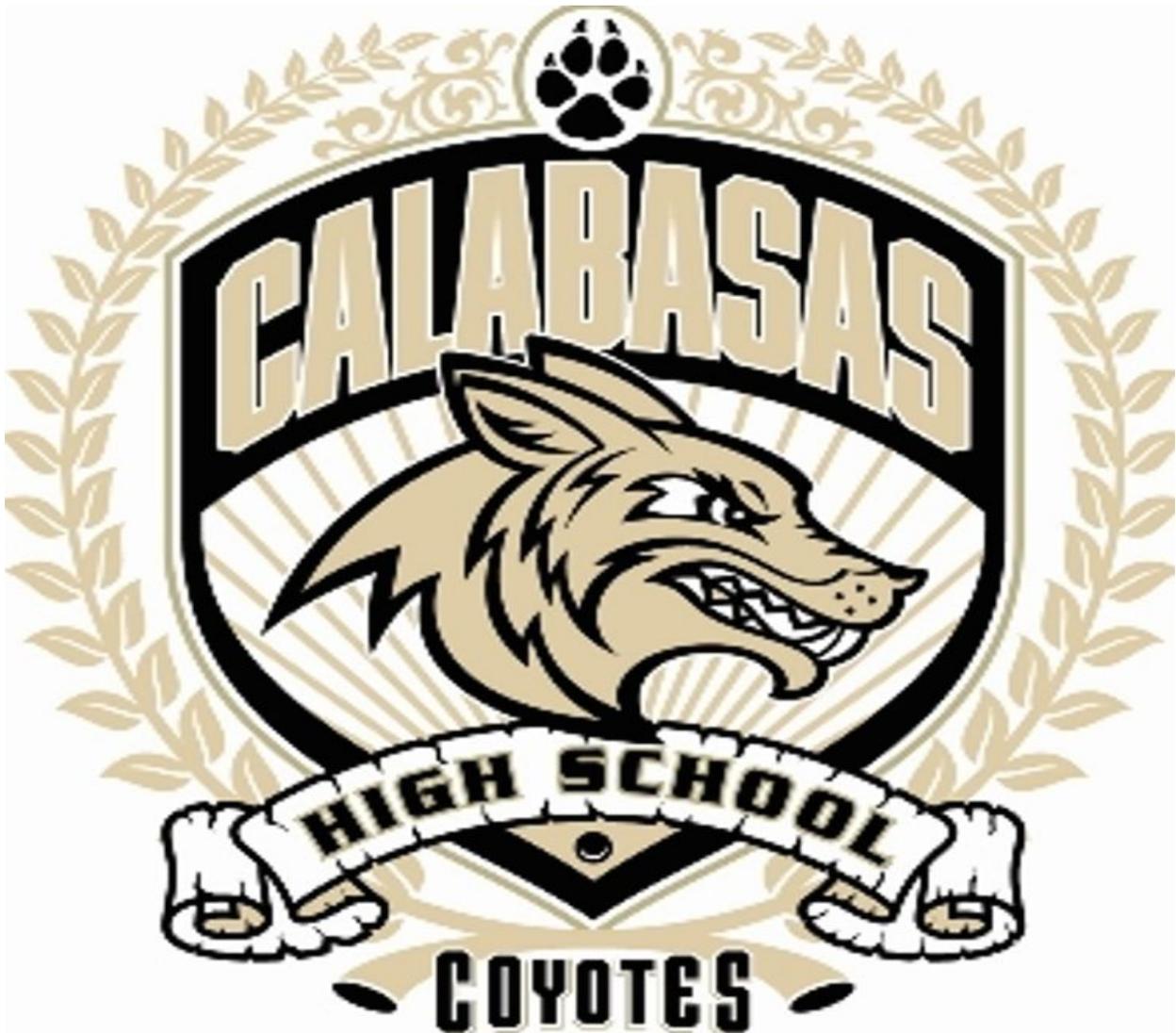


Calabasas High School

Site Emergency Disaster Plan

Revised July 2020, by Logan Fox, Sara Exner and Cody Carden



Las Virgenes Unified School District

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Emergency Telephone Numbers

| | |
|---|-------------------|
| American Red Cross..... | (818) 593-3500 |
| Disaster Emergency..... | 911 |
| Dan Stepenosky..... | Ext. 81225 |
| Steve Scifres..... | Ext. 81228 |
| Angie Falk..... | Ext. 81216 |
| Fire Emergency..... | 911 |
| Fire Station #68..... | (818) 222-1107 |
| Gas Leaks-Southern California Gas Company..... | (800) 427-2000 #1 |
| Injury Emergency..... | 911 |
| Las Virgenes Unified School District..... | (818) 880-4000 |
| Lost Hills Sheriff Station..... | (818) 878-1808 |
| Power Failure – Southern California Edison..... | (800) 655-4555 |
| Sheriff Emergency..... | 911 |
| Telephone Failure..... | 611 |
| Telephone Lines (down or related problems) – Pac Bell..... | 611 |
| Water Lines Broken – Las Virgenes Municipal Water District..... | (818) 251-2100 |

Calabasas High School

Emergency Drill Procedures Summary

Emergency drill procedures are intended to:

1. Meet the needs of serious emergencies
2. Provide for the safety and the needs of the students and staff at Calabasas High School

The organization, planning, and readiness of these drills apply now and on a continuing basis.

There are FOUR types of drills that are conducted to meet emergencies:

1. Fire / Evacuation Drill
2. Lockdown
3. Earthquake / Drop Drill (for protection from imminent air attack, earthquake and/or explosion)
4. Active Shooter

Teachers should discuss with all classes the specific procedures for his/her classroom in each of the drills. It is very important that the purpose, signals, and procedures for each drill be thoroughly understood by all students and staff.

An “Area of Safety” is defined as the following:

- A. Fire - Away from buildings, as determined by teacher
- B. Earthquake - Stadium field
- C. Lockdown - Classrooms and buildings
- D. Lockdown off campus - Gelson's shopping center parking lot

I. Fire Drill

1. Alarm Signal
 - a. Fire Alarm – A long, continuous bell will ring.
2. Procedure for Classroom Evacuation
 - a. Students must walk out of their classrooms in an orderly manner, be 50 feet away from the building, and report to their assigned area. Students should take backpacks/personal belongings with them.
 - b. Instructional staff must close, but not lock the classroom doors. The lights should be turned off.
 - c. Instructors are to carry their attendance sheet and room sign with them as they escort their classes to their assigned areas.
 - d. Upon arriving at their designated areas, instructors are to immediately take attendance. Students must be responsible and listen for their names. Talking must be kept to a minimum and cell phone use is not allowed.
 - e. The “All clear” announcement will be made over the P.A. system.
 - f. Classes are to remain at their assigned areas until the “All clear” is issued. At this time, the teachers will escort their students back to their classrooms.
 - g. Physical Education classes meeting at the gym or upper fields must be taken to the upper quad while staying at least 50 feet from any buildings. Instructors are responsible for taking attendance.
3. Procedure for Students
 - a. All students and visitors must leave the classroom, office, or building immediately and follow their teacher to their designated area. Office personnel will escort visitors to a safe area.
 - b. Students must conduct themselves appropriately by staying with their class, remaining quiet, and off their cell phones.
 - c. Students must stop work immediately and follow prearranged class plans, especially in the industrial shop areas where tools are being used.

- d. Students should take personal belongings with them.
 - e. The first students to reach any door are asked to open the door and hold it open, if necessary.
 - f. Students will proceed to their assigned area in an orderly manner. Students out of class for any reason are to join the nearest line available to them and proceed with that class until the "All Clear" is announced. Instructors must account for these students in their attendance.
 - g. Students must remain in the assigned areas. All sidewalks and roadways must be kept clear.
4. Teachers' responsibilities during a Fire Drill
- a. Teachers should know the location of the fire alarm in the building in which their classroom is located.
 - b. Teachers shall maintain order and discipline as their classes exit during the fire drill.
 - c. The classroom teacher shall check the room to see that everyone is out, the lights are off and the door is closed but not locked.
 - d. Teachers must take their attendance sheets with them and proceed with their class to their designated area. Classes are to line up away from any concrete structures, gas valves, and electrical interconnects or vaults.
 - e. Teachers must take attendance to make certain all members of the class are present. The teacher is responsible for remaining with the class at all times and ensuring that students are quiet and not on their cell phones. Missing students are to be listed on the Yellow Card which is to be turned in ASAP to the admin/counselor at the foot of the counseling office stairs.

Instructors who are in different classrooms throughout the day must become familiar with the assigned areas for each classroom. Please study the map showing the fire safety and disaster areas in each of the classrooms you occupy.

5. Timelines

- a. Fire Drills will be conducted on a monthly basis and logged in the electrical room where the fire alarm system is located. The log will include all planned and unplanned drills and evacuations for the given school year.

