student in grades 4-12 shall be subject to suspension or recommendation for expulsion when it is determined that the student:
Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

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

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

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

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

Suspension from Class by a Teacher

A teacher may suspend a student from class for the remainder of the day and the following day for any of the acts specified in Education Code 48900 and listed as Items #1-19 under "Grounds for Suspension and Expulsion: Grades K-12" above or for disruption or willful defiance at any grade level. (Education Code 48910)

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

As soon as possible after the teacher has suspended the student, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if requested by the parent/guardian or teacher. (Education Code 48910)

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

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

A teacher may also refer a student, for any of the acts specified above in Education Code 48900, to the principal or designee for consideration of a suspension from school. (Education Code 48910)

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

Suspension by Superintendent, Principal or Principal's Designee

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

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

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

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

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

Length of Suspension

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

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

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

Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

Informal Conference: Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, including the other means of correction that were attempted before the suspension as required pursuant to Education Code 48900.5, and the evidence against the student, and shall be given the opportunity to present the student's version and evidence in the student's defense. (Education Code 48911)

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

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

Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian, or if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or if the student is an Indian child, the Indian child's tribal social worker, and, if applicable, the county social worker, in person, by email, or by telephone. Whenever a student is suspended, the parent/guardian, or, if applicable, the foster youth's educational rights holder, attorney, and county social worker, or the Indian child's tribal social worker and, if applicable, the county social worker, shall also be notified in writing of the suspension. (Education Code 48911)

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

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

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

If school officials request to meet with the parent/guardian, a foster youth's educational rights holder, attorney, and county social worker, or an Indian child's tribal social worker, and, if applicable, the county social worker, the notice may state that the law requires such individuals to respond to the request without delay. However, the student shall not be penalized for the failure of the parent/guardian, a foster youth's educational rights holder, attorney, and county social worker, or an Indian child's tribal social worker, and, if applicable, the county social worker, to attend such a conference. The student may not be denied reinstatement solely because such individuals failed to attend the conference. (Education Code 48911)

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

The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard

This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.

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

If the student involved is a foster youth or Indian child, the Superintendent or designee shall notify the district's educational liaison of the need to invite the foster youth's educational rights holder, attorney and county social worker, or the Indian child's tribal social worker or, if applicable, the county social worker, to attend the meeting (Education Code 48853.5, 48911, 48918.1)

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

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct the behavior and keep the student in school Suspension by the Board

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

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

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

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

On-Campus Suspension

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

The on-campus suspension classroom shall be staffed in accordance with law

The student shall have access to appropriate counseling services

The on-campus suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension

The student shall be responsible for contacting the student's teacher(s) to receive assignments to be completed in the supervised suspension classroom and the teacher(s) shall provide all assignments and tests that the student will miss while suspended

If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian, or if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or, if the student is an Indian child, the Indian child's tribal social worker and, if applicable, county social worker, in person, by email, or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

Superintendent or Principal's Authority to Recommend Expulsion

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

Causing serious physical injury to another person, except in self-defense

Possession of any knife or other dangerous object of no reasonable use to the student

Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11059, except for:

The first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis

The student's possession of over-the-counter medication for use by the student for medical purposes

Medication prescribed for the student by a physician

Robbery or extortion

Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

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

Student's Right to Expulsion Hearing

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

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

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

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

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

Stipulated Expulsion

After a determination that a student has committed an offense for which the student may be expelled, the Superintendent, principal, or designee shall offer the student, the student's parent/guardian, or, when applicable, other person holding the right to make educational decisions for the student, the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after written notice of the expulsion hearing pursuant to Education Code 48918 has been given.

The stipulation agreement shall be in writing and shall be signed by the student, the student's parent/guardian, or, when applicable, the person holding the right to make educational decisions for the student. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of the right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student, the student's parent/guardian, or, when applicable, the person holding the right to make educational decisions for the student, shall be effective upon approval by the Board.

Rights of Complaining Witness

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

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

Receive five days' notice of the scheduled testimony at the hearing

Have up to two adult support persons present at the hearing at the time the witness testifies

Have a closed hearing during the time the witness testifies

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

Written Notice of the Expulsion Hearing

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

The date and place of the hearing

A statement of the specific facts, charges, and offense upon which the proposed expulsion is based

A copy of district disciplinary rules which relate to the alleged violation

Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment

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

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

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

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

The right to inspect and obtain copies of all documents to be used at the hearing

The opportunity to confront and question all witnesses who testify at the hearing

The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

Additional Notice of Expulsion Hearing for Foster Youth, Homeless Students, and Indian Children

If the student facing expulsion is a foster student or Indian child, the Superintendent or designee shall also send notice of the hearing to the foster youth's educational rights holder, attorney, and county social worker, or the Indian child's tribal social worker and, if applicable, county social worker, at least 10 calendar days prior to the hearing. (Education Code 48918.1)

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

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

Conduct of Expulsion Hearing

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

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

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

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

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

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

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in Item #6 below. (Education Code 48918(i))

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

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

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

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

Any complaining witness shall be given five days' notice before being called to testify

Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during the testimony

Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential

The person presiding over the hearing may remove a support person who is disrupting the hearing

If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5

Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard

Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.

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

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

At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which the complaining witness may leave the hearing room

The person conducting the hearing may:

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

Limit the time for taking the testimony of a complaining witness to normal school hours, if there is no good cause to take the testimony during other hours

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

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

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by the student's parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

Final Action by the Board

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

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

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

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

Periodic review, as well as assessment at the time of review, for readmission

Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

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

Written Notice to Expel

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

The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" (Education Code 48900.8)

The fact that a description of readmission procedures will be made available to the student and parent/guardian (Education Code 48916)

Notice of the right to appeal the expulsion to the County Board (Education Code 48918)

Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)

Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Decision to Suspend Expulsion Order

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

The student's pattern of behavior

The seriousness of the misconduct

The student's attitude toward the misconduct and willingness to follow a rehabilitation program

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

The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation

This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)

During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status (Education Code 48917)

The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" above, or violates any of the district's rules and regulations governing student conduct (Education Code 48917)

When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order (Education Code 48917)

Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school

Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)

The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian

The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))

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

Appeal

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

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

Notification to Law Enforcement Authorities

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

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

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

Placement During Expulsion

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)
Appropriately prepared to accommodate students who exhibit discipline problems

Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these

Not housed at the school site attended by the student at the time of suspension

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

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

Readmission After Expulsion

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

The Superintendent or designee shall hold a conference with the student's parent/guardian, or other person holding the right to make educational decisions for the student, and the student

At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and the student's parent/guardian or other person holding the right to make educational decisions for the student shall be asked to indicate in writing their willingness to comply with these regulations.

The Superintendent or designee shall transmit to the Board a recommendation regarding readmission

The Board shall consider this recommendation in closed session. If a written request for open session is received from the student's parent/guardian or other person holding the right to make educational decisions for the student, or adult student, it shall be honored to the extent that privacy rights of other students are not violated.

If the readmission is granted, the Superintendent or designee shall notify the student and the student's parent/guardian, or other person holding the right to make educational decisions for the student, by registered mail, of the Board's decision regarding readmission

The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees (Education Code 48916)

If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school

The Board shall provide written notice to the expelled student and the student's parent/guardian, or other person holding the right to make educational decisions for the student, describing the reasons for denying readmittance into the regular program

This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district.

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

Maintenance of Records

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

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

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

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

(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.)

(E) Sexual Harassment Policies (EC 212.6 [b])

Policy 5145.7: Sexual Harassment

Original Adopted Date: 05/09/2018

Last Revised Date: 09/11/2025

The district does not discriminate on the basis of sex in any of its programs or activities and complies with Title IX of the Education Amendments of 1972 and its implementing regulations.

