COMPREHENSIVE SCHOOL SAFETY PLAN

2026-2027

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This document is available for public inspection in the school office.
Plan Adopted by School Site Council: 10/15/2026

Downey Unified
SCHOOL DISTRICT

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Vice President - D. Mark Morris
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DUSD Administration

Roger Brossmer, Ed. D., Superintendent
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Rani Maline-Bertsch, Ed. D., Asst. Superintendent, Secondary Educational Services
Robert McEntire Ed. D., Associate Superintendent, Business Services

Downey Unified School District Vision

All students graduate with a 21st Century education that ensures they are college and career ready, globally competitive and citizens of strong character.

Warren High School Mission

Warren High School prepares students to be college and career ready by promoting critical thinking, communication, collaboration, creativity, character, and physical well-being.

Current Assessment of School Crime

All crimes, including hate crimes, are reported on a monthly basis to the office of Robert Jagielski, Ed.D., administrator of student services. CSA reports are generated on an as needed basis. In communication with the Downey Police Department, we meet several times a year to go over current crimes and violence within each school site.

In the school year 2025-2026, Warren High School had Number of Suspension Incidents: 132; Unduplicated: 108; Total Number of suspension days: 365; and zero recommendations for expulsion.

Keeping reportable crimes at a minimum requires constant vigilance. The following strategies will be utilized in achieving this goal: Identify areas of high crime activity, restrict pupil access to high crime activity areas, provide effective school supervision, and identify and provide preventative programs and activities.

Warren High School maintains a copy of the district's sexual harassment policy in several locations: the administrators' offices, the main office, and within each teacher's classroom. The policy is available on request. The District's Sexual Harassment Policy contains dissemination plans, applicable definitions, reporting requirements, investigation procedures, enforcement regulations, and information related to suspension and/or expulsion for sexual harassment of or by pupils. Additionally, a notice summarizing this sexual harassment policy appears in the *Parent-Student Guide.* The Parent Student Guide is distributed at the beginning of each school year to all parents and pupils.

Discipline procedures shall focus on finding the cause of problems and working with all concerned to reach the proper, lawful solutions. The school's discipline plan begins at the classroom level. Teachers shall use a visible classroom management plan to communicate classroom rules, promote positive pupil conduct, and reduce unacceptable conduct. Appropriate consequences are administered based on the seriousness of the pupil's misbehavior.

Pupil conduct standards and consequences for Warren High School are specifically described in this Comprehensive Schools Safety Plan including: (a) the adopted school discipline rules and procedures, (b) District/Board Policy Disciplinary Guidelines, and (c) the adopted school-wide dress code.

Pupils may be suspended, transferred to another school, socially adjusted, or recommended for expulsion for certain acts. For specific student violations, a mandatory expulsion recommendation shall be submitted by the administration of Warren High School and the administrator of student services.

Site administrators contribute to a positive school climate, promote positive pupil behavior, and help reduce inappropriate conduct. The assistant principals and deans use available district and other appropriate records to inform teachers of each pupil identified under E.C. 49079.

Law enforcement is contacted and consulted to help maintain and to promote a safe and orderly school environment. Warren High School employees comply with all legal mandates, regulations, and reporting requirements for all instances of suspected child abuse.

If appropriate, additional internal security procedures affecting the integrity of the school facility include: the use of portable radios, classrooms equipped with phones for direct access to 9-1-1, intercom, a fire protection system, and communication with the Downey Police and Fire Departments. Additionally, fire drills and drop drills are conducted throughout the school year.

Community involvement is encouraged to help increase school safety. Parents and community members participate in various committees that make decisions regarding the priorities and direction of the education plan to ensure student safety. Parents and community are encouraged to participate in: Parent/Teacher Association (PTA), Red Ribbon/Character Counts Week, Parent Education Nights, and English Learner Advisory Committee.

I. Child Abuse Reporting Procedures

It shall be the policy of the Board of Education to provide for the identification and reporting of child abuse in accordance with the Penal Code. These provisions shall include providing for the understanding and acceptance of the law by personnel, provide for uniformity in the handling of reports and records, and accomplish consistency in communication with other agencies involved.

The Governing Board recognizes that the district has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law. (*cf. 5141.41 - Child Abuse Prevention*) (*cf. 5142 - Safety*)

Employees who are mandated reporters, as defined by law and district administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

The administrator of pupil services or designee shall provide training regarding the reporting duties of mandated reporters. (*cf. 4131 - Staff Development*)

In the event that training is not provided to mandated reporters, the Superintendent or designee shall report to the California Department of Education the reasons that such training is not provided. (*Penal Code 11165.7*)

Parents/guardians may contact the Superintendent or designee to obtain procedures for filing a complaint against a district employee or other person whom they suspect has engaged in abuse of a child at a school site. (*cf. 1312.1 - Complaints Concerning District Employees*)

IDENTIFICATION AND REPORTING OF CHILD ABUSE (*AR 2522*)

Identification of Child Abuse

1. All certificated and classified school personnel and registered nurses are required by law to report suspected child abuse.
2. All certificated and classified personnel entering employment after January 1, 1985, as a prerequisite to that employment shall sign a statement to the effect that they have knowledge of the provisions of the Penal Code section regarding their responsibility to report known or suspected instances of child abuse.
3. Each school in the District shall annually review with the staff the requirements for reporting child abuse and physical and behavioral indicators of abuse.

Reporting Procedure

1. Any certificated or classified employee who knows or reasonably suspects that a student is a victim of child abuse shall report such instance to the student's principal. In the event of suspected abuse the school nurse or health assistant shall be contacted.
2. A telephone report shall be made by a member of the team selected by mutual agreement to the appropriate law enforcement agency and the Department of Children's Services (DCS) as

soon as practical. A written report shall be prepared and signed by the selected team member and forwarded to DCS and the Director, Pupil Services, on forms provided by the Department of Justice. This form shall be submitted within 36 hours of observation or notification of suspected abuse. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make such report.

A statement shall be placed in the student's school folder indicating a report of suspected child abuse has been filed with the Director, Pupil Services.

CHILD ABUSE REPORTING PROCEDURES: STEP-BY-STEP

I. Initiating the Report

A. The report is initiated by a telephone report to the appropriate agency.

B. If the suspected child abuse has taken place within the family, call the *Child Abuse Hotline* at (800) 540-4000.

C. If the suspected child abuse has taken place outside the family, call the local police department at: Downey Police Department 562-904-2363

D. Content of call.

1. Name, address and age of child involved.
2. Clear description of suspected abuse.

II. Written Report

A. The telephone call is to be followed by completion of the Suspected Child Abuse Report (form 11166.P.C.). These forms are available in the Counselors' offices at the high school or you may call the Department of Social Services.

B. The written report is to be addressed to the person to whom the telephone report was made.

C. The written report must follow the phone call within 36 hours.

1. Suspected child abuse within the family, Department of Child and Family Services, Los Angeles – Local Office Santa Fe Springs, California.
2. Suspected child abuse outside the family should be mailed to the agency to which the report was called.

   Downey Police Department
   10911 Brookshire Avenue
   Downey, California 90241

III. Caution

A. The reporting responsibility has not been discharged until both the telephone call and written reports are complete.

B. School personnel are not to engage in any investigation of suspected cases. The Child Protective Services Office will do the investigation.

C. The reporting responsibility is an individual one which is NOT discharged by report to supervisors or administrators.

SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

PLEASE PRINT OR TYPE

CASE NAME: _____

CASE NUMBER: _____

A. REPORTING PARTY

NAME OF MANDATED REPORTER	TITLE	MANDATED REPORTER CATEGORY
REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS — Street / City / Zip		DID MANDATED REPORTER WITNESS THE INCIDENT? ☐ YES ☐ NO
REPORTER'S TELEPHONE (DAYTIME) ( )	SIGNATURE	TODAY'S DATE

B. REPORT NOTIFICATION

☐ LAW ENFORCEMENT ☐ COUNTY PROBATION ☐ COUNTY WELFARE / CPS (Child Protective Services)

AGENCY

ADDRESS — Street / City / Zip

DATE/TIME OF PHONE CALL

OFFICIAL CONTACTED - TITLE

TELEPHONE ( )

C. VICTIM
One report per victim

NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS — Street / City / Zip	TELEPHONE ( )		
PRESENT LOCATION OF VICTIM	SCHOOL	CLASS	GRADE
PHYSICALLY DISABLED? ☐ YES ☐ NO	DEVELOPMENTALLY DISABLED? ☐ YES ☐ NO	OTHER DISABILITY (SPECIFY)	PRIMARY LANGUAGE SPOKEN IN HOME
IN FOSTER CARE? ☐ YES ☐ NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: ☐ DAY CARE ☐ CHILD CARE CENTER ☐ FOSTER FAMILY HOME ☐ FAMILY FRIEND ☐ GROUP HOME OR INSTITUTION ☐ RELATIVE'S HOME		TYPE OF ABUSE *(CHECK ONE OR MORE)* ☐ PHYSICAL ☐ MENTAL ☐ SEXUAL ☐ NEGLECT ☐ OTHER (SPECIFY)
RELATIONSHIP TO SUSPECT	PHOTOS TAKEN? ☐ YES ☐ NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? ☐ YES ☐ NO ☐ UNK

D. INVOLVED PARTIES

VICTIM'S SIBLINGS

NAME	BIRTHDATE	SEX	ETHNICITY	NAME	BIRTHDATE	SEX	ETHNICITY
1.				3.			
2.				4.			

