

# VISION/MISSION STATEMENT

## SUNFLOWER VISION

Our vision is to promote successful, confident, life-long learners.

## SUNFLOWER MISSION

We are dedicated to providing students a positive school climate that fosters high self-esteem and promotes academic achievement.

# VISION/MISSION STATEMENT

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Our vision is to promote successful, confident, life-long learners.

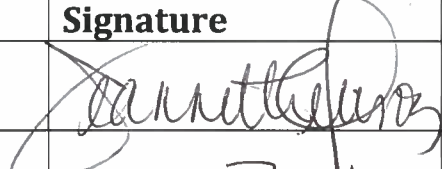

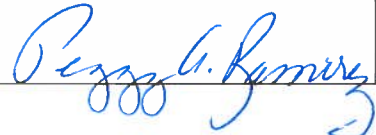
## **SUNFLOWER MISSION**

We are dedicated to providing students a positive school climate that fosters high self-esteem and promotes academic achievement.

**ECESD Safe School Plan  
SAFE SCHOOL PLAN APPROVAL  
2014-2015**

We, the school site council/school safety planning committee, have read and approved this Safe School Plan pursuant to Education Code 35294.1 (2) and (3). We have consulted with a representative from a law enforcement agency in the writing and development of the comprehensive school safety plan. It addresses the safety concerns identified through a systematic planning process. It identifies strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on the school campus.

**School: Sunflower Elementary**

Member	Signature	Date
Principal		1-7-15
Teacher	Jany Bendix	1-7-15
Parent		1-7-15
Classified Employee	M. Haro	1.7.15
Other: PARENT	Diana del-Aguirre	1-7-15
Other: Parent	Jenise Garcia	1-7-15
Other: Parent	Rebecca Terreros-Bartra	1-7-15
Other: PARENT	Wim Becker	01/07/2015
Other: Teacher		1-7-15



# Sunflower Elementary School

2450 W. Main Street, El Centro, CA 92243

(760) 337-4890

Principal: Jeannette Quiroz

## SSC Meeting Agenda January 7, 2015 Conference Room 5:15

### Meeting Agenda

February 11, 2015

Next meeting: February 11, 2015

**1. Announcements**

- New long term sub in room 7
- New hired teacher in Room 8- Jordy Tollefson

**2. Discussion - Budget**

- Wrote letter for Rabo bank referring to support with the marquee
- Chrome book carts are here
- Review of Safe School Plan
- Update on plans for the beautification day






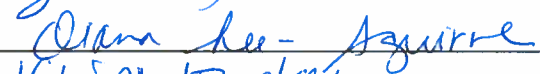


**3. Approval Items:**

- Safe School Plan



SSC Meeting Agenda  
January 7, 2015  
Conference Room 5:15

Sign in

Name	Signature
LYDIA ROBLES	
Jeannette Quinz	
Peggy Ramirez	
Tracy Bendix	
Denise Garcia	
Diana Lee-Aguirre	
KRIS BECKER	
Rebecca Terrazas Baxter	

**ECESD Safe School Plan  
DATA SUMMARY  
For Component 1-People and Programs**

<b>Areas of Pride and Strength (Based on qualitative and quantitative data)</b>	<b>What Do We Want to Change? (Based on qualitative and quantitative data)</b>
<p><b>1. Sunflower students are provided clear and consistent expectations for their behavior through teacher modeling and the utilization of a school-wide behavior plan, to include positive behavior reinforcement</b></p> <p><b>2. Sunflower's behavior management plan identifies a series of progressive disciplinary consequences for student misbehavior that are consistent from class to class.</b></p> <p><b>3. Sunflower's school-wide behavior plan emphasizes the use of positives and incentives for desired student behavior.</b></p> <p><b>4. Sunflower staff works closely with parents, PTO, law enforcement agencies and community members to achieve academic goals, promote school pride,</b></p>	<p><b>1. Increase training for pupil supervisors, office staff and teachers regarding the school-wide discipline plan in the area of supervision and management of behavior on the playground and in the classroom.</b></p> <p><b>2. Develop a monitoring process to consistently collect data regarding minor disciplinary infractions that occur on the playground and the cafeteria.</b></p> <p><b>3. Implement a system of positives that motivate students to arrive on time and to behave appropriately during recess.</b></p> <p><b>4. Coordinate actions between PTO, ASB and other school groups so that all interested parties have a part in the planning and participation of school activities.</b></p>

<p><b>provide services opportunities and incentives for students.</b></p> <p><b>5. Academic achievement is an area of strength. The school has been identified as a high achieving school based on old state assessments but will need to set a new baseline for achievement this year.</b></p> <p><b>6. The ASES program at Sunflower is highly successful and well attended.</b></p>	<p><b>5. Increase overall understanding of Common Core Standards to help monitor student achievement.</b></p> <p><b>6. The ASES program needs to develop a discipline plan that mirrors the school day plan.</b></p>
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**ECESD Safe School Plan  
DATA SUMMARY  
For Component 2-Place**

<b>Areas of Pride and Strength (Based on qualitative and quantitative data)</b>	<b>What Do We Want to Change? (Based on qualitative and quantitative data)</b>
<ol style="list-style-type: none"> <li>1. Parent surveys reflect a pride and satisfaction regarding our school's physical environment.</li> <li>2. Incidents of vandalism and graffiti are minimal.</li> <li>3. School pride is encouraged and demonstrated through school clubs such as ASB, Parent Teacher Organization (PTO), and during organized campus activities.</li> <li>4. Student and staff injuries due to school environment are minimal.</li> <li>5. The staff parking lot is a potential safety hazard during certain times of the day.</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify a "time out" zone for recess and/or lunch for students that have committed mischievous infractions during out of class time; implement a "Buddy Bench" where students will meet to make friends and then play.</li> <li>2. Monitor gates and fences to ensure the campus is secure and locked.</li> <li>3. Increase communication, via the school websites, to parents regarding events, student behavior, school goals and objectives in their primary language.</li> <li>4. Beautify and upkeep the campus with flowers and trees, and ask parents, students and teachers about ways to improve the campus.</li> <li>5. Set up a system to improve the random use of the staff parking lot for last minute or quick drop offs. It is a dangerous</li> </ol>



<p>6. The pick up drop off zone must be carefully monitored to avoid students moving in and among traffic.</p>	<p>place for students to be dropped.</p> <p>6. Over-communicate the rules for the drop off zone to parents, and train the supervisors about how to monitor the zone and speak politely but firmly to parents who break the rules.</p>
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**ECESD Safe School Plan  
DEVELOPING OUR GOALS**

**1. Based on the analysis of the data and major areas of desired change, our priorities for action are as follows:**

- a. Reduce the number of disciplinary infractions on the playground and cafeteria which results in missed instruction time due to office referrals.
- b. Improve the communications to parents regarding events, student behavior, and school goals and objectives by utilizing the school website. The school will also send notices home in a timely manner.
- c. Improve emergency procedures through practice; Ensure that lockdown procedures are clear and understood.
- d. Develop and enforce protocols for securing gates, doors and the campus during the off school hours (gates, doors, windows, etc).

**2. Our overall goals for this year are:**

**Component 1:**

- Sunflower Elementary will provide all staff with training on the school behavior program. Additionally, Sunflower Elementary shall develop written procedures for enforcing rules, administering consequences, and recording infractions that occur on the playground and/or in the cafeteria.
- Improve supervision through training and positioning; that is, for example to make sure that the lunch line is supervised even if it goes out of the door. Supervisors should move and be highly visible.
- Train the ASES staff in classroom management and effective behavior management.

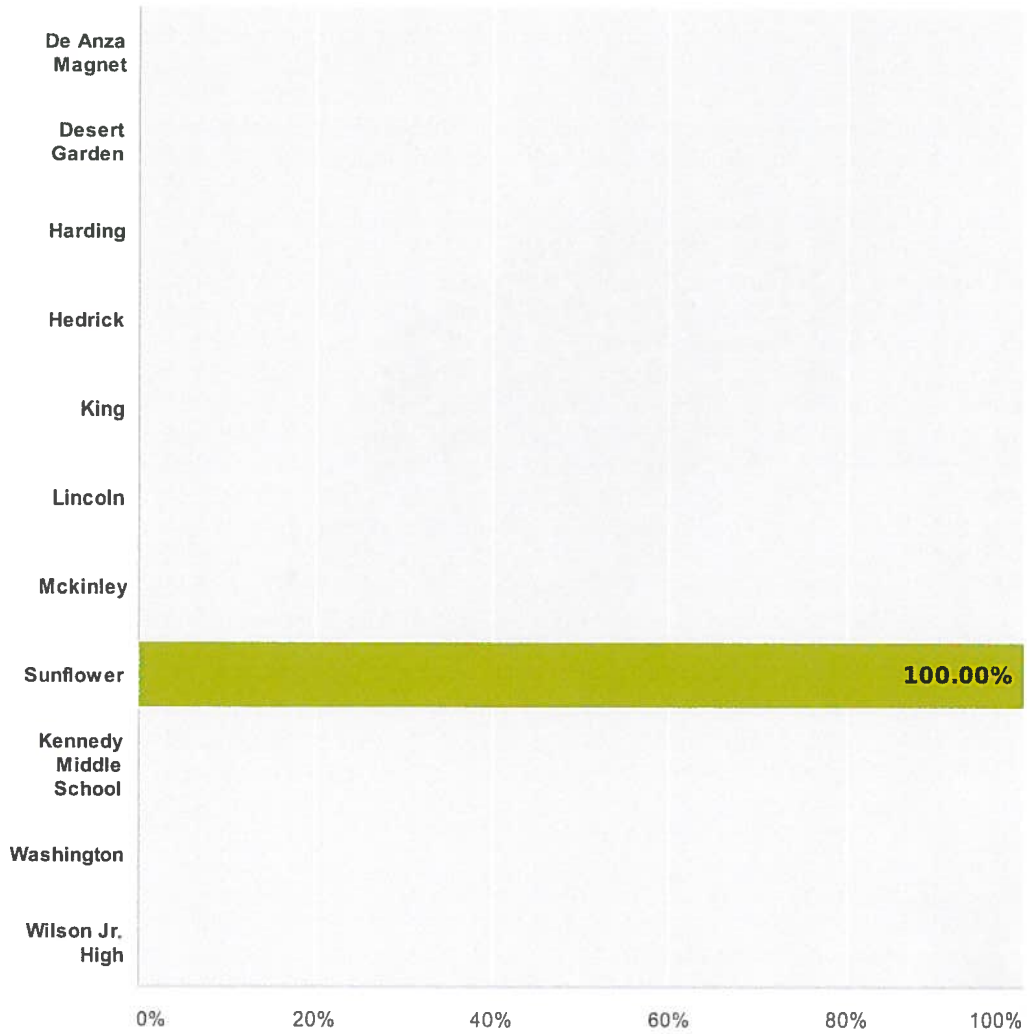
- Implement a system of positives to encourage appropriate student behavior such as "Caught Being Sunsational", Student of the Month and other awards for positive; free dress day; front of the line pass; and celebrations.
- Meet academic goals contained in Single Plan for Student Achievement.

**Component 2:**

- Staff will develop and enforce protocols for securing gates, doors and the campus during and off school hours (gates, doors, windows etc).
- Sunflower Elementary shall improve communication with parents via school website, flyer, email and text messages, as well as Teleparent phone calls for announcements.
- Sunflower will work with the District and PTO to beautify the school with flowers and trees; Beautify the school with Rainforest Art Project mosaics in the Amber Bryant Memorial Garden.
- Provide the teachers and ASES staff with the means to lock doors after hours; provide flashlights to ASES staff.
- Continue to improve emergency response through drills, practice and planning.

**Q1 My child attends:**

Answered: 137 Skipped: 0



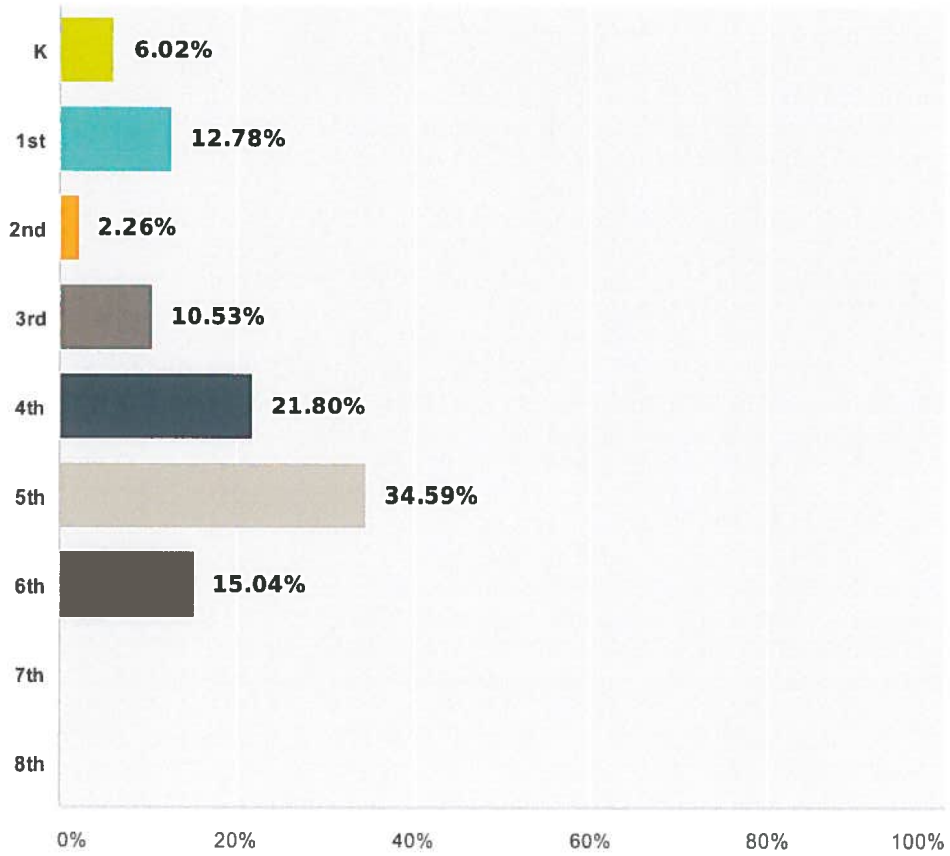
Answer Choices	Responses
De Anza Magnet	0%
Desert Garden	0%
Harding	0%
Hedrick	0%
King	0%
Lincoln	0%
Mckinley	0%
Sunflower	100% 137
Kennedy Middle School	0%

# ECESD Parent Involvement Survey 2013-2014

Washington	0%	0
Wilson Jr. High	0%	0
<b>Total</b>		<b>137</b>

**Q2 My child is in grade:**

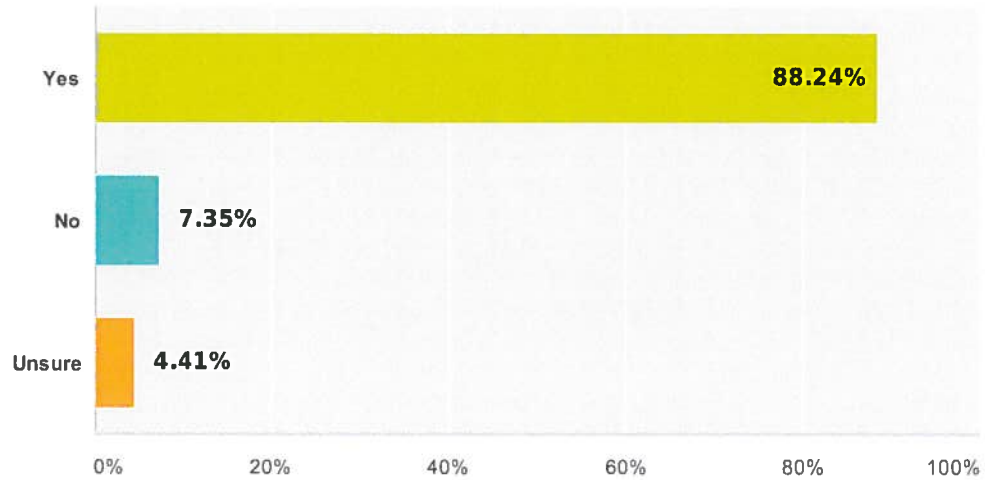
Answered: 133 Skipped: 4



Answer Choices	Responses
K	6.02% 8
1st	12.78% 17
2nd	2.26% 3
3rd	10.53% 14
4th	21.80% 29
5th	34.59% 46
6th	15.04% 20
7th	0% 0
8th	0% 0
<b>Total Respondents: 133</b>	

**Q3 Did you attend a meeting this school year where the goals and activities of your child's program were discussed with parents?**

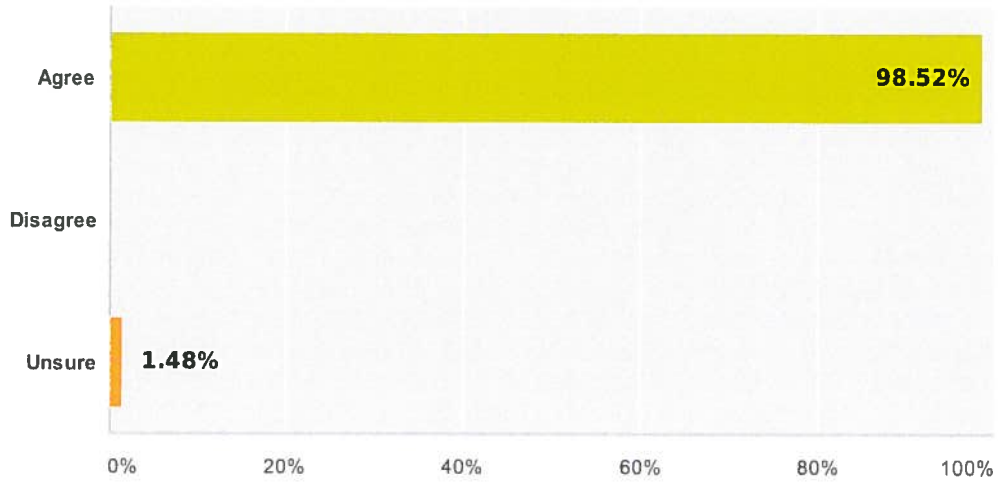
Answered: 136 Skipped: 1



Answer Choices	Responses	
Yes	88.24%	120
No	7.35%	10
Unsure	4.41%	6
<b>Total</b>		<b>136</b>

**Q4 I have been provided with information about how I can help my child with his/her schoolwork.**

Answered: 135 Skipped: 2

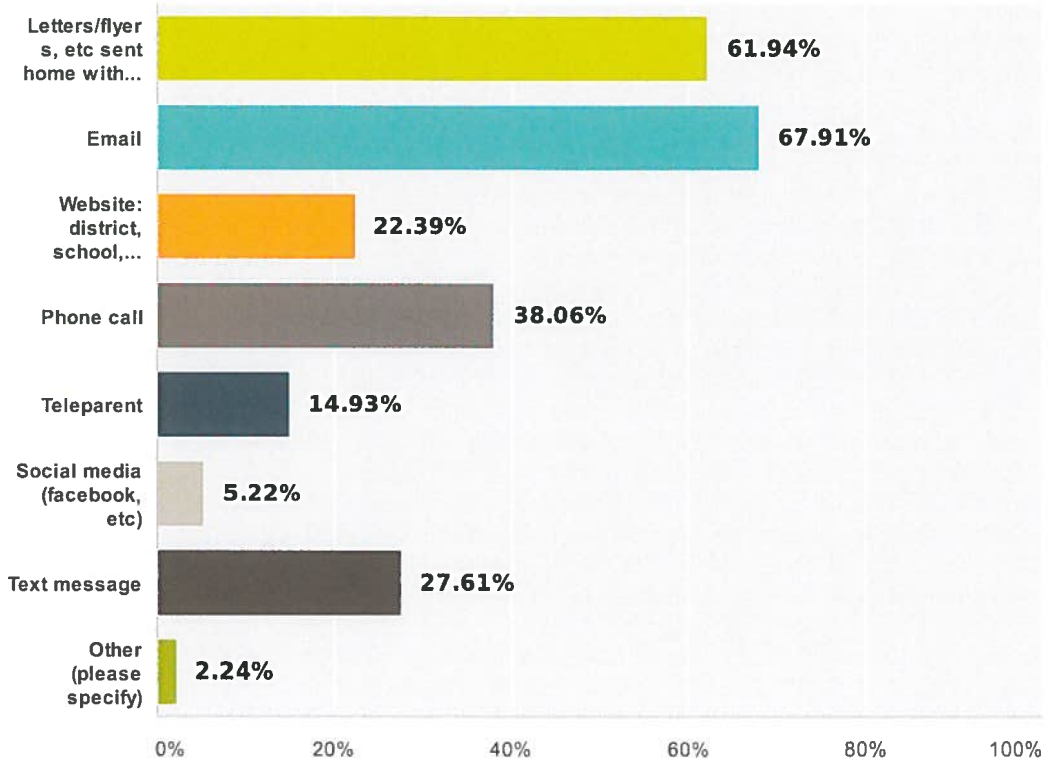


Answer Choices	Responses	
Agree	98.52%	133
Disagree	0%	0
Unsure	1.48%	2
<b>Total</b>		<b>135</b>



**Q5 I would prefer to receive information from my child's school through (check all that apply)**

Answered: 134 Skipped: 3

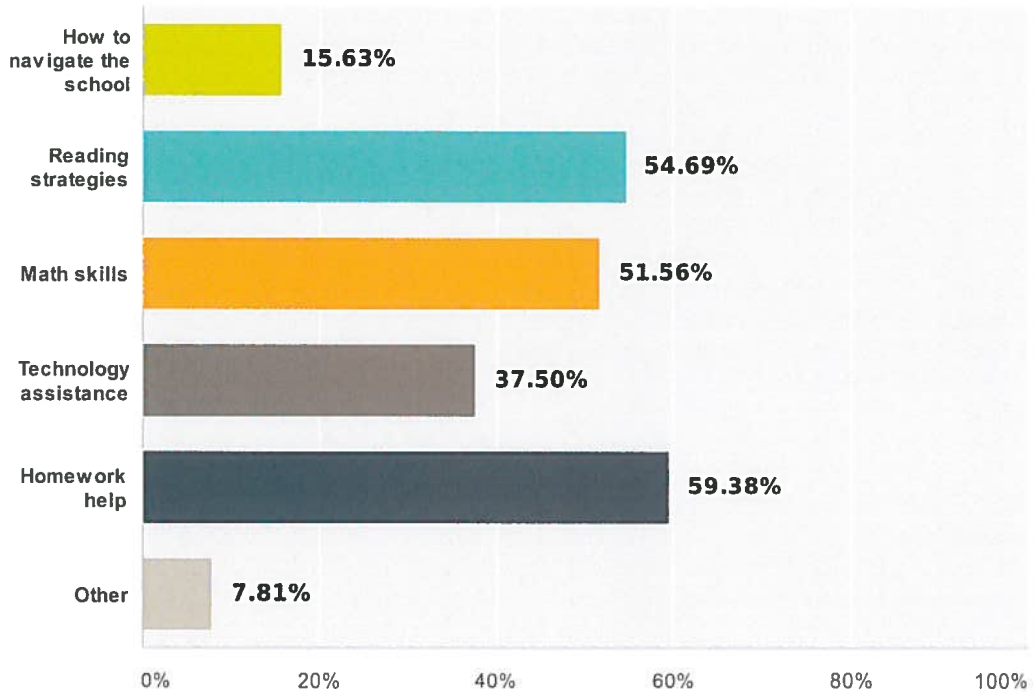


Answer Choices	Responses
Letters/flyers, etc sent home with students	61.94% 83
Email	67.91% 91
Website: district, school, classroom, etc.	22.39% 30
Phone call	38.06% 51
Teleparent	14.93% 20
Social media (facebook, etc)	5.22% 7
Text message	27.61% 37
Other (please specify)	2.24% 3
<b>Total Respondents: 134</b>	

#	Other (please specify)	Date
1	with teacher	11/5/2013 3:51 PM
2	eddiedesert@yahoo.com	11/5/2013 2:56 PM
3	Call me if it is serious	11/4/2013 4:39 PM

**Q6 I would like the school to provide the following information for parents: (please check all that apply)**

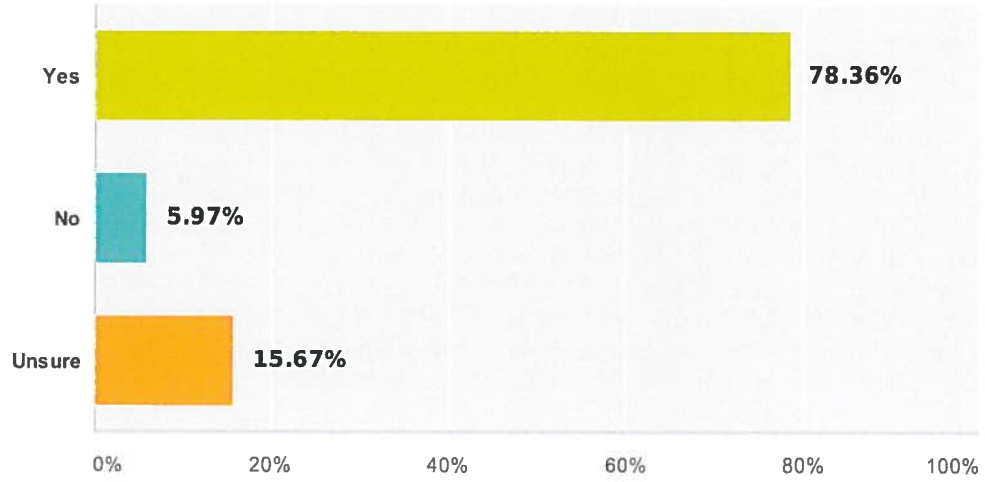
Answered: 128 Skipped: 9



Answer Choices	Responses
How to navigate the school	15.63% 20
Reading strategies	54.69% 70
Math skills	51.56% 66
Technology assistance	37.50% 48
Homework help	59.38% 76
Other	7.81% 10
<b>Total Respondents: 128</b>	

**Q7 My child's school provides me with materials and/or trainings that assist me in working with my child at home.**

Answered: 134 Skipped: 3



Answer Choices	Responses
Yes	78.36% 105
No	5.97% 8
Unsure	15.67% 21
<b>Total</b>	<b>134</b>

#	Other (please specify)	Date
1	Maybe instructions or information on project to be done but not materials	11/6/2013 3:55 PM

ECESD Parent Involvement Survey 2013-2014

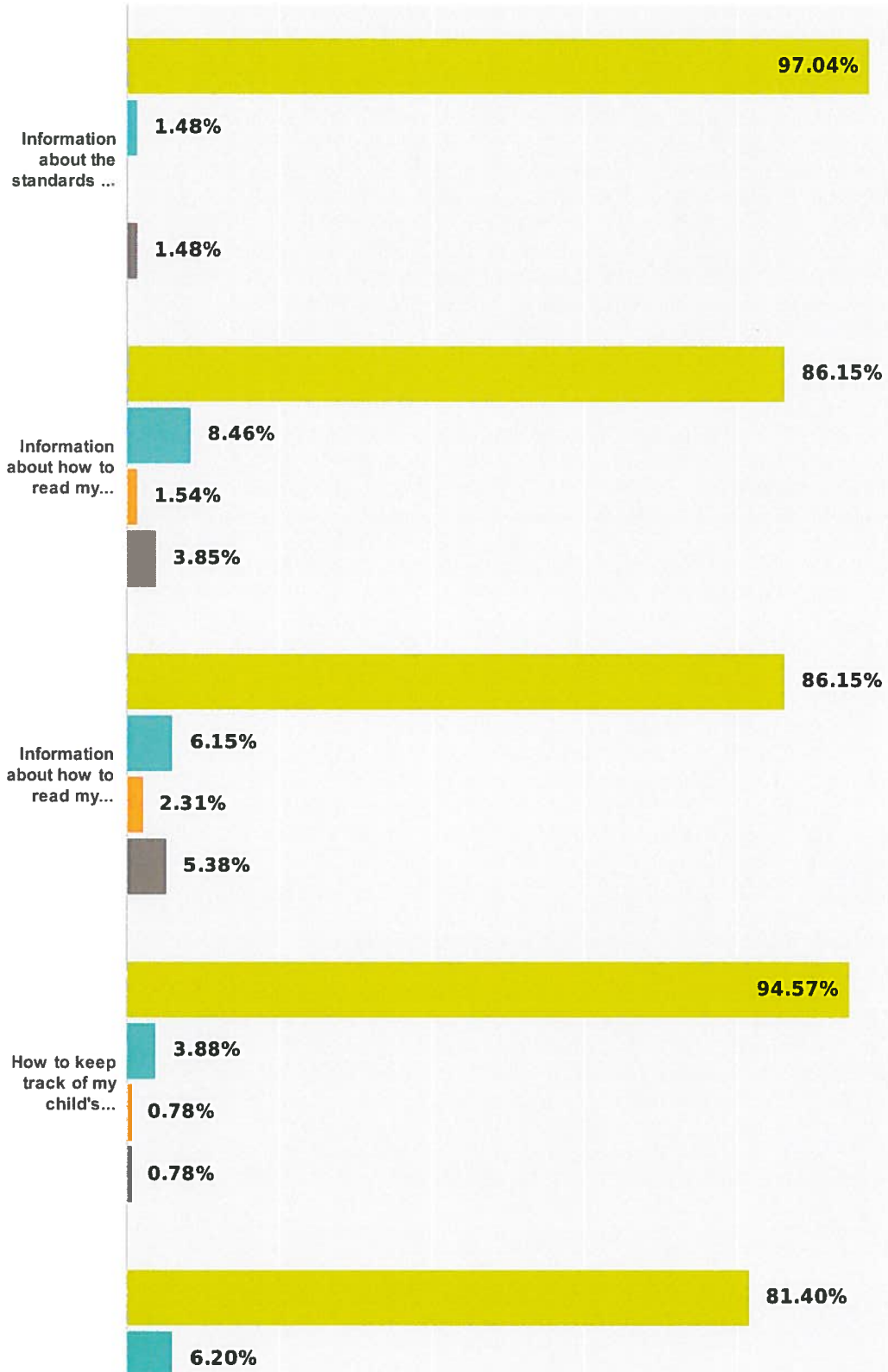
**Q8 I have the following suggestions to increase parent involvement at school and home:**

Answered: 19 Skipped: 118

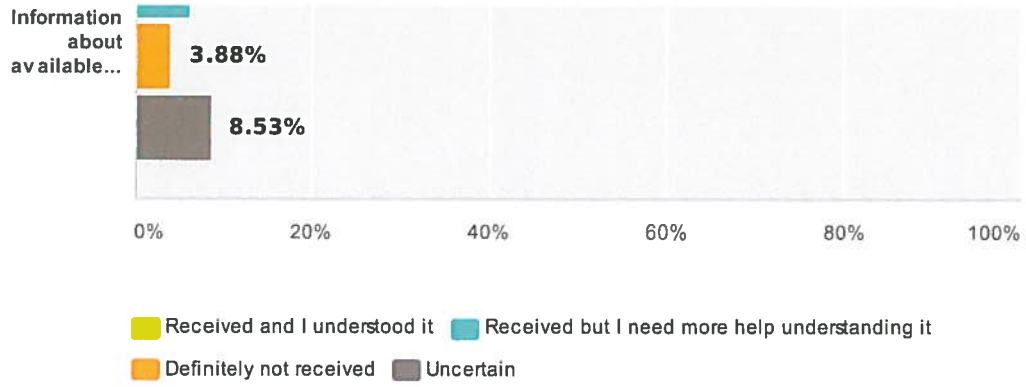
#	Responses	Date
1	No suggestion so far.	11/8/2013 2:05 PM
2	Parent workshops	11/7/2013 4:44 PM
3	More parent nights	11/7/2013 3:08 PM
4	Evening activities like science night or other parent nights	11/7/2013 3:06 PM
5	N/a	11/7/2013 2:20 PM
6	Call me or notify me of any way I can be involved other than homework.	11/7/2013 1:54 PM
7	Yes	11/7/2013 1:04 PM
8	None	11/7/2013 1:02 PM
9	Need tutoring for children	11/6/2013 4:19 PM
10	The school is doing good!!!,	11/6/2013 2:21 PM
11	N/a	11/6/2013 1:26 PM
12	You are already doing a great job!	11/5/2013 5:12 PM
13	None everything is fine	11/5/2013 4:28 PM
14	give the notices with a few more days in advance	11/5/2013 3:51 PM
15	No question at this time	11/5/2013 2:56 PM
16	No suggestion	11/5/2013 2:01 PM
17	None	11/5/2013 1:48 PM
18	Please let us know on Friday night instead of Sunday that our child is missing assignments so that we have the weekend to make sure they get caught up.. Just an idea!	11/4/2013 4:39 PM
19	more family fun activities, like movie night.	11/4/2013 4:16 PM

**Q9 Please indicate whether you received the following information from your child's school.**

Answered: 135 Skipped: 2



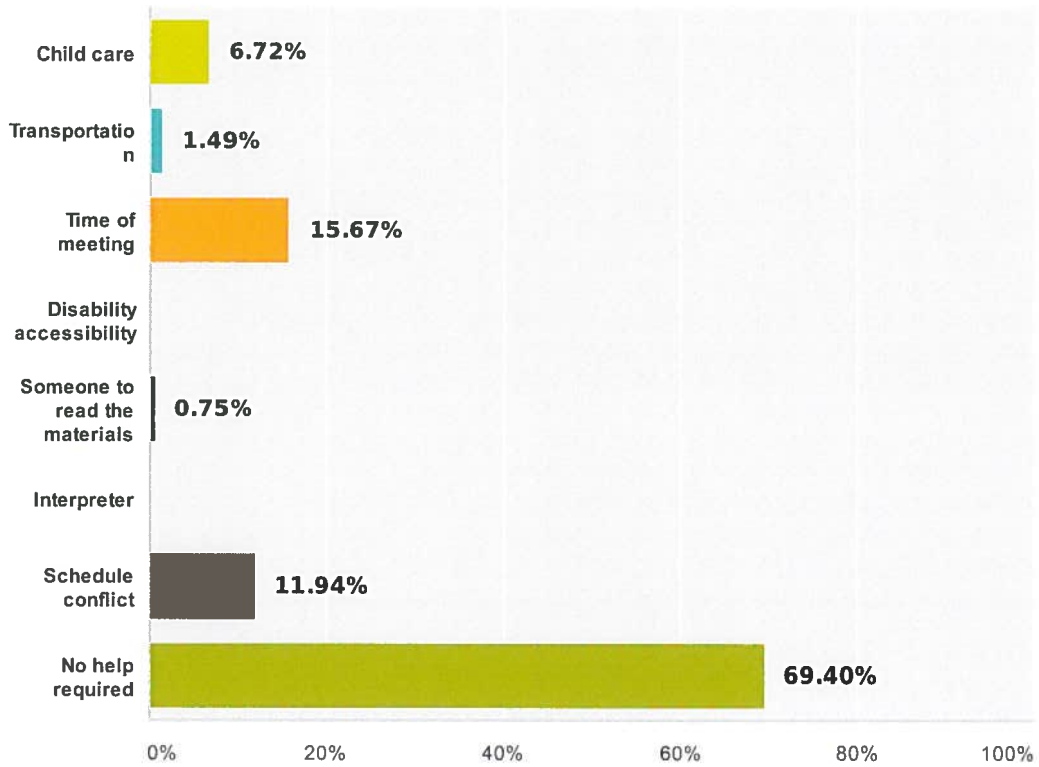
# ECESD Parent Involvement Survey 2013-2014



	Received and I understood it	Received but I need more help understanding it	Definitely not received	Uncertain	Total
Information about the standards and expectation for the grade level.	97.04% 131	1.48% 2	0% 0	1.48% 2	135
Information about how to read my child's state test scores	86.15% 112	8.46% 11	1.54% 2	3.85% 5	130
Information about how to read my school benchmark scores	86.15% 112	6.15% 8	2.31% 3	5.38% 7	130
How to keep track of my child's progress in school	94.57% 122	3.88% 5	0.78% 1	0.78% 1	129
Information about available interventions and enrichment at this school	81.40% 105	6.20% 8	3.88% 5	8.53% 11	129

**Q10 In order to attend parent-teacher meetings and trainings, I need help in the following areas:**

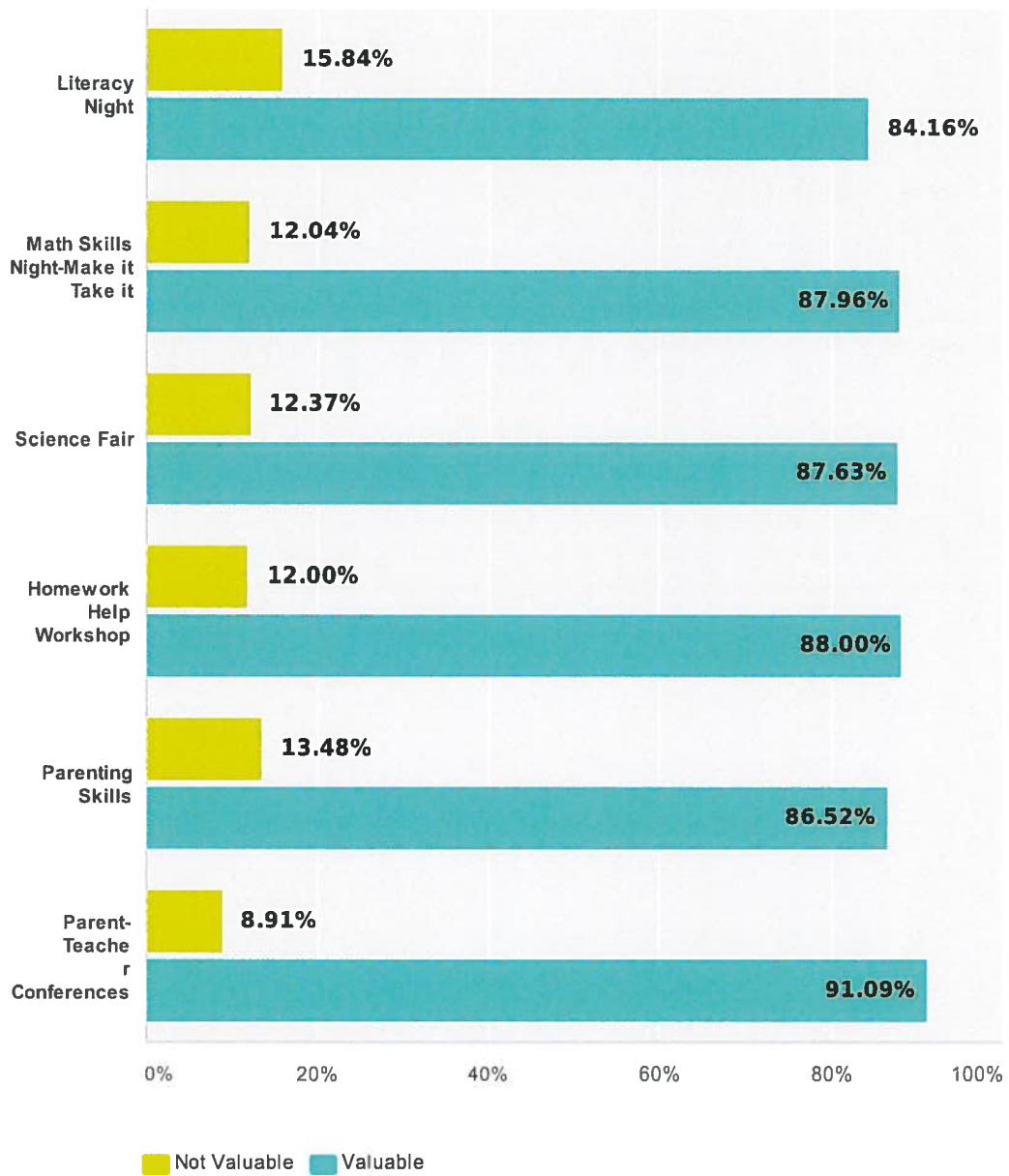
Answered: 134 Skipped: 3



Answer Choices	Responses
Child care	6.72% 9
Transportation	1.49% 2
Time of meeting	15.67% 21
Disability accessibility	0% 0
Someone to read the materials	0.75% 1
Interpreter	0% 0
Schedule conflict	11.94% 16
No help required	69.40% 93
<b>Total Respondents: 134</b>	

**Q11 These activities would be valuable in helping me be more effective when working with my child at home:**

Answered: 131 Skipped: 6



	Not Valuable	Valuable	Total
Literacy Night	15.84% 16	84.16% 85	101
Math Skills Night-Make it Take it	12.04% 13	87.96% 95	108
Science Fair	12.37% 12	87.63% 85	97



## ECESD Parent Involvement Survey 2013-2014

Homework Help Workshop	12% 12	88% 88	100
Parenting Skills	13.48% 12	86.52% 77	89
Parent-Teacher Conferences	8.91% 9	91.09% 92	101

#	Other (please specify)	Date
1	Help in the computer web site	11/8/2013 4:39 PM

# Sunflower Elementary School

## Safe Ingress and Egress To and From School

### Ingress Procedures

All students walking to school are to enter the school from the West gate and proceed to the cafeteria or playground no earlier than 7:30 a.m.

All bus students are to be dropped off at the bus stop in front of the office and proceed to the cafeteria or playground.

All students arriving in cars are to be dropped off at the curb of the Lotus Street drop off zone. Students arriving in cars are then to proceed to the cafeteria or playground after the 7:30 a.m. bell.

### Egress Procedures

To ensure pupil safety, students should be picked up no later than 15 to 20 minutes after dismissal. All students walking home are to exit campus through the west gate near the kindergarten classrooms. Students are to cross on the corner of Main and Lotus Street, where a crossing guard is on duty until 3:20 pm.

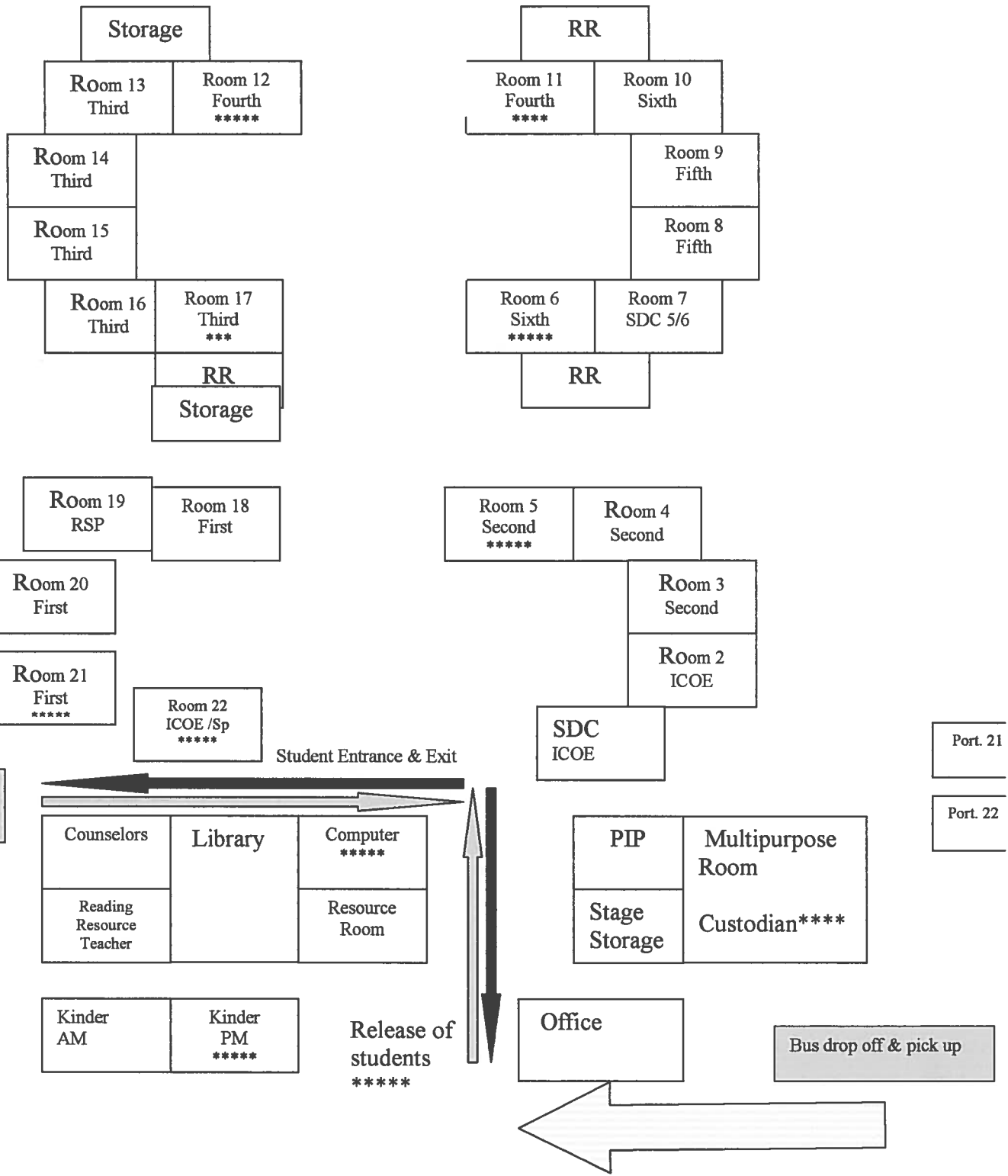
All bus students are to report to the bus zone, in front of the office, and wait under the supervision of the bus supervisor.

All students being transported by car are to report to the Lotus Avenue loading zone and follow the pupil supervisors' directions. Students are to wait until advised by a pupil supervisor, and are to load their vehicle only at the designated area at the curb.

Employees are to enter the East gate and exit the West gate from the main parking area.

# MAP OF SUNFLOWER ELEMENTARY SCHOOL

## Ingress & Regress Map



Due to Jeannette: June 10, 2014

Advance Data Collection for the Uniform Management Information Reporting System (UMIRS) for the Consolidated Application, Part I

For Complete ConApp Part I Instructions Refer to:

<http://www.cde.ca.gov/fg/fo/ca/>, select Part 1 and then "Instructions"

Site Name Sunflower County-District-School Code 1363123-6108823 Report Period 2013-14

Students With 3 or More Unexcused Absences	SUSPENSION AND EXPULSION REPORTING		
	EC SECTION	NUMBER OF EXPULSIONS	NUMBER OF SUSPENSIONS
Number of identified students _____  Definition: Count each student meeting the definition of a truant in Section 48260 of the EC. Count each student only once per year. A student is truant per the EC if the student has an unexcused absence of more than 30 minutes on three different days or more.	48900(a)(1)	1	3
	48900(a)(2)		
	48900(b)		
	48900(c)		
	48900(d)		
	48900(e)		
	48900(f)		
	48900(g)		
	48900(h)		
	48900(i)		
	48900(j)		
	48900(k)		2
	48900(l)		
	48900(m)		
	48900(n)		
Record below the number of incidents in which a non-student unlawfully brought or possessed a handgun, rifle, shotgun, other type of firearm, or explosive device on school grounds during school hours or during a school-sponsored activity _____	48900(o)		
	48900(p)		
	48900(q)		
	48900(r)		
	48900(t)		
	48900.2		
	48900.3		
	48900.4		
	48900.7		
	48915(a)(1)		
48915(a)(2)			
48915(a)(3)			
48915(a)(4)			
48915(a)(5)			
48915(c)(1)			
48915(c)(2)			
48915(c)(3)			
48915(c)(4)			
48915(c)(5)			
	GRAND TOTAL REPORTING PERIOD	1	5

EL CENTRO ELEMENTARY SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT

BULLETIN No. 58-1  
Revised: September 10, 2001

**SUBJECT: MANDATORY SCHOOL CRIME REPORTING PROCEDURES**

- I. BACKGROUND**
- II. REPORTING REQUIREMENTS**
- III. REPORTING PROCEDURES**
- IV. EXHIBITS**

**I. BACKGROUND**

- A. In 1994, the California Legislature and the Governor agreed to suspend the School Crime Reporting Program statewide for one year and directed the CDE to revise reporting procedures. Statewide data collection procedures were reinstalled on July 1, 1995 with the Safe School Assessment Program.

**II. REPORTING REQUIREMENTS**

- A. Penal Code Section 628 et. seq. established legal requirements for reporting school crime.
- B. Data from the California Safe Schools Assessment will provide an important part of planning and implementing safe school strategies.
- C. Data from the California Safe Schools Assessment will document trends statewide in school safety and reflect positive steps taken by local schools to prevent or reduce crime on school campuses.

**III. REPORTING PROCEDURES**

- A. School principals/designees are required to follow the procedures outlines in the CSSA School Crime and Incident Reporting Manual (2001 Edition), and use the CSSA School Crime Reporting form. The procedures are summarized as follows:
  - 1. Immediately after a reportable incident occurs on a school campus, the principal/designee should record the appropriate information on a CSSA School Crime and Incident Reporting form.
    - a. The CSSA School Crime and Incident Reporting form is a 3-part carbonless form (Exhibit # 1).

- b. The top two copies should be immediately sent to the Pupil Services and Attendance Office. The third copy is to be retained for school records.
2. Completing the CSSA School Crime Reporting form.
- Print or type the school name, district and CDS code.
  - Mark the box for the appropriate school level.
  - a. DATE: Record the date of the incident in arabic numerals.
  - b. TIME: Mark appropriate box.
  - c. LOCALE: Mark the locale that best describes the location where the crime took place.
  - d. DESCRIPTION: Select the crime category appropriate to the incident (mark only ONE). If crime category is not listed, do not report it.
  - e. COST: In the case of property crimes, estimate the gross Dollar loss resulting from the crime committed against school property. Complete this section only if the dollar loss is \$100 or greater for arson, vandalism, or graffiti. For theft, complete this section if the loss is \$50 or greater.
  - f. WEAPON: Be sure to mark if a weapon was involved. If yes, check appropriate weapon.
  - g. SUSPECT (S): Complete this section for all crimes. If the suspect(s) is/are unknown, mark the appropriate box. If there are more than four suspects, complete the suspect information on additional forms and cross reference the incident numbers from both forms.
  - h. VICTIM INFORMATION: Complete this section for all crimes against persons, including those reported as an Other Hate Crime/Incident. If more than two victims, complete the victim information on additional forms as needed and staple all forms to the same incident together.

BULLETIN NO. 58-1  
Revised: August 21, 2000

Office of the Superintendent

3. Attach a copy of the suspension notice (Exhibit # 2) to the Crime Report (only 48900 subdivisions that are reportable) and send to the Pupil Services and Attendance Office along with the School/Program Site Monthly Transmittal Form (Exhibit # 7)
5. Send the CSSA – Distric/COE Suspension Data Request Form (Exhibit # 3) (requested twice a year) to the Pupil Services and Attendance Office to verify match between Crime Reports and suspensions under 48900 codes.

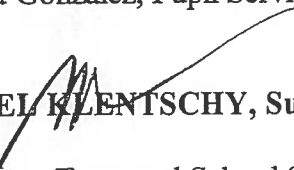
#### Reporting Tips:

- a. Classify and report attempts to commit a specific crime as though the crime was actually committed. Attempted homicide is to be reported as assault with a deadly weapon.
- b. If multiple crimes are committed in the same incident, by the same person(s), classify the crime by most serious offense (Exhibit # 5: CSSA Suggested Hierarchy Guide of Reportable Offenses of School Crime). The exception is arson in conjunction with another crime. If this occurs report both the arson and the other crime.
- b. Do not report sexual harassment or sexual exposure (suspension should be under 48900.2)
- c. "Touching" or grabbing the private areas of another person is a sexual battery/assault and should be reported to CSSA as a Sexual Offense (suspension should be under 48900(n)).
- d. "Battery" is reportable if: 1) There is an aggressor (suspect), who 2) intended to cause physical harm, to 3) another person (victim) who did not hit the aggressor.
- e. Verify that the suspension notice for each crime report matches the 48900 subdivisions that are reportable. (Exhibit # 4 Education Code 48900 as it Relates to CSSA Reportable Offenses)

#### IV. EXHIBITS

- A. Exhibit # 1 - CSSA School Crime and Incident Reporting form.
- B. Exhibit # 2 - Suspension Notice.
- C. Exhibit # 3 - CSSA-District/COE Suspension Data Request Form.
- D. Exhibit # 4 - CSSA Education Code 48900 as it Relates to CSSA Reportable Offenses
- E. Exhibit # 5 - CSSA Suggested Hierarchy Guide of Reportable Offenses of School Crime.
- F. Exhibit # 6 - CSSA Quick Reference Guide.
- G. Exhibit # 7 - CSSA School/Program Site Monthly Transmittal Form.