The Governing Board is committed to maintaining a welcoming, safe, and supportive school environment that is free from discrimination and harassment. The Board prohibits at district or at district-sponsored or district-related activities, sexual harassment, as defined in the accompanying administrative regulation, targeted at any student.

Additionally, the Board prohibits retaliatory behavior or action against any person who reports, files a complaint, testifies about, assists with, or otherwise supports a complainant in alleging sexual harassment, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy. (Education Code 220.1, 221.8; 34 CFR 106.71)

The district strongly encourages students who feel that they are being or have experienced sexual harassment on district grounds or at a district-sponsored or district-related activity, or off-campus when the conduct has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee.

Any employee who receives a report or observes an incident of sexual harassment by or against a student in a district education program or activity shall report the incident to the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure that the complaint alleging sexual harassment is addressed through Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures or Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures, as applicable. Additionally, the Title IX Coordinator shall ensure that any implementation of Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures concurrently meets the requirements of Board Policy/Administrative Regulation 1312.3 - Uniform Complaint Procedures.

The Title IX Coordinator shall offer and coordinate supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The Superintendent or designee shall inform students and parents/guardians of this policy in the manner specified in the accompanying administrative regulation.

The Superintendent or designee shall ensure that all district staff are trained regarding this policy, and that employees required to receive training related to their duties under Title IX receive training as specified in Administrative Regulation 4119.11/4219.11/4319.11 - Sexual Harassment. (Government Code 12950.1; 2 CCR 11023, 11024; 34 CFR 106.45)

Instruction/Information

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

What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence

A clear message that students do not have to endure sexual harassment under any circumstance

Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained

A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to the harassment, prevent recurrence, and address any continuing effect on students

Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made

Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues

A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

Disciplinary Actions

Upon completion of an investigation of sexual harassment, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon completion of an investigation of sexual harassment, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Record-Keeping

The Superintendent or designee shall maintain records in accordance with law, including in accordance with Administrative Regulation 5145.71 - Title IX Sexual Harassment Complaint Procedures, and district policies and regulations, of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

Policy 5132: Dress And Grooming Status: ADOPTED

Original Adopted Date: 05/09/2018 | Last Revised Date: 02/12/2020

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

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.

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

Gang-Related Apparel

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

Uniforms

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183)

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

All Auburn Union School District schools have multiple entry/exit points. The majority of students arrive and depart from school via parent transportation. We provide adult supervision at multiple points on each school campus at least 15 minutes before the beginning of the school day and at the end of the school day.

All staff members will notify the school site secretary, by telephone or "in-person" if they leave campus during business hours, so that all staff members are accounted for should an emergency occur. During the school day, all students must be checked-out through the main office by an adult listed on their emergency card and must check-in at the main office upon their return. A log sheet is maintained in the main office. Parents and visitors must check-in at the main office before entering school grounds for school-related business, wear a visitor badge while on campus and check-out when they leave.

Volunteers and Visitors must check in the front office and are issued a badge that identifies their purpose on campus. This is also included for Substitutes staff for teachers and classified.

A principal or designee has the right to limit or revoke an individual's visitor access to campus should they believe the individual is interfering with the orderly operation of the school campus and/or daily activities of the school.

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Component:

Policy 0450: Comprehensive Safety Plan

Original Adopted Date: 04/10/2019

Last Revised Date: 09/11/2025

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

The Superintendent or designee shall be responsible for the development of a districtwide comprehensive safety plan that is applicable to each school site. (Education Code 32281)

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

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

As necessary, the Superintendent or designee shall provide CSSP training to all school staff.

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

Tactical Response Plan

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

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

Safety Plan(s) Access and Reporting

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

However, those portions of the CSSP that include tactical responses to criminal incidents need not be publicly disclosed.

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

The Superintendent or designee shall also provide data to CDE pertaining to lockdown or multi-option response drills conducted at district schools in accordance with Education Code 32289.5. (Education Code 32289.5)

Element:

School personnel and encouraged to communicate with their school site District Safety Committee representative should safety concerns arise. The District Safety Committee are encouraged to notify, in writing, persons and entities regarding all public meetings pertaining to the school and district safety plans.

The School and/or District Safety Plan is to reviewed annual to assure that all procedures are current and comply with the laws and regulations governing school/student/staff safety.

Opportunity for Improvement:

The District and Site Safety Committee meet throughout the school year to evaluate forms of training that can be provided to students, staff and parents that promote safe behavior, quick responsive action and monitors outcome and feasibility of the safety plan in place.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Annual review of the CSSP(s) by sites	School Site Council (SSC)		Site Principal	Signature page indicating review by site
Annual review of the CSSP(s) by district committee	District Safety Committee review		Superintendent	Signature page indicating review by district team
Ongoing review of site and district safety needs throughout the school year	District Safety Committee meetings		HR Manager	District Safety Committee meeting invites and agendas

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

Auburn Union Elementary School District Student Conduct Code

Policy 5144: Discipline Status: ADOPTED

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare 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/guardian 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 responding appropriately to 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 responding to 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)

A student shall not be denied recess unless the student's participation poses an immediate threat to the physical safety of the student or to the physical safety of one or more of the student's peers. If, due to such immediate threat, a student is denied recess, staff shall make all reasonable efforts to resolve the threat and minimize the student's exclusion from recess, to the greatest extent practicable. (Education Code 49056)

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations. (Education Code 49005.2)

The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

The principal or designee at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and administrative regulations. The Board, at an open meeting, may 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, providing interventions and supports to students, as well as 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 support and/or 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.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively and equitably implement the disciplinary strategies adopted for district schools, including, but not limited to, knowledge of school and classroom management skills and their consistent application, effective accountability and positive intervention techniques, and the tools to form 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 connectedness to the school community, 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 may report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

Conduct Code Procedures

All school sites implement Positive Behavior Intervention and Support (PBIS). As such, there is an emphasis on schoolwide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behavior to create positive school environments. Specifics for each school site are further outlined in Parent-Student Handbooks.

Should students violate behavior expectations, a tiered discipline response will be utilized that includes:

- Classroom managed behavior strategies
- Office managed behavior strategies

Should office referred behaviors rise to the level of a suspendable or expellable offence the school principal or designee will assign discipline as outlined in CA Education Code and AUSD BP 5144.1

Policy 5144.1: Suspension And Expulsion/Due Process Status: ADOPTED

Original Adopted Date: 12/12/2018 | Last Revised Date: 04/10/2025 | Last Reviewed Date: 04/10/2025

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

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 the 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))

While on school grounds

While going to or coming from school

During the lunch period, whether on or off the school campus

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.

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 the student's 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 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled based solely on a student's truancy, tardiness, or absenteeism from assigned school activities. (Education Code 48900)

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)

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)

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

Selling or otherwise furnishing a firearm

Brandishing a knife at another person

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

Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 287, 288, or 289, or former 288a, or committing a sexual battery as defined in Penal Code 243.4

Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation, 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))

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

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

A vote to expel a student shall be taken in an open session of a Board meeting. (Education Code 48918(j))

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 or unenrolled except under limited circumstances in accordance with Education Code 8489.1 and as specified in Administrative Regulation 5148.3 - Preschool/Early Childhood Education.

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording the students 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)

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 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 suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, long-term 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.

(K) Hate Crime Reporting Procedures and Policies

Policy 5145.9: Hate-Motivated Behavior Status: ADOPTED

Original Adopted Date: 06/27/2018 | Last Revised Date: 09/08/2021

The Governing Board is committed to providing a respectful, inclusive, and safe learning environment that protects students from discrimination, harassment, intimidation, bullying, or any other type of behavior that is motivated by hate.

Hate-motivated behavior is any behavior intended to cause emotional suffering, physical injury, or property damage through intimidation, harassment, bigoted slurs or epithets, force or threat of force, or vandalism motivated in part or in whole by bias or hostility toward the victim's real 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, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55.