VICTIM'S PARENTS/GUARDIANS

NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS — Street / City / Zip	HOME PHONE ( )	BUSINESS PHONE ( )	
NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS — Street / City / Zip	HOME PHONE ( )	BUSINESS PHONE ( )	

SUSPECT

SUSPECT'S NAME (LAST, FIRST, MIDDLE)	BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY
ADDRESS — Street / City / Zip	TELEPHONE ( )		
OTHER RELEVANT INFORMATION			

E. INCIDENT INFORMATION

IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX ☐ *IF MULTIPLE VICTIMS, INDICATE NUMBER:* _____

DATE / TIME OF INCIDENT	PLACE OF INCIDENT

NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was not determined to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act, also known as CANRA. The Internet site is: http://www.leginfo.ca.gov/calaw.html (specify Penal Code and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some information is not known. (PC Section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities as defined in PC Section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE (DESIGNATED AGENCIES)

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), county probation department (if designated by the county to receive mandated reports) or the county welfare department. (PC Section 11165.9.)

III. REPORTING RESPONSIBILITIES

- Any mandated reporter 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 or neglect shall report such suspected instance of abuse or neglect to a designated 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. (PC Section 11166(a).)

- No mandated reporter who reports a suspected instance of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by the CANRA. Any other person reporting a known or suspected instance of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by the CANRA unless it can be proven the report was false and the person knew it was false or make the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

IV. INSTRUCTIONS

- **SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business (agency) name and address, telephone number, a signature and today's date. Also check yes-no whether you (the mandated reporter) witnessed the incident. The signature area is for either the mandated report or the person taking as telephoned report.

IV. INSTRUCTIONS (Continued)

- **SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, date of the written report, date/time of the phone call and the name, title and telephone number of the official contacted.

- **SECTION C - VICTIM** (One Report per Family, siblings must have same parents/guardians): Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and where applicable enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box for: developmentally disabled?, physically disabled? and specify the victim's other disability. To determine if the victim has a disability, ask the victim's parent or care giver. Also check the appropriate yes-no box for in foster care?, indicate type of care if the victim was in out-of-home care, indicate the type of abuse. List the victim's relationship to the suspect, check the appropriate yes-no box for photos taken?, indicate whether the incident resulted in this victim's death.

- **SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians and the Suspect.

- **SECTION E - INCIDENT INFORMATION:** If multiple victims, enter the number. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheets if needed.

V. DISTRIBUTION

- **Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.

- **Designated Agency:** ***Within 36 hours*** of receipt of Form SS 8572, send **white copy** to police or sheriff, **blue copy** to county welfare or probation, and **green copy** to district attorney.

ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pac Islndr	26 White	31 White-Romanian

III. Disaster Response Procedures

A contingency plan for emergencies is contained in a handbook available to each staff member. The District's Emergency Response Plan - **ERP Plan** is reviewed at the beginning of each school year. This plan also contains available district and outside agency resources, emergency disaster procedures and information on Standardized Emergency Management System (SEMS). Warren High School's Emergency Plan is reviewed and updated annually to meet the specific needs of the site. A "mock" disaster drill takes place every year to remind both students and staff how to react in the event of a real emergency. For specific details, see the attached *Campus Safety Guide - Emergency Plan*..

IV. Suspension and Expulsion Policies

Downey Unified School District - Administrative Regulation - Adopted 2006

DEFINITIONS

- ***Suspension*** from school means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (*Education Code 48925*)
    1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level.
    2. Referral to a certificated employee designated by the principal to advise students.
    3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in *Education Code 48910*. Removal from a particular class shall not occur more than once every five school days.
- ***Expulsion*** means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (*Education Code 48925*)
- ***Day*** means a calendar day unless otherwise specifically provided. (*Education Code 48925*)
- ***School day*** means a day upon which the schools of the district are in session or weekdays during the summer recess. (*Education Code 48925*)
- ***Student*** includes a student's parent/guardian or legal counsel. (*Education Code 48925*)
- ***Principal's designee*** means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (*Education Code 48911*)

NOTICE OF REGULATIONS

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (*Education Code 35291.5, 48900.1, 48980*) (*cf. 5144 - Discipline*)

Notification shall include information about the ongoing availability of individual school rules and all district policies and regulations pertaining to student discipline. (*Education Code 35291*) (*cf. 5145.6 - Parental Notifications*)

GROUNDS FOR SUSPENSION

Grounds for suspension shall conform to the acts enumerated in Education Code Sections 48900, 48900.2, 48900.3, 48900.4, 48900.7, and 48915

Descriptions of the acts are provided in Downey Unified School District Board and Administration Policy 2430.

REMOVAL FROM CLASS BY A TEACHER/PARENTAL ATTENDANCE

A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above. *(Education Code 48910)*

A teacher also may refer a student to the principal or designee for consideration of suspension from school. *(Education Code 48910)*

When removing a student from his/her class, the teacher shall immediately report this action to the assistant principal or dean and send the student to the vice principal or dean for appropriate action. The student shall be appropriately supervised during the class periods from which he/she has been removed.

As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. A counselor or psychologist should attend the conference if it is practicable, and a school administrator may attend if either the parent/guardian or teacher so requests.

A student removed from class shall not be returned to class during the period of removal without the approval of the teacher of the class and the principal. (*Education Code 48910*)

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

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

Pursuant to Board policy, a teacher may provide that the parent/guardian of a student whom the teacher has removed attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. (*Education Code 48900.1*)

This notice shall also:

1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date.
2. Describe the legal protections afforded to the parent/guardian as an employee under Labor Code 230.7.
3. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student.
4. Ask the parent/guardian to meet with the principal after the visit and before leaving school, as required by Education Code 48900.1.

SUSPENSION BY SUPERINTENDENT, PRINCIPAL OR PRINCIPAL'S DESIGNEE

The Superintendent, principal or principal's designee may suspend a student from a school for not more than five consecutive school days unless the suspension is extended pending expulsion. (*Education Code 48911*)

The Superintendent or designee shall immediately suspend any student found at school or at a school activity to be: (*Education Code 48915*)

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
2. Brandishing a knife, as defined in Education Code 48915(g), at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058.
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion".
5. Possession of an explosive as defined in 18 USC 921.

Suspension also may be imposed upon a first offense if the Superintendent, principal or designee determines the student violated items #1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (*Education Code 48900.5*)

A student may be suspended from school for not more than 20 school days in any school year, unless for purposes of adjustment a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (*Education Code 48903, 48912*)

The Superintendent or designee may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which a student may be suspended in any school year. (*Education Code 48903*)

Suspensions shall be initiated according to the following procedures:

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

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

2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee.

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

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

In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

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

While the parent/guardian is required to respond without delay to a request for a conference about a student's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend. (*Education Code 48911*)

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

Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (*Education Code 48911*)

SUSPENSION BY THE BOARD

The Board may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above and within the limits specified in "Suspension by Superintendent, Principal or Principal's Designee" above. (*Education Code 48912*)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts listed in "Grounds for Suspension and Expulsion" occurred. The suspension shall meet the requirements of Education Code 48915. (*Education Code 48912.5*)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold closed sessions if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (*cf. 9321 - Closed Session Purposes and Agendas*)

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

AUTHORITY TO EXPEL

Only the Board may expel a student. The Board shall expel, as required by law, any student found to have committed certain offenses listed below under "Mandatory Recommendation and Mandatory Expulsion."

The Board also may order a student expelled for any of the acts listed under "Grounds for Suspension and Expulsion" upon recommendation by the principal, Superintendent, hearing officer or administrative panel, based on finding either or both of the following: (*Education Code 48915 (b) and (e)*)

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

MANDATORY RECOMMENDATION FOR EXPULSION

Unless the principal, Superintendent or designee finds that expulsion is inappropriate due to particular circumstances, the principal, Superintendent or designee shall recommend a student's expulsion for any of the following acts: (*Education Code 48915 (a)*)

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife as defined in Education Code 48915(g), explosive or other dangerous object of no reasonable use to the student.
3. Unlawful possession of any controlled substance, as listed in the Health and Safety Code 11053- 11058, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee.

MANDATORY RECOMMENDATION AND MANDATORY EXPULSION

Note: The Attorney General has determined, in 80 Ops.Cal. Atty. Gen. 347 (1997), that a district may not adopt a zero tolerance policy mandating expulsion of a student for a first offense of possession of a controlled substance or alcohol.

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915(c))

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
2. Brandishing a knife as defined in Education Code 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above.
5. Possessing an explosive as defined in 18 USC 921.

Upon finding that the student committed any of the above acts, the Board shall expel the student. (*Education Code 48915*)

The initial recommendation for consideration of expulsion is that of the school principal or the Superintendent. Designees may not make this type of recommendation.

The recommendation for consideration of expulsion shall be submitted to the Director, Office of Student Services, who will review the material and recommend:

1. Reassignment to appropriate regular education program.
2. Refer students to Alternative Program; i.e., Community School, Independent Study, Continuation or Opportunity School, or other district programs.
3. Refer the matter to the Discipline Review Panel for further consideration.

When a case is referred to the discipline Review Panel, the panel shall question school personnel who have information on the incident and the behavior record of the student charged and weigh the evidence presented.

The panel shall, in the case of an expulsion consideration, weigh information presented to determine:

1. Is the evidence sufficient to support consideration by the expulsion panel?
2. Has the district, through the schools involved, considered or utilized alternatives to expulsion when possible?
3. Have due process procedures been adhered to?

The recommendation shall be either to proceed with the expulsion or to utilize an existing practical alternative in lieu of expulsion.

If the district (school) has not adhered to due process requirements, the student shall be returned to school immediately.

If the Discipline Review Panel meets to consider a matter other than an expulsion, it shall provide its best judgment as to an effective alternative program or plan to action.

The recommendation of the Discipline Review Panel shall be forwarded to the Director, Office of Student Services, who shall then review the facts, concur, veto or modify the recommendation.

4. That an expulsion panel be convened.

At the time a recommendation for expulsion is submitted, a hearing shall be scheduled by the Superintendent or designee to determine whether the suspension shall be extended. If the decision is to extend the suspension, the period of time shall be until the Board has rendered a decision or until the expulsion process is otherwise terminated.