For assistance, please call Celina Gonzalez, Pupil Services and Attendance Office at 353-2860 Ext. 20.

APPROVED:  MICHAEL KLENTSCHY, Superintendent

DISTRIBUTION: Management Team and School Secretaries



# California Safe Schools Assessment School Crime and Incident Reporting Form

1059028

EXHIBIT # 1

School Name \_\_\_\_\_

District Name \_\_\_\_\_

C.D.S. Code --  
(C.D.S. Codes are available in the California Public Schools Directory)

School Level:

- Elementary
- Middle/Jr. High
- High
- District Program
- County Program

<b>A. DATE</b>	/ / mo. day year the incident occurred	<b>B. TIME</b>	<input type="checkbox"/> School hours <input type="checkbox"/> Non-school hours	<b>C. LOCAL</b>	<input type="checkbox"/> On campus <input type="checkbox"/> On school bus <input type="checkbox"/> Off campus/school-sponsored event <input type="checkbox"/> Directly to and from school
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**D. DESCRIPTION** Select ONE from the following list:

<b>Drug and Alcohol Offenses:</b> (also complete Section G) <input type="checkbox"/> Use of Alcohol/Drugs <input type="checkbox"/> Possession of Alcohol <input type="checkbox"/> Possession of Drugs <input type="checkbox"/> Possession of Paraphernalia <input type="checkbox"/> Possession of Alcohol/Drugs for Sale <input type="checkbox"/> Sale and/or Furnishing of Alcohol/Drugs	<b>Crimes Against Persons:</b> (also complete Sections F, G & H) <input type="checkbox"/> Assault with a Deadly Weapon <input type="checkbox"/> Battery <input type="checkbox"/> Homicide <input type="checkbox"/> Robbery/Extortion <input type="checkbox"/> Sex Offense(s)	<b>Property Crimes:</b> (also complete Sections E & G) <input type="checkbox"/> Arson(\$100 or more) <input type="checkbox"/> Burglary (any \$ amount) <input type="checkbox"/> Graffiti (\$100 or more) <input type="checkbox"/> Theft (\$50 or more) <input type="checkbox"/> Vandalism (\$100 or more)	<b>Other:</b> (also complete Section G) <input type="checkbox"/> Bomb Threat <input type="checkbox"/> Destructive/Explosive Devices <input type="checkbox"/> Loitering/Trespassing <input type="checkbox"/> Possession of Weapon(s) (also complete Sections F & G) <input type="checkbox"/> Other Hate Crime/Incident* (also complete Sections F & G and if applicable, H) <small>*Check this box if the crime/incident is NOT included on the previous list of 20 crimes, e.g., simple assault, mutual combat, or bigoted slurs.</small>
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Was the above hate motivated?  Yes  No  
 If yes, indicate the primary motivation (Select ONE).  
 Disability  Gender  Nationality  Race  Religion  Sexual Orientation

**E. COST** Complete the following for all Property Crimes.  
 The dollar loss was incurred by:  
 my district/COE \$ \_\_\_\_\_ (estimate the loss to the nearest dollar)  
 other/personal

**F. WEAPON** For Possession of a Weapon indicate the type of weapon involved. For Crimes Against Persons, including those reported as an Other Hate Crime/Incident, either check the type of weapon or "No weapon."  
 No Weapon  
 Firearm  Knife  Other Type of Weapon

**G. SUSPECT** Complete this section for all crimes/incidents. If more than four suspects, please complete this information on additional forms and staple all forms related to the same incident together.

<input type="checkbox"/> Suspect(s) unknown <u>Suspect #1</u> <input type="checkbox"/> Male <input type="checkbox"/> Female The Suspect is a: <input type="checkbox"/> Student at this school <input type="checkbox"/> Non-student <u>Suspect #3</u> <input type="checkbox"/> Male <input type="checkbox"/> Female The Suspect is a: <input type="checkbox"/> Student at this school <input type="checkbox"/> Non-student	<u>Suspect #2</u> <input type="checkbox"/> Male <input type="checkbox"/> Female The Suspect is a: <input type="checkbox"/> Student at this school <input type="checkbox"/> Non-student <u>Suspect #4</u> <input type="checkbox"/> Male <input type="checkbox"/> Female The Suspect is a: <input type="checkbox"/> Student at this school <input type="checkbox"/> Non-student
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**H. VICTIM** Complete this section for all Crimes Against Persons including those recorded under Other Hate Crime/Incident. If more than two victims, please complete this information on additional forms and staple all forms related to the same incident together.

<u>Victim #1</u> <input type="checkbox"/> Male <input type="checkbox"/> Female The Victim is a: <input type="checkbox"/> Student at this school <input type="checkbox"/> Certificated employee <input type="checkbox"/> Classified employee <input type="checkbox"/> Other	<u>Victim #2</u> <input type="checkbox"/> Male <input type="checkbox"/> Female The Victim is a: <input type="checkbox"/> Student at this school <input type="checkbox"/> Certificated employee <input type="checkbox"/> Classified employee <input type="checkbox"/> Other
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**I. CERT.** I certify that the information contained in this report is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Site Administrator or Designee

\_\_\_\_\_  
Print or Type Name

( ) \_\_\_\_\_  
Telephone Number



Total Suspensions \_\_\_\_\_

Total Days \_\_\_\_\_

# EL CENTRO SCHOOL DISTRICT SUSPENSION NOTICE

Special Education \_\_\_\_\_

Parent Notification: Telephone \_\_\_\_\_

Letter \_\_\_\_\_

Conference \_\_\_\_\_

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_  
Principal or Person Delegated by Principal

Signature \_\_\_\_\_

Pursuant to my authority under provisions of Education Code Sections 48900, 48900.2, 48900.3, 48900.4, 48915 and El Centro School District Board Policy, I regret to inform you that it is necessary to suspend \_\_\_\_\_ from \_\_\_\_\_ for \_\_\_\_\_ days beginning \_\_\_\_\_ at \_\_\_\_\_ o'clock. It has been demonstrated to me by a preponderance of evidence that this pupil has violated Section \_\_\_\_\_ of the Education Code\*:

SPECIFIC ACT WAS

These conditions are in effect during the suspension (EC 48908)

- The student is to be under parental supervision.
- The student is not to be on or about any school campus for any reason.
- The student may not participate in any school activity regardless of location or time.

\_\_\_\_\_ We have made an appointment for you to see me on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. State law requires you to respond to this request without delay. (EC 48911(f)).

\_\_\_\_\_ Your suspended pupil is expected to be back in school on \_\_\_\_\_ at \_\_\_\_\_ o'clock.

\_\_\_\_\_ We are recommending that your pupil be expelled. You will receive a letter from the Superintendent giving time and place for hearing.

(\* Please read notice on back)

## AVISO DE SUSPENSION

Conforme a mi autoridad bajo las estipulaciones del Código Educacional Secciones 48900, 48900.2, 48900.3, 48900.4, 48915 y los Reglamentos de la Mesa Directiva del Distrito Escolar de El Centro siento informarle que es necesario suspender a \_\_\_\_\_ de \_\_\_\_\_ por \_\_\_\_\_ días empezando el \_\_\_\_\_ a las \_\_\_\_\_ en punto. Se ha demostrado por la preponderancia de evidencia que este/a alumno/a: ha violado la Sección \_\_\_\_\_ del Código de Educación.

EL ACTO ESPECIFICO FUE

Sus condiciones estarán en efecto durante la suspensión (EC 48908)

- El alumno/a deberá estar bajo la supervisión de los padres.
- El alumno/a no deberá de entrar al patio de cualquier escuela por ninguna razón.
- El alumno/a no deberá de participar en ninguna actividad escolar sin considerar el lugar a horario.

\_\_\_\_\_ Le hemos puesto una cita para el día \_\_\_\_\_ a las \_\_\_\_\_ a.m./p.m. La Ley Estatal requiere que usted conteste a esta petición sin demora. (EC 49011(f)).

\_\_\_\_\_ Se espera que su hijo/a suspendido regrese a la escuela el \_\_\_\_\_ día a las \_\_\_\_\_ en punto.

\_\_\_\_\_ Estamos recomendando que su hijo/a sea expulsado. Usted recibirá una carta del Superintendente dando la hora y el lugar de la audiencia.

(\* Por favor lea el aviso al reverso de este documento)

California Education Code Violations  
EC 48900

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
  - b. Possessed, sold or otherwise furnished firearms, knives, explosives or dangerous objects of no reasonable use to the pupil or at a school activity off school grounds.
  - c. Unlawfully possessed, used, sold or otherwise furnished or was under the influence of controlled substance (as defined in Section 11007 of the Health & Safety Code), alcoholic beverage or intoxicant of any kind.
  - d. Offered to sell a controlled substance but delivered a fake.
  - e. Committed or attempted to commit robbery or extortion.
  - f. Caused or attempted to cause damage to school or private property.
  - g. Stolen or attempted to steal school or private property.
  - h. Possessed or used tobacco on school premises.
  - i. Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j. Unlawfully offered, arranged, or negotiated to sell drug paraphernalia as defined in Section 11364 of the Health and Safety Code.
  - k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers or administrators.
  - l. Knowingly received stolen school property or private property.
  - m. Possessed an imitation firearm.
  - n. Committed or attempted sexual assault/battery
  - o. harassed, threatened or intimidated a pupil who is a witness.
- EC 48900.2 (Grades 4-8 inclusive)  
Committed sexual harassment as defined by EC 212.5
- 48900.3 (Grades 4-8 inclusive)  
Committed hate violence (EC 33032.5)
- EC 48900.4 (Grades 4-8 inclusive)  
Harassment, threats or intimidation
- EC 48915  
Violations 48900 (a),(b),(c),(d) and (n) requires the Superintendent to recommend a student's expulsion.

#### Evidence

Such evidence as, when weighed with that opposed to it, has more convincing force and the greater probability of truth - the kind of evidence upon which reasonable are accustomed to rely in the conduct of serious

#### NOTICE

Either you or both you and the student named herein has right to appeal this suspension to the Superintendent of El Centro School District, 1256 Broadway, El Centro, 92243 (telephone 352-5712). The Superintendent, upon your request, may hold a meeting with you, the suspended pupil and the principal. You may have a representative of your choosing to represent you and the pupil at the meeting; however, if the representative is to be counsel, you must notify the Superintendent so that legal counsel of the school district is also present at the meeting. You have the right to inspect the pupil's school as provided in Education Code Section 49069

Violaciones del Código de Educacional de California  
EC 48900

- a. Causó, intentó causar o amenazó con causar lesiones físicas a otra persona.
  - b. Poseía, vendió o de otra manera proporcionó armas de fuego, cuchillos, explosivos u otros objetos peligrosos de uso no razonable para el estudiante o a una actividad de la escuela o fuera de la zona escolar.
  - c. Poseía ilegalmente, usó, vendió o de otra manera proporcionó o estaba bajo la influencia de sustancias controladas (como se ha definido en la Sección 11007 del Código de Salud y Seguridad), bebidas alcohólicas o intoxicantes de cualquier clase.
  - d. Ofreció vender una sustancia controlada pero entregó una falsa.
  - e. Cometió o intentó cometer robo o extorsión.
  - f. Causó o intentó causar daños a la propiedad escolar propiedad privada.
  - g. Robo o intentó robar propiedad de la escuela o privada.
  - h. Poseía o usó tabaco en los terrenos de la escuela.
  - i. Cometió un acto obsceno o usó constantemente palabras profanas o vulgares.
  - j. Ilegalmente ofreció arregló o negoció la venta de parafenales de drogas como esta definido en la Sección 11364 del Código de Salud y Seguridad.
  - k. Interrumpió las actividades escolares o de otra manera desafió intencionalmente la autoridad de supervisores, maestros, y administradores.
  - l. Recibió propiedad escolar o privada con conocimiento de que era robada.
  - m. En posesión de una arma de fuego de imitación.
  - n. Cometer o intentar hostigamiento sexual/agresión.
  - o. Hostigar, intentar o intimidar a un alumno que es testigo
- EC 48900.2 (inclusiva grados del 4 al 8)  
Cometió hostigamiento sexual como esta definido en EC 212.5
- EC 48900.3 (inclusiva grados del 4 al 8)  
Cometió violencia con odio
- EC 48900.4 (inclusiva grados del 4 al 8)  
Hostigamiento, amenaza o intimidación
- EC 48915 Las violaciones 48900 (a),(b),(c),(d) y (n) requieren la recomendación del superintendente para la expulsión de un alumno.

#### Evidencia

Evidencia como la que al ser balanceada con la evidencia opuesta, tiene mas fuerza de convencimiento y la mayor posibilidad de ser verdadera - la clase de evidencia en la que people las personas razonables estan acostumbradas al confiar al affairs. conducir asuntos serios.

#### NOTICIA

Cualquiera de ustedes o ambos y el estudiante nombrado aquí the tiene el derecho de apelar esta suspensión al Superintendente the del Distrito Escolar de El Centro, 1256 Broadway, El Centro, CA CA 92243 (teléfono: 352-5712). El superintendente de haber receipt recibido su petición podrá tener una junta con usted, el alumno the suspendido y el director. Ustedes pueden escoger a un representante para que los represente a ustedes y al alumno durante la conferencia; sin embargo, si el representante va a ser un consejero legal, ustedes deben de notificárselo al superintendente para que el consejero legal del distrito escolar también esté presente en la conferencia. Ustedes tienen el records derecho de inspeccionar los archivos escolares del alumno como

California Safe Schools Assessment  
District/COE Suspension Data Request Form  
(For the Period of \_\_\_\_\_ to \_\_\_\_\_)

School: \_\_\_\_\_ CDS Code: \_\_\_\_\_

**Instructions:** In the table below please supply the total number of suspensions in your school for the following violations of Education Code Section 48900.

- Include data for suspensions that occurred from \_\_\_\_\_ to \_\_\_\_\_.
- Do not report the number of days a suspension last. For example, a student suspended for three days is reported as one suspension, not three suspensions.
- Report multiple suspensions for the same student. For example, if a student is suspended early in the year, then suspended later for a different incident, report it as two suspensions.
- If a single student suspension is made for more than one reason, report it under the most serious violation.
- If two or more students are suspended for the same incident, report each suspension.

Please return the completed form to the Pupil Services and Attendance Office by \_\_\_\_\_.

Education Code Section 48900 Sub-divisions.	Total # of Suspensions	Total # of Crime Reports	Total # of suspensions resulting in alternative discipline
<p>* (a)(1) Caused, attempted to caused, or threatened to cause physical injury to another to another person; or</p> <p>(a)(2) Willfully used force or violence upon the person of another, except in self-defense.</p> <p>(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object...</p> <p>(c) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2... of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.</p> <p>(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2... of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.</p> <p>(e) Committed or attempted to commit robbery or extortion.</p> <p>(f) Caused or attempted to cause damage to school property or private property.</p> <p>(g) Stolen or attempted to steal school property or private property.</p>			

\* Not reportable to CSSA . (No need for crime report)

Education Code Section 48900 Subdivisions	Total # of Suspensions	Total # of Crime Reports	Total # of suspensions resulting in alternative discipline
<p>* (h) Possessed or used tobacco on school premises.</p> <p>* (i) Committed an obscene act or engaged in habitual profanity or vulgarity.</p> <p>(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in section 11014.5 of the Health and Safety Code.</p> <p>* (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers or administrators.</p> <p>* (l) Knowingly received stolen school property or private property.</p> <p>* (m) Possessed an imitation firearm.</p> <p>(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.</p> <p>* (o) Harassed, threatened or intimidated a pupil who is a witness.</p>			

\* Not reportable to CSSA . (No need for crime report)

# California Safe Schools Assessment

## Education Code §48900 as it Relates to CSSA Reportable Offenses

EXHIBIT # 4a

Education Code §48900 Subsections CSSA cannot advise which Education Code Subdivisions administrators cite when suspending students. The following guide is only reliable if the Subdivisions cited are consistent with the legislative intent of the Education Code.	Report to CSSA?		Comments
	Yes*	No	
(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.	✓		This code section is used to suspend or recommend the expulsion of students for incidents such as mutual combat or verbal/written threats which are not reported to CSSA.
(a)(2) Willfully used force or violence upon the person of another, except in self defense.	✓		Students suspended or recommended for expulsion under this subsection have committed a reportable Battery, an Assault with a Deadly Weapon or a Homicide.
(b) 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 pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal		✓	Report as Possession of a Weapon the possession of all firearms; knives which have a fixed or locking blade; folding knives which have a blade longer than 2.5 inches; and all other dangerous objects which by design are considered a weapon. The possession destructive/explosive devices which meet CSSA guidelines are reported as Destructive/Explosive Device.
(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.	✓		All incidents are reportable to CSSA as either the use, possession, sale and/or furnishing, or possession for sale of alcohol/drugs.
(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.	✓		All incidents involving the sale and/or furnishing of any substance/liquid that is represented as a controlled substance, intoxicant, or alcoholic beverage is reported as the sale and/or furnishing of alcohol/drugs.
(e) Committed or attempted to commit robbery or extortion.	✓		All incidents are reported to CSSA as robbery/extortion.
(f) Caused or attempted to cause damage to school property or private property.		✓	Only those incidents resulting in damage of \$100 or more are reported to CSSA as arson, vandalism or graffiti, whichever is applicable.
(g) Stole or attempted to steal school property or private property.		✓	Only those incidents resulting in an economic loss of \$50 or more are reported to CSSA as theft. If a building was either broken into, or entered into with the clear intent to steal either district or private property, the incident is reported as a burglary regardless of the dollar loss.
(h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.		✓	
(i) Committed an obscene act or engaged in habitual profanity or vulgarity.		✓	

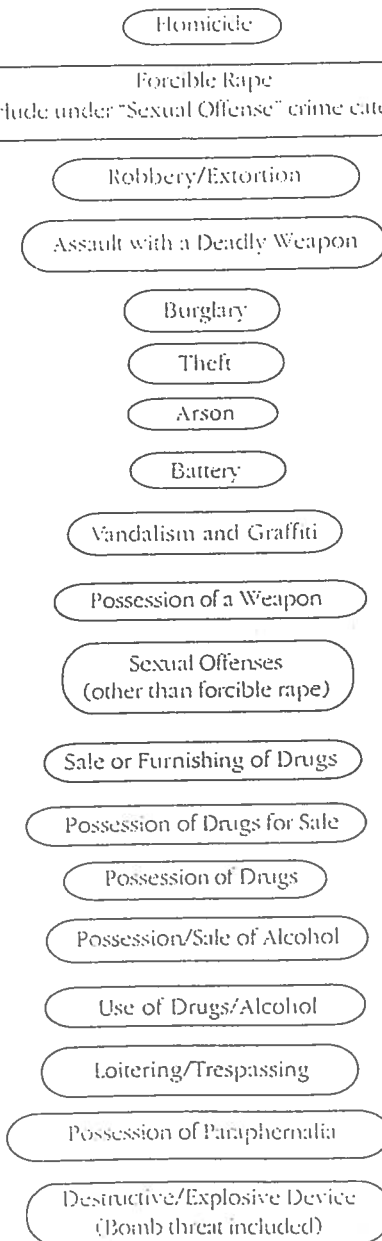
\* Note: In all cases, reportable incidents must meet CSSA requirements for time of day and locale.

Education Code §48900 Subsections CSSA cannot advise which Education Code Subdivisions administrators cite when suspending students. The following guide is only reliable if the Subdivisions cited are consistent with the legislative intent of the Education Code	Report to CSSA?		Comments
	Yes*	Some-times	
(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.		✓	The only incidents reported to CSSA are the incidents involving Possession of Paraphernalia.
(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.	✓		
(l) Knowingly received stolen school property or private property.	✓		
(m) Possessed an imitation firearm. As used in this section "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.	✓		The possession of an imitation firearm is not reported. However, should the imitation firearm be used during the course of another crime such as an assault with a deadly weapon, robbery/extortion, or sex offense it would be considered a weapon. Check the box "other weapon" when indicating the type of weapon involved.
(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.	✓		Report all incidents of "touch" which are sexual in nature as a Sex Offense
(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.	✓		
2. A pupil may be suspended from school or recommended for expulsion if the superintendent or other principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.		✓	Report all incidents of "touch" which are sexual in nature as a Sex Offense. Do not report incidents to CSSA which are verbal or visual only.
3. A pupil in any of grades 4 - 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in, an act of hate violence as defined in subdivision (c) of Section 33032.5.	✓		Report all hate motivated incidents and crimes to CSSA regardless of grade level. CSSA is a K-12 program.
7. (a) A pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials or school property, or both. (b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.		✓	Bomb threats are the only threats reportable to CSSA. All remaining verbal or written threats are not reportable.



## California Safe School Assessment Suggested Hierarchy of Reportable Offenses of School Crime

To be used as a GUIDE only; this Hierarchy is not mandated.



Note: Hate crimes are not separate, distinct crimes, but rather the motivation behind a crime. For that reason, they are not listed separately on the Hierarchy.

Hate motivated incidents are not considered crimes and therefore are also not included in the above Hierarchy.

In cases where more than one offense is committed during a single incident, this Hierarchy may be used as a tool to determine which offense is reported on the CSSA Incident Reporting Form. This is not a mandated reporting hierarchy. Unusual situations may arise that are not covered in the hierarchy guide. In classifying these unusual situations, the nature of the crime should be considered along with the guidelines provided. If assistance is needed phone a CSSA technical assistant at 800-273-6363. Your district may elect to make their own hierarchy for ease in determining which crime is reported when multiple crimes occur in one incident.

## QUICK REFERENCE GUIDE

Crime	Definition	Legal References
Arson	The willful and malicious selling fire to or burning any structure or property. Arson does not include one burning his or her own property, unless there is injury to another person or another person's property. For purposes of the CSSA, Arson is reported only if the economic loss is \$100 or more.	Penal Code, sections 451, 452.
Assault with a deadly weapon	The use of a firearm, deadly weapon, or instrument other than a firearm or by any means of force likely to produce great bodily injury. <i>Reporting tip: Great bodily injury is defined as loss of consciousness, concussions, bone fractures, loss or impairment of any organ, a wound requiring extensive suturing, and serious disfigurement.</i>	Penal Code, sections 244.5, 245, 245.5, 417.4.
Battery	The willful and unlawful use of force or violence upon the person of another. <i>Reporting tip: There are three primary elements that must be present for a Battery to be reportable to CSSA (1) there must be an aggressor (suspect), who (2) intended to cause physical harm, to (3) an innocent person (victim).</i>	Penal Code, sections 242, 243.2.
Burglary	Any entry with the intent to commit a theft (even petty theft) or any felony, even though force may not have been used to gain entry.	Penal Code, Section 459.
Destructive/Explosive Devices	Destructive devices means any projectile containing any explosive or incendiary material or any chemical substance, bomb, lacsimile bomb, grenade, explosive missile or similar device or any launching device; weapon of a caliber greater than 0.60 caliber which fires fixed ammunition or any ammunition other than a shotgun; rocket, rocket propelled projectile or similar device of diameter greater than 0.60 inches or launching device; breakable container which contains a flammable liquid with a flashpoint of 150 degrees Fahrenheit or less and has a wick or similar device capable of being ignited; and, any sealed device containing dry ice (CO 2) or other chemically reactive substances. Explosive devices means any substance, or combination of substances, the primary common purpose of which is detonation or rapid combustion. Explosives include, but are not limited to: dynamite, nitroglycerin, black powder, propellant explosives, detonation primers, blasting caps or commercial boosters; substances determined to be class A and class B explosives by the United States Department of Transportation; nitro carbo nitrate substances (blasting agent) as classified by the United States Department of Transportation; any material designated as an explosive by the State Fire Marshal; and, certain class C explosives designated by the United States Department of Transportation. Included in this category also are written or verbal threats to use destructive/explosive devices. <i>Reporting tip: Devices such as snappers or poppers, firecrackers, and fireworks shall not be reported.</i>	Penal Code, sections 148.1, 12301(a). Health and Safety Code, Section 12000.
Drug and Alcohol Offenses	Drug and alcohol offenses mean the possession, use, sale or furnishing of any drug, alcohol, or intoxicating substance, as well as drug paraphernalia, that is prohibited by law. Crimes to be reported for the purposes of the Safe Schools Assessment Program under Drug and Alcohol Offenses include: Use of Alcohol/Drugs, Possession of Alcohol, Possession of Drugs, Possession of Paraphernalia, Possession for Sale of Drugs/Alcohol, Sale and/or Furnishing of Drugs (Alcohol).	Penal Code, sections 308(b), 380, 381, 647(f). Health and Safety Code, sections 11014.5, 11018, 11054-11058, 11351, 11357, 11359, 11360, 11364, 11364.7, 11550, 11680, 11681. Business and Professional Code, Section 25508.



QUICK REFERENCE GUIDE (cont.)

Crime	Definition	Legal References
Graffiti	Graffiti means any form of unauthorized painting, writing, or inscription on another's property, regardless of the content or nature of the material used in the commission of the act. Reporting for the purposes of the Safe Schools Assessment Program shall be limited to incidents of graffiti that result in an economic loss of \$100 or more.	Penal Code, Section 640.5.
Hate crime	Hate crime means an act or attempted act against the person or property of another individual or institution which in any way manifest evidence of hostility toward the victim because of his or her actual or perceived race, religion, disability, gender, nationality, or sexual orientation. This includes, but is not limited to, threatening telephone calls or hate mail (including any sent by e-mail, Internet or other form of electronic communication), physical assault, vandalism, cross burning, destruction of religious symbols, or fire bombings.	Penal Code, Sections 422.6-422.76, 628.1.
Hate motivated incident	Hate motivated incident means an act or attempted act which constitutes an expression of hostility (including any sent by e-mail, Internet or other form of electronic communication), against a person or property or institution because of the victim's real or perceived race, religion, disability, gender, nationality, or sexual orientation. This may include using bigoted insults, taunts, or slurs, distributing or posting hate group literature or posters, defacing, removing, or destroying posted materials or announcements, posting or circulating demeaning jokes or leaflets.	Penal Code, Section 628.1.
Homicide	The unlawful killing of a person by another person.	Penal Code, sections 187, 192.
Loitering/Trespassing	Loitering is to delay, to linger, or to idle about any school or public place without lawful business for being present. Trespassing refers to the entry on school grounds during school hours without registering with the site or program administrator, as required by law, and remaining after being asked to leave, or returning to the school grounds within thirty days of being asked to leave. Parents are an exception to this rule. Parents may return after seven days of being asked to leave.	Penal Code, sections 626.7-626.9
Possession of Weapon	The unauthorized possession of dangerous weapons, which include, but are not limited to, firearms, knives and other weapons.	Penal Code, sections 244.5, 417, 653(g), 12020, 12220, 12403.7(d), 12403.8.
Robbery/Extortion	Robbery means the taking of property in possession of another, from his or her person or immediate presence, and against his or her will, accompanied by force or fear. Extortion means a threat to take or the taking of property from another person with their consent. The extortion was induced by a threat of force or wrongful use of fear. Extortion may occur over a period of time.	Penal Code, sections 71, 211, 212, 518, 519.
Sex Offenses	Sex offenses mean sexual battery, rape, statutory rape, sodomy, lewd and lascivious conduct with children, oral copulation, and child molestation	Penal Code, sections 243.4, 261, 261.5, 286, 288, 288a, 547.6.
Theft	Theft (larceny) is the taking, leading, driving, or carrying away of property (including motor vehicles) belonging to another with the intent to deprive the rightful owner of its use. For purposes of the CSSA program, incidents of Theft should be reported for theft of property which has a value of \$50 or more.	Penal Code, sections 484, 487, 488.
Vandalism	The malicious defacing, damaging, or destroying of property to school, student, or employee property. Reporting for purposes of the CSSA program shall be limited to incidents of Vandalism that result in an economic loss of \$100 or more.	Penal Code, Section 594.

# California Safe Schools Assessment

## School/Program Site Monthly Transmittal Form

For School/Program Site use when transmitting incident forms to their district office. Forms should be transmitted to the district office on a monthly basis. NOTE: This form should be completed and forwarded to the district/COE even if you have no school crime to report. Simply enter zero in the "total number of crimes" box.

This form is for District use only. DO NOT transmit to the Butte County Office of Education.

### DIRECTIONS:

1. Review each completed incident form for accuracy; make corrections as needed.
2. Separate the white and pink (top two copies) from the gold copy of completed incident forms.
3. Check the box corresponding to the reporting month for which forms are enclosed.
4. Record the total number of crimes being reported and the total number of incident forms sent with this transmittal. If the number of crimes do not correspond to the number of forms then provide a brief explanation. For example, "The number of forms is greater than the number of crimes reported because one additional form was used to record additional suspects for an incident."
5. Bundle the white and pink copies with the School/Program site transmittal form and ship to your district/COE office.

SCHOOL NAME \_\_\_\_\_

### REPORTING MONTH:

- JAN     FEB     MAR     APR     MAY     JUN  
 JUL     AUG     SEP     OCT     NOV     DEC

Total number of crimes this period	
Total number of forms enclosed	

If the above numbers do not correspond please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Principal or designee (please print)

\_\_\_\_\_  
Phone Number w/area code

\_\_\_\_\_  
Signature of Principal or designee

\_\_\_\_\_  
Date

EL CENTRO SCHOOL DISTRICT  
Office of the Superintendent

BULLETIN NO. 18-1  
July 1, 1994

SUBJECT: CHILD ABUSE

- I. Purpose
- II. Child Abuse Reporting Requirements, PC 11166(b)
- III. Access to Records and Confidentiality
- IV. Reporting Procedures
- V. Responsibilities of District Employees
- VI. Ordering Forms
- VII. Attachments

I. PURPOSE

The purpose of this bulletin is to bring together California Code references, district policies, and procedures relating to child abuse. It is designed for ease of reference and immediate availability.

The El Centro School District Board of Trustees and staff recognize that students have greater opportunities to benefit from instruction when they are safe and secure and can trust adults. It is the responsibility of all staff to increase children's opportunities for learning by protecting them from child abuse, by collaborating with other persons mandated to report child abuse, and by cooperating with public agencies responsible for protecting children and aiding families in trouble.

II. CHILD ABUSE REPORT REQUIREMENTS, P.C. 11166(b)

California Penal Code Section 11166(b) mandates the reporting to designated authorities of cases of suspected child abuse and reads as follows:

"... any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to the child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident".

It is the policy of the El Centro School District that all employees shall comply with the law's reporting procedures. The penal code obligation to report child abuse applies to certificated employees. This law also applies to instructional aides, teacher's aides, teacher's assistants, and classified employees who have been trained in the duties imposed by this law. These employees are considered to be mandated reporters.

Legal Responsibility - Penal Code Section 11166

- A. Any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall (1) report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practicably possible by telephone and shall (2) prepare and send a written report within 36 hours of receiving the information concerning the incident. For the purposes of this article, "reasonable suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training experience, to suspect child abuse."
- B. Any child care custodian, medical practitioner or employee of a child protective agency who has knowledge of or who reasonably suspects that mental suffering has been inflicted on a child or his or her emotional well-being is endangered in any other way, may report such known or suspected instance of child abuse to a child protective agency.
- C. When two or more persons who are required to report are present and jointly have knowledge of a known or suspected instance of child abuse, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by such selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so, shall thereafter make such report.

- D. The reporting duties with regards to child abuse are individual and no supervisor or administrator may impede or inhibit the reporting duties and no person making such report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with the child abuse reporting laws.
- E. When a minor has been taken into custody as a victim of suspected child abuse, the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian. The peace officer shall take immediate steps to notify the parent or guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is being held, or that the disclosure would cause the custody of the minor to be disturbed, the officer may refuse to disclose the place where the minor is being held for a period not to exceed 24 hours (effective January 1, 1985).
- F. Also effective January 1, 1985, a principal or other school official shall release a minor pupil to a Children's Services Worker upon request for the purpose of removing the minor from the school premises. The Children's Services Worker must provide identification upon request.

### III. ACCESS TO RECORDS AND CONFIDENTIALITY

- A. School districts may release information from pupil records without written parental consent or judicial order in connection with an emergency. Student records information may be given to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other person. Factors to be taken into account in determining whether information from a pupil record is to be disclosed:
1. The seriousness of the threat to the health or safety of the student or other individuals,
  2. The need for the information to meet the emergency,

3. Whether the parties to whom the information is disclosed are in a position to deal with the emergency, and
4. The extent to which time is of the essence in dealing with the emergency.

C. Confidentiality

Reports of suspected child abuse and information contained therein may be disclosed only to the following:

1. Persons or agencies to whom disclosure of the identity of the reporting party is permitted under Section P.C. 11167.
  - a. Between child protective agencies.
  - b. To counsel representing a child protective agency.
  - c. To the district attorney in a criminal prosecution or in an action initiated under the Welfare and Institutions Code Section 602.
  - d. To counsel appointed pursuant to the Welfare and Institutions Code Section 318.
  - e. To the county counsel or district attorney in an action initiated under Civil Code Section 232 (termination of parental rights) or Welfare and Institutions Code Section 300 (dependent children).
  - f. By court order.
2. Persons or agencies to whom disclosure of information is permitted under subdivision (b) of Section P.C. 11170.
3. Persons or agencies to whom investigations of child abuse are coordinated under the regulations promulgated under Section 11174.
4. Multidisciplinary personnel teams as defined in subdivision (d) of Section 18951 of the Welfare and Institutions Code.

- 5. Persons and agencies responsible for the licensing of facilities which care for children, as specified in Section P.C. 11165.7.
- 6. The State Department of Social Services, as specified in paragraph (3) of subdivision (b) on Section P.C. 11170.

Any violation of the confidentiality of child abuse reports shall be a misdemeanor punishable by up to six months in jail or by a fine of five hundred dollars (\$500) or by both (P.C. Section 11167.5).

IV. REPORTING PROCEDURES

When a suspected child abuse report is to be made, the individual who observed or has knowledge of the abuse makes the report in two parts:

- 1. Telephone report
- 2. Written report

NOTE: Agency representatives (law enforcement officers, social workers, etc.) are not to direct a mandated reporter not to report his or her suspicions.

A. Telephone Report

- 1. The person who reports shall have all pertinent information available for child protective agency (see Attachment A). The person reporting shall give:

- \_\_\_\_\_ his or her own name
- \_\_\_\_\_ the child's name
- \_\_\_\_\_ the child's home address and telephone number
- \_\_\_\_\_ the child's date of birth
- \_\_\_\_\_ parents or guardian
- \_\_\_\_\_ names of siblings
- \_\_\_\_\_ prior reports
- \_\_\_\_\_ special needs
- \_\_\_\_\_ home language
- \_\_\_\_\_ description of injury
- \_\_\_\_\_ what led the person to suspect child abuse
- \_\_\_\_\_ the present location of the child
- \_\_\_\_\_ location where suspected abuse occurred

2. The person reporting shall
  - a. Document the date and time the call is made.
  - b. Record contact person's name, title, position, ID number.
  - c. Record response or directive of contact person.
  - d. Notify the contact person of the time the child is dismissed from school.
  - e. Inquire as to agency's plan regarding immediate action.
  
3. The law enforcement officer or social worker determines the course of action to be taken. The agency official may inform the person reporting of one or more of the following:
  - \_\_\_\_\_ home visit/investigation
  - \_\_\_\_\_ dispatched an officer or social worker to the school/scene
  - \_\_\_\_\_ there will be no follow-up investigation in which case the school/district can proceed administratively
  

Agency representatives once on the school site have the following authority and/or responsibilities:

  - a. May interview the child.
  - b. Must afford the child the option of being interviewed in private or selecting any adult member of the school staff to sit in on interview.
  - c. Have authority to take child into protective custody (law enforcement only).
  - d. May contact family regarding temporary custody/or location of child.

  
4. Following the telephone report, the person reporting shall within 36 hours complete and mail :
  - a. The Suspected Child Abuse Report (Form SS 8572) to the same agency to which the telephone report was made (see Attachment B).



5. In the event the school site administrator makes the report or is apprised that a report was made, he or a designee shall:
  - a. Notify the Superintendent's Office that a report has been made.

NOTE: The agency representative should be provided with the address and telephone number of the child's parent(s) or guardian(s). The person who reports or a person of authority at the school site should obtain the agency representative's name, telephone number, and identification number in order to provide to the parent should they request any information or not be informed that their child was placed in protective custody.

In cases where a district employee is alleged to be the perpetrator, the site administrator is to call the Associate Superintendent, Administration/Personnel Services immediately.

6. In situations where abuse is suspected by a staff member but reported by appropriate school personnel, the appropriate school personnel will document the report with an entry on the child's health card.

#### B. Written Report

Suspected Abuse Report, Form SS 8572, must be completed within 36 hours of receiving information concerning the abuse incident and be sent with all attached copies (except the yellow copy) to the agency which received the telephone report. This report is separate from, and in addition to any report completed by law enforcement. The contents of the Suspected Child Abuse Report must remain confidential.

1. Completion of Suspected Child Abuse Report Form (SS 8572)

In addition to the directions provided on the back of Form SS 8572, those reporting are to note the following:

- a. Identifying information must be provided in full.

- b. Statements concerning observations of the child's injuries or conditions should be factual and objective.
  - c. Statements of personal judgement concerning the child or the alleged perpetrator should be avoided.
  - d. When the child describes how the injuries or the situation occurred, the description should be reported as nearly verbatim as space allows. Quotation marks should be used when appropriate.
  - e. Reporting information is confidential; however, mandated reporters may not report anonymously. Reports may be handwritten, printed, or typed. Only those individuals directly involved in the specific case are to complete the report and be privy to information regarding the report or its content.
2. Distribution of Completed Forms (SS 8572)
    - a. White Copy - Law Enforcement (Attachment A)  
Pink Copy & Department of Children's  
Blue Copy - Services (Attachment A)  
Yellow Copy - (in an envelope marked  
" C O N F I D E N T I A L " ) -  
Superintendent

#### V. RESPONSIBILITIES OF DISTRICT EMPLOYEES

##### A. School site administrators are directed to:

1. Discuss in depth the content of this bulletin with all employees at the beginning of the school year as well as with all new employees at the time of their assignment.
2. Instruct that any suspected child abuse and/or neglect be reported to the appropriate investigative agency.

VI. ORDERING FORMS

Forms identified in this bulletin may be obtained from the Office of the Superintendent.

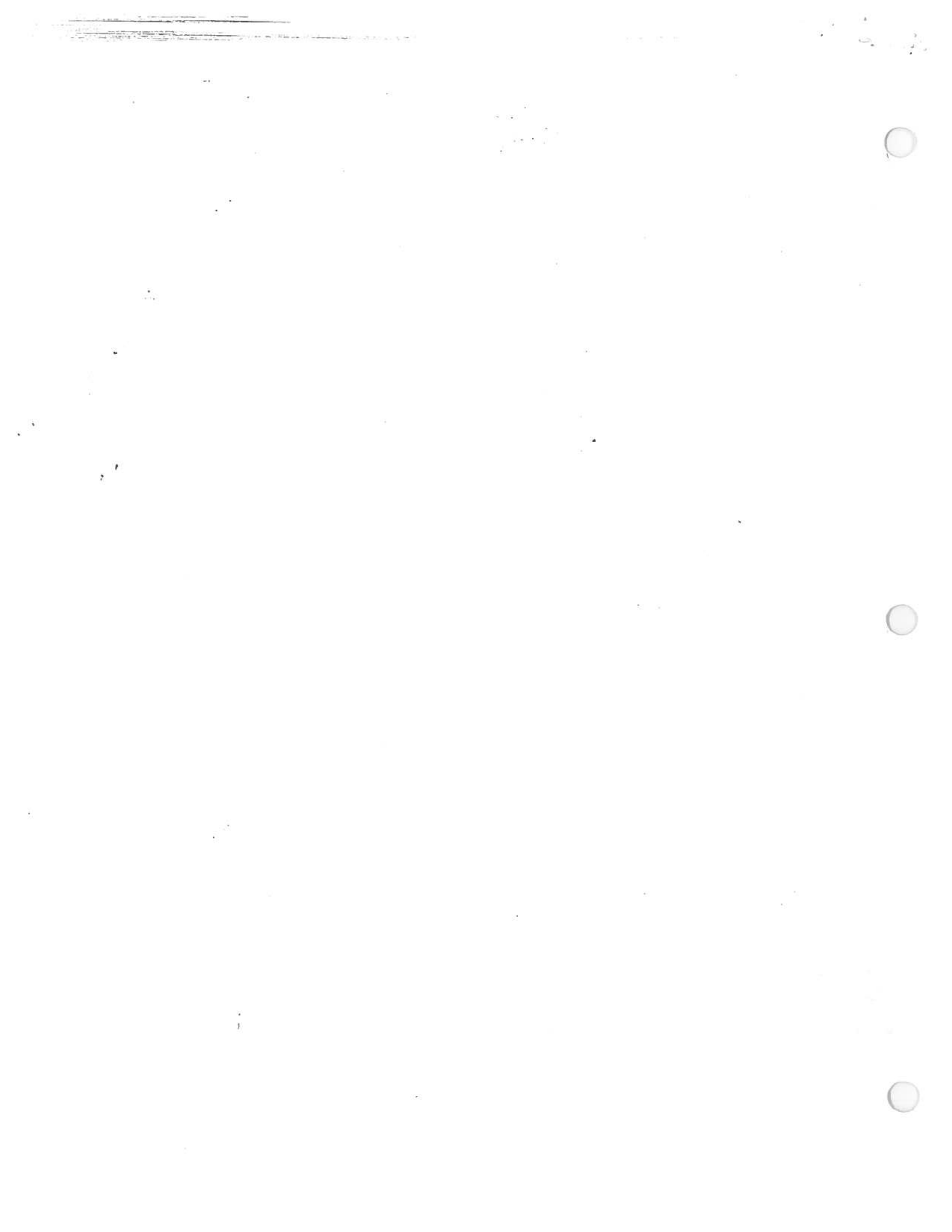
VII. ATTACHMENTS

- A. Local agencies involved in child abuse/neglect
- B. Suspected Child Abuse Report - Form 8572

For assistance, please call Michael Klentschy, Superintendent, at 352-5712.

APPROVED: MICHAEL KLENTSCHY, Superintendent

DISTRIBUTION: Management Team and School Secretaries



WHERE TO REPORT

LOCAL AGENCIES INVOLVED IN CHILD ABUSE/NEGLECT:

If child abuse/neglect is suspected, the principal or mandated reporter must report immediately by phone to the local police department and to Child Protective Services' 24-hour emergency response line.

Since our area is served by several 'local' agencies, it will expedite the report and service if a check is made to determine the correct agency having jurisdiction for the child.

El Centro Police Department  
150 North 11th Street  
El Centro, CA 92243

Telephone number: 352-7971

Calexico Police Department  
420 East 5th Street  
Calexico, CA 92231

Telephone number: 357-1136

Calipatria Police Department  
North Lake Avenue  
Calipatria, CA 92233

Telephone number: 348-2211

Imperial Police Department  
424 South Imperial Avenue  
Imperial, CA 92251

Telephone number: 355-1159

Sheriff-Coroner  
328 Applestill Road  
El Centro, CA 92243

Telephone number: 339-6311

Brawley Police Department  
351 Main Street  
Brawley, CA 92227

Telephone number: 344-2111

Holtville Police Department  
22 West 4th Street  
Holtville, CA 92250

Telephone number: 356-2991

Westmorland Police Department  
355 South Center  
Westmorland, CA 92281

Telephone number: 344-3411

Child Protective Services of  
Imperial County  
315 South Waterman  
El Centro, CA 92243

Telephone number: 337-7700

Imperial County Probation  
Department  
324 Applestill Road  
El Centro, CA 92243

Telephone number: 339-6229



**WHERE TO REPORT**

IN 2000 BY THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES



- SAMPLE -

# SUSPECTED CHILD ABUSE REPORT

To Be Completed by Reporting Party  
Pursuant to Penal Code Section 11166

A. CASE IDENTIFICATION	TO BE COMPLETED BY INVESTIGATING CPA
	VICTIM NAME: _____
	REPORT NO./CASE NAME: _____
DATE OF REPORT: _____	

B. REPORTING PARTY	NAME/TITLE		
	ADDRESS		
C. REPORT SENT TO	PHONE ( )	DATE OF REPORT	SIGNATURE OF REPORTING PARTY
	<input type="checkbox"/> POLICE DEPARTMENT <input type="checkbox"/> SHERIFF'S OFFICE <input type="checkbox"/> COUNTY WELFARE <input type="checkbox"/> COUNTY PROBATION		
D. INVOLVED PARTIES	AGENCY	ADDRESS	
	OFFICIAL CONTACTED	PHONE ( )	DATE/TIME
	NAME (LAST, FIRST, MIDDLE)	ADDRESS	BIRTHDATE    SEX    RACE
SIBLINGS	PRESENT LOCATION OF CHILD		PHONE ( )
	NAME    BIRTHDATE    SEX    RACE	NAME    BIRTHDATE    SEX    RACE	
PARENTS	1. _____	4. _____	
	2. _____	5. _____	
	3. _____	6. _____	
	NAME (LAST, FIRST, MIDDLE)	BIRTHDATE    SEX    RACE	NAME (LAST, FIRST, MIDDLE)
ADDRESS		ADDRESS	
HOME PHONE ( )	BUSINESS PHONE ( )	HOME PHONE ( )	BUSINESS PHONE ( )
IF NECESSARY, ATTACH EXTRA SHEET OR OTHER FORM AND CHECK THIS BOX. <input type="checkbox"/>			
1. DATE/TIME OF INCIDENT	PLACE OF INCIDENT	(CHECK ONE)	<input type="checkbox"/> OCCURRED <input type="checkbox"/> OBSERVED
IF CHILD WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE:			
<input type="checkbox"/> FAMILY DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> SMALL FAMILY HOME <input type="checkbox"/> GROUP HOME OR INSTITUTION			
2. TYPE OF ABUSE: (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL ASSAULT <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER			
BRIEF DESCRIPTION:			
E. INCIDENT INFORMATION	4. SUMMARIZE WHAT THE ABUSED CHILD OR PERSON ACCOMPANYING THE CHILD SAID HAPPENED:		
	5. EXPLAIN KNOWN HISTORY OF SIMILAR INCIDENT(S) FOR THIS CHILD:		

SS 8572 (REV. 7/87)

INSTRUCTIONS AND DISTRIBUTION ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). A CPA is required under Penal Code section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS-8583 if (1) an active investigation has been conducted and (2) the incident is not unfounded.

# SAMPLE REPORTING FORM

11/11/11





Sunflower Elementary School  
**EMERGENCY PROCEDURES**

**School Emergency Action Plan – General:**

1. Emergency procedures will be reviewed and drilled by staff and students regularly throughout the school year. Fire drills will be conducted on a monthly basis.
2. In the event of an emergency, staff will remain calm, in order to avoid mass panic, and to provide leadership to the students.
3. Teachers will have an active class roster to administer roll in the event of an emergency.
4. All emergency procedures will be evaluated and tested by school personnel on an ongoing basis to insure effectiveness and to minimize injury in the case of a real emergency.
5. All school staff will be provided copies of this plan and training to ensure that it is implemented correctly in the event of an emergency.

**Evacuating Buildings Procedures:**

1. Evacuation: Evacuating campus buildings is appropriate for, but not limited to, the following:
  - Fire
  - Bomb threat
  - Chemical accident
  - Explosion, or threat of explosion
  - Other similar occurrences, which may make the school building uninhabitable
2. Warning:
  - The signal to evacuate the buildings is several long bell rings followed by a pause, then several more rings.
  - One long bell ring indicates that staff and students are to return to class.
3. Procedure:
  - Once the warning signal is given all staff and students shall cease all activities and proceed with the emergency plans for evacuation.
  - The teacher shall be the last person to leave the room.
  - Teacher will close but not lock the door and windows.
  - Teacher shall take an up-dated attendance roster to take roll at the evacuation area.
  - Students shall quietly proceed, led by the teacher, to the designated evacuation area in single file rows (see Sunflower Map in Safe School Plan)
  - No group shall stop less than 50 ft. from any building, in front of gates, possible access points for emergency vehicles or overhangs and awnings of buildings.
  - If evacuation path is blocked school personnel shall lead students along the safest alternate route.
  - At the assembly point classes will line up in single file lines, and the teachers will take an attendance count. This attendance count will be sent with the Wing Leader to the administrator / designee at the command center in front of the library.
  - No students or school personnel shall return to any building until an “all clear” signal is given.

## Disaster Plan Assignments:

### 1. Evacuation Wing Leaders & Assignments:

Wing Leaders (See Safe School Map)

Wing Leader Responsibilities:

Favila	A,B	Check for assigned rooms to determine if class has successfully evacuated, and if not report to command center.	Report back to Command Post and give conditions on assigned rooms.
Velazquez	1, 22		
Legakes	3,4,5		
McAlister	6,7,8	Insure that teachers in assigned group have taken accurate attendance of student in their class.	Assist with first aid in their designated area if needed.
Millán	9,10,11		
Pineda	12,13,14		
Wilcox	15,16,17	Report to First Aid Station and give report of injuries for assigned rooms.	
English	18, 20,21		
Figuroa	Library		
Carmona	Computer lab		
Custodian (s)	Kitchen	Turn off gas if it leaks / smells	

### 2. Evacuation Command Post:

- Location:
  - Primary – Front of Library
  - Secondary – Cement area north of Room #12
- Personnel:
  - Principal - *Quiroz*
  - Secretary - Gradillas
  - Admin Clerk - Haro
  - Reading Coach – Ramirez
- Responsibilities:
  1. Get bullhorns and leader clipboards.
  2. Report to Command Post immediately.
  3. Determine if all rooms are evacuated
  4. Communicate with wing leaders to determine if all classes are evacuated.
  5. Determine that all students are accounted for by receiving attendance counts from all classroom teachers.
  6. Coordinate first aid and medical assistance if necessary.
  7. Communicate with District personnel, and law enforcement and emergency agencies if necessary.
  8. Coordinate student evacuation from campus and / or dismissal to parents if necessary.

### 3. First Aid Station:

- Location:
  - Next to Command Post
- Personnel:
  - Teacher – Salcedo
  - Resource Clerk – Haro
  - Librarian – Figueroa
- Responsibilities:
  1. Get First Aid boxes from supply room and set up aid station.
  2. See that all injured that can be moved have arrived at the aid station and dispense aid.

#### 4. Student Release Post:

- Location:
  - Entrance Gate by front of the school.
- Personnel:
  - Secretary – Gradillas
  - Admin Clerk – Haro
- Responsibilities:
  1. Lock the front doors to the office.
  2. Control entrance and exit from the school at the gate area.
  3. Check identification card of student and driver's license of parent before releasing child.
  4. Require that parent sign check-out list.
  5. Have parents remain by gate as child is sent for from evacuation area.

#### 5. Utilities:

- Location:
  - Electricity – Main switch in Electrical Room in the Multipurpose Room (large marked handle)
  - Gas – Main shut off valve by water timer on southwest corner of school.
  - Water – Water main in front of school and south east corner of the parking lot.
- Personnel:
  - Custodial Staff
- Responsibilities:
  1. Check electricity in electrical room and turn off if necessary.
  2. Check stoves in kitchen and shut off main value if order indicates a leak.
  3. Check water heater in custodial room and if necessary turn off.
  4. Check for and remove any hazardous debris if necessary.