The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents in a timely manner when they occur.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote an environment where diversity is celebrated and hate-motivated behavior is not tolerated. Such collaborative efforts shall focus on the development of effective prevention strategies and response plans, provision of assistance to students affected by hate-motivated behavior, and/or education of students who have perpetrated hate-motivated acts.

The district shall provide students with age-appropriate instruction that:

1. includes the development of social-emotional learning

Promotes an understanding, awareness, appreciation, and respect for human rights, human relations, diversity, and acceptance in a multicultural society

Explains the harm and dangers of explicit and implicit biases

Discourages discriminatory attitudes and practices

Provides strategies to manage conflicts constructively. As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

When appropriate, students who engage in hate-motivated behavior shall be disciplined.

The Superintendent or designee shall provide staff with training that:

Promotes an understanding of diversity, equity, and inclusion

Discourages the development of discriminatory attitudes and practices

Includes social-emotional learning and nondiscriminatory instructional and counseling methods

Supports the prevention, recognition, and response to hate-motivated behavior

Raises the awareness and sensitivity of staff to potentially prejudicial and discriminatory behavior

Includes effective enforcement of rules for appropriate student conduct. Employees who engage in hate-motivated behavior shall be subject to disciplinary action, up to and including dismissal.

Rules prohibiting hate-motivated behavior and procedures for reporting a hate-motivated incident shall be provided to students, staff, and parents/guardians.

This policy shall be posted in a prominent location on the district's web site in a manner that is readily and easily accessible to parents/guardians and students. (Education Code 234.6)

Complaints

Any staff member who is notified that hate-motivated behavior has occurred, observes such behavior, or otherwise becomes aware of an incident shall immediately contact the compliance officer responsible for coordinating the district's response to complaints and complying with state and federal civil rights laws. As appropriate, the staff member shall also contact law enforcement.

A student or parent/guardian who believes the student is a victim of hate-motivated behavior is encouraged to report the incident to a teacher, the principal, the district's compliance officer, or other staff member.

Any complaint of hate-motivated behavior shall be investigated and, if determined to be discriminatory, shall be resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures or other applicable procedure. If, during the investigation, it is determined that a complaint is about nondiscriminatory behavior, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

(J) Procedures to Prepare for Active Shooters

In addition to our standard responses—shelter-in-place, evacuation, and lockdown—AUSD is working collaboratively with Placer County Sheriff's office and the Auburn Police Department to train our school staff on emergency response for active threats. Professional development on ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training was provided as an initial rollout to certificated staff in April 2025 and will be provided to new staff and classified staff in November 2025. Once an initial rollout is complete annual training will be provided to maintain staff understanding. ALICE training provides adults with the agency to use flexible decision making in an active threat situation, such as an active shooter, that will allow them to respond in the most effective way possible. Unlike a traditional lockdown, ALICE encourages staff and students to evacuate (run) if at all possible, lockdown (hide) as a second option, and should the need arise, to counter (fight) with anything available to them. AUSD anticipates the rollout of student lessons during the 2026-2027 school year through developmentally appropriate lessons.

Procedures for Preventing Acts of Bullying and Cyber-bullying

Any parent, guardian, staff member, or student can submit a bullying complaint to the school principal. Once received, the principal or designee will investigate the complaint and provide a response as outlined in BP 5131.2.

Policy 5131.2: Bullying Status: ADOPTED

Original Adopted Date: 06/27/2018 | Last Revised Date: 04/10/2024 | Last Reviewed Date: 04/10/2024

This policy shall apply to all acts constituting bullying related to school activity or to school attendance occurring within a district school, 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, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a welcoming, safe, and supportive school environment that protects students from physical, mental, and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in Administrative Regulation 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

District families are encouraged to model respectful behavior, contribute to a safe and supportive learning environment, and monitor potential causes of bullying.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

Opioid Prevention and Life-Saving Response Procedures

Naloxone (Narcan) is a life saving opioid antagonist, used to help reverse the effects of an opioid overdose. Opioids are natural, synthetic, or semi-synthetic chemicals that interact with the opioid receptors in the brain and body. Examples of opioids are hydrocodone, morphine, codeine, fentanyl, and heroin. An opioid overdose occurs when an excessive amount of opioids are absorbed in the body causing injury to the body. Naloxone is a nasal spray that works by blocking the opioid receptor sites, thereby reversing the toxic effects of the overdose quickly. There are few known adverse effects of Naloxone and no potential for abuse. There are no weight or age-based limits and it is latex free.

In order to treat students, staff, or community members suffering from or reasonably believed to be suffering from an opioid overdose each school has access to Naloxone. Naloxone is currently housed in wall-mounted boxes alongside the automated external defibrillator at each school site.

Signs of an opioid overdose, include but are not limited to:

- Damp/Clammy, cold, and/or pale skin
- Blue lips, skin, or fingernails
- Pinpoint pupils (small, constricted pupils)
- Slow or erratic heart rate
- Slow or irregular breathing
- Unresponsive to voice or touch
- Snoring or gurgling sounds coming from the mouth

Protocol for Naloxone Use:

- Identify that a person is experiencing an overdose (see symptoms above). Shake their shoulders, shout their name/"Hey are you okay", rub a closed fist up and down the front of the ribcage (along the sternum)
- If the person does NOT respond, call 911 and tell the operator you have a person with a potential opioid overdose. If the person is a student, contact the parent/guardian immediately
- Administer a dose of naloxone into one nostril

-Check for breathing and pulse

- If the person is breathing - put them in the recovery position
- If the person is NOT breathing but has a pulse - Give rescue breaths
- Place the face mask over the person's mouth and nose
- Tilt their chin up to open the airway
- Give 2 deep and slow breaths (blow enough air to make the chest rise)
- Give breaths every 5-6 seconds until spontaneous breathing resumes
- If the person is NOT breathing and does NOT have a pulse - begin CPR
- Check for responsiveness 2-3 minutes after administration (shake their shoulders, shout their name/ "Hey are you okay", rub a closed fist up and down the front of the ribcage (along the sternum))

- If they have little to no response, administer a 2nd dose of Naloxone in the opposite nostril.

Training for staff will be offered by the School Nurse at least once per school year. During training the School Nurse presents:

- Techniques for recognizing signs and symptoms or suspected opioid overdose; and
- Emergency response and procedures (outlined above) for an unresponsive person; and
- The California Department of Public Health Naloxone video; and
- The location of Naloxone on the school campus; and
- Standards and procedures for storage, reporting, restocking, and emergency use of Naloxone.

Response Procedures for Dangerous, Violent, or Unlawful Activities

Auburn Union School District trains appropriate staff on the implementation of procedures to assess and respond to reports of any dangerous, violent, or unlawful activity being conducted or threatened to be conducted at school or a school sponsored activity.

For reports of potential dangerous, violent, or unlawful activities school site's implement a Behavioral Threat Assessment Management (BTAM) process. BTAM is a systematic approach to violence prevention and can be initiated by any student, staff, or community member by making a report to the school principal or designee. A behavioral threat assessment intends to best anticipate school violence in order to prevent its occurrence. Site BTAM teams were trained by California Office of Emergency Services in November 2024. An overview of the BTAM process was provided during staff meetings in spring 2025 for certificated staff. An overview will be provided for classified staff in November 2025.

Behavioral Threat Assessment Management is conducted by a team and should contain, at a minimum, a site administrator (site principal) and a school-based mental health professional (counselor/school psychologist). Depending on the nature of the threat, law enforcement (ex: School Resource Officer), or additional administrative support (ex: District Office Staff) may be added to the team. All staff serving as BTAM team members receive training and have access to all protocols and documentation for BTAM (see above for 2024-2025 training plan).

