

# Comprehensive School Safety Plan 2022-2023 Marguerite Hahn Elementary CRPUSD

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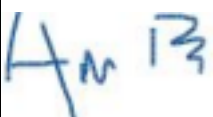

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## **Comprehensive School Safety Plan Purpose**

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

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

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

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

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

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

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will

report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at Marguerite Hahn Elementary, 825 Hudis, Rohnert Park, CA, 94928.

### **Safety Plan Vision**

All students and staff of public primary, elementary, junior high, and senior high schools have the inalienable right to attend campuses that are safe, secure, and peaceful.

California Constitution

Article I, § 28 (c)

Board Policy 5142

“The governing board is responsible for ensuring that proper attention is paid to the safety of students. The governing board expects the superintendent to develop and implement regulations which will produce as safe an educational environment as possible for the students as well as for the certificated and classified staff.”

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

### **Marguerite Hahn Elementary Safety Committee**

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

- Office Referrals
- Attendance Rates/SARB
- Suspension/Expulsion Data
- California Healthy Kids Survey
- Youth Truth Survey
- School Improvement Plan
- Local Law Enforcement Juvenile Crime Data
- Property Damage Data

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

- Conflict resolution management teams
- After-school sports programs
- After-school tutorial
- Law enforcement support
- Team Success
- SOS Counseling
- Administrative Panel reviews of serious discipline referrals
- School Student Study Teams
- Extra-curricular activities
- Red Ribbon Week activities
- Motivational speakers/assemblies
- SARB
- Positive Behavior Strategies

- Honor Roll Assemblies
- Student of the Month Assemblies
- Ongoing assessment of school safety issues
- Zero tolerance for weapons and drugs
- High expectations for students' behavior and achievement
- Fair, firm, and consistent enforcement of school standards
- Staff, student, and parent involvement in school decision-making
- Leadership class and leadership opportunities for students

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

(EC 32282(a)[2](A); EC 44691; PC PC11165.5; PC11165.7; PC11166) (BP 5141.4, AR 5141.4)

All school staff is trained in Child Abuse Reporting Procedures annually using the Vector online training module. All school staff actively monitor the safety and welfare of all students, and all school and district employees are mandated, reporters. Staff members understand their responsibility as childcare custodians and immediately report all cases of known and suspected child abuse to Child Protective Services and the school principal.

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**Reporting Procedures**

1. Initial Telephone Report: Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department.

Child Protective Services - Sonoma County

4717 Copperhill Parkway

Santa Rosa, CA 95403

Tel: 707-565-4300

FX: 707-565-4324

2. Written Report.: Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572).

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include if known:

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter.
- b. The child's name and address, present location, and, where applicable, school, grade, and class.
- c. The names, addresses, and telephone numbers of the child's parents/guardians.
- d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child.
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information.

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her.

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05.

3. Internal Reporting: The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or

the Superintendent or designee.

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with the law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or another person shall not be a substitute for making a mandated report to the appropriate agency.

#### Training:

Training of mandated reporters shall include identification and mandated reporting of child abuse and neglect. Training shall also include guidance in the appropriate discipline of students, physical contact with students, and maintenance of ethical relationships with students to avoid actions that may be misinterpreted as child abuse.

#### Victim Interviews by Social Services

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Whenever a representative from the Department of Social Services or another government agency investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements:

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school.

#### Release of Child to Peace Officer:

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation.

#### Parent/Guardian Complaints:

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of this administrative regulation which contains procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

Upon request, the Superintendent or designee shall provide parents/guardians with a copy of this administrative regulation which contains procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided. To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint

with the appropriate agency. The employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

#### Notifications:

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Superintendent or designee.

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee also shall notify all employees that:

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1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard for the truth or falsity of the report.
2. If a mandated reporter fails to report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment.
3. No employee shall be subject to any sanction by the district for making a report.

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

##### **Disaster Plan (See Appendix C-F)**

(EC 32282(a)[2](B); GC 8607; GC 3100) (BP 5142, AR 5142, BP 6114, 6114.1, 6114.2, 6114.3, 6114.4, 6114.5)

CRPUSD maintains an Emergency Operations Plan (EOP) at each school site. Site-specific information is included and updated annually. Students are instructed in their classes each year about safety procedures. Student and Staff Drills Are conducted as listed below. Maps and procedures and more information are included in our full Emergency Operations Plan (EOP). Under Government Code 3100, all school personnel are Disaster Services Workers and are required to assist during a disaster until they are released by the Incident Commander/District Superintendent.