The extension of suspension shall be based upon determination by the Superintendent or designee 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. This extension shall be imposed only after the student and the parent/guardian have been given the opportunity to be present at a hearing conducted by the Superintendent or designee. At this time, the student and parent/guardian shall be given the opportunity to be heard and present any information that might bear upon the decision.

Materials that support the decision of the person recommending the expulsion shall be prepared and submitted to the Office of Student Services. The departments of Attendance, Guidance, Special Education and/or Health may be requested to assist in the preparation of this material.

STUDENT'S RIGHT TO EXPULSION HEARING

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the principal or Superintendent or designee determines that one of the acts listed under "Grounds for Suspension and Expulsion" has occurred. (*Education Code 48918 (a)*)

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

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

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held no later than 20 calendar days prior to the first day of the next school year. (*Education Code 48918(a)*)

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

WAIVER OF HEARING (DEFAULT PROCEEDINGS)

If the parent/guardian agrees that their son/daughter behaved essentially in the manner stated in the principal's letter recommending expulsion and that such behavior constitutes a violation of the California Education Code, Section 48900, 48900.2, 48900.3, 48900.4, 48900.7 and/or 48915 a suspendable/expellable offense, the parent/guardian may request to waive the Administrative Hearing Panel. This is called a Stipulated Expulsion.

When the parent/guardian agrees to waive the Administrative Hearing Panel, they also waive all notification and timelines related to the expulsion hearing process, along with their rights to appeal the determination of the Board.

The signed affidavit and findings of fact will be submitted to the Board for their approval. The Board has the discretionary power to accept, reject, or modify all recommendations.

RIGHTS OF COMPLAINING WITNESS

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

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

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

3. Have a closed hearing during the time he/she testifies.

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

Written Notice of the Expulsion Hearing (*Education Code 48918(b)*)

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

1. The date and place of the hearing.
2. A statement of the specific facts, charges and offense upon which the proposed expulsion is based.
3. A copy of district disciplinary rules that relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when a student is expelled for acts other than those described in Education Code 48915 (a) or (c).
   (*cf. 5119 - Students Expelled from other Districts*)
5. The opportunity for the student or the student's parent/guardian to appear in person and/or be represented by legal counsel or by a non-attorney advisor.

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

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

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

CONDUCT OF EXPULSION HEARING

1. Closed Session: Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public, unless another student's privacy rights would be violated.

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

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

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

3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with the Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20, formerly 11525. (*Education Code 48918(i)*)

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

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

4. Presentation of Evidence: While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel must be supported by substantial evidence that the student committed any of the acts listed in "Grounds for Suspension and Expulsion" above.

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

In cases where a search of a student's person or property has occurred, evidence describing

the reasonableness of the search shall be included in the hearing record.

5. Testimony by Complaining Witnesses: The following procedures shall be observed when hearings involve allegations of sexual assault or sexual battery by a student: (*Education Code 48918*)
    a. Any complaining witness shall be given five days' notice before being called to testify.
    b. Any complaining witness shall be entitled to have up to two adult support persons, including but not limited to a parent/guardian or legal counsel, present during his/her testimony.
    c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
    d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
    e. If one or both support persons are also witnesses, the hearing shall be conducted according to Penal Code 868.5.
    f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to representation by a parent/guardian, legal counsel or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
    g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a non-threatening environment.
        i. The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
        ii. At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
        iii. The person conducting the hearing may:
            1. Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness.
            2. Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
            3. Permit one of the support persons to accompany the complaining witness to the witness stand.
6. Decision Within 10 Days: The Board's decision on whether to expel a student shall be made within 10 school days after the conclusion of the hearing, unless the student requests in writing that the decision be postponed. (*Education Code 48918(a)*)
7. Decision Within 40 Days: If the Board does not meet on a weekly basis, its decision on whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (*Education Code 48918(a)*)

ALTERNATIVE EXPULSION HEARING: HEARING OFFICER OR ADMINISTRATIVE PANEL

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

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures as apply to a hearing conducted by the Board as specified in "Conduct of Expulsion Hearing."

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the student shall be immediately reinstated. (See "Reinstatement.") The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers, and with the student's parent/guardian. (*Education Code 48918(e)*)

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

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion for a period of one year. (See "Decision Not to Enforce Expulsion Order" below.)

The Board shall make its decision about the student's expulsion within 40 school days after the date of the student's removal from school unless the student requests in writing that the decision be postponed. (*Education Code 48918(a)*)

THE DISCIPLINE REVIEW PANEL

The Discipline Review Panel will consist of elementary educators when a review is being made of an elementary student and of secondary educators when a review is being made of a secondary student.

1. The Discipline Review Panel shall hear the following types of disciplinary cases:
    a. Requests for expulsion from site principals or the Superintendent.
    b. School site administrative requests for assistance (non-expulsion situations).
2. Each discipline review panel shall consist of three certificated persons plus a chairperson and shall consist of elementary educators when a review is being made of an elementary student and of secondary educators when a review is being made of a secondary student. A panelist may not serve on any panel involving a student who is currently attending the school in which he/she is assigned. A representative from Student Services shall be a nonvoting member of each panel.

A chairperson and assistant chairperson, to serve when the chairperson is unable to serve, shall be appointed by the Superintendent or designee and shall serve at his/her pleasure. Neither shall be a member of the Student Services staff.

A pool of panelists shall be established which shall be composed of personnel who have served or are currently serving as members of administrative expulsion panels. The committee chairman shall select members to serve on individual panels.

The meetings of the discipline review panel are open to school district personnel only.
The duties of the Discipline Review Panel are as follows:

1. The chairperson shall call a meeting of the panel as soon as possible, but no later than 10 school days after the receipt of notice of a pending case.
2. A recommendation must be forwarded to the Director, Office of Student Services, within three days of the review hearing.
3. In the event a member of the committee cannot be present at a meeting, the Director, Office of Student Services, will appoint an alternate from the pool to attend.

FINAL ACTION BY THE BOARD

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel, the final action to expel shall be taken by the Board at a public meeting. (*Education Code 48918(j)*) (*cf. 9321.1 - Closed Session Actions and Reports*)

If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for an act listed under “Mandatory Recommendation and Mandatory Expulsion” above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. (*Education Code 48916*)

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

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

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

WRITTEN NOTICE TO EXPEL

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

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed in *Education Code 48900 (a)-(o), Education Code 48900.2-48900.4, Education Code 48915 (c)* and (*Education Code 48900.8*).
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian. (*Education Code 48916*)
3. Notice of the right to appeal the expulsion to the County Governing Board. (*Education Code 48918*)
4. Notice of the alternative educational placements to be provided to the student during the time of expulsion. (*Education Code 48918*)
5. Notice of the student or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (*Education Code 48918*).

DECISION NOT TO ENFORCE EXPULSION ORDER

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

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

The suspension of the enforcement of an expulsion shall be governed by the following: (*Education Code 48917*)

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the

Board's determination as to whether the student has satisfactorily completed the rehabilitation program.

2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status.
3. The suspension of the enforcement of an expulsion order may be revoked by the Board, if the student commits any of the acts listed under "Grounds for Suspension and Expulsion" above or violates any of the district's rules and regulations governing student conduct.
4. When the suspension of the enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order.
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or

all records of the expulsion proceedings.

6. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with County Board Of Education.
7. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall also inform the parent/guardian of the right to appeal the expulsion to the County Board Of Education. (*Education Code 48918 (j)*)

RIGHT TO APPEAL

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

POST-EXPULSION PLACEMENTS

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

1. Appropriately prepared to accommodate students who exhibit discipline problems.
2. Not provided at a comprehensive middle, junior or senior high school or at any elementary school, unless the program is offered at a community day school established at such a site.
3. Not housed at the school site attended by the student at the time of suspension. (*cf. 6185 - Community Day School*)

When the placement described above is not available, and when the County Superintendent of Schools so certifies, students expelled for acts described in items #6 through #13 and #17 through #19 under "Grounds for Suspension and Expulsion" may be instead referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school. (*Education Code 48915*)

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

READMISSION AFTER EXPULSION

Readmission procedures shall be as follows:

1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (*Education Code 48916*)
2. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073-49079. If a written request for open

session is received from the parent/guardian or adult student, it shall be honored.

4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (*Education Code 48916*)
6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (*Education Code 48916*)
7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying re-admittance into the regular program. This notice shall indicate the Board's determination of the educational program that the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (*Education Code 48916*)

MAINTENANCE OF RECORDS

The Board shall maintain a record of each expulsion, including the specific cause of the expulsion. The expulsion record shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls, within five days of a written request by the admitting school. (*Education Code 48900.8, 48918(k)*)

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (*Education Code 48915.1*) (*cf. 5119 - Students Expelled from Other Districts)* (*cf. 5125 - Student Records*)

NOTIFICATIONS TO LAW ENFORCEMENT AUTHORITIES

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

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts that may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code 626.9 and 626.10. (*Education Code 48902*)

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

OUTCOME DATA

The Superintendent or designee shall maintain the following data and report such data annually to the California Department of Education, using forms supplied by the California Department of Education: (*Education Code 48900.8, 48916.1*)

1. The number of students recommended for expulsion.
2. The grounds for each recommended expulsion.
3. Whether the student was subsequently expelled.
4. Whether the expulsion order was suspended.
5. The type of referral made after the expulsion.
6. The disposition of the student after the end of the expulsion period.

V. Procedures for Notifying Teachers about Dangerous Pupils and Dangerous Incidents

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended, once a year, all teachers will be provided with a report of all student expulsions and suspensions. This list includes student suspensions for the current year plus the previous years. The information provided regarding serious or violent events is confidential and is on a need-to-know basis only. Teachers may inquire about a student's record at any time by consulting the Vice Principal or Dean of Students.

To notify teachers of suspensions as they occur during the school year, the following process is used:

1. Teachers are provided with a copy of the student suspension form.
2. Teachers are advised about the confidential nature of the data.