The BTAM team uses a systematic approach for reviewing and responding to potential threats. The steps of BTAM include:

- Referral*
- Behavioral Threat Assessment Screening
- Location Determination
- Information Gathering
- Information Analysis and Determination of Threat Level
- Development/Implementation of an Intervention Plan

*If a referral indicates that there is immediate danger or an imminent safety concern the BTAM process would be put on hold and 911 would be called.

Should an immediate danger be present, the school would use a responsive approach. As a first step, 911 would be called. Staff would then utilize ALICE strategies as taught annually:

- Alert
- Lockdown
- Inform
- Counter

-Evacuate

Adaptations for Pupils with Disabilities (SB 323)

To address the safety and well-being of all students, our school site is committed to providing appropriate adaptations and accommodations for students with special needs during safety drills and disaster response procedures. School staff are well-versed in implementing necessary adjustments to address the unique requirements of students with diverse needs, including those with physical, sensory, or cognitive challenges.

School disaster response plans consider the evacuation, transportation and medical needs of students with diverse needs in an emergency. In most cases, additional safeguards must be established regarding roles, responsibilities and procedures for students with disabilities. These additional safeguards are outlined below. All listed items are in alignment with applicable building and fire codes in place at the time of construction or renovation.

Staff will review all paths of travel and potential obstacles in order to:

- Know the school grounds, paths, exits, and potential obstacles; and
- Determine appropriate primary and secondary paths of exit to be used during emergencies; and
- Compile and distribute evacuation route information to be used during an emergency.

Site and District staff will work together to install and maintain appropriate signage and alarms including:

- Evacuation/exit signage; and
- Emergency notification devices such as lighting and audible alarms.

To assist the school with identifying students and staff with special needs and the type of assistance they will require in an emergency they will:

- Discuss evacuation accommodations with staff; and
- Implement these accommodations during practice drills; and
- Modify plans as needed.

Schools will train staff on general evacuation procedures including procedures for checking that each student with special needs is accounted for during an evacuation. Safety response plan drills will be run with students and staff throughout the school year in order to solidify practices and identify areas for improvement.

Recognizing the importance of individualized care, parents and guardians are encouraged to reach out to the school principal if they wish to discuss their child's specific needs further. The school is dedicated to fostering open communication and collaboration between educators and parents to ensure that every student, regardless of ability, can confidently and safely navigate emergency situations within the school environment.

Unlawful Demonstration or Walkout

Regulation 5131.4: Student Disturbances Status: ADOPTED

Original Adopted Date: 05/09/2018

Prohibited Activities

A student involved or attempting to be involved in any of the following prohibited activities shall be subject to discipline:

- Disturbing the peace, including, but not limited to, causing or attempting to cause a riot, burning or destroying property, fighting, challenging another to fight, or using offensive words likely to provoke a fight
- Disrupting school operations, including, but not limited to, exercising free expression which is obscene, libelous, or slanderous or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or substantially disrupting the orderly operation of the school (Education Code 48907)

Other examples of activities that may be considered disrupting school operations include, but are not limited to:

- Organizing or participating in unauthorized assemblies on school premises
- Participating in sit-ins or stand-ins which deny students or employees normal access to school premises
- Interfering with or unauthorized use of the district's computer system

- Refusing to disperse, including, but not limited to, assembling for the purpose of causing a disruption and refusing to disperse upon the direction of school personnel
- Boycotting school, including, but not limited to, participating in any protest that involves nonattendance where attendance is required at school, class, or at a school activity

Any student who participates in a boycott shall be given an unexcused absence and may be classified as truant, regardless of any parent/guardian approval of the absence.

Extension of Class Period and/or Dismissal of School

During any disturbance in which additional students might become involved while changing classes, the principal or designee may notify all staff that any class currently in session will be extended until further notice. Upon receiving this notification, staff shall ensure that all students in their charge remain in one location under their supervision and shall ask all students who are in the halls to return to their classes immediately.

The principal may also request that the Superintendent dismiss school in accordance with the school disturbance response plan.

Proactive Strategies for Environmental Impact

Extreme Heat Guidance

During extreme heat events, Auburn Union School District schools should follow common sense guidelines in order to keep students and staff safe. In most cases, the hottest part of the day will occur after school from 4-6pm. However, should extreme heat be present during the school day, particularly at recess and lunch periods, the following guidelines should be followed:

Outside Temperature (F)	School Actions
90-99	<ul style="list-style-type: none"> • Outdoor recess and lunch may proceed as normally scheduled • All outdoor activities, including PE and vigorous sports such as running and field sports may continue • Students and staff should take breaks in the shade or an air-conditioned space as needed • Students and staff should be encouraged to drink water regularly
100-104	<ul style="list-style-type: none"> • Outdoor recess and lunch may proceed as normally scheduled • Vigorous outdoor activities such as PE, running, and field sports will be moved inside or cancelled • When outdoors, students and staff should stay in shaded areas and participate in low impact activities • Students will be strongly encouraged to drink water routinely
105+	<ul style="list-style-type: none"> • Outdoor recess and lunch will be canceled and indoor options will be implemented • All outdoor activities will be cancelled • PE will be held indoors and consist of low impact activities • Students will be strongly encouraged to drink water routinely • After school, outdoor activities will be cancelled

Additional Resources

CDPH Health Guidance for Schools on Sports and Strenuous Activity During Extreme Heat
National Weather Service HeatRisk

Air Quality Index Guidance and Actions

Air Quality Index (AQI) should be measured using the airnow.gov website. Based on the AQI rating, action steps will be followed as outlined below. Please note, while school site principals can make decisions about recess, PE, and other outdoor activities, school closures decisions will be made by our District Office.

AQI Level	Value	Meaning (AQI Basics)	Action for Schools
Good	0 - 50	Air quality is considered satisfactory, and air	No action. Continue normal operations for

		pollution poses little to no risk.	staff and students
Moderate	51 - 100	Air quality is acceptable. However, for some pollutants there may be a risk for some people, particularly those who are unusually sensitive to air pollution.	No action. Continue normal operations for staff and students.
Unhealthy for Sensitive Groups	101 - 150	Members of sensitive groups may experience health effects. The general public is less likely to be affected.	Students and staff with allergies, asthma, and other AQI sensitivities may remain inside for recess, lunch, and PE. Maintenance and Operations staff will have access to N-95 or KN-95 masks for outdoor work.
Unhealthy	151 - 200	Some members of the general public may experience health effects; members of sensitive groups may experience more serious health effects.	All students and staff will remain inside for recess, lunch, and PE. Outdoor school activities and sporting events may be canceled (if possible, activities may be moved indoors). Maintenance and Operations staff will have access to N-95 or KN-95 masks for outdoor work. Those with documented medical conditions may be provided with indoor work as assigned by their supervisor.
Very Unhealthy	201 - 300	Health alert: The risk of health effects is increased for everyone.	All students and staff will remain inside for recess, lunch, and PE. Outdoor school activities and sporting events will be canceled (if possible, activities may be moved indoors). Maintenance and Operations staff will perform indoor tasks only as assigned by their supervisor.
Hazardous	301 - 500	Health warning of emergency conditions: everyone is more likely to be affected.	Schools may be closed at the direction of the Superintendent or designee.

Immigration Enforcement Notification

In alignment with Assembly Bill 49 (AB 49) and Senate Bill 98 (SB 98) this section outlines how AUSD will handle student records, respond to immigration enforcement requests, and communicate with families in response to federal immigration enforcement inquiries. For purposes of this section “immigration enforcement” includes any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal civil immigration law, and any and all efforts to investigate, enforce, or assist in the investigation or enforcement of any federal criminal immigration law that penalizes a person’s presence in, entry, or reentry to, or employment in, the United States.

CONFIRMATION PROTOCOL:

The Superintendent or designee is responsible for confirming the presence of immigration enforcement on the school site, which triggers the notification requirement.