## 6. Wing Leaders:

### Responsibilities:

1. Wing Leaders will safely escort their own classes to the appropriate evacuation location and take an accurate attendance count of all of their students.
2. Confirm that all classes under their wing have safely arrived at the evacuation location and that the teachers have taken an accurate attendance count of their students.
3. Report to the Command Post Leader (Principal / Designee) on the condition of the students and staff in their wing. Provide Command Post Leader with accurate attendance record of all classes in their wing.
4. Report to First Aid Station and give report of injuries for assigned rooms.
5. Assist with first aid.
6. Coordinate with school staff to serve as runners

### Evacuation Area Locations:

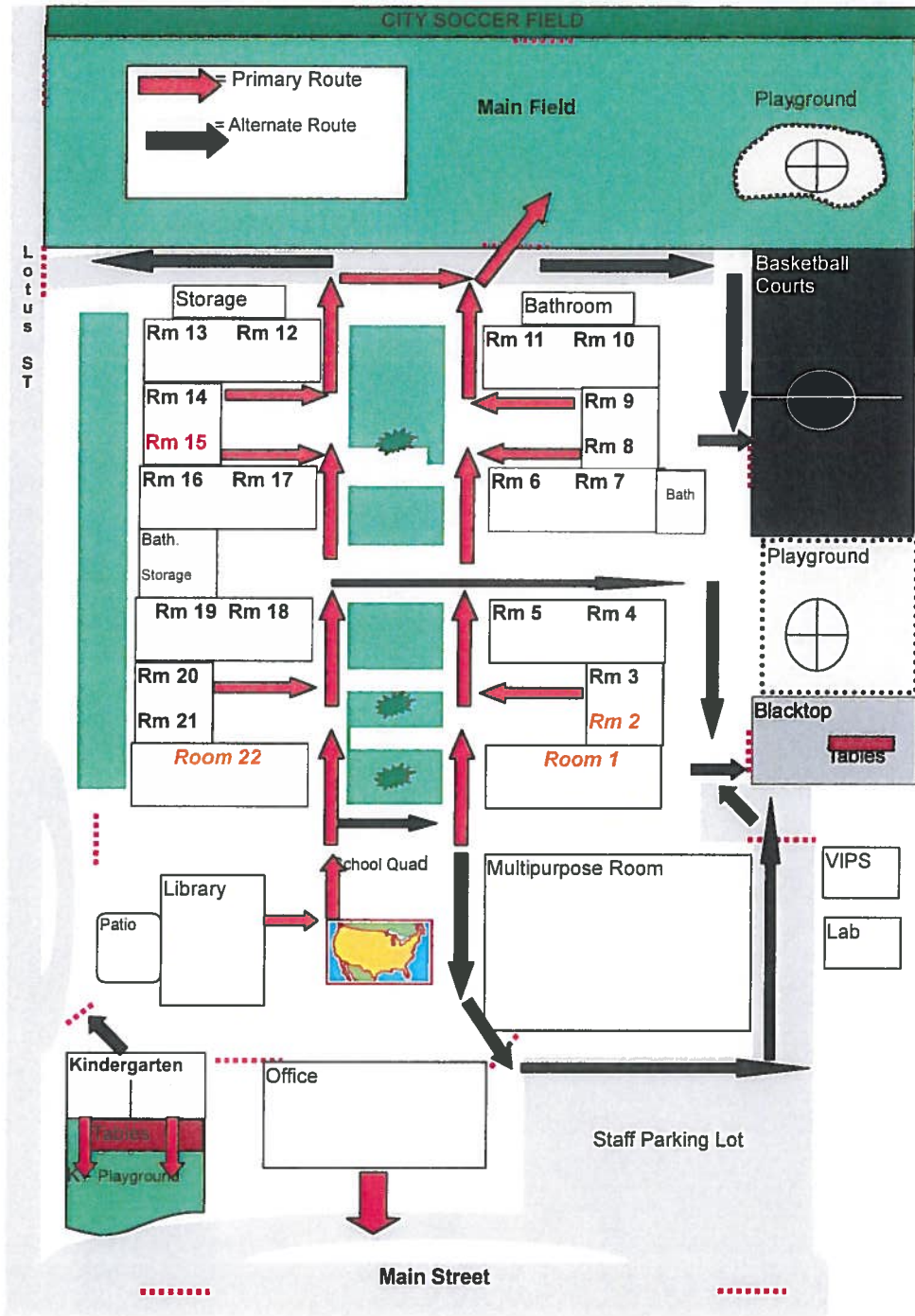
Room	Evacuation Area	Alternate Evacuation Area
Rooms 1 – 5	North Playground	East Paved Playground
Rooms 6-17	North Playground	East Paved Playground
Rooms 18 – 22 Library	North Playground	East Paved Playground
Kindergarten	Kinder Playground	Pick Up / Drop Off Area
Office	Parking Lot	East Paved Playground
Multipurpose Room	North Playground	East Paved Playground

### Earthquake Response:

- The following steps should be taken to minimize the potential for injury in the event of a major earthquake:
  1. Teachers and students are to remain calm, and not rush outside.
  2. **DUCK, COVER, AND HOLD...** If indoors, take cover under a table or desk and hold on. Stay away from windows, tall objects and overhead lights. If no cover is available, duck and stay near an interior wall. Shield your head and face from falling debris.
  3. If outdoors, move away from buildings, utility wires, trees, and all other overhead obstructions.
  4. Follow procedures outlined in **Evacuating Buildings Procedures** section of this document.

## Other Disasters / Emergency Situations:

- Plane Crash – Same as **Earthquake Response**
  
- Bomb Threat / Scare:
  5. Same as **Evacuating Buildings Procedures**
  6. Procedures will be adjusted based on consultation with law enforcement and LEA personnel.
  7. Receiving a bomb threat call / letter:
    - Record exact wording of caller.
    - Ask the caller the following:
      - 1) When will the bomb explode?
      - 2) Where is the bomb now?
      - 3) What does the bomb look like?
      - 4) What kind of bomb is it?
      - 5) What will detonate the bomb?
      - 6) Did you place the bomb? Why?
      - 7) What is your name?
    - Call 911 and describe:
      - 8) Caller's voice.
      - 9) Type of threat
      - 10) Background noise
    - Call District Superintendent
  
- Stranger on Campus / Gunfire / Armed Individual
  1. Announcement will be made via P/A, runner, or memo indicating that a lockdown is to take place:
    - "LOCKDOWN CLASSROOMS, this is not a drill, LOCKDOWN CLASSROOMS."
  2. Emergency procedure is over only after an *all clear* announcement is made:
    - "LOCKDOWN has been cancelled, proceed with regular activities."
  3. Upon receiving this announcement staff shall:
    - Take all students in the general vicinity of a building inside immediately.
    - Lock doors to classrooms, turn off lights, and remain inside.
    - Assume the "duck and cover" position under desks or tables.
    - Keep doors locked and do not let any unauthorized adults into the classrooms.
    - Inform the office immediately via phone if a student is missing from class.
    - Inform students that they are conducting a safety drill, in order to maintain calm.
  4. All staff and students are to stay inside in the "duck and cover" position until *all clear* signal is given.
  5. Staff shall not discuss the *warning phrase* and *for all clear* announcements with students, parents, or community members.
  6. Staff are to remain calm



## Fire Drills

### Procedures

- Fire drills are posted on the school calendar; all drills will be announced.
- State law requires fire drills once a month. Lock down drills will be conducted in addition to fire drills.
- Students will practice duck and cover before evacuation
- Students are to leave the building immediately when the fire alarm sounds.
- Students are to walk briskly (not run) in a quiet manner to the designated evacuation area.
- All students must be at least 50 feet from all buildings.
- The signal to return to class will be a prolonged bell.
- Review earthquake procedures and evacuation procedures with students following a fire drill.

### EVACUATION AREA:

- Rooms 1, 2, 3, 4, 5:
- Rooms 6, 7, 8:
- Rooms 9, 10, 11
- Room 12, 13, 14
- Room 15, 16, 17
- Rooms 18-22 & Library
- Kindergarten A & B
- Office

### Primary

- North Playground
- North Playground
- North Playground
- North Playground
- North Playground
- North Playground
- Kinder Playground
- Front of Campus

### \* Alternate

- \* East Paved Playground
- \* East Paved Playground
- \* East Paved Playground
- \* East Paved Playground
- \* East Paved Playground
- \* East Paved Playground
- \* East Paved Playground
- \* Drop Off / Pick Up
- \* East Paved Playground

## Alarms

When on site after hours, check sign-in sheet near the alarm panel. Be sure to sign in and sign out. If you are the last person on campus, set the alarm.

### **False Alarm:**

The El Centro Elementary School District uses Advanced Electronics Solutions (AES) as the District's alarm monitoring company.

**Important Note:** In order to decrease the number of false alarms, staff must be trained on how to properly enter their school site and disarm the alarm. If the alarm does go off, staff should follow the proper procedures in notifying the alarm service company (AES) of a false alarm, immediately. Otherwise, AES will dispatch a security officer from Desert Security to check out the alarm call and the District will incur a \$25 charge. Procedures to notify AES of a false alarm are as follows:

- Call AES Alarm Services dispatch immediately once the alarm has been set off. The number to call is 1-888-533-0029 (toll free).
- Once the dispatcher answers, tell them that they have just received a signal from your school site and that it is a false alarm.
- They will need your name and your individual school password (***abort code***) in order to cancel the dispatched security officer.



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City Zip Code	El Centro, CA 92243		City Zip Code	El Centro, Ca 92243	

**Emergency Contact and Inventory Form**  
**Instructions: Please file annually by September 15 with your local Police and Fire Departments and with Imperial County Office of Emergency Services & Imperial County Office of Education**

1078 Dogwood Road  
 Heber, CA 92249 Phone: (760) 482-2420  
 attn: Rosa Hernandez  
 e-mail: [rosahernandez@co.imperial.ca.us](mailto:rosahernandez@co.imperial.ca.us)

1398 Sperber Road  
 El Centro, CA 92243 Phone: (760)312-6133  
 attn: Denise Smith  
 e-mail: [denises@icoe.org](mailto:denises@icoe.org)

**SCHOOL YEAR 2014-2015**  
**Revised By: Jeannette Quiroz**  
**Date: 8-15-14**

**Emergency Phone Numbers:**

	Name	Phone	Electric Company	Organization	Phone
Principal	Jeannette Quiroz	(760) 427-1801	Electric Company	Imperial Irrigation District	(760) 335-3640
Asst. Principal/Secretary	Roxie Gradillas	(760) 562-7996	Gas Company	So. CA Gas Co.	1-800-427-2200
Emergency Cellular	On-call staff	(760) 996-5423	City-underground	City of El Centro - Carl Fowler	(760) 554-5296
Maintenance Supervisor	Doug Hisel	(760) 535-5340	Water Plants	City - call ECPD they will call out	911
School Nurse <input checked="" type="checkbox"/> District <input type="checkbox"/> ICOE	Teresa Najera	(760) 701-2861	Nearest Hospital	ECRMC	(760) 339-7254
Bus Dispatch-Transp.	Martin Barajas	(760) 960-5259	Fire Station	El Centro Fire Department	911
Master Key (1) Custodian	Steve Campos	(760) 554-3075	Police/Sheriff Dep.	El Centro Police Department	911
Master Key (2) Custodian	Fernando Marquez	(760) 353-4374	Other		( ) -

**Evacuation Sites**

Designate as a Primary, Secondary or Alternate Site	Location	# of students/adults to be evacuated to site	Location	Contact	Phone
Primary	North Field	400	See Map	Maintenance Supervisor	(760) 535-5340
Secondary	East side Black top		See Map	Maintenance Supervisor	(760) 535-5340
Alternate	Staff Parking lot		See Map	Maintenance Supervisor	(760) 535-5340
			Various	Antonio Romayor-IT	(760) 554-6966
			Gas stored in sea Hazardous Materials container	Maintenance Supervisor	(760) 535-5340

**Shut Offs and Switches**

**Incident Command Team (responsible for directing and documenting on site emergency activities)**

Incident Commander <small>Directs on site emergency operations</small>	Jeannette Quiroz	Agency Liaison <small>Coordinates w/ outside agencies</small>	Kristy Curry, Asst. Supt., Admin. Services
Backup Incident Commander	Roxy Gradillas	Backup Agency Liaison	Kimberly Dessert, Director-MOT
Public Information Officer	Supt. Jon LeDoux	Safety Coordinator <small>Ensures emergency activities are conducted safely</small>	Kristy Curry, Asst. Supt., Admin. Services
Backup Public Information Officer	Asst. Supt. Renato Montano	Backup Safety Coordinator	Kimberly Dessert, Director-MOT

**Incident Command Team Meeting Locations (Indicate locations where the Incident Command Team will convene during an emergency-Is there power and phone service?)**

Primary	Front of Library	Secondary	Cement area north of #12
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Color key  
 Students present in these team areas

Staff assigned to teams in these areas should not have multiple assignments unless they are staggered during stages of incidents, e.g., search/rescue (start of event) and reunion gate (event has progressed beyond search/rescue)

Information in this category represents districts resources to serve their students and to respond in the event of an emergency

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**Team Assignments & Meeting Locations (Fill in Team Leaders, Alternates and Members. Indicate locations where team will convene during an emergency)**

<p><b>Search &amp; Rescue Team 1</b> Performs search &amp; rescue operations by groups of classrooms, wings, or buildings. Number of Rescue Teams is based on number and location of classrooms. Meeting Location (inside): <b>Room 12</b> Meeting Location (outside): <b>North Field</b></p>	<p><b>Leader</b> Ms. Pineda <b>Alternate Leader</b> Ms. Salcedo <b>Member 1</b> Ms. Wilcox <b>Member 2</b> <b>Member 3</b></p>	<p><b>Search &amp; Rescue Team 2</b> Performs search &amp; rescue operations by groups of classrooms, wings, or buildings. Number of Rescue Teams is based on number and location of classrooms. Meeting Location (inside): <b>Room 11</b> Meeting Location (outside): <b>North Field</b></p>	<p><b>Leader</b> Ms. Millan <b>Alternate Leader</b> Ms. McAlister <b>Member 1</b> Ms. Segura <b>Member 2</b> Ms. Esquer <b>Member 3</b> Ms. Shiffer</p>	<p><b>Search &amp; Rescue Team 3</b> Performs search &amp; rescue operations by groups of classrooms, wings, or buildings. Number of Rescue Teams is based on number and location of classrooms. Meeting Location (inside): <b>Room 5</b> Meeting Location (outside): <b>North Field</b></p>	<p><b>Leader</b> Ms. Legakes <b>Alternate Leader</b> Ms. Diaz <b>Member 1</b> Ms. Gomez <b>Member 2</b> Ms. Garcia <b>Member 3</b> ICOE teacher</p>
<p><b>Security / Utilities Team</b> Ensure security of the school site and short-term repairs • Fire Suppression / HazMat Team • Supply / Equipment Team Ensure adequate supplies &amp; equipment are available Meeting Location (inside): <b>North Field</b> Meeting Location (outside):</p>	<p><b>Leader</b> Steve Campos <b>Alternate Leader</b> Fernando Marquez <b>Member 1</b> <b>Member 2</b> <b>Member 3</b> <b>Member 4</b></p>	<p><b>Search &amp; Rescue Team 4</b> Performs search &amp; rescue operations by groups of classrooms, wings, or buildings. Number of Rescue Teams is based on number and location of classrooms. Meeting Location (inside): <b>Room 17</b> Meeting Location (outside): <b>North Field</b></p>	<p><b>Leader</b> Vickie Hines <b>Alternate Leader</b> <b>Member 1</b> <b>Member 2</b> <b>Member 3</b></p>	<p><b>Crisis-Psychological First Aid Team</b> Provides psychological counseling for students/staff X District X ICOE Meeting Location (inside): <b>Resource Room/Library</b> Meeting Location (outside): <b>North Field</b></p>	<p><b>Leader</b> Jeannette Quiroz <b>Alternate Leader</b> Roxy Gradillas <b>Member 1</b> Susan Millan <b>Member 2</b> <b>Member 3</b></p>
<p><b>Assembly Area Team</b> Ensure safe evacuation &amp; accounting of all students/staff Meeting Location (inside): Meeting Location (outside): <b>North Field</b></p>	<p><b>Leader</b> Jeannette Quiroz <b>Alternate Leader</b> Roxy Gradillas <b>Member 1</b> Susan Millan <b>Member 2</b> <b>Member 3</b></p>	<p><b>Request / Reunion Gate Teams</b> Process request(s) for student pick-up. Reunites parents or guardians at Reunion Gate Meeting Location (inside): <b>Main Office</b> Meeting Location (outside): <b>North Field</b></p>	<p><b>Leader</b> Jeannette Quiroz <b>Alternate Leader</b> Roxy Gradillas <b>Member 1</b> <b>Member 2</b> <b>Member 3</b></p>	<p><b>Reunion Gate Teams</b> (encourage a separate reunion gate be staffed if school enrollment exceeds 800) Meeting Location (inside): Meeting Location (outside):</p>	<p><b>Leader</b> Jeannette Quiroz <b>Alternate Leader</b> Roxy Gradillas <b>Member 1</b> <b>Member 2</b> <b>Member 3</b></p>
<p><b>First Aid / Medical Team</b> Ensure first aid supplies are available &amp; administered Meeting Location (inside): Meeting Location (outside):</p>	<p><b>Leader</b> Roxy Gradillas <b>Alternate Leader</b> Steve Campos <b>Member 1</b> <b>Member 2</b> <b>Member 3</b></p>	<p><b>Communication</b></p>	<p><b>Leader</b> Roxy Gradillas <b>Alternate Leader</b> Steve Campos <b>Member 1</b> <b>Member 2</b> <b>Member 3</b></p>	<p><b>Reunion Gate Teams</b> (encourage a separate reunion gate be staffed if school enrollment exceeds 800) Meeting Location (inside): Meeting Location (outside):</p>	<p><b>Leader</b> Jeannette Quiroz <b>Alternate Leader</b> Roxy Gradillas <b>Member 1</b> <b>Member 2</b> <b>Member 3</b></p>
<p><b>Documentation</b></p>	<p><b>Primary</b> Roxy Gradillas <b>Alternate</b> Steve Campos <b>PM Name</b></p>	<p><b>Communication</b></p>	<p><b>Chair Person</b> Jeannette Quiroz</p>	<p><b>Documentation</b></p>	<p><b>Chair Person</b> Jeannette Quiroz</p>
<p><b>Facilities Manger</b></p>	<p><b>Primary</b> Roxy Gradillas <b>Alternate</b> Steve Campos <b>PM Name</b></p>	<p><b>School Safety Planning Committee Chair</b></p>	<p><b>Chair Person</b> Jeannette Quiroz</p>	<p><b>Facilities Manger</b></p>	<p><b>Chair Person</b> Jeannette Quiroz</p>

Color key  
Students present in these team areas

Staff assigned to teams in these areas should not have multiple assignments unless they are staggered during stages of incidents, e.g., search/rescue (start of event) and reunion gate (event has progressed beyond search/rescue)

Information in this category represents districts resources to serve their students and to respond in the event of an emergency

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**Plan for Loss of Utilities** (Indicate specific plan for establishing alternative water, electricity, natural gas supply, and alternative methods of communication)

**Water:** (Plan should include alternative water source for drinking water, fire suppression, food service & toilet)

Drinking Water	Bottle water available
Food Service	Prepackaged & canned food available
Fire Suppression	Each classroom has a fire extinguisher and the school has fire extinguishers around school
Toilet	Emergency toilet in office.

**Electricity:** (Plan should provide alternative electrical source for ventilation & emergency lighting)

Battery Lights	N/A
Ventilation	N/A
Generator (hours/days of power; what is powered; and fuel source)	N/A
Natural Gas	N/A
Food Service	
Other	

**Communication:**

Cell Phone	All Administrators have cell phones
Radio (type+frequency)	District Radio for all sites and their administrators

**Emergency Resources Inventory** (Initial call out is made to the Authorization Contact from the Emergency Operations Center at the county or city. After initial call out, direct contact with Facilities, Staff, and Equipment Secondary Contacts may be made.)

AUTHORIZATION CONTACT NAME	phone	Location
(1)Kristy Curry, Asst. Supt., Admin. Services		District Office
(2)Kimberly Dessert, Director-MOT	(760) 996-4381	Central Warehouse
Facilities-secondary contact name Jeannette Quiroz	phone 337-4890	location Sunflower Elementary School
Gym-Multipurpose Room	Capacity-# of people 400	# of sq ft N/A # of restrooms 2 # of showers N/A
Cafeteria	Capacity-# of people N/A	# of sq ft N/A Type of Food Prep Full kitchen
Classrooms	Total # 25	
Other		
Staff- secondary contact name Kristy Curry	phone (760) 352-5712 ext. 517	location District Office
School Psychologists	# 4	
School Nurses	# 3	
Certificates for CPR	# 20	@MOT-Transportation & Special Ed-nurses
Certificates for EMT or Paramedics	#	
Bus Drivers	# 13	
Other		
Equipment- secondary contact name Martin Barajas	phone (760) 353-9200 ext. 14	location Central Warehouse
Buses, capacity, radios	# of buses 13	capacity 45-72 passenger each
Earthmoving equipment	3 tractors, backhoe, etc.	radio frequency: no X, yes frequency (hand-held radios)
Other emergency equip	4 Food Service trucks, 10 maintenance trucks, 1 flat-bed, 1-6 passenger van, 1-10 passenger van	

Color key  
Students present in these team areas

Staff assigned to teams in these areas should not have multiple assignments unless they are staggered during stages of incidents, e.g., search/rescue (start of event) and reunion gate (event has progressed beyond search/rescue)

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**U.S. Department of Education/U.S. Secret Service Safe School Initiative**

- Safe School Initiative Threat Assessment Training (3.5 hours)

**Cal Volunteers**

- Teen CERT (16 hours)
- Campus CERT (16 hours)

**Websites:**

**Cal EMA School Preparedness Site:**

<http://www.calema.ca.gov/PlanningandPreparedness/Pages/Schools.aspx>

**California Specialized Training Institute:**

<http://www.calema.ca.gov/CSTI/Pages/CSTI.aspx>

**DHS National Training and Education Division:**

<https://www.firstrespondertraining.gov/catalog.do?a=nted>

**Emergency Management Institute:**

<http://training.fema.gov/EMICourses/>

**FEMA/EMI Independent Study Program:**

<http://training.fema.gov/IS/>

**Department of Homeland Security School Safety Site:**

<http://www.dhs.gov/school-safety>

**Cal EMA Training Coordination:**

<http://www.calema.ca.gov/TrainingandExercises/Pages/Training.aspx>

**Private Sector Resource Catalog:**

<http://www.dhs.gov/private-sector-resources-catalog>



# The School Shooter: A Quick Reference Guide

BAU-1 (703) 632-4333



## REMEMBER

- There is not a "profile" of a school shooter—instead the students who carried out the attacks differed from one another in numerous ways.
- School shootings are rarely impulsive acts.
- They are typically thought out and planned in advance.
- Prior to most school shootings other students knew the shooting was going to occur but failed to notify an adult.
- Very few of the attackers ever directed threats to their targets before the attack.
- The most common goal was retribution. The justifications and excuses offered indicated this stemmed not from an absence of values but from a well-developed value system in which violence was acceptable.
- In many cases, other students were involved in the attack in some capacity.
- Many offenders experienced a significant personal loss in the months leading up to the attack, such as a death, breakup, or divorce in the family.
- Many offenders engaged in repetitive viewing of violent media and were often fascinated with previous school shootings. Repeated viewing of movies depicting school shootings, such as "Zero Day" and "Elephant," may indicate a fascination with campus attacks.
- Be aware of the subject's online videos, blogs, and social networking activities.

## Assessing Threatening Communications - Five Dimensions (Mohandie, 2000)

- Organized vs. disorganized thought processes
- Fixed vs. variable themes
- Focused vs. general target identification
- Violent action imperative vs. alternative coping means
- Short time imperative vs. lack of urgency

## Threat assessment - 11 Key Questions (U.S. Secret Service, 2002)

- What are the student's motive(s) and goals?
- Have there been any communications suggesting ideas or intent to attack?
- Has the student shown inappropriate interest in school attacks, weapons, and/or mass violence?
- Has the student engaged in any attack-related behaviors?
- Does the student have the capacity to carry out an act of targeted violence?
- Is the student experiencing hopelessness, desperation and/or despair?
- Does the student have a trusting relationship with at least one responsible adult?
- Does the student see violence as an acceptable/desirable way to solve problems?
- Is the student's version of events consistent with his/her actions?
- Are other people concerned about the student's potential for violence?
- What circumstances might affect the likelihood of an attack?

## Motives

- 24% motivated by desire for attention or recognition.
- 27% motivated by suicide or desperation.
- 34% motivated by attempt to solve a problem.
- 54% had multiple motives.
- 61% motivated by desire for revenge.
- 75% felt bullied/persecuted/threatened by others.

## Statistics

- 27% of attackers exhibited interest in violent movies.
- 37% of attackers exhibited interest in violence in their own writings, poems, essays, and journal entries.
- 59% of attacks occurred during the school day.
- 63% of attackers had a known history of weapons use.
- 68% acquired the weapon used from their own home or that of a relative.
- 93% of attackers engaged in some behavior prior to the attack that caused others to be concerned.
- 93% of attackers planned out the attack in advance.
- 95% of attackers were current students.
- Odds are one in 1 million that a student will die at school as a result of a violent act.

## Warning Signs

- Investigators should probe to discover if the subject has engaged in research, planning, or preparation (e.g., researched weapons or made attempts to obtain a weapon). Movement from thought to action represents a severe escalation of the risk of violence.
- In around 80% of school shootings at least one person had information that the attacker was thinking about or planning the school attack. In nearly 2/3, more than one person had information about the attack before it occurred. In nearly all of these cases, the person who knew was a peer, a friend, schoolmate, or sibling.
- Despite prompt law enforcement responses, most attacks were stopped by means other than law enforcement intervention.
- Be conscious of the "Werther Effect," defined as a duplication or copycat of another suicidal act. School shootings are typically well-publicized, sensationalized events that can trigger an increase in similar acts for roughly days or weeks after the attack.

## Resources

- [www.fbi.gov](http://www.fbi.gov)
- [www.safetyzone.org](http://www.safetyzone.org) (DOE and DOJ)
- [www.ncjrs.org/school\\_safety](http://www.ncjrs.org/school_safety)
- [www.ed.gov/offices/OESE/SDFS](http://www.ed.gov/offices/OESE/SDFS)
- [www.secretservice.gov/ntac.htm](http://www.secretservice.gov/ntac.htm)
- [www.keepschoolsafe.org](http://www.keepschoolsafe.org)

Information compiled from the *Safe School Initiative Report*, United States Secret Service and Department of Education, (2002); *School Violence Threat Management*, Dr. Kris Mohandie, (2000); *The School Shooter: A Threat Assessment Perspective*, CIRG/NCAVC, (1999).



**Cal E·M·A**  
CALIFORNIA EMERGENCY  
MANAGEMENT AGENCY

# ACTIVE SHOOTER GUIDEBOOK

## HOW TO RESPOND

## **WHAT IS AN ACTIVE SHOOTER?**

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

## **BEST PRACTICES FOR COPING WITH AN ACTIVE SHOOTER SITUATION**

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in a classroom or faculty office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

**CALL 911 WHEN IT IS SAFE TO DO SO!**

## HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that your students will follow your lead during an active shooter situation.

**1. Evacuate** - If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

**2. Hide out** - If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

**3. Take action** against the active shooter - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions



## HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

### How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

### Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

## **TRAINING YOUR STAFF FOR AN ACTIVE SHOOTER SITUATION**

To best prepare your staff for an active shooter situation, create an Emergency Action Plan (EAP), and conduct training exercises. Together, the EAP and training exercises will prepare your staff to effectively respond and help minimize loss of life.

### **Components of an Emergency Action Plan (EAP)**

Create the EAP with input from several stakeholders including your human resources department, your training department (if one exists), facility operators, your property manager, and local law enforcement and/or emergency responders. An effective EAP includes:

- A preferred method for reporting fires and other emergencies
- An evacuation policy and procedure
- Emergency escape procedures and route assignments (i.e., floor plans, safe areas)
- Contact information for, and responsibilities of individuals to be contacted under the EAP
- Information concerning local area hospitals (i.e., name, telephone number, and distance from your location)
- An emergency notification system to alert various parties of an emergency including:
  - Individuals at remote locations within premises
  - Local law enforcement
  - Local area hospitals

### **Components of Training Exercises**

The most effective way to train your staff to respond to an active shooter situation is to conduct mock active shooter training exercises. Local law enforcement is an excellent resource in designing training exercises.

- Recognizing the sound of gunshots
- Reacting quickly when gunshots are heard and/or when a shooting is witnessed:
  - Evacuating the area
  - Hiding out
  - Acting against the shooter as a last resort
- Calling 911
- Reacting when law enforcement arrives
- Adopting the survival mind set during times of crisis

## **Additional Ways to Prepare For and Prevent an Active Shooter Situation**

### **Preparedness**

- Ensure that your facility has at least two evacuation routes
- Post evacuation routes in conspicuous locations throughout your facility
- Include local law enforcement and first responders during training exercises
- Encourage law enforcement, emergency responders, SWAT teams, K-9 teams, and bomb squads to train for an active shooter scenario at your location

### **Prevention**

- Foster a respectful workplace
- Be aware of indications of workplace violence and take remedial actions accordingly

For more information on creating an EAP contact the U.S. Department of Labor, Occupational Health and Safety Administration, [www.osha.gov](http://www.osha.gov).

### **REACTIONS OF TEACHERS DURING AN ACTIVE SHOOTER SITUATION**

Students will follow the lead of teachers during an emergency situation. During an emergency, teachers should be familiar with their EAP, and be prepared to:

- Take immediate action
- Remain calm
- Lock and barricade doors
- Evacuate staff and students via a preplanned evacuation route to a safe area

### **Assisting Individuals with Special Needs and/or Disabilities**

- Ensure that EAPs, evacuation instructions and any other relevant information address individuals with special needs and/or disabilities
- Your facility should be handicap-accessible, in compliance with ADA requirements.

### **Facility Manager Responsibilities**

- Institute access controls (i.e., keys, security system pass codes)
- Distribute critical items to appropriate managers / employees, including:
  - Floor plans
  - Keys
  - Facility personnel lists and telephone numbers
- Coordinate with the facility's security department to ensure the physical security of the location
- Assemble crisis kits containing:
  - Radios
  - Floor plans
  - Staff roster, and staff emergency contact numbers
  - First aid kits
  - Flashlights
- Place removable floor plans near entrances and exits for emergency responders
- Activate the emergency notification system when an emergency situation occurs

### **MANAGING THE CONSEQUENCES OF AN ACTIVE SHOOTER SITUATION**

- After the active shooter has been incapacitated and is no longer a threat, human resources and/or management should engage in post-event assessments and activities, including:
- An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured
- Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties
- Assessing the psychological state of individuals at the scene, and referring them to health care specialists accordingly
- Identifying and filling any critical personnel or operational gaps left in the organization as a result of the active shooter

**FOR MORE INFORMATION VISIT**

**[www.calema.ca.gov](http://www.calema.ca.gov)  
and  
[www.dhs.gov](http://www.dhs.gov)**

**This guide is an adaptation of a DHS  
publication in 2008.**

**References for information in this document:**

- **Safety Guidelines for Armed Subjects, Active Shooter Situations, Indiana University Police Department, April 2007.**
- **Safety Tips & Guidelines Regarding Potential "Active Shooter" Incidents Occurring on Campus, University of California Police.**
- **Shots Fired, When Lightning Strikes (DVD), Center for Personal Protection and Safety, 2007.**
- **Workplace Violence Desk Reference, Security Management Group International, [www.SMGICorp.com](http://www.SMGICorp.com)**
- **How to Plan for Workplace Emergencies and Evacuations, U.S. Department of Labor, Occupational Health and Safety Administration, OSHA 3088, 2001.**

EL CENTRO SCHOOL DISTRICT  
Office of the Superintendent

BULLETIN NO. 14-4  
July 1, 1994

SUBJECT: SENATE BILL 1275

- I. Background
- II. Major Provisions
- III. Compliance Procedures
- IV. Summary of Education Code

I. BACKGROUND

Senate Bill 1275 is designed to improve the juvenile justice system in several critical areas. Senate Bill 1275 has enacted several valuable new laws which will improve our juvenile justice system in dealing with at-risk youth. It codifies an approach consistently advocated by school and probation officials as to the most effective philosophy to rehabilitate our youth. The legislature passed the bill and the governor signed it into law. It became operative January 1, 1990.

The law establishes responsibilities and opportunities for schools. For example, minors who are convicted in juvenile court of the less serious crimes are frequently placed by the judge on a status referred to as Home on Probation (HOP). When the judge places a minor Home on Probation, several conditions are imposed for the minor during his term of probation. The conditions often include a requirement of school attendance. SB 1275 makes this condition mandatory unless the court states its reasons why. In unusual cases, it should not be imposed.

II. MAJOR PROVISIONS

The ability of probation officers to monitor the school attendance of minors on HOP is greatly enhanced with this new law. This was accomplished in part by an amendment to the law protecting the confidentiality of juvenile court records which will facilitate improved communication among each of the agencies working in the juvenile justice system. The court will notify the Superintendent of Schools/designee if one of the district's pupils is placed on HOP with a school attendance condition. This information will be "expeditiously transmitted" by the Superintendent to the principal of the minor's school or to one person designated by the principal.

The state legislature was concerned that the record of the student's juvenile case not become public knowledge throughout the school. Thus, SB 1275 includes a provision precluding the disclosure of this information to anyone else at the school unless permitted by another law (such as the laws authorizing disclosure of certain information to teachers about potentially violent students). The only purpose of this particular amendment to the confidentiality laws is to assist with the enforcement of attendance laws for students on probation).

For those students placed HOP, SB 1275 requires school officials to report unexcused absences within ten days to the juvenile court, with a copy sent to the Probation Department. SB 1275 now authorizes deputy district attorneys, after consulting the probation officers, to file a "probation violation" with the judge, based on the minor's failure to attend school. As a result of this bill, there will be a much stronger partnership among the District Attorney, Probation Department, school, and the court to insure that minors placed on HOP orders attend school or be held accountable for ignoring the conditions of probation imposed by the court.

### III. COMPLIANCE PROCEDURES

The law requires school officials to notify the local law enforcement departments of any student found in violation of the following laws: possession or sale of narcotics; possession of a firearm; possession of a dirk, dagger, knife with a blade over 3.5 inches, razor with an unguarded blade, folding knife with a locking blade; possession of a laser or stun gun.

The laws protecting the confidentiality of school records were also amended in this bill to permit access by District Attorneys who need the school's records for the enforcement of truancy laws. A court order is not required.

### IV. Summary of Education Code Provisions

Educ. 48267: Senate Bill 1725 amended this section to require that if a minor is placed Home on Probation (HOP) with a condition that he/she attend school, the juvenile court must provide to the Superintendent of the school district notification of this attendance condition. The Superintendent must then expeditiously send this information to the minor's current principal or the principal's designee. If the minor

is truant from school for one day without a valid excuse, the school principal/designee must report this to the juvenile court and the pupil's probation officer within 10 days of the absence.

**Educ. 48902:** This provision requires school principals to notify local law enforcement about students possessing drugs or weapons on campus.

**Educ. 49076:** Senate Bill 1275 amended the laws providing confidentiality of school records to allow prosecutors access to these records without obtaining a court order for truancy mediation programs, parents charged with violating the Compulsory Education Law, criminal investigations, or violations of conditions of probation.

For assistance, please call Michael Klentschy, Superintendent, at 352-5712.

APPROVED: MICHAEL  KLENTSCHY, Superintendent

DISTRIBUTION: Management Team and School Secretaries



10-11-1954



Dear Mr. [Name] [Address] [City] [State] [Zip]

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EL CENTRO SCHOOL DISTRICT  
Office of the Superintendent

BULLETIN NO. 22-2  
Revised August 2, 1997

SUBJECT: STUDENT SUSPENSION

- I. Background
- II. General Information
- III. Policy and Procedures Related to School Personnel
- IV. Parent Conference
- V. Alternative Education Placements
- VI. Appeal Procedures
- VII. Suspension Records
- VIII. Exhibits

I. BACKGROUND

The purpose of this bulletin is to inform District personnel of the suspension policy and procedures. These procedures are authorized by Educational Code Sections 48900-48915 and District policy, and apply to all students and schools within the District.

II. GENERAL INFORMATION

- A. The principal of each school shall take steps to ensure that all rules pertaining to the discipline of students are communicated to staff and continuing students at the beginning of each school year, and to all new students at the time of their enrollment in the school.
- B. Suspension is one method that may be employed to assist in developing acceptable student conduct. Prior to suspension, other alternatives that take into consideration the needs of the student shall be considered. Alternatives to suspension must be used for any student who is truant, tardy, or otherwise absent from assigned school activities.
- C. Suspension means removal of a student, for adjustment purposes, for ongoing instruction. A student may be suspended from one class or all classes and still remain in school during the period of suspension if he/she is appropriately supervised.

- D. It is the responsibility of school-site personnel to develop procedures to follow-up on students who do not return to school after the period of suspension.

### III. POLICY AND PROCEDURES RELATED TO SCHOOL PERSONNEL

#### A. Legal Provisions

Education Code Section 48900, 48900.2, 48900.3, and 48900.4 summarized below, permits the Superintendent or the principal of the school in which the student is enrolled to recommend a student's suspension if it is determined that the student has:

1. Threatened, attempted, or caused physical injury to another person.
2. Possessed, sold, or furnished any firearm, knife, explosive, or other dangerous object.
3. Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
4. Offered, furnished, or sold any substitute substance represented as a controlled substance or intoxicant of any kind.
5. Committed robbery or extortion.
6. Caused or attempted to cause damage to school or private property.
7. Stolen or attempted to steal school or private property.
8. Possessed or used tobacco.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed, offered, furnished, or sold any drug paraphernalia.
11. Disrupted school activities or willfully defied the authority of school personnel.
12. Knowingly received stolen school property or private property.

13. Possessed an imitation firearm.
14. Witness harassment or intimidation.
15. Committing or attempting to commit sexual assault or battery.

**For students in grades 4-8, the following three infractions are also grounds for suspension:**

16. Ed Code 48900.2 - Sexual Harassment  
In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the Superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

Note: Ed Code 212.5 - Sexual Harassment  
"Sexual harassment" means unwelcome sexual advances, a request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

(a) Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.

(b) Submission to or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.

(c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

(d) Submission to, or rejection of, the conduct by the individual is used as the basis of any decision

affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

17. Hate violence (E.C. 48900.3).

18. Harassment, threats or intimidation (E.C. 48900.4).

B. No student shall be recommended for suspension for any of the above acts unless such acts are related to school activity or attendance. These acts may occur at any time, including, but not limited to, while on school grounds; while going to or coming from school, during the lunch period, whether on or off campus; during, while going to; or while coming from a school-sponsored activity.

C. Suspension of Special Education Students

1. The suspension of a special education student for more than ten cumulative days during a school year may constitute a change of placement. Upon the tenth cumulative day of suspension of a special education student, the principal shall:
  - a. Notify the Coordinator, Special Education/Pupil Personnel that a review of the student's needs, progress and placement is in order for the purpose of determining whether the suspension may constitute a significant change of placement.
  - b. Schedule an IEP meeting, to include appropriate site and District personnel.
2. A special education student shall not be suspended for more than 5 consecutive school days (see Section D, Part 4 of this bulletin).
3. Special education procedures in C1-2 and E.C. 48915.5 are not required to be followed for special education students who commit or attempt to commit sexual assault or sexual battery unless federal law so requires.
4. E.C. Section 48915.6 (HR 3268) modifies the IDEA and allows placement in an alternative educational setting for 45 days for (1) carrying any weapon; (2) possession, use, sale or solicitation of sale of drugs; and (3) committing assault and battery.

## D. Suspension from School

1. Suspension from school shall be preceded by an informal conference, conducted by the principal or designee, with the student. The only exception is noted in D3, below.

At the suspension conference, the student shall be informed of the reason(s) for the disciplinary action. The student shall be given an opportunity to present facts and evidence in his/her defense. The student should be encouraged to make a written statement concerning the charge(s). The statement should be signed by the student and dated.

2. The "principal's designee" should be another administrator. If there is no other administrator at the school, the principal may designate another certificated person. Only one person may serve as the primary designee for the school year. A second certificated person may be designated by the principal to act in place of the principal and the primary designee when both are absent from the school site. The names of the primary and secondary designees must be on file in the principal's office.
3. The principal or designee may suspend a student without affording the student an opportunity for a conference only if the principal or designee determines that an emergency situation exists. The term "emergency situation" means a situation determined by the principal or designee to constitute a clear and present danger to the lives, safety, or health of students or school personnel.

If a student is suspended without a conference, both the parent and the student shall be notified of the student's right to a subsequent conference and of the student's right to return to school for such purpose. The conference shall be held within two school days unless the student waives this right or is physically unable to attend for any reason, in which case the conference shall be held as soon as the student is able to attend.

4. A student may not be suspended for more than five consecutive school days without the approval of the Superintendent, or designee. If expulsion is recommended, the suspension can be extended by the

Superintendent, or designee (see Bulletin 22-4 - Student Expulsion). The total number of days for which a student may be suspended from school may not exceed 20 school days in any school year unless enrolled in the district opportunity where the limit is increased to 30 days.

5. Any student charged by the District Attorney with committing any of the offenses contained in E.C. Section 48900 or Welfare and Institution Code Sections 17-19 may be suspended while charges are pending even if the offense did not occur within the jurisdiction of the District. The students shall be referred to the County Community School Program. Expulsion may also be recommended, even if the Court does not incarcerate the student.

#### E. Suspension from Class

1. A teacher may suspend a student from the teacher's class for any of the acts enumerated in E.C. Section 48900 or 48900.2-48900.4 for the day of the act and the following school day. The teacher shall immediately report the suspension to the principal or designee and send the student to the principal or designee for appropriate action. The teacher shall provide the principal with a written statement of the reasons for the suspension.
2. As soon as possible, but not later than the day of the suspension, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. A school administrator may attend the conference if he chooses to do so, and shall attend the conference if the teacher or the parent or guardian so requests.
3. The student shall not be returned to the class from which he/she was suspended during the period of suspension without the concurrence of the teacher who effected the suspension and the principal.
4. A student suspended from a class shall not be placed in another regular class during the period of suspension. If the student is assigned to more than one class per day, the student may attend the classes from which he/she is not suspended.

5. A teacher may require the completion of tests and assignments missed during the period of suspension.
6. E.C. 48900.1 Parents or Guardians - Classroom Attendance.

A teacher who has suspended a pupil for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or willfully defying the authority of supervisors, teachers, administrators, school officials, or other school personnel engaging in the performance of their duties, may require that the parent or guardian of the pupil attend a portion of a school day with the pupil in the pupil's classroom. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended. The attendance requirements shall apply only to a parent or guardian who is actually living with the pupil.

If a teacher elects to impose this procedure, the principal shall send a written notice to the parent or guardian stating that attendance is pursuant to law (E.C. 48900.1). The notice shall specify that the parent's or guardian's attendance shall be on the day on which the pupil is scheduled to return to class, or within five (5) school days thereafter.

The written notice to attend shall also state that the parent or guardian is required to inform the principal of any factor(s) that may prevent compliance with the notice. The parent or guardian shall inform the principal of such factor(s) within two (2) school days of receipt of the notice to attend. The principal shall determine whether the stated factor(s) is/are valid, and shall inform the parent or guardian whether attendance is excused.

A parent or guardian who has received a written notice shall attend class as specified in the notice, unless attendance has been excused pursuant to this section. The principal shall contact parents or guardians who do not respond to the request to attend school or who do not inform the principal of the factor(s) preventing compliance. The principal shall inform such parents or guardians that attendance is required pursuant to law (E.C. 48900.1).



Parents or guardians who attend school pursuant to this section shall meet with the principal or principal's designee after completing the classroom visitation and before leaving the school site.

No parent or guardian shall be required to attend school pursuant to this section more than four times per school year.

F. Notice of Suspension from School

At the time of suspension, a school employee shall make a reasonable effort to contact the student's parent/guardian in person or by telephone. Written notice of the suspension shall be mailed to the parent/guardian within one school day. All efforts of District personnel to contact the parent/guardian should be recorded in the student's file (see Attachment A).

G. Releasing Student from School

1. An elementary or middle/junior high school student who is suspended shall not be released from school before the end of the student's school day unless the student's parent/guardian or an adult authorized to act for the parent/guardian comes to the school for the student, or a certificated school employee delivers the student to the parent/guardian or to an adult authorized to act for the parent/guardian.

IV. PARENT CONFERENCE

- A. No penalties may be imposed on a student for the failure of the student's parent/guardian to attend a conference with school officials. The student's return to school at the end of any suspension period shall not be contingent upon attendance by the student's parent/guardian at such a conference.
- B. The parent conference shall, whenever practicable, be in the primary language of the parent/guardian. The principal or designee should assist in attempts to provide an interpreter.

## V. ALTERNATIVES TO SUSPENSIONS

- A. Alternative school programs, in lieu of suspension, have kept students with disciplinary problems within the school setting where supportive services are available to help seek solutions.
- B. Alternative educational experiences also provide for fulfillment of the requirement that "other means of correction" (EC 48900.5) precede suspension, or a finding "that other means of correction have repeatedly failed to bring about proper conduct". These conditions are to be met before expulsion is recommended except under special circumstances.
- C. Alternative educational experiences are often referred to as "in-school or in-house suspension". In fact, such a program is not considered a suspension for ADA purposes. It is also not considered in the 20 day school year limit for students.
- D. Well planned alternative educational programs must include provisions for the following:
  1. Objectives for the modification of unacceptable behavior through interrelated instructional and counseling components that keep the pupil in school in a continuing learning experience.
  2. Procedures for assignment to Isolated Learning Center or Elementary Alternative Education Program.
    - a. Students may be assigned alternative educational experiences not to exceed five (5) consecutive school days.

If a student is absent during any one of the days of assignment, the student must bring a signed note from his/her parent/guardian stating the reason for the absence. The principal/designee may require the student to make-up the days missed.

- b. Due process procedures for students assigned to alternative educational experiences are the same as for students suspended from school (see Section III D, Suspension from School).
- c. There will be an Alternative Educational Experience Contract outlining specific requirements and expectations for students (see Exhibit B for sample).

- d. Special Education students may be assigned as long as the individualized education plan (IEP) continues to be implemented during such placement.
- e. Students assigned to this program shall be provided educational learning packets, materials and activities, when homework, classroom assignments, books, and/or materials have not been provided by the regular program teacher(s).
- f. All activities of students assigned to this program including lunch and the use of lavatory facilities shall be provided for and supervised.
- g. The principal shall be accountable to maintain an official roster of enrollment and attendance of all students assigned to this program. The roster will denote daily attendance for ADA accounting purposes. The roster shall be kept on file in the school office for four years, for audit purposes.

## VI. APPEAL PROCEDURES

- A. Parents/guardians are to be advised by the principal or designee of the appeal procedure when there is disagreement with the circumstances which brought about the suspension or with the act of suspension itself.
- B. The sequence of appeal is as follows:
  1. The Principal - Level I
  2. The Associate Superintendent Administration/  
Personnel Services - Level II
  3. The Superintendent - Level III
- C. Each appeal conference shall be arranged within three school days following the request. However, during the period of appeal, the suspension remains in effect for the length of time designated.
- D. The results of the appeal may include, but are not limited to:

1. Sustaining of the suspension in all respects.
  2. Modification of any penalties imposed, and or
  3. Expungement of the suspension from the student's record.
- E. At each level of appeal, a decision shall be made within two school days of the meeting, and the parents shall be notified in writing. At the parent's request, copies of any decisions shall be included in the student's file.

#### VII. SUSPENSION RECORDS

- A. Form 15424 is to be used for all suspensions. One copy is to be mailed to the parents, one copy is to be given to the student, one copy is to be sent to the Superintendent's Office and one copy is to be retained in the student's cum file.
- B. A cumulative record of student suspensions must be maintained for each student. The cum folder is the district designated location.

#### VII. EXHIBITS

- A. Record of Suspension, Form 15424
- B. Alternative Education Placement

For assistance, please call Michael Klentschy, Superintendent, at 352-5712.

APPROVED: MICHAEL KLENTSCHY, Superintendent

DISTRIBUTION: Management Team and School Secretaries



Total Suspensions \_\_\_\_\_  
Total Days \_\_\_\_\_

# EL CENTRO SCHOOL DISTRICT SUSPENSION NOTICE

Special Education \_\_\_\_\_  
Parent Notification: Telephone \_\_\_\_\_  
Letter \_\_\_\_\_  
Conference \_\_\_\_\_

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

Principal or Person Delegated by Principal

Signature

Pursuant to my authority under provisions of Education Code Sections 48900, 48900.2, 48900.3, 48900.4, 48915 and El Centro School District Board Policy, I regret to inform you that it is necessary to suspend \_\_\_\_\_ from \_\_\_\_\_ for \_\_\_\_\_ days beginning \_\_\_\_\_ at \_\_\_\_\_ o'clock. It has been demonstrated to me by a preponderance of evidence that this pupil has violated Section \_\_\_\_\_ of the Education Code\*:

## SPECIFIC ACT WAS

These conditions are in effect during the suspension (EC 48908)

- The student is to be under parental supervision.
- The student is not to be on or about any school campus for any reason.
- The student may not participate in any school activity regardless of location or time.

\_\_\_\_\_ We have made an appointment for you to see me on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. State law requires you to respond to this request without delay. (EC 48911(f)).

\_\_\_\_\_ Your suspended pupil is expected to be back in school on \_\_\_\_\_ at \_\_\_\_\_ o'clock. We are recommending that your pupil be expelled. You will receive a letter from the Superintendent giving time and place for hearing.

(\* Please read notice on back)

## AVISO DE SUSPENSION

Conforme a mi autoridad bajo las estipulaciones del Código Educacional Secciones 48900, 48900.2, 48900.3, 48900.4, 48915 y los Reglamentos de la Mesa Directiva del Distrito Escolar de El Centro siento informarle que es necesario suspender a \_\_\_\_\_ de \_\_\_\_\_ por \_\_\_\_\_ días empezando el \_\_\_\_\_ a las \_\_\_\_\_ en punto. Se ha demostrado por la preponderancia de evidencia que este/a alumno/a: ha violado la Sección \_\_\_\_\_ del Código de Educación.

## EL ACTO ESPECIFICO FUE

Sus condiciones estarán en efecto durante la suspensión (EC 48908)

- El alumno/a deberá estar bajo la supervisión de los padres.
- El alumno/a no deberá de entrar al patio de cualquier escuela por ninguna razón.
- El alumno/a no deberá de participar en ninguna actividad escolar sin considerar el lugar a horario.

\_\_\_\_\_ Le hemos puesto una cita para el día \_\_\_\_\_ a las \_\_\_\_\_ a.m./p.m. La Ley Estatal requiere que usted conteste a esta petición sin demora. (EC 49011(f)).

\_\_\_\_\_ Se espera que su hijo/a suspendido regrese a la escuela el \_\_\_\_\_ día a las \_\_\_\_\_ en punto.

\_\_\_\_\_ Estamos recomendando que su hijo/a sea expulsado. Usted recibirá una carta del Superintendente dando la hora y el lugar de la audiencia.