II. Lockdown Drill

A “lockdown” occurs in an emergency situation when it would be unsafe for students and staff to be out of the classroom (e.g. explosion, toxic spill, or a dangerous situation around campus).

1. When a lockdown concern exists

- a. Administrator declares a “lockdown” and announces it over the P.A. system.
- b. Office Manager notifies law enforcement (911).
- c. Principal notifies the District Office.
- d. When all is safe, an administrator notifies staff and students.

2. Procedure

- a. Teachers and staff turn off the classroom/office lights and any power equipment such as projector, lab equipment or tools.
- b. Teachers and staff ensure that doors are securely locked.
- c. **Teachers and staff do not open the door for anyone!**
- d. Teachers and staff shall instruct all students to stay off cell phones and turn ringers off.
- e. Students must move to the most protected areas of the room.
- f. Students should be instructed to face away from all windows and openings and keep their backs toward windows and furniture that may contain glass.

- g. When appropriate, teachers and staff will direct students to take cover in a protective position (i.e. drop and cover).
 - h. Teachers and staff shall cover any vents and close all windows.
 - i. Students who are outside when the alert is given must move inside to the nearest safe location.
 - j. All students and staff shall remain inside a room/office or shelter area until further instructions are given.
 - k. Students locked out of classrooms and buildings should immediately make their way to the Area of Safety.*
3. Timelines
- a. Lockdown drills will take place at minimum twice a year. One of the drills must be performed before the end of September. Drills should mirror real situations to prepare students and staff.

III. Earthquake Drill

This drill is used in preparation of an earthquake. Teachers will initiate and conclude the following safety procedures:

- 1. Signal
 - a. Teachers give command to “Drop and cover.”
- 2. Procedure
 - a. In the classroom:
 - i. Students drop instantly to their knees with their backs to the windows.
 - ii. Students drop under desks, tables, etc., where available.
 - iii. Students kneel on the ground, face to the floor, cover/protect the back of their head with their arms, and keep eyes tightly closed.

- iv. Students stay in the drop/cover position until the teacher gives all clear, evacuation orders are given over the P.A. system, or the fire drill alarm is sounded.

b. Outside the Classroom:

- i. Look for protection (Curb, bench, or ditch).
- ii. Crouch or lie down behind protection.
- iii. Cover your eyes and close them tightly.
- iv. Should there be no protective area (only in an open space area), drop to the ground, curl up with your back to any building or blast, cover your head with your hands, and keep your eyes closed tightly.
- v. Stay away from poles, trees, electrical wires, etc.

3. Evacuation:

A. Signal for Evacuation

The evacuation signal will be a long continuous bell. All students and staff must evacuate and may not return to the classroom until directed to do so by the site administrator.

In the event of an earthquake or explosion, the drop/cover procedure is to be used and the students are to be evacuated when it is safe to do so. Keep in mind that the bells may not be operational. Two minutes after the shaking has stopped, if the evacuation bell has not rung, it is to be assumed that the bells are not functioning properly and the teacher should take their class to the Stadium.

B. Procedure for Evacuation

- i. All students under the direction or supervision of a teacher or other staff member at the time of the disaster, whether on or off campus, are to remain with that person and report directly to the Area of Safety* when the evacuation command is given.

- ii. Teachers are to escort their class to the field using the designated routes.
- iii. Teachers and students are to line up on the field with their class according to the diagram.
- iv. Students who are out of class during a fire, earthquake, or other disaster and not under the direct control of a staff member are to follow the evacuation and drop/cover procedures. When it is safe or, in the event of an earthquake, the shaking has stopped, unsupervised students are to **report immediately to the field area to be with their class**. They are not to return to the classroom.
- v. Teachers should bring a paper copy of their attendance roster or electronic device that is able to reference their classes' current attendance.
- vi. Teachers will take attendance on the Yellow Card that is in their emergency procedure folder. The card must then be taken to the administration at the 50 yard line on the home side of the football field.
- vii. Teachers will report any missing students to the administration immediately.
- viii. All disaster information and evacuation procedures are to be presented to each substitute teacher.
 1. If an emergency exists:
 - a. Students may be dismissed to their homes.
 - b. Students may be held on the school campus until normal dismissal time.
 - c. Instructions from the site level administrators will be given over the P.A. system regarding the type of evacuation and disaster procedures to be followed.

IV. Active Shooter Lockdown Drill (Run, Hide, Fight)

“Active Shooter Lockdown” is to identify an emergency situation when it would be unsafe for students to be out of the classroom because there is a possible active shooter on campus.

1. When an active shooter is on campus:
 - a. Administrator declares an “active threat lockdown” and announces lockdown over the P.A. system.
 - b. Office Manager notifies law enforcement (911).
 - c. Principal notifies the District Office.
 - d. When all safe, an administrator notifies the staff, students and community.
2. Procedure
 - a. Teachers and instructional staff turn off the lights, ensure doors are securely locked and stay alert.
 - b. Students must be absolutely silent.
 - c. **Teachers do not open the door for anyone!**
 - d. Teachers shall instruct students to stay off cell phones and turn ringers off.
 - e. Barricade doors, so they cannot be opened.
 - f. Students must move to the most protected areas of the room.
 - g. Students who are outside when the alert is given must move inside to the nearest safe location.
 - h. All students and school personnel shall remain inside a room or shelter area until further instructions are given.
 - i. Wait for police or admin direction before leaving the location.
 - j. If your location has been compromised and a shooter enters the room, create CHAOS. Attempt to distract the shooter by throwing items, escape from the location, or fight, as a last alternative

Emergency Response System: Staff Responsibilities

The following list explains the assignments for Calabasas High School personnel during an Earthquake, Facility Disaster or other Emergency .

Administrators: Administration will immediately notify the District office and the Superintendent. Each administrator will use their disaster radio labeled “District Office Emergency” (on Channel 2) or cell phone to inform the school base station when their area of the campus is clear. The principal will then inform the disaster base as to whether all is clear or if there are problems.

Principal - Mrs. Sara Exner

1. Notify the District Office and the Superintendent.
2. Evaluate the damage and injured parties.
3. Report to the District Office disaster base.
4. Assign staff, as needed.
5. Supervise evacuation of buildings and movement of students to Area of Safety*.

AP of Curriculum and Instruction - Mrs. Nicki Goldstein

1. Supervise the evacuation of buildings and movement of students to Area of Safety*.
2. Assist teachers in finding their assigned area.
3. Supervise loading students onto or off of buses
4. Collect attendance cards from teachers and account for any missing students.

AP of Student Services - Mrs. Courtney Johnson

1. Supervise evacuation of buildings and movement of students to Area of Safety*.
2. Assist teachers in finding their assigned area.
3. Supervise control of reunion/release gate and release of students.
4. Communicate with the Attendance Clerk to account for missing staff.
5. Set up the sound system in the Area of Safety*.

AP of Safety, Facilities and Athletics - Dr. Logan Fox

1. Coordinate overall evacuation plan from the Area of Safety*.
2. Supervise custodians and campus supervisors via 2-way radio or cell phone.
3. Confirm with the Plant Manager that all water, gas lines and power units are turned off. Water will be left on, as needed.
4. Report all damage to the Command Center.

5. Supervise movement of students to Area of Safety*.
6. Supervise sweep teams.

Plant Manager - Cody Carden (Interim)

1. Supervise custodians, ensure that all buildings are cleared, and that all water, gas lines and power units are turned off. Water will be left on, as needed.
2. Pass out tools and equipment, as needed.
3. Report to AP Fox at the Command Center. She will then report to Principal Exner who will report to the District Office.
4. Be available to cooperate with the firemen, police, and any other outside participating agency.

All custodians will report to the Plant Manager for further instructions. All night custodial staff will report to the night lead custodian for assignment, if a disaster occurs during the night shift.

Cafeteria Staff

1. Secure the cafeteria and report to the first aid center to help the Health Clerk.
2. Prepare food and drink, if an elementary school is evacuated to Calabasas High School.

Health Clerk - Jennifer Fisher

1. Set up triage center in Area of Safety*.
2. Bring first aid supplies and emergency cards.
3. Setup procedure for injury list and parent pickup or hospitalization.

If buildings are damaged or too dangerous to house students or people who need first aid, the stadium will be used as the first aid center. A helicopter landing area will be the upper field.

Clerical Staff

Office Manager - Mrs. Cindy Taylor

1. If phones are operable, make calls to the District Office and all emergency services prior to leaving the office.
2. Report to the Area of Safety*.
3. Bring master schedule and teacher lists.
4. Set up sign-out sheets for parents.
5. Bring staff master list (certificated and classified).
6. Bring facility/staff emergency cards to the Area of Safety*.

Attendance Clerk: Report to the Area of Safety and communicate with AP Attendance to account for any missing staff and students.