NOTIFICATION

Within 48 hours, school sites will notify affected parents/guardians, teachers, administrators, and, as appropriate, other school personnel of any requests for records or information, unless prohibited by law. This notification will include: date and time the immigration enforcement was confirmed, location of the confirmed immigration enforcement, hyperlinks to additional resources as needed, including applicable board policies. The notification shall contain no personally identifiable information. Notifications will be

provided through two-way communication systems in place within the district including, but not limited to, email notification and auto-dial phone messages.

LIMITED ACCESS TO SCHOOL CAMPUSES

Immigration enforcement officers will be granted access to nonpublic areas of a school site only when a valid judicial warrant, judicial subpoena, or court order is presented to staff.

DISCLOSURE OF STUDENT RECORDS

Student records, including immigration-related documents, may not be released to immigration authorities unless a valid court order is presented or with parental or guardian's written consent.

ANNUAL EVALUATION

This plan will be evaluated and amended, as needed, on an annual basis. Annual review will be incorporated within the standard process for approval of the Comprehensive School Safety Plan.

Child Abuse Prevention

In alignment with Senate Bill 848 (SB 848) this section outline AUD's child abuse or neglect reporting procedures and outline how district procedures are specifically designed to address the supervision and protection of children from child abuse, neglect, and sex offenses.

Board Policy 5141.4 outlines reporting procedures for child abuse or neglect and procedures specifically designed to address the supervision and protection of children from such abuse and/or sex offenses. Please note that, effective July 1, 2026 annual mandated reporter training will also be assigned to school and district volunteers and must be completed as part of the volunteer approval process.

Policy 5141.4: Child Abuse Prevention And Reporting Status: ADOPTED

Original Adopted Date: 05/09/2018 | Last Revised Date: 09/08/2021

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

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

Child Abuse Prevention:

The district's instructional program may provide age-appropriate and culturally sensitive child abuse prevention curriculum which explains students' right to live free of abuse, includes instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, informs students of available support resources, and teaches students how to obtain help and disclose incidents of abuse. The district's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code 51900.6) The Superintendent or designee may display posters, in areas on campus where students frequently congregate, notifying students of the appropriate telephone number to call to report child abuse or neglect. (Education Code 33133.5) In addition, student identification cards for students in grades 7-12 shall include the National Domestic Violence Hotline telephone number. (Education Code 215.5)

The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

Child Abuse Reporting

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

Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code 32282) District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all

known or suspected incidents of child abuse and neglect. The Superintendent or designee shall provide training regarding the duties of mandated reporters as required by law and as specified in the accompanying administrative regulation. (Education Code 44691; Penal Code 11165.7)

Instructional Continuity Plan

Introduction and Purpose of the Instructional Continuity Plan (ICP)

Information about the Instructional Continuity Plan (ICP) requirements, revision and adoption dates.

This Instructional Continuity Plan (ICP) was last revised on October 1, 2025 and adopted by Auburn Union Elementary School District on November 13, 2025 to ensure all students have access to instruction during a natural disaster or emergency, as mandated by Senate Bill 153, Chapter 38, Statutes of 2024 (SB 153), which adds a provision to California Education Code (EC) Section 32282.

This ICP will be included in the LEA’s Comprehensive School Safety Plan (CSSP) by July 1, 2025. Inclusion of this ICP in the CSSP will be required to obtain approval of a Form J-13A waiver request beginning in fiscal year 2026-27. This plan is intended to minimize disruptions to instruction and provide support for pupils’ social-emotional, mental health, and academic needs.

Engagement with Pupils and Families

Protocol for Engagement

Protocol for engagement with pupils and their families.

As required, Auburn Union Elementary School District will engage with pupils and their families as soon as practicable, but **no later than five calendar days** following an emergency.

Methods of Two-Way Communication

Methods for two-way engagement.

The protocol for engagement with pupils and their families is designed to establish two-way communication. Current existing methods include:

- Short messaging service (SMS)
- Phone Calls
- Email
- School Portal
- Social Media
- Flyers

Plans for Unforeseen Events

Plans to address unforeseen events such as power outages and damage to infrastructure and how they may impact methods for two-way communication.

In the event of a widespread power outage, the district will utilize alternative communication methods, including but not limited to, our emergency communication platform (Catapult) accessible via mobile devices and, as needed, individualized follow-up by designated school staff (i.e. SOAs, SAAs, and Community Liaisons). Infrastructure damage will be assessed as soon as practicable to determine the impact on communication systems. These measures are designed to ensure the continuous flow of critical information between the district, schools, staff, and families, even under challenging circumstances.

Support for Special Needs

Plans designed to identify and provide support for pupils' social-emotional, mental health, and academic needs.

School sites will continue to provide support for pupils' social-emotional, mental health, and academic needs through a remote learning and support plan supported at the district level. This plan includes, but is not limited to, the following options for support:

Academic:

- Remote access to synchronous and asynchronous learning via staff and student Google accounts (i.e. Google Classroom, Google Meet, etc)
- Access to physical materials, as needed, through coordinated pick-up times at accessible locations

Social-Emotional/Mental Health:

- Continuation of whole group SEL lessons with classroom teachers via virtual means (i.e. Google Meet) using district approved materials (i.e. Toolbox, Zones of Regulation, etc)
- Virtual check-ins for counseling support as needed
- Resources for parents to navigate their child's needs at home
- Continued use of referral systems for outside support as needed (i.e. Care Solace or Placer County referral)

Additionally, school site Multi-Tiered System of Support (MTSS) meetings would be moved to virtual platforms to allow for continuous monitoring of student need and incoming referrals for social-emotional, mental health, and/or academic needs.

Access to Instruction

Timeline for Access to Instruction

Timeline for access to instruction no more than 10 instructional days following the emergency.

As required, Auburn Union Elementary School District will provide access to in-person or remote instruction as soon as practicable, but **no more than 10 instructional days** following the emergency.

Conditions for Resuming Access to In-Person Instruction

Conditions under which in-person instruction will resume and any alternative sites or arrangements considering various aspects of recovery.

Outlined below are conditions under which in-person instruction will resume and any alternative sites or arrangements considering various aspects of recovery, including:

- Evacuation orders lifted

- Power and utilities functioning
- Healthy air quality
- Access to safe and clean water
- Campus free from debris and hazards
- Internet fiber lines connected and functioning
- Sufficient staff available
- Kitchens operational for meals

Remote Instruction

Plans for remote instruction.

As required, Auburn Union Elementary School District remote instruction will align with EC sections 51747 and 51749.5, governing Independent Study instruction modalities. Remote instruction will be designed to meet instructional standards that are, at minimum, equivalent to those applicable in independent study programs.

Access to Instructional Materials

Methods for distributing digital and non-digital materials.

As required, remote instruction offered will align with expectations of access and equity.

Access to Schoolwork

Platforms and processes for accessing and submitting schoolwork.

As required, remote instruction offered will align with expectations of access and equity.

Temporary Reassignment

Procedures and agreements for temporary reassignment with neighboring LEAs.

Auburn Union Elementary School District provides support to pupils and families to enroll in or be temporarily reassigned to another site, school district, county office of education, or charter school if an emergency or natural disaster disrupts in-person learning:

Instructional Continuity

Communication Protocols

Communication protocols for families, students, staff and faculty, including how information will be made available and with what frequency including methods and timelines.

As outlined above, AUSD's emergency communication platform, Catapult, would be utilized to share initial information about school closures. Catapult messages are accessible via mobile devices and information is provided via email and/or phone depending on the parent's preferred method of communication. Depending on the situation, AUSD may also utilize alternative communication means to spread messages of initial school closure including, but not limited to, posting to the AUSD website and via social media accounts.

Ongoing communication would come from the school site and/or district office via Catapult to provide updates throughout the school closure. These messages would be sent at least one time per week until school reopening was possible.

Technological Readiness

Technology readiness for educators and students to support a pivot from in-person to remote learning through independent study including early access to independent study program written agreements, online access to assignments and academic resources, assignment of devices, online instructional platform and access to internet and devices.