When students are administratively transferred from one school to another for disciplinary reasons, teachers (to whom the student is assigned) at the new school are notified by the school administration and provided with written information about reasons for the student's transfer and a copy of the student's behavior contract. Copies of the written notice are maintained in the school office.

When the district receives information from the juvenile court system that a student has been convicted of a serious or violent crime requiring teacher notification, the principal and the teachers are provided with written notice from the district Pupil Services Department. Copies of this notice are maintained in the school office and the district Pupil Services' Office.

The information provided is for the student's current teachers only. All information regarding suspension and expulsion is **CONFIDENTIAL**, is not to be shared with any student(s) or parent(s). Teachers are asked to secure the list so students and others may not view it.

VI. Sexual Harassment Policy

SEXUAL HARASSMENT

The district prohibits sexual harassment in the work place and shall act promptly, visibly and vigorously in demonstrating strong disapproval of sexual harassment in the work place. The Superintendent or designee shall develop appropriate procedures to ensure that employees have a work place free of sexual harassment and to provide a mechanism for resolution of complaints of sexual harassment.

Legal Reference:

Education Code

- 200 et al. Prohibition of discrimination on the basis of sex
- 212.5 Sexual harassment, defined
- 230 Particular practices prohibited, including sexual harassment

TITLE VII, CIVIL RIGHTS ACT as amended by *Title IX, Equal Employment Opportunity Act Meritor Savings Bank, FSB v. Vinson et al. 86 Daily Journal D.A.R. 2130*

In accordance with Board policy prohibiting sexual harassment in the work place, the purpose of this regulation is to provide a procedure to handle complaints of sexual harassment.

SEXUAL HARASSMENT DEFINED

Pursuant to Education Code 212.5, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either an explicit or implicit condition of employment, status, or promotion.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee.
3. The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.
4. Submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs, or other available activities.

Unlawful sexual harassment under the Fair Employment and Housing Act (FEHA) also includes unwelcome sexual advances of an employer toward an employee of the same sex and harassment on the basis of pregnancy disability. [*Gov. Code 12940 (h) (3) (c)*]

EXAMPLES OF SEXUAL HARASSMENT

By way of example, sexual harassment includes, but is not limited to:

1. Making unsolicited written, verbal or physical contact with sexual overtones.
2. Visual conduct: leering or suggestive eye contact, making sexual gestures, posting or

circulating sexually suggestive objects or pictures, cartoons, or posters.
3. Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes bragging about sexual exploits, using terms with double meanings (one of which is sexual).
4. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
5. Physical conduct: touching, assault, impeding or blocking movements, touching oneself or another.
6. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.)
7. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. For example, either implying or actually withholding support for an appointment, promotion or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed.
8. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence or affect the career, salary and/or work environment or another employee.
9. Offering favors or employment benefits, such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations or re-classifications, in exchange for sexual favors.

COMPLAINT PROCESS

1. Employees may report incidents of sexual harassment to any supervisor, manager, or administrator at the school site or in the department where they are working. If there is no supervisor, manager, or administrator to whom the employee is comfortable reporting the incident, the report may be made to the next higher level in the chain of command.
2. Any supervisor, manager, or administrator who has received a report, verbally or in writing, from any employee regarding sexual harassment of that employee or another employee by a student or adult in the work place must forward that report to the Cabinet level administrator within twenty-four (24) hours, or within a reasonable extension of time thereafter for good cause.
3. All complaints of sexual harassment will be investigated and promptly resolved.
4. Upon receipt of an allegation of sexual harassment, the supervisor, manager, or administrator will designate an investigator who will initiate an investigation into the complaint within 48 hours.
5. The school district will designate management employees at each work site who are trained to investigate sexual harassment complaints.
6. After completion of the investigation, the manager will render his/her findings and a recommended disposition of the complaint. In determining whether the alleged conduct constitutes sexual harassment, the manager will look at the record as a whole and the totality of the circumstances, including the nature of the alleged sexual harassment and the context in which the alleged incidents occurred.
7. If the complainant is not satisfied by the report of the manager and the recommended disposition, he/she may submit the matter to the appropriate Cabinet officer. The complainant shall make an appeal in writing stating the reasons why the complainant is dissatisfied with the report and recommended disposition. This written appeal shall be on a form prescribed by the district and shall be signed by the complainant.
8. The Cabinet officer shall review the basis for the complainant's appeal and the report and

recommended disposition compiled by the manager. The Cabinet officer may make a decision based on the record presented or, if he/she determines it is necessary, collect any additional information deemed necessary. The decision of the Cabinet officer may be appealed to the Superintendent or designee and then to the Board using the same appeal process and form.

ENFORCEMENT

Each work site supervisor, manager, and administrator has full responsibility for maintaining a work environment free of sexual harassment. Work site managers shall take appropriate actions to reinforce the district's sexual harassment policy. These actions will include:

1. Maintaining an available supply of the policy and the district's brochures and materials regarding this policy.
2. Prompt removal of vulgar or sexually offensive graffiti or other displays.
3. Providing annual staff in-services within the first four weeks of each work year.
4. Taking appropriate disciplinary action as needed.
5. All supervisors, managers, and administrators shall instruct employees on the procedure for reporting sexual harassment on an as needed basis.
6. Employees determined to have violated district prohibition against sexual harassment shall be subject to disciplinary action up to and including termination from employment. Disciplinary actions may include, but are not limited to:
    a. Verbal and written warnings.
    b. Written reprimands.
    c. Suspension with or without pay.
    d. Transfer to another work location.
    e. Demotion and termination.
7. A violation of policy or regulations shall constitute just and reasonable cause for discipline and shall be deemed to be a violation of and refusal to obey the school laws of California and reasonable regulations prescribed for the government of the district by the Board under *Education Code 44932.*

CONFIDENTIALITY

District employees involved in processing sexual harassment complaints shall endeavor in good faith to protect the privacy of all parties involved in a complaint of sexual harassment. Files pertaining to sexual harassment complaints shall not be made available to the general public.

RECORDS

Copies of all reports of sexual harassment shall be forwarded to the chief personnel officer who is responsible for maintaining overall district records of incidents. Such records and reports shall not be made available to the general public.

EDUCATIONAL OUTREACH

As a means of preventing sexual harassment, the Superintendent shall ensure that all employees are notified of the adoption of policies and procedures to prevent sexual harassment. Each manager of a work site shall have a plan on file for providing staff in-service and procedures relative to sexual

harassment education and the policies, regulations, and procedures.

REPORTING TO OUTSIDE AGENCIES

Federal Equal Employment Opportunity Commission

Employees who have been sexually harassed may have the right to file complaints with Federal regulatory agencies. Time limits for filing complaints with Federal regulatory agencies vary. The employee should check directly with this agency for specific instructions for filing a complaint:

Equal Employment Opportunity Commission

Roy-bal Federal Building
255 E. Temple St., 4th Floor
Los Angeles, CA 90012
Telephone 213-894-1000

State of California Department of Fair Employment and Housing

Employees or job applicants who believe that they have been sexually harassed may, within one year of the harassment, file a complaint of discrimination with the California Department of Fair Employment and Housing. The Department serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If the Department finds evidence of sexual harassment and settlement efforts fail, the Department may file a formal accusation against the employer and the harasser. The accusation will lead to either a public hearing before the Fair Employment and Housing Commission or a lawsuit filed on the complainant's behalf by the Department. If the Commission finds that harassment occurred, it can order remedies, including up to $50,000 in fines or damages for emotional distress from each employer or harasser charged. In addition, the Commission may order hiring or reinstatement, back pay, promotion, and changes in the policies or practices of the involved employer. A court may order unlimited damages. For more information, employees should contact the office as follows:

State Department of Equal Employment and Housing

Retaliation Prohibited

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of sexual harassment will not negatively reflect on the employee who initiates the complaint, nor will it affect the employee's job assignment, status, rights, privileges, or benefits.

VII. Schoolwide Dress Code

In accordance with board policy and the *Education Code 35183. 35183.5, 48907, 49066*, and *Code of Regulations Title 5, 302* both students and staff of the school campus have the constitutional right to be safe and secure in their schools. Students will come to school having paid proper attention to their personal cleanliness and neatness of dress.

POLICY

A student may not attend classes in a manner which:

1. Creates a safety hazard
2. Distracts from learning
3. Disrupts any school activity.
4. The administration reserves the right to determine:
    a. Clothing or accessories that the Administration feels presents a threat to the student's well-being or safety
    b. Clothing, hairstyles, or accessories which are distracting or disruptive to the learning environment

GUIDELINES

The Warren High School dress code should serve to support all students in a successful educational environment and in developing a healthy self-image. The dress code is designed to be equitable and should be enforced consistently by all staff members across campus. Enforcement of the dress code will be consistent across the student body, regardless of gender identity, sexual orientation, gender expression, race, ethnicity, religion, and body size and/or type.

Mandatory Dress:

1. Students must wear a top, bottom, and footwear while on school premises at all times.
2. Some courses may require adjustments to attire and hairstyle to ensure safety during academic activities, including but not limited to: science labs, PE, CTE courses, specialty electives, etc.
3. Some courses such as PE, science labs, CTE courses, electives may require specific attire. This is including but not limited to: safety, gear, athletic attire, uniforms, requiring hair to be tied back, etc.

Students may not wear the following:

1. Visible undergarments, swimwear, or clothing of similar designs - this is including but not limited to lingerie, transparent or sheer garments, etc.
1. Items that expose private parts of the body: genitalia, nipples, or buttocks.
2. Items with sexually suggestive language, images, and messages.
3. Items that promote illegal or violent conduct, including but not limited to drugs, alcohol, tobacco, weapons (i.e. chains, brass knuckles, etc), and/or gang affiliation.
4. Items that depict hate speech, intimidation, or intolerance toward others.
5. Items that are profane or legally libelous - meaning a garment or piece of attire that communicates false statements about a person that injure the reputation of that person.
6. Items that make the student's face unidentifiable - protective masks, clothing or headgear worn for religious, medical, or athletic purposes are exempt.