(\* Por favor lea el aviso al reverso de este documento)

California Education Code Violations  
EC 48900

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
  - b. Possessed, sold or otherwise furnished firearms, knives, explosives or dangerous objects of no reasonable use to the pupil or at a school activity off school grounds.
  - c. Unlawfully possessed, used, sold or otherwise furnished or was under the influence of controlled substance (as defined in Section 11007 of the Health & Safety Code), alcoholic beverage or intoxicant of any kind.
  - d. Offered to sell a controlled substance but delivered a fake.
  - e. Committed or attempted to commit robbery or extortion.
  - f. Caused or attempted to cause damage to school or private property.
  - g. Stolen or attempted to steal school or private property.
  - h. Possessed or used tobacco on school premises.
  - i. Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j. Unlawfully offered, arranged, or negotiated to sell drug paraphernalia as defined in Section 11364 of the Health and Safety Code.
  - k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers or administrators.
  - l. Knowingly received stolen school property or private property.
  - m. Possessed an imitation firearm.
  - n. Committed or attempted sexual assault/battery
  - o. harassed, threatened or intimidated a pupil who is a witness.
- EC 48900.2 (Grades 4-8 inclusive)  
Committed sexual harassment as defined by EC 212.5
- 48900.3 (Grades 4-8 inclusive)  
Committed hate violence (EC 33032.5)
- EC 48900.4 (Grades 4-8 inclusive)  
Harassment, threats or intimidation
- EC 48915  
Violations 48900 (a),(b),(c),(d) and (n) requires the Superintendent to recommend a student's expulsion.

**Evidence**

Such evidence as, when weighed with that opposed to it, has more convincing force and the greater probability of truth - the kind of evidence upon which reasonable are accustomed to rely in the conduct of serious

**NOTICE**

Either you or both you and the student named herein has right to appeal this suspension to the Superintendent of El Centro School District, 1256 Broadway, El Centro, 92243 (telephone 352-5712). The Superintendent, upon of your request, may hold a meeting with you, suspended pupil and the principal. You may have a representative of your choosing to represent you and the pupil at the meeting; however, if the representative is to be counsel, you must notify the Superintendent so that legal counsel of the school district is also present at the meeting. You have the right to inspect the pupil's school as provided in Education Code Section 49069.

Violaciones del Código de Educacional de California  
EC 48900

- a. Causó, intentó causar o amenazó con causar lesiones físicas a otra persona.
  - b. Poseía, vendió o de otra manera proporcionó armas de fuego; cuchillos, explosivos u otros objetos peligros de uso no razonable para el estudiante o a una actividad de la escuela o fuera de la zona escolar.
  - c. Poseía ilegalmente, usó, vendió o de otra manera proporcionó o estaba bajo la influencia de sustancias controladas (como se ha definido en la Sección 11007 del Código de Salud y Seguridad), bebidas alcohólicas o intoxicantes de cualquier clase.
  - d. Ofreció vender una sustancia controlada pero entregó una falsa.
  - e. Cometió o intentó cometer robo o extorción.
  - f. Causó o intentó causar daños a la propiedad escolar propiedad privada.
  - g. Robo o intentó robar propiedad de la escuela o privada.
  - h. Poseía o usó tabaco en los terrenos de la escuela.
  - i. Cometió un acto obsceno o usó constantemente palabras profanas o vulgares.
  - j. Ilegalmente ofreció arregló o negoció la venta de parafenales de drogas como esta definido en la Sección 11364 del Código de Salud y Seguridad.
  - k. Interrumpió las actividades escolares o de otra manera desafió intencionalmente la autoridad de supervisores, maestros, y administradores.
  - l. Recibió propiedad escolar o privada con conocimiento de que era robada.
  - m. En posesión de una arma de fuego de imitación.
  - n. Cometer o intentar hostigamiento sexual/agresión.
  - o. Hostigar, intentar o intimidar a un alumno que es testigo.
- EC 48900.2 (inclusiva grados del 4 al 8)  
Cometió hostigamiento sexual como esta definido en EC EC 212.5
- EC 48900.3 (inclusiva grados del 4 al 8)  
Cometió violencia con odio
- EC 48900.4 (inclusiva grados del 4 al 8)  
Hostigamiento, amenaza o intimidación
- EC 48915 Las violaciones 48900 (a),(b),(c),(d) y (n) requieren la recomendación del superintendente para la expulsión de un alumno.

**Evidencia**

Evidencia como la que al ser balanceada con la evidencia opuesta, tiene mas fuerza de convencimiento y la mayor posibilidad de ser verdadera - la clase de evidencia en la que people las personas razonables estan acostumbradas al confiar al affairs. conducir asuntos serios.

**NOTICIA**

Cualquiera de ustedes o ambos y el estudiante nombrado aquí tiene el derecho de apelar esta suspensión al Superintendente del Distrito Escolar de El Centro, 1256 Broadway, El Centro, CA CA 92243 (teléfono: 352-5712). El superintendente de haber receipt recibido su petición podrá tener una junta con usted, el alumno que suspendido y el director. Ustedes pueden escoger a un representante para que los represente a ustedes y al alumno durante la conferencia; sin embargo, si el representante va a ser un consejero legal, ustedes deben de notificárselo al superintendente para que el consejero legal del distrito escolar también esté presente en la conferencia. Ustedes tienen el records derecho de inspeccionar los archivos escolares del alumno como está provenido el la Sección 49069 del Código Educacional.

EL CENTRO SCHOOL DISTRICT  
DISTRITO ESCOLAR DE EL CENTRO

School/Escuela \_\_\_\_\_

ALTERNATIVE EDUCATION PLACEMENT CONTRACT  
CONTRATO DE COLOCACION EN EDUCACION ALTERNATIVA

DATE/FECHA: \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_ DOB \_\_\_\_\_ GR \_\_\_\_\_ EC \_\_\_\_\_  
Student: Instead of being suspended from school, you have been placed in an alternative education contract for \_\_\_\_\_ day(s):  
on the following date(s) \_\_\_\_\_ Please follow the instructions and rules below:

1. Instead of attending your regular classes on the date(s) listed above, you are to report to the Isolated Learning Center room \_\_\_\_\_, at \_\_\_\_\_ A.M. \_\_\_\_\_ 19 \_\_\_\_\_. Your schedule will be from \_\_\_\_\_ A.M. until \_\_\_\_\_ P.M. You will be in the Isolated Learning Center room all day. Your restroom and lunch breaks will be supervised.
2. You are required to bring paper, pen or pencil, books and materials with you to the Isolated Learning Center room. YOU WILL BE REQUIRED TO DO SCHOOL WORK WHILE YOU ARE IN AN ALTERNATIVE EDUCATION CONTRACT.
3. You will be required to work quietly and continuously.
4. You will be required to complete and turn in all work assigned.
5. IF YOU ARE ABSENT WHILE ASSIGNED TO THE ISOLATED LEARNING CENTER, your parent must telephone the Principal's Office at (619) \_\_\_\_\_ - \_\_\_\_\_ to let the principal know that you will be absent. When you return to school, YOU ARE REQUIRED TO BRING A NOTE EXPLAINING YOUR ABSENCE; and, TO MAKE UP THE ALTERNATIVE EDUCATION CONTRACT DAY(S) missed.
6. When you complete your contract day(s), you will be allowed to resume attending your regular classes.

NAME DEL ALUMNO \_\_\_\_\_ FECHA de NACIMIENTO \_\_\_\_\_ GRADO \_\_\_\_\_ EC \_\_\_\_\_

Alumno: En lugar de ser suspendido, haz sido colocado en un Contrato de Educación Alternativa por \_\_\_\_\_ día(s) en las siguientes fecha(s) \_\_\_\_\_. Por favor sigue las siguientes instrucciones y reglas:

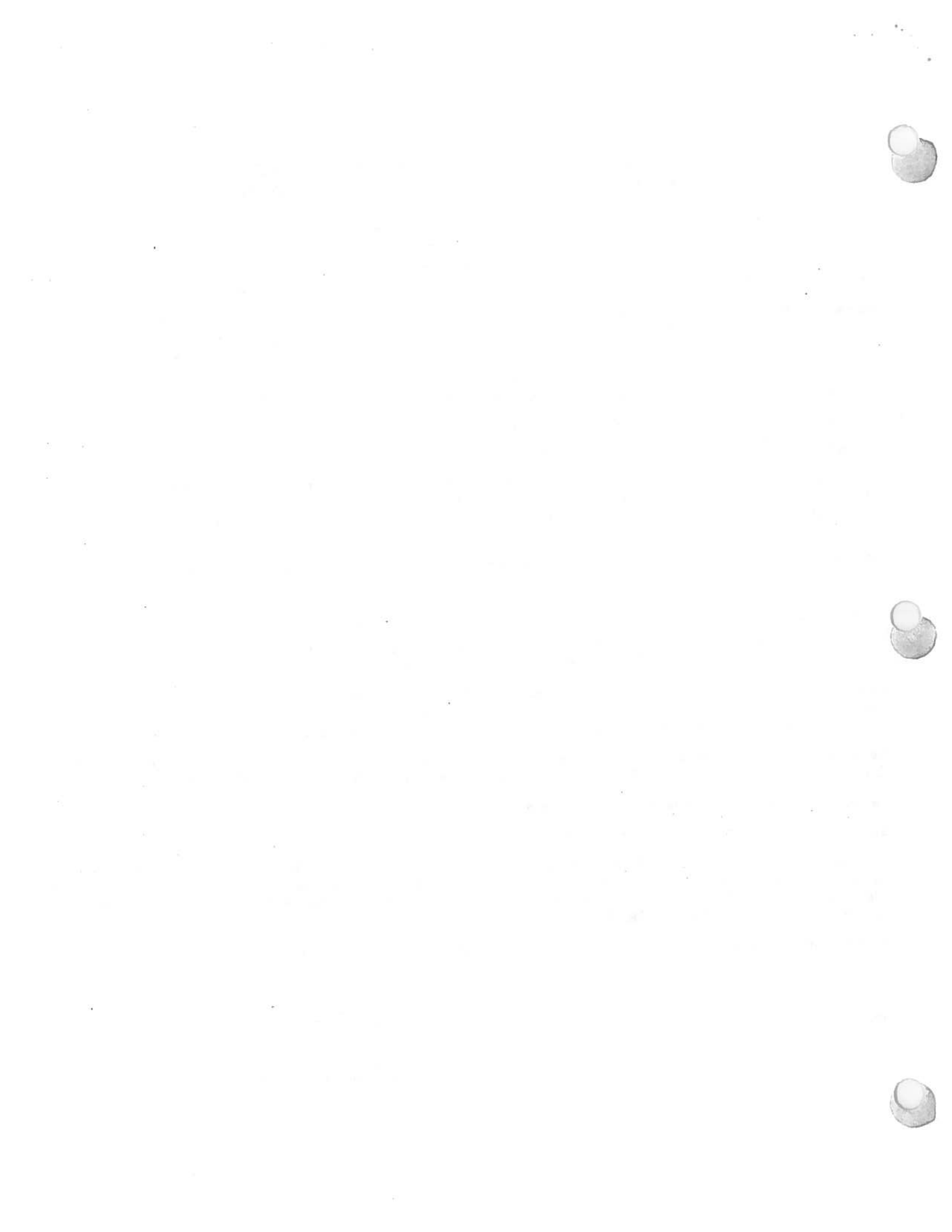
1. En lugar de asistir a tus clases regulares en la(s) fecha(s) anotadas abajo, debes reportarte al Centro de Aprendizaje Aislado salón # \_\_\_\_\_ a las \_\_\_\_\_ a.m. el \_\_\_\_\_ de 19 \_\_\_\_\_. Tu horario será de las \_\_\_\_\_ a.m. hasta las \_\_\_\_\_ p.m. Tendrás que permanecer en el Centro de Aprendizaje Aislado todo el día. Salidas al baño y a la hora del almuerzo serán supervisadas.
2. Se requiere que traigas papel, pluma o lápiz, libros y materiales al salón del Centro de Aprendizaje Aislado. SERA REQUERIDO QUE HAGAS EL TRABAJO ESCOLAR MIENTRAS QUE ESTES EN EL CONTRATO DE EDUCACION ALTERNATIVA.
3. Se requiere que trabajes calladamente y continuamente.
4. Se requiere que completes y entregues todo el trabajo asignado.
5. SI ESTAS AUSENTE MIENTRAS ESTAS ASIGNADO AL CENTRO DE APRENDIZAJE AISLADO, tus padres tendrán que llamar por teléfono a la Oficina del Director/a al (619) \_\_\_\_\_ - \_\_\_\_\_ para avisarle al director que estaras ausente. Al regresar a la escuela, SE REQUIERE UNA NOTA EXPLICANDO TU AUSENCIA; y TENDRAS QUE REPONER LOS DIAS PERDIDOS DEL CONTRATO DE EDUCACION ALTERNATIVA.
6. Cuando completes el/los día/s del contrato, se te permitirá regresar a tus clases regulares.

Students Signature/Firma del Alumno \_\_\_\_\_

Parent's Signature/Firma de los Padres/Tutores \_\_\_\_\_

Signature of Designee/Firma de Persona Designada \_\_\_\_\_





**EL CENTRO SCHOOL DISTRICT**  
**Office of the Superintendent**

BULLETIN NO. 22-4  
(REVISED) October 1, 2004

SUBJECT: STUDENT EXPULSION GUIDELINES

- I. Background
- II. Legal Bases for Student Suspension and Expulsion
- III. Expulsion of Individual With Exceptional Need (IWEN)
- IV. Responsibilities of the School Principal/Designee
- V. Responsibilities of the Superintendent or Designee
- VI. Responsibilities of the Office of Student Support Services
- VII. The District Administrative Panel
- VIII. Reinstatement
- IX. Expulsion from Another District
- X. Expulsion Records
- XI. Attachments

**I. BACKGROUND**

This bulletin informs District personnel of changes in expulsion policy and procedures, including those brought about by recent legislation. The procedures apply to all schools and students of the District.

**II. LEGAL BASES FOR STUDENT SUSPENSION AND EXPULSION**

- A. Education Code Section 48900, 48900.2, 48900.3, 48900.4, and 48915 summarized below, permit the Superintendent or the principal of the school of attendance to recommend expulsion, if it is determined that the student has:
  1. Threatened, attempted, or caused physical injury to another person.
  2. Possessed, sold, or furnished any firearm, knife, explosive, or other dangerous object.
  3. Possessed, used, sold, or furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.
  4. Offered, furnished, or sold any substitute substance represented as a controlled substance or intoxicant of any kind.
  5. Committed or attempted to commit robbery or extortion

6. Caused or attempted to cause damage to school or private property.
  7. Stole or attempted to steal school or private property.
  8. Possessed or used tobacco or any products containing tobacco or nicotine products, including clove cigarettes.
  9. Committed an obscene act engaged in habitual profanity or vulgarity.
  10. Offered, furnished, unlawfully possessed, or sold any drug paraphernalia.
  11. Disrupted school activities or willfully defied the valid authority of school personnel.
  12. Knowingly received stolen school or private property.
  13. Possessed an imitation firearm.
  14. Witnessed harassment or intimidation.
  15. Attempted or committed sexual assault or sexual battery.  
and in grades 4-8:
    16. Committed sexual harassment (E.C. 48900.2)
    17. Hate violence (E.C. 48900.3)
    18. Harassment, threats, or intimidation (E.C. 48900.4)
- B. No student shall be recommended for expulsion for any of the above acts unless such acts are related to school activity or attendance. These acts may occur at any time, including, but not limited to, while on school grounds; while going to or coming from school; during the lunch period, whether on or off campus; during, or while going to or coming, from a school-sponsored activity.
- C. The principal or the Superintendent of Schools shall recommend a student's expulsion for any of the following acts, unless the principal or Superintendent finds, and so reports in writing (see Exhibit #1) to the governing board, that expulsion is inappropriate, due to the particular circumstances which shall be set out in the report of the incident (E.C. 48915 (a)).

1. Causing serious physical injury to another person, except in self-defense.
  2. Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds.
  3. Unlawful possession or sale of any controlled substance (listed in Chapter 2 commencing with Section 11053 of Division 10 of the Health and Safety Code), except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
  4. Committed robbery or extortion.
  5. Committed or attempted to commit sexual assault or sexual battery.
  6. Assault or battery, as defined in CPC (California Penal Code) Sections 240 and 242, upon any school employee.
- D. The principal or the Superintendent of Schools shall immediately suspend, pursuant to Section 48911, any pupil found to be in possession of a firearm at school or at a school activity off school grounds and shall recommend expulsion of that pupil to the governing board. The governing board shall expel that pupil or refer that pupil to a program of study that is appropriately prepared to accommodate students who exhibit discipline problems and is not provided at a comprehensive middle, junior, or senior high school or housed at the school site attended by the pupil at the time the expulsion was recommended to the school board, whenever the principal or Superintendent of Schools and the governing board confirm the following:
1. The pupil was in knowing possession of the firearm.
  2. An employee of the school district verifies the pupil's possession of the firearm.
- E. If a student is recommended for expulsion for reasons listed in Section A (items 6 through 14 and 16 through 18) above, the Board of Trustees must find that one of the following is also true:

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or
  2. That, due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.
- F. Any pupil charged by the District Attorney with committing any of the offenses contained in Section 48900 or Welfare and Institutions Code Subdivision 17-19 to be suspended while charges are pending even if the offense was not committed under school district jurisdiction. The pupil shall be referred to a county community day school. Expulsion may also be recommended even if the Court does not incarcerate the student.

### III. EXPULSION OF INDIVIDUALS WITH EXCEPTIONAL NEEDS (IWEN)

An Individual with Exceptional Needs (IWEN) student is defined as any student with an Individualized Educational Program (IEP) currently in effect.

In any case involving a special education student, immediately contact the Coordinator, Special Education/Pupil Personnel Services.

All alternative education placements of IWEN students, including interim placements, will be made by the Coordinator, Special Education/Pupil Personnel Services.

If a student is currently identified as an Individual with Exceptional Needs (IWEN), arrangements must be made, prior to the recommendation for expulsion, for an Individualized Education Program (IEP) team to review the student's placement.

- A. The IEP team shall review the current situation to determine if the alleged misconduct was a manifestation of the student's identified handicapping condition or the result of an inappropriate placement.
- B. If the team determines that the misconduct was not a manifestation of the handicapping condition, nor the result of an inappropriate placement, then expulsion may be recommended.
- C. If the team determines that the misconduct was a manifestation of the identified handicapping condition or the result of an inappropriate placement, expulsion may not be recommended. The IEP team shall then be responsible for an appropriate disposition of the case.

- D. The parents have the right to appeal the decision of the IEP team. Pending this hearing, and any subsequent judicial review, the student remains in his/her current educational placement unless the parties agree to a different placement or the District obtains a court order permitting a change of placement. ("Placement" refers to type of program, not geographical location.)
- E. The special education procedures in E.C. Section 48915.5 are not required to be followed for special education students who commit or attempt to commit sexual assault or sexual battery unless federal law so requires E.C. Section 48915.6 and HR 3268 modifies the IDEA and allows placement in an alternative educational setting for 45 days for: (1) carrying any weapon; (2) possession, use, sale or solicitation of sale of drugs; and (3) committing sexual assault or battery.

#### IV. RESPONSIBILITIES OF THE SCHOOL PRINCIPAL/DESIGNEE

- A. If the misconduct occurred at or near another school, the principal of that school shall immediately report the matter to the principal of the student's school of attendance and, within three school days, provide the following:
  - 1. A written report which describes the alleged misconduct.
  - 2. Statements from the victim (s) and/or witness (es). These reports must be typed, dated, and signed.
- B. When a student is charged with misconduct covered by E.C. 48900, 48900.2, 48900.4 or 48915, the responsibilities of the principal or designee shall include, but not be limited to, the following steps:
  - 1. Step 1 (Before Schoolday 1)
    - a. Principal learns of student misconduct and investigates the matter including interviewing witness (es) and securing oral and written statements (signed and dated).
    - b. If allegation is sexual assault or sexual battery, principal must advise 'immediately' the complaining witness and accused student to refrain from personal or phone contact with each other during the pendency of any expulsion process (48918.5 (d)), See Exhibit #13a, and Exhibit #13b.

2. Step 2 (Schoolday 1)
  - a. Principal determines student has committed act(s) in E.C. 48900, 48900.2, 48900.3, 48900.4 or 48915 regarding grounds on which a student may be disciplined.
  - b. Principal holds informal conference with student (E.C. 48911 (b)).
    1. Principal informs student reason(s) for discipline and evidence against the student.
    2. Principal gives student opportunity to present his/her version and evidence in his/her defense.
  - c. Principal checks whether police need to be notified (E.C. 48902) for assault, weapon possession or specific controlled substance offense, including replicas or look-alikes (see Bulletin #22-b). In cases where any student possesses a weapon or commits any act of assault with a firearm or other weapon, the principal/designee shall notify law enforcement authorities (E.C. 48902).
  - d. Principal determines whether to suspend student for no more than 5 school days based on:
    1. Principal's investigation.
    2. Student's presentation of facts and defenses.
    3. Section 48900.5 regarding when principal can suspend on a first offense and when principal needs additional finding.
    4. Number of days student has already been suspended (E.C. 48903 and E.C. 48911) is generally maximum 5 days per offense and 20 days per school year. Contact the Superintendent if the 20 day maximum may be exceeded.
  - e. When student expulsion is being considered, consult with the Superintendent concerning the appropriateness of such action.
  - f. Contact Special Education Office at 352-5712 X 533 to determine if the student is Individual with Exceptional Needs (IWEN). If the student is IWEN, follow the procedures outlined in Section III of this bulletin. IWEN students may be suspended for a maximum of ten consecutive days.

- g. The principal or the Superintendent shall recommend a student's expulsion for any of the following, unless the principal or Superintendent finds, and so reports in writing (Exhibit #1) to the Board of Trustees, that expulsion is inappropriate, due to the particular circumstances which shall be set out in the report of the incident (E.C. 48915 (a)).
1. Causing serious injury to another person, except in self-defense.
  2. Possession of any firearm, knife, explosive (replicas or look-alikes are included) or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds.
  3. Unlawful sale of any controlled substance (listed in Chapter 2 commencing with Section 11053 of Division 10 of the Health and Safety Code), including replicas and look-alikes, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
  4. Committed robbery or extortion.
  5. Committed or attempted to commit sexual assault or sexual battery.
- h. Principal prepares and sends written Notice of Suspension (Exhibit #2) to parent (E.C. 48911 (d)). Preferably ask parents to pick up student and hand-deliver OR send with student so parents receive notice the same day if sent with student. Also mail copy via U.S. mail.
1. Include a letter (Exhibit #3) to invite parents to meet with Superintendent's designee (principal or assistant principal) regarding the extension of the suspension until the Board of Trustees has decided the expulsion (E.C. 48911 (g)). Be sure to specify the date and time for the meeting which has been cleared with the designee and which will be between school day 2 and school day 5.



- i. Principal/designee contacts parent. They must make a reasonable effort to contact student's parent by phone or in person (E.C. 48911 (d)). Inform parent of incident and tell parent how the Notice of Suspension is being transmitted to them.
      - a. If student has been released to the police (E.C. 48906) inform the parent to where the minor is reportedly being taken (see Exhibit #4).
    - j. Report suspension to the Superintendent by telephone. Mail copies of the Notice of Suspension (Exhibit #2) via school mail to the Superintendent's Office (E.C. 48911 (e)).
3. Steps 3 (Schoolday 2 – recommended)
  - a. Principal prepares principal's recommendation for expulsion (Exhibit #5).
  - b. Principal delivers principal's recommendation for expulsion to Superintendent via school mail.
4. Step 4 (Schoolday 2-5)
  - a. For students in an elementary or middle level school, the following pertinent information shall be forwarded to the Superintendent.
  - b. After meeting, Superintendent's designee finds that student's presence at school or in alternative school placement would cause danger to persons or property or threat of disrupting the instructional process.
  - c. If the Superintendent's designee cannot find (b) the designee cannot extend the suspension of the student up to the time of the expulsion decision by the Board of Trustees, then the student must be returned to school until the Board of Trustees makes a decision in regards the expulsion.
  - d. Superintendent's designee sends written notice of this finding (b) (Exhibit #6) to parent and informs parent that the student is suspended until the Board of Trustees determines whether to expel. A copy of this notice is also sent to the Superintendent via school mail.

5. To facilitate placement in an alternative educational setting:
  - a. For students in an elementary or middle level school, the following pertinent information shall be forwarded to the Superintendent.
    - Copy of cumulative record.
    - Grades in progress
    - Copy of student's attendance records
  - b. For all IWEN students, send the above information to the Coordinator, Special Education/Pupil Personnel Services who will be responsible for the student's placement.
6. Witness (es)
  - a. School site personnel shall be responsible for both obtaining parental consent and arranging transportation for student witness (es) to attend the Administrative Panel hearing.
  - b. If the witness (es) will not testify due to intimidation, the case shall be referred to the Superintendent for further disposition.
7. An original and five copies of expulsion case materials shall be prepared and submitted to the Superintendent **within 10 school days** and shall include:
  - a. Memorandum from the administrator assigned to the case.
  - b. Statements of the student's previous behavior (social adjustment) and remedial measures taken.
  - c. Report (s) of the student's attendance record.
  - d. Report summarizing the student's health history.
  - e. The student's elementary and middle level cumulative record card and the current scholastic marks (i.e., grades earned at the time of suspension).
  - f. Copies of all the correspondence regarding the student's expulsion case, including a copy of the suspension notice.
  - g. Computer-generated reports must be legible and suitable for duplication.

8. If a student is recommended for expulsion by the principal, the classroom teacher that the student is assigned to (when students are assigned to more than one teacher, only one teacher) shall have the right to attend the Administrative Panel hearing of that student.

#### V. RESPONSIBILITIES OF THE SUPERINTENDENT OR DESIGNEE

- A. When a recommendation for student expulsion is contemplated, the Superintendent or designee shall consult with the principal or designee regarding the appropriateness of such action.
- B. When the principal, pursuant to E.C. 48915a or b submits a Principal's Report In Lieu of Expulsion (see Exhibit #1), and forward the report to the Superintendent's office for compilation and submission to the Board of Trustees.
- C. When the principal submits a recommendation for student expulsion, the responsibilities of the Superintendent or designee shall include, but not be limited to the following steps:
  1. Assist in arranging an alternative educational placement for the student, when appropriate.
  2. Review and approve a recommendation for extension of student suspension pending formal action by the Board of Trustees (see Exhibits #3a and #6a).
    - a. An extension of suspension may be granted only if the Superintendent/designee has determined that the presence of the student at the school or in an alternative school placement would cause a danger to persons or property or a threat of disrupting the instructional process.
    - b. The determination shall be made following a meeting in which the student and parent/guardian are invited to participate, and held within the initial five-day suspension period.
    - c. If the action to extend suspension is not completed within the initial five-day suspension period, then the student shall be placed in an interim educational program. A subsequent extension of the suspension may still be imposed if deemed

necessary by the Superintendent/designee, pending formal action by the Board.

NOTE: An IWEN (Individual with Exceptional Needs) student can be suspended for a maximum of 10 consecutive days.

3. Schedule the Administrative Panel hearing and provide at least 10 calendar days written notification to the parent/guardian (see Exhibit #7 – Notification of Expulsion Recommendation).
  4. NOTE: For sexual assault and battery cases, the Superintendent must notify the complaining student (victim) at least 5 days before the hearing, if he/she is to be a witness (E.C. 48918 (b)). See Exhibit #17a.
  5. Notify the parent/guardian of the disposition of the case within three school days of the conclusion of the Administrative Panel hearing (see Exhibit #9a – Notification of Results of Administrative Panel Hearing).
  6. Schedule closed session expulsion hearing for next regularly scheduled board meeting or call a special meeting to meet statutory regulations.
  7. Notify parent/guardian of board decision (see Exhibit #12a).
- D. Upon conclusion of any Administrative Panel hearing:
1. Prepare facts, findings, and recommendations for submission to the Board of Trustees for formal action (see Exhibit #11(1)).
  2. Verify that the recommended interim placement of the student in an alternative educational program has been accomplished.
  3. Monitor and review the progress of the student under expulsion in order to determine compliance with the terms and conditions of each expulsion hearing.
  4. Direct the school principal to notify all teachers that the student is assigned to the disposition of the expulsion hearing.

## VII. THE DISTRICT ADMINISTRATIVE PANEL

- A. The Administrative Panel is required to recommend expulsion when it finds that (E.C. 48915):
1. A student has been in possession of a firearm, knife, or explosive device.
  2. Student has caused physical injury to a school employee or threatened, attempted or caused physical injury to another person.
  3. A student, absent improper inducement, has unlawfully possessed, used, sold, or otherwise furnished any controlled substances...
  4. Committed extortion or robbery.
  5. A student has committed or attempted to commit sexual assault or sexual battery.
    - a. Please note that this policy affects only the role of the Administrative Panel and ~~does not~~ alter or limit the responsibility of the principal to consider recommending expulsion for the above-stated reasons.
    - b. Each school principal is directed to notify all students, including new enrollees at the time of enrollment, regarding the above policy.
- B. The Administrative Panel is an impartial administrative panel of three or more certificated employees of the District, none of whom are members of the staff of the school in which the student is enrolled. The Administrative Panel shall conduct a hearing, review case documents, interview involved persons, and render a decision within three school days following the hearing.
- C. The Administrative Panel hearing shall be within 30 school days of the date the principal determines that the student has committed any of the acts covered in E.C. 48900, 48900.2-48900.4, unless the student's parent request, in writing, that the hearing be postponed.

- D. A record of the hearing shall be made and maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcript of the proceedings can be made (see Exhibit #8a).
- E. Technical rules of evidence shall not apply to the hearing, but relevant evidence may be admitted and considered only if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs.
- F. Consistent with Board Policy 5012.H.13, the Superintendent has the authority to issue subpoenas for the personal appearance of percipient witnesses pursuant to Education Code Section 48918 (I) (1-4) –see Exhibit #17a.
- G. When the Administrative Panel decides not to recommend expulsion, the proceedings shall terminate and the student shall be returned to a regular or alternative educational program.
- H. When the Administrative Panel decides to recommend expulsion (see Exhibit #11):
1. All findings of fact and recommendations shall be based solely on the evidence presented and accepted at the hearing.
  2. One or both of the following conditions must be in evidence for violations pertaining the EC Section 48915 (a) (see Section II-C) or EC Sections 48900 (f-m), 48900.2-48900.4.
    - a. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
    - b. Due to the nature of the violation, the presence of the pupil might present a continuing danger to the physical safety of the pupil or others.
  3. The recommendations shall include the date, suggested plan of rehabilitation (only for suspended enforcement) or other conditions upon which the student will be eligible for consideration of reinstatement.
- I. Final action on the Administrative Panel's recommendations shall be reviewed by the Board of Trustees in a closed session and reported out in

public session, unless the parent/guardian requests a public hearing session.

- J. The student or parent/guardian may appeal an expulsion from the District to the Imperial County Board of Education within 30 days following the date of formal expulsion action.
- K. Special Rules For Sexual Assault And Battery (Board Policy 5012.H.14).

In sexual assault and sexual battery cases:

1. The school must notify the complaining student (victim) five days before the hearing, if the complaining student is to be a witness (E.C. 48918 (b)). (See Exhibit #17a).
2. The complaining witness can have present at the hearing two adult support people (including legal counsel) who will be admonished that the hearing is confidential.
3. The support people can be removed if they disrupt the hearing.
4. If the support person is also a witness, the school district must follow Penal Code Section 868.5 procedures, which include that the support person must testify before the complaining witness does, and that the complaining witness must be excluded from the hearing while the support person testifies.
5. If the accused student requests a public hearing, the complaining witness (victim) has the right to close the hearing for the victim's testimony if testifying at a public hearing would threaten serious psychological harm to the complaining witness and there is no alternative to avoid the harm: 'including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.' (E.C. 48919 (c)).
6. If the accused student requests a public hearing, evidence of specific instances of prior sexual conduct of the complaining witness shall not be heard unless the hearing officer or person in charge of the hearing determines that extraordinary circumstances require that such evidence be heard (E.C. 48918 (h)).
7. Before the hearing officer or person in charge of the hearing can determine whether extraordinary circumstances require that evidence of specific instances of the prior sexual conduct of the complaining

witness be heard, the complaining witness must be given notice and an opportunity to oppose the introduction of such evidence.

8. In the hearing on admissibility of such evidence, the complaining witness can be represented by legal counsel, parent, or support person.
9. Reputation or opinion evidence regarding sexual behavior of complaining witness 'is not admissible for any purpose.'
10. Allows for postponement of the hearing for one school day to accommodate the physical, mental or emotional needs of the victim (E.C. 48918.5 (b)).
11. The District must provide a separate room for victim before and during breaks in the hearing.
12. Allows reasonable breaks during examination and cross-examination of the victim.
13. Allows hearing officer to limit testimony of complaining witness to hours when the students are normally in school unless there is good cause to take testimony during other hours.
14. Allows the support person to accompany the victim to the witness stand.

**VIII. REINSTATEMENT (see Bulletin #22-5 – October 1, 2004 – Re-Enrollment Procedures for Expelled Students)**

- A. A request for reinstatement must be made in writing by the parent/guardian to the Superintendent to start the process (see Exhibit #18).
- B. A student who has been expelled may be reinstated only by action of the Board of Trustees upon recommendation of the Administrative Panel. The for reinstatement shall be predicated upon an evaluation of the student's adjustment and rehabilitation during the period of expulsion as determined by the Student Expulsion Order (see Exhibit #14). The Student Expulsion Order will be determined by the Administrative Panel and approved by the Board of Trustees at the time of approving the expulsion order.
- C. If the student has not complied with the stipulated conditions of expulsion, or has committed additional violations of E.C. 48900, 48900.2-48900.4 during the period of suspended enforcement, the case may be returned to the Board for further action, including possible enforcement of the original expulsion order.



- D. The Superintendent/designee shall determine an appropriate placement for a student being reinstated. This assigned school or program then becomes the "home school" and is responsible for subsequent remedial action.
- E. Following reinstatement, and upon completion of one successful semester in an educational program, the Board of Trustees, may take action to expunge the record of the expulsion if requested by the parent/guardian in writing to the Superintendent.

#### IX. EXPULSION FROM ANOTHER DISTRICT

- A. Upon request from a person who has been expelled from another school district for an act covered in E.C. 48915a or b, the Board of Trustees shall authorize a hearing to determine whether that individual poses a continuing danger either to the pupils or employees of the District.
- B. The Board of Trustees, when determining whether to enroll a person who has been expelled from another school district for the specified acts, may consider the following options:
  - 1. Deny enrollment.
  - 2. Permit enrollment.
  - 3. Permit conditional enrollment in a regular or alternative educational program.

#### X. EXPULSIONS RECORDS

- A. Expulsion records are official district records. A copy of all expulsion records shall be maintained as follows:
  - 1. Copy to school for student's cumulative record.
  - 2. Copy to Superintendent for District files.
- B. The expulsion record shall contain the following materials:
  - 1. Suspension Notice – Form 15424.
  - 2. Parent Notification of Conference to Extend Suspension (see Exhibit #3a-b).
  - 3. Parent Notification of Suspension Extension (see Exhibit #6a-b).
  - 4. Parent Notice of Expulsion Hearing (see Exhibit #7a-b).

5. Parent Response to Parent Notice of Hearing (see Exhibit #7a-b).
6. Parent Notification of Release of Student to Peace Officer, if appropriate (see Exhibit #4).
7. Hearing Panel Narrative (see Exhibit #5).
8. Written Evidence Submitted at Hearing (see Exhibit #5).
9. Any Written Transcript of Hearing
10. Findings and Recommendations of Hearing Panel (see Exhibit #11(1)).
11. Parent Notice of Findings of Hearing Panel (see Exhibit #9a).
12. Expulsion Summary Sheet (see Exhibit #11(2)).
13. Parent Notice of Findings of Board (see Exhibit #12a).
14. ~~Rehabilitation Plan~~ Form and Material, if appropriate (see Exhibit #14).
15. Principal's Notification To Victim/Accused To Refrain Contact (Sexual Assault/Battery) – (see Exhibits #15a-b and #16a-b).
16. Superintendent's Notice For Victim To Appear As A Witness At Administrative Panel Hearing (Sexual Assault/Battery) – (see Exhibit #17a-b).

## XI. ATTACHMENTS

- A. Exhibit #1 – Principal's Report In Lieu of Expulsion
- B. Exhibit #2 – Suspension/Expulsion Notice
- C. Exhibit #3a-b – Parent Notice of Extension of Suspension Conference
- D. Exhibit #4 – Parent Notification of Removal of Student During School Hours By Peace Officer
- E. Exhibit #5 – Principal's Recommendation for Expulsion
- F. Exhibit #6a-b – Extension of Suspension Letter

- G. Exhibit #7a-b – Notification of Expulsion Recommendation
- H. Exhibit #8a-b – Administrative Panel Documentation
- I. Exhibit #9a-b – Result of Administrative Panel
- J. Exhibit #10a-b – Administrative Panel’s Findings and Decision
- K. Exhibit #11(1) – Administrative Hearing Panel Findings and Recommendation
- L. Exhibit #11(2) – Expulsion Summary
- M. Exhibit #12a-b – Decision of the Governing Board
- N. Exhibit #13a-b – Decision of the Governing Board (If parent is a no show for rehabilitation plan meeting)
- O. Exhibit #14 – Student Expulsion Order Summary
- P. Exhibit #15a-b – Principal’s Notification to Victim to Refrain from Personal or Phone Contact Until Case is Determined (Sexual Assault/Battery Only)
- Q. Exhibit #16a-b – Principal’s Notification to Accused to refrain from Personal or Phone Contact Until Case is Determined (Sexual Assault/Battery Only)
- R. Exhibit #17a-b – Superintendent’s Notice to Inform Victim of Sexual Assault/Battery of Witness Appearance at Administrative Panel Hearing
- S. Exhibit #18 – Application for Readmission

For assistance, please call Michael Klentschy, Superintendent, at 352-5712 X 515.

APPROVED: MICHAEL KLENTSCHY, Superintendent

DISTRIBUTION: Management Team and School Secretaries

EL CENTRO ELEMENTARY SCHOOL DISTRICT  
PRINCIPAL'S REPORT IN LIEU OF EXPULSION  
(Per Education Code Section 48915)

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_ On \_\_\_\_/\_\_\_\_/\_\_\_\_

Committed the following suspension/expulsion offense as set forth in E.C. 48915(a).

- \_\_\_ (1) Causing **SERIOUS PHYSICAL INJURY** to another person except in self-defense.
- \_\_\_ (2) Possession on any **FIREARM, KNIFE, EXPLOSIVE**, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
- \_\_\_ (3) Unlawful **SALE OF ANY CONTROLLED SUBSTANCE**, as defined in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- \_\_\_ (4) **ROBBERY OR EXTORTION**

THE FOLLOWING ACTION HAS BEEN TAKEN:

- \_\_\_ (1) Suspended \_\_\_\_\_ days.
- \_\_\_ (2) Parent conference held on \_\_\_\_/\_\_\_\_/\_\_\_\_.
- \_\_\_ (3) Parent conference pending \_\_\_\_/\_\_\_\_/\_\_\_\_.
- \_\_\_ (4) Parent and student advised of law.
- \_\_\_ (5) Referral to outside agency (Specify): \_\_\_\_\_
- \_\_\_ (6) \_\_\_\_\_ Hours of community service assigned.
- \_\_\_ (7) Other: \_\_\_\_\_

EXPULSION RECOMMENDATION IS INAPPROPRIATE DUE TO:

\_\_\_\_\_  
Principal's Signature

cc: Student's File

Total Suspensions \_\_\_\_\_  
Total Days \_\_\_\_\_

# EL CENTRO SCHOOL DISTRICT SUSPENSION NOTICE

Exhibit #2  
Special Education \_\_\_\_\_  
Parent Notification: Telephone \_\_\_\_\_  
Letter \_\_\_\_\_  
Conference \_\_\_\_\_

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

FROM: \_\_\_\_\_  
Principal or Person Delegated by Principal Signature

Pursuant to my authority under provisions of Education Code Sections 48900, 48900.2, 48900.3, 48900.4, 48915 and El Centro School District Board Policy, I regret to inform you that it is necessary to suspend \_\_\_\_\_ from \_\_\_\_\_ for \_\_\_\_\_ days beginning \_\_\_\_\_ at \_\_\_\_\_ o'clock. It has been demonstrated to me by a preponderance of evidence that this pupil has violated Section \_\_\_\_\_ of the Education Code\*:

SPECIFIC ACT WAS

These conditions are in effect during the suspension (EC 48908)

- . The student is to be under parental supervision.
- . The student is not to be on or about any school campus for any reason.
- . The student may not participate in any school activity regardless of location or time.

\_\_\_ We have made an appointment for you to see me on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. State law requires you to respond to this request without delay. (EC 48911(f)).

\_\_\_ Your suspended pupil is expected to be back in school on \_\_\_\_\_ at \_\_\_\_\_ o'clock.

\_\_\_ We are recommending that your pupil be expelled. You will receive a letter from the Superintendent giving time and place for hearing.

(\* Please read notice on back)

## AVISO DE SUSPENSION

Conforme a mi autoridad bajo las estipulaciones del Código Educacional Secciones 48900, 48900.2, 48900.3, 48900.4, 48915 y los Reglamentos de la Mesa Directiva del Distrito Escolar de El Centro siento informarle que es necesario suspender a \_\_\_\_\_ de \_\_\_\_\_ por \_\_\_\_\_ días empezando el \_\_\_\_\_ a las \_\_\_\_\_ en punto. Se ha demostrado por la preponderancia de evidencia que este/a alumno/a: ha violado la Sección \_\_\_\_\_ del Código de Educación.

EL ACTO ESPECIFICO FUE

Sus condiciones estarán en efecto durante la suspensión (EC 48908)

- . El alumno/a deberá estar bajo la supervisión de los padres.
- . El alumno/a no deberá de entrar al patio de cualquier escuela por ninguna razón.
- . El alumno/a no deberá de participar en ninguna actividad escolar sin considerar el lugar a horario.

\_\_\_ Le hemos puesto una cita para el día \_\_\_\_\_ a las \_\_\_\_\_ a.m./p.m. La Ley Estatal requiere que usted conteste a esta petición sin demora. (EC 49011(f)).

\_\_\_ Se espera que su hijo/a suspendido regrese a la escuela el \_\_\_\_\_ día a las \_\_\_\_\_ en punto.

\_\_\_ Estamos recomendando que su hijo/a sea expulsado. Usted recibirá una carta del Superintendente dando la hora y el lugar de la audiencia.

(\* Por favor lea el aviso al reverso de este documento)

- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
- b. Possessed, sold or otherwise furnished firearms, knives, explosives or dangerous objects of no reasonable use to the pupil or at a school activity off school grounds.
- c. Unlawfully possessed, used, sold or otherwise furnished or was under the influence of controlled substance (as defined in Section 11007 of the Health & Safety Code), alcoholic beverage or intoxicant of any kind.
- d. Offered to sell a controlled substance but delivered a fake.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school or private property.
- g. Stolen or attempted to steal school or private property.
- h. Possessed or used tobacco on school premises.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully offered, arranged, or negotiated to sell drug paraphernalia as defined in Section 11364 of the Health and Safety Code.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers or administrators.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted sexual assault/battery harassed, threatened or intimidated a pupil who is a witness.

48900.2 (Grades 4-8 inclusive)

Committed sexual harassment as defined by EC 212.5

48900.3 (Grades 4-8 inclusive)

Committed hate violence (EC 33032.5)

EC 48900.4 (Grades 4-8 inclusive)

Harassment, threats or intimidation

EC 48915

Violations 48900 (a),(b),(c),(d) and (n) requires the Superintendent to recommend a student's expulsion.

**Evidence**

Such evidence as, when weighed with that opposed to it, has more convincing force and the greater probability of truth - the kind of evidence upon which reasonable are accustomed to rely in the conduct of serious

**NOTICE**

Either you or both you and the student named herein has right to appeal this suspension to the Superintendent of El Centro School District, 1256 Broadway, El Centro, 92243 (telephone 352-5712). The Superintendent, upon of your request, may hold a meeting with you, suspended pupil and the principal. You may have a representative of your choosing to represent you and the pupil at the meeting; however, if the representative is to be counsel, you must notify the Superintendent so that counsel of the school district is also present at the meeting. You have the right to inspect the pupil's school as provided in Education Code Section 49069.

- a. Causó, intentó causar o amenazó con causar lesiones físicas a otra persona.
- b. Poseía, vendió o de otra manera proporcionó armas de fuego, cuchillos, explosivos u otros objetos peligrosos de uso no razonable para el estudiante o a una actividad de la escuela o fuera de la zona escolar.
- c. Poseía ilegalmente, usó, vendió o de otra manera proporcionó o estaba bajo la influencia de sustancias controladas (como se ha definido en la Sección 11007 del Código de Salud y Seguridad), bebidas alcohólicas o intoxicantes de cualquier clase.
- d. Ofreció vender una sustancia controlada pero entregó una falsa.
- e. Cometió o intentó cometer robo o extorsión.
- f. Causó o intentó causar daños a la propiedad escolar propiedad privada.
- g. Robo o intentó robar propiedad de la escuela o privada.
- h. Poseía o usó tabaco en los terrenos de la escuela.
- i. Cometió un acto obsceno o usó constantemente palabras profanas o vulgares.
- j. Ilegalmente ofreció arregló o negoció la venta de parafenales de drogas como esta definido en la Sección 11364 del Código de Salud y Seguridad.
- k. Interrumpió las actividades escolares o de otra manera desafió intencionalmente la autoridad de supervisores, maestros, y administradores.
- l. Recibió propiedad escolar o privada con conocimiento de que era robada.
- m. En posesión de una arma de fuego de imitación.
- n. Cometer o intentar hostigamiento sexual/agresión.
- o. Hostigar, intentar o intimidar a un alumno que es testigo.

EC 48900.2 (inclusiva grados del 4 al 8)

Cometió hostigamiento sexual como esta definido en EC 212.5

EC 48900.3 (inclusiva grados del 4 al 8)

Cometió violencia con odio

EC 48900.4 (inclusiva grados del 4 al 8)

Hostigamiento, amenaza o intimidación

EC 48915 Las violaciones 48900 (a),(b),(c),(d) y (n) requieren la recomendación del superintendente para la expulsión de un alumno.

**Evidencia**

Evidencia como la que al ser balanceada con la evidencia opuesta, tiene mas fuerza de convencimiento y la mayor posibilidad de ser verdadera - la clase de evidencia en la que people las personas razonables estan acostumbradas al confiar al affairs. conducir asuntos serios.

**NOTICIA**

Cualquiera de ustedes o ambos y el estudiante nombrado aquí the tiene el derecho de apelar esta suspensión al Superintendente the del Distrito Escolar de El Centro, 1256 Broadway, El Centro, CA CA 92243 (téléfono: 352-5712). El superintendente de haber receipt recibido su petición podrá tener una junta con usted, el alumno the suspendido y el director. Ustedes pueden escoger a un representante para que los represente a ustedes y al alumno durante la conferencia; sin embargo, si el representante va a legal ser un consejero legal, ustedes deben de notificárselo al superintendente para que el consejero legal del distrito escolar también esté presente en la conferencia. Ustedes tienen el records derecho de inspeccionar los archivos escolares del alumno como está provenido el la Sección 49069 del Código Educacional.

(School Letterhead)

Date

Parent  
Address

RE: EXTENSION OF SUSPENSION CONFERENCE FOR STUDENT, \_\_\_\_\_.

On \_\_\_\_\_ (date), you were notified by \_\_\_\_\_ (administrator) at \_\_\_\_\_ School, that your child, \_\_\_\_\_, would be suspended from school \_\_\_\_\_ (date) through, \_\_\_\_\_ 200\_\_\_\_\_.

You were also informed that your child, \_\_\_\_\_ (student name) is being recommended for expulsion because of violation of Education Code (list section and description). In cases where expulsion is being processed, Education Code 48911(g) provides for the extension of the suspension, if the presence of the student at the school or in an alternative school placement would cause a danger to persons or property or a threat of disturbing the educational process.

An appointment is scheduled for you and \_\_\_\_\_ (student name) to confer with me regarding an extension of your child's suspension on:

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

In the meantime, (student's name), may not enter any campus in the El Centro Elementary School District and may not participate in any school activities regardless of location or time.

Sincerely,

\_\_\_\_\_  
(Administrator)

Enclosure: suspension notice  
cc: Expulsion File

<u>Proof of Service</u>	
Date:	_____
Served to:	_____
	(Name and relationship to student)
Served by:	_____
Certified mail receipt #	_____
Date sent:	_____

(Papel Membretado de la Escuela)

Fecha

Padre(s)

Dirección

RE: CONFERENCIA DE EXTENSION DE SUSPENSION PARA EI/LA ESTUDIANTE,

El (Fecha), usted fué notificado por (administrador) de la escuela \_\_\_\_\_, que su hijo(a), ( nombre del estudiante), sería suspendido(a) de la escuela del (Fecha) hasta el, (Fecha) del 200\_\_.

También se le informó a usted que su hijo(a), \_\_\_\_\_ está siendo recomendado(a) para expulsión debido una violación al Código de Educación (numeración y descripción). En casos en los cuales se está procesando una expulsión, El Código de Educación 48911(g) permite la extension de suspensión, si la presencia de él/la estudiante en la escuela o en una escuela alternativa pueda causar peligro para otras personas o propiedad o pueda interrumpir el proceso educativo.

Una cita ha sido programada para usted y (nombre del estudiante) para discutir conmigo la extensión de la suspensión de su hijo(a) el:

Fecha: \_\_\_\_\_  
Hora: \_\_\_\_\_  
Lugar: \_\_\_\_\_

Mientras tanto, (nombre del estudiante), no puede entrar a ninguno de los campos del Distrito Escolar Primario de El Centro. Y no puede participar en ninguna actividad escolar sin importar la localización o la hora de la misma.

Atentamente,

\_\_\_\_\_  
(Administrador)

Adjunto: (nota de suspensión)  
cc: Expediente de Expulsión

**Prueba de Servicio**

Fecha: \_\_\_\_\_  
Servida a: \_\_\_\_\_  
(Nombre y relación con el estudiante)  
Servida por: \_\_\_\_\_  
# de recibo de correo certificado \_\_\_\_\_  
Fecha enviada: \_\_\_\_\_



REMOVAL OF STUDENT FROM SCHOOL DURING SCHOOL HOURS BY PEACE OFFICER FOR EXPELLABLE ACT

Your child was removed from \_\_\_\_\_ School during school hours by a peace officer making an arrest or taking a child into custody in accordance with the laws of this State and the rules and regulations of this district.

Student Birthdate Age

Parent/Guardian Address Telephone

1. \_\_\_\_\_ (Facility and address where child is taken)

2. Name of Peace Officer \_\_\_\_\_ Badge No. \_\_\_\_\_

3. Law Enforcement Agency \_\_\_\_\_

- 4. Basis for Action (Check one)
( ) Section 836 - Penal Code (Arrest without warrant)
( ) Warrant for arrest
( ) Section 305 - Welfare and Institutions Code - Without Warrant
( ) Section 625 - Welfare and Institutions Code - Without Warrant
( ) With express permission of parent
( ) In case of emergency when parent can not be reached
( ) In case of emergency when rights of one of the persons involved might otherwise be seriously impaired. (Such as child abuse investigation)

5. Parents notified by \_\_\_\_\_ of the removal and place where student taken\*

Date \_\_\_\_\_ Time \_\_\_\_\_

Signature of Principal or Certified Person in Charge

\* EC §48906. When a principal or other school official releases a minor student of such school to a peace officer for the purpose of removing the minor from school premises, such school official shall take immediate steps to and regarding the place to which the minor is reportedly being taken.

cc: Expulsion File Superintendent's Office

**EL CENTRO ELEMENTARY SCHOOL DISTRICT**

\_\_\_\_\_  
In the Matter of the Expulsion of \_\_\_\_\_ )  
\_\_\_\_\_)  
\_\_\_\_\_)  
a \_\_\_\_\_ grade pupil enrolled at \_\_\_\_\_ )  
\_\_\_\_\_)  
\_\_\_\_\_ School \_\_\_\_\_ )

**RECOMMENDATION  
FOR EXPULSION**

I, \_\_\_\_\_, declare and say:

I am presently the principal of \_\_\_\_\_  
Name of School

(Set forth a summary and facts concerning the disciplinary matter of the above named student and the reasons for making a recommendation for expulsion).