All AUSD employees have access to a portable work device (i.e. Chromebook or laptop) that they would utilize for remote instruction or work as needed. AUSD maintains enough Chromebook for all enrolled students. In the case of remote learning, these devices would be brought home and used for remote instruction when needed. For times when hard-copy materials or resources would be more beneficial, communication will go out to families outlining a pick-up/drop-off plan during remote instruction. Hot spots would be provided to families that needed support with internet access as communicated with school and/or district staff.

Instruction and Assessment

Prioritization of essential learning, making standards-aligned learning objectives, methods for monitoring progress and additional support whenever possible, including tutoring, check-ins, virtual office hours or other methods.

In the event of a school closure, the district will prioritize essential learning to ensure students master foundational knowledge and skills. Our instructional continuity plan focuses on standards-aligned learning objectives, with a core emphasis on literacy, mathematics, and critical thinking skills across all grade levels. Progress will be monitored via grading of work and student feedback within preestablished online platforms as previously discussed in this plan. Additional methods of support and monitoring include, but are not limited to: tutoring, intervention sessions, office hours, and check-ins.

Access (Equity, Accessibility, and Inclusion)

Equity, Accessibility, and Inclusion

How all students, including those with disabilities, those experiencing homelessness, foster youth, or English learner (EL) students will continue to have equal access to instructional resources.

All students will receive the instructional support outlined within this plan. In addition to this, students with Individualized Educational Plans (IEP) will be provided with access to education as needed to make progress on goals as outlined within with the "Emergency Condition Provisions" section of their IEP; students with 504 plans will be provided with their accommodations as appropriate for a remote learning environment; English Learners (EL) will continue to receive access to a highly qualified teacher to

implement their designated and integrated EL instruction as appropriate; foster and homeless youth will continue to be served by our Foster and Homeless Youth Liaison, the Director of Student Support, as their needs require.

Individualized Education Plans (IEP)

How will IEPs continue to be provided and maintained.

Students with Individualized Educational Plans (IEP) will be provided with access to education as needed to make progress on goals as outlined within with the "Emergency Condition Provisions" section of their IEP. To meet student service minutes, service providers will move to remote instruction using the same means outlined within this plan previously.

English Learners (EL)

How will EL students continue to be supported in alignment with the California English Learner Roadmap Policy.

English Learners (EL) will continue to receive access to a highly qualified teacher to implement their designated and integrated EL instruction as appropriate

Professional Learning

Professional learning opportunities and resources utilized to if the need to pivot to remote instruction and assessment arises.

Educators will be provided with professional development and resources remotely to serve their needs during periods of school closure. Methods for PD delivery may include virtual check-ins and regularly scheduled meetings (i.e Professional Learning Communities and staff meetings), on demand material related to remote instruction, one on one support from Information Technology or our Educational Services based on need.

Well-Being and Support Services

How the LEA will provide access to physical and mental health professionals, including those who speak languages other than English.

Access to support services will be provided remotely and, as needed, translation services will be provided for families through the same avenue. If needed, staff will submit referrals to outside agencies in collaboration with families.

Plans to provide access back-up, water and medicines in the event of an emergency.

Families in need of hot spots for internet access will be provided with resources by request as they become available. If students and staff are on site for a period of time during an emergency all reasonable efforts will be made to provide water and medical care as needed.

Plans to ensure continuity of other support services, including special education, counseling, after-school programs, and access to kitchens and food services, adapting these services to the online or hybrid environment when necessary.

As outlined within this plan, AUSD will continue to provide the services in a remote environment. AUSD will collaborate with educational partners providing after school services and will support these agencies in communicating their move to remote services as needed. Food services will be provided as required in the means most practicable given the individual situation.

Site-Based Collaboration

How administrators, faculty, information technology staff, students, and parents in the development and implementation of this ICP.

The safety plan is reviewed by each School site Council and the District Safety Committee. In this way stakeholder groups are able to provide input on the ICP contained within.

Return to Site-Based Learning

Conditions that must be met prior to returning from disruption including reopening sites.

Outlined below are conditions under which in-person instruction will resume and any alternative sites or arrangements considering various aspects of recovery, including:

- Evacuation orders lifted
- Power and utilities functioning
- Healthy air quality
- Access to safe and clean water
- Campus free from debris and hazards
- Internet fiber lines connected and functioning
- Sufficient staff available
- Kitchens operational for meals

Integration with Comprehensive School Safety Plan (CSSP)

Integration of this Instructional Continuity Plan (ICP) into Auburn Union Elementary School District's Comprehensive School Safety Plan (CSSP).

This Instructional Continuity Plan (ICP) will be included as an integral component of Auburn Union Elementary School District's Comprehensive School Safety Plan (CSSP) by July 1, 2025, as required by SB 153. The information in this ICP will be considered in relation to other aspects of the existing safety plan. A locally-adopted CSSP must include this ICP to obtain approval of a Form J-13A waiver request beginning in fiscal year 2026-27.

Review and Updates of this Instructional Continuity Plan (ICP)

Frequency of review and update of this ICP.

This Instructional Continuity Plan will be reviewed and updated in collaboration with Educational Partners, considering feedback and lessons learned on the following basis:

Annually in alignment with approval of the updated Comprehensive School Safety Plan

Safety Plan Review, Evaluation and Amendment Procedures

Auburn Union School District participates an annual review of the District Safety Plan. A review of board policy and School Site Plans to assure that we are in compliance with state and federal safety standards. The AUSD Safety Committee meets quarterly to address potential safety issues and to review procedures.

AUSD's Safety Plan is also shared with local law enforcement and fire for input. Each School Site Council is provided an opportunity to review and provide feedback on the Safety Plan.

Following the review by all educational partners the District Safety Plan is brought to the School Board for approval. Once adopted, the District Safety Plan serves as the Comprehensive School Safety Plan for all school sites. A copy is available online and by request at our district and school site offices.