Clerical Staff assigned to APs: Report to the Area of Safety* to assist.

Student Store Clerk: Secure all financial materials and report to the Area of Safety* to assist the Health Clerk.

Counselors

Head Counselor: Bring locator cards and report to the Command Center in the Area of Safety*.

Other Counselors: Assist with the collection of cards and student checkout.

All unassigned staff report to the Command Center in the Area of Safety* to assist, as needed.

All unassigned teachers on prep period must report to the Command Center in the Area of Safety* to assist the sweep teams or other areas, as needed.

Calabasas High School Site Disaster Plan

General

As educators, we have a moral and professional obligation to train students in proper emergency procedures in preparation for fire, earthquake, and other disasters. Each student must be taught to do exactly what is expected of him/her without hesitation or anxiety.

The following plan has been developed in accordance with the Las Virgenes Unified School District Guidelines for Disaster Preparedness.

Objectives

The objectives of the Calabasas High School Disaster Plan are:

1. To provide for the immediate safety and protection of students and staff when emergencies occur.
2. To expedite the return of students to their parents and to identify and give first aid to the injured.
3. To cooperate with personnel from the Office of Emergency Services and Red Cross in serving the community following a major disaster and to provide for continued care if necessary.
4. To instruct students and staff regarding procedures contained in this plan.
5. To inform parents of the current school plan and procedures to be followed in the event of an actual disaster.

I. Staff Organization and Responsibilities

A. Principal

The site principal is responsible for all pre-disaster planning and preparedness for his/her school, subject only to the directives and guidelines issued by the District Superintendent. In the event of an actual emergency, she or a designated representative will assume overall direction procedures at the school.

Only the Superintendent, principal or designee will release information.

The principal will supervise and coordinate the evacuation of all buildings and the implementation of the emergency plan.

The teams that sweep each building will be a group of designated staff by the principal under her direction or guidance at the time of the disaster. These Sweep teams will meet at the flagpole. The principal will assign duties and responsibilities, as needed.

B. Instructional Staff

Each teacher is responsible for all students under their direct supervision in a classroom or elsewhere at the time of the disaster. Students are not to be released to anyone without securing authorization from the Administration Staff. If a staff member has no class assignment, they are to report to the site principal for an assignment.

Responsibilities for all instructional staff include:

1. Know and understand the school disaster plan and procedure.
2. Review these procedures and evacuation routes with every class each semester.
3. Post evacuation routes for each classroom and mark your route in red marker.
4. Review Drop and Cover Drill procedures with every class each semester.

5. Give “Drop and Cover” command to all students in their charge in the event of an earthquake or explosion.
6. Evacuate the building quickly and in an orderly manner as soon as it is safe to do so or when the evacuation signal is given. LEAVE THE DOORS UNLOCKED BY USING THE FLIP LOCK LOCATED ON THE TOP OF THE DOOR FRAME. All staff should carry their room number sign and report to their assigned area at the Area of Safety*. Seriously injured students who are unable to evacuate the building should not be moved and their name/location reported to the sweep team at the Area of Safety*.
7. Have a copy of your attendance sheet in your possession at all times and take roll after arriving at your assigned location. Students no longer in attendance must be reported to administration using the “Yellow Card” provided.
8. Keep a list of all students released to another adult or the Reunion Station.
9. Sign the release slip and indicate the time the student was released to the Reunion Station located at the Area of Safety*.
10. Be cautious and aware of downed electrical lines and other hazards.
11. Contain and control your class while on the field and have them sit down after roll is taken. Ensure that students remain quiet and off their cell phones.
12. Remain with your students until all have been released or until relieved by another adult, person of authority, or administrator.
13. Render first aid, maintain order, and assist our teachers, staff, and students as appropriate.
14. If you have a prep period or have no students report to the Area of Safety*.

C. Plant Manager and Custodial Staff

The plant manager is responsible for directing the custodial staff in the use of emergency equipment, allocation of supplies, securing the buildings and grounds, and the safe use of available utilities in the event of a major earthquake or other disaster. In his/her absence, the plant manager’s designee is in charge.

The Plant Manager's responsibilities include:

1. Shut off utilities immediately and take whatever preventive measures are necessary to minimize the hazards that might result from broken water lines, gas lines, or downward electrical wires.
2. Ensure that all evacuation routes are clear on a daily basis and that all gates are unlocked during the evacuation.
3. Maintain all fire equipment in perfect condition and stock emergency toolbox (axes, crowbars, wrenches, shovels, etc.) for immediate access in the event of a disaster.
4. Direct and assist local emergency crews and the Sweep and Rescue teams in rescue operations.
5. Secure a blueprint and map of the school.
6. Secure a map of all electrical, water, and gas lines located on or immediately around the school site.
7. Store the emergency tool box in a safe and secure location.
8. Locate and conserve available water.
9. Survey the school plant and report any damages or hazards to the principal, principal designee, or district personnel.

D. Cafeteria Manager and Personnel

The cafeteria manager will direct and plan the stocking of water and the preparation and use of cafeteria food and supplies whenever feeding becomes necessary during a disaster. Cafeteria employees should report to the principal at the Area of Safety* to assist where needed.

The Cafeteria staff will:

1. Shut off all utilities in the cafeteria.
2. Cover and preserve all usable food and water.
3. Assess food inventories and determine the amount available for emergency use.

4. Direct the rationing, preparation and use of cafeteria stock and water whenever feeding becomes necessary.

E. Main Office Staff

The office staff, under the direction of the office manager, will operate telephones, monitor emergency radio broadcasts, assist emergency crews in all communications, act as messengers when necessary, and safeguard vital records.

The main office staff will:

1. Clear one line in the Principal's office for outgoing calls and see that it remains clear.
2. Take all incoming calls and inquiries and inform parents of dismissal procedures.
3. Assist in the flow of information between emergency crews and other organization units.
4. Set up a "release station" at the Mulholland Stadium gate.

F. Attendance Staff

The attendance staff will be responsible for the release of students to parents and/or previously authorized adults in the event of a disaster. All students are to be processed through the "reunion gate" located on Mulholland Hwy. Parents will report to the reunion gate and give the name and grade of the child. A release slip will be issued and the student will be brought to the reunion gate to be released.

The attendance staff will:

1. Have a set of student schedules and emergency cards available for locating student room numbers.
2. Give each parent and/or previously authorized adult a release slip after securing proper identification (State ID/DL).
3. Keep a record of release slips issued.

4. Keep a record of students reported absent or missing by CHS staff.
5. Set up a reunion gate at the triage center and coordinate the release of students with the release station.

G. Counseling Staff

The counseling staff will be responsible for the operation of the “reunion gate.”

Counseling staff or the counselors designated “runner” will take the release slip for any authorized student to the designated location at the student assembly area on the field and locate the student and the teacher. Teachers will release the student to the “reunion gate” where the parent/guardian of the child or other authorized adult will be waiting. No parent or other authorized adult will be allowed beyond the gate.

The counselors will assist the AP of Curriculum and Instruction, Mrs. Nicki Goldstein:

1. Have a map indicating teacher locations on the field (included with this plan).

Appendix A

2. Set up a “reunion gate” at the Mulholland Hwy stadium gate.
3. Send “runners” with release slips to the designated room numbers on the field.
4. Release student to parents/guardians after release slip has been signed.
5. Secure “reunion gate” and prevent anyone from entering the emergency assembly area.
6. Keep all signed release slips and a record of student releases.
7. Have a Mug Book of students and school records to help locate students.

H. Sweep and Rescue Team

Members of the Sweep and Rescue Team will:

1. Bring their classes to the stadium and take attendance.
2. Secure all supplies for search and rescue from the disaster supply bin.
3. Get room numbers and locations of the injured from the Area of Safety*.

4. Prioritize the list of injured according to the extent of their injuries. The most seriously injured will receive first priority.
5. Locate and remove injured from their locations and take them to the First Aid Station at the Area of Safety*.
6. Sweep the buildings and grounds, checking each room for unreported injured persons.
7. Report dangerous or hazardous conditions on campus to the Area of Safety*.

Sweep and Rescue Teams:

Team 1 - Search X Building, M Building, and PA Building

- b. Cody Carden
- c. Dave Dillon
- d. Rich Lopez

Team 2 - Search H Building, Media Center, and S Building

- a. Brian Collins
- b. Michael Yeung
- c. Patrick Thomas

Team 3 - Search Gym/Locker rooms, Band/Music rooms, Lecture Hall, and Administration Building

- a. Andy Falk
- b. Lance Novak
- c. Thomas Cassidy

Team 4 - PAEC

- a. Ed Edsall
- b. Bill Garrett
- c. Drew Fasolini

I. First Aid Team (Nurse and/or Health Clerk)

Should the nurse be at the school during an emergency, s/he becomes the leader of the First Aid team with the health clerk as the assistant. Should the nurse not be on site, the health clerk or other qualified staff will be in charge. Members of the Immediate Action Committee and other school employees on campus may be assigned to assist, as well. Staff members having first aid experience shall be assigned to the team whenever they are free of immediate classroom responsibility and should report the Area of Safety*.