***If a student is in violation of the WHS Dress Code, WHS dress code attire will be issued to the student for the day.**

Based on needs, this policy can be modified or updated at any time with the input of our school community and education partners.

OFFENSES

Dress code guidelines will be honored at school events including school dances. Modesty and good taste are expected at school and all school events.

CONSEQUENCES

1st Offense: Warning and parent notification, change of clothes provided by school or parent, student goes back to class and can retrieve clothes after school

2nd Offense: Same as above plus one hour detention before school or after school and parents are now responsible for picking up clothes each time student does not adhere to dress code

3rd Offense: Same as above, but student must serve two one hour detentions and Saturday School

4th Offense: Same as third offense and mandatory parent/guardian meeting with District/School Administration (48900(k) - Failure to abide by school directive can result in suspension from school activities)

RESPONSIBILITIES

Parents have the responsibility for seeing that students are dressed properly for school. School personnel have the responsibility for maintaining and enforcing an appropriate dress code conducive to learning.

**Warren High School is committed to providing a safe, secure, and positive campus environment where students are free to learn without distraction. The intent for this policy is to alert all parents and students prior to the purchase of clothing.*

VIII. Procedures for Safe Ingress and Egress from School

Included in this Safe School Plan is a school map established by the School Site Council indicating safe entrance and exit areas for pupils, parents and school employees (See attached map). To ensure the safety of pupils and staff, all visitors to the campus, except pupils of the school and staff members, shall register immediately upon entering any school building or grounds when school is in session. District employees, not assigned to Warren High School shall wear appropriate identification badges while on campus conducting business

IX. Procedures to Ensure a Safe and Orderly Environment

Social Climate

GOAL: To create and maintain a positive and tolerant atmosphere

I. Areas of Pride and Desired Improvements
- a. Tolerance
  - i. Students will be tolerant of others
- b. Areas of Desired Improvement
  - i. Classroom etiquette and behavior
  - ii. Group/Team Work/Conflict Managers

II. First Desired Change: Students improve their understanding of other students and their cultures
- a. Related Strategies and Activities
  - i. Ongoing counseling services
  - ii. Role modeling – all staff
  - iii. Character Counts Banners (Bear Park)
  - iv. Development of site and district Human Relations Council
- b. Resources Required
  - i. Administration Team
  - ii. Teacher Participation
  - iii. District Leadership
- c. Personnel Assignments
  - i. Assistant Principals
  - ii. Deans of Students
  - iii. ASB Director
  - iv. Counselors
  - v. Conflict Managers
- d. Timeframe for completion
  - i. Ongoing in 2022-25
- e. Budget
  - i. Not Applicable
- f. Evaluation criteria
  - i. Ongoing – Staff discussions

ii. Number of suspensions/expulsions

III. Second Desired Change: Review of Campus Safety Rules

a. Related Strategies and Activities
   i. Regularly review school rules
   ii. Development of a school-wide Positive Behavior Intervention & Support (PBIS) system - CAVE Code
   iii. Communicate school-wide behavioral expectations
   iv. Continue on-going professional development on restorative practices
   v. Develop a major vs. minor behavioral matrix for teachers

b. Resources Required
   i. Incentives for students
   ii. Update/change school rules, student/parent handbook, and website to include PBIS system

c. Personnel Assignments
   i. All certificated and classified staff

d. Timeframe for completion
   i. Launch CAVE Code (Spring 2024)
   ii. Publicize and expand CAVE Code school-wide (Fall 2024)

e. Budget
   i. $5,600 (Character Counts Fund Allocation 2024-25 School Year)

f. Evaluation Criteria
   i. Overall student behavior/referrals (Decreases in behaviors and referrals)
   ii. Teacher input on adoption and implementation of PBIS system

The School's Social Environment

Leadership at Warren High School is a shared process. Dr. Cari White, Principal, and five Assistant Principals share administrative responsibilities to ensure that all necessary areas of concern are addressed. A proactive role is assumed in all phases of the school operation. The current management team is committed to developing Warren High School toward excellence in the areas of academic and social behavior.

The principal sets a positive tone for the school, guides the staff and works closely with them on curriculum and school safety issues. The administrative team dedicates their time to pupil services, guidance, and school safety issues. The school site's organizational structure is open and flexible, contributing to sensitivity concerning school safety issues and promoting a safe, orderly school environment conducive to learning.

Positive pupil interpersonal relations are fostered by teaching social-personal skills, encouraging pupils to feel comfortable assisting others to get help when needed and teaching pupils alternative, socially appropriate replacement responses to violence, including, but not limited to problem-solving and anger management skills. When appropriate, staff members shall make referrals to recognized community agencies and/or counseling and mental health resources in the community to assist all stakeholders with issues of prevention and intervention. The school uses a variety of methods to communicate to pupils, parents, and the greater community that all children are valued and respected.

Preventing and Intervening: Pupil Aggressive Behavior

Creating a safe school requires having in place many preventive measures for student's mental and emotional concerns. Schools can reduce the risk of violence by teaching students appropriate strategies for dealing with feelings, expressing anger in appropriate ways and resolving conflicts.

Warren High School uses a comprehensive approach to school violence prevention. Pupils are identified in their school career using measures shown to be highly effective in identifying students with antisocial and aggressive tendencies. These measures include but are not limited to: (a) number of disciplinary referrals to office, (b) observed aggressive behavior, and/or (c) teacher observation.

Mental Health Programs

Assigned to Warren High School are three school psychologists, two Clinical School Therapist (CST) and ten counselors. District programs contributing to mental health goals include: Drug Alcohol and Tobacco Education (DATE), Drug Abuse Recognition Education (DARE), TUPE and Red Ribbon Celebrations. The staff of Warren High School shall identify students in need and bring forth the student and the family to the school's student study team. The staff of Warren High School shall implement the EDCR Incident Crisis Response Plan for "suicide" in cases where a student exhibits specific characteristics. In incidences of possible suicide, school/district psychologist or police crisis response units shall be contacted.

Professional Development

The Downey Unified School District provides professional development for teachers, parents, and community members. Amongst the goals of such programs are to help others establish and nurture a healthy sense of self confidence and self-control, to develop personal and social responsibility and to enhance academic success.

Student Recognition Programs

Warren High School offers several positive recognitions, award programs, and numerous scholarships.

Procedures, programs and strategies used to help eliminate problems of bias or unfair treatment of pupils by staff and by peers because of ethnic group, gender, race, national origin, social class, religion, disability, sexual orientation, physical appearance, color, ancestry, parental status, or other relevant characteristics. The school provides a way for each pupil to safely report and be protected after reporting troubling behaviors that the pupil thinks may lead to dangerous situations, such as potential school violence**.**

Nondiscrimination and Fair Treatment of Pupils

A major source of conflict in many schools is the perceived or real problem of bias and unfair treatment of students because of ethnicity, gender, race, social class, religion, disability, nationality, sexual orientation, physical appearance, or some other factor. Effective schools convey the attitude that all children can achieve academically and behave appropriately, while at the same time appreciating individual differences. Effective schools communicate to students and the greater community that all children are valued and respected.

In order to maximize the successful education of all students and help them become productive citizens and lifelong learners in a diverse society, all individuals including student, parents, staff and community members:

- Shall be treated with dignity, respect and fairness;
- Shall encourage and maintain high expectations;
- Shall model an appreciation for socio-economic, cultural, ethnic, gender and religious diversity;
- Shall contribute to an environment of mutual respect, caring and cooperation.

Students, parents, staff, and community members shall join together to share a sense of belonging and take pride in our schools, facilities and programs through participation and cooperation in support of the education of all students.

A copy of the "Parent Student Handbook" is provided to each parent/student annually or upon enrollment. This handbook includes information pertaining to student rights to physical safety, to the protection of personal property, to respect from adults, and to be free of discrimination on the basis of gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The District's policies on nondiscrimination and sexual harassment support these protections and serve to promote the fair treatment of all children. These policies are also available in the student binder reminder.

Warren High School's administrators, teachers, families, pupils, support staff, and community members recognize and make appropriate use of the early warning signs related to violence, substance abuse, and other at-risk concerns.

Crisis Intervention and Disaster Planning

The staff of Warren High School shall increase school safety by evaluating and addressing serious behavioral and academic concerns. Weapons (on campus and in the community), bomb threats, explosives, fights, natural disasters, accidents, and suicides call for immediate, planned action, and long-term, post-crisis intervention. Planning for such contingencies reduces chaos and trauma.

Warren High School benefits from the District's Earthquake Disaster Crisis Response Plan (EDCR). The EDCR Plan includes information on how to respond to a crisis. Risk factors, response and contingency plans, quick response designs, parent contacts, debriefing, suicide/threat response, violence/aggression response and training/drills to become aware of warning signs are among the areas addressed.

California Safe Schools Assessment

Warren High School actively participates in the California Safe Schools Assessment. Data is collected, reported, and reviewed on all crimes committed on the school campus. Warren High School recognizes that a safe school continually assesses its progress by identifying problems, collecting information regarding progress toward solutions, and by sharing this information with students, families, and the community at large.

Teacher Notice of Disciplinary History

Downey Unified School District in conjunction with LACOE shall provide to the administration of Warren High School information on each pupil who has: (1) during the previous three school years, engaged in any suspendable or expellable act (except E.C. 48900 (h)) or (b) committed a crime reported to the District by a family member, local law enforcement, Probation Department or social services. This information is used to develop awareness, assigning appropriate discipline consequences, help in allocating resources, and is a factor in determining which services are provided to the pupil or recommended to the parent/guardian.

Gang Affiliation

Gang affiliation and gang activity will not be tolerated at Warren High School. The staff at Warren High School shall work closely with the local law enforcement/Gang Unit regarding all issues and matters that are gang related. Information from the school and the community shall be communicated to the student's parents, if the pupil begins to make gang affiliations. Appropriate prevention and intervention strategies and programs shall be offered to the families.