Safety Plan Appendices

Contact Numbers

Utilities, Responders and Communication Resources

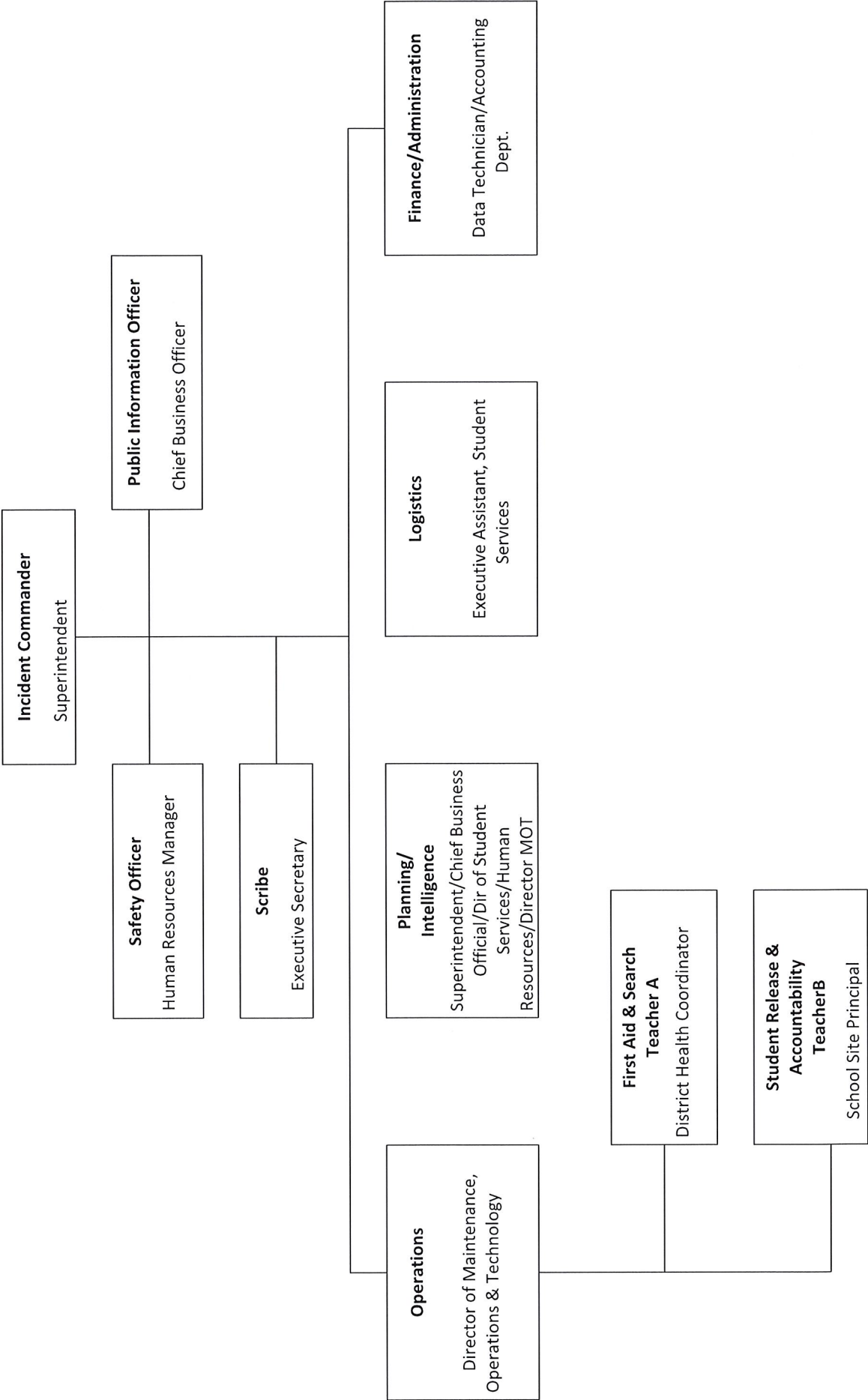
All Emergency communication should be made via the 911 system.

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Auburn Police Department & Auburn Fire Department	530.823-4237 Non-Emergency APD Dispatch	Contact the Non-Emergency APD Dispatch number to reach the Auburn Fire Department
Law Enforcement/Fire/Paramedic	Placer Sheriff Dept.	530.889.7800	
Law Enforcement/Fire/Paramedic	Placer Fire Dept	530.889.0111	
Public Utilities	PG&E Utilities	800.743.5002	
Law Enforcement/Fire/Paramedic	CalFire	530.823.4904	
Emergency Services	Placer County Environment Health	530.745.2300	

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
District Safety Committee review of Draft Comprehensive District Safety Plan	October 2025	
School Site Council (SSC) review of Draft Comprehensive District Safety Plan	October 2025	
Draft Comprehensive District Safety Plan shared with local law enforcement and fire for input	October 2025	
Comprehensive District Safety Plan amendments as needed based on updates from CDE or district-based needed throughout the school year	Ongoing	

Auburn Union Elementary School District Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Assess the situation carefully yet quickly. Is there immediate danger to staff/students? Is the danger within the building or outside the building? What is the magnitude of the event?

Step Two: Identify the Level of Emergency

What needs to be done immediately to protect the safety of students/staff while further information is gathered?

Step Three: Determine the Immediate Response Action

Do not delay in calling 911. If practicable, also call our District Office.

Auburn Union School District utilizes three standardized response measures as outlined below. Any additional precautions required beyond the standard response protocols are noted in each disaster response section of the Comprehensive School Safety Plan. All school site staff and students will train annually on the three types of response strategies. During this training specifics for the school site will be reviewed (ex: evacuation locations for school sites, protocols for notifying administration of missing or injured individuals).

SHELTER IN PLACE

- All students and staff to return to the inside of the building
- Lock all doors
- Increase situational awareness
- Account for students and adults
- Business as usual

EVACUATE

- Leave all belongings behind
- Adults lead students to the evacuation site for the school site
- Account for students and adults
- Notify administration of anyone missing, unaccounted for, or injured
- Follow instructions from administration on next steps

LOCKDOWN

- If possible, recover any students or adults in the hallways/outside classrooms
- Lock all doors
- Turn off the lights
- Close any blinds/window coverings
- Barricade entry points
- Move out of sight and spread out in the room
- Maintain silence
- Do not open the door
- Prepare to evade or defend

Step Four: Communicate the Appropriate Response Action

Clearly communicate to staff and students what they should do immediately. Activate the emergency response team at the school as needed. If possible, a public address will be made over the loudspeaker/PA system by front office staff.

- SHELTER IN PLACE: "Alert! Shelter-in-Place. Get inside, lock doors, business as usual."
- EVACUATE: "Alert! Evacuate. Evacuate to [location name]."
- LOCKDOWN: "Alert! Lockdown. Locks, lights, out of sight."

In the event of an imminent threat, such as an active shooter, a distinct public address will be used. Provide as much detail as you are able in the alert: "Alert! Active Shooter at [location of individual] moving [direction of travel] and wearing [clothing description]. Run! Hide! Fight!"

Types of Emergencies & Specific Procedures

Aircraft Crash

Initial Response Strategy: SHELTER IN PLACE

Added measures for the Shelter in Place:

- Front office staff to notify Director of Maintenance, Operations & Technology to turn off all heating and air conditioning units (HVAC)

Secondary Response Strategy when appropriate: EVACUATE

Animal Disturbance

Response Strategy: SHELTER IN PLACE

Additional information:

Call Animal Control at 530.886.5500

Armed Assault on Campus

In the event of an imminent threat, such as an armed assault, a distinct public address will be used: "Alert! Active Shooter at [location of individual] moving [direction of travel] and wearing [clothing description]. Run! Hide! Fight!"

This is done to alert students and staff to implement ALICE protocols:

- Alert
- Lockdown
- Inform
- Counter
- Evacuate

This response strategy focuses on flexible decision making that allow individuals to make and change the response strategy as they are able. The primary goal is to evacuate (run). However, a lockdown (hide) strategy may be used as well if evasion is not possible. In order to prepare students and staff ALICE strategies will be taught annually following initial rollout in 2024-2025 as outlined previously in this document.

Biological or Chemical Release

Initial Response Strategy: SHELTER IN PLACE

Added measures for the Shelter in Place:

- Front office staff to notify Director of Maintenance, Operations & Technology to turn off all heating and air conditioning units (HVAC)

Secondary Response Strategy when appropriate: EVACUATE

Bomb Threat/ Threat Of violence

Initial Response Strategy: SHELTER IN PLACE

Added measures for the Shelter in Place:

- Do not touch or move any suspicious objects, and will report their location to responding emergency responders and/or site administrator(s).
- Do not use any electrical devices such as radios, walkie-talkies, pagers, or cell phones.

Secondary Response Strategy when appropriate (and as directed by law enforcement): EVACUATE

Bus Disaster

AUSD contracts for all school bus transportation. As such, safety protocols are reviewed by drivers prior to departure. AUSD students and staff will follow the protocols outlined by the school bus driver/provider in the case of emergency response. AUSD staff are responsible for staying with students whenever possible and for maintaining roll-call in order to identify unaccounted for or injured individuals.

As soon as practicable, the AUSD district office should be notified of the bus incident by AUSD staff.

Disorderly Conduct

Initial Response Strategy: SHELTER IN PLACE

Added measures for the Shelter in Place:

- School administration to contact local law enforcement for assistance

Earthquake

Initial Response: DUCK AND COVER

Students should get as much of their bodies as possible under their desks. Teachers/Staff should be either under their desks, or under the door frame during an actual earthquake.