**Recommendation:**

Executed the \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_, at

\_\_\_\_\_ California.

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
School Address

*(School Letterhead)*

*Date:*

*Parent(s)*  
*Address:*

*Dear: Parent(s)*

Your child, \_\_\_\_\_, has been suspended from school based on alleged violation of Education Code Section \_\_\_\_\_, *(written description of section)*, and has been recommended for expulsion.

In cases where expulsion is being processed, Education Code 48911(g) provides for the extension of the suspension, based upon the recommendation of the site principal, that the presence of the student at the school or in an alternative school placement, would cause a danger to persons or property or a threat of disturbing the educational process. As the superintendent's designee, I have reviewed the allegations and have decided that the suspension be extended pending final action by the Board of Trustees.

Under the regulations of the district a suspended student:

- 1) May be required to complete any assignments and tests at the teacher's discretion.
- 2) Shall have the right to access his/her records.
- 3) Shall not be allowed to be on school grounds.
- 4) Shall not be allowed to participate in any school activities.

Should you wish clarification or if you have any further questions, you may contact me at

\_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
*Administrator*

cc: Expulsion File

**Proof of Service**

Date: \_\_\_\_\_  
Served to: \_\_\_\_\_  
(Name and relationship to student)  
Served by: \_\_\_\_\_  
Certified mail receipt # \_\_\_\_\_  
Date sent: \_\_\_\_\_

(Papel Membretado de la Escuela)

Fecha:

Padre(s)  
Dirección

Estimado(s) Padre(s)

Su hijo(a), \_\_\_\_\_, ha sido suspendido de la escuela basado en alegaciones de violación a la sección del Código de Educación \_\_\_\_\_, (descripción escrita de la sección), y ha sido recomendado(a) para expulsión.

En casos cuando se está procesando una expulsión, el Código de Educación 48911(g) permite la extensión de la suspensión, si la presencia de él/la estudiante en la escuela o en una escuela alternativa pueda causar peligro para otra persona o propiedad o pueda interrumpir el proceso educativo.

Como representante del superintendente, Yo he recibido las alegaciones y he decidido que la suspensión sea extendida pendiente una acción final por la Mesa Directiva del distrito.

Bajo las regulaciones del distrito un estudiante suspendido:

- 1) Puede ser requerido que complete todas sus tareas y pruebas a la discreción de los maestros.
- 2) Tiene el derecho de tener acceso a sus expedientes.
- 3) No se le permite estar en los terrenos escolares.
- 4) No se le permite participar en ninguna actividad escolar.

Si usted desea clarificación o tiene alguna pregunta, puede contactarme al \_\_\_\_\_.

Atentamente,

\_\_\_\_\_  
Administrador

cc: Expediente de Expulsión

<b><u>Prueba de Servicio</u></b>
Fecha: _____
Servida a: _____ (Nombre y relación con el estudiante)
Servida por: _____
# de recibo de correo certificado _____
Fecha enviada: _____

(District's Letterhead)

CERTIFIED MAIL RECEIPT # \_\_\_\_\_

Date

Parent(s) Name

Address

RE: Expulsion of Your Son/Daughter: ( student name )

Dear Mr. & Mrs. \_\_\_\_\_.

Pursuant to my authority under the provisions of Education Code Section 48911(g), I regret to inform you that it is necessary to continue the suspension of your daughter / son, ( student name ), from ( school ), through ( date ) and , further, that the administration of ( school ), is recommending that your ( daughter / son ), be expelled.

It is alleged that your ( daughter / son, name ), has violated El Centro School District Board Policy Policy number. No pupil, shall, while (or during school related activities off school grounds); ( list policy ) \_\_\_\_\_.

I have also found that:

- \_\_\_\_\_ 1.- That the specific acts numerated above violated Section 48900 ( list specific section a-e ) of the California Education Code.
- \_\_\_\_\_ 2.- I also find that the specific acts enumerated above violate Section 48900 ( list specific section f-l ) of the California Education Code and further find that (a) other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or (b) that due to the nature of the violation, the presence of the pupil might a continuing danger to the physical safety of the pupil or others.

**CERTIFIED MAIL RECEIPT # \_\_\_\_\_**

Page 2

The Board of Trustees' Administrative Panel will meet in the El Centro Elementary School District Board Room, 1256 Broadway, El Centro, California on ( date ) at ( time ) to consider the recommendation that ( student name ) be expelled due to violation of Policy 5012 – ( list policies ).

Please be informed that ( student name ) or you as parent, have the right to appear in person or to employ and be represented by counsel, and that you both have the right to present evidence, oral and documentary, at the hearing to confront and question all witnesses to appear, and to inspect and obtain copies of all documents to be presented. If you fail to attend the hearing, you automatically waive your right to confront and cross-examine, and the right to request further hearings or appeals.

As Superintendent, I have determined that the presence of ( student name ) at ( school ) or an alternative school placement would constitute a danger to persons or property, or a threat of disrupting the instructional process, therefore, he/she shall remain on suspension from the schools of the El Centro Elementary School District pending the outcome of the hearing. During this time of suspension, he/she is required not to be on or near the campus of any school in the El Centro Elementary School District.

Please complete and return the attached from to my office by ( date ), if you wish to attend the expulsion hearing. If you have any questions, please do not hesitate to contact me.

Sincerely,

Dr. Michael P. Klentschy  
Superintendent

MPK/kl  
Attachment (1)  
cc: Expulsion File

**CERTIFIED MAIL RECEIPT # \_\_\_\_\_**

Parents of ( student name )  
( Date )

Page 3

I have received and read the notice of the expulsion hearing of my (son/daughter), (student name), on (date) at (time) at the El Centro Elementary School District's Board Room , 1256 Broadway, El Centro.

I understand this hearing will determine whether my (son/daughter), (student name) will be expelled from the schools of El Centro Elementary School District.

\_\_\_\_\_  
Signature of Parent(s)

\_\_\_\_\_  
Date

**Please check the appropriate space below**

I will attend the scheduled hearing \_\_\_\_\_

I will not attend the scheduled hearing \_\_\_\_\_

I will be represented by legal counsel \_\_\_\_\_

I will not be represented by legal counsel \_\_\_\_\_

I will need a Spanish interpreter to be present at the hearing \_\_\_\_\_

**NOTE:**

If you plan to be represented by legal counsel, you must notify the Superintendent's Office at least 24 hours prior to the hearing, so that counsel for the El Centro Elementary School District may also be present.

Failure to notify the Superintendent's office will result in a delay of the hearing pending a date when the District's counsel may also be present.

(District's Letterhead)

# DE RECIBO DE CORREO CERTIFICADO \_\_\_\_\_

*Fecha*

*Nombre del(los)Padre(s)*

*Dirección*

ASUNTO: Expulsión de su hijo(a) \_\_\_\_\_ (*nombre del estudiante*)

Estimados Sr. y Sra. \_\_\_\_\_:

De acuerdo a mi autoridad bajo las estipulaciones del Código de Educación Sección 48911(g), siento informarle que es necesario continuar la suspensión de su hijo(a) (*nombre del estudiante*), de la escuela (*nombre de la escuela*), hasta el día (*fecha*), y además que la administración de la escuela (*nombre de la escuela*) está recomendando que su *hijo(a)* sea expulsado(a).

Se afirma que su hijo(a) (*nombre del(a) estudiante*), ha violado la póliza número (*número*) de la Mesa Directiva del Distrito Escolar Primario de El Centro. Ningún alumno deberá, mientras estén en los terrenos de la escuela (o durante actividades escolares fuera de la escuela): (*numero de la y su póliza y su descripción*).

Además he encontrado que:

- \_\_\_\_ 1.- Los actos específicos enumerados arriba violan la Sección 48900 (enumere la violación específica de las secciones a-e) del Código de Educación de California.
- \_\_\_\_ 2.- Además encontré que el acto específico enumerado arriba viola la Sección 48900 (enumere la violación específica de las secciones f-I) del Código de Educación de California y también encuentro que: (a) otros medios de corrección no son factibles o repetidamente fracasaron en traer la conducta apropiada y/o (b) debido a la naturaleza de la violación, la presencia del alumno puede causar un peligro continuo para la seguridad física de los alumnos u otros.



# DE RECIBO DE CORREO CERTIFICADO \_\_\_\_\_

Página 2

El Jurado Administrativo de la Mesa Directiva se reunirá en el Salón de Juntas del Distrito Escolar Primario de El Centro, localizado en el 1256 de la calle Broadway, en El Centro, California el (fecha), a las (hora) para considerar la recomendación de que (nombre del estudiante) sea expulsado(a) por violar la(s) póliza (s) (enumere las pólizas).

Por favor tenga en cuenta que (nombre del estudiante), o usted como padre, tiene el derecho de presentarse en persona o de emplear y ser representado por un abogado y que ambos tienen el derecho de presentar evidencias orales, o por escrito en la audiencia para confrontar e interrogar a todos los testigos, y de inspeccionar y obtener copias de todos los documentos presentados. Si usted no se presenta a la audiencia, usted automáticamente renuncia a su derecho de confrontar e investigar a través de testigos y el derecho de solicitar más audiencias o apelaciones.

Yo como Superintendente he determinado que la presencia de (nombre del estudiante) en la escuela (nombre de la escuela) o en una escuela alternativa representaría un peligro para las personas o propiedad o una amenaza al proceso educativo. Por ésta razón (nombre del estudiante) deberá permanecer bajo suspensión de las escuelas del Distrito Escolar Primario de El Centro hasta que la audiencia de la expulsión se lleve a cabo. Durante este tiempo de suspensión, se requiere que (nombre del estudiante) no esté cerca o en ninguna de las escuelas del Distrito Escolar Primario de El Centro.

Por favor llene y regrese la forma adjunta a mi oficina a más tardar para el día (fecha). Si tiene alguna pregunta, por favor comuníquese conmigo.

Atentamente,

Dr. Michael P. Klentschy  
Superintendente

MPK/kl  
Adjuntos (1)  
cc: Expediente de Expulsión

# DE RECIBO DE CORREO CERTIFICADO \_\_\_\_\_

Padres de (nombre del estudiante)  
(Fecha)

Página 3

Yo he recibido y leído el aviso de la audiencia sobre la expulsión de mi hijo/a (nombre del estudiante), el día (fecha) a las (hora) en el Salón de Juntas del Distrito Escolar Primario de El Centro. En el 1256 de la Calle Broadway, en El Centro.

Yo comprendo que ésta audiencia determinará si mi hijo/a (nombre del estudiante) será expulsado/a de las escuelas del Distrito Escolar Primario de El Centro.

\_\_\_\_\_  
Firma del(os) Padre(s)

\_\_\_\_\_  
Fecha

**Favor de marcar los espacios apropiados:**

Yo si voy a asistir a la audiencia programada \_\_\_\_\_

Yo no voy a asistir a la audiencia programada \_\_\_\_\_

Yo voy a estar representado(a) por un abogado \_\_\_\_\_

Yo no voy a estar representado(a) por un abogado \_\_\_\_\_

Yo voy a necesitar un intérprete de Español para la audiencia \_\_\_\_\_

**NOTA:**

Si usted planea ser representado(a) por un abogado, usted debe notificarlo a la oficina del superintendente por lo menos 24 horas antes de la udiencia para que un abogado pueda representar al Distrito Escolar Primario de El Centro.

Si usted no notifica a la oficina del superintendente esto ocasionará una demora de la audiencia hasta que un abogado represente al Distrito.

This hearing is convened to determine whether or not \_\_\_\_\_ should be expelled from the schools of the El Centro Elementary School District.

In order to find the student guilty and go forward with the expulsion, the following facts must be established. (1) That the alleged charge by the administration is true. Due to the seriousness of the violation, other means of correction are not feasible. In making this determination, the panel will be guided by the "preponderance of evidence". This means such evidence as when weighed with that opposed to it has more convincing force and a greater probability of truth. The panel does not have to be convinced a "reasonable doubt" and the evidence does not have to be overwhelming. If the evidence that says he/she is not guilty is slightly more than that which says he/she is guilty, the panel will rule not guilty. If the evidence that says he/she is guilty is slightly more than that which says he/she is not guilty, the panel will rule guilty. This panel is a finder of facts and in making that finding, will have to determine what to believe and whom to believe. This panel will not be bound by strict rules of evidence such as would be obtained in a courtroom, but rather will consider and weigh that kind of evidence upon which reasonable people are accustomed to rely in the conduct of serious affairs.

The burden of proof is on the school to prove its charges. The defendant may cross-examine any witnesses; examine any documents and present additional evidence oral and documentary. If the defendant does not exercise his/her right to cross examination and the right to examine documents, he/she will be deemed to have waived that right.

Let the record show that sitting as members of this Administrative Panel are \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. None of whom is on the staff of the school in which the pupil has been enrolled during the previous three years. The parent/guardian of \_\_\_\_\_ is /is not present, (and accompanied by \_\_\_\_\_).

Esta audiencia es convocada para determinar si \_\_\_\_\_ debería ser expulsado de las escuelas del Distrito Escolar Primario de El Centro. Para encontrar al estudiante culpable y seguir adelante con la expulsión, los siguientes hechos deben ser establecidos. (1) que los cargos y especificaciones declarados por la escuela sean verdaderos.

Debido a la gravedad de la violación otros medios de corrección no son posibles. Al hacer ésta determinación el jurado será guiado por la "preponderancia de evidencia" esto significa que tal evidencia cuando es comparada con la evidencia opuesta tenga más fuerza de convencimiento y una mayor probabilidad de la verdad. El jurado no tiene que estar convencido "fuera de una duda razonable" y la evidencia no tiene que ser determinante. Si la evidencia indica que él/ella es culpable es ligeramente más que la evidencia que indica que él/ella es inocente el jurado declarará culpable. Si la evidencia que indica que él/ella es inocente es ligeramente más que la evidencia que indica que él/ella es culpable el jurado declarará inocente. Este jurado como tribunal y al hacer ésta investigación, tendrá que determinar qué cree y a quién creer.

Este jurado no estará limitado por estrictas reglas de evidencia como las que serán obtenidas en una corte, sino que considerará y comparará esa evidencia; en base a la manera como las personas razonables están acostumbradas a confiar en la conducción de asuntos serios. El cargo de la prueba está en la escuela para probar sus cargos. El demandado podrá contrainterrogar cualquier testimonio; examinar cualquier documento y presentar evidencia oral adicional y documentaria. Si usted no ejerce este derecho de investigación y el derecho de revisar documentos, será como si usted hubiera rechazado este derecho.

En el acta de ésta sesión quedará asentado que los miembros de este jurado son : \_\_\_\_\_, \_\_\_\_\_, y \_\_\_\_\_. Ninguno de los cuales es miembro del personal de la escuela en la cual está matriculado(a) el/la alumno(a), o ha pertenecido al personal de escuela en la cual ha estado inscrito(a) durante los tres años anteriores. El padre/tutor de \_\_\_\_\_ está/no está presente (y acompañado por \_\_\_\_\_).

(District's Letterhead)

CERTIFIED MAIL RECEIPT # \_\_\_\_\_

Date

Parent(s) Name

Address

RE: Results of Expulsion Hearing of Your Child, \_\_\_\_\_ (student name) \_\_\_\_\_.

Dear Mr. & Mrs. \_\_\_\_\_

On (date) \_\_\_\_\_, a hearing was held to determine whether or not your son/daughter, (student name) \_\_\_\_\_ should be expelled from the schools of the El Centro Elementary School District. The results of that hearing are as follows:

The Administrative Panel finds that the facts presented by the school are true and that (student name) \_\_\_\_\_ did violate school district policies and California Education Code regulations. Specific behaviors include (describe specific behavior /act \_\_\_\_\_). The commission of this act is a violation of California Education Code Section 48900 (list specific code section and description) and El Centro Elementary School District Board Policy 5012-C- (list specific policy and description).

It is the decision of the Administrative Panel that (student name) \_\_\_\_\_, be permanently expelled from the schools of the El Centro Elementary School District with the right to apply for readmission in (date) \_\_\_\_\_. Due to the nature of the violation, other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or the continuing presence of (student name) \_\_\_\_\_ might present a continuing danger to other students. (student name) \_\_\_\_\_ is to attend an alternative education program such as Community School and show satisfactory progress. He/She is to serve \_\_\_\_\_ hours or community service work and attend \_\_\_\_\_ classes/sessions of \_\_\_\_\_. You, the parent(s), are to attend \_\_\_\_\_ sessions of parent classes with \_\_\_\_\_. During the time of this expulsion, the student is not to be near or on the campus of any school in the El Centro Elementary School District during normal school hours.

You are hereby notified that the Board of Trustees of the El Centro Elementary School District will review this decision of its Administrative Panel at its regularly scheduled meeting. If you plan to appear before the Board, please notify Kathy Lemos at 352-5712, Ext. 515.

Sincerely,

Dr. Michael P. Klentschy  
Superintendent

MPK/kl  
cc: Student's Cumulative File

(District's Letterhead)

# DE RECIBO DE CORREO CERTIFICADO \_\_\_\_\_

*Fecha*

*Nombre del(los)Padre(s)*

ASUNTO: Resultado de la Audiencia de Expulsión de su Hijo(a) (nombre del estudiante).

Estimados Sr. y Sra. (nombre de los padres)

El (fecha) se llevó a cabo una audiencia para determinar si su hijo(a) (nombre del estudiante), debería ser expulsado(a) de las Escuelas del Distrito Escolar Primario de El Centro. Los resultados de dicha audiencia son los siguientes:

El Jurado Administrativo encontró que la evidencia presentada por la escuela es verdadera y que (nombre del estudiante) sí violó las pólizas del distrito y las regulaciones del Código de Educación de California. El comportamiento específico incluye (describa el comportamiento/acto específico). La comisión de este acto está en violación del Código de Educación, Sección 48900 (número y descripción del código), y Póliza del Distrito Escolar Primario de El Centro 5012-C- (número y descripción de la póliza).

Es la recomendación del Jurado Administrativo que (nombre del estudiante) sea permanentemente expulsado(a) de las escuelas del Distrito Escolar Primario de El Centro con derecho de aplicar para ser readmitido el (fecha). Debido a la naturaleza de la violación, otros medios de corrección no son factibles o repetidamente fracasaron en traer la conducta apropiada y/o la continua presencia de (nombre del estudiante) en la escuela puede presentar un continuo peligro para otros estudiantes. (nombre del estudiante) deberá asistir a un programa de educación alternativo como la Escuela de la Comunidad y mostrar progreso satisfactorio. El/Ella deberá servir \_\_\_\_\_ horas de servicio comunitario y asistir a \_\_\_\_\_ clases/sesiones de \_\_\_\_\_. Usted(es) como padre(es) deberán asistir a \_\_\_\_\_ sesiones de clases para padres con el program \_\_\_\_\_. Durante el tiempo de la expulsión, el/la estudiante no deberá estar cerca o en los patios de cualquier escuela del Distrito Escolar Primario de El Centro durante horas normales de clases.

Por este medio queda usted notificado(a) de que la Mesa Directiva tomará la acción final en esta decisión de su Jurado Administrativo en su junta regular programada. Si usted piensa presentarse ante la Mesa Directiva, por favor comuníquese con Kathy Lemos en mi oficina at 352-5712 Ext. 515.

Atentamente,

Dr. Michael P.Klentschy  
Superintendente

MPK/kl

cc: Expediente Acumulativo del Estudiante

**Administrative Panel's Findings and Decision**

STUDENT'S NAME: \_\_\_\_\_

SCHOOL ATTENDING: \_\_\_\_\_

\_\_\_ Request for expulsion is denied \_\_\_\_\_ is to return to \_\_\_\_\_ School.

\_\_\_ The Administrative Panel finds that the facts presented by the school are true and that \_\_\_\_\_ did violate school district policies and California Educational Code Regulations. Specific behaviors include unlawful possession of a controlled substance ( \_\_\_\_\_ ) listed in Chapter 2 Division 10 of the Health and Safety Code. The commission of this act is a violation of California Education Code Section 48900-c and ECSD Policy 5012-C-3.

\_\_\_ The Administrative Panel finds that the facts presented by the school are true and that \_\_\_\_\_ did violate school district policies and California Education Code regulations. Specific behaviors include continued willful defiance of the valid authority of school personnel engaged in the performance of their duties. The commission of this act is a violation of California Education Code Section 48900-k and ECSD Policy 5012-C-11

\_\_\_ The Administrative Panel finds that the facts presented by the school are true and that \_\_\_\_\_ did violate school district policies and California Educational Code regulations. Specific behaviors include

\_\_\_\_\_ in violation of Section 48900 - \_\_\_\_\_ - of the California Educational Code and El Centro Elementary School District Policy 5012-C- \_\_\_\_\_.

\_\_\_ The Administrative Panel has considered the fact that \_\_\_\_\_ is a Special Education student and that an IEP meeting has been held after the date of the offense in which the IEP team determined that \_\_\_\_\_ has the ability to know the difference between right and wrong.

\_\_\_ Due to the nature of the violation, other means of correction are not feasible and/or the continued presence of \_\_\_\_\_ at school might present a continuing danger to other students.

\_\_\_ It is the recommendation of this hearing panel that \_\_\_\_\_ be permanently expelled from the schools of the El Centro Elementary School District with the right to apply for readmission on/in \_\_\_\_\_. Such request for readmission should be directed to the principal at the school in which the student would be attending upon readmission. (Administrative Panel should determine the length of the expulsion and establish the date upon which the student may apply for readmission, but in no case, should the date for readmission exceed the last day of the semester following the semester in which the expulsion is being recommended).

\_\_\_ Student is to attend an alternative education program such as the Community School and show satisfactory progress. The student is not to register at any school until a Rehabilitation Plan has been signed.

\_\_\_ During the time of this expulsion, the student is not to be near or on the campus of any school in the El Centro Elementary School District during normal school hours.

\_\_\_ The Administrative Panel recommends that the expulsion order be suspended under the following conditions:

\_\_\_ The student be transferred to \_\_\_\_\_ School for the remainder of the \_\_\_\_\_ school year.

\_\_\_ The student will attend school regularly and maintain a standard of behavior acceptable to the school principal.

\_\_\_ The student will comply with a contract for school attendance, behavior work habits, cooperation with school officials, etc, which shall be developed and agreed to by the student, parents/guardian, and school principal or designee.

\_\_\_ The student is to serve 120 hours of community service work.

\_\_\_ The student is to attend \_\_\_\_\_ sessions of Anger Management classes.

\_\_\_ The student is to attend \_\_\_\_\_ sessions of Alcohol/Drug awareness classes.



\_\_\_ The parents are to attend \_\_\_\_\_ sessions of parenting classes.

\_\_\_ Other conditions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ If student violates any part of the agreed contract, he/she will be immediately expelled from the schools of ECESD for the remainder of the \_\_\_\_\_ school year.

\_\_\_ This recommendation will be presented to the El Centro Elementary School District Board of Trustees for final action at their next regular board meeting. Your family will be notified in writing of the time and place of the meeting and your right to attend the meeting and your right to appeal this decision and/or the decision of the Board of Trustees. You must notify Kathy Lemos in the Superintendent's Office if you plan to attend the meeting.

\_\_\_ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Decisiones y Descubrimientos del Jurado Administrativo**

NOMBRE DEL ALUMNO: \_\_\_\_\_

ESCUELA DE ASISTENCIA: \_\_\_\_\_

\_\_\_ Solicitud de expulsión es negada. \_\_\_\_\_ regresará a la Escuela \_\_\_\_\_.

\_\_\_ El Jurado Administrativo encontró que la evidencia presentada por la escuela es verdadera y que \_\_\_\_\_ si violó las pólizas del distrito y las regulaciones del Código de Educación de California. El comportamiento específico incluye la posesión ilegal de una sustancia controlada ( \_\_\_\_\_ ) enumerada en el Capítulo 2 de la División 10 del Código de seguridad y Salud. La comisión de este acto está en violación del Código de Educación Sección 48900-c y Póliza del ECSD 5012-C-3.

\_\_\_ El Jurado Administrativo encontró que la evidencia presentada por la escuela es verdadera y que \_\_\_\_\_ si violó las pólizas del distrito y las regulaciones del Código de Educación de California. El comportamiento específico incluye el continuo desafío de la autoridad válida del personal escolar empleado en el desarrollo de sus deberes. La comisión de este acto está en violación del Código de Education Sección 48900-k y Póliza del ECSD 5012-C-11.

\_\_\_ El Jurado Administrativo encontró que la evidencia presentada por la escuela es verdadera y que \_\_\_\_\_ si violó la pólizas del distrito y las regulaciones del Código de Educación de California. El comportamiento específico incluye \_\_\_\_\_ en violación de la Sección \_\_\_\_\_ - del Código de Educación de California y Póliza del Distrito Escolar Primario de El Centro 5012-C \_\_\_\_.

\_\_\_ El Jurado Administrativo ha considerado el hecho de que \_\_\_\_\_ es un alumno de Educación Especial y que una junta IEP fué programada después de la fecha de la ofensa en el cual el equipo IEP determinó que \_\_\_\_\_ estaba apropiadamente ubicado y que el comportamiento en cuestión no fué causado por su condición de incapacidad.

Debido a la naturaleza de la violación, otros medios de corrección no son factibles y/o la continua presencia de \_\_\_\_\_ en la escuela puede presentar un peligro continuo para los demás alumnos.

Es la recomendación del Jurado Administrativo que \_\_\_\_\_ sea expulsado permanentemente de las escuelas del Distrito Escolar Primario de El Centro por \_\_\_\_\_ con el derecho de aplicar para ser readmitido(a) el \_\_\_\_\_. Dicha solicitud de readmisión deberá ser dirigida al director de la escuela a la cual asistirá luego de ser readmitido. ( El Jurado Administrativo deberá determinar la período de la expulsión y establecer la fecha cuando el alumno puede aplicar para ser readmitido(a), pero en ningún caso, la fecha de readmisión debe exceder el ultimo día del semestre siguiente al cual la expulsión fué recomendada).

El alumno deberá asistir a un programa educativo alternativo como la Escuela de la Comunidad. Y mostrar progreso satisfactorio. El alumno no debe registrarse en ninguna escuela hasta que un Plan de Rehabilitación sea firmado.

Durante el tiempo de la expulsión, el alumno no deberá estar cerca o en los patios de cualquier escuela del Distrito Escolar Primario de El Centro durante horas normales de clases.

El Jurado Administrativo recomienda que la expulsión sea suspendida bajo las siguientes condiciones:

El alumno deberá ser trasladado a la Escuela \_\_\_\_\_ por el resto del año escolar \_\_\_\_\_.

El alumno asistirá a la escuela regularmente y mantendrá un comportamiento aceptable para el director de la escuela.

El alumno cumplirá completamente con un contrato de asistencia escolar, comportamiento, hábitos de trabajo, cooperación con los oficiales de la escuela, etc. el cual sera desarrollado en acuerdo con el alumno, padre/tutor y director de la escuela o persona asignada.

El alumno completará 120 horas de trabajo de servicio comunitario.

El alumno completará \_\_\_\_\_ sesiones de clases para controlar el enojo ira.

\_\_\_ El alumno completará \_\_\_\_\_ sesiones de clases de educación sobre alcohol y drogas.

\_\_\_ Los padres asistirán a \_\_\_\_\_ sesiones de clases para padres.

\_\_\_ Otras condiciones \_\_\_\_\_

\_\_\_\_\_

\_\_\_ Si el alumno viola cualquier parte de este contrato, el/ella será expulsado(a) inmediatamente de las escuelas del Distrito Escolar Primario de El Centro por el resto del año escolar \_\_\_\_\_.

\_\_\_ Esta recomendación será presentada a la Mesa Directiva del Distrito Escolar de El Centro para una acción final en la siguiente junta regular. Si usted/ la familia sera notificado(a) por escrito del lugar y horario de la junta y su derecho de asistir a la junta así como su derecho de apelar la decision y/o la decisión de la Mesa Directiva. Usted deberá notificar a Kathy Lemos en la oficina del superintendente si asistirá a la junta.

\_\_\_ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EL CENTRO ELEMENTARY SCHOOL DISTRICT  
ADMINISTRATIVE HEARING PANEL FINDINGS AND RECOMMENDATIONS

STUDENT:  
SCHOOL:  
GRADE:

STUDENT NUMBER:  
DATE OF BIRTH:

DATE:

PANEL MEMBERS:

The Administrative Panel in the case of the recommendation for expulsion by \_\_\_\_\_  
School, of student, \_\_\_\_\_, Grade \_\_\_\_, Student No. \_\_\_\_\_, makes the  
following findings and recommendations based on the evidence presented to the panel in the hearing of  
\_\_\_\_\_. (If applicable) \_\_\_\_\_ is a special education student.

Evidence was presented to the panel by the school, \_\_\_\_\_; by the student,  
\_\_\_\_\_; by the student's parent, \_\_\_\_\_, who was assisted by the  
District interpreter \_\_\_\_\_. Additional evidence was presented in the form of written  
(specify information presented to the panel with dates, name of documents, etc.) \_\_\_\_\_

Based on this evidence and the seriousness of this charge, the panel finds \_\_\_\_\_  
(guilty) or (not guilty) of the violation of California Education Code Section (\_\_\_\_\_) and El Centro  
Elementary School District Board Policy 5012-C-

Specifically, \_\_\_\_\_

This recommendation is based upon the following evidence: (Specifically list the evidence) (Written  
description of specific reasons the panel ruled the way they did.).

(if special education and if applies) – Due to the nature of his handicapped condition, expulsion may not  
be the most appropriate disciplinary action for \_\_\_\_\_.

Due to the nature of the violation, other means of correction are not feasible or have repeatedly failed to  
bring about proper conduct, and/or the continuing presence of  (student name)  might present a  
continuing danger to other students.

Based on this evidence, the Administrative Hearing Panel recommends that \_\_\_\_\_ be (permanently expelled) or (not be expelled) from the schools of the El Centro Elementary School District. \_\_\_\_\_ may apply for readmission on/in \_\_\_\_\_. The student is to attend school through an alternative education placement such as the Community School and show satisfactory progress. The student is also to serve 120 hours of community service. The student is to attend \_\_\_\_\_ classes/sessions of \_\_\_\_\_. The parents are to attend 8 sessions of parenting classes with the \_\_\_\_\_ program.

(If the panel determines that the expulsion is to be suspended then the conditions for the suspension needs to be addressed in a format as follows) However, due to the recommendation of the school and the student's prior behavioral record at \_\_\_\_\_ School, the Administrative Hearing Panel recommends that the expulsion order be suspended under the following conditions:

1. \_\_\_\_\_ be transferred to \_\_\_\_\_ School for the remainder of the \_\_\_\_\_ school year.
2. \_\_\_\_\_ will attend school regularly and maintain a standard of behavior acceptable to the school principal.
3. \_\_\_\_\_ will comply fully with a contract for school attendance, behavior, work habits, cooperation with school officials, etc., which shall be developed and agreed by the student, parents/guardians, and school principal or designee.
4. Other conditions as outlined by panel.
5. If \_\_\_\_\_ violates any part of the agreed contract he/she will be immediately expelled from the schools of the El Centro Elementary School District for the remainder of the \_\_\_\_\_ school year.

---

Chairperson

**EL CENTRO ELEMENTARY SCHOOL DISTRICT  
PUPIL SERVICES AND ATTENDANCE  
Expulsion Summary / Reinstatement of Student**

Student's Name: \_\_\_\_\_ # \_\_\_\_\_ Grade: \_\_\_\_\_ D.O.B. \_\_\_\_\_

School: \_\_\_\_\_ Sp. Ed.: (R.S.P.) \_\_\_\_\_ (S.D.C.) \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W): \_\_\_\_\_

Probation Officer/Case Worker: \_\_\_\_\_ Phone: \_\_\_\_\_

Referral to Community School: \_\_\_\_\_ IEP (change of placement): \_\_\_\_\_

Expulsion hearing date: \_\_\_\_\_ Expulsion Date: \_\_\_\_\_

**ED CODE VIOLATION:**

**ECESD BOARD POLICY VIOLATION:**

**SPECIFIC FACTS:**

Eligible for readmission: \_\_\_\_\_

Suspended Expulsion: \_\_\_\_\_

Conditions for readmission:

	COMPLETED		(Date)
	(Yes)	(No)	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Readmission hearing: \_\_\_\_\_ Recommendation for Reinstatement: YES \_\_\_ NO \_\_\_

Readmission date: \_\_\_\_\_ Recommended Placement: \_\_\_\_\_  
(School)

Change of Placement IEP: \_\_\_\_\_

**COMMENTS:**

(District's Letterhead)

**CERTIFIED MAIL RECEIPT # \_\_\_\_\_**

Date

Parent(s) Name  
Address

RE: Decision of the Governing Board

Dear Mr. & Mrs. (Parent's name)

On (board meeting date) at its regular board meeting, the Board of Trustees of the El Centro Elementary School District confirmed the decision of its Administrative Panel as follows:

The allegation by the school is true. (student's name) did violate school district policies and California Education Code regulations. Specific behaviors include (describe specific behavior/act). The commission of this act is a violation of California Education Code Section 48900 (list specific code section and description) and El Centro Elementary School District Board Policy 5012-C- (list specific policy and description).

(student name) is permanently expelled from the schools of the El Centro Elementary School District with the right to apply for readmission on (time of expulsion). I have scheduled an appointment on \_\_\_\_\_ at \_\_\_\_\_ to review with you the conditions of your child's Rehabilitation Plan which must be satisfactorily completed before your child can be considered for readmission. During this time of expulsion, (student's name) is not to be on or near the campus of any school in the El Centro Elementary School District. (student name) is also to enroll in an alternative education program such as Community School and show satisfactory progress, (list other conditions of expulsion).

You are hereby notified that you have the right to appeal this decision to the County Board of Education within 30 days of (date of board meeting).

You are also hereby notified that it is your obligation to inform any new district, in which (name of student) enrolls that he/she has been expelled.

Sincerely,

Dr. Michael P. Klentschy  
Superintendent

MPK/kl  
cc: Cumulative File



(District's Letterhead)

# DE RECIBO DE CORREO CERTIFICADO \_\_\_\_\_

**Fecha**

**Nombre del(los)Padre(s)**  
**Dirección**

**ASUNTO:** Decisión de la Mesa Directiva

Estimados Sr. y Sra. (nombre de los padres):

El (fecha de la junta) en una junta regular, la Mesa Directiva del Distrito Escolar Primario de El Centro confirmó la decisión de su Jurado Administrativo y es lo siguiente:

El argumento presentado por la escuela es verdadero. (nombre del estudiante) sí violó las pólizas del distrito y las regulaciones del Código de Educación de California. El comportamiento específico incluye (describa el comportamiento/acto específico). La comisión de este acto está en violación del Código de Educación, Sección 48900 (número y descripción del código), y Póliza del Distrito Escolar Primario de El Centro 5012-C- (número y descripción de la póliza).

(nombre del estudiante) está permanentemente expulsado(a) de las escuelas del Distrito Escolar Primario de El Centro con el derecho de aplicar para readmisión el (fecha de expulsión). Yo he programado una cita el día \_\_\_\_\_ a las \_\_\_\_\_ para revisar las condiciones del Plan de Rehabilitación de su hijo/a el cual deberá ser completado satisfactoriamente antes de que su hijo/a pueda ser considerado para readmisión. Durante el tiempo de expulsión, (nombre del estudiante) no deberá estar cerca o en los patios de cualquier escuela del Distrito Escolar Primario de El Centro. (Nombre del estudiante) también deberá registrarse en un programa educativo alternativo como la Escuela de la Comunidad y mostrar progreso satisfactorio, (Enumere otras condiciones de la expulsión).

Por este medio está usted notificado de su derecho de apelar esta decisión a la Mesa Directiva del Condado dentro de 30 días a partir del (fecha de la junta).

También está usted informado de que es su obligación el informar al nuevo distrito donde (nombre del estudiante) se registre que él/ella ha sido expulsado.

Atentamente,

Dr. Michael P. Klentschy  
Superintendente

MPK/kl  
cc: Expediente Acumulativo del Estudiante

(District's Letterhead)

CERTIFIED MAIL RECEIPT # \_\_\_\_\_

Date

Parent(s) Name  
Address

RE: Decision of the Governing Board (*parent did not show to Rehabilitation Plan meeting*)

Dear Mr. & Mrs. (Parent's name)

As you are aware, the Board of Trustees of the El Centro Elementary School District upheld the recommendation of the Administrative Panel that your son/daughter, \_\_\_\_\_, was in violation of El Centro Elementary School District Policy 5012-C- \_\_\_\_\_ and California Educational Code Section 48900 \_\_\_\_\_ and permanently expelled him/her from the schools of the El Centro Elementary School District on \_\_\_\_\_. The specific behavior which caused this action was that \_\_\_\_\_.

Before your son/daughter can be readmitted to any regular public school, he/she must first fulfill certain terms and conditions of the expulsion order. Several attempts were made to meet with you and your child to review the conditions of the expulsion, but were unsuccessful. Enclosed is a copy of the terms and conditions for readmission. In order to be readmitted to any regular public school program, \_\_\_\_\_ must meet these terms and conditions.

After ( date ) , you must bring proof of compliance of these conditions and apply for readmission through the Superintendent's Office. The Board of Trustees must grant readmission status for \_\_\_\_\_ to enroll in any regular public school program. At the same time, you may request Board consideration for expungement of his/her records pertaining to this expulsion. Please review the terms and conditions for readmission and if you have any questions, do not hesitate to contact me.

Sincerely,

Dr. Michael P. Klentschy  
Superintendent

MPK/kl  
cc: Student's Cumulative File

(District's Letterhead)

# DE RECIBO DE CORREO CERTIFICADO \_\_\_\_\_

*Fecha*

*Nombre del(los)Padre(s)*  
*Dirección*

ASUNTO: Decisión de la Mesa Directiva (Los padres no asistieron a la junta del Plan de Rehabilitación)

Estimados Sr. & Sra.: *(nombre de los padres)*

Como usted está ya enterado, la Mesa Directiva del Distrito Escolar de El Centro, sostuvo la recomendación del Jurado Administrativo que su hijo(a) \_\_\_\_\_ si estuvo en violación de la Póliza del Distrito Escolar Primario de El Centro 5012-C- \_\_\_\_\_ y la Sección 48900 \_\_\_\_\_ del Código de Educación de California y fué expulsado(a) de las escuelas del Distrito Escolar Primario de El Centro el \_\_\_\_\_. La conducta específica que causó ésta acción fué \_\_\_\_\_.

Para que \_\_\_\_\_ sea readmitido/a a cualquier escuela pública regular, él/ella tendrá que cumplir con ciertos términos y condiciones en la orden de expulsión. He intentado en varias ocasiones hacer una cita para revisar estas condiciones con usted y su hijo/a \_\_\_\_\_, sin tener éxito. Adjunto está una copia de los términos y condiciones para la readmisión. Para ser readmitido/a a cualquier programa de escuela pública regular, tendrá que cumplir con los términos y condiciones.

Después del \_\_\_\_\_, usted tendrá que traer comprobantes de cumplimiento de estas condiciones y someter una solicitud de readmisión a través de la oficina del Superintendente. La Mesa Directiva deberá concederle el estado de readmisión a \_\_\_\_\_ para que pueda inscribirse en cualquier programa de escuela pública regular para \_\_\_\_\_. Al mismo tiempo usted puede solicitar que la Mesa Directiva considere la eliminación permanente de los documentos pertinentes a ésta expulsión de su archivo escolar. Revise los términos y condiciones de readmisión, si tiene alguna pregunta, por favor comuníquese conmigo.

Atentamente,

Dr. Michael P. Klentschy  
Superintendente

MPK/kl  
cc: Expediente Acumulativo del Estudiante

**EL CENTRO ELEMENTARY SCHOOL DISTRICT  
STUDENT EXPULSION ORDER SUMMARY**

Student's Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ DOB \_\_\_\_\_  
Current Address \_\_\_\_\_ Phone \_\_\_\_\_  
School Last Attended \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Reason for Expulsion \_\_\_\_\_ Expulsion Date \_\_\_\_\_

**CONDITIONS FOR RE-ADMISSION – Date \_\_\_\_\_**

During the term of expulsion, you may not be on any El Centro School District campus or attend any El Centro School District sponsored activity.

During the term of expulsion, you must not engaged in any conduct listed in Education Code Section EC §48900, EC §48900.2, EC §48900.3, EC §48900.4, EC §48915. Please review your copy of the suspension from which list these offenses.

During the term of expulsion, you must continue to comply with the Compulsory Education Law (EC §48200), such as private school, county community school or another public school district. Be prepared to show proof of continuous school enrollment, attendance, and academic progress.

Furthermore, during the term of expulsion, you must comply with the following additional conditions for re-admission as specified by the Board of Trustees.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Razón de Expulsión \_\_\_\_\_ Fecha \_\_\_\_\_

**CONDICIONES PARA RE-ADMISION – Fecha: \_\_\_\_\_**

*Durante el término de la expulsión, no deberá estar en cualquier patio de las escuelas del Distrito Escolar de El Centro o asistir a cualquier actividad patrocinada por el Distrito Escolar de El Centro.*

*Durante el término de la expulsión no deberá llevar a cabo cualquier conducta en la lista del Código de Educación Sección EC §48900, EC §48900.2, EC §48900.3, EC §48900.4, EC §48915. Por favor revise su copia de la suspensión la cual tiene una lista de estas ofensas.*

*Durante el término de la expulsión, deberá continuar cumpliendo con la Ley de Educación Compulsiva (EC §48200), tal como la escuela privada, escuela de la comunidad del condado u otras escuelas publicas del distrito. Prepárese para presentar un comprobante de la inscripción escolar continua, asistencia y progreso académico.*

*Además durante el término de la expulsión, deberá de cumplir con las siguientes condiciones de readmisión como está especificado por la Mesa Directiva.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_  
Copy to: Parent/Guardian

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_  
Student Expulsion File/Cumulative File

(School Letterhead)

Date

Parent(s) Name  
Address

Dear Mr. & Mrs. (Parent's name)

Your child \_\_\_\_\_ has been identified as a potential victim pursuant to Education Code Section 48900(n), having an act of sexual assault committed or attempted to be committed against him/her as defined in Penal Code Sections 261, 266c, 286, 288, 288a or an act of sexual battery committed against him/her as defined in Penal Code Sections 243.4.

This letter is to inform you that both your son/daughter and the accused student, \_\_\_\_\_ have been immediately advised to refrain from any personal or phone contact with each other during the expulsion process. This was done in compliance with Education Code Section 48918.5(d).

I am recommending to the Superintendent of Schools that the accused student, \_\_\_\_\_ be expelled from the schools of the El Centro Elementary School District. This matter has also been referred to the appropriate law enforcement agency for investigation. The law enforcement agency will make a recommendation if any criminal charges are to be filed against the accused student.

You will be contacted by the Superintendent's Office regarding whether your son/daughter will be called as a witness during the expulsion hearing. Please contact me if you have any questions regarding this letter.

Sincerely,

\_\_\_\_\_  
School Principal

cc: Expulsion File

**Proof of Service**

Date: \_\_\_\_\_

Served to: \_\_\_\_\_

\_\_\_\_\_  
(Name and relationship to student)

Served by: \_\_\_\_\_

Certified mail receipt # \_\_\_\_\_

Date sent: \_\_\_\_\_

*(School's Letterhead)*

**Fecha**

**Nombre del(los)Padre(s)**

**Dirección**

Estimados Sr. & Sra.: (nombre de los padres)

Su hijo(a) \_\_\_\_\_ ha sido identificado como víctima potencial de acuerdo al Código de Educación Sección 48900(n), habiendo tenido un acto de asalto sexual o intento de que se cometiera en contra de él/ella como está definido en el Código Penal Secciones 261, 266c, 286, 288, 288a o un acto de agresión sexual cometido en su contra definido en el Código Penal Secciones 243.4.

Esta carta es para informarle que ambos, su hijo/a y él/la estudiante acusado(a) \_\_\_\_\_, han sido aconsejados inmediatamente de restringirse de tener ningún contacto personal o telefónico entre ellos durante el proceso de expulsión. Esto se ha hecho en cumplimiento del Código de Educación Sección 48918.5(d).

Yo estoy recomendando al Superintendente de las escuelas que el/la estudiante acusado, \_\_\_\_\_ sea expulsado(a) de las escuelas del Distrito Escolar Primario de El Centro. Este asunto también ha sido referido a la agencia legal apropiada para su investigación. La agencia legal hará recomendaciones si hay cargos legales que se deben presentar en contra de él/la estudiante acusado(a).

Usted será contactado por la oficina del Superintendente si su hijo/a será llamado a declarar como testigo en la audiencia de expulsión. Por favor póngase en contacto conmigo si usted tiene alguna pregunta en relación a esta carta.

Atentamente,

\_\_\_\_\_  
Director de la escuela

cc: Expediente de expulsión

**Prueba de Servicio**

Fecha: \_\_\_\_\_

Servida a: \_\_\_\_\_

(Nombre y relación con el estudiante)

Servida por: \_\_\_\_\_

# de recibo de correo certificado \_\_\_\_\_

Fecha enviada: \_\_\_\_\_

(School Letterhead)

Date

Parent(s) Name  
Address

Dear Mr. & Mrs. (Parent's name)

Your child, \_\_\_\_\_, has been accused of a violation of Educational Code Section 48900(n) committing or attempting to commit an act of sexual assault as defined in Penal Code Sections 261, 266c, 286, 288a or committing an act of sexual battery as defined in Penal Code Section 243.4. I am recommending to the Superintendent of Schools that your son/daughter be expelled from the schools of the El Centro Elementary School District. This matter has also been referred to the appropriate law enforcement agency for investigation. The law enforcement agency may make a recommendation if your son/daughter will have any criminal charges filed against him/her.

This letter is to inform you that your son/daughter and the alleged victim, \_\_\_\_\_, have been immediately advised to refrain from any personal or phone contact with each other during the expulsion process. This was done in compliance with Education Code Section 48918.5(d).

You will be contacted by the Superintendent's Office regarding the date, time, location of the expulsion hearing and your rights in this process. Please contact me if you have any questions regarding this letter.

Sincerely,

\_\_\_\_\_  
School Principal

cc: Expulsion File

<b><u>Proof of Service</u></b>
Date: _____
Served to: _____ (Name and relationship to student)
Served by: _____
Certified mail receipt # _____
Date sent: _____

*(School's Letterhead)*

**Fecha**

**Nombre del(los) Padre(s)**

**Dirección**

Estimados Sr. & Sra.: *(nombre de los padres)*

Su hijo/a, \_\_\_\_\_, ha sido acusado(a) de una violación al Código de Educación de California Sección 48900(n) cometer o intento de cometer un acto de asalto sexual definido en el Código Penal Secciones 261, 266c, 286, 288, 288a o cometer un acto de agresión sexual como está definido por el Código Penal Sección 243.4. Yo estoy recomendando al Superintendente de las escuelas que su hijo/a sea expulsado/a de las escuelas del Distrito Escolar Primario de El Centro. Este asunto también ha sido referido a la agencia legal apropiada para su investigación. La agencia legal puede hacer recomendaciones si hay cargos legales que se deben presentar en contra de su hijo/a.

Esta carta es para informarle que su hijo/a y la presunta víctima, \_\_\_\_\_, han sido aconsejados inmediatamente de restringirse de tener ningún contacto personal o telefónico entre ellos durante el proceso de expulsión. Esto se ha hecho en cumplimiento del Código de Educación Sección 48918.5(d).

Usted será contactado(a) por la oficina del Superintendente en cuanto a la fecha, hora y localización de la audiencia de expulsión y sus derechos en este proceso. Por favor póngase en contacto conmigo si usted tiene alguna pregunta en relación a esta carta.

Atentamente,

\_\_\_\_\_  
Director de la escuela

cc: Expediente de expulsión

**Prueba de Servicio**

Fecha: \_\_\_\_\_

Servida a: \_\_\_\_\_  
(Nombre y relación con el estudiante)

Servida por: \_\_\_\_\_

# de recibo de correo certificado \_\_\_\_\_

Fecha enviada: \_\_\_\_\_



(District's Letterhead)

Date

Parent(s) Name  
Address

RE: Notice to Appear for \_\_\_\_\_ As a Witness in the Expulsion Hearing for  
\_\_\_\_\_.

Dear Mr. & Mrs. (Parent's name)

This letter is to advise you that your son/daughter, \_\_\_\_\_, will be called to testify as a witness in the expulsion hearing of \_\_\_\_\_. As you know, this hearing is being conducted to determine if \_\_\_\_\_ did commit or attempt to commit an act of sexual assault as defined in Penal Code Sections 261,266c, 286,288,288a or commit an act of sexual battery as defined in Penal Code Sections 48900(n) and 48915 (c)(4).

The date, time and location for the expulsion hearing are as follows:

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

In expulsion hearings where sexual assault, attempted sexual assault or sexual battery is charged, special rules are to be used for such a hearing. These are outlined in Education Code Section 48918 and El Centro School District Board Policy 5012.H14. A copy of the board policy is included for your information.

Please feel free to contact me if you have any questions regarding this notice to appear.

Sincerely,

Dr. Michael P. Klentschy  
Superintendent

MK/kl  
cc: Expulsion file

<u>Proof of Service</u>	
Date:	_____
Served to:	_____ (Name and relationship to student)
Served by:	_____
Certified mail receipt #	_____
Date sent:	_____

(School's Letterhead)

**Fecha**

**Nombre del(los)Padre(s)**

**Dirección**

**ASUNTO:** Notificación para Comparecer para \_\_\_\_\_, como Testigo en la Audiencia de Expulsión de \_\_\_\_\_.

Estimados Sr. & Sra.: (nombre de los padres)

Esta carta es para notificarle que su hijo/a, \_\_\_\_\_, será llamado(a) a comparecer como testigo en la audiencia de expulsión de \_\_\_\_\_. Como usted sabe, esta audiencia está siendo conducida para determinar si \_\_\_\_\_ cometió o intentó cometer un acto de asalto sexual como está definido por el Código Penal Secciones 261,266c,186,188,188a o cometió un acto de agresión sexual como está definido por el Código Penal Secciones 48900(n) y 48915 (c)(4).

La fecha, hora y localización de la audiencia de expulsión son las siguientes:

Fecha: \_\_\_\_\_  
Hora: \_\_\_\_\_  
Localización: \_\_\_\_\_

En las audiencias de expulsión en las cuales los cargos son por asalto sexual, intento de asalto sexual o agresión sexual, hay reglas especiales que se deben usar. Estas reglas están delineadas en el Código de Educación Sección 48918 y La Póliza del Distrito Escolar Primario de El Centro 5012.H.14. Una copia de la póliza está incluida para su información.

Por favor póngase en contacto conmigo si usted tiene alguna pregunta en relación a ésta carta.