Gangs and Graffiti

Local city efforts have formed a graffiti removal service, a law enforcement gang task force, and a school resource officer program. Warren High School uses its links with the City of Downey to enhance its effort to curb gang influence. Several times a year the Director of Student Services, all assistant principals, vice-principals, deans from DUSD meet at the police department to discuss juvenile crimes. The gang unit detectives are present and share the latest information regarding gang activity in our community. Using the new graffiti web-based program, DUSD administrators are able to upload their graffiti into the Downey PD database.

Alternative Programs.

Research has shown that effective alternative programs can have long-term positive results by reducing expulsions and court referrals**.** Warren High School has access to alternatives for placement in one of the programs offered through the LACOE. These alternative programs, when matched to a pupil's needs, can produce positive outcomes. Other programs such as social adjustment, Expulsion Alternative: Alcohol and other Drugs (AOD), opportunity transfer, and the LACDS are also available.

Drug and Violence Prevention Programs

The goals of the district's Drug Alcohol and Tobacco Education Program and other related community programs include providing all K-12 pupils with a comprehensive drug and violence prevention program and providing all pupils in grades four through eight with a comprehensive tobacco use prevention education, presented in 7th grade science classes.

Plan(s) and method(s) are available to identify isolated and troubled pupils, help foster positive relationships between school staff and pupils, and promote meaningful parental and community involvement.

Parent/Guardian Involvement

Staff members in effective and safe schools make persistent efforts to involve parents/guardian by: Informing them about discipline policies, procedures, and rules, and about their children's behavior, both desirable and undesirable; involving them in making decisions concerning school-wide disciplinary policies and procedures; and encouraging them to participate in prevention programs, intervention programs and crisis planning.

Warren High School:

- Notifies parents about, and encourages participation in parenting programs • Has established a school visitation procedure
- Provides updates and school information via social media and the school website • Uses the School Accountability Report Card as a procedure to communicate to parents • Provides several opportunities for Teacher-Parent Conferences
- Maintains an effective Homework Policy

Each classroom is arranged to help prevent aggressive behavior. High traffic areas are free of congestion. Pupils are in full view of the teacher so the teacher can easily monitor students' behavior. Teaching materials and student supplies are readily accessible to minimize student-waiting time. Seats are arranged so students can easily see instructional presentations and to reduce the opportunity for off-task behavior.

Parent Training: Promoting the Use of Community Resources

Warren High School advocates for the provision of community resources to help maximize the development of positive behavior and the suppression of antisocial behavior. Such training promises to maximize the parent's contribution to academic excellence and noteworthy social-development.

Resolution Teams - SST

School communities can enhance their effectiveness by identifying factors that result in violence and other problem behaviors. In-building, collaborative problem-solving teams are viewed as essential to successful prevention and intervention with aggressive behavior. Warren High School utilizes a student study team to help address issues of problem behavior. These problem-solving efforts bring together school staff, parents, and when appropriate, involve community-based agencies and the pupil. The goal is to help identify, clarify, analyze and resolve issues concerning pupil, educational and familial concerns. The student study team is flexible enough to address individual concerns and school-wide matters.

Community Linkages

When working with parents and students with specific issues, the staff at Warren High School will provide information to the families regarding available community resources. In addition, information pertaining to the Youth Services of the City of Downey, Whittier, Norwalk and Pico Rivera is available. The staff of Warren High School shall work closely with recognized local city, county and state agencies.

Warren High implements a character education program. The six pillars of character established through the Character Counts! - Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship are promoted throughout the year. Implementation, development, and strategies for encouraging these traits are an ongoing endeavor. Through this program the intent is to create self-awareness thereby promoting school safety and pride.

Physical Environment

GOAL: Emergency Response and Preparedness

I. Areas of Pride and Desired Improvements

a. Pride
   i. Recognition of Emergency Operations Plan
   ii. Maintenance of earthquake container

b. Areas of Desired Improvement
   i. All staff will be aware of individual responsibilities
   ii. Improved class evacuation – management and control
   iii. Shared responsibilities – buddy system
   iv. Annual inventory and replacement of disaster supplies

II. Desired Change #1: Improve Disaster Drill Response

a. Related Strategies and Activities
   i. Make staff aware of their specific role
   ii. Increase student safety through awareness/practice
   iii. Create classroom signs to keep students organized
   iv. Create classroom folders with emergency drill response plans

b. Resources Required
   i. Practice drills
   ii. Inventory updates

c. Personnel Assignments
   i. Staff participation/practices
   ii. Sweep/Rescue teams radio communications

d. Timeframe for completion
   i. October of each school year

e. Budget
   i. To be determined based on replacement costs

f. Evaluation Criteria
   i. District-wide drill
   ii. Staff Evaluation by District Office personnel
   iii. Update/review

III. Desired Change #2: Reporting of Safety Concerns

a. Related Strategies and Activities
   i. Staff will report safety concerns to the APs or Dean of Students

b. Resources Required
   i. Forms for safety concerns/notification
   ii. Work/repair orders

c. Personnel Assignments
   i. APs and Custodians will do visual checks of campus
   ii. All staff reports daily as needed

d. Timeframe for completion
   i. Safety/Discipline committee meets 4 times/year
   ii. Daily as needed for emergent situations

e. Budget
   i. To be determined

f. Evaluation Criteria
   i. Annual School Safety Inspection

Specific employees (e.g., the campus supervisor) use unique strategies to promote school safety.

Campus Supervisor and Administrative Positions

Schools can enhance physical safety by monitoring the surrounding school grounds-including landscaping, parking lots, and bus stops. Pupils can also be a good source of information. Peers often are the most likely group to know in advance about potential school violence.

Warren High School employs a principal, five assistant principals, two deans, nine counselors, and five campus security monitors whose job is designed to help increase school safety, prevent prohibited offenses, and promote positive student relationships. The team has developed procedures to monitor the school campus, the surrounding areas, and has designated the safe entrance and exit routes to school. Furthermore, recognizing that pupils are often the first to know of dangerous plans or actions, the team at Warren High School is available for a pupil to safely report troubling behaviors that may lead to dangerous situations. When it comes to school safety, pupils are taught not to keep secrets. Effective relationships between the staff and pupils help initiate appropriate investigations, help staff learn of suspects in school offenses, and help collect important knowledge about community conflicts that may have an impact on school safety.

Campus Disturbances and Crimes

Warren High School recognizes that visitors and outsiders to the campus may commit campus disturbances and crimes. Several steps have been taken to protect the school, staff, and pupils from safety threats by individuals visiting the campus area. In addition, arguments often occur because of parental custody disputes. The staff of Warren High School will maintain the student's record custody documentation provided by families and will request assistance from local law enforcement and the Office of Child Welfare and Attendance as needed.

Visitors and Disruptions to Educational Process

Warren High School is aware of the laws, policies and procedures, which govern the conduct of visitors to the school campus. Warren High School uses continuing efforts to minimize the number of campus entrance and exit points used daily. Access to school grounds is limited and supervised on a regular basis by individuals, such as the campus security monitors; staff familiar with the student body. Campus traffic, both pedestrian and vehicular, flows through areas that can be easily and naturally supervised. Delivery entrances used by vendors are also checked regularly. The campus has perimeter fencing.

To ensure the safety of pupils and staff and avoid potential disruptions, all visitors to the campus, except pupils of the school and staff members, must register immediately upon entering any school building or grounds when school is in session.

Warren High School has established a visible means of identification for visitors while on school premises (i.e. tag). Furthermore, the principal, designee or campus supervisor may direct an individual to leave school grounds if he/she has a reasonable basis for concluding that the person is committing an act that is likely to interfere with the peaceful conduct of school activities or that the person has entered the campus with the purpose of committing such an act.

Warren High School has developed a notice for disruptive individuals and, when appropriate,

exercises the authority to remove a visitor or outsider from the campus. Law enforcement is immediately contacted for individuals engaging in threatening conduct, including disturbing the peace.

Warren High School's notice and removal system establishes sufficient documentation for civil law remedies as needed. For continuing disruptive behavior by a visitor or outsider, Warren High School shall contact the district office to determine whether to file for a temporary restraining order and injunction.

At Warren High School, effective procedures will be followed to maintain a safe physical plan and school site.

Enhancing Physical Safety Practices

Schools can enhance physical safety by adjusting traffic flow patterns to limit potential for conflicts or altercations. Schools can enhance physical safety by having adults visibly present throughout the school building. This includes encouraging parents to visit the school.

- Warren High School operates a closed campus, where pupils must have permission to leave the campus during school hours.
- Warren High School keeps trees and shrubs closely trimmed to limit hiding places for people and weapons.
- Warren School keeps the grounds free of gravel or loose rock surfaces.
- Warren High School keeps a complete list of staff members who have keys to building(s).
- Warren High School does not allow graffiti to remain on walls. The procedure involves following the three "R's" after discovery of graffiti—read, record (i.e. photograph or videotape) and remove. Inflammatory bathroom graffiti is removed daily upon discovery.
- Warren High School provides maximum supervision in heavy traffic areas. • Warren High School has established two-way communication between the front office and each classroom.
- Warren High School offers school-or-community-based activities for students after school and on the weekends.

Warren High School has instituted after-school academic and recreational programs for students.

X. Rules and Procedures on School Discipline

PHILOSOPHY OF DISCIPLINE

- Behavior expectations and the consequences for not meeting expectations must be clearly communicated to all students and their parents (in writing as well as verbally).
- The severity of consequences for violating behavior expectations increases with each incident of inappropriate behavior.
- The consequences for violating behavior expectations should be severe enough to discourage students from making poor behavior decisions.
- Expectations and consequences should permit students an opportunity to eliminate inappropriate behavior.

The structure of our behavior expectations (in the classroom as well as school wide) is meant to encourage students to be responsible. The first step in many instances of inappropriate behavior (those considered to be "minor") is a simple warning ("Your behavior is unacceptable. Please stop such behavior"). It is only when a student ignores such warnings and continues to choose to act irresponsibly (like a child rather than an emerging adult) that we involve parents and implement consequences.