Type of Drill Fire, Earthquake, Evacuation

Elementary: Once a month  
Intermediate: Once a quarter  
Secondary: Once a semester

Lockdown/Student Release

Elementary: Once a year  
Intermediate: Once a year  
Secondary: Once a year These protective measures are taken before, during, and following an earthquake.



## Mitigation

- Assess existing or potential hazards on and off campus
- Identify nonstructural hazards on campus and develop a plan of action to address the hazards

## Preparedness

- Establish and Train in NIMS/SEMS and ICS
- Conduct Drills for Students and Staff in Drop/Cover/Hold
- Conduct Evacuation Drills for Students and Staff
- Conduct Drills for Students, Staff, and Families in the Student Release Procedures
- Coordinate, plan, and train with Law Enforcement and Fire
- Acquire emergency equipment and supplies
- Coordinate with SCOE S.O.S. Crisis Response Team

## Response

- Evacuate buildings and the school campus if necessary
- Release students as needed
- Initiate search and rescue efforts as needed
- Handle triage, medical aid, and mental health emergencies as needed

## Recovery and Reconstruction

- Assess building and campus safety and damage
- Identify contacts for support as needed

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- Mobilize the Crisis Response team as needed
- Make plans to relocate classes and other academic business at an alternate site as needed
- Track costs to delineate expenditures
- Debrief
- Update the plan as needed

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

The American Red Cross has an MOU with the City of Rohnert Park. As needed, the school building facilities would be used as overflow.

## **(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

(EC 32282(a)[2](C) (BP 5144.1, AR 5144.1, AR 5144.2, BP 5131)

It is the intent of the governing board to maintain a safe learning environment for all students. Student behavior management is conducted in a manner consistent with federal law, the Education Code of California, governing board policies, and district administrative regulations. School staff members adhere to the procedures set forth in the Student and Parent Handbook.

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction. Except where suspension for a first offense is warranted in accordance with the law, the suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others. (Education Code 48915)

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be specified in Administrative Regulation 5144.1. Suspended or expelled students shall be excluded from all school related extracurricular activities during the period of suspension or expulsion.

Decision Not to Enforce Expulsion Order: On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law.

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

The Board recognizes that students who are suspended from school often have no supervision or guidance during school hours when they are off campus. The Board believes that in many cases, it would be better to address the student's misconduct by keeping the student at school and providing him/her with supervision that is separated from the regular classroom. The Superintendent or designee may establish a supervised in-house suspension program that meets the requirements of the law for suspended students who pose no imminent danger or threat at school and for whom an expulsion action has not been initiated. (Education Code 48900.5.) The Superintendent or designee may examine alternatives to off-campus suspension and may establish a suspension program that involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians, and students; detention; student study BP 5144.1 (b) teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspension.

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

(EC 32282(a)[2](D); EC 49079) (BP 4158 AR 4158)

In accordance with EC 49079, the Superintendent informs the teacher of any student in his/her class who has engaged in, or is suspected of, any act during the previous three years which could constitute grounds for suspension or expulsion under EC 48900.

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CRPUSD utilizes a contracted service called "Behavior Alert" that sends every teacher a coded email if one of their students gets suspended for any 48900 offense.

#### **(E) Discrimination and Harassment Policies (EC 212.6 [b])**

(EC 32282(a)[2](E); EC 234.4) (BP 5145.3, BP 5145.7, BP 5131.2, BP 5144.1)

##### **DISCRIMINATION & HARASSMENT POLICY**

CRPUSD is committed to maintaining a safe school environment that is free from discrimination and harassment. Discrimination against any student or employee and/or sexual harassment of any student or employee by another person is prohibited.

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.

##### **Instruction/Information**

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

##### **Complaint Process**

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee

who receives such a complaint shall report it in accordance with administrative regulations. The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulations. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

#### Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

#### Confidentiality and Record-Keeping

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964) The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools.

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

(EC 32282(a)[2](F)) (BP 5132, AR 5132)

Students are expected to dress in a way that is safe, not distracting to themselves or others, and allows them to fully participate in their academic and physical education activities.

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The Governing Board desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence, or disruptive behavior. The Superintendent or designee shall take steps to deter gang intimidation of students and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities. To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct are enforced consistently and that all students have access to counselors as needed.

The Superintendent or designee shall provide in-service training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources that may help our students.

#### Prevention Education

The Board realizes that many students become involved in gangs without understanding the consequences of gang membership. Early intervention is a key component of efforts to break the cycle of gang membership. Therefore gang violence prevention education in the third grade.

The California Legislature has declared that gang-related apparel is hazardous to the health and safety of the school environment. The Board recognizes that there is evidence of a gang presence in district schools that may disrupt or interfere with school activities. The Board has determined that the Superintendent or designee may establish reasonable dress code regulations prohibiting students from wearing gang-related apparel when necessary for the health and safety of the school environment.

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

(EC 32282(a)[2](G)) (BP 5131)

CRPUSD annually defines procedures for the safe ingress and egress of pupils as well as details regarding the nature and hours of campus supervision, locations of safe drop-off and pick-up of students, and the safe ingress and egress to the campus. Safety procedures and expectations are described for those students who [drive cars,] ride the bus, ride their bikes, and walk to and from

school.

All schools in CRPUSD have a plan for safe ingress and egress, policies and procedures are reviewed with pupils and staff and shared with parents.

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

**Component:**

The CRPUSD Leadership Team will be incorporating PLC's at their individual sites to monitor and assess student progress and responsively support struggling students to enable all students to achieve grade-level standards.

**Element:**

By June of 2023, 100% of CRPUSD school sites will have PLC's that meet once a month.

**Opportunity for Improvement:**

Baseline: PLC's are not occurring at every school site.

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Objectives	Action Steps	Resources	Lead Person	Evaluation
CRPUSD Leadership Team is attending PLC Training	Attend PLC Training	Training	CRPUSD Leadership Team	CRPUSD Leadership Team
CRPUSD Leadership Team will have one dedicated meeting a month to practice and utilize PLC's to analyze site data	Schedule Monthly Meeting	Monthly Meeting	CRPUSD Leadership Team	CRPUSD Leadership Team
PLC's will be utilized at sites	PLC Site Meetings	PLC Shared Drive	CRPUSD Leadership Team	CRPUSD Leadership Team
Action Plans will be created at each site to address the needs of students.	Identify Student Needs/Create Action Plan	Site Data	CRPUSD Leadership Team	CRPUSD Leadership Team

**Component:**

All CRPUSD school sites will have written procedures for the Fire Panel and how to turn off the water and electricity at each site.

**Element:**

By June of 2023, 100% of CRPUSD school sites will have Fire Panel Instructions, Water and Electricity Shutoff Procedures, and correct

key in lockbox.

**Opportunity for Improvement:**

There are not written instructions for each school site and their Fire Panel. In addition, all site administrators are not aware of how to shut off water and electricity at their sites.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Identify the type of fire panel at each site	Identify Fire Panel	Fire Panel Instructions	Josh Savage/Angela Scardina	CRPUSD Leadership Team
Identify the locations of the electricity and water shutoffs at each location	Identify	Locate on Map	Josh Savage/Angela Scardina	CRPUSD Leadership Team
Write instructions for each fire panel	Write Instructions/Post	Fire Panel Instructions	Josh Savage/Angela Scardina	CRPUSD Leadership Team
Create a map with instructions for the electricity and water shutoff and post next to the fire panel at each school site	Create Map	Current Map/Site Visits	Josh Savage/Angela Scardina	CRPUSD Leadership Team
Post instructions at each school site for the site's fire panel	Post at each school site	Updated Maps	Josh Savage/Angela Scardina	CRPUSD Leadership Team

**Component:**

H. ENSURING A SAFE AND ORDERLY ENVIRONMENT

(EC 32282(a)[2](H))

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EC 32282 (b) It is the intent of the Legislature that schools use the handbook developed and distributed by the School/Law Enforcement Partnership Program entitled "Safe Schools: A Planning Guide for Action" in conjunction with developing their plan for school safety.

Safe Schools: A Planning Guide for Action is based on four principles: safe schools are caring schools, are built through cooperative efforts of all stakeholders, communicate high standards, and stress prevention. The guide recommends a seven-step planning process to guide the planning committee in addressing the components of the safe-school model.

This Comprehensive School Safety Plan has incorporated the Safe Schools: A Planning Guide for Action Steps 1-3 (identifying a planning committee, creating a vision of a Safe School, and gathering and analyzing data.

Section H describes Steps 4 and 5: setting an annual goal(s) for each of the two safe school components: The Social Environment (people and programs) and the Physical Environment (facilities). This section further identifies at least one goal with measurable objectives and activities for each of the two safe school components.

Steps 6 and 7 (communicating and evaluating the plan) are incorporated into the full Comprehensive School Safety Plan and are found in the Monitoring and Communication Section. This school also publishes the status of the school safety plan in its annual School Accountability Report Card.

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

### **Marguerite Hahn Elementary Student Conduct Code**

(EC 32282(a)[2](I)) (BP 5131/5131.1, AR 5131.1, BP 5144, AR 5144)

In order to provide a positive and safe learning environment for students, CRPUSD Individual School sites have created school-wide expectations for behavior and discipline.

#### Student Attendance / Student Conduct Policies and Regulations

We encourage our parents and students to familiarize themselves with these important District policies and regulations regarding student attendance and conduct. These will be posted on our District website at [www.crpUSD.org](http://www.crpUSD.org). For a hard copy, please see your school's office manager.

Absences and Excuses BP 5113 / AR 5113

Chronic Absence and Truancy AR 5113.1

Alcohol and Other Drugs Alcohol y otras drogas BP 5131.6 / AR 5131.6

Bullying BP 5131.2

Conduct BP 5131

Discipline BP 5144 / AR 5144

Gangs BP 5136 / AR 5136

Nondiscrimination / Harassment BP 5145.3

Sexual Harassment BP 5145.7 / AR 5147.7

Suspension and Expulsion / Due Process BP 5144.1 / AR5144.1 and AR 5144.2

Use of Technology BP 6163.4 / AR 6163.4

## **(K) Hate Crime Reporting Procedures and Policies**

(EC 234.4) (BP 5131.2, BP 5144.1)

CRPUSD recognizes the harmful effects of bullying on student learning and school attendance and desires to provide learning environments that protect students from physical and emotional harm. XXX School has developed strategies to support a safe and orderly environment free from bullying and intimidation.

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No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any other student or site personnel.

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of the district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption.
3. Conduct that disrupts the orderly classroom or school environment
4. Willful defiance of staff's authority

5. Damage to or theft of property belonging to students, staff, or the district

The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.

6. Obscene acts or use of profane, vulgar, or abusive language

7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs

8. Possession or use of a laser pointer, unless for valid instructional or other school-related purposes. Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.

9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time. Such devices shall be turned off in class and stored securely in the student's belongings, except when being used for valid instructional or other school related purposes as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with a camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

Students shall not use mobile communications devices, even in hands-free mode, while driving on school grounds or to or from a school-related activity.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health.

(Education Code 48901.5)

10. Plagiarism or dishonesty on school work or tests

11. Inappropriate attire

12. Tardiness or unexcused absence from school

13. Failure to remain on school premises in accordance with school rules

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation. When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure. When a student uses any prohibited device or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner and may either return it at the end of the class period or school day or keep it until the principal or designee has consulted with the student's parent/guardian. Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or cocurricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with the law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

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#### **(J) Tactical Responses**

(EC 32282(a)[2](J)) (BP 0540)

TACTICAL RESPONSES (SEE EOP, ANNEX B)

CRPUSD in consultation with law enforcement officials has developed tactical responses to criminal incidents at the school site that may result in death or serious bodily injury. In accordance with EC 32281(f) the district elects not to disclose the tactical response portions in the publicly viewed copy of the plan. General procedures for Shelter-in-Place, Lockdown, and Evacuation, [and Run-Hide Fight] are contained in Annex B of the Emergency Operations Plan.

Each school in CRPUSD has an Emergency Operation Plan that details the procedures in the event of an active shooter.

#### **Procedures for Preventing Acts of Bullying and Cyber-bullying**

School behavior standards shall be coordinated district-wide, with particular attention to applying the standards for discrimination, intimidation, harassment, and bullying behavior fairly and consistently among schools at the same grade level. Schools will follow

district guidelines and policies according to the Education Code and school rules pertaining to related matters such as discrimination, intimidation, harassment, bullying, suspension, and expulsion.

The district will not tolerate discrimination, intimidation, harassment, bullying, or any behavior that infringes on the safety or well being of students, staff, or any other persons within the district's jurisdiction whether directed at an individual or group. This includes but is not limited to discrimination, intimidation, harassment, and bullying based on actual or perceived characteristics and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 234.1)

#### Definitions:

"Bullying" is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils that constitutes sex harassment - 48900.2, hate violence - 48900.3, or harassment, threats or intimidation - 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

Placing a reasonable pupil or pupils in fear of harm to that pupil or those pupils' person or property.

Causing a reasonable pupil to experience a substantially detrimental effect on her or her physical or mental health. Causing a reasonable pupil to experience substantial interference with his or her academic performance. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic act" is defined as the creation or transmission originating on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication devices, computer, or pager, of a communication, including, but not limited to, any of the following:

A message, text, sound, video, or image.

A post on a social network Internet Website, including but not limited to:

Posting or creating a burn page.

Creating a credible impersonation of another actual pupil.

Creating a false profile.

An act of cybersexual bullying.

"Reasonable pupil" is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs. (Education Code 48900(r))

The school district has jurisdiction to respond to bullying behavior that is related to school activity or school attendance and that occurs at any time, including, but not limited to, while on school grounds, at a school-sponsored activity, while traveling to or from school, on a school bus, or during the lunch period whether on or off campus. (Education Code 48900(s))

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Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

Physical bullying that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures

Verbal bullying includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm

Social/relational bullying that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public

Cyberbullying, such as sending demeaning or hateful text messages or emails, sending rumors by email or by posting on social networking sites, or posting embarrassing photos, videos, web site, or fake profiles

#### Measures to Prevent Bullying

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative



#### school climate

Providing to students, through student handbooks and other age-appropriate means, information about the district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying  
Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously  
Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias  
Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

#### Staff Development

The Superintendent or designee shall make the California Department of Education's online training module on the dynamics of bullying and cyberbullying, which includes the identification of bullying and cyberbullying and the implementation of strategies to address bullying, available annually to all certificated staff and to other employees who have regular interaction with students.  
(Education Code 32283.5)

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students.  
Such training shall be designed to provide staff with the skills to:

Discuss the diversity of the student body and school community, including their varying immigration experiences  
Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims

Identify the signs of bullying or harassing behavior

Take immediate corrective action when bullying is observed

Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

#### Student Instruction

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs, and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

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To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

#### Reporting and Filing of Complaints

Any student, parent/guardian, or other individuals who believe that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. When a report of bullying is submitted that alleges discriminatory harassment, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR

1312.3.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or another employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and have the material removed.

Discipline/Corrective Actions:

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or another school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

If any student involved in bullying exhibits warning signs of suicidal thoughts or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement. Include the STOP IT app.

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## **Safety Plan Review, Evaluation and Amendment Procedures**

This plan is reviewed, evaluated, and amended (as needed) each school year by the School Site Council and Board of Trustees, local Law Enforcement, and the local Fire Agency. The revised plan is placed on the October regular meeting of the Board of Trustees for the public hearing to allow public input before it is adopted. It is available for public inspection at the District Office and school site during regular business hours.

How was the previous plan monitored?

Were changes made to Section B: Disaster Reporting Crisis Response or to the SEMS/ICS Chart? If so, reference where these are found.

Were changes made to Section G: Ingress and Egress? If so, reference where these are found.

What progress was made on Section H: Component I (Social Environment)?

What progress was made on Section H: Component II (Physical Environment)?

Record the Dates of Drills or Staff Training in the Past 12 Months:

Fire - August 2022/March 2023

Earthquake -August 2022/October 2022/March 2023

Evacuation - August 2022/March 2023

Lockdown - October 2022

Student Release - March 2023

Staff Training - August 2022

**Emergency Contact Numbers**

**Utilities, Responders and Communication Resources**

Type	Vendor	Number	Comments
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Law Enforcement/Fire/Paramedic	Rohnert Park Safety Dispatch	707-528-5222	
Public Utilities	PG&E	579-6200 or 800-743-5002	Gas & Electricity
Local Hospitals	Kaiser Hospital ER	707-393-4800 / 707-571-4000	
City Services	Sonoma County Department of Emergency Services	707-565-1152	
School District	CPRUSD	707-792-4722 / 707-588-5656	
Emergency Services	Sutter Hospital	707-576-4701	
Radio Station	KSRO (AM -1350)	707-545-1000	
American National Red Cross	American Red Cross of North Bay	707-577-7600	

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**Safety Plan Review, Evaluation and Amendment Procedures**

<b>Activity Description</b> (i.e. review steps, meetings conducted, approvals, etc)	<b>Date and Time</b>	<b>Attached Document</b> (description and location)
Method for Communicating Plan and Notifying Public: EC 32288 The School site council or school safety planning committee shall notify, in writing, the following persons and entities, if available, of the public meeting: Local Mayor Representa		
The School site council or school safety planning committee is encouraged to notify, in writing, the following persons and entities, if available, of the public meeting: A representative of the local churches Local civic leaders Local business		
In order to ensure compliance with this article, each School District or County Office of Education shall annually notify the State Department of Education by October 15 of any schools that have not complied with EC 32281	October 4, 2022	
Review of Progress for Last Year	August 2022	
Law Enforcement/Fire/First Responder	August 2022	

Site Council Approval	August 2022	
School Board Approval	October 4, 2022	
Most Recent SARC (attached)		

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**Marguerite Hahn Elementary Incident Command System**

**Incident Commander**  
 Rachel Hankerson,  
 Principal

**Safety Officer**  
 James Aquino

**Scribe**  
 Michelle Talbot

**Public Information Officer**  
 Rachel Hankerson

**Operations**  
 Rachel Hankerson

**Planning/  
Intelligence**  
Rachel Hankerson

**Logistics**  
Nikki Diaz

**First Aid & Search  
Teacher A**  
Gamel, Cain, Brooks,  
Cuenca

**Student Release &  
Accountability  
TeacherB**  
All other staff members

**Incident Command Team Responsibilities**

**Standardized Emergency Response Management System Overview**

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

The principal of the school is responsible for all pre-disaster planning and preparedness for the school. In the event of an emergency, the principal or designee, will assume overall direction of disaster procedures for their school. The principal is

**Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident

Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

### **Planning & Intelligence**

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

### **Operations**

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

### **Logistics**

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

### **Finance & Administration**

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

#### **Step One: Identify the Type of Emergency**

#### **Step Two: Identify the Level of Emergency**



**Step Three: Determine the Immediate Response Action**

**Step Four: Communicate the Appropriate Response Action**

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**Types of Emergencies & Specific Procedures**

**Aircraft Crash**

This information is on file in the Emergency Operations Plan for the school site.

**Animal Disturbance**

This information is on file in the Emergency Operations Plan for the school site.

**Armed Assault on Campus**

This information is on file in the Emergency Operations Plan for the school site.

**Biological or Chemical Release**

This information is on file in the Emergency Operations Plan for the school site.

**Bomb Threat/ Threat Of violence**

This information is on file in the Emergency Operations Plan for the school site.

**Bus Disaster**

This information is on file in the Emergency Operations Plan for the school site.

**Disorderly Conduct**

This information is on file in the Emergency Operations Plan for the school site.

**Earthquake**

This information is on file in the Emergency Operations Plan for the school site.

**Explosion or Risk Of Explosion**

This information is on file in the Emergency Operations Plan for the school site.

**Fire in Surrounding Area**

This information is on file in the Emergency Operations Plan for the school site.

**Fire on School Grounds**

This information is on file in the Emergency Operations Plan for the school site.

**Flooding**

This information is on file in the Emergency Operations Plan for the school site.

**Loss or Failure Of Utilities**

This information is on file in the Emergency Operations Plan for the school site.

**Motor Vehicle Crash**

This information is on file in the Emergency Operations Plan for the school site.

**Pandemic**

This information is on file in the Emergency Operations Plan for the school site.

**Psychological Trauma**

This information is on file in the Emergency Operations Plan for the school site.

**Suspected Contamination of Food or Water**

This information is on file in the Emergency Operations Plan for the school site.

**Tactical Responses to Criminal Incidents**

This information is on file in the Emergency Operations Plan for the school site.

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**Unlawful Demonstration or Walkout**

This information is on file in the Emergency Operations Plan for the school site under the "Civil Unrest" section.