The Nurse and/or Health Clerk shall:

1. In the event of an emergency, immediately remove emergency records and student medication from the Health Office and transport to the Area of Safety* upon evacuation of the main building.
2. Annually inspect, update and recommend first aid supplies and equipment for emergency use.

The First Aid Team Shall:

1. Set up Triage Station on the grass area in the Area of Safety*.
2. Secure additional staff from the Area of Safety* as needed.
3. Track all students who have been injured by name, grade, time of arrival, type of injury, release time, and with whom the person was released.
4. Work with principal or principal designee to summon professional medical help, as needed.
5. Assist medical personnel, as needed.

J. Security Team (Campus Supervisors)

The security team (Campus Supervisors) are required to help staff and students with disabilities get safely and securely to the field. Once all staff and students are at the field, they are to secure the field and surrounding areas to prevent entry and exit, and for the control of the campus after immediate danger has passed. This is to further minimize damage, injury and confusion.

The security team will:

1. Make sure all points of entry and exit are secure with the assistance of the custodial staff.
2. Ensure gates are open and the driveway is clear for emergency vehicles.
3. Prevent entry of unauthorized vehicles and individuals.
4. Assist in redirecting parents and emergency vehicles and crews.

K. Damage and Safety Crew (Custodians)

1. The site custodians will assist the LVUSD staff through reports by school personnel.
2. Survey the plant and make all judgments regarding the safety and future utilization of the facility, as soon as safely possible.
3. Report to the site principal.

L. Orientation of Personnel

1. Staff - It is important that all staff be oriented at least annually as to the instructions contained in this plan and review the plan periodically themselves each semester. Drills will be conducted in accordance with district policy.
2. Students - Student orientation as to their actions and responsibilities at the time of a disaster is most essential and required as part of orientation at the beginning of each school year. Such orientation will take place during homeroom and prior to each announced drill.

3. Parents - Once each year, site administration will notify parents regarding the procedures and district policy related to retention and release of students at the time of a disaster.

II. Protection Plan (Earthquake, Explosion, or Enemy Attack)

A. Inside the Classroom or Building

1. Drop to your knees, get under a desk or table, and stay away from windows when possible.
2. Put your head down, cover the back of your head and neck with your hands and arms, and close your eyes tightly. If under a desk or table, grasp the desk or table leg firmly.
3. Remain in this position until the teacher or staff member instructs you to get up.
4. Evacuate promptly only when directed to do so after the shaking has stopped.
5. See evacuation procedures.

B. Outside the Classroom or Building

1. Get away from the building, walls, trees or overhead wires and get immediately into the drop and cover position (described above).
2. Seek protection under the lunch table, shelter, ditch, hallway, or doorways when possible.
3. Remain in this position until safe to move to another location. In the event of an earthquake, wait until the shaking has stopped.
4. Stay clear of electrical wires, trees, poles, etc., when moving to the field.
5. Should the event take place during class time, report to the room number's location on the football field with your class. Do not return to class. Should the event take place during nutrition, lunch or passing periods, report to your homeroom location for that day (i.e. 3rd period on odd days, 4th period on even days) in the stadium. Staff will assist you.

III. Evacuation

A. Signal for Evacuation

The evacuation signal will be one long continuous bell. All students and staff must evacuate and may not return to the classroom until directed to do so by the site administrator.

In the event of an earthquake or explosion, the drop procedure is to be used and the students are to be evacuated when it is safe to do so. Keep in mind that the bells may not be operative.

B. General Procedure for Evacuation

1. All students under the direction or supervision of a teacher or other staff member at the time of a disaster, whether on or off campus, are to remain with that person and report directly to the stadium area when the evacuation command is given.
2. Students out of class during a fire, earthquake, or other disaster and not under the direct control of a staff member are to follow the evacuation procedures and drop procedure. When it is safe or, in the event of an earthquake, the shaking has stopped, unsupervised students are to report immediately to the field area to be with their class. They are not to return to the classroom.
3. All disaster information and evacuation procedures are to be presented to each substitute teacher.

C. Directions

1. All school personnel, visitors, and students are required to leave the building using the designated evacuation route. Should the exit be blocked, use the next nearest exit. As in all evacuations, there should be no talking, running, horseplay, or other unsafe, disruptive behavior.

2. In the case of an earthquake or explosion, give the drop command to all students in your area.
3. Order students to evacuate promptly when it is safe to do so. In the case of an earthquake, students are to evacuate after the shaking has stopped.
4. With the exception of purses and/or wallets, students should not stop to take books or other personal belongings with them.
5. Teachers are the last to leave the room and must be certain all students have left the building. Staff must be sure to check the room for injured students or personnel.
6. Evacuate the room promptly and close your door. Do not lock your door; use the doorstop on the doorframe to keep the door unlocked.
7. Follow the evacuation route for your room and report to your location on the field area.
8. Teachers are to take a copy of their attendance sheets with them and check attendance when he/she arrives on the field. Using the yellow card, teachers must report all new absences to the Area of Safety*. Include your name and room number on the blue card.
9. Classes are to sit down and remain in the assigned area until released. Instructors must keep students under control while assembled in the football field area.
10. When the signal or command is given to return to the building, you are to return using the same evacuation route assigned.

D. Evacuation during Nutrition, Lunch, or Passing Period

Students must follow all instructions from administrators and campus supervisors. They are to report to their **homeroom teacher** location for that day (i.e. 3rd period on odd days, 4th period on even days) at the stadium.

IV. Care of Injured

A. First Aid Team and Station

The area in front of the snack shack will be used as a first aid station unless declared unsafe, at which time the first aid/triage station will be located in an alternate area.

1. First aid should be administered to:
 - a. Save a human life.
 - b. Prevent further injury or infection.
 - c. Maintain the patient's condition for treatment at a later time.
2. Work with medical professionals to prepare the injured for transportation
3. Initiate the medical record and be as specific as possible:
 - a. Label with the type of injury (i.e. "unconscious for 20 minutes, lacerations on right arm, crushing injury to abdomen.")
 - b. State the type and nature of treatment provided.

B. Supplies

1. Available first aid supplies and equipment should be stored in:
 - a. The Health Office
 - b. Boys' and girls' athletic first aid kits
2. The Health Clerk is responsible for the annual inspection and necessary replenishing of supplies.
3. The Red Cross supply bin is located with Cody Carden, Interim Plant Manager.

C. Procedure at time of Disaster

The first aid team will:

1. Evacuate and proceed to the Area of Safety* taking first aid supplies, student health records and student medications.
2. Determine suitable site for treatment.
3. Secure additional first aid supplies from the secondary first aid bin which is located on the service road behind the gym, if necessary.
4. Secure additional staff from the Area of Safety* as necessary.
5. Initiate screening and treatment procedures, and transportation of injured to selected treatment sites, as necessary.
6. Initiate medical plan.
7. Work with site administration to summon professional medical assistance, as needed.
8. Assist medical personnel, as needed.
9. Requisition additional supplies.
10. Assign "watcher" to each injured person, if possible.

V. Retention And Release Of Students

In the event of a district-wide or greater disaster, students at the Calabasas High School site are to remain at the school until released to a parent or previously authorized adult. Students will be kept at school as long as needed or until clearance is given by the Office of Emergency Services.

Calabasas High School attendance and counseling staff will be responsible for the release of students (see Staff Organization).

VII. Communications

Under the direction of the office manager, clerical staff will operate telephones, monitor emergency radio broadcasts, and assist emergency crews in all communications (see Staff Organization)

All information will be released through the Superintendent, Principal or Principal Designee.

1. Communication to emergency may include the following services:
 - a. American Red Cross – (818) 593-3500
 - b. Disaster Emergency – 911
 - c. Fire Emergency – 911
 - d. Fire Station # 68 – (818) 222-1107
 - e. Gas Leaks – Southern California Gas Co. – (800) 427-2000 #1
 - f. Injury Emergency – 911
 - g. Las Virgenes Unified School District – (818) 880-4000
 - h. Lost Hills Sheriff Station – (818) 878-1808
 - i. Power Failure – Southern California Edison – (800) 655-4555
 - j. Sheriff Emergency – 911
 - k. Telephone Failure – 611
 - l. Telephones Lines (down or related problems) – Pac Bell- 611
 - m. Water Lines – Las Virgenes Municipal Water District – (818) 251-2100

VIII. Assessment Of Available Food Stores

Following completion of evacuation and the stabilization of the situation at each site, the Principal or Principal designee shall complete the following and communicate to the Disaster Base:

1. Quantity and type of District food available on site.
2. Independent food available (i.e. disaster packs) on site.
3. Status of available potable and nonpotable water available on site.
4. Estimated number of students that will need to be served for the first 24 hours.
5. Estimated number of students that will need to be served in the second 24 hours.
6. The Disaster Base will coordinate the allocation and distribution of available food.

IX. Calabasas High School Site Evacuation Procedures For Receiving Elementary School Children

Whenever it becomes necessary for the Calabasas High School site to serve as an evacuation center for one of the Las Virgenes Unified School District's elementary schools, the students will be housed in the PAEC or the football stadium if the PAEC is unavailable. Calabasas High School personnel will meet and direct the buses to the proper area for unloading the students and also assist in the unloading process, as needed.

1. The buses will enter Calabasas High School campus from Mulholland Hwy.
2. Buses will be unloaded one bus at a time.
3. Should the PAEC be considered safe and available for use, students will follow normal evacuation procedures and be moved into the PAEC. Should the PAEC be unavailable, students will follow normal evacuation procedures to the football stadium and wait until further notice.

4. Emergency water, food, and medical supplies will be made available from the cafeteria at Calabasas High School and will be transported to the PAEC or football stadium by Calabasas High School personnel. Elementary school personnel will distribute the food.
5. Elementary school personnel will handle all medical emergencies.

X. Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) was enacted in 1993 (SB 1841, the Petris Bill). This Senate Bill amends the Emergency Services Act (ESA) by adding Article 9.5, Section 8607 and adds regulations to Title 19 of the California Code of Regulations (CCR).

SEMS provides a uniform organizational statewide framework within which diverse agencies may function together in an integrated fashion.

The System shall be operational Statewide by December 1, 1996.

The Purpose of SEMS is to improve:

1. The coordination among agencies responding to multi-jurisdictional and/or multi-agency emergencies.
2. The sharing of emergency information and resources within and between agencies.
3. The rapid mobilization, deployment, use of tracking resources.

The Governor's office of Emergency Services coordinates SEMS with the assistance of formal advisory groups made up of other State agencies and local emergency response agencies.

Affected agencies include all State agencies with designated response roles in the State Emergency Plan (SEP) and those local governments, agencies, and organizations that respond to emergencies. This includes special districts, schools, voluntary agencies, and certain private non-profit agencies.

All State agencies must use SEMS during a multi-agency or multi-jurisdictional disaster response. It is voluntary for all others. However, use of SEMS is an eligibility requirement for local government and other agencies to receive state reimburse following a disaster.

SEMS uses five components at five levels of government.

SEMS integrates into a single program file of the State's primary emergency response programs:

1. Incident Command System (ICS)
2. Multi-agency Coordination
3. State Mutual Aid Program
4. Operational areas (coordination of all political subdivisions within a country's boundary).
5. Operation Area Satellite Information System (Satellite hardware and software/information system).

SEMS provides for five organizational levels to be activated as the situation warrants:

1. Field
2. Local Government
3. Operational Area
4. Region (a unit of a State OEA)
5. State (OES Headquarters)

Emergency Drill Dates and Faculty Training Date

I. Timelines

- A. Fire Drills will be conducted on a monthly basis and logged in the electrical room where the fire alarm system is located. The log will include all planned and unplanned drills and evacuations for the given school year.
- B. Lockdown drills will take place at minimum twice a year. One of the drills must be performed before the end of September. Drills should mirror real situations and prepare students.
- C. Faculty Training is to take place during the two contracted days before school begins.

General Calabasas High School Site Security Plan

Calabasas High School provides a safe and secure environment for all students by:

1. Providing adult supervision during the school day.
2. Providing adult supervision at all night and weekend events.
3. Maintaining a closed campus for the school day (only juniors and seniors are eligible for an off campus lunch pass).
4. Using fencing where appropriate.
5. Providing campus security before school and after school as needed.
6. Requiring each campus supervisor to carry a walkie-talkie that allows them to communicate with each other, the school office, administrators, and custodial staff.
7. Requiring campus supervisors to wear an identification badge that identifies them as staff personnel.
8. Stationing campus supervision at strategic positions in order for them to monitor parking areas, social areas, and areas that are off limits to students.

Campus supervisors are instructed to use the procedures below when there are unidentified persons on campus:

When an automobile is observed on campus and the person(s) in the car do not appear to have lawful business at Calabasas High School:

1. Record the license plate number, make, model, and color of the vehicle.
2. Should the automobile be moving, observe the actions of the vehicle and the occupants (if possible).
3. Question the occupant(s), if possible.
4. Direct them to leave if they have no business at Calabasas High School.
5. Notify an administrator.

When a person(s) is observed on the campus that does not appear to have lawful business at Calabasas High School:

1. Find out why they are on campus and request to see their visitor pass.
2. Request that they leave campus immediately if they have no school business.
3. Ask them to report to the school Administration Office if they have business to conduct.
4. Notify an administrator.

Anytime a suspicious person(s) or suspicious behavior is observed (people dressed in gang style clothing, a car load of non students driving on, or near the campus, non students loitering on campus, etc.) an administrator must be notified immediately.

Safe Ingress and Egress of Visitors

1. All visitors must check in at the Main Office with a state-issued ID/DL using Raptor, our district visitor check-in system.
2. All visitors must wear a visible Visitor's Pass.
3. All visitors must sign/check out at the main office when they leave campus.

Visitors are not allowed on campus unless they have been cleared through this procedure.

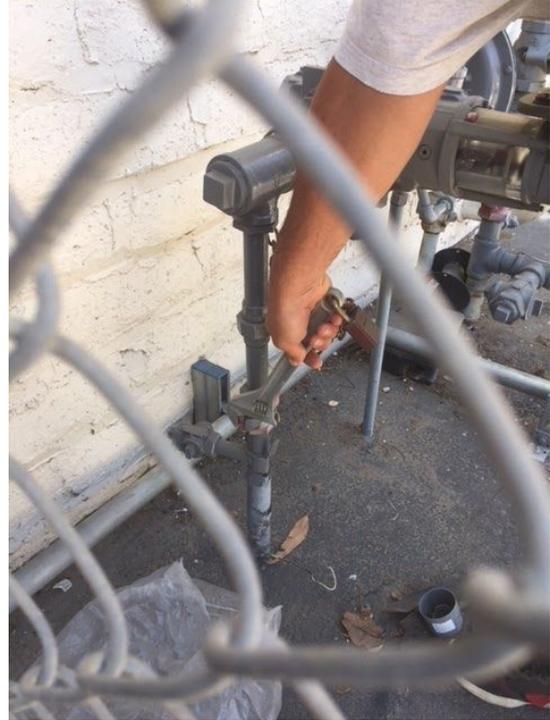
Emergency Supply Tool Kit

Critical Supplies:

- A. Bolt Cutters
- B. Pipe Wrench
- C. Flashlight
- D. Batteries
- E. 55 Gallon Purified Water Drums (10 drums located near the maintenance shed at the stadium)
- F. Water Pump
- G. Water Key
- H. Emergency Gas Shut Off Wrench (located at the gas main)
- I. Hard Hats
- J. Gloves
- K. Crow Bar
- L. Pick Axe
- M. Screw Driver
- N. Rope - 50'
- O. Axe
- P. Shovel
- Q. Sledge Hammer
- R. Duct Tape
- S. Goggles
- T. 32 Gallon Trash Bags (2 warehouse boxes)
- U. Dust Masks
- V. First Aid Kit (for 100 people)

Emergency Shut Off Procedures

Gas Shut Off Procedures



The gas shut off is located near the Auto Shop (PA-5).

- Take the crescent wrench that is chained to the gas shut off valve.
- Place it over the valve and turn it counter-clockwise one half-turn.

Electrical Shut Off Procedures



The electrical shut off is located on the southeast side for the Administration building, adjacent to the Assistant Principal's office.

- Locate the lever on the right hand side that is labeled "shut off".
- Pull the lever downward to shut off power.

Water Shut Off Procedures



The water main is located directly in front of the Administration building between the Administration building and the H building in front of the school. The water key is located in the H Building on the south end storage room.

- Take a screwdriver to pop the lid of the water main cover.
- Insert the water key
- Turn the valve one whole turn (clockwise)

Las Virgenes Unified School District

Grounds For Suspension and Expulsion

The Education Code sets forth the offenses which constitute grounds for suspension and/or expulsion. A student who commits one of the following 21 offenses is subject to suspension or expulsion:

- **Physical injury**- Caused, attempted to cause or threatened to cause physical injury to another person.- 48900(a)(1)
- **Aiding or Abetting Physical Injury**- Aiding or abetting the infliction or attempted infliction of physical injury to another person.-48900(q)
- **Willful Force**- Willfully used force or violence against another person, except in self defense.- 48900(a)(2)
- **Weapons**- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous subject unless the pupil has obtained written permission to possess the item from certificated school employee and the principal or the principal designee.-48900(b)
- **Controlled Substances**- Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of, any drug, alcoholic beverage, or intoxicant.-48900(c)
- **Controlled Substances**- Unlawfully offered, arranged, or negotiated to sell any drug, alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise, furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a drug controlled substance, alcoholic beverage, or intoxicant.-48900(d)
- **Robbery Or extortion**- committed or attempted to commit robbery or extortion.-48900(e)
- **Property Damage**- Caused or attempted to cause damage to school property or private property.-48900(f)
- **Theft**- Stolen or attempted to steal school property or private property.-48900(g)
- **Tobacco Use**- Possessed or used tobacco, or any products containing tobacco or nicotine products, not including use of possession of prescription products.-48900(h)
- **Obscenity or Profanity**- Committed an obscene act or engaged in habitual profanity or vulgarity.-48900(i)
- **Drug Paraphernalia**- Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.-48900(j)
- **Disruption**- Disrupted school activities or otherwise willfully defied the valid authority of school personnel engaged in the performance of their duties.-48900(k)
- **Receiving Stolen Property**- Knowingly received stolen property or private property.-48900(l)

- **Imitation Firearm-** Possessed an imitation firearm, meaning any object so substantially similar to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.-48900(m)
- **Sexual Assault-** Committed or attempted to commit sexual assault or battery.-48900(n)
- **Harassment Of A Witness-** Harassed, threatened or intimidated a student witness in a school disciplinary proceeding. 48900(o)
- **Hazing-** Engaging in or attempting to engage in hazing as discussed in Section 32050 48900(q). For purposes of Ed Code, “hazing” means a method of initiation or pre-initiation into pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil.
- **Bullying-** Engaged in an act or bullying, including, but not limited to, bullying committed by means of an electronic act, as defined by subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.- 48900(r)
- **Terrorist Threats-** Terroristic threats against school personnel or school property valued in excess of \$1,000.-48900.7
- **Sexual Harassment-** Sexual harassment committed by a student in grades 4-12. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact on the individual’s academic performance or to create an intimidating , hostile, or offensive educational environment.-48900.2
- **Hate Crimes-** Hate violence committed by a student in grades 4-12. Caused, attempted to cause, threatened to cause or participated in an act of hate violence as defined (i.e., race, color, religion, ancestry, disability, gender, or sexual orientation).-48900.3
- **Harassment Of Staff/Students-** Harassment, threats, or intimidation by students in grades 4-12. Intentionally engaging in harassment, threats, or intimidation, directed against a staff member, pupil or group of pupils, that is sufficiently severe or pervasive.- 48900.4

Las Virgenes Unified School District

Child Abuse Reporting Procedures

BP 5141.4

Students

The Board of Education recognizes that the district has a responsibility to facilitate the prompt reporting of incidents of child abuse and neglect. The Superintendent or designee shall ensure that parents/guardians have access to procedures whereby they can report suspected child abuse at a school site to appropriate child protective agencies.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5141.41 - Child Abuse Prevention Program)

The Superintendent or designee shall establish regulations for use by employees in identifying and reporting child abuse.

District employees shall report known or suspected incidences of child abuse in accordance with district regulations and state law. Employees shall fully cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Las Virgenes Unified School District

Child Abuse Reporting Procedures

AR 5141.4

Duty to Report

Certificated employees and classified employees trained in child abuse identification and reporting shall report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within 36 hours. The reporting duties are individual and cannot be delegated to another individual except under circumstances set forth in Penal Code 11166.

Definitions

"Child Abuse" includes the following:

- a. A physical injury inflicted by other than accidental means on a child by another person
- b. Sexual abuse of a child
- c. Willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody
- d. Unlawful corporal punishment or injury resulting in a traumatic condition
- e. Neglect of a child or abuse in out-of-home care

"Mandated Reporters" are those people defined by law as "child care custodians," "health practitioners," "child visitation monitors" and "employees of a child protective agency." Mandated reporters include virtually all school employees. The following school personnel are required to report:

Teachers, administrators, supervisors of child welfare and attendance, certificated student personnel employees, employees of a child care institutions, headstart teachers, school psychologists, licensed nurses, counselors, presenters of child abuse prevention programs and those instructional aides or other classified employees trained in child abuse reporting.

"Child Protective Agencies" are those law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation department and child protective services.

"Reasonable Suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse. (Penal Code 11166)

Reporting Procedures

To report known or suspected child abuse, any employee (as defined above) shall report by telephone to the local child protective agency.

Child Protective Hotline
Wilshire Blvd 5th floor
Los Angeles, California 90010
(800) 544-4000

The telephone report must be made immediately, or as soon as practically possible, upon suspicion. This report will include:

- a. The name of the person making the report
- b. The name of the child
- c. The present location of the child
- d. The nature and extent of any injury
- e. Any other information requested by the child protective agency, including the information that led the mandated reporter to suspect child abuse

When the verbal report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

Within 36 hours of making the telephone report, the mandated reporter shall complete and mail to the local child protective agency a written report which includes a completed Department of Justice form (DOJ SS 8572).

Mandated reporters may obtain copies of the above form either from the district or the local child protective agency.

Instructions are included on the form, and reporters may ask the site administrator for help in completing and mailing it; however, the mandated reporter is personally responsible for ensuring that the written report is correctly filed.

Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator or designee as soon as possible after the initial verbal report by telephone. When so notified, the site administrator shall inform the Superintendent or designee.

Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law and district regulations. At the mandated reporter's request, the principal may assist in completing and filing these forms.

If the mandated reporter does not disclose his/her identity to a district administrator, he/she shall at least provide or mail a copy of the written report to the district without his/her signature or name.

Legal Responsibility and Liability

Mandated reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.

If a mandated reporter fails to report an instance of child abuse which he/she knows to exist or reasonably should know to exist, he/she is guilty of a misdemeanor punishable by confinement in jail for up to six months, a fine of up to \$1,000, or both. The mandated reporter may also be held civilly liable for damages resulting from any injury to the child after a failure to report.

When two or more persons who are required to report have joint knowledge of a suspected instance of child abuse, and when they so agree, the telephone report may be made by either of them and a single report made and signed by that person. However, if any person knows or should know that the designated person failed to make the report, that person then has a duty to do so.

The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction.

Victim Interviews

Upon request, a child protective agency representative may interview a suspected victim of child abuse during school hours, on school premises, concerning a report of suspected child abuse that occurred within the child's home. 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. (Penal Code 11174.3)

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, before the interview takes place, of the following legal requirements:

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.

The selected person shall not participate in the interview.

The selected person shall not discuss the facts or circumstances of the case with the child.

The selected person is subject to the confidentiality requirements of the Child Abuse and 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. (Penal Code 11174.3)

Release of Child to Peace Officer or Child Protective Services Agent

When a child is released to a peace officer or child protective services agent and taken into custody as a victim of suspected child abuse, the Superintendent or designee and/or principal shall not notify the parent/ guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer or agent 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. (Education Code 48906)

Peace officers and child protective services agents will be asked to sign an appropriate release or acceptance of responsibility form.

(cf. 5145.11 - Questioning and Apprehension)

When School Employees are Accused of Child Abuse

Regardless of who child abusers may be, the major responsibilities of mandated reporters are to 1) identify incidents of suspected child abuse, and 2) comply with laws requiring the reporting of suspected abuse to the proper authorities. Determining whether or not the suspected abuse actually occurred is not the responsibility of the school employee. Such determination and follow-up investigation will be made by a child protective agency.

Pending the outcome of an investigation by a child protective agency and before formal charges are filed, the employee may be subject to reassignment or a paid leave of absence.

Upon filing formal charges or upon conviction, the district may take disciplinary action in accordance with law, district policies, regulations and/or collective bargaining agreements. The Superintendent or designee shall seek legal counsel in connection with either the suspension or dismissal of the employee.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Regulation LAS VIRGENES UNIFIED SCHOOL DISTRICT
approved: February 27, 2001 Calabasas, California

Las Virgenes Unified School District

Employee Security

AR 4158

Personnel

An employee may use reasonable force when necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student. (Education Code 44807, 49331)

(cf. 5131.7 - Weapons and Dangerous Instruments)

Employees shall promptly report to their principal or other immediate supervisor any attack, assault or physical threat made against them by a student.

Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)

In addition, employees shall promptly report to their principal or supervisor, and may report to law enforcement, any attack, assault or threat made against them on school grounds by any other individual.

(cf. 3515.2 - Disruptions)

Reports of attack, assault or threat also shall be forwarded immediately to the Superintendent or designee.