ELEMENTS OF A GOOD DISCIPLINE PROGRAM

1. The program is focused upon making the entire campus, especially the classroom, a safe, supportive and orderly environment for learning for students and staff.
2. Classroom authority is retained by the classroom teacher (Administration's role is to support, not to replace).
3. Rules and procedures are clearly understood by staff and students.
4. All staff members will acknowledge and take appropriate action on any minor or major infraction of the school rules.
5. Rules and procedures comply with State Law and District policies.
6. The program recognizes the responsibilities and the rights of students and staff.
7. The program is structured to keep students in class and engaged in the educational process.
8. Rules are enforced:
    a. by all staff members at all times.
    b. strictly, but not rigidly (beware of "automatics").
    c. in substantial part by adult modeling.
    d. using techniques that promote the growth of positive self-esteem.
    e. as close to the source as is possible.
    f. by keeping parents informed.
9. The discipline program is understood, endorsed, and supported by staff, parents, and students.

PRINCIPAL'S STATEMENT TO WARREN HIGH SCHOOL STAFF EXPECTATIONS IN DEVELOPING & MAINTAINING DISCIPLINE

At Warren High School each teacher will have a defined system of classroom management. A written description of this system, including representative examples of progressive interventions to employ, will be approved and filed with administration. Whenever possible and appropriate, teachers are encouraged to use standards and systems that are consistent with other faculty members.

Each administrator will assist and support teachers in every reasonable way in developing, implementing, and refining that system as needed.

When referring a student for discipline it is expected that:

1. The student has been made fully aware of classroom and school rules and knows what rules he/she has violated.
2. Teachers will discuss any continuing behavior problems and schedule a team conference with the student and parents when appropriate.
3. That information will be provided on the referral regarding previous actions the teacher has taken regarding this specific issue.
4. Teachers have exhausted the interventions at their disposal (i.e., teachers have done everything they can do) and have followed the guidelines established by the administration and staff on what constitutes an appropriate behavior referral.
5. The behavior was serious or blatant enough to make immediate removal from the classroom necessary.
6. The written referral will be explicit in stating the offense(s).
7. Teachers will send the student out of class with a referral only if his/her continued presence in the class would disrupt or prevent teaching and/or learning.
8. If necessary, the referral will be delivered to the office at a time convenient to the staff member so that the issue may be handled most efficiently, causing a minimum of lost class time.
9. Each staff member will hold students accountable for their behavior on the school grounds at all times.
10. Each teacher will go to the doorway of his/her classroom after each class period as often as possible and assume control of student behavior in the corridor.

Teachers referring students can expect that:

1. Administration will support their appropriate classroom management in every reasonable way.
2. A response time of one, or at most, two days for any referral.
3. The availability of administration to discuss unresolved referrals after school on any given day.
4. Administration will exercise independent judgment regarding disposition of referrals.
5. The full support, investigation, and follow-through from administration as indicated.
6. A response to referrals from incidents outside the classroom will be the same as to those within.

WHAT TO DO WHEN PROBLEMS APPEAR

Both behavioral and academic problems are present in some of our students. Teachers often ask for guidelines for dealing with these problems. Here they are:

1. Talk to the appropriate dean of students, an assistant principal, or the student's counselor.
2. Call parents at the first sign of concern. Inform the parents of your observations, ask for their ideas, assistance, and support in serving the student. Keep a log of your calls.
3. If possible, talk privately to the student about your concerns.
4. Behavior concerns—look through students' Cumulative (CUM) file. Any official suspensions will be in file, also look for teacher comments on report cards. Look for patterns of behavior. We use on campus disciplinary measures whenever possible, as it is preferable to having

students at home unattended— and it saves the district money. Serious infractions (fighting, threats, etc.) do result in official suspension. Unresponsive students can be socially adjusted to other Downey schools or expelled.

5. Referrals—please remember if you write a student referral, you are required to call the parents. You are writing the referral and can answer the parents' questions firsthand. Administrators will also call parents, but we can only give secondhand information on the incident.
6. Academic Concerns— again, look through student CUM. This will contain test scores, report cards, and a student history. You may want to ask the grade level administrator to schedule a Student Study Team (SST). This will involve a meeting with the student, parents, administrators, students' teachers, and perhaps the psychologist.

XI. DUSD Procedures for Safe and Drug Free Schools (BP2490)

DANGEROUS DRUGS AND/OR NARCOTICS ABUSE BP 2490

It shall be the policy of the Board of Education to prohibit student involvement with alcohol, narcotics, and/or drugs. A student shall not knowingly possess, use, furnish, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind while en route to and from school, on school grounds, or while at any school activity, function, or school-sponsored event off school grounds.

A student having a medical prescription from a registered physician authorizing the student's use of a specific drug shall not be in violation of this policy when using that drug in the prescribed amount. In accordance with the Education Code, the parent/guardian of a student on a continuing medication program shall notify the school of the medication being taken, the current dosage, and the name of the supervising physician.

Students found in violation of this policy shall be referred in accordance with established administrative regulations to an administrative panel or the Board of Education for an expulsion hearing in accordance with procedures outlined in AR 2490.

DANGEROUS DRUGS AND/OR NARCOTICS ABUSE AR 2490

Every effort shall be made to inform and instruct students at appropriate grade levels about the dangers and implications of drugs and narcotics use. A continuous program of instruction, guidance, and counseling shall be conducted in every school to provide students with preventive, corrective, and rehabilitative measures.

It is recognized that despite all efforts of the school to provide an appropriate educational program for all students there will be a few individuals whose interest and welfare may best be served by temporarily or permanently severing them from public school attendance. Disposition of cases in which students are involved with narcotics, dangerous drugs, or look-alike substances shall be in accordance with established regulations as outlined.

Student involvement with narcotics, dangerous drugs, furnishing* look-alike sub- stances, or the possession of or selling of drug paraphernalia while under the school's authority shall be cause for revocation of regular school attendance privileges and will result in automatic suspension. An exception to the above shall be where authorized medical prescriptions have been placed under the control of the principal or designee in accordance with school rules and regulations.

In addition, in instances where the student is charged with furnishing*, possession, use of, or receiving narcotics, dangerous drugs, or unlawfully offered, furnished, or negotiated to sell controlled substances/look-alike substances, the student shall be referred for expulsion proceedings. If the student has unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, the student may be referred for expulsion proceedings.

Expulsion hearings will be conducted in accordance with AR 2460.

*Furnishing narcotics, dangerous drugs or look-alike substances, as referred to in this Administrative Regulation, is defined as the act of willfully making said substances available, with or without compensation, to any other person.

XII. Hate Crime Policies and Procedures

NONDISCRIMINATION/HARASSMENT

Warren High School desires to ensure equal opportunities for all students in admission and access to its educational programs, guidance and counseling programs, athletic programs, testing procedures, and other activities. Warren's programs and activities shall be free from discrimination, including harassment, with respect to a student's race, color, ancestry, national origin, ethnic group identification, citizenship and immigration status, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. These terms are defined by state or federal statute.

Warren High School prohibits discrimination, intimidation, or harassment of any student by any employee, student, or other person at Warren. Prohibited harassment includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in the delivery of services, including, but not limited to, instruction, guidance, and supervision.

Students who engage in discrimination or harassment in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling and/or suspension

Grievance Procedures

Any student who feels that he/she has been subjected to discrimination or harassment should immediately contact the Principal, administrators or designee. Any student or school employee who observes an incident of discrimination or harassment should report the incident to the Principal, administrator or designee whether or not the victim files a complaint.

Upon receiving a complaint of discrimination or harassment, the Principal or other administrator or designee shall immediately investigate the complaint in accordance with site-level grievance procedures specified in *DUSD AR 1110 - Sexual Harassment*.

DISCRIMINATION AND EDUCATIONAL EQUITY BP 1100

It shall be the policy of the Board of Education that students and employees in the Downey Unified School District shall not be subjected to discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics and shall not be excluded from participation in or denied the benefits of any program or activity, except as provided for by law or regulation. The Board of Education also requires that school personnel take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, harassment, intimidation or bullying.

DISCRIMINATION AND EDUCATIONAL EQUITY COMPLAINT PROCEDURE AR 1100

This administrative regulation is intended to provide an orderly procedure to be used by students, parents/guardians, employees, or other members of the community to resolve complaints regarding alleged non-compliance with laws which prohibit discrimination and guarantee educational equity. It should also be noted that the individual or group has the opportunity to appeal directly to the Office for Civil Rights, U.S. Department of Education or California Department of Education at any time.

It is assumed that most complaints will be resolved without the use of a formal procedure in a spirit of mutual cooperation.

A “complaint” is a grievance alleging non-compliance with the provisions or implementing regulations of anti-discrimination and educational equity.

Discrimination complaints must be filed no later than six months from the occurrence or when they are first acknowledged.

“District” means the Downey Unified School District.

Complaints shall be handled within the District in accordance with Uniform Complaint Procedures.

The complainant may use form AR 1100 but is not required to do so. The initial complaint presented to the principal or program administrator may be verbal. However, to begin the formal Uniform Complaint Procedure the complaint must be in writing.

Downey Unified School District

DISCRIMINATION AND EDUCATIONAL EQUITY COMPLAINT FORM

Name of Complainant _____

Site Location _____

1. Date Non-Compliance Occurred _____
2. Statement of Complaint (include law or code sections, if known)

   _____

   _____

   _____

   _____

   _____

   (If more space is needed, attach an additional sheet)

3. Suggested Solution _____

   _____

   _____

   _____

   _____

   Signature _____

For Office Use
Received By Date Received
Date ----------

XIII. Bullying Prevention Policies and Procedures

Bullying Prevention (BP 2416) (Cross Reference: AR 3136.2)

To ensure bullying does not occur on school campuses, the Downey Unified School District will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Incidents of bullying may include, but are not limited to: forms of discrimination, harassment, violence, and/or intimidation. Teachers should discuss bullying with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.
Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will establish a discipline policy to be followed by every student while on school grounds, or when traveling to and from school or a school sponsored activity, and during lunch period, whether on or off campus.

The discipline policy will include, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the District's Office of Student Services. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited to, the following:

- All staff, students and their parents will receive a summary of the District's policy prohibiting bullying at the beginning of the school year, as part of the Parent-Student Guide and/or information packet, as part of new student orientation, and as part of the District's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- School personnel who witness an act of bullying, shall take immediate steps to intervene when safe to do so.
- Employees and/or students witnessing or experiencing bullying are encouraged to report the incident.

Such reporting will not reflect on the victim or witnesses in any way. The procedures for resolving a complaint shall begin with attempting to resolve the issue at the school site level. If a resolution cannot be reached at the school site level, then the complainant should contact the Office of Student Services and/or follow the District's established Uniform Complaint Procedures. The District has

established Uniform Complaint Procedures that shall address each complaint of discrimination, harassment, intimidation, or bullying. Timelines and guidelines regarding the filing of a complaint, the investigation of alleged acts, and process for appealing the District's decision under the Safe Place to Learn Act are included in the Uniform Complaint Procedures.

XIV. Instructional Continuity Plan

Purpose and Overview

The Instructional Continuity Plan outlines how Downey Unified School District will maintain high-quality instruction, support student well-being, and ensure equitable access to learning during emergencies that disrupt traditional in-person instruction. Such emergencies may include, but are not limited to, natural disasters, public health emergencies, utility outages, wildfires, or active shooter lockdowns. In accordance with California Education Code §32282, this Instructional Continuity Plan is incorporated into the Downey Unified School District Comprehensive School Safety Plan.

Within five calendar days of an emergency that disrupts in-person instruction, Downey Unified School District will establish two-way communication with students and families through available communication channels to assess immediate needs, provide updates, and ensure access to educational and support services.

1. Instructional Delivery Models

Downey Unified School District will provide access to in-person or remote instruction as soon as practicable and no later than ten instructional days after an emergency disrupts regular instruction.

In the event of school closure or disruption, the following instructional models may be deployed:

- Distance Learning: Synchronous (live virtual classes) and asynchronous (recorded lessons, independent assignments).
- Hybrid Learning: A blend of in-person and online instruction, if feasible.
- Independent Study: For students under special circumstances with site approval, self-paced learning aligned with state standards.

All instructional models will adhere to state content standards and align with the goals of the Local Control and Accountability Plan (LCAP).

If technology or internet access is unavailable due to emergency conditions, alternative instructional materials and communication methods, including printed learning packets and other accessible resources, will be provided when feasible.

2. Student Access to Technology and Internet

Downey Unified School District provides 1:1 technology devices for all students to ensure equal access to digital learning. Additional supports include:

- Device Distribution: All students are assigned a device for home and classroom use that allows them to access the curriculum.
- Internet Connectivity: Wi-Fi hotspots are provided to families who do not have reliable home internet.
- Learning Management Systems (LMS): Approved platforms include Google Classroom, Canvas, and Microsoft Teams.
- Technical Support: The DUSD IT Help Desk is available to assist families with technology needs.

3. Curriculum and Instructional Expectations

Educators will use district-adopted, standards-based curricula adapted for digital and remote delivery. Key elements include:

- Prioritized standards and learning targets.
- Modified pacing guides.
- Inclusive and differentiated instruction.
- Regular formative assessments to monitor progress and address learning gaps.

4. Student Supports Services

To maintain social-emotional wellness and equity, the district will ensure:

- Special Education Services: IEP meetings, accommodations, and services adapted for virtual settings.
- English Learner Support: Designated and integrated ELD instruction, interpreter access, and language scaffolds.
- Mental Health Resources: Continued access to school counselors, psychologists, and wellness supports.
- Support for Vulnerable Populations: Targeted outreach and support for foster youth, homeless students, and families in need.

School staff will conduct outreach and needs assessments to identify students requiring academic intervention, social-emotional supports, mental health services, technology assistance, or other emergency-related resources.

5. Attendance and Engagement Monitoring

- Attendance is tracked daily using multiple measures, including log-ins, assignment submissions, and virtual check-ins.
- Staff will monitor student participation and follow up with students who disengage.
- Re-engagement teams may be activated to support student attendance and wellness.

6. Communication Protocols

DUSD will maintain transparent, timely communication with all stakeholders during emergencies. Communication systems will support two-way engagement, allowing students and families to communicate academic, social-emotional, mental health, and technology needs to school staff.

- ParentSquare, email, robocalls, and text messages will be used for family outreach.
- All communication will be available in English and Spanish, with additional translations available in families' home languages through ParentSquare.
- Emergency updates and changes in learning modality will be communicated using the most effective available methods.

7. Grading and Assessment
- Flexible grading practices will be applied in emergency learning environments.
- Teachers will use ongoing formative assessments to adjust instruction.
- State assessments and requirements will be followed per California Department of Education guidance.

8. Meal and Nutritional Services
- DUSD will continue to provide meals through grab-and-go, curbside pickup, or delivery methods when needed.
- Students eligible for Free or Reduced-Price Lunch will continue to receive nutritional services.

9. Transition Back to In-Person Learning

Upon return to regular instruction:
- Safety measures will follow local and state guidance.
- Students will be assessed to determine academic needs.
- Intervention and enrichment opportunities will be provided to support learning recovery.

10. Professional Development and Staff Support
- Teachers will receive training on digital tools and trauma-informed practices.
- Virtual professional learning communities (PLCs) will promote collaboration and sharing of best practices.
- Mental health and wellness resources will be available for staff.

11. Plan Review and Updates

This plan is reviewed annually and updated based on:
- Feedback from site and district leadership, families, and staff.
- New guidance from the California Department of Education or local health authorities.
- Lessons learned from emergency drills or real-world implementation.

XIIV. Addressing Immigration-Enforcement Officer Activities at School

Purpose

To ensure compliance with state and federal law, protect student rights, and provide clear procedures for DUSD school administrators when immigration-enforcement officers are present on campus or request student or family information.

Immigration-Enforcement Officer on Campus

Notification and Chain of Command

1. Immediate Notification:
   Any staff member who encounters an immigration-enforcement officer must immediately notify the site administrator or designee.
2. District Notification:
   The site administrator shall promptly contact the Superintendent, Student Services, or appropriate district administrator to receive direction before any engagement with the officer proceeds.

Verification and Documentation

- Request to see the officer's credentials (name, badge number, and supervisor contact information).
- Ask for the purpose of the visit and the legal authority authorizing access to school grounds.
- Obtain and make copies of any official documentation presented (e.g., warrant, subpoena, or written request).
- Maintain written notes of the interaction including:
    - Officer's credentials and agency;
    - Time and date of the visit;
    - Staff involved in communication; and
    - Specific actions requested or taken.

Legal Consultation and Access

- Inform the officer that, absent exigent circumstances, staff cannot proceed without direction from district legal counsel or the Superintendent's designee.
  If exigent circumstances (an emergency requiring immediate action) are declared, comply with the officer's direction but notify the district immediately.
- If no exigent circumstances exist, respond according to the officer's documentation:

- ICE Administrative Warrant or Subpoena:
  Do not consent or provide access until district legal counsel has reviewed the documents.
- Federal Judicial Warrant (search or arrest):
  Compliance is typically required; however, verify the warrant's validity and notify district counsel prior to providing access if feasible.

Campus Safety and Staff Conduct

- Staff shall not obstruct or physically impede an immigration-enforcement officer.
- If the officer enters campus without consent, document the event thoroughly and notify the administrator immediately.

Post-Incident Reporting

After the officer leaves the site:

1. The site administrator shall complete a written incident report including:
   - Summary of the officer's visit and actions taken;
   - Copies of all documentation provided; and
   - Description of communications with the officer.

2. Provide a copy of the report to:
   - The Superintendent or designee; and
   - District Legal Counsel for recordkeeping.

3. Notify the parent(s)/guardian(s) of any affected student as soon as possible unless prohibited by judicial order.
4. Report any immigration-enforcement attempt on campus to the **Bureau of Children's Justice** at **BCJ@doj.ca.gov**.

Addressing immigration-enforcement officer requests for personal information about a student and/or his/her family members

Confidentiality Requirements

- Student and family information is protected under FERPA and related state privacy laws.
- Staff shall not disclose information that may reveal citizenship or immigration status without:
  - Written consent from the parent/guardian (or adult student), or
  - A valid court order or judicial subpoena.

Procedure for Responding to Information Requests

1. Administrative Notification:
   Immediately forward any verbal or written request for student information to the site administrator.
2. District Review:
   The administrator shall contact district legal counsel to determine the validity and required response.
3. Parental Notification:
   Unless prohibited by law, notify the parent/guardian of the request and provide copies of related documents.
4. Documentation:
   Keep a written record of all requests, responses, and actions taken. Copies of any provided documents shall be retained in the student's cumulative file.

Response to Court Orders or Subpoenas

- Notify parents/guardians if a court order, warrant, or subpoena seeks student information, except when:
    - The order pertains to an investigation of child abuse, neglect, or dependency; or
    - The subpoena explicitly prohibits disclosure.

Written Consent Requirements

If written consent is provided by the parent/guardian for release of information, the document must include:

1. Description of the information to be released;
2. Purpose for release;
3. Name(s) of the receiving parties;
4. Copy of the records to be released (if requested); and
5. Signature and date of the consenting parent/guardian or adult student.

A consent form that is not signed shall be considered a denial of release, and no information may be shared.

Record Retention and Confidentiality

- Retain all consent forms and related correspondence in the student's permanent record.
- Inform all recipients that further disclosure is prohibited without additional written authorization.



Downey Unified
SCHOOL DISTRICT