Secondary Response Strategy when appropriate: EVACUATE

Explosion or Risk Of Explosion

Initial Response Strategy: SHELTER IN PLACE

Added measures for the Shelter in Place:

- If the potential explosion is nearby students and staff may be directed to DROP, COVER, and HOLD (earthquake protocols can be used if this is the case)

Secondary Response Strategy when appropriate and as directed by law enforcement: EVACUATE

Administration will work with first responders to determine the best evacuation location (on site or off site) and reunification protocols will be initiated when practicable.

Fire in Surrounding Area

Call 911

Schools will hold fire drills in accordance with CA Education Code. During these drills the following procedures will be followed:

Initial Response: EVACUATE

Added measures for the Evacuation:

- Staff to leave classroom/building doors unlocked upon exit.
- If possible, the Maintenance and Operations Team should work to suppress the fire until emergency personnel arrive.
- Security/Facilities Team to secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
- Principal or designee to serve as the primary point of contact for emergency personnel.
- Security/Facilities Team to notify the appropriate utility company of damages.
- School Administration will notify the District Superintendent of the fire.
- Follow instructions from first responders.
- If needed, begin an evacuation to an off-site location.

- For fires during non-school hours, the School Administrator and the District Superintendent will determine if the school will open the following day.

Fire on School Grounds

Call 911

Initial Response Strategy: EVACUATE

Added measures for the Evacuation:

- If practicable, staff should attend to fires using their training on fire response completed annually. This includes, but is not limited to, using the appropriate fire extinguisher for the type of fire.
- Staff to leave classroom/building doors unlocked upon exit.
- If possible, the Maintenance and Operations (M&O) Team should work to suppress the fire until emergency personnel arrive.
- Security/Facilities Team to secure the area to prevent unauthorized entry and keep access roads clear for emergency vehicles.
- Principal or designee to serve as the primary point of contact for emergency personnel.
- Security/Facilities Team to notify the appropriate utility company of damages.
- School Administration will notify the District Superintendent of the fire.
- Follow instructions from first responders.
- If needed, begin an evacuation to an off-site location.
- For fires during non-school hours, the School Administrator and the District Superintendent will determine if the school will open the following day.

Once the scene is safe, M&O Team to notify the utility company of any damages.

Flooding

This procedure applies whenever storm water or other sources of water inundate or threaten to inundate school grounds or buildings.

Initial Response Strategy: SHELTER IN PLACE

Secondary Response Strategy when appropriate or as directed by emergency responders: EVACUATE

Loss or Failure Of Utilities

This procedure addresses situations involving a loss of water, power or other utility on school grounds. This procedure should also be used in the event of the discovery of a gas leak, an exposed electrical line, or a break in sewer lines. Upon a loss of utilities the school will:

Initial Response Strategy: SHELTER IN PLACE

Added measures for the Shelter in Place:

If a water or an electrical line is broken:

- If warranted, call 911.
- School Administration to notify the Director of MOT as well as the site custodial and/or maintenance staff. Additional personnel to be notified at the discretion of the School Administrator.
- Director of MOT and the Superintendent will assess the situation and school needs to evaluate the feasibility of keeping school open.
- School Administration and Maintenance & Operations Team will secure the area.
- The Maintenance & Operations Department, working with school administration, will contact the affected utility company to determine whether their assistance is required and the potential length of time service will be interrupted.
- The School Administrator will notify the District Superintendent of the loss of utility service.

- As needed, school emergency supplies will be utilized to compensate for the loss of a utility.
- If the loss of utilities may generate a risk of explosion, such as a gas leak, refer to Section Explosion/Risk of Explosion.

In the event of loss of water:

- School Administration to notify the Director of MOT as well as the site custodial and/or maintenance staff. Additional personnel to be notified at the discretion of the School Administrator.
- Director of MOT and the Superintendent will assess the situation and school needs to evaluate the feasibility of keeping school open.
- Toilets: Maintenance and Operations may install portable toilets. During an emergency when M&O would be unable to access school site, temporary toilets should be used.
- Drinking Water: Principal will provide water as available from the Child Nutrition Department to students and staff.
- Food Service: Principal or Superintendent will contact Manager of Child Nutrition to assess possibility of providing food for students and staff.

Secondary Response Strategy when appropriate or as directed by emergency responders: EVACUATE

Motor Vehicle Crash

This procedure addresses situations involving a motor vehicle crash on or immediately adjacent to school property. If a crash results in a fuel or chemical spill on school property, see section Biological or Chemical Release. If a crash results in a utility interruption, see section Loss or Failure of Utilities.

Call 911 and alert the district office if able.

Initial Response Strategy: SHELTER IN PLACE

Added measures for Shelter in Place:

- M&O Team to secure the crash area to prevent unauthorized access until emergency personnel arrive
- First Aid/Medical Team to check for injuries to provide appropriate first aid if able

Secondary Response Strategy: EVACUATION as directed by emergency personnel if warranted by changes in conditions.

Pandemic

In the event of a pandemic the Superintendent, in conjunction with local health organizations, will assess the feasibility of continued in person instruction. If in person instruction is not possible, Instructional Continuity Plan steps will be taken.

Psychological Trauma

During or following an emergency event that may have a psychological impact on students and staff, such as those described in previous sections, one or more of the following conditions may result:

- Temporary disruption of regular school functions and routines.
- Significant interference with the ability of students and staff to focus on learning.
- Physical and/or psychological injury to students and staff.
- Concentrated attention from the community and media.

As a result of such emergencies, students and staff may exhibit a variety of psychological reactions. As soon as it is physically safe to do so attention should turn to meeting the emotional and psychological needs of students and staff. As such, the following steps will be taken:

- The School Administrator will work with the Director of Student Services to assess the psychological support that may be needed as a result of the emergency/crisis situation.
- The School Administrator and Director of Student Services will work with the school and/or district Psychological Team to ensure that appropriate physiological supports are provided to address student, staff, and family concerns.
- The Psychological Team will provide direct intervention services.

- The Psychological Team will advise and assist the School Administrator to restore regular school functions as efficiently and as quickly as possible.
- In performing their duties, the Psychological Team members will limit exposure to scenes of trauma.
- The Psychological Team should isolate students demonstrating externalized behavior.
- The Psychological Team will provide ongoing assessment of needs and follow-ups services as required for both student and staff.

Suspected Contamination of Food or Water

This procedure should be followed if site personnel report suspected contamination of food or water. This procedure applies where there is evidence of tampering with food packaging, observation of suspicious individuals in proximity to food or water supplies, or if notified of possible food/water contamination by District staff or local agencies. Indicators of contamination may include unusual odor, color, taste, or multiple employees with unexplained nausea, vomiting, or other illnesses. The following steps should be taken:

Procedure

- The School Administrator will isolate the suspected contaminated food/water to prevent consumption, and will restrict access to the area.
- The School Administrator will notify the District Office, Manager of Food and Nutrition Services, and the District's Nurse.
- Administrator will determine if they need to call "911."
- The School Administrator will make a list of all potentially affected students and staff, and will provide the list to responding authorities.
- Prior to the arrival of first responders, the First Aid/Medical Team will assess the need for medical attention and provide first aid as appropriate.
- The First Aid/Medical Team will maintain a log of affected students and staff and their symptoms, the food/water suspected to be contaminated, the quantity and character of products consumed, and other pertinent information.
- The School Administrator will notify the District Superintendent to determine necessary follow-up actions including the need to notify other potentially affected district facilities.
- The School Administrator and the District Superintendent will confer with the County Department of Health Services before the resumption of normal operations.
- The School Administrator will notify parents of the incident, as appropriate.

Tactical Responses to Criminal Incidents

School Administration and the District Superintendent will work in cooperation with local law enforcement and emergency personnel. Safety precautions may result in Shelter in Place, Lockdown, or Evacuation, at the direction of emergency personnel.

Portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed. Therefore, it has been removed from the publicly published version of the safety plan.