An employee whose person or property is injured or damaged by willful misconduct of a student may ask the district to pursue legal action against the student or the student's parent/guardian. (Education Code 48905)

(cf. 3515.4 - Recovery for Property Loss or Damage)

Notice Regarding Student Offenses Committed While Under School Jurisdiction

The Superintendent or designee shall inform the teacher of any student in his/her class who has engaged in, or is reasonably suspected of, any act during the previous three years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products. This information shall be based upon written district records or records received from a law enforcement agency. Teachers shall keep the information confidential. (Education Code 49079)

Notice Regarding Student Offenses Committed While Outside School Jurisdiction

When informed by the court that a minor student has committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism or graffiti, the Superintendent or designee shall so inform the school principal. The principal shall keep this information in a separate confidential file and give it to the counselors who directly supervise or report on the student's behavior or progress. The principal also may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

Any court-initiated information that a teacher, counselor or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

When a student is removed from school as a result of his/her offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to public school. If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the Superintendent of the new district of attendance. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first; it shall then be destroyed. (Welfare and Institutions Code 827)

Procedures to Maintain Confidentiality of Student Offenses

In order to maintain confidentiality when providing information about student offenses to counselors and teachers of classes/programs to which a student is assigned, the principal or designee shall send the staff member a written notification requesting him/her to review a student's file in the school office. This notification shall not name or otherwise identify the student. The staff member shall be asked to initial the notification and return it to the principal or designee.

The staff member shall also initial the student's file when reviewing it in the school office. Once the district has made a good faith effort to comply with the notification requirement of Education Code 49079 and Welfare and Institutions Code 827, an employee's failure to review the file may be construed as a waiver of the district's liability.

(cf. 5125 - Student Records)

(cf. 5145.1 - Privacy)

Regulation LAS VIRGENES UNIFIED SCHOOL DISTRICT
approved: February 27, 2001 Calabasas, California

Las Virgenes Unified School District

Nondiscrimination In District Programs And Activities

BP 0410

Philosophy, Goals, Objectives and Comprehensive Plans

The Board of Education is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

- (cf. 4030 - Nondiscrimination in Employment)
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 5146 - Married/Pregnant/Parenting Students)
- (cf. 6145.2 - Athletic Competition)
- (cf. 6164.4 - Identification of Individuals for Special Education)
- (cf. 6164.6 - Identification and Education under Section 504)
- (cf. 6178 - Vocational Education)
- (cf. 6200 - Adult Education)

District programs and facilities will comply with requirements as specified under ADA. The Superintendent or designee shall ensure that interested persons, including those with impaired vision and hearing, can obtain information about available programs, facilities and activities.

The Superintendent or designee shall notify students, parents/guardians, employee organizations and sources of referral and applicants for admission and employment about the district's policy on nondiscrimination. Such notification shall be included in each announcement, bulletin or application form distributed to these groups. (34 CFR 104.8, 106.9)

The Superintendent or designee shall also provide information about related complaint procedures.

- (cf. 1312.3 - Uniform Complaint Procedures)
- (cf. 4031 - Complaints Concerning Discrimination in Employment)

To the extent possible, the district's nondiscrimination policy shall be published in the individual's primary language.

- (cf. 5145.6 - Parental Notifications)

Policy LAS VIRGENES UNIFIED SCHOOL DISTRICT
adopted: February 13, 2001 Calabasas, California

Las Virgenes Unified School District

Nondiscrimination/Harassment

BP 5145.3

Students

The Board of Education and the district are committed to providing a safe, supportive, and inclusive learning environment for all students and to ensure that every student has equal educational opportunities and equal access to the district's educational programs, activities and facilities.

District programs and activities shall be free from discrimination, including harassment, with respect to student race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 6164.6 - Identification and Education under Section 504)

The Board of Education shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

(cf. 1240 - Volunteer Assistance)

(cf. 6145.2 - Athletic Competition)

(cf. 6162.5 - Student Assessment)

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

(cf. 5145.2 - Freedom of Speech/Expression: Publications Code)

(cf. 5145.7 - Sexual Harassment)

Students who harass other students shall be subject to appropriate counseling and discipline, up to and including expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Any student who feels that he/she is being harassed should immediately contact the principal or designee. If a situation involving harassment is not promptly remedied by the principal or designee, a complaint can be filed in accordance with administrative regulations. The Superintendent or designee shall determine which complaint procedure is appropriate.

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)

Policy LAS VIRGENES UNIFIED SCHOOL DISTRICT
adopted: September 13, 2016 Calabasas, California

Las Virgenes Unified School District

Nondiscrimination/Harassment

AR 5145.3

Students

Non-Discrimination / Harassment

The Board of Education and the district are committed to providing a safe, supportive, and inclusive learning environment for all students and to ensure that every student has equal educational opportunities and equal access to the district's educational programs, activities and facilities.

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying and to answer inquiries regarding the district's nondiscrimination policies: (Education Code 234.1; 5 CCR 4621)

Assistant Superintendent of Education
4111 N. Las Virgenes Rd.
Calabasas, CA 91302
818-878-5218

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)

To prevent discrimination, harassment, intimidation, and bullying of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Provide to employees, volunteers, and parents/guardians training (employees) and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, harassment, intimidation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include guidelines for addressing issues related to transgender and gender-nonconforming students.

(cf. 1240 - Volunteer Assistance)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

2. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)

3. Annually notify all students and parents/guardians of the district's nondiscrimination policy and of the opportunity to inform the Coordinator whenever a student's participation in a sex-segregated school program or activity together with another student of the opposite biological sex would be against the student's religious beliefs and/or practices or a violation of his/her right to privacy. In such a case, the Coordinator shall meet with the student and/or parent/guardian to determine how best to accommodate the student.

(cf. 5145.6 - Parental Notifications)

4. Publicize the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, employees, volunteers, and the general public and post them on the district's web site and other locations that are easily accessible to students. (Education Code 234.1)

(cf. 1113 - District and School Web Sites)

5. When 15 percent or more of a school's students speak a single primary language other than English, translate the nondiscrimination policy, related complaint procedures, and all forms for use in the complaint process into that other language. (Education Code 234.1, 48985)

6. At the beginning of each school year, inform school employees that any employee who witnesses any act of discrimination, harassment, intimidation, or bullying against a student is required to intervene if it is safe to do so. (Education Code 234.1)

Process for Initiating and Responding to Complaints

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying or to whom such an incident is reported shall immediately report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

The Board also prohibits any form of retaliation against any individual who files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

Transgender and Gender-Nonconforming Students

The district recognizes that the needs of each of its students must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of all students, maximizing inclusion and social integration while minimizing exclusion and stigmatization. Parents, school site staff, administrators and students are encouraged to direct any questions regarding the district's Board policy and Administrative Regulation to the Assistant Superintendent.

(cf. 0410 - Non-discrimination in District Programs and Activities)
(cf. 5145.3 - Non-discrimination/Harassment)
(cf. 6145.2 - Athletic Competition)
(cf. 5137 - Positive School Climate)

Definitions

The following definitions may be used throughout the district's Board policies and administrative regulations and are provided to ensure those policies and administrative regulations are clear and consistently understood and implemented. These definitions are not intended to define any one student, nor are students required to use these terms to describe themselves.

Gender Identity: A person's internal, deeply-rooted identification as male or female, regardless of the gender they were assigned at birth. Everyone has a gender identity.

Gender Expression: The manner in which a person represents or expresses their gender to others, such as through their clothing, hairstyles, activities, or mannerisms.

Gender Non-conforming: Describes people whose gender expression differs from stereotypical expectations about how boys and girls are "supposed to" look or act.

Transgender: A person whose gender identity is different from their gender assigned at birth.

Declaration of Gender Identity

The responsibility for determining a student's gender identity rests with the student and their parent or guardian (if student is a minor).

The district shall accept a student's asserted gender identity when the student consistently, exclusively and/or uniformly asserts such an identity at school. The district shall not question or disregard the student's assertion of his or her gender identity unless school personnel have a credible basis for believing that the student is asserting a particular gender identity for some improper purpose. However, the determination of a "credible basis" shall not be made by school site staff. Rather, any concerns by school personnel regarding the legitimacy of a student's assertion of his or her gender identity must be referred to the school site principal.

A student's gender identity shall be uniformly applied by the district and school site as set forth in these administrative regulations.

A student is not required to have obtained a court-ordered name or gender change or medical proof in order to have his or her requested name and gender identity recognized and respected by the district.

Right to Privacy

All persons, including students, have a right to privacy. This includes the right to keep private one's transgender status or gender nonconforming presentation at school. Information about a student's transgender status, legal name, or gender assigned at birth may also constitute confidential medical information.

When contacting the parent or guardian of any student, district and school site personnel shall use the student's legal name and the gender pronoun that corresponds to their legal sex, unless the student, parent, or guardian has specified otherwise.

(cf. 5145.1 - Privacy)

Bullying and Harassment

Bullying, cyber-bullying, harassment, intimidation or any other 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 a group, shall not be tolerated. This includes, but is not limited to, bullying, cyber-bullying, harassment, intimidation or any other behavior on the basis of one's gender identity, gender expression, gender non-conformance and perceived or actual transgender status.

Complaints alleging discrimination, harassment or bullying based on a student's gender identity, gender expression, or gender nonconformity, are to be handled in the same manner as other discrimination/harassment/bullying complaints. Consistent with the Uniform Complaint Procedures, complaints alleging discrimination or harassment based

on a student's gender identity, gender expression, or gender nonconformity should be given immediate attention; fully and appropriately investigated in a timely manner; and resolved through appropriate corrective action.

(cf. 5131 - Conduct)

(cf. 5144.1 - Suspension/Expulsion/Due Process)

(cf. 5144.2 - Suspension/Expulsion/Due Process, Students with Disabilities)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5137 - Positive School Climate)

Names and Pronouns

All students, including transgender students, have the right to be referred to by the pronoun and name consistent with their gender identity and upon their request and irrespective of the gender and name listed in student records.

This policy does not prohibit inadvertent slips or honest mistakes. However, any district staff member's intentional or persistent refusal to respect a student's gender identity by using the wrong name and gender pronoun is a violation of Board policy.

(cf. 0100 - Philosophy)

Physical Education Classes and Intramural Sports

Transgender and gender non-conforming students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity. If a student is currently placed in a physical education class or on an intramural sports team that he or she feels is inconsistent with his or her gender identity, the student may request a change by contacting the school site principal.

Interscholastic Competitive Sports Teams

Participation in interscholastic athletics is a valuable part of the educational experience for all students. All students should have the opportunity to participate in CIF activities in a manner that is consistent with their gender identity, irrespective of the gender listed on a student's records. Should any questions arise whether a student's request to participate in a sex-segregated activity consistent with his or her gender identity is bona fide, a student may seek review of his or her eligibility for participation by working through the procedure and policies established by the California Interscholastic Federation. (CIF Bylaws and 300(D))

(cf. 6145.2 - Athletic Competitions)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.5 - Student Organizations and Equal Access)

Participation in Sex-Segregated Activities

As a general rule, in any other circumstances where students are separated by gender in school activities (i.e., class discussions, field trips), students shall be permitted to participate in accordance with their gender identity that has been exclusively and consistently asserted. Activities that may involve the need for accommodations to address student privacy concerns will be addressed on a case by case basis by the Assistant Superintendent.

Use of Facilities

All students, including transgender students, shall be permitted to use facilities consistent with his or her gender identity, irrespective of the gender listed on the student's records.

Students shall have access to the restroom that corresponds to their gender identity consistently asserted at school. Should a student decide that the restroom that corresponds to their gender identity is unsafe or is otherwise inaccessible, the student should report this to the school site principal. The school site principal shall refer all reports of this nature to the Assistant Superintendent.

Where available, a single stall, "gender neutral" restroom (such as in the health office) may be used by any student who desires increased privacy, regardless of the underlying reason. The district may inquire into the underlying reason for the request only to the extent it helps determine how best to accommodate the student. The use of such a "gender neutral" restroom shall be a matter of choice for a student and no student shall be compelled to use such a restroom.

Transgender students shall not be required to use the locker room corresponding to their gender assigned at birth. In locker rooms that involve undressing in front of others, transgender students who want to use the locker room corresponding to their gender identity consistently asserted at school will be provided with the accommodation that best meets their needs.

If any student has a need or desire for increased privacy or safety, regardless of the underlying reason, a student may be provided access to a reasonable alternative changing area or locker room. Reasonable alternatives could include the use of a private area in the public area of the locker room facility (i.e., a nearby restroom stall with a door, an area separated by a curtain, or a P.E. instructor's office in the locker room); a separate changing schedule (either utilizing the locker room before or after other students); use of a nearby private area (i.e., a nearby restroom or a health office restroom).

Any student with a concern about the safety or accessibility of an appropriate locker room should report that concern to the school site principal. The school site principal shall refer all reports of this nature to the Assistant Superintendent.

Student Records

The district is required to maintain a mandatory permanent student record which includes the student's legal name and legal gender. (5 Cal. Code Reg. 432(b)(1)(A), (D).) The student's legal name and legal gender, as listed in the student's student record, shall be used for purposes of standardized testing and other reporting requirements.

The district shall change a student's official records to reflect a change in legal name or gender upon receipt of documentation that such legal name and/or gender have been changed pursuant to California legal requirements.

(cf. 5125 - Student Records)

Las Virgenes Unified School District

Emergencies And Disaster Preparedness Plan

AR 3516

Business and Non Instructional Operations

Components of the Plan

Routine and emergency disaster procedures shall be included in the comprehensive school safety plan in accordance with Education Code 32282.

(cf. 0450 - Comprehensive Safety Plan)

In addition, the Superintendent or designee shall ensure that district and school site procedures address, at a minimum, the following types of emergencies and disasters:

Fire on or off school grounds which endangers students and staff

(cf. 3516.1 - Fire Drills and Fires)

Earthquake or other natural disasters

(cf. 3516.3 - Earthquake Emergency Procedure System)

Environmental hazards

(cf. 3514 - Environmental Safety)

(cf. 3514.2 - Integrated Pest Management)

Attack or disturbance, or threat of attack or disturbance, by an individual or group

(cf. 3515 - Campus Security)

(cf. 3515.2 - Disruptions)

(cf. 5131.4 - Campus Disturbances)

Bomb threat or actual detonation

(cf. 3516.2 - Bomb Threats)

Biological, radiological, chemical and other terrorist activities, or heightened warning of such activities

The Superintendent or designee shall also ensure that the district's procedures include strategies and actions for prevention/mitigation, preparedness, response, and recovery, including, but not limited to the following:

Regular inspection of school facilities and equipment and identification of risks

(cf. 3530 - Risk Management/Insurance)

Instruction and practice for students and employees regarding emergency plans

The roles and responsibilities of staff during a disaster or other emergency

Personal safety and security, including the supervision, evacuation, and release of students, the administration of first aid, and the closure of the school if necessary

(cf. 3516.5 - Emergency Schedules)

Communications among staff, parents/guardians, the Board of Education, other governmental agencies, and the media during an emergency

(cf. 1112 - Media Relations)

Cooperation with other agencies, including guidelines for law enforcement involvement and intervention

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)

Steps to be taken following the disaster or emergency, including inspection of school facilities and provision of mental health services for students and staff as needed

(cf. 6164.2 - Guidance/Counseling Staff)

The Superintendent or designee shall use state-approved Standardized Emergency Management System guidelines when updating district and site-level emergency and disaster preparedness plans.

The Superintendent or designee may provide a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety. (Education Code 39834)

(cf. 3543 - Transportation Safety and Emergencies)

School Response to an Emergency

The principal or designee shall assume overall control and supervision of activities at the school site during an emergency. He/she may use his/her discretion in emergency situations which do not permit execution of prearranged plans.

Students may be released to the custody of a parent/guardian or other adult in accordance with Board policy and administrative regulation. When reference to the emergency card is impossible, individual students shall be released to parents/guardians, persons authorized by the parents/guardians, or authorized persons representing public agencies that may take responsibility, when necessary, for the safety of the student. All such persons shall present identification before a student is released to their custody.

(cf. 5142 - Safety)

The Board shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (Education Code 32282)

(cf. 1330 - Use of School Facilities)

The Board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation (CPR). The Superintendent or designee shall ascertain that at least one staff member at each school holds a valid certificate in these areas. The Superintendent or designee shall provide for CPR inservice training to be offered at least once a year for district staff.

All staff, students, and parents/guardians shall receive information about district and school site procedures to be followed in the event of an emergency. Procedures shall be regularly reviewed and practiced. Evacuation routes shall be posted in classrooms, multipurpose rooms, and other school facilities as appropriate.

Electronic Communication Devices (Cell Phones, etc.)

In accordance with Education Code 48901.5, the Board recognizes that parents/guardians may wish to be in close contact with their children during the school day, and therefore, students may be provided with an electronic communication device such as a cellular telephone. Through the use of cell phones, families can communicate better and students and staff can feel a greater sense of security while at school. The Board also recognizes that staff members may be in possession of electronic communication devices. Although the Board authorizes the possession of electronic communication devices, it further recognizes that these communication devices can disrupt the instructional process.

Therefore, the following procedures shall be implemented for students and staff at all school sites.

Students and staff shall be permitted to be in possession of electronic communication devices (cell phones, etc.) while attending school and school-sponsored activities.

Staff and students shall have electronic communication devices (cell phones, etc.) powered off at all times during classroom instruction unless permitted by the teacher for instructional purposes. Electronic communication devices may only be used before school, during passing periods, lunch and after school, however, use of such devices shall not