Atentamente,

\_\_\_\_\_  
Director de la escuela

cc: Expediente de expulsión

**Prueba de Servicio**

Fecha: \_\_\_\_\_  
Servida a: \_\_\_\_\_  
(Nombre y relación con el estudiante)  
Servida por: \_\_\_\_\_  
# de recibo de correo certificado \_\_\_\_\_  
Fecha enviada: \_\_\_\_\_

*(District's Letterhead)*

**APPLICATION FOR READMISSION**

This request is from a student who was expelled from :

\_\_\_\_\_ El Centro Elementary School District

\_\_\_\_\_ Another School District

I, \_\_\_\_\_ certify that I have fully complied with the  
**Conditions for Readmission** as set forth in the expulsion order dated \_\_\_\_\_. I promise, if  
readmitted to the school district, that I will comply with all school and district rules.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Guardian Signature

EL CENTRO SCHOOL DISTRICT  
Office of the Superintendent

BULLETIN NO. 22-5  
(REVISED) October 1, 2004

SUBJECT: RE-ENROLLMENT PROCEDURES FOR EXPELLED STUDENTS

I. BACKGROUND

The following procedures have been established by the governing board for the re-enrollment of students who have been expelled from district schools. The Education Code provides that an expulsion order shall remain in effect until the governing board orders the readmission of a student. It further provides at the time of expulsion, the governing board shall set a date, not later than the last day of the semester following the semester in which the expulsion occurred, when the student may apply for readmission. When the expelled student applies for readmission, the governing board may evaluate whether to re-enroll the student. Upon completion of the re-admission process, the governing board shall not be required to re-admit the student (EC §48916).

**NOTE: Currently Federal Law is being implemented requiring school districts to expel students found possessing a weapon for a minimum of one year.**

II. PROCEDURES

A. Students Expelled From the El Centro School District

1. At the time an expulsion of a student is ordered, a Student Expulsion Order (see Exhibit #1) will be developed which specifies the conditions for re-admission. This plan shall be included with the Application for Re-Admission.
2. The Application for Re-Admission form (see Exhibit #2) must be signed by the student and parent/guardian and submitted to the superintendent or designee in order to initiate the re-admission procedure. The superintendent or designee will schedule and Administrative Panel Meeting to determine if the conditions for readmission have been met.

3. A recommendation from the Administrative Panel will be forwarded to the superintendent. The superintendent will present the recommendation for consideration to the Board of Trustees. The Application for Readmission hearing will be reviewed in closed session (unless the parent/guardian requests at the time the application has been submitted that it be heard in open session) at the next regularly scheduled meeting of the Board of Trustees. The decision of the Board of Trustees will be mailed to the parent/guardian within five (5) school days. Any appeal of this decision must be made in writing, within five (5) school days to the Board of Trustees.

**B. Students Expelled From Another District**

1. Requests must be made on the District Application for Readmission form.
2. Parents must also submit a copy of the expulsion order, along with the plan of rehabilitation from the previous district. Appropriate documentation for completion must also be included.
3. An Administrative Panel will consider all requests for readmission and make a recommendation to the Board of Trustees for consideration.
4. The recommendation of the Administrative Panel will be presented by the superintendent for consideration to the Board of Trustees. The Application for Readmission Hearing will be held in closed session (unless the parent/guardian requests at the time the application has been requested that it be heard in open session) at the next regularly scheduled meeting of the Board of Trustees. The decision of the Board of Trustees will be mailed to the parent/guardian within five (5) school days. Any appeal of this decision must be made in writing, within five (5) school days to the Board of Trustees.

- A. Exhibit #1 - Student Expulsion Order Summary
- B. Exhibit #2 - Application for Readmission
- C. Exhibit #3 - Re-Admission Hearing Documentation
- D. Exhibit #4 - Expulsion Summary / Reinstatement of Student

For assistance, please call Michael Klentschy, Superintendent, at 352-5712 X 515.

APPROVED: MICHAEL KLENTSCHY, Superintendent

DISTRIBUTION: Management Team and School Secretaries

**EL CENTRO ELEMENTARY SCHOOL DISTRICT  
STUDENT EXPULSION ORDER SUMMARY**

Student's Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_  
 Parent/Guardian \_\_\_\_\_ DOB \_\_\_\_\_  
 Current Address \_\_\_\_\_ Phone \_\_\_\_\_  
 School Last Attended \_\_\_\_\_  
 Name \_\_\_\_\_ Address \_\_\_\_\_  
 Reason for Expulsion \_\_\_\_\_ Expulsion Date \_\_\_\_\_

**CONDITIONS FOR RE-ADMISSION – Date \_\_\_\_\_**

During the term of expulsion, you may not be on any El Centro School District campus or attend any El Centro School District sponsored activity.

During the term of expulsion, you must not engaged in any conduct listed in Education Code Section EC §48900, EC §48900.2, EC §48900.3, EC §48900.4, EC §48915. Please review your copy of the suspension from which list these offenses.

During the term of expulsion, you must continue to comply with the Compulsory Education Law (EC §48200), such as private school, county community school or another public school district. Be prepared to show proof of continuous school enrollment, attendance, and academic progress.

Furthermore, during the term of expulsion, you must comply with the following additional conditions for re-admission as specified by the Board of Trustees.

\_\_\_\_\_  
\_\_\_\_\_

Razón de Expulsión \_\_\_\_\_ Fecha \_\_\_\_\_

**CONDICIONES PARA RE-ADMISION – Fecha: \_\_\_\_\_**

*Durante el término de la expulsión, no deberá estar en cualquier patio de las escuelas del Distrito Escolar de El Centro o asistir a cualquier actividad patrocinada por el Distrito Escolar de El Centro.*

*Durante el término de la expulsión no deberá llevar a cabo cualquier conducta en la lista del Código de Educación Sección EC §48900, EC §48900.2, EC §48900.3, EC §48900.4, EC §48915. Por favor revise su copia de la suspensión la cual tiene una lista de estas ofensas.*

*Durante el término de la expulsión, deberá continuar cumpliendo con la Ley de Educación Compulsiva (EC §48200), tal como la escuela privada, escuela de la comunidad del condado u otras escuelas publicas del distrito. Prepárese para presentar un comprobante de la inscripción escolar continua, asistencia y progreso académico.*

*Además durante el término de la expulsión, deberá de cumplir con las siguientes condiciones de readmisión como está especificado por la Mesa Directiva.*

\_\_\_\_\_  
\_\_\_\_\_

Signature of Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Copy to: Parent/Guardian

Student Expulsion File/Cumulative File

*(District's Letterhead)*

**APPLICATION FOR READMISSION**

This request is from a student who was expelled from:

\_\_\_\_\_ El Centro Elementary School District

\_\_\_\_\_ Another School District

I, \_\_\_\_\_ certify that I have fully complied with the  
**Conditions for Readmission** as set forth in the expulsion order dated \_\_\_\_\_. I promise,  
if readmitted to the school district, that I will comply with all school and district rules.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Guardian Signature

This hearing is convened to determine whether or not (student name) should be readmitted into the schools of the El Centro School District.

The Administrative Panel must determine whether the student and parents have complied with the conditions of the expulsion and will make one of the following recommendations as to the student: (1) That the student be readmitted back into the schools of the El Centro Elementary School District; (2) That the student be readmitted back into the schools of the El Centro Elementary School District under certain terms and conditions; or (3) That student not be readmitted back into the schools of the El Centro Elementary School District.

Let the record show that sitting as members of this Administrative Panel are: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

The parent/guardian of ( student name ) is/is not present, (and accompanied by ( name )).



**EL CENTRO ELEMENTARY SCHOOL DISTRICT**  
**PUPIL SERVICES AND ATTENDANCE**  
**Expulsion Summary / Reinstatement of Student**

Student's Name: \_\_\_\_\_ # \_\_\_\_\_ Grade: \_\_\_\_\_ D.O.B. \_\_\_\_\_

School: \_\_\_\_\_ Sp. Ed.: (R.S.P.) \_\_\_\_\_ (S.D.C.) \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: (H) \_\_\_\_\_ (W): \_\_\_\_\_

Probation Officer/Case Worker: \_\_\_\_\_ Phone: \_\_\_\_\_

Referral to Community School: \_\_\_\_\_ IEP (change of placement): \_\_\_\_\_

Expulsion hearing date: \_\_\_\_\_ Expulsion Date: \_\_\_\_\_

**ED CODE VIOLATION:**

**ECESD BOARD POLICY VIOLATION:**

**SPECIFIC FACTS:**

Eligible for readmission: \_\_\_\_\_

Suspended Expulsion:

Conditions for readmission:

	COMPLETED		
	(Yes)	(No)	(Date)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Readmission hearing: \_\_\_\_\_ Recommendation for Reinstatement: YES \_\_\_ NO \_\_\_

Readmission date: \_\_\_\_\_ Recommended Placement: \_\_\_\_\_  
(School)

Change of Placement IEP: \_\_\_\_\_

**COMMENTS:**

*El Centro Elementary School District*  
**Notice of Suspension**

Pupil \_\_\_\_\_ CSIS # \_\_\_\_\_ DOB \_\_\_\_\_ M ( ) F ( )

School \_\_\_\_\_ Grade \_\_\_\_\_ Ethnicity \_\_\_\_\_

Date and place of Incident \_\_\_\_\_

Special Education \_\_\_ Yes \_\_\_ No 504 \_\_\_ Yes \_\_\_ No EL (English Learner) \_\_\_ Yes \_\_\_ No

Parent/Guardian Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Suspended from school by Principal/Designee (name) \_\_\_\_\_

Suspended for \_\_\_\_\_ days, from \_\_\_\_\_ to \_\_\_\_\_ Cumulative days of suspension \_\_\_\_\_

Expulsion (check one) \_\_\_ IS \_\_\_ IS NOT recommended.

Date / Time leaving school \_\_\_\_\_ Date / Time return to school \_\_\_\_\_

Contact with parent/guardian made by: \_\_\_\_\_ on \_\_\_\_\_.

**Reason for Suspension (EC 48900). Check appropriate line:**

- a1 Caused, attempted to cause, or threatened to cause physical injury to another person
- a2 Willfully used force or violence upon the person of another, except in self defense
- b Possessed, sold, or furnished any firearm, knife, explosive or other dangerous object
- c Unlawfully possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol, or intoxicant
- d Unlawfully offered, arranged or negotiated to sell a substance represented as alcohol, intoxicant, or controlled substance
- e Committed or attempted to commit robbery or extortion
- f Caused or attempted to cause damage to school or private property
- g Stolen or attempted to steal school or private property
- h Possessed or used tobacco or tobacco products
- i Committed an obscene act or engaged in habitual profanity or vulgarity
- j Unlawfully offered, possessed, arranged or negotiated to sell any drug paraphernalia
- k Disrupted school activities, defied valid authority of school officials, or school personnel
- l Knowingly received stolen school property or private property
- m Possessed an imitation firearm
- n Committed or attempted to commit a sexual assault, or committed sexual battery
- o Harassed, threatened, or intimidated a witness in a school disciplinary proceeding
- p Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
- q Engaged in, or attempted to engage in, hazing as defined in Education Code Section 48900
- r Engaged in an act of bullying including but not limited to bullying by means of an electronic act as defined in Education Code 32261
- t Aid or abet the infliction or attempted infliction of physical injury
- 48900.7 Made terrorist threats against school officials or school property, or both

**THE FOLLOWING THREE (3) VIOLATIONS APPLY TO STUDENTS IN GRADE 4-12**

- 48900.2 Committed sexual harassment
- 48900.3 Caused, attempted, or threatened to cause, or participated in hate violence
- 48900.4 Intentionally engaged in harassment, threats, or intimidation against school personnel, or pupils

**Description of Incident (s)**

Principal/Designee held an informal conference with pupil prior to suspension? Yes \_\_\_ No \_\_\_ N/A \_\_\_

Pupil was informed of reason for suspension? Yes \_\_\_ No \_\_\_

Did pupil have an opportunity to provide an explanation? Yes \_\_\_ No \_\_\_

**Please Note:**

- During the school day and while on suspension, your child must not be on or near any school campus nor attend any school events or activities. We wish to cooperate with you in an effort to avoid further behavior problems. You and your child have an appointment for a conference on (date) \_\_\_\_\_ at (time) \_\_\_\_\_.
- If your child is being recommended for expulsion, you are invited to attend a conference on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ to discuss whether the suspension should be extended pending expulsion proceedings.
- Telephone Conference (Date/Time) \_\_\_\_\_

Principal / Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

Law Enforcement Report: Yes \_\_\_ No \_\_\_ Report No. \_\_\_\_\_

Pupil Signature \_\_\_\_\_ Date \_\_\_\_\_

Distribution: Parent/Guardian  Student  Send to Superintendent  Retain in School File  Special Education

*El Centro Elementary School District*  
**Aviso de Suspensión**

Alumno \_\_\_\_\_ CSIS # \_\_\_\_\_ Fecha de Nacimiento \_\_\_\_\_ M ( \_\_\_ ) F ( \_\_\_ )  
 Escuela \_\_\_\_\_ Grado \_\_\_\_\_ Grupo Etnico \_\_\_\_\_ Fecha y lugar del incidente \_\_\_\_\_  
 Educación Especial \_\_\_\_\_ Sí \_\_\_\_\_ No 504 \_\_\_\_\_ Sí \_\_\_\_\_ No EL (Aprendiz de Inglés) \_\_\_\_\_ Sí \_\_\_\_\_ No  
 Nombre del Padre/Tutor Legal \_\_\_\_\_ Teléfono # \_\_\_\_\_  
 Dirección \_\_\_\_\_ Suspendido por Director / Personal Designado (nombre) \_\_\_\_\_  
 Cantidad de días suspendido \_\_\_\_\_ Fechas del \_\_\_\_\_ al \_\_\_\_\_  
**Días de suspensión acumulados \_\_\_\_\_ . Se recomienda Expulsión Si \_\_\_\_\_ No \_\_\_\_\_**  
 Fecha/Hora de salida de la escuela \_\_\_\_\_ Fecha/Hora de regreso a la escuela \_\_\_\_\_  
 Contacto con el padre/madre/tutor fue hecho por \_\_\_\_\_ fecha: \_\_\_\_\_

**Razón por la Suspensión (EC 48900) Marque la ofensa adecuada:**

- a1 Causó, intentó causar, o amenazó con causar daño físico a otra persona
- a2 Usó fuerza o violencia intencionalmente en contra de otra persona excepto en defensa propia
- b Posesión, vendió, o expuso de manera amenazante cualquier navaja, arma de fuego, objeto peligroso o explosivo
- c Posesión, usó, vendió, distribuyó, o estuvo bajo la influencia de cualquier sustancia controlada, alcohol, o sustancia intoxicante
- d Ofreció, hizo arreglos, negoció o representó la venta de cualquier sustancia controlada, alcohol o intoxicante
- e Cometió robo o extorsión
- f Causó o intentó causar daño a propiedad escolar o propiedad privada
- g Robó o intentó robar propiedad escolar o propiedad privada
- h Poseyó o utilizó tabaco o un producto derivado del tabaco
- i Cometió un acto obsceno o se condujo de manera vulgar, o usó lenguaje profano,
- j Ofreció, poseyó, hizo arreglos o negoció la venta de cualquier artículo relacionado al uso de drogas
- k Interfirió con actividades escolares o desafió intencionalmente a una figura de autoridad
- l Recibió artículos robados de propiedad escolar o privada a sabiendas de su origen ilícito
- m Poseyó una imitación de arma de fuego
- n Cometió o intentó cometer un asalto sexual
- o Acosó, amenazó, o intimidó a un testigo en un proceso de disciplina escolar
- p Ofreció ilegalmente, hizo arreglos para la venta, negoció la venta, o vendió el medicamento restringido "Soma"
- q Participó en / intentó involucrarse en la iniciación a un grupo tal y como se define en la sección 32050 del Código de Educación
- r Involucramiento en un acto de intimidación inclusivo pero no limitado a intimidación por medio de un acto electrónico definido en el Código de Educación 32261
- t Asistió, apoyó, o instigó la causa o la intención de causar daño físico
- 48900.7 El alumno ha hecho amenazas terroristas a un oficial escolar o a propiedad escolar o ambos

**LAS SIGUIENTES TRES (3) VIOLACIONES SE APLICAN A TODOS LOS ALUMNOS DEL 4° AL 12° GRADO**

- 48900.2 Cometió acoso sexual
- 48900.3 Causó, intentó o amenazó causar o participó en violencia de odio
- 48900.4 Se involucró intencionalmente en el acoso, amenaza, o intimidación en contra de personal escolar, o alumnos.

**Descripción del Incidente(s)**

Tuvo una conferencia informal el Director/Personal Designado con el alumno antes de la suspensión? Sí \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_  
 Se informó al alumno la razón por la cual fue suspendido? Sí \_\_\_\_\_ No \_\_\_\_\_  
 Tuvo el alumno la oportunidad de dar una explicación? Sí \_\_\_\_\_ No \_\_\_\_\_

**Nota:**

- Durante el día escolar y el periodo de duración de la suspensión, su hijo/a no puede estar ni en la escuela ni en el área circunvecina a la misma, ni asistir a ningún evento o actividad escolar. Deseamos cooperar con usted para evitar problemas de conducta adicionales. Usted y su hijo/a tienen una cita para una conferencia el día (fecha) \_\_\_\_\_ a las (hora) \_\_\_\_\_.
- Si su hijo(a) está siendo recomendado para expulsión, usted tendrá una conferencia el día \_\_\_\_\_ a (hora) \_\_\_\_\_ para discutir si la suspensión será extendida debido al proceso de expulsión pendiente.
- Conferencia telefónica (fecha y hora) \_\_\_\_\_

\_\_\_\_\_  
Firma del Director / Personal Asignado Fecha

Reporte de Policía \_\_\_\_\_ Sí \_\_\_\_\_ No Reporte No. \_\_\_\_\_

\_\_\_\_\_  
Firma del Alumno Fecha

Distribución: Padre/Tutor  Alumno  Enviar al Superintendente  Archivo de la escuela  Educación Especial

EL CENTRO ELEMENTARY SCHOOL DISTRICT  
Office of the Superintendent

BULLETIN NO. 22-7  
Date: February 3, 1999

SUBJECT: TEACHER NOTIFICATION REGARDING CERTAIN STUDENT BEHAVIOR

- I. Background
- II. Procedures

I. Background

California State Education Code Section 49079 establishes provisions for the notification to teachers of pupils who have engaged in acts constituting grounds for suspension or expulsion. It is the intent of this bulletin to establish procedures consistent with this code section.

II. Procedures

A. The Principal shall notify the teacher of each pupil who has engaged in or is reasonably suspected to have engaged in and has been suspended for, any of the acts described in any of the subdivisions, except Subdivision (h), of Section 48900 of the California Education Code and El Centro Elementary School District Policy, Rules, and Regulations, Section 5012, C, 1-7, 9-13.

1. This may be accomplished by one of the following:

a. For elementary schools - Place a copy of the suspension notice inside a red folder in the back of the cumulative folder.

or

b. For middle level schools - place a copy of the suspension notice inside a binder or file folder that is placed in a designated location. At the end of the school year, all suspension notices are placed inside a red folder in the back of the cumulative folder.

- 2. It is further recommended that each school principal providing teachers with a school/teacher handbook insert language pertaining to this bulletin so that it becomes part of an annual teacher notification process to comply with this education code section.
  
- B. The information provided shall be based on any records that the District maintains in its ordinary course of business, or receives from a law enforcement agency regarding such pupils.
  
- C. The District, or District Officer or employee, shall not be civilly or criminally liable for providing information under the El Centro Elementary School District Policy, Rules & Regulations, unless it is proven that the information was false, or was made with a reckless disregard for the truth or falsity of the information provided.
  
- D. Any information received by a teacher pursuant to this agreement shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.
  
- E. Information encompassing all such acts referred to in Item II-A shall be provided from the previous three school years.
  
- F. An officer or employee of the District who knowingly fails to provided the information referred to in Item II-A above is guilty of a misdemeanor.

For assistance, please call Everett Taylor, Associate Superintendent, at 352-5712, Ext. 513.

APPROVED: MICHAEL KLENTSCHY, Superintendent

DISTRIBUTION: Management Team and School Secretaries

**EL CENTRO ELEMENTARY SCHOOL DISTRICT  
Office of Superintendent  
Department of Special Education**

**BULLETIN NO. 53-1  
REVISION  
AUGUST 25, 2009**

**SUBJECT: Procedures for Identifying and Assisting Students with Anti-Social and Violent Behavior**

**I. BACKGROUND:**

Although schools are intended to be safe environments for students, the recent violent incidents in school communities throughout the country have heightened our awareness of the need to identify potentially violent students and develop intervention strategies to assist them. One way to help prevent violence is to know and understand what the potential warning signs are for students at risk for violent or aggressive behavior.

It is not always possible to predict behavior that will lead to violence. However, educators, parents, and sometimes students, can recognize certain early warning signs. In some situations and for some youth, different combinations of events, behaviors, and emotions may lead to aggressive or violent behavior toward self or others. Emotional and behavioral warning signs, when viewed in context, can signal a troubled child. Early warning signs may or may not indicate a serious problem, and do not necessarily mean that a child is prone to violence toward self or others. Rather, early warning signs can provide the schools with the impetus to check out concerns and address the child's needs.

**II. PURPOSE:**

The purpose of this bulletin is to assist schools in identifying early warning signs for students at risk for violent behavior. The warning signs are intended to aid schools in identifying and referring children who may need help from a professional. It is important to remember that none of the warning signs alone is sufficient for predicting aggression and violence, but rather when they are presented in combination, indicate a need for further analysis to determine an appropriate intervention.

**III. PROCEDURES:**

The following procedures are recommended for school site personnel in identifying students at risk for violent behaviors and assisting with interventions:

- A. Review and complete the "Early Warning Checklist for Students at Risk for Violent Behavior".
- B. Submit copies of checklist to Site Administrator , School Counselor and School Psychologist.
- C. Conference with Administrator, Counselor and/or School Psychologist, and Teacher to discuss concerns/warning signs.
- D. Complete Student Interview by Administrator, Counselor or School Psychologist.
- E. During student interview, assess level of severity of violent behavior and determine if imminent danger to self or others appears evident. As deemed appropriate, follow Welfare and Institutions Code Section 5150 procedures (contact SRO or law enforcement), Threat Assessment process, or continue process as indicated in "F".
- F. Set up conference with student's parent/s to discuss concerns/warning signs.
- G. Complete "Conference Summary" with parent indicating the recommendations and outcome/s of parent conference.
- H. Provide parent with referral list of community counseling and clinician resources.
- I. Provide parent with a copy of signed "Conference Summary" form.
- J. Send copy of referral checklist and "Conference Summary" to Pupil Services and Attendance Counselor and Special Education Office.
- K. Follow-up as indicated in "Conference Summary".

**IV. ATTACHMENTS:**

- A. Early Warning Signs for Students at Risk for Violent Behavior Checklist
- B. Conference Summary Form

For assistance, please call Janice Lau, Coordinator Special Education/Pupil Personnel Services at 352-5712 Ext. 534

APPROVED: DR. BOB PLETKA, Superintendent



DISTRIBUTION: All Schools, Administrators, Supervisors, Special Education Teachers, Speech/Language Therapists, Psychologists, and Principals

**EARLY WARNING SIGNS FOR STUDENTS  
AT RISK FOR  
VIOLENT BEHAVIOR**

While there is not one sure sign that will point to the student who is at risk for violent behavior, there are warning signs\* that should not be ignored. Some students may exhibit these signs but never commit an act of violence. Indicate those behaviors below that you are aware of or have observed.

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

School \_\_\_\_\_

- Irrational beliefs and ideas expressed verbally, in writing or in drawings.
- Has made verbal and nonverbal threats.
- Fascination with violence/weapons.
- Access to guns or weapons.
- Has spent time on the Internet exploring how to make bombs.
- A pervasive bias of prejudice toward a group of people, whether it be race, religion, ethnicity or a specific student group.
- Drug and alcohol abuse.
- Poor anger control.
- Is or has been the victim of bullying or teasing.
- Is violent toward inanimate objects.
- Is violent toward animals.
- Has a history of behavioral or emotional outbursts.
- Feels victimized or alienated from the community.
- Is experiencing academic failure.
- Has experienced academic failure early on.
- Shows lack of commitment to school.
- Has a family history/life where conflict and violence are prevalent.
- Family has a history of alcohol and drug abuse.
- Poor school attendance.
- Has been expelled or suspended numerous times.
- Does not have good relationships with peers, lacks close friends.
- Is involved in a gang or peer group that approves and encourages violence and antisocial behavior.
- The student's family has a history of frequent moves, particularly to different geographical areas.
- Has poor relationships with parents.
- Is attracted to violent media/music.
- Expresses a plan to commit an act of violence.
- Identifies with a satanic cult.

Referring Individual \_\_\_\_\_ Date \_\_\_\_\_

***\*None of these signs alone is sufficient for predicting aggression and violence. Moreover, it is potentially harmful to use the early warning signs as a checklist against which to match individual children.***



**PARENT CONFERENCE SUMMARY**

School \_\_\_\_\_ Student \_\_\_\_\_

A conference was held regarding \_\_\_\_\_ with  
Student's Name

\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
Parent or Guardian Date Time

The purpose of the conference was: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Individuals in Attendance (Signature and Title)**

_____	_____
_____	_____
_____	_____
_____	_____

**Results of Conference:**

- Parent/Guardian provided list of Counseling and Clinician Resources.
- Parent will contact \_\_\_\_\_ for an appointment by \_\_\_\_\_
- Parent will notify school of outcome of appointment by \_\_\_\_\_
- Student/Parent apprised of Minor Consent option (for students 12 years & older).
- Referred to PST.
- Referred for evaluation for Special Education services.
- Referred to IC Behavioral Health for evaluation for services.
- Referred to School/District Counselor or School Psychologist.
- Referred to FACT Center
- Other \_\_\_\_\_

I have been informed of the school's concerns for my child.

\_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian

Follow-up will be conducted by \_\_\_\_\_

Follow-up conference will be held on \_\_\_\_\_

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**ADOLESCENT FAMILY LIFE PROGRAM**

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Telephones: (760) 335-3454  
(760) 335-3455

Case management of pregnant or parenting teens including counseling and referrals to other agencies for additional services as required. Serves: Imperial Co.

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**AGUAS DEL DESIERTO COUNSELING**

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Telephones: (760) 398-9000  
Fax: (760) 398-9790

1612 1st Street, Ste 1  
Coachella, CA 92236

Agency Type: Non profit

Office Hours: M-Tu 10:00am-7:00pm

Marriage counseling services for individuals, families and groups. Parenting classes and youth self-esteem and communication seminars. Spanish spoken. Serves: San Bernardino and Riverside Co.

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**ALCOHOL AND DRUGS HELPLINE**

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Telephones: (800) 821-4357  
(801) 769-2153

Midvale, UT 84047

Office Hours: 24/7

Drug and alcohol psychiatric hospital, inpatient and outpatient services are provided at a 32 bed facility.

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**ALCOHOL AND DRUGS HOTLINE**

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Telephones: (760) 353-8505  
(760) 352-7070

395 E Main St  
El Centro, CA 92243

Agency Type: Based Faith

General Information, AA groups and treatment program referrals for any drug and alcohol issue. Serves: Imperial Co.

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**AMERICAN ASSOCIATION OF SUICIDOLOGY (AAS)**

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Telephones: (202) 237-2280  
Fax: (202) 237-2282

5221 Wisconsin Ave, NW  
Washington, DC 20015

Agency Type: Non profit

Office Hours: M-F 9:00am-5:00pm

Promotes research, education, training of suicide prevention for professionals and volunteers. Provides education materials, newsletters, pamphlets, conferences, a support group directory and referrals. Membership fee. Serves: USA.

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**AMERICAN ASSOCIATION/MARRIAGE AND FAMILY**

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Association of Marriage and Family Therapy

Telephones: (703) 838-9808  
Fax: (703) 838-9805

112 S Alfred St  
Alexandria, VA 22314

Agency Type: Non profit

Office Hours: M-F 8:30am-5:00pm EST

AAMF offers information to the public about the field of marriage and family therapy. Also publishes the Journal of Marital and Family Therapy and Family Therapy Magazine. Spanish spoken. Serves: USA.

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**COUNSELING/ MENTAL  
HEALTH / ANGER  
MANAGEMENT**

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**AMERICAN FOUNDATION FOR SUICIDE  
PREVENTION**

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Telephones: (888) 333-2377

Fax: (212) 363-6237

120 Wall St, 22<sup>nd</sup> Fl

New York, NY 10005

Agency Type: Non profit

Office Hours: M-F 9:00am-5:00pm EST

Works to prevent suicide through research, education, training and support. Services include: literature, conferences and a directory of support groups nationwide. Free Services. Serves: USA.

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**AMERICAN PSYCHIATRIC ASSOCIATION (APA)**

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Telephones: (703) 907-7300

Fax: (703) 907-1085

1000 Wilson Blvd, Ste 1825

Arlington, VA 22209-3901

Agency Type: Non profit

Office Hours: M-F 8:30am-6:00pm EST

Resources on mental illness, including videos, fact sheets on mental illness. APA library, publications and referrals available. Spanish, French spoken. Serves: USA.

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**ANXIETY DISORDERS ASSOCIATION OF  
AMERICA**

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Telephones: (240) 485-1001

Fax: (240) 485-1035

8730 Georgia Ave, Ste 600

Silver Spring, MD 20910

Agency Type: Non profit

Office Hours: M-Th 9:00am-5:00pm

ASAA offers education materials to professionals and consumers regarding anxiety disorders. Free materials include pamphlets, self help books and newsletter. Spanish, French, Chinese spoken. Serves: USA.

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**AURORA BEHAVIORAL HEALTH CARE**

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Telephones: (858) 487-3200

Fax: (858) 465-8614

118 Avenue of Industry

La Mesa, CA 91942

Agency Type: Private

Office Hours: 24/7

Drug and alcohol treatment and referrals for other required services. Serves: San Diego Co.

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**BAYVIEW MENTAL HEALTH HOSPITAL**

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Telephones: (800) 585-2767

(619) 426-6310

330 South Moss Street

Chula Vista, CA 91911

Office Hours: 24/7

Mental health services, in and out patient, day treatment services. Referral services to other agencies for additional services are available. Services include but are not limited to: alcohol and drug treatment, child/adolescent services, AA, NA, CA, CHAD, ALANON and other community services. Serves: USA.

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**BEAR HAWK EDUCATION SERVICES**

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Telephones: (909) 875-5288  
(949) 348-1717  
Fax: (909) 875-0608

101 S. Olive Ave  
Rialto, CA 92376  
Agency Type: Non profit  
Office Hours: M-Th 9:00am-7:00pm,  
F 10:00am-5:00pm

Counseling for children, adolescents and adult victims of sexual abuse. Also family resource center offering a wide range of parenting curricula. Parents united certified providers. Spanish spoken. Accepts private pay, Victims of Crime. Serves: Orange, Riverside and San Bernardino Co.

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**BETTY FORD CENTER**

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Telephones: (800) 854-9211  
(760) 773-4100  
Fax: (760) 773-4126

39000 Bob Hope Dr  
Rancho Mirage, CA 92270  
Agency Type: Non profit  
Office Hours: 24/7

Residential chemical dependency treatment, inpatient residential day treatment and outpatient programs for adults. Family and children's programs, five day intensive program for relapse prevention and codependency. Free assessment. Spanish spoken. Admission requirements: Alcohol or drug dependent, ages 18 yrs+. Accepts insurance, self pay (financial assistance available). Serves: US.

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**BRAWLEY FAMILY RESOURCE CENTER**

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Telephones: (760) 312-6095  
480 N Imperial Avenue  
Brawley, CA 92227  
Office Hours: M-F 8:00am-5:00pm

Provides a variety of crime prevention classes, gang intervention/ suppression, health services, delinquency prevention, drug and alcohol counseling, family counseling, anger management, peer court program, mentoring program, at-risk girls program and after school programs. Serves: Imperial Co.

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**F.A.C.T CENTER- FAMILY AND COMMUNITY TOGETHER (EL Centro)**

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Telephones: (760) 337-5097  
Fax: (760) 337-4315  
1027 N. 8<sup>TH</sup> Street

El Centro, CA 92243  
Office Hours: M-F 8:00am-5:00pm  
Provides a variety of services. Referrals to community resources: Behavioral Health Services, Family Support Services, Case Management, and Department of Social Services.

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**CALIFORNIA ASSOCIATION/ SCHOOL OF PSYCHOLOGISTS**

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Telephones: (916) 444-1595  
Fax: (916) 444-1597  
1400 K Street, Ste 311

**Counseling/ Mental Health/ Anger Management**

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**CALIFORNIA ASSOCIATION/ SCHOOL OF PSYCHOLOGISTS Cont.**

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Sacramento, CA 95814  
Statewide membership organization of school psychologists in California. Provides professional dev, acts as a liaison with state boards and commissions. The goal is to ensure schools are responsive to psychological needs of students. Fact sheets are available online to members and nonmembers. Serves: California.

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**CALIFORNIA BOARD/ BEHAVIORAL SCIENCES**

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Telephones: (916) 574-7830  
Fax: (916) 574-8625  
1625 North Market Blvd, Ste S-200  
Sacramento, CA 95834

Agency Type: Government  
Office Hours: M-F 8:00am-5:00pm  
Agency licenses education psychologists, clinical social workers, marriage and family therapists. Spanish spoken. Serves: California.

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**CALIFORNIA BOARD/ PSYCHOLOGY**

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Department of Consumer Affairs  
Telephones: (866) 503-3221  
(916) 263-2699  
Fax: (916) 263-2697  
1422 Howe Ave, Ste 22  
Sacramento, CA 95825-3200  
Agency Type: Government  
Office Hours: M-F 8:00am-5:00pm  
Regulates psychology professionals. Serves: California.

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**CARON FOUNDATION**

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Telephones: (800) 678-2332  
Residential treatment for adolescents 13-17 with problems related to alcohol/drugs. Fees on sliding scale. Serves: San Diego Co.

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**CENTER FOR FAMILY SOLUTIONS**

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Telephones: (760) 353-8530  
(760) 353-6922

727 Main Street  
El Centro, CA 92243  
Agency Type: Non profit  
Office Hours: 24/7

Domestic violence services, HIV prevention program, bullying program, individual and group counseling, outreach, emergency shelter, legal assistance drip-in center, TRO's, crisis services, transitional housing, prevention and education programs, information and referrals, batterer's program. 24 hr hotline. Spanish Spoken. Fees apply Serves: Imperial Co.

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**CENTER FOR HEALING CHILDHOOD TRAUMA**

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Telephones: (909) 875-5288  
(949) 348-1717  
Fax: (909) 353-8441

101 S. Olive Ave  
Rialto, CA 92376  
Agency Type: Non profit

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**CENTER FOR HEALING CHILDHOOD TRAUMA**

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**Cont.**

Office Hours: M-Th 9:00am-7:00pm,  
F 10:00am-5:00pm

Counseling for children, adolescents and adult victims of sexual abuse. Also family resource center offering a wide range of parenting curricula. Parents united certified providers. Spanish spoken. Accepts private pay, Victims of Crime. Serves: Orange, Riverside and San Bernardino Co.

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**COUNSELING/PSYCHOTHERAPY REFERRAL**

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National Association of Social Workers

Telephones: (800) 638-8799  
(202) 408-8600

Fax: (202) 336-8395

750 1<sup>st</sup> Street, NE, Ste 700

Washington, DC 20002-4241

Agency Type: Non profit

Office Hours: M-F 8:30am-5:30pm EST

Professional association of social workers. Offices all 50 states. Year round depression screenings. Clinical registry lists licensed clinical social workers practicing as mental health professionals. Spanish spoken, Serves. US.

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**CRISIS PREGNANCY CENTER**

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Telephones: (520) 782-0234

1334 South 8<sup>th</sup> Avenue

Yuma, AZ 85364

Agency Type: Non profit

Office Hours: M-F 8:00am-5:00pm

Pro-life orientation, crisis pregnancy counseling.

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**DEPRESSED ANONYMOUS**

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Telephones: (502) 569-1989

P.O. Box 17414

Louisville, KY 40217

Agency Type: Non profit

Resources for depressed individuals of all ages, printed information, support groups, referrals, advocacy, education. Website contains information on books and support groups. Visit [www.depressedanon.com](http://www.depressedanon.com) Serves: USA.

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**DEPRESSION AWARENESS**

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Telephones: (800) 421-4211

Agency Type: Non profit

Office Hours: 24 hr message machine

Call to request up to three free brochures about the general symptoms of depression, student information, elderly depression and treatment for all types of depression. Sponsored by the National Institute of Mental Health. Spanish spoken. Serves: US.

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**IMPERIAL CO. DEPARTMENT OF BEHAVIORAL HEALTH CRISIS REFERRAL**

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Telephones: (760) 482-4020

(760) 482-4000

24 hr line (800) 817-5292

202 N 8<sup>th</sup> Street

El Centro, CA 92243

On site assessment and referral for 72 hour. Holds on an emergency outpatient basis for clients in need

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**Counseling/ Mental Health/ Anger Management**

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**IMPERIAL CO. DEPARTMENT OF BEHAVIORAL HEALTH CRISIS REFERRAL Cont.**

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of mental health treatment. Service is provided to de-escalate, refer or hospitalize acutely ill psychiatric patients. Patients appropriate for hospitalization are then referred to an appropriate facility. Cost for all services are based on the Uniform Method to determine the Ability to pay system. Medi-Cal, Medi-Care, private insurance and private pay are accepted. Serves: Imperial Co.

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**IMPERIAL CO. DEPARTMENT OF BEHAVIORAL HEALTH DRUG/ALCOHOL PROGRAMS**

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Telephones: (760) 353-0763

Fax: (760) 352-4061

1030 Broadway, Ste 103

El Centro, CA 92243

Agency Type: Government

Office Hours: M-F 8:00-5:00

Telephones: (760) 337-7847

1295 State Street, Ste 205

El Centro, CA 92243

Office Hours: Varies.

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**IMPERIAL CO. DEPARTMENT OF BEHAVIORAL HEALTH OUT PATIENT SERVICES**

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Telephones: (760) 337-7847

(800) 817-5292

202 N 8<sup>th</sup> Street

El Centro, CA 92243

Agency Type: Government

Office Hours: M-F 8:00am-5:00pm

Counseling services for adolescents under 21 yrs suffering drug/alcohol addictions. Out-patient treatment for people suffering from mental disorders. Serves: Imperial Co.

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**IMPERIAL VALLEY COUNSELING**

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Telephones: (760) 352-4773

110 S 5<sup>th</sup> Street

El Centro, CA 92243

Counseling for children, adolescents and adults, family therapy and alcohol/drug counseling. Serves: Imperial Co.

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**KIDSPACE**

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Kids Peace Helpline

Telephones: (800) 854-3123

Fax: (610) 799-8900

5300 Kids Peace Dr

Orefield, PA 18069

Agency Type: Non profit

Office Hours: 24/7

Hotline provides counseling, information and referrals services to children and parents in crisis. Also mental health and behavioral health services, children's psychiatric hospital, residential, foster care, juvenile justice and outpatient. Free helpline. Serves: USA.

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**LOMA LINDA UNIVERSITY/ MARRIAGE/ FAMILY**

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Marriage and Family Therapy Clinic

Telephones: (909) 558-4934

Fax: (909) 558-0334

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**LOMA LINDA UNIVERSITY/ MARRIAGE/ FAMILY  
Cont.**

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164 W. Hospitality Ln, Ste 15  
San Bernardino, CA 92408  
Agency Type: Non profit  
Office Hours: M-Th 9:00am-8:00pm,  
F 9:00am-2:30pm

Individual, group, marriage, family, child and adolescent counseling. Services for child abuse prevention, grief counseling, domestic violence, chemical addiction and other issues. Spanish, Chinese spoken. Sliding fee scale starts at \$ 25 per session. Medi-Cal not accepted. Will not bill insurance. Serves: San Bernardino, Riverside Co.

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**LJS AMIGOS COMMUNITY CENTER**

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Telephones: (760) 344-4073  
641 Main Street  
Brawley, CA 92227

Residential treatment for patients who are diagnosed with dual mental disorders. Admission Requirements: must be referred by Imperial Co. Mental Health Department. Serves: Imperial Co.

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**MOURNING STAR CENTER**

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Telephones: (760) 836-0360  
Fax: (760) 776-1612  
73726 Alessandro Drive, Ste 104  
Palm Desert, CA 92211  
Agency Type: Non profit  
Office Hours: Vary

Open-ended support groups for children and teens, ages 3-18 yrs and their families, who are grieving due to a death. Trained volunteers and professionals facilitate groups. Also extended support, education services and community outreach. Accepts donations. Free services. Serves: Riverside Co.

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**NATIONAL ALLIANCE FOR MENTAL ILLNESS  
(NAMI) OFFICE**

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National Alliance on Mental Illness  
Telephones: (800) 950-6264  
(703) 524-7600  
Fax: (703) 524-9094

2107 Wilson Blvd, Ste 300  
Arlington, VA 22201-3042  
Agency Type: Non profit  
Office Hours: M-F 10:00am-6:00pm EST

Helpline provides information about mental illness and referral to community resources. NAMI is the country's leading grassroots advocacy organization dedicated solely to improving the lives of persons with severe mental illness, including Schizophrenia, Bipolar disorder (Manic-Depressive illness), major depression, obsessive compulsive disorder and severe anxiety disorders. More than 1,200 state and local affiliates, California office (916) 567-0163, Fax (916) 567-1757. Spanish spoken. Serves: US.

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**NATIONAL INSTITUTE OF MENTAL HEALTH**

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Telephones: (866) 615-6464  
(301) 443-4513  
Fax: (301) 443-4279

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**Counseling/ Mental Health/ Anger  
Management**

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**NATIONAL INSTITUTE OF MENTAL HEALTH  
Cont.**

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MSC 9663  
P.O. Box MSC 9663  
6001 Executive Blvd, Rm 8184  
Bethesda, MD 20892-9663

Agency Type: Government  
Office Hours: M-F 8:30am-5:00pm EST  
Federal research institute conducts and supports research that focuses on the causes, diagnosis, prevention and treatment of severe mental illness. Public inquires line is staffed with trained specialists who respond to information request from the lay public, clinicians and the scientific community. TTY (301) 443-8431 or (866) 415-8051. Serves: US.

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**RESEARCH AND TRAINING CENTER ON  
FAMILY**

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Portland State University  
Telephones: (503) 725-4040  
Fax: (503) 725-4180  
P.O. Box 751

Portland, OR 97201-0751  
Agency Type: Government  
Office Hours: M-F 8:00am-5:00pm  
National resource on improvement of mental health services to children and families. Services include: annual conference, Focal Point (a national bulletin on family support and children's mental health) and other publications. Families of children or youth with emotional and behavioral concerns; professionals working with children or youth and their families; researches and group programs. Spanish spoken. Most publications free, some mailed at cost. Serves: US.

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**UNIVERSITY OF SAN DIEGO PSYCHIATRY**

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8950 Villa La Jolla Drive, Ste 1242  
La Jolla, CA 92037  
Support groups for depressant/manic depressed persons.

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**PRIVATE PRACTICE**

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**BRUCH-McCAAN, VIRGINIA FMFCC**

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Telephones: (760) 352-1777  
300 S Imperial Avenue  
El Centro, CA 92243  
Agency Type: Private  
Office Hours: M-Th 8:00am-5:00pm  
Private counseling services to children, adults and adolescents in drug/alcohol abuse, depression, stress and anxiety. Fees: \$ 60 per hour, private insurance accepted.

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**CHERLIN, EDWARD, MD**

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Telephones: (760) 352-0448  
230 S 8<sup>th</sup> Street  
El Centro, CA 92243  
Agency Type: Private  
Office Hours: Tue/Wed 9:00am-5:00pm

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**CHERLIN, EDWARD, MD Cont.**

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Counseling services, include but not limited to sexual abuse, incest, child sexual abuse, spousal abuse, divorce and custody issues.

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**CAMACHO ALVARO, MD**

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Telephones: (760) 355-0161

2417 Marshall Ave, Ste 1

Imperial, CA 92251

Agency Type: Private

Office Hours: Not specified

Counseling services to adolescents and adults in sexual assault, spousal abuse, custody, divorce related. Specialty on survivor of violence. Fees: \$ 130 for individual, \$ 52 for group. Spanish spoken.

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**CIJZA CORNELIUS, FMFCC**

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Telephones: (760) 353-3340

1017 S 5<sup>th</sup> Street

El Centro, CA 92243

Agency Type: Private

Office Hours: Not specified

Counseling services to adolescents and adults in sexual assault, spousal abuse, trauma and grieve issues.

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**DIMANNO PETER, LCSW**

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Telephones: (760) 352-4773

1503 N Imperial Ave, Ste 205

El Centro, CA 92243

Agency Type: Private

Office Hours: M-F 7:00am-7:00pm, Sat by apt. only

Counseling services for victims of sexual assault, rape, incest, interfamily sexual abuse, out of home child abuse, spousal abuse, custody, divorce related, trauma death survivor. Specialty on child abuse, child sexual abuse (victims/offenders).

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**HART II ASHLEY B.**

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Telephones: (928) 341-1048

2557 South Arizona Ave, Ste C

Yuma, AZ 85364

Agency Type: Private

Office Hours: M-F 8:00am-5:00pm

Counseling services for victims of sexual assault, rape, incest, interfamily sexual abuse, out of home sexual abuse, spousal abuse, custody, divorce related, homicide survivors, trauma death survivor. Extra training: American College of Forensic Examiners, American Board of Psychological Specialties, Trauma/PTSD, Forensic Psychology, Developmentally Disabled. Spanish spoken. A. Sign language. Fees: \$ 110 for individual, \$ 50 group.

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**HITTLE GARY Ph.D.**

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Telephones: (619) 464-7771

300 S Imperial Ave, Ste 11

El Centro, CA 92243

Agency Type: Private

Counseling services for victims of crime, sexual assault, child sexual abuse, spousal abuse for ages 10 and up. Fees: \$ 90 per hour, sliding scale. Accepts private insurance, deferred payment (Victims of Crime).

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**Counseling/ Mental Health/ Anger Management**

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**HOTCHKISS SCOTTIE**

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Telephones: (928) 343-1670

1405 W 16<sup>th</sup> Street, Ste C

Yuma, AZ 85364

Agency Type: Private

Office Hours: M-F 9:00am-6:00pm

Counseling services for adolescents and adults victims of sexual assault, rape, incest, interfamily sexual abuse, spousal abuse, custody, divorce related. Fees: 85 for individual.

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**HUSSEY TENA J**

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Telephones: (760) 355-0161

2417 Marshall Ave, Ste 1

Imperial, CA 92251

Agency Type: Private

Office Hours: M-Th 8:00am-8:00pm

Fri 8:00am-5:00pm

Counseling services for victims of sexual assault, rape, incest, interfamily sexual abuse, out of home child abuse, spousal abuse, custody, divorce related, homicide survivors, trauma death survivor. Specialty/extra training: 20 years experience. CAMFT, Child Protective Services, Child Abuse Response Team, Sexual Abuse Response team, First Responders Family Violence, Suicide Response Team, Separation and Transition into placement. All ages. Fees: 130 individual, \$ 52 group.

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**HUALA ROY Ph.D.**

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Telephones: (619) 267-7000

3953 Helen Rd

Bonita, CA 91902

Agency Type: Private

Office Hours: M-F 9:00am-5:00pm

Counseling services for victims of sexual assault, rape, incest, spousal abuse, custody, divorce related, homicide survivors, trauma death survivor. Worker's Compensation Injuries and personal lawsuits. Accepts private insurance, deferred payment (victims of crime). Fees: Sliding \$40-\$150 per hour.

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**NG BERNARDO, MD**

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Telephones: (760) 355-0161

2417 Marshall Ave, Ste 1

Imperial, CA 92251

Agency Type: Private

Office Hours: M-Th 8:00am-5:00pm

Counseling services for victims of sexual assault, rape, incest, interfamily sexual abuse, spousal abuse, custody, divorce related, trauma death survivor. Spanish spoken. Fees: \$ 130 individual, \$ 52 group.

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**NG BERNARDO, MD**

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Telephones: (760) 352-6302

300 S Imperial Ave, Ste 11

El Centro, CA 92243

Agency Type: Private

Office Hours: M-F 11:00am-5:00pm

Counseling services for victims of sexual assault, rape, incest, interfamily sexual abuse, spousal

**Counseling/ Mental Health/ Anger  
Management**

**NG BERNARDO, MD Cont.**

abuse, custody, divorce related, trauma death survivor. Child abuse seminars. Accepts private insurance and deferred payment (Victims of Crime).

**SON-SHINE COUNSELING CENTER**

Telephones: (760) 353-5059

E! Centro, CA 92243

Helps with depression, family counseling and trauma recovery. Provide services by appointment only. Spanish spoken.

**NONDISCRIMINATION/HARASSMENT OF EMPLOYEES**

A. Unlawful Harassment

The Governing Board ("Board") of the District is committed to providing equal opportunity for all individuals in employment. The Board prohibits unlawful discrimination, including unlawful harassment, with respect to the actual or perceived age, gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, physical or mental disability or sexual orientation. Employees are prohibited from engaging in unlawful discrimination or harassment of another employee or student of the District. Employees who engage in unlawful discrimination or harassment of other District employees or students, or who aid, abet, incite, compel or coerce another to discriminate are in violation of this policy and are subject to disciplinary action, up to and including dismissal.

Pursuant to state and federal law, the Board prohibits harassing conduct based on the above categories which has the purpose or effect of creating an intimidating, hostile, or offensive workplace. Harassment is unwanted or unwelcome conduct motivated because of the individual's actual or perceived age, gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, physical or mental disability or sexual orientation, that is so severe, pervasive, or objectively offensive that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile work environment.

The Board hereby designates the following position as Coordinator to prevent and remedy discrimination and harassment:

Assistant Superintendent  
Human Resources/Administrative Services  
1256 Broadway  
El Centro, CA 92243

B. Sexual Harassment

The Board strictly prohibits unlawful harassment based upon gender or sex, in the workplace environment. Prohibited sexual harassment includes unwelcome conduct based upon sex or gender by someone who is of the opposite or same gender, a coworker, a supervisor or manager, an employee or agent of the



District, a District official, a non-employee such as a sales representative or service vendor or any such individual who aids, abets, incites, compels, coerces, or encourages the prohibited conduct or attempts to do so. It is not necessary that discipline, loss of tangible job benefits, or economic damage occurred to constitute sexual harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone in the work setting. It includes but is not limited to, the following circumstances:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, progress, or participation in a District employment activity; or;
2. Submission to, or rejection of, the conduct by the individual is used as the basis for employment decisions affecting such individual; or
3. The conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile, or offensive work environment; or
4. Submission to, or rejection of, the conduct by the individual is used as, or threatened to be used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the District.

Examples of unwelcome conduct which may be sexual harassment include, but are not limited to, the following:

1. Deliberate written or oral comments, gestures, or physical contacts of a sexual nature or demeaning to one's gender which are unwelcome and/or interfere with work productivity.
2. Implicit or explicit sexual behavior by an employee, supervisor, or co-worker which has the effect of controlling, influencing, or otherwise affecting the job, salary, project, performance evaluation, opportunity for employment, or career of an employee or an applicant for employment.
3. Unwelcome suggestive, vulgar or obscene letters, notes, e-mails, posters, calendars, or other visual products or derogatory comments, slurs, and/or jokes of a sexual nature.

C. Complaint Procedure

Any individual with a complaint of unlawful harassment, of a sexual nature or otherwise, shall immediately report it to his or her supervisor. If the supervisor is the individual about whom the complaint is to be made, the employee should make the complaint directly to the Assistant Superintendent for Human Resources/Administrative Services. If the Assistant Superintendent for Human Resources/Administrative Services is the individual about whom the complaint is being made, the employee should make the complaint directly to the District Superintendent.

Under no circumstances shall an employee of the District who believes that he or she has been the victim of unlawful harassment be required to first report that harassment to the supervisor if the supervisor is the individual who has done the harassing. All complaints of harassment will be promptly and thoroughly investigated and properly resolved. No individuals will suffer reprisals for reporting any incidents of harassment.

Upon notification or discovery of an illegal harassment complaint, the Assistant Superintendent for Human Resources/Administrative Services or his/her designee will:

1. Inform the complainant of rights under this procedure.
2. Authorize the investigation of the complaint and supervise and/or investigate the complaint. The investigation will include interviews with the complainant, the accused harasser, and any other persons who reasonably may have relevant knowledge concerning the complaint.
3. Review factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment; giving consideration to all factual information, the totality of the circumstances, and the context in which the alleged incidents occurred.
4. Report the results of the investigation and the determination as to whether harassment occurred to appropriate persons including to the complainant, the alleged harasser, and the supervisor.
5. If harassment occurred, take and/or recommend to the Board prompt and effective remedial action against the harasser. This action will be commensurate with the severity of the offense and will be communicated to the complainant.

6. Reasonable steps will be taken to protect the victim and other potential victims from further harassment as well as from retaliation as a result from communicating the complaint.
7. Appropriate action will be taken whenever possible to alleviate the effects of the harassment.

D. Retaliation

The Board strictly prohibits any retaliation and attempts or threats to retaliate against any District employee or official for filing, reporting, pursuing, or participating in a complaint of harassment for being a witness or helping in any other way relating to a complaint, potential complaint, or investigation of alleged harassment. Any person who retaliates or attempts to retaliate in violation of this prohibition may be subject to discipline. Anyone with a concern that retaliation is or may be occurring is encouraged to contact the person investigating the charge of harassment or the principal or designee.

E. False Claims

No one shall file a claim of harassment knowing it to be false or no one shall provide any knowingly false information in a harassment complaint or investigation. Anyone violating this prohibition may be subject to disciplinary action.

F. Dissemination Of Policy

1. All employees, supervisors and managers shall be notified of this policy.
2. A copy of this policy shall be posted along with and in the same manner as is other material which is posted for the benefit of the employees.

Date Policy Adopted By The Board: 12/9/98

Policy Revised on: 10/12/04

**SEXUAL HARASSMENT OF PUPILS**

**A. Introduction**

The District recognizes that harassment on the basis of sex is unlawful.

Employees and pupils will not engage in conduct constituting sexual harassment. This board policy prohibits any act of sexual harassment as defined by this board policy where such act is related to any school activity or school attendance as allowed by law. The District will not condone or tolerate sexual harassment. The District will take appropriate disciplinary action against all employees or pupils found to have engaged in sexual harassment.

**B. Definitions of Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. It includes but is not limited to circumstances in which:

1. Submission to such conduct is made a term or condition of a pupil's academic status or progress.
2. Submission to or rejection of such conduct is used as the basis for any academic decision affecting such pupil.
3. Such conduct has the purpose or effect of unreasonably interfering with a pupil's academic performance or creating an intimidating, hostile or offensive educational environment.

**C. Forms of Sexual Harassment**

Forms of sexual harassment include but are not limited to the following:

1. Oral harassment such as derogatory comments, jokes or slurs;
2. Physical harassment such as unnecessary, unwelcome or offensive touching, or impeding or blocking movement;

3. Visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures; and
4. Unwelcome sexual advances, requests, or demands for sexual favors, and other oral or physical conduct of a sexual nature.

D. Complaint Procedure For All Illegal Harassment

Any pupil wishing to make a complaint of sexual harassment should immediately report it to the Associate Superintendent or the Principal. However, there is absolutely no requirement that a pupil must make a complaint to the alleged harasser. A pupil making a complaint of sexual harassment shall not suffer any reprisal for doing so. The District will promptly and thoroughly investigate all complaints of sexual harassment. The District also will take immediate and appropriate action to resolve such complaints. All incidents of sexual harassment will be remedied. A report of the results of the investigation will be made to the complainant, the alleged harasser, and the supervisor of the alleged harasser.

Upon receipt of a complaint alleging sexual harassment, the District representative conducting the investigation shall do the following:

1. Inform the complainant of the rights under this board policy;
2. Authorize the investigation of the complaint and supervise and/or conduct the investigation of the complaint. The investigation, at a minimum, shall include interviews with the complainant, the alleged harasser, and all other persons who reasonably may have relevant knowledge about the complaint, including possible witnesses or victims of prior similar conduct;
3. Take reasonable steps to protect the complainant from any retaliation for filing the complaint;
4. Review factual information gathered to determine whether the alleged conduct constitutes sexual harassment;
5. Report the results of the investigation to the complainant, the alleged harasser, and the supervisor of the alleged harasser;

**BOARD POLICY 5001**

6. If harassment occurred, take and/or recommend prompt and effective remedial action against the harasser;
7. Take reasonable steps to protect the complainant and other potential victims from further harassment if such harassment is determined;
8. Take reasonable steps to alleviate the effects of the harassment.

**E. Dissemination Of Policy**

Any pupil wishing to make a complaint of sexual harassment shall immediately file a written complaint, except that no pupil is required to file any complaint with the alleged harasser.

All employees and pupils shall be notified of this board policy on a regular basis, and consistent with Education Code Sections 212.6 and 48980.

**Legal Reference:**

Education Code Sections 212.6, 48980

**Date Policy Adopted By The Board: 8/20/96**

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**El Centro School District  
Office of Educational Services**

BULLETIN NO. 55-1  
December 6, 1995

Subject: School Uniform Policy

- I. Background
- II. Information Dissemination
- III. Financial Considerations
- IV. Compliance Measures

I. BACKGROUND

Over the past year, many parents and community members have urged the El Centro School District to adopt a uniform policy as a means of deterring the influence of gangs, minimizing violence in the schools and community, and improving the learning environment. The Board of Trustees recognizes that other school districts that have adopted uniform policies have experienced enhanced school safety, an improved learning environment, a reduction in incidences of ethnic and racial tensions, a bridging of socio-economic differences between children, and improved student behavior. Accordingly, the El Centro School District will allow a mandatory school uniform program at all elementary schools beginning the 1996-97 school year and at the middle schools beginning the 1997-98 school year.

The decision to implement a school uniform policy will be a collaborative effort between parents and school staff. At least 80% of parents surveyed must support the uniform policy. Prior to adopting a school uniform policy each school must receive approval from the Board of Trustees.

II. INFORMATION DISSEMINATION

- A. It is the responsibility of the district to communicate to parents information common to all school sites, regarding the uniform policy.
- B. Each school shall notify parents six months prior to implementing a uniform policy.
- C. Each school shall communicate to parents information specific to the school sites, including:
  - 1. requirements for jackets/outer garments
  - 2. compliance measures to be employed
  - 3. availability of financial support and procedures for applying for assistance
  - 4. list of vendors of uniform articles
- D. The means by which this information is communicated shall include one or more of the following:
  - 1. District letters
  - 2. School newsletters
  - 3. parent forums



4. parent advisory meetings
5. radio and newspaper announcements
6. registration materials
7. student/parent handbooks

### III. Financial Considerations

- A. No student shall be denied attendance at school, penalized or otherwise subject to compliance measures for failing to wear a uniform by reason of hardship.
- B. With the commencement of the 1996-97 school year, each school shall:
  1. Develop a procedure and criteria to identify families in need of financial assistance.
  2. Determine the type of financial assistance appropriate for the individual school community.
  3. Set up procedure whereby school and or community organizations may provide assistance to those families in need.
  4. Prepare a flyer describing in detail the uniform and listing the range of costs for each competitively priced item of clothing as provided by a variety of vendors. The flyer should state that in case of severe financial hardship, parents may contact their child's school to request assistance.

### IV. Compliance Measures

- A. Each school should strive to achieve full compliance with the uniform policy through the use of incentives and positive reinforcement measures, and should resort to disciplinary action only when positive measures fail to ensure compliance.
- B. Prior to initiating any disciplinary action against a student not complying with the policy, a conference with the parent must be held with a school administrator or counselor to solicit parental support and cooperation.
- C. Disciplinary action is to be initiated only after all other means to secure support and cooperation have not succeeded. A "progressive discipline" approach is to be employed by the school so as to encourage full and consistent compliance with the least amount of disciplinary action.
- D. In order to ensure a smooth transition to the mandatory uniform policy, and in order to ensure that incentives and positive reinforcement measures are employed, no school shall take disciplinary action until after September 30, 1996 unless those not in compliance substantially interfere with the requirements of appropriate discipline.
- E. No student shall be considered noncompliant with the policy in the following instances:
  1. When compliance derives from financial hardship.

2. When a student wears the uniform of a nationally recognized youth organization such as the Boy Scouts or the Girl Scouts on regular meeting days.
3. When wearing a uniform violates a student's religious belief.
4. When a student's parent or guardian has secured an exemption from the uniform policy by following procedures set forth in Section F.

F. If the parent or guardian desires to exempt his or her child from the uniform policy, the parent or guardian must observe the following procedure:

1. Request in writing or in person an Application for Exemption from the Uniform Program. This application may be obtained at the student's school site.
2. Complete the application in full and submit to school administrator.
3. Meet with the school administrator to discuss the uniform policy and the nature of the parent(s) or guardian's objections to the policy. The purpose of this meeting is to:
  - a. ensure that the parents or guardians understand the reason for and goals of the uniform policy;
  - b. verify the accuracy of the information on the application;
  - c. define the alternative dress code.
4. A student who opts out must comply with the district's/school's standard dress code.

For assistance, please call Alicia M. Armenta, Assistant Superintendent, at 352-5712.

APPROVED:

 MICHAEL KLENTSCHY, Superintendent

DISTRIBUTION:

Management Team and School Secretaries



# Sunflower Elementary School

## Safe Ingress and Egress To and From School

### Ingress Procedures

All students walking to school are to enter the school from the West gate and proceed to the cafeteria or playground no earlier than 7:30 a.m.

All bus students are to be dropped off at the bus stop in front of the office and proceed to the cafeteria or playground.

All students arriving in cars are to be dropped off at the curb of the Lotus Street drop off zone. Students arriving in cars are then to proceed to the cafeteria or playground after the 7:30 a.m. bell.

### Egress Procedures

To ensure pupil safety, students should be picked up no later than 15 to 20 minutes after dismissal. All students walking home are to exit campus through the west gate near the kindergarten classrooms. Students are to cross on the corner of Main and Lotus Street, where a crossing guard is on duty until 3:20 pm.

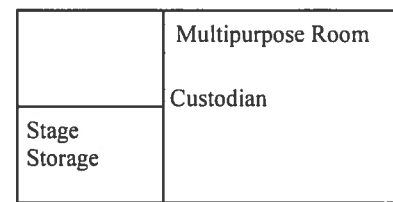
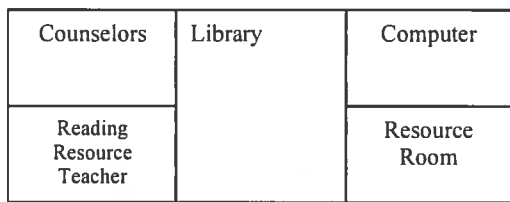
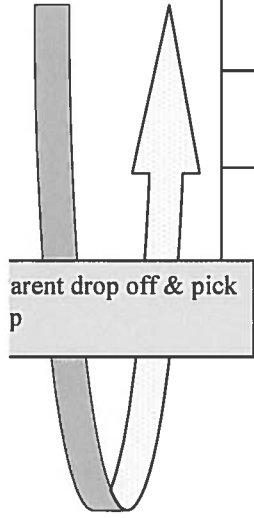
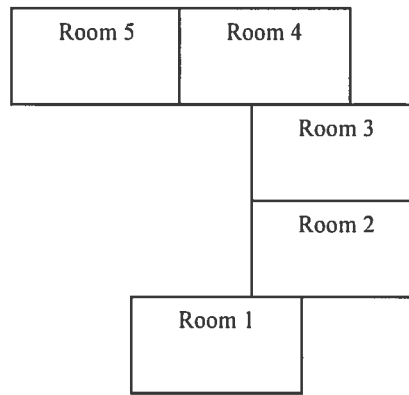
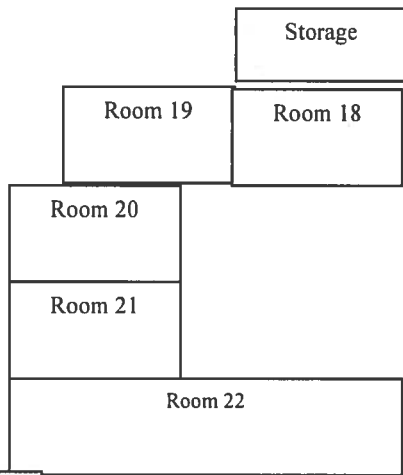
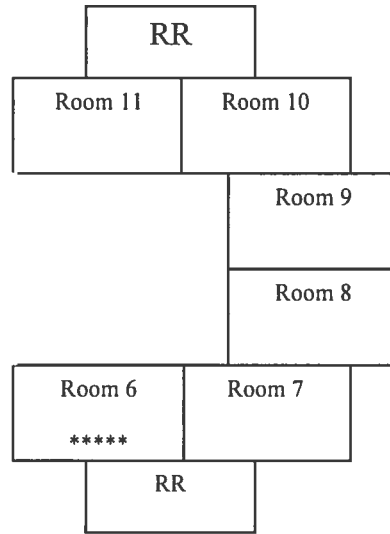
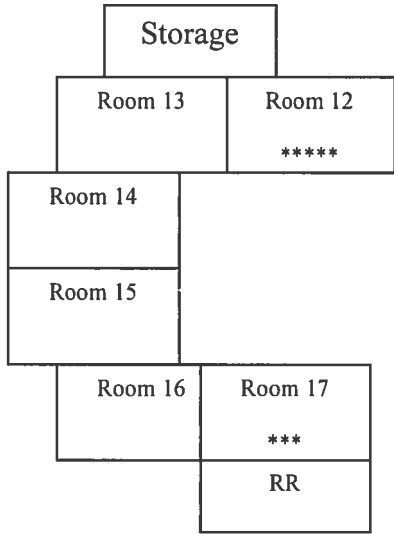
All bus students are to report to the bus zone, in front of the office, and wait under the supervision of the bus supervisor.

All students being transported by car are to report to the Lotus Avenue loading zone and follow the pupil supervisors' directions. Students are to wait until advised by a pupil supervisor, and are to load their vehicle only at the designated area at the curb.

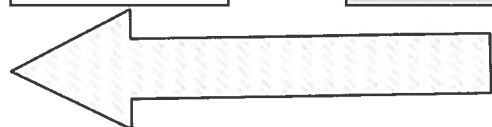
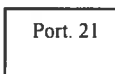
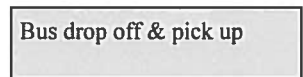
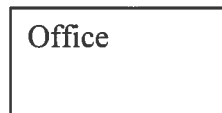
Employees are to enter the East gate and exit the West gate from the main parking area.

# MAP OF SUNFLOWER ELEMENTARY SCHOOL

## Ingress & Regress Map



Release of students  
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# Sunflower Pledge

As a member of the Sunflower Elementary School community, I understand the need for honor and integrity, and pledge to defend it with my words and actions.

I will show respect for my school and community by working hard in all my school endeavors.

I will not lie, cheat, steal, vandalize, or commit forgery.

I accept responsibility for my own actions and for what other members of the community may do in my presence.

I will help to keep our campus clean, obey the rules, and respect the rights of others.

I will be kind at all times, and use my words to encourage others, not hurt them.

I will do my part, to the best of my ability, to make Sunflower Elementary School a positive, safe, and exemplary place of learning.

This is my pledge...

# Sunflower Elementary School

## Classroom Management Plan

### **The Teacher Creed**

As your teacher, I will not allow you to do anything that is not in your best interest or in the best interest of this classroom

As your teacher, I will not allow you to stop anyone from learning for any reason whatsoever.

As your teacher, I will not allow you to stop me from teaching; I will not allow you to stop me from teaching for any reason.

- a) No manipulations
- b) Never question my management system while I am teaching

### **The Broken Record**

I understand  
I see  
Uh hum  
Mm Hmm  
That's not the point  
Silence

### **The Re-Direct (a.k.a. The Whammy):**

Call Name  
Proximity  
Eye contact  
Gesture  
Clear statement of rule or expectation  
Walk Away

### **Specific Instructions**

Procedures: "When I say go..."  
Seatedness  
Materials  
Voice Level

Check for understanding  
What are we going to do first?  
What are we going to do next?  
What are we going to do when we are finished? Ready? Go."

Positive Reinforcement: Three strokes and a poke  
"Thank you. I like the way..."

**School-wide Rules:**

- Follow directions
- Be prepared
- Keep hands feet and objects to yourself
- Do not tease or harass others
- Follow the dress code

**Positives:**

- Verbal praise
- Additional privileges in class
- Positive phone call or note
- Recognition at school-wide assembly
- Participation in end of the month activities

**Consequences for Rules Violations:**

- Mischievous Behavior:
  - Warning – Name in classroom behavior log
  - 5 minute in class timeout
  - 10 minute in class timeout
  - Parent Contact (Phone call – within 24 hours)
  - Buddy Room – 10 minutes

**Further disruption – Referral to the Principal**

- Severe Behavior such as fighting, vandalism, overt defiance of staff members, or stopping a class from functioning results in immediate referral to the Principal



## **Effective Behavior Management Hierarchy of Consequences**

### **Level 1 - Warning, or “In the Book”**

Use an “If-Then” statement. Example, “Priscilla, if you talk while I am teaching, then you will be sent to a 5 minute time-out. Priscilla: No talking while I am teaching.”

### **Level 2 - 5 Minute time-out**

Timeout area should be close to the teacher, but removed from the lesson. Student is to sit quietly for ten minutes and then return to the lesson.

“Priscilla, because you were talking while I was teaching, you have a 5 minute timeout. Priscilla, go to the timeout desk. Priscilla, if you continue to misbehave, you will go to the next level.”

### **Level 3 - 10 Minute time-out (same procedure as 5 minute time-out)**

### **Level 4 - Phone Call Home**

Inform student that you will be calling home to discuss behavior with parent.

(When you call, use a positive, state the concern, and then thank the parent; no more than a two minute call)

### **Level 5 - Buddy Room / Admin**

Send student to buddy room or to admin.

Buddy Room: Call your buddy room teacher and inform the teacher a student is on the way.

Mischivous Referral: Call the office to let Mr. Phillips know a student is on the way to the office. Send the student to the office with a referral or slip that indicates referral will follow. The student will be held in the office. Send referral as soon as practical.

### **Severe Clause: Fighting, Vandalism, Preventing a Class from Functioning, Overt Defiance**

Call the office for the principal to come to the the class to remove the student. If the principal is not available, another staff member will go to the class. The student will remain in the office until the severe referral is received. Appropriate consequences will be assigned.

### **Accountability Book:**

Students who misbehave while outside of class will be sent to the office with a pass to sign the accountability book. After three signatures in the book, student receives a discipline referral.

# Sunflower Elementary School

## Administrative Support Plan

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

### **Mischievous Behavior Referral**

**1<sup>st</sup> Referral** Date: \_\_\_\_\_  
\_\_\_\_ One hour immediate ISS (Office)  
\_\_\_\_ Work packet  
\_\_\_\_ Student/Administrator conference  
\_\_\_\_ Parent contact  
Other options used (if any) \_\_\_\_\_

Signature \_\_\_\_\_

**5<sup>th</sup> Referral** Date: \_\_\_\_\_  
\_\_\_\_ Refer to **level 1 Severe** category

**2<sup>nd</sup> Referral** Date: \_\_\_\_\_  
\_\_\_\_ Two hour immediate ISS (Office)  
\_\_\_\_ Work packet  
\_\_\_\_ Loss of Privileges (1 Day)  
\_\_\_\_ Parent contact  
Other options used (if any) \_\_\_\_\_

Signature \_\_\_\_\_

**3<sup>rd</sup> Referral** Date: \_\_\_\_\_  
\_\_\_\_ Three hour immediate ISS (Office)  
\_\_\_\_ Work packet  
\_\_\_\_ Loss of Privileges (2 Days)  
\_\_\_\_ Parent contact  
Other options used (if any) \_\_\_\_\_

Signature \_\_\_\_\_

**4<sup>th</sup> Referral** Date: \_\_\_\_\_  
\_\_\_\_ Home suspension / 1 day ISS (Office)  
\_\_\_\_ Parent/Administrator conference  
\_\_\_\_ **Behavior card**  
\_\_\_\_ Counseling Intervention  
Other options used (if any) \_\_\_\_\_

Signature \_\_\_\_\_

Signature

**Severe Behavior Referral**

**1st Severe** Date: \_\_\_\_\_

\_\_\_\_\_ Day Home suspension / 1 day ISS  
(Office)

- \_\_\_\_\_ Work packet
- \_\_\_\_\_ Parent/Administrator conference
- \_\_\_\_\_ Counseling Intervention (If Applicable)
- \_\_\_\_\_ Behavior card

Other options used (if any)

\_\_\_\_\_  
Signature

**2nd Severe** Date: \_\_\_\_\_

- \_\_\_\_\_ Two days Home Suspension
- \_\_\_\_\_ Work packet
- \_\_\_\_\_ Parent/Administrator conference
- \_\_\_\_\_ Counseling Intervention
- \_\_\_\_\_ Behavior card

Other options used (if any)

\_\_\_\_\_  
Signature

**3rd Severe** Date: \_\_\_\_\_

- \_\_\_\_\_ Five day home suspension
- \_\_\_\_\_ Work packet
- \_\_\_\_\_ Parent/Administrator conference
- \_\_\_\_\_ Counseling Intervention
- \_\_\_\_\_ Behavior card
- \_\_\_\_\_ Contract

Other options used (if any)

\_\_\_\_\_  
Signature

**4th Severe** Date: \_\_\_\_\_

\_\_\_\_\_ Central review and/or expulsion  
Other options used (if any)

\_\_\_\_\_  
Signature

**5th Severe** Date: \_\_\_\_\_

\_\_\_\_\_ Central review and/or expulsion  
Other options used (if any)

# Classroom Behavior Log

Teacher \_\_\_\_\_

Week of \_\_\_\_\_

Name	Monday	Tuesday	Wednesday	Thursday	Friday
	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5
Comments:					
	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5
Comments:					
	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5
Comments:					
	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5
Comments:					
	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5
Comments:					
	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5
Comments:					
	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5
Comments:					
	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5
Comments:					
	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5
Comments:					
	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5
Comments:					
	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5
Comments:					
	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5	Warning 2 3 4 5
Comments:					

Sunflower Elementary School Accountability Book

													1st Incident	Date	2nd Incident	Date	3rd Incident	Date						

**Pick up before school from Mr. Phillips & return to Mr. Phillips before leaving school**

Sunflower Elementary School Behavior Card Day \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Follow the School Rules: Teachers – initial each time period

1. Follow directions	Before Recess _____
2. Be prepared	Before Lunch _____
3. Keep hands, feet & object to your self	Dismissal _____
4. Don't tease or harass others	
5. Follow the dress code	

Initial for Positives → 


Consequences:

1. (Referring Teacher) \_\_\_\_\_: Level 1-Warning

2. (Referring Teacher) \_\_\_\_\_: Level 2-20 minute time-out. Send student with card to the buddy room. Time out of class: \_\_\_\_\_

3. (Referring Teacher) \_\_\_\_\_: Level 3- Discipline referral. Send student with card and referral to the office. Call the office to say student is being sent. Time out of class: \_\_\_\_\_

**Pick up before school from Mr. Phillips & return to Mr. Phillips before leaving school**

Sunflower Elementary School Behavior Card Day \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Follow the School Rules: Teachers – initial each time period

1. Follow directions	Before Recess _____
2. Be prepared	Before Lunch _____
3. Keep hands, feet & object to your self	Dismissal _____
4. Don't tease or harass others	
5. Follow the dress code	

Initial for Positives \_\_\_\_\_

Consequences:

1. (Referring Teacher) \_\_\_\_\_: Level 1-Warning

2. (Referring Teacher) \_\_\_\_\_: Level 2-20 minute time-out. Send student with card to the buddy room. Time out of class: \_\_\_\_\_

3. (Referring Teacher) \_\_\_\_\_: Level 3- Discipline referral. Send student with card and referral to the office. Call the office to say student is being sent. Time out of class: \_\_\_\_\_

## DRESS CODE FOR STUDENTS

### Uniform Policy

The El Centro Elementary School District Board of Trustees established a school uniform policy in 1996. Please review the following information regarding this policy. If you have any questions please call 337-4890.

#### White - Shirts, Blouses, Polo Shirts, Turtlenecks

- With sleeves and collars
- Shirts and blouses tucked in
- Oversized or baggy not allowed
- School shirts - school colors allowed

#### Navy - Long Pants, Shorts, Capris, Sweatpants

- Must fit at waist
- Oversized or baggy not allowed
- Belt secured by pant loops and belt length should not exceed second belt loop
- Short shorts, oversized below the knee not allowed
- No leggings

#### Skirts, Jumpers

- Oversized or baggy not allowed

#### Other Garments

- Jackets - any color with no writing or logos, oversized or baggy not allowed
- Sweaters, vests, sweatshirts - solid color - navy or white
- Sweatshirts – navy or school colors
- Socks - solid color - navy, white, black
- Shoes - closed shoe, athletic shoes acceptable (logo on athletic shoes acceptable)

#### Caps, hats, and visors worn for sun-protective purposes

- Navy or white with no logo
- School caps/hats - school colors allowed
- Cap or visor must be worn with bill forward
- May not be worn indoors

#### Other Specifications

- No logos, writing, letters or pictures on clothing (other than school logo)
- No webbed belts, no belt buckles with lettering
- No sunglasses unless prescribed by doctor
- No jeans, stirrup pants, leggings, or overalls
- No shirt style outer garments allowed
- Nothing related to gangs may be worn or displayed at any time in any manner

**Uniforms are required to be worn every day** unless the principal authorizes otherwise.

## Sunflower Elementary School Playground Courtesies / Supervision

### Sunflower Elementary Supervision

1. Visually inspect the area for debris – either pick it up or report it to the custodian / office.
2. Have a general knowledge of the condition of playground equipment
3. Report unsafe conditions to the office
4. Report all accidents / injuries
5. Keep all high risk items (swings, climbing apparatus) under close supervision – Be alert
6. Yard duty is serious – No visiting – keep your eyes moving and move around frequently.

### General Playground Rules

Equipment – Review these rules with students periodically:

Swings:

- A. Swing straight
- B. Put your feet down and leave the swing. No “bailing out”
- C. One person to a swing. No doubles
- D. Sit in the swing. Do not stand up
- E. Stay away from the front and back of the swings. Do not walk or play in front or behind them

Climbing Apparatus:

- A. Sit on the top of the apparatus – do not stand
- B. No tag
- C. Climb down, do not jump off
- D. No playing underneath the apparatus
- E. No “cherry drops”
- F. Address dangerous behavior immediately.

### Sunflower Elementary Playground Courtesy

1. Please help the grass grow by staying on the sidewalks.
2. Read and obey the playground rules that are posted
  - a. Obey playground supervisors
  - b. Keep hands, feet and negative words to yourself. No fighting or wrestling even pretending. No tag.
  - c. Freeze when the bell rings and line up when the whistle blows or return to class
  - d. Listen and follow directions. No throwing objects (of any kind)
  - e. Respect yourself, others and school property. No profanity or ganging up on others.
  - f. Sit at the tables or move out to the playground
  - g. Stay off all fences, walls, and tables.
  - h. Use playground equipment appropriately
3. ALL students are to use “Soccer” restrooms and water fountains during recess No drinks after the bell rings.



### Sunflower Elementary Bicycle Courtesy

1. All bicycles must be locked if brought to school and placed in bike rack.
2. Bikes should be licensed.
3. Students without bikes should not be near the bike rack.
4. All Bicycles are to be walked on and off campus, inside the fence and the parking lot.
5. Each owner should ride his or her own bike, no passengers or riding double.
6. Always wear a helmet and ride safely.
7. Obey the crossing guards at all times.

### Sunflower Elementary Hallway Courtesy

- 1) Any time students are out of class; they must be carrying some written indication that their teacher has approved the release. Teachers have a hall pass that is used in these instances.
- 2) Pass through hallway and doors quietly, holding the doors for those that follow
- 3) All visitors must report to the office for a visitor's pass. Visitors without a pass should be referred to the office to check in. Call the office immediately if a problem occurs.
- 4) Walk in the hallways or on the cement at all times
- 5) Honor the safety patrol on duty.
- 6) Discard trash in the containers. Keep the school clean by picking up paper from the school grounds.

### Sunflower Elementary Dismissal and Telephone Information

- 1) All students are to exit school out the classroom doors and to the west gate. Teachers are to walk their students to the gate at dismissal. Parents may pick students at the drop off zone or at the sidewalks.
- 2) Students should leave the school grounds within 15 minutes of dismissal unless under the supervision of a teacher. Primary children must remain seated and wait for older brothers or sisters.
- 3) The telephone in the office is for staff use only. Student request for use of the telephone should be limited to emergencies only. A staff member will screen all requests.

## Sunflower Elementary Cafeteria and Lunch Room Courtesies

In the lunch line or lunch area, students at Sunflower Elementary School are asked to make meal times as peaceful as possible by:

- 1) Treating everyone with respect and consideration. Wait your turn in line.
- 2) All students, sack and cafeteria, are to eat inside the MP Room. No food is to leave the cafeteria.
- 3) Line up alphabetically. Students punching, shoving, horse playing, or being excessively noisy will go to the end of the line to eat after all others are served.
- 4) Walk in the hallways and on the cement at all times.
- 5) Clean up after yourselves and one other person. Keep the aisles between the tables clear
- 6) Raise your hand if you wish to go to the bathroom or be excused.
- 7) Eat and drink only in designated areas and clean up after yourself by putting trash in the trashcans.
- 8) Avoid boisterous behavior, use "inside voices". Remember, no throwing objects, trading food or disturbing of others.
- 9) Follow the instructions of the adult supervisors in the lunch area.
- 10) Obey all other school rules that apply to the cafeteria
- 11) Sunflower Elementary School is a closed campus. Students are not allowed to leave without a note from home and must have an authorized adult sign them out in the office.

## Courtesy for Bus and Transportation

### SCHOOL BUS REGULATIONS Board Policy #5028

The School board hereby directs the pupils who ride buses to abide by and adhere to the highest standards of conduct while riding said vehicles.

Pupils transported in a school bus shall be under the authority of and directly responsible to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be deprived of transportation.

### Sunflower Elementary / School Bus Courtesy

All school rules apply to students on their way to and from school and while at bus stops and on the bus. Remember to:

1. Follow the directions and rules of the bus driver at all times. Keep your voices low, so that instructions from the driver may be heard at all times.
2. Respect others by keeping hands, feet, and words to yourself. No profanity, obscenity or harassment.
3. Respect the bus as a valuable piece of property.
4. Give proper identification when asked by the driver. Use your correct bus stop.
5. Stay in your seat and face forward while the bus is in motion. Keep body parts inside the bus. Keep your legs, feet and other objects out of the aisles at all times.

For reasons of safety, it is occasionally necessary to remove bus-riding privileges for students who violate the rules.

**ECESD Safe School Plan  
ACTION PLAN FOR COMPONENT 1  
People and Programs**

**Create a “Caring and Connected” School Climate**

**GOAL:**

Sunflower Elementary School’s goal is to provide a safe and secure school environment through the utilization of a school wide behavior plan that emphasizes consistent discipline and positive reinforcement.

**Objective 1-1**

Sunflower Elementary will reduce the time students are out of class and missing instruction due to disciplinary infractions, tardiness, or unexcused absences.

**Related activities:**

- Continue to actively address bullying through partnerships with local law enforcement, the behavior management plan and the District procedures and protocols.
- Training will be provided to faculty and staff on the implementation and procedures of a school-wide behavior plan.
- The supervising staff will use positive discipline for playground infractions. Pupil supervisors may send students with a slip to sign the Accountability Book. A student who signs the accountability book three times will be referred to the principal for discipline.
- All staff will use school-wide positives and privileges; The principal will plan celebrations for students who have positive discipline, no tardies, and no discipline infractions.
- Information will be provided to parents at Back-to-School night and in packets distributed during Parent Conference week regarding El Centro Elementary School District’s attendance and tardy policies.

**ECESD Safe School Plan**  
**ACTION PLAN FOR COMPONENT 1**  
**People and Programs**

- Letters will be sent to parents of students that violate attendance and/or tardy policies, and conferences will be scheduled with the Principal, as per the Student Attendance Review Board procedure.
- Students that habitually violate the attendance and/or tardy policies will receive recess and/or lunch detention and will be reviewed to the Student Attendance Review Board.
- Use progressive discipline for students who are late to school; detention, followed by discipline referral for 4<sup>th</sup> tardy; phone calls by principal to parents asking for their support.

**Resources Needed:**

- Materials and supplies to support the behavior plan; Posters, flyers, notebooks, slips etc.
- Training for pupil supervisors and ASES staff

**Persons responsible for implementation**

- Principal; outside organization through ASES

**Timeline for Implementation**

- Initial training in August
- Follow up Staff Training at Thursday meetings during the spring
- Training Meeting for pupil supervisors in spring
- Training for ASES staff in spring

**Objective 1-2**

Sunflower Elementary will increase communication to parents regarding events, student behavior, and school objectives and goals in their primary language.

**Related activities:**

- Informational packets will be supplied to parents the first day of school regarding the school-wide behavior plan in their primary language.

**ECESD Safe School Plan**  
**ACTION PLAN FOR COMPONENT 1**  
**People and Programs**

- During “Back-to-School” night a presentation will be provided to parents regarding the school-wide behavior plan, school assessment data, and school goals for the year.
- Communications to parents will take place via letter and announcement on the marquee, the parent announcement board, and Teleparent phone calls regarding school events, such as “Student of the Month” assemblies.
- Update the school’s website to make it useful for parents, students, and teachers.
- Communications to parents will take place via phone calls and letters regarding student disciplinary infractions and positive behavioral attributes.

**Resources Needed:**

- Materials and supplies for parent communiqués regarding assemblies, discipline, and student achievements.
- Materials and supplies for student incentives for positive behavior.
- Stipends for translations of parent communiqués to Spanish

**Persons responsible for implementation**

- Principal, Reading Coach, Teacher, Resource Clerk

**Timeline for Implementation**

- All year

**Objective 1-3**

Sunflower Elementary will improve emergency readiness and procedures through drills, training and debriefing.

**Related activities:**

- Monthly evacuation drills
- Participation in the Great Shakeout

**ECESD Safe School Plan  
ACTION PLAN FOR COMPONENT 1  
People and Programs**

- Quarterly lockdown drills
- Debriefing sessions to determine effectiveness
- Planning meetings for comprehensive drills

**Resources Needed:**

- Materials and supplies for classroom emergency packets  
Emergency supplies such as first aid kits, water, door locks.

**Persons responsible for implementation**

- Principal
- Teachers
- Partnership with EC Police Department
- Resource Clerk

**Timeline for Implementation**

- All year Aug-June

**Objective 1-4**

Sunflower Elementary will ensure that gates and locks are secured during the school day, and that each classroom can be secured in the event of a lockdown.

**Related activities:**

- Reporting malfunctioning gates and locks
- Monitoring and reporting unlocked gates

**Resources Needed:**

- District support for repairs

**Persons responsible for implementation**

- Principal
- District Staff

**Timeline for Implementation**

- All year Aug-June

**Funds to support implementation**

- Title I for parent Involvement activities and training activities

**ECESD Safe School Plan**  
**ACTION PLAN FOR COMPONENT 1**  
**People and Programs**

- Unrestricted funds for other activities

**Evaluation**

(How will I know if our plan is effective? Ways to measure effectiveness.)

- Data obtained from the student information system will be analyzed to determine the effectiveness of the Sunflower behavior plan in reducing student time out of class due to disciplinary infractions.
- Results of Parent Survey's taken during conference week will be examined to determine the effectiveness of Sunflower's communication to parents.
- Data obtained from the student information system will be analyzed to determine the effectiveness of Sunflower to decrease student unexcused absences, trancies, and/or tardies.
- Records will indicate that drills are held on a monthly basis, with lockdown drills occurring quarterly.

**ECESD Safe School Plan  
ACTION PLAN FOR COMPONENT 2  
Place**

**Create a physical environment that communicates respect for learning and for individuals.**

**GOALS:**

- Staff will develop and enforce protocols for securing gates, doors and the campus during and off school hours (gate, doors, windows, etc.)
- Sunflower Elementary will improve communication with parents via the school website
- School beautification, including planting trees and flowers and maintaining the Amber Bryant Memorial Garden.
- Building a planting garden for the students to maintain and learn about growing sciences.

**Objective 1-1**

**Sunflower Elementary will develop a protocol for securing gates, doors and the campus during and off school hours (gates, doors, windows etc.)**

**Related activities:**

- Write protocols for securing the campus, including windows, doors, and campus during and off school hours.
- Disseminate this protocol to staff and include in the staff handbook.

**Resources Needed:**

- Locks and locksmith work
- Updated security alarm system

**Supplies and materials for protocol**

- Person(s) responsible for implementation
- District maintenance personnel
- Principal
- Campus custodians
- Office and teaching staff



**ECESD Safe School Plan**  
**ACTION PLAN FOR COMPONENT 2**  
**Place**

**Timeline for Implementation:**

- All year

**Objective 1-2**

Sunflower will improve the communication with parents via the school website.

**Related activities:**

- Develop a current and working website that is updated weekly
- Train staff on the implementation of individual webpages that update parents of happenings in each classroom.

**Resources Needed:**

- Stipends for computer lab supervisor to update the website after school hours, if necessary
- Stipends for computer lab supervisor to train teaching staff on use of website.

**Person(s) responsible for implementation**

- Principal
- Computer lab supervisor
- Office and teaching staff

**Timeline for Implementation:**

- All year (for updating website)
- Quarterly (for website training)

**Objective 1-3**

Sunflower school will beautify the school by planting trees and flowers.

**Related activities:**

- Partner with PTO and ASB and other community stakeholders to compliment beautification projects.

**Resources Needed:**

- The materials to complete the beautification projects

**Person(s) responsible for implementation**

- Principal
- Computer lab supervisor
- Office and teaching staff

**Timeline for Implementation:**

- Once in the Fall and once in Spring

**ECESD Safe School Plan  
ACTION PLAN FOR COMPONENT 2  
Place**

**Funds to support the implementation**

School site discretionary funds (Office)

**Evaluation:** (How will I know if our plan is effective? Ways to measure effectiveness)

- Evidence of protocols for securing the gates should be written and placed in Staff Handbook
- Evidence of 1.2 will be determined by the webpages made by the teachers
- Evidence of 1.3 will be the documentation of the beautification project.

**ECESD Safe School Plan**  
**COMMUNICATING THE SAFE SCHOOL PLAN TO THE PUBLIC**

**Describe your method for communicating the plan to the public and keeping a copy on file:**

Sunflower's Safe School Plan will be communicated to the public through meetings with Parent Teacher Organization (PTO), School Site Council and with member of the community via the school website. Information will also be provided during the Principal's Back to School night presentation. Sunflower's PTO is a strong organization that conducts monthly meeting that are announced to the community in the quarterly meeting and on the school marquee. During one of these monthly meetings the safe school plan will be introduced along with information to achieve the goals and objectives of the plan.

The Sunflower School Site Council will review and provide feedback to the Principal and staff regarding the Safe School Plan. This body will be knowledgeable of the contents of the Plan. This body will be knowledgeable of the contents of the Plan and this knowledge will enable them to answer questions and convey information to other parents.

During the coming school year Sunflower will hold an informational meeting regarding both the Safe School and Behavioral Plans at School Site Council Meetings. Information regarding these meetings will be communicated to Sunflower parents and the community through the school website, available in the preferred primary language, as well as announced on the school's marquee.

Alterations to the Safe School Plan will be made as needed, and will take into consideration the input of the School Site Council, parents, community members, and district personnel. Copies of this plan shall be kept at the school site and El Centro Elementary School District office. Sunflower teachers will be provided information regarding this plan in the Emergency Procedures section of their Staff Handbook.

EL CENTRO SCHOOL DISTRICT  
Office of the Superintendent

BULLETIN NO. 22-3  
July 1, 1994

SUBJECT: CORPORAL PUNISHMENT

- I. Purpose
- II. Legislation Prohibiting Corporal Punishment
- III. Background Information
- IV. Opinion of the State Attorney General's Office
- V. Examples of Physical Activities Permitted and Prohibited
- VI. Guidelines for School Principals
- VII. References

I. PURPOSE

The purpose of this communication is to provide information to El Centro School District personnel to clarify the implementation of the provisions of Education Code Sections 49000 and 49001, which prohibit corporal punishment in California public schools (see Bulletin No. 23-3). Following are sections which present the legislation, background information and examples of physical activities permitted and prohibited.

The intent of this bulletin is to help El Centro School District administrators make decisions in the best interest of students, parents, and teachers.

II. LEGISLATION PROHIBITING CORPORAL PUNISHMENT

Since January 1, 1987, the infliction of corporal punishment upon any pupil is prohibited, and every local rule or regulation permitting corporal punishment is void. These provisions appear in Sections 49000 and 49001 of the Education Code, as follows:

"49000. The Legislature finds and declares that the protection against corporal punishment, which extends to other citizens in other walks of life, should include children while they are under the control of the public schools. Children of school age are at the most vulnerable and impressionable period of their lives and it is wholly reasonable that the safeguards to the integrity and sanctity of their bodies should be, at this tender age, at least equal to that afforded to other citizens.

49001. (a) For the purposes of the section "corporal punishment" means the willful infliction of, or willfully causing the infliction of, physical pain on a pupil. An amount of force that is reasonable and necessary for the person employed by or engaged in a public school to quell a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the pupil, is not and shall not be construed to be corporal punishment within the meaning and intent of this section. Physical pain or discomfort caused by athletic competition or other such recreational activity, voluntarily engaged in by the pupil, is not and shall not be construed to be corporal punishment within the meaning and intent of this section.

(b) No person employed by or engaged in a public school shall inflict, or cause to be inflicted corporal punishment upon a pupil. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing the infliction of corporal punishment upon a pupil attending a public school is void and unenforceable."

### III. BACKGROUND INFORMATION

Recent complaints to the State Department of Education indicate that, while most school personnel know that paddling has been banned, they may not know the other kinds of behavior the Education Code prohibits or permits.

It has been alleged that some school districts still permit a variety of abuses against pupils to occur. Information in this bulletin should clarify any misconception held by any El Centro School District personnel regarding this matter and prevent any noncompliance with current law.

### IV. OPINION OF THE STATE ATTORNEY GENERAL'S OFFICE

In a letter to Jordan Riak, President of Parents and Teachers Against Violence in Education, Deputy Attorney General Harlan Van Wye concluded that the prohibition against corporal punishment extends to any and all forms of willful pain infliction, and that it is "the causing of pain which is prohibited -- not the particular method or methods by which it is caused".

V. EXAMPLES OF PHYSICAL ACTIVITIES PERMITTED AND PROHIBITED

Any kind of act that causes physical pain or discomfort in a pupil is prohibited, except for the specific situations cited in Education Code Section 49001 (a). For clarification purposes, the following examples are offered for direction and guidance of school personnel. All permitted and prohibited actions are not limited to these examples.

1. Examples of PERMITTED Actions (NOT corporal punishment):

- . Stopping a student from fighting with another student
- . Preventing a pupil from committing an act of vandalism
- . Defending oneself from physical injury or assault by a student
- . Forcing a pupil to give up a weapon or dangerous object
- . Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills
- . Engaging in group calisthenics, team drills, military maneuvers, or other physical education or voluntary recreational activities.

2. Examples of PROHIBITED Actions (corporal punishment):

- . Hitting, shoving, pushing or physically restraining a student as a means of control (except actions allowed by Education Code Section 49001 (a), stated above)
- . Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort
- . Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain

When in doubt, the following course of action is recommended by the Attorney General's Office (quoted from a letter dated January 8, 1988): "Obviously, should there be any doubt concerning whether or not a particular action by a school district employee has the effect of

causing physical pain on a pupil, the course of action most consistent with the legislative intent would be to forgo such action".

VI. GUIDELINES FOR SCHOOL PRINCIPALS

1. School principals shall review and revise their school-wide discipline plans in accord with these provisions and insure that local school rules and procedures related to school discipline are consistent with board policies and with this statute.
2. Administrators should be aware that if local school employees administer corporal punishment to pupils under any circumstances they may be liable for civil lawsuits as well as prosecution for child abuse.
3. Administrators must notify all school employees that it is the duty of each of them to enforce local rules and procedures on school discipline.

For assistance, please call Michael Klentschy, Superintendent, at 352-5712.

APPROVED: MICHAEL  KLENTSCHY, Superintendent

DISTRIBUTION: Management Team and School Secretaries



## ANNUAL PARENT NOTIFICATION 2014-15

### DEAR PARENT/GUARDIAN:

The El Centro Elementary School District is required, by Education Code 48980, to give annual notification to parents regarding certain portions of the instructional program, and matter related to school administration. An acknowledgement of receiving this information is on the Annual Notification Form located in your child's registration packet. El Centro Elementary School District, will no longer be providing this notification in print to parents but will be accessible through our website ([www.ecesd.org](http://www.ecesd.org)). If you would like a printed copy, contact your child's school site secretary.

You are **required to sign the receipt of Annual Notification**, stating you have been informed of these rights. Signature and return of the form is acknowledgement by the parent or guardian that he or she has been informed of his or her rights but does not indicate that consent to participate in any particular program has either been given or withheld. If you have questions or concerns, please contact the principal of your child's school.

Accordingly, you are hereby notified as follows (when used in this notification "parent" includes a parent or legal guardian).

### **RIGHTS OF PARENTS TO INFORMATION (EC §51101):**

The parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

1. Within a reasonable period of time after making the request, to observe their child's classroom.
2. Within a reasonable time of their request, to meet with their child's teacher and the principal.
3. To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to, providing assistance in the classroom with the approval, and under direct supervision of the teacher.
4. To be notified on a timely basis if their child is absent from school without permission.
5. To receive the results of their child's performance on standardized tests and statewide test and information on the performance of their child's school on standardized test.
6. To request a particular school for their child to receive a response from the school district.
7. To have a school environment for their child that is safe and supportive of learning.
8. To examine the curriculum materials of their child's classes.
9. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if a problem arises with their child.
10. To have access to the school records of their child.
11. To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
12. To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes and procedures for visiting the school.
13. To receive information about a psychological testing the school does involving their child and to deny permission to give the test.
14. To participate as a member of a parent advisory committee, school site council, or site-based management leadership team.
15. To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
16. To be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child. See Attached Board Policy for more information on Pupil Promotion and Retention.
17. To be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions in accordance with EC §221.5(d).





# ANNUAL PARENT NOTIFICATION 2014-15

**SCHOOL ACCOUNTABILITY REPORT CARD (EC §3556):** A copy of the school(s) accountability card will be provided upon request, or it can be located on the school web site [www.ecesd.org](http://www.ecesd.org).

## STUDENT DISCIPLINE AND SAFETY

**STUDENT RIGHTS AND RESPONSIBILITIES SPELLED OUT:** All students enrolled in El Centro Elementary School District should have rights and responsibilities.

Students have the right to the following:

1. Be treated with dignity.
2. Attend school in an environment which will promote learning.
3. Participate in extracurricular and co-curricular activities in accordance with eligibility requirements.
4. Enroll in a school within the District other than the one assigned, provided that there is space available and that the ethnic balance will be maintained.

Students have the responsibility to do the following:

1. Attend school regularly.
2. Respect the rights and property of other students, and of teachers and school personnel.
3. Respect and obey the law and the standards of student behavior established by the school and District.

It is the intent of the Board of Trustees that students shall develop independent control of their own behavior through planned educational experience in the classroom, student government and co-curricular activities. Every staff member shall be expected to deal with all students in a firm, fair and consistent manner.

The principal and certificated staff concerned with disciplinary procedures will involve parents or guardians each step of the disciplinary process.

All possible intervention by teachers to improve behavior or resolve conflict will be exhausted before referring the student to the administrator for disciplinary action. Administrative actions may include probation, detention, suspension, or involuntary transfer. Serious offenses may result in expulsion from the District.

**RULES AND PROCEDURES ON SCHOOL DISCIPLINE (EC §35291, §35291.5, §35291.7):** Rules pertaining to student discipline, including those that govern suspension or expulsion, are set forth in Education Code Sections 48900 and following, and are available upon request from the school.

Each school will adopt rules and procedures on school discipline applicable to the school at least every four years beginning December 1, 1987. In developing these rules and procedures, each school will solicit the participation, views and advice of parents, teachers, school administrators, security personnel, if any, and for middle schools, pupil enrolled in school. Meeting for development of Rules and Procedures will be developed and held within the school's existing resources, during non-classroom hours, and on normal school days.

Additional employees may not be hired and substitute teachers may not be utilized in order to comply with these requirements.

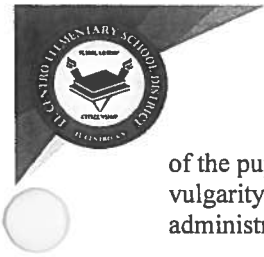
**DUTY CONCERNING CONDUCT OF PUPILS (EC §44807):** Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground.

**DUTIES OF PUPILS (5 CCR §300):** Pupils must conform to school regulations, obey all directions, be diligent in study, be respectful of teachers/others in authority, and refrain from profane/vulgar language.

**DRESS CODE POLICY (EC §35183):** The district has adopted a mandatory school uniform policy. Contact your child's school principal for specific information.

**SCHOOL BUSES/PASSENGER SAFETY (EC §39831.5):** Districts are required to provide safety regulations to all new students and students who have not previously been transported by school bus. Every year the Transportation Department gives a presentation to students regarding school bus safety and evacuation procedures.

**ATTENDANCE OF SUSPENDED PUPIL'S PARENT (EC §48900.1):** If a teacher suspends a student, the teacher may require the child's parent to attend a portion of the school day in his or her child's classes. The parent or guardian



## ANNUAL PARENT NOTIFICATION 2014-15

of the pupil who has been suspended by a teacher, for: committing an obscene act or engaged in habitual profanity or vulgarity; or disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

**SEXUAL HARASSMENT POLICY (EC §231.5; 5 CCR §4917):** Each district is required to have adopted a written policy on sexual harassment, and shall provide a copy of such policy, as it pertains to students, with the annual notification. (See attached Board Policy). Districts are also required to display such policies in a prominent location and include it in orientation for employees and students.

**SAFE PLACE TO LEARN ACT (EC §234.1):** The district is committed to maintaining a learning and working environment that is free from bullying. Any student who engages in bullying of anyone in or from the district may be subject to disciplinary action up to and including expulsion. The district's policies and process for filing a complaint should be publicized to pupils, parents, employees and agents of the governing board. The notice shall be in English and in the primary language of the recipient. For a copy of the district's anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying policies or to report incidences of bullying please contact the district office. The anti-discrimination and anti-harassment policies shall be posted in schools and offices.

**COMPREHENSIVE SCHOOL SAFETY PLAN (EC §§32280 et seq.):** Each school is required to report on the status of its school safety plan, including a description of its key elements, in the annual school accountability report card (SARC).

**SIGNS AT SCHOOL ENTRANCE (PENAL CODE 656.6):** Mandates signs at each school entrance. Specifying entrance, registration requirements, where office is located and route to take.

**FIREARMS AT SCHOOL (PENAL CODE 626.9):** Prohibits any person, except peace officers from bringing firearms on campus without prior written permission of administration.

**EMERGENCY CONTACT INFORMATION (EC §49408):** Parents are required to keep current emergency information on file at the student's school. Information must include the parents' home and business addresses and telephone numbers plus the name, address and telephone number of a relative or friend authorized to care for the pupil in an emergency; if the parent cannot be reached.

**CORPORAL PUNISHMENT (EC §49000-49001):** Prohibits any person employed or engaged by a school district to inflict or cause to be inflicted corporal punishment upon a pupil, except;

1. To quell a disturbance threatening physical injury.
2. Self-defense.
3. To obtain weapons from pupils.

**DRUG FREE CAMPUS (Alcohol and Other Drug Use Prevention Education):** Possession, use or sale of narcotics, alcohol, or other controlled substances is prohibited and strictly enforced at all school activities. Records will be forwarded to local law enforcement, and district sanctions will result from violations. Refer to District Board Policy.

**TOBACCO FREE SCHOOLS (HS §104420 and Board Policy):** Use of tobacco products at any time by students, staff, parents, or visitors, is strictly prohibited in district-owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for the use or possession of prescription nicotine products. Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

**REPORT OF VIOLATION TO PROBATION OFFICER (EC §48267):** Any student home on probation who violates specified school attendance and behavior will be reported to probation within ten days of the violation.

### SCHOOL RECORDS AND ACHIEVEMENT

**PUPIL RECORDS/NOTICE OF PRIVACY RIGHTS OF PARENTS AND STUDENTS (EC §49063 et seq., §49073, §49068, 34 CFR 99.30, 34 CFR 99.34, and the federal Family Educational Rights and Privacy Act):**



## ANNUAL PARENT NOTIFICATION 2014-15

Federal and state laws concerning student records grant certain rights of privacy and right of access to students and to their parents. Full access to all personally identifiable written records maintained by the school district must be granted to: (1) Parents of students 17 and younger; (2) Parents of students age 18 and older if the student is a dependent for tax purposes and the records are needed for a legitimate educational purpose; (3) Students age 18 and older, or students who are enrolled in an institution of postsecondary instruction (called "eligible students"); (4) Pupils age 14 and over who are identified as both homeless and an unaccompanied youth; (5) Individuals who have completed and signed a Caregiver's Authorization Affidavit.

Parents, or an eligible student, may review individual records by making a request to the principal. Districts must respond to a pupil record request by providing access no later than five business days following the date of the request. The principal will see that explanation and interpretations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page. District policies and procedures relating to: location of, and types of records; kinds of information retained; persons responsible for records; directory information; access by other persons; review and challenge of records are available through the principal at each school. When a student moves to a new district, records will be forwarded upon the request of the new school district within ten school days. At the time of transfer, the parent or eligible student may review, receive a copy (at a reasonable fee), and/or challenge the records.

If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Department of Education (20 USC §1232(g)).

You have the right to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any applicable program. School principals are responsible for the custody of pupil records and requests for access should be made directly to the principals.

**RELEASE OF PUPIL DIRECTORY INFORMATION (EC §49061, 49073 and Title V Section 431(a)):** The district also makes student *directory information* available in accordance with state and federal laws. This means that each student's name, birth date, address, telephone number, email address, major course of study, participation in officially recognized school activities, dates of attendance degrees and awards received, and most recent previous public or private school attendance may be released in accordance with board policy. In addition, height and weight of athletes may be made available. Upon receipt of a written request from parent the District will withhold directory information.

In addition to directory information, ECESD may release or publish photographs or other visual images of pupils at its discretion for school newspapers, yearbooks, presentations, newsletters, brochures, news releases and publicity. If you wish your child to be excluded, there is an option to decline on the annual notification form sent home or you can contact the school site secretary.

Furthermore, this EC section state legislative intent that policies not purposefully exclude military service representatives and further, school districts minimize the release of pupil telephone numbers without parent consent.

**REGULATIONS REGARDING PUPIL ACHIEVEMENT (EC §49067)** Parents will be contacted for a conference or become notified by written report or report card, when it becomes evident that a pupil is failing a course.

**RELEASE OF STUDENT RECORDS/COMPLIANCE WITH SUBPOENA OR COURT ORDER (EC §§49076 and 49077):** Districts are required to make a reasonable effort to notify parents in advance of disclosing student information pursuant to a subpoena or court order.

**RELEASE OF STUDENT RECORDS TO SCHOOL OFFICIALS AND EMPLOYEES OF THE DISTRICT (EC §§49076(a)(1) and 49064(d)):** Districts may release educational records, without obtaining prior written parental consent, to any school official or employee, which would include accountants, consultants, contractors, or other service providers, who have a legitimate educational interest in the educational record.



## ANNUAL PARENT NOTIFICATION 2014-15

### STUDENT HEALTH SERVICES

**CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM (H&SC §124085):** Physical examinations are required as a prerequisite for enrollment in the first grade. Free health screening may be available through the local health department. Failure to comply with this requirement or sign an appropriate waiver may result in exclusion of your child from school for up to five days.

**PHYSICAL EXAMINATION; PARENT REFUSAL TO CONSENT (EC §49451):** A child may be exempt from physical examination whenever the parents file, annually, a written statement with the school principal stating that they will not consent to routine physical exam of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance.

**ORAL HEALTH ASSESSMENT (EC §49452.8):** To make sure you child is ready for school, California law, now requires that you child have an oral assessment (dental check-up) by May 31 in either kindergarten or first grade, whichever is his or her first year in public school. Dental check-ups that have happened within the 12 months before your child enters school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist or other licensed or registered dental health professional. Oral Health Assessment forms, Waiver request forms and a current list of local dentists are available at each school office.

**VISION APPRAISAL (EC §49455):** The district is required to appraise each student's vision upon initial enrollment and every third year thereafter until the student completes the 8<sup>th</sup> grade. The appraisal shall include tests for visual acuity and color vision; however, color vision shall be appraised once and only on male students. The evaluation may be waived upon presentation of a certificate from a physician, surgeon, physician's assistant, or optometrist setting out the results of a determination of the student's vision, including visual acuity and color vision.

**SCOLIOSIS SCREENING NOTICE (EC §§49451 and 49452.5):** In addition to the physical examinations required pursuant to Sections 100275, 124035 and 124090 of the Health and Safety Code, the district may provide for the screening of every female student in grade 7 and every male student in grade 8 for the condition known as scoliosis.

**IMMUNIZATIONS (EC §48216 and 49403):** The district is authorized to administer immunizing agents to pupils, whose parents have consented in writing, to the administration of such immunizing agent. The district is required to exclude pupils who have not been properly immunized pursuant to Health and Safety Code 120325 and 120335. The district must notify parents that they have two weeks to supply evidence either that the pupil has been properly immunized or is exempted from the requirement. Effective January 1, 2014, parents or guardians must submit an affidavit specifying which immunizations the pupil has received and which have not been given on the basis that they are contrary to the parent or guardian's beliefs. The affidavit must be accompanied by a signed attestation from the health care practitioner and a statement from the parent or guardian that he or she received the information in the attestation.

State law requires the following immunizations before a child may attend school:

- All new students, in transitional kindergarten through grade 12, must provide proof of polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, and varicella immunizations.
- All transitional kindergarten and kindergarten students must also provide proof of vaccination against hepatitis B.
- All seventh grad students must also provide proof of a second immunization to measles, mumps, rubella and a pertussis booster vaccination.

Pursuant to HSC 120440 pupils' immunization records may be shared with local health departments and the State Department of Health Services. Parents may refuse to permit record sharing. Notification should be given in writing to the school's principal.

**MEDICATION (EC §49423):** Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician and a parental request for assistance in administering the medication. Students may also carry and self-administer prescription auto-injectable epinephrine upon the school's receipt of specified written confirmation and authorization from the student's parent and physician or surgeon. "Permission for Medications Taken at School" forms are available at each school office.



# ANNUAL PARENT NOTIFICATION 2014-15

**MEDICAL AND HOSPITAL SERVICES FOR PUPILS (EC §§49471 and 49472):** The District may make available accident insurance for injuries to pupils occurring during the regular school day at school, or elsewhere at school-sponsored activity or while in transit. The cost may be paid by the parent or guardian.

**AVAILABILITY OF INDIVIDUALIZED INSTRUCTION/PRESENCE OF PUPIL WITH TEMPORARY DISABILITY IN HOSPITAL (EC §§48206.3, 48207-48208):** Individualized instruction is available to students with temporary disabilities whose disability makes attendance in the regular day classes or alternative education program in which the student is enrolled impossible or inadvisable. Parents of students hospitalized or with a temporary disability shall notify the school district where the student receives care, if an individualized instruction program is desired. Requests for home/hospital instruction made through the school district nurse at 760-352-5712 ext. 541. Students placed in a hospital are the responsibility of the school district in which the hospital is located.

**CONTINUING MEDICATION REGIMEN (EC §49480):** Parents of pupils needing daily medications shall inform the school nurse or other designated certificated employees of the medications, current dosage and the supervising physician.

**ASBESTOS (40 CFR 763.93):** In 1987, President Reagan signed the Asbestos Hazard Emergency Response Act (AHERA) into law. Since the enactment of AHERA, all schools nationwide are required to take comprehensive action relative to asbestos in their buildings. These actions include inspections by EPA accredited inspectors, the assessment of condition, potential exposure of asbestos materials, and posting of warning labels.

The El Centro Elementary School District has taken an aggressive step toward the protection of human health in the implementation of its AHERA compliance Program. The program, designed by University Associates, Ltd. and put into action by the District, exceeds the requirements of AHERA and sets an example to be followed by school districts nationwide.

If you are interested in reviewing the Management Plan for your local school, please contact the principal during the school year. If you have any questions after reviewing the Plan please contact Kimberly Dessert, Director, Maintenance/Operations/Transportation at 353-9200 ext. 33.

**USE OF PESTICIDES (EC §§17612 and 48980.3):** School districts are required to inform parents about the use of pesticides on school grounds. Warning signs must be posted 24 hours prior to using pesticides and remain posted 72 hours following the application of pesticides. Notification of staff and parents will be provided through the use of those posted signs. The District's procedure include applying the pesticides, if needed, on Fridays after school is out. That schedule allows a full weekend before children come back on campus. Below are the chemicals being used and the schedule for the 2014-15 school year.

Intended Pesticide use in 2014-15 School Year	
Name of Pesticide	Active Ingredients
Temp SC Ultra	Beta Cyfluthrin
Tengard SFR	Permethrin
Termidor SC	Fipronil
Maxforce Complete	Hydramethylnon
Gentrol IGR	Hydropene
Intice 10, Intice Granular Bait	Orthoboric Acid
PT Wasp Freeze	d-trans Allethrin
Tri Die Dust	Pyrehrins, Piperonyl, butoxide, technical, Amorphous Silica
Temprid SC	Imidacloprid, Cyflurthin

### PESTICIDE APPLICATION DATES

<b>DeAnza Magnet, Desert Garden, Harding, Sunflower, Washington &amp; IV Home School</b>	
Friday, September 5, 2014	Friday, February 6, 2015
Friday, October 3, 2014	Friday, March 6, 2015
Friday, November 7, 2014	Friday, April 2, 2015*
Friday, December 5, 2014	Friday, May 1, 2015
Friday, January 5, 2015*	Friday, June 5, 2015
<b>McKinley, Kennedy Middle, Wilson Jr. High &amp; Hedrick School</b>	
Friday, September 12, 2014	Friday, February 13, 2015
Friday, October 10, 2014	Friday, March 13, 2015
Friday, November 14, 2014	Friday, April 13, 2015*
Friday, December 12, 2014	Friday, May 8, 2015
Friday, January 9, 2015	Friday, June 12, 2015
<b>King &amp; Lincoln School</b>	
Friday, September 19, 2014	Friday, February 20, 2015
Friday, October 17, 2014	Friday, March 20, 2015
Friday, November 21, 2014	Friday, April 17, 2015
Friday, December 19, 2014	Friday, May 15, 2015
Friday, January 16, 2015	Friday, June 19, 2015
*servicing on an alternative day due to holiday	

## STUDENT SERVICES

**MINIMUM AGE OF ADMISSION TO KINDERGARTEN (EC §48000):** A child shall be eligible for enrollment in kindergarten at the beginning of the school year or at a later time in the same year, if the child has his or her fifth



## ANNUAL PARENT NOTIFICATION 2014-15

birthday, respectively, on or before September 1 of the 2014-15 school year and each school year thereafter. Any child who will have his/her birthday between the date listed above for the applicable school year and December 2 shall be offered a transitional kindergarten program in accordance with law and district policy.

**PROSPECTUS OF SCHOOL CURRICULUM (EC §49091.14):** The curriculum of every course offered by the schools of the district is compiled annually by each school in a prospectus. Each school prospectus is available for review upon request at each school site. Copies are available upon request for a reasonable fee not to exceed the actual copying cost.

**STATEMENT OF NONDISCRIMINATION (Title VI Civil Rights Act of 1964):** The district is required to have a policy of nondiscrimination on the basis of race, color, national origin, sex, age, or disability. This policy requires notification in native language if the district's service area contains a community of minority persons with limited English language skills. Notification must state that the district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent.

**CHILDREN IN HOMELESS SITUATIONS (42 USC §11431-11435):** The district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. El Centro Elementary District's Liaison is the Coordinator of Educational Services and can be contacted at 760-352-5712 ext. 525.

### SPECIAL EDUCATION

**SPECIAL EDUCATION; CHILD FIND SYSTEM (EC §56301):** Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the school principal. Policy and procedures shall include written notification to all parents of their rights pursuant to EC §56300.

**INDIVIDUALS WITH DISABILITIES (EC §56000):** All individuals with exceptional needs are provided their rights to a free appropriate education (FAPE) with programs and services which are designed to meet their unique needs under the Individuals with Disabilities Act (IDEA 04). Every individual with exceptional needs, who are eligible to receive special education services, shall receive these at no cost to the parent. Contact the Director of Special Education & Student Services for specific information at 760-352-5712 ext. 534.

**SPECIAL EDUCATION (EC §56300-56303):** Requires each district, special education local plan area, or county office to actively and systematically seek out all individuals with exceptional needs, ages 0 to 21 years. Services for infants and preschool age children are coordinated through the Infant/Toddler Program and Early Intervention Program operated by the County Office of Education and the SELPA. If you suspect that you child may have a disability, contact your child's school or Special Education Office.

Written policies and procedures which address the relationships among identification, screening, referral, assessment, planning, implementation, review and triennial assessment are available through the SELPA and District. All children with disabilities who are homeless children or are wards of the state and children with disabilities attending private, including religious, elementary and secondary schools, regardless of their severity of their disabilities, and who are in need of special education and related services, shall be identified, located and assessed and a practical method developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

The District shall provide for the identification and assessment of a student's exceptional needs, and the planning of the students' individual program meet the assessed needs. Identification procedures shall include utilizing referral of students from teachers, parents, agencies, private schools, appropriate professional persons and from other members of the public. Identification procedures shall be coordinated with school site procedures for student referral of students with needs that cannot be met with medication of the regular instructional program.

A student shall be referred to special education services only after the resources of the regular educational program have been considered and where appropriate, utilized.

### HEALTH EDUCATION



## ANNUAL PARENT NOTIFICATION 2014-15

**INSTRUCTION IN COMPREHENSIVE SEXUAL HEALTH EDUCATION/HIV AND AIDS PREVENTION (EC §51938):** Districts shall annually notify parents about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on student health behaviors and risks planned for the school year. If arrangement for the instruction is made after the beginning of the school year, you will be notified no fewer than 14 days prior to the commencement of any such instruction if the district elects to provide the instruction by outside consultants in class or during an assembly. The notice must include the date of instruction, the name of the organization or affiliation of each guest speaker and information stating that the parent/guardian has the right to request a copy of the law pertaining to such instruction. You may request in writing that your child not receive comprehensive sexual health education and/or HIV/AIDS prevention education. The law also authorizes the district to use anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age appropriate questions about the student's attitudes concerning or practices relating to sex. The district must notify you in writing before any such test, questionnaire, or survey is administered and provide you with an opportunity to review the test and request in writing that your child not participate.

**HUMAN GROWTH AND DEVELOPMENT INSTRUCTION (EC §51550):** Upon written request of a parent, students shall be excused from the part of any school instruction in which human reproductive organs and their function or processes are described, illustrated or discussed. Such materials may be previewed prior to instruction.

**HUMAN GROWTH AND DEVELOPMENT INSTRUCTION (EC §51820):** Requires parents to be notified in writing at least 15 days prior to any instruction or class or portion of a class in which human reproductive organs and their function or processes are described, illustrated or discussed. Such materials may be previewed prior to instruction.

**HEALTH INSTRUCTION/CONFLICTS WITH RELIGIOUS TRAINING AND BELIEFS (EC §51240):** Upon written request of a parent, students shall be excused from the part of any school instruction in health, if it conflicts with the religious training and beliefs of a parent.

**RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS (EC §§32255 et seq.):** Pupils may choose to refrain from participating in educational projects involving the harmful or destructive use of animals.

**SURVEYS (EC §51513 and 20 USC 1232h):** Prohibits the use of test, questionnaires, surveys or examinations containing any questions about pupil's personal beliefs or practices in sex, family life, morality, and religion, unless the parent or guardian is notified in writing that the test questionnaire, survey, or examination is to be administered and the parent consents in writing.

### SCHOOL ATTENDANCE/ATTENDANCE ALTERNATIVES

California law (EC §48980(h)) requires all school boards to inform each student's parent at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned. Students who attend schools other than those assigned by the districts are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the district which the parent lives (intradistrict transfer), and potentially multiple separate processes for selecting schools in other districts (interdistrict transfer). The general requirements and limitations of each process are described as follows:

#### INTRADISTRICT TRANSFER: CHOOSING A SCHOOL WITHIN DISTRICT WHERE PARENT LIVES

Board Policy 6001.1 and EC 35160.5 provides parents of students residing within the District with options in the selection of the school they wish their child to attend.

Student's residing within a school's attendance area shall have first priority for attending that school. Once enrolled in a school through this intradistrict open enrollment policy, students shall be considered to be residing in the school district's attendance area.

The open enrollment period for the District is April 1<sup>st</sup> through May 1<sup>st</sup> of each year. When applications for a given school(s) exceed available space, all requests will be handled in a random, unbiased manner. Parents will be notified of the status of their application by June 1<sup>st</sup>.

For Additional information, please contact Human Resources Office at 760-352-5712 Ext 513.



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### INTERDISTRICT TRANSFER: CHOOSING A SCHOOL OUTSIDE DISTRICT WHERE PARENT LIVES

- EC §§46600 et seq. allows two or more districts to enter into an agreement for the transfer of one or more students. The agreement must specify the terms and conditions under which transfers are permitted. There are no statutory limitations on the kinds of terms and conditions districts are allowed to place on transfers. The law on interdistrict transfers also provides for the following:

If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.

- **Districts of Choice (EC §§48300 through 48315):** Some schools may choose to become a district of choice, that is, a district that accepts transfer students from outside the district under terms of a resolution. If the school board of a district decides to become a “district of choice” it must determine the number of students it is willing to accept in this category each year and make sure that the students are selected through a “random and unbiased” process, which generally means a lottery process.
- **Parental Employment in Lieu of Residency Transfers (EC §48204(b)):** If at least one parent or legal guardian of a student is physically employed in the boundaries of a school district other than the one in which they live for a minimum of 10 hours during the school week, the student may be considered a resident of the school district in which his/her parents work. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other “arbitrary” consideration. Other provisions of EC §48204(b) include:

Either the district in which the parent or legal guardian live or the district in which the parent or legal guardian works may prohibit the student’s transfer if it is determined that there would be a negative impact on the district.

The district in which the parent or legal guardian works may reject a transfer if it determines that the cost of educating the student would be more than the amount of government funds the district would receive for educating the student.

There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.

There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide in writing to the parent or legal guardian the specific reasons for denying the transfer.

- **Open Enrollment Act (EC § 48350 et seq.)** Whenever a student is attending a district school on the Open Enrollment List, as identified by the Superintendent of Public Instruction, he/she may apply to transfer to another school within or outside of the District, if the school to which he/she is transferring has a higher Academic Performance Index. Districts with a school on the List must notify the parents/guardians at that school on or before the first day of the school year of their option to transfer to another public school. Information regarding the application process and applicable deadlines can be obtained from the district office.

### EXCUSED ABSENCES (EC §48205)

- Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
  1. Due to his or her illness.
  2. Due to quarantine under the direction of a county/city health officer.
  3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
  4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
  5. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
  6. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance





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at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

7. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  8. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
  - For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
  - Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
  - "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

**TRUANCY DEFINITION (EC §48260):** Any student who is absent from school without valid excuse more than three days or tardy an excess of 30 minutes on each of more than three days in one school year is a truant, and will be reported to the Associate Superintendent, or to the Superintendent of the District.

**GRADE REDUCTION/LOSS OF ACADEMIC CREDIT (EC §48980(j)):** No student shall have his/her grade reduced or lose academic credit for any excused absence pursuant to EC §48205 for missed assignments/tests that can reasonably be provided/completed.

**ABSENCES FOR CONFIDENTIAL MEDICAL SERVICES (EC §46010.1):** Students in grades 7-12 and their parents are notified that the law permits schools to excuse students for the purpose of obtaining confidential medical services without parental consent. The District will excuse such absences provided the pupil, upon return to school, submits medical verification of the appointment.

**ABSENCE FOR RELIGIOUS INSTRUCTION (EC §46014):** Absence for religious purposes at a place away from school property and after the pupil has attended school for a minimum day may occur for a maximum of four (4) days per school month with the written consent of the pupil's parent or guardians.

**NOTICE OF MINIMUM DAYS AND PUPIL-FREE STAFF DEVELOPMENT DAYS (EC §48980(c)):** The district is required to annually notify parents of its schedule(s) of minimum days and student-free staff development days at the beginning of the year or as early as possible, but no later than one month prior to the start of school. These are given with your child's registration packets, if you have questions contact your child's school site secretary.

**NOTICE OF ALTERNATIVE SCHOOLS (EC §58501):** State law authorizes all school districts to provide for alternative schools. Education Code section 58500 defines an alternative school as a school or separate class group within a school that is operated in a manner designed to:

1. Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
2. Recognize that the best learning takes place when the student learns because of his/her desire to learn.
3. Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
4. Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.



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5. Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located. In the event any parent, student, or teacher is interested in further information concerning alternative schools, the County Superintendent of Schools, the administrative office of this district, and the principal's office in each attendance area shall have copies of the law available for your information. This law particularly authorizes interested persons to request that the governing board of the district to establish alternative school programs in each district.

Further, a copy of this notice shall be posted in at least two places normally visible to pupils, teachers and visiting parents in each attendance unit area for the entire month of March in each year.

**PUPIL SUSPENSION AND EXPULSION (EC §48900-48900.4):** Below is a list of infractions by State law and District policy that may cause the suspension and/or expulsion of pupils from the schools of the District:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except in self-defense.
3. Possessed, sold, or furnished any firearm, knife, explosive or other dangerous object.
4. Unlawfully possessed, used sold, furnished, or been under the influence of any controlled substance represented as alcohol, intoxicant or controlled substance.
5. Unlawfully offered, arranged, or negotiated to sell a substance represented as alcohol, intoxicant, or controlled substance.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school or private property.
8. Stolen or attempted to steal school or private property.
9. Possessed or used tobacco or tobacco products.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Unlawfully offered, possessed, arranged or negotiated to sell any drug paraphernalia.
12. Disrupted school activities, defied valid authority of school officials, or school personnel.
13. Knowingly received stolen school property on private property.
14. Possessed and imitation firearm.
15. Committed or attempted to commit a sexual assault, or committed sexual battery.
16. Harassed, threatened, or intimidated a witness in school disciplinary proceeding.
17. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
18. Engaged in, or attempted to engage in, hazing as defined in EC 48900.
19. Engaged in an act of bullying including but not limited to bullying by means of an electronic act as defined in EC 32261.
20. Aid or abet the infliction or attempted infliction of physical injury.
21. Made territory threats against school officials or school property or both.

The following three violations apply to students grades 4<sup>th</sup> through 8<sup>th</sup>.

1. Committed sexual harassment (EC 48900.2)
2. Caused, attempted or threatened to cause, or participated in hate violence (EC 48900.3)
3. Intentionally engaged in harassment, threats or intimidation against school personnel or pupils. (EC 48900.4)

**MANDATORY EXPULSION (EC §48914 & Board Policy):** Policies require mandatory suspension and expulsion of a pupil who has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling or furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or committing a sexual battery.
5. Possession of an explosive.

### MISCELLANEOUS

**PUPIL NUTRITION/NOTICE OF FREE AND REDUCED PRICE MEALS (EC §§48980(b), 49510, 49520 and 49558):** Needy children may be eligible for free or reduced price meals. Individual records pertaining to student participation in any free or reduced-price meal program may, under appropriate circumstances, be used by school



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district employees to identify students eligible for supplemental educational services. When a household is selected for verification of eligibility for free and reduced meals, the District must notify the parent that their child(ren)'s eligibility is being verified. Applications are available at your school office and for additional information contact Child Nutrition Program at 760-353-9617 ext. 11.

**NO CHILD LEFT BEHIND ACT OF 2001 (20 USC §§6301 et seq.):** Under the NCLB, parents have the following rights:

- **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:** Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects s/he teaches, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the teacher's college major, whether s/he has any advanced degrees and the subject(s) of those degrees, and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. Districts shall also notify parents if their child has been assigned to or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.
- **Information Regarding Individual Student Reports on Statewide Assessments:** Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student.
- **Limited English Proficient Students:** The Act requires prior notice be given to parents of limited English proficient students regarding limited English proficiency programs, including the reasons for the identification of the student as limited English proficient, the need of placement in a language instruction educational program, the student's level of English proficiency, how such level was assessed, the status of the student's academic achievement, the methods of instruction used in the programs available, how the recommended program will meet the student's needs, program performance, parent options to remove a student from a program and/or to decline initial enrollment, and expected rate of transition into classrooms not tailored for limited English proficient students.
- **Program Improvement Schools:** Parents shall be notified when their child's school is identified a "program improvement" school and the opportunities for school choice and supplemental instruction.
- **Non-Release of Information to Armed Forces Recruiters:** Upon written request, parents may direct that their student's name, address and telephone listing not be released with out prior written parental consent.

**TITLE I (20 USC 6311, 34 CFR 200.61):** Requires the school district, at the beginning of each school year, to notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide upon request (in a timely manner), information regarding the professional qualification of the student's classroom teachers. ECESD participates in a school-wide Title I program, please contact your child's school site for a copy of the policy.

**UNIFORM COMPLAINT POLICY (5 CCR 4622, EC §234.1, 32289, and 49013):** Under this policy the District is required to do the following:

- Annual written notification to pupils, employees, parents, district advisory committee, school advisory committees, and other interest parties of the school district's uniform complaint process. A copy of the Districts Board Policy is attached to this form.
- Establish policies concerning the provision of a free education to pupils. The district is also required to establish policies for filing a complaint of noncompliance under this section using the Uniform Complaint Procedures. Notice of the district's fee policies and complaint process shall be provided to pupils, parents, guardians, and employees on an annual basis.

**TITLE IX DISCRIMINATION:** It is against the law for the District to discriminate against any person by reason of sex. We do not so discriminate. Employment opportunities, curriculum offerings, right to take certain courses of study, extra-curricular opportunities, etc. are all open to all sexes. If you believe you have been or are being discriminated against, please contact your school principal or the District Title IX Coordinator Renato Montano at the District office, 1256 Broadway, El Centro, CA 92243 (760) 352-5712 for the proper procedures to file a grievance. This is your right (Title VI Civil Rights Act and Title IX, 1972 Education Act). If you choose to do so, a grievance may also be made to the Director's Office of Civil Rights, 760 Market Street, Room 700, San Francisco, CA, 94102 (415)556-8586.



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### **List of Attached Documents:**

1. Uniform Complaints Procedures
2. Sexual Harassment Board Policy
3. Pupil Promotion and Retention Board Policy
4. School-wide Title I Parent Involvement Policy

**UNIFORM COMPLAINT PROCEDURE**

The Governing Board ("Board") recognizes that the District is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The District shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the District's uniform complaint procedures.

**Discrimination Complaints**

The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination in any program or activity that receives or benefits from state financial assistance. No person shall be subjected to discrimination on the basis of actual or perceived:

1. Mental or physical disability;
2. Gender (includes sex, a person's gender identity or gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth);
3. Nationality (includes citizenship, country of origin, and national origin);
4. Race or ethnicity (includes ancestry, color, ethnic background and ethnic group identification);
5. Religion (includes all aspects of religious belief, observance, and practice and includes agnosticism and atheism);
6. Sexual orientation (includes heterosexuality, homosexuality, or bisexuality);
7. Age; and
8. Association with a person or group with these actual or perceived characteristics (includes advocacy for, identification with, or being on the ground owned or rented by, or adjacent to, any facility or location or other entity, group, or person that has, or is identified with people who have, one or more of the characteristics listed-above in paragraphs one (1) through seven (7)).

**Program Complaints**

The District shall also use uniform complaint procedures when addressing failure to comply with state and/or federal laws in all educational programs including, but not limited to:

1. Nondiscrimination in District Programs and Activities
2. School-Based Coordinated Programs
3. School Improvement Programs
4. Special Education Programs

5. Child Nutrition Programs
6. Title I Programs
7. Education for Students of Limited-English Proficiency
8. Migrant Education
9. Career Technical and Technical Education
10. Child Care and Development Programs

Williams Complaints

The District shall use uniform complaint procedures to address complaints regarding insufficiency of textbooks and instructional materials, emergency or urgent facility conditions that pose a threat to the health and safety of students or staff and/or teacher vacancy or misassignment issues, including:

1. The following issues related to insufficiency of textbooks and instructional materials:
  - a. A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state adopted or District adopted textbooks or other required instructional materials to use in class.
  - b. A pupil does not have access to textbooks or instructional materials to use at home or after school.
  - c. Textbooks or instructional materials are in poor or unusable condition, having missing pages, or are unreadable due to damage.
2. Facility conditions that pose an emergency or urgent threat to the health or safety of pupils or staff. Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of pupils and staff while at school, including but not limited to:
  - a. Gas leaks
  - b. Nonfunctioning heating, ventilation, fire sprinklers, or air conditioning systems
  - c. Electrical power failure
  - d. Major sewer line stoppage
  - e. Major pest or vermin infestation
  - f. Broken windows or exterior doors or gates that will not lock and that pose a security risk
  - g. Abatement of hazardous materials previously undiscovered that posed an immediate threat to pupils or staff

- h. Structural damage creating a hazardous or uninhabitable condition;  
or
- i. Any other emergency conditions that the school district determines appropriate

Emergency or urgent facility conditions do not include any cosmetic or nonessential repairs.

- 3. A school restroom has not been cleaned, maintained or kept open in accordance with state law. Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap and paper towels or functional hand dryers. Open restroom means, except as necessary for student safety or to make repairs, the school has kept all restrooms open during school hours when students are not in classes and has kept sufficient numbers of restrooms open during school hours when students are in classes.
- 4. The following teacher vacancy and misassignment issues:
  - a. A semester begins and teacher vacancy exists.
  - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
  - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester.

Beginning of the year or semester means the first day classes necessary to serve all the student enrolled are established with a single designated certificated employee assigned for the for the duration of the class, but not later than twenty (20) working days after the first day students attend classes for the semester.

## BOARD POLICY 5002

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

The Board encourages the early, informal resolution of complaints at the site level whether possible.

### Prohibition of Retaliation/Confidentiality

The Board prohibits retaliation against any complainant in the uniform complaint procedures, including but not limited to the filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignment of the complainant.

The Board acknowledges and respects student and employee rights to privacy under the law. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent on a case-by-case basis or as required by law. The Board encourages the early informal resolution of complaints at the site level whenever possible.

Nothing in the exercise of these uniform complaint procedures is intended to prohibit complainants from pursuing actions based on unlawful harassment, as defined in District's Nondiscrimination/Harassment Policies.

#### I. Designation of Person to Receive Complaints

The Governing Board designates the following compliance officer to receive and investigate complaints and to ensure District compliance with law:

Dr. Robert J. Pletka  
Superintendent  
El Centro Elementary School District  
1256 Broadway  
El Centro, CA 92243

The compliance officer shall ensure that employees designated to investigate such complaints are knowledgeable about the laws and programs for which they are assigned to investigate.



## BOARD POLICY 5002

For complaints concerning insufficiency of instructional materials, emergency or urgent facility conditions, and/or teacher vacancy or misassignment issues, the complaint shall be filed with the school principal or his/her designee at the school site where the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed ten (10) working days.

### II. Notifications

The compliance officer shall meet the notification requirements of California Code of Regulations, Title 5, Section 4622, and all other applicable law, including the annual dissemination of District complaint procedures and information to students, employees, parents or guardians of District students, school and District advisory committees, appropriate private school officials or representatives, and other interested parties. The notification shall include information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the State Department of Education.

The Superintendent or his or her designee shall annually provide written notification of the District's uniform complaint procedures to students, employees, parents/guardians, the District advisory committee, school advisory committees, appropriate private school officials or representatives, or other interested parties.

The Superintendent or his or her designee shall make available copies of the District's uniform complaint procedures free of charge.

Additionally, the school principal is responsible for ensuring that each classroom has the required standardized notice posted to notify parents, guardians, pupils and teachers of the opportunity to complain about instructional materials and facility issues. The notice shall be conspicuously posted in each classroom.

### III. Procedures

The following procedures shall be used to address all written complaints by any individual, public agency, or organization based on one or more of the grounds as cited above.

A. Filing of Complaint

Complaints shall be made using the standard form attached (Appendix A). A complainant who identifies himself/herself is entitled to a response if he or she indicates that a response is requested.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six (6) months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

The Superintendent or designee shall have a form for complaints concerning insufficiency of instructional materials, emergency or urgent facility conditions, and/or teacher vacancy or misassignment issues, and will ensure that the complaint form contains a space to indicate whether the complainant desires a response to his/he complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he or she wishes. However, complainants need not use the District's complaint form in order to file a complaint. Complaints may be filed anonymously.

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

The compliance officer will maintain a log of complaints received, providing each one with a number and a date stamp.

The principal shall remedy a valid complaint within a reasonable time period not to exceed thirty (30) working days from the date the complaint was received.

B. Investigation of Complaint

The compliance officer or principal shall make all reasonable efforts to investigate any problem within his or her authority. The investigation shall provide an opportunity for the complainant or the complainant's representative, to present information relevant to the complaint. The investigation may include an opportunity for the parties to the dispute to meet to discuss the complaint or to question each other or each other's witnesses.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of lack of evidence to support the allegations.

Refusal by the District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail to refuse or cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

C. Response

For discrimination or program complaints, a written decision shall be issued to the complainant within sixty (60) calendar days of receiving the complaint unless the complainant agrees in writing to an extension of time. This decision shall contain the findings of fact based on the evidence gathered, conclusions of law, disposition of the complaint, the rationale for such disposition, corrective actions if any are warranted, notice of complainant's right to appeal the District's decision to the California Department of Education, and the procedure to be followed for initiating an appeal to the California Department of Education. If an employee is disciplined according to established District policy as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed by District expectations. The report shall not give any additional information as to the nature of the disciplinary action.

For complaints concerning insufficiency of instructional materials, emergency or urgent facility conditions, and/or teacher vacancy or misassignment issues, valid complaints must be remedied by the principal or his/her designee within a reasonable time period but not to exceed thirty (30) working days from the date the complaint was received. If the complainant has indicated on the complaint form that he or she would like a response to the complaint, the principal or his or her designee shall prepare and send the complainant a written report within forty-five (45) working days of the initial filing of the complaint. The report shall be made to the mailing address of the complainant as indicated in the complaint form. At the same time, the principal or his or her designee shall report the same information to the Superintendent or his or her designee. The time period may only be extended by written agreement between the complainant and the District.

When fifteen (15) percent or more of the students enrolled in a particular school speak a single primary language other than English, the response shall be written in English and the primary language in which the complaint was filed.

D. Appeal

For discrimination or program complaints a complainant may, within five (5) calendar days of receiving the written decision, file an appeal with the Board if he or she is dissatisfied with the compliance officer's decision. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final. The Board may consider the matter at its next regular board meeting or at a special board meeting convened in order to meet the sixty (60) calendar days time limit in which the complaint must be answered.

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within fifteen (15) calendar days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. The complainant shall comply with all of the appeal requirements set forth in the California Code of Regulations, Title 5, Section 4632. When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision and whether the facts are incorrect and/or the law has been misapplied. The appeal must include a copy of the locally filed complaint and the District's decision.

For complaints concerning insufficiency of instructional materials, emergency or urgent facility conditions, and/or teacher vacancy or misassignment issues, the complainant has the right to describe the complaint to the Governing Board of the school district at a regularly scheduled meeting of the Board, if he or she is dissatisfied with the resolution of the complaint.

If the complaint involves facility issues that pose an emergency or urgent threat to the health and safety of students, a complainant who is not satisfied with the resolution may file an appeal to the Superintendent of Public instruction within fifteen (15) days of receiving the District's response.

IV. Civil Law Remedies

A complainant may pursue available civil law remedies outside of the District's complaint procedures as provided by law. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. Except as provided by law, for discrimination complaints, a complainant must wait until sixty (60) days have elapsed from filing an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the District has properly notified in writing as applicable, its students, employees, parents or guardians of its students, the district advisory committees, school advisory committees, and other interested parties of the District's complaint procedures, including the complainant's opportunity to appeal if dissatisfied with a decision.

V. Direct State Intervention

The California Department of Education may directly intervene in the complaint without waiting for action by the District when one of the conditions listed in 5 CCR 4650 and other applicable laws exists. In addition, the California Department of Education may also intervene in those cases where the District has not taken action within sixty (60) calendar days of the date the complaint was first filed with the District.

VI. Reporting Requirements

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by the general subject area with the number of resolved and unresolved complaints (Appendix B). The summaries must be publicly reported on a quarterly basis at a regularly scheduled meeting of the Governing Board.

VII. Public Records

Complaints, responses and quarterly reports concerning insufficient instructional materials, teacher vacancies and misassignments and emergency or urgent facilities issues will all be considered public records, to the extent required by law.

Legal Reference:

Education Code

210 et seq. Prohibition of Discrimination  
1240 County Superintendent of Schools, Duties  
17592.72 Urgent or Emergency Repairs, School Facility Emergency Repair Account  
33126 School Accountability Report Card  
35186 Alternative Uniform Complaint Procedure  
35292.5 Restrooms, Maintenance and Cleanliness  
48985 Notice to Parents in Language Other than English  
60119 Hearing on Sufficiency of Instructional Materials

Penal Code

422.55 Hate Crime Defined  
422.56 Definition of "Association with a Person or Group with These Actual or Perceived Characteristics"

Code of Regulations, Title 5

4600-4671 Uniform Complaint Procedures

Date Policy Adopted By The Board: 4/11/00

Policy Revised: 11/17/03  
3/8/05 (Effective Date of Policy 1/1/05)  
10/11/05  
8/19/08

**SEXUAL HARASSMENT OF PUPILS**

A. Introduction

The District recognizes that harassment on the basis of sex is unlawful.

Employees and pupils will not engage in conduct constituting sexual harassment. This board policy prohibits any act of sexual harassment as defined by this board policy where such act is related to any school activity or school attendance as allowed by law. The District will not condone or tolerate sexual harassment. The District will take appropriate disciplinary action against all employees or pupils found to have engaged in sexual harassment.

B. Definitions of Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. It includes but is not limited to circumstances in which:

1. Submission to such conduct is made a term or condition of a pupil's academic status or progress.
2. Submission to or rejection of such conduct is used as the basis for any academic decision affecting such pupil.
3. Such conduct has the purpose or effect of unreasonably interfering with a pupil's academic performance or creating an intimidating, hostile or offensive educational environment.

C. Forms of Sexual Harassment

Forms of sexual harassment include but are not limited to the following:

1. Oral harassment such as derogatory comments, jokes or slurs;
2. Physical harassment such as unnecessary, unwelcome or offensive touching, or impeding or blocking movement;
3. Visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures; and

4. Unwelcome sexual advances, requests, or demands for sexual favors, and other oral or physical conduct of a sexual nature.

D. Complaint Procedure For All Illegal Harassment

Any pupil wishing to make a complaint of sexual harassment should immediately report it to the Associate Superintendent or the Principal. However, there is absolutely no requirement that a pupil must make a complaint to the alleged harasser. A pupil making a complaint of sexual harassment shall not suffer any reprisal for doing so. The District will promptly and thoroughly investigate all complaints of sexual harassment. The District also will take immediate and appropriate action to resolve such complaints. All incidents of sexual harassment will be remedied. A report of the results of the investigation will be made to the complainant, the alleged harasser, and the supervisor of the alleged harasser.

Upon receipt of a complaint alleging sexual harassment, the District representative conducting the investigation shall do the following:

1. Inform the complainant of the rights under this board policy;
2. Authorize the investigation of the complaint and supervise and/or conduct the investigation of the complaint. The investigation, at a minimum, shall include interviews with the complainant, the alleged harasser, and all other persons who reasonably may have relevant knowledge about the complaint, including possible witnesses or victims of prior similar conduct;
3. Take reasonable steps to protect the complainant from any retaliation for filing the complaint;
4. Review factual information gathered to determine whether the alleged conduct constitutes sexual harassment;
5. Report the results of the investigation to the complainant, the alleged harasser, and the supervisor of the alleged harasser;
6. If harassment occurred, take and/or recommend prompt and effective remedial action against the harasser;
7. Take reasonable steps to protect the complainant and other potential victims from further harassment if such harassment is determined;
8. Take reasonable steps to alleviate the effects of the harassment.



E. Dissemination Of Policy

Any pupil wishing to make a complaint of sexual harassment shall immediately file a written complaint, except that no pupil is required to file any complaint with the alleged harasser.

All employees and pupils shall be notified of this board policy on a regular basis, and consistent with Education Code Sections 212.6 and 48980.

Legal Reference:

Education Code Sections 212.6, 48980

Date Policy Adopted By The Board: 8/20/96

**PROMOTIONAL/ACCELERATION/RETENTION**

- A. The El Centro Elementary School District Board of Trustees expects students to progress through each grade level demonstrating growth in learning and meeting grade-level standards of expected student achievement. To accomplish this, instruction should accommodate the varying interest and growth patterns of individual students and include strategies for addressing academic deficiencies when needed.
- B. Identification Criteria  
As early as possible in the school year, classroom teachers shall identify students who are at risk of being retained in grades 1 through 8. Students in grades 1 through 3 shall be identified primarily on the basis of their level of proficiency in reading. Students in grades 4 through 8 shall be identified on the basis of their level of proficiency in reading, English language arts and mathematics.
- C. Interventions  
When a student is recommended for retention or is identified as being at risk for retention, the District shall provide intervention opportunities for remedial instruction to assist the student in overcoming his/her academic deficiencies. Such intervention opportunities may include but are not limited to tutorial programs, afterschool and summer school programs.
- D. Exceptions  
If a student meets the retention criteria, the student shall be retained unless the pupil's regular classroom teacher or the 7<sup>th</sup>/8<sup>th</sup> grade leadership team, in consultation with the site principal, specifies in writing, that retention is not the appropriate intervention. This written determination shall specify the reasons retention is not appropriate and shall specify recommendations for interventions other than retention that are necessary to assist the pupil to attain acceptable levels of academic achievement.
- E. Parental Notification  
When a student is identified as being at risk of retention, the teacher shall notify the student's parents as early in the school year as practicable (preferably no later than the fall parent-teacher conference). The teacher shall also inform the parent of the opportunities being provided for remedial instruction to assist that student in overcoming his/her academic deficiencies. This notification shall provide a pupil's parent or guardian the opportunity to consult with the teacher or 7<sup>th</sup>/8<sup>th</sup> grade leadership team responsible for the decision to promote or retain the pupil.

Parents shall be kept informed during the course of the school year of the progress the pupil is making toward meeting the requirements for promotion to the next grade. If the pupil is recommended for retention, a conference must be held with the parents prior to or during the spring parent teacher conferences or 4<sup>th</sup> progress reporting period for middle school and junior high school students. Written notification by certified mail no later than May 20 to parents may be substituted to meet the requirements of this policy if efforts to contact the parents have failed.

F. Appeals

A parent or guardian may appeal the teacher's or 7<sup>th</sup>/8<sup>th</sup> grade leadership team's decision to promote or retain a child by submitting a written request to the Superintendent or his/her designee specifying the reasons why a teacher's or 7<sup>th</sup>/8<sup>th</sup> grade leadership team's decision should be overruled. The burden shall be on the appealing party to show why the decision of the teacher or 7<sup>th</sup>/8<sup>th</sup> grade leadership team should be overruled. The appeal process is as follows:

1. The appeal should be initiated no later than May 30.
2. The teacher or 7<sup>th</sup>/8<sup>th</sup> grade leadership team shall be provided an opportunity to state orally or in writing the criteria on which his/her/their decision was based.
3. Prior to making this determination, the Superintendent or his/her designee may meet the appealing party, the teacher or 7<sup>th</sup>/8<sup>th</sup> grade leadership team and the principal.
4. If the Superintendent or his/her designee determines that the appealing party has overwhelmingly proven that the teacher's or 7<sup>th</sup>/8<sup>th</sup> grade leadership team's decision should be overruled, he/she shall overrule the decision.
5. The decision of the Superintendent shall be final.

**ACCELERATION OR DOUBLE PROMOTION**

An acceleration or double promotion shall be preceded by a careful study of all factors involved. No pupil shall be accelerated unless the teacher specifies in writing that acceleration is the most appropriate intervention for the pupil. The Superintendent shall be consulted on proposed acceleration or double promotion. The principal shall recommend and the parents shall concur in such acceleration or double promotion.

Legal Reference:

Education Code Section 48070  
Assembly Bill 1626

Date Policy Adopted by the Board: 4/8/97

Revised: 5/11/99

**SCHOOLWIDE TITLE I PARENT INVOLVEMENT POLICY**

- A. The parents of children enrolled in Schoolwide Programs shall be involved in the planning, reviewing and improvement of these programs in an organized ongoing and timely manner. They shall have regular opportunities to make recommendations on the educational needs of their children and on ways in which they can help their children benefits from the programs.
  
- B. Through consultation with parents, the District shall annually assess the effectiveness of parental involvement programs and determine what action needs to be taken, if any, to increase parental participation.
  
- C. El Centro Elementary School District schoolwide programs shall aim to:
  - 1. Involve parents in its plan to review annually each school's program to determine whether each school is making adequate progress to enable students to meet the District's adopted student performance standards.
  - 2. Conduct an annual evaluation of the parent involvement policy to determine its effectiveness and use findings of the evaluation to revise/improve parent involvement strategies.
    - a. Parents annually will complete a parent involvement survey to provide data for program/policy evaluation.
    - b. Parents will annually evaluate the content and effectiveness of the District and school site parent involvement policy. The District will use the findings of the annual evaluation to design more effective parental involvement opportunities.
  - 3. Continually support parents' efforts and train them insofar as practical, to work with their children at home to attain instructional objectives, understand program requirements and build a partnership between the home and the school.
  
- D. The following procedures shall be taken to ensure that parents are consulted and participate in the planning, review and improvement of schoolwide programs and the District LEA Plan.
  - 1. School site policies ensuring parental involvement in schoolwide programs shall be provided to parents and shall be subject to their ongoing review. Additionally, every parent of the a child eligible for schoolwide services shall be provided a copy of the El Centro Elementary School District Parent Involvement Policy.

2. Each school site shall invite all parents of eligible children to a public meeting each year in order to discuss schoolwide programs and activities. An annual statement shall identify specific schoolwide programs objectives.
3. Parents shall be informed of schoolwide parental involvement requirements and their right to consult in the program's design and implementation.
4. Parents of children participating in schoolwide programs shall receive timely information about the programs and shall have opportunities to meet regularly to formulate program input, if desired.
5. Staff shall provide parents with reports on their children's progress. Parent teacher conferences shall be held to discuss the student's progress and placement and to describe methods the parents can use to compliment the student's instruction.
6. Parent programs held periodically throughout the school year shall provide training and information on:
  - a. Parental ability to affect their children's success in learning.
  - b. Home activities, strategies and materials that can enhance learning.
  - c. Parent skills that promote positive discipline, healthy relations and understanding of child development needs.
7. Parents shall be involved in the annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of schools.
8. Parents shall participate annually in the planning, reviewing and improvement of the Local Educational Agency (LEA) Plan, the Single Plan for Student Achievement (SPSA) through the School Site Council.

Additionally, parents will participate in the development and review of the Corrective Action/Alternative Governance Plan for program improvement schools.

- a. Parents will be invited to participate on the District Leadership Team to assist in the evaluation of the SPSA and the development of the Corrective Action/Alternative Governance Plan.

Legal Reference:

Education Code Sections 11500-11506, 35021, 44814, 44815, 45349  
Labor Code Section 3364.5  
20 U.S.C. Section 2726 (1988)  
20 U.S.C. Section 6318(a) 2007  
Title 1, Part A, Sections 1116 (c)(1) and 1118

Date Policy Adopted by the Board: 4/8/97

Revised: 7/10/07

# EL CENTRO ELEMENTARY SCHOOL DISTRICT

The El Centro Elementary School District (ECESD) is required, by Education Code 48980, to give annual notification to parents regarding certain portions of the instructional program and matter related to school administration. This document serves as your notice that the Annual Parent Notification is no longer being provided in print and is available through our district website [www.ecesd.org](http://www.ecesd.org). If you are unable to view these documents online or prefer a printed copy, please contact your child's school-site secretary.

**YOUR SIGNATURE IS REQUIRED ON THIS DOCUMENT. Please return to your child's school site by September 8<sup>th</sup>, 2014.**

**Form A: PARENT SIGNATURE REQUIRED:** This notice shall be signed by the parent or guardian and returned to the school. Signature of this notice is an acknowledgment by the parent or guardian that he/she has been informed of his/her rights but does not indicate consent to participate in any particular program has been given or withheld.

My Child's

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Grade: \_\_\_\_\_

**I HAVE READ AND DISCUSSED THE RIGHTS AND RESPONSIBILITIES AS REQUIRED BY EC 48980 AND EC 48982**

- If this box is checked, I grant permission to release directory information regarding my child.
- If this box is checked, I grant permission for my child to be photographed by the media.

\_\_\_\_\_  
Parent/Guardian Signature

**Form B: PARENT SIGNATURE REQUIRED** Parent understanding and permission for students using internet resources.

As a parent or legal guardian of:

Childs Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I have read the "Guidelines for Students Using Computing Resources" on this document and understand it is designed for educational purposes. I understand that it is impossible for ECESD District to restrict access to all controversial materials on the Internet, and I will not hold the District responsible for materials acquired on the network. I also agree to report any misuse of the information system to the ECESD system administrator/instructor/staff. Misuse can come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described in the policy.

I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify the information contained on this form is correct.

\_\_\_\_\_  
Parent/Guardian Signature

**Pesticide Use for 2014-15:** The Healthy School Act of 2000 requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. A full list of the pesticides used and application dates are part of the Annual Parent Notification found on our website.

## GUIDELINES FOR STUDENTS USING COMPUTING RESOURCES

- 1. General Information:** The ECESD has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. Using the Internet will allow students and staff to access and use information resources from distant computers and this will significantly expand our student's knowledge base. The district will put forth its best effort in filtering unacceptable material and protect users from any misuses or abuses as a result of their experiences with the Internet information service. All the rules of conduct described in the Board Policies of the District will apply when you child is on the Network.
- 2. Conditions and Rules for Use:**
  - a. Acceptable Use:** the purpose for providing Internet is to facilitate communication in support of research and education, facilitating collaboration with others. The use of an account must be in support of and consistent with the education objectives of the District.
  - b. Inappropriate use of electronic information resources** can be a violation of local, state and federal laws. Users of information system can be prosecuted for violating those laws.
  - c. Network Etiquette and Privacy:** The user is expected to abide by the general accepted rules of network etiquette, these rules include, but are not limited to, the following: be polite, use appropriate language, and electronic mail is not guaranteed private.
- 3. Services:** The ECESD makes no warranties of any kind, whether expressed or implied for the service it is providing.
- 4. Security:** Security on any computer system is high priority because there are so many users. Any user identified as a security risk will be denied access to information systems.
- 5. Vandalism:** Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.
- 6. School Site Procedures:** All students using internet resource must have a signed parent permission form on file. Each teacher shall sign each form and maintain a roster of approved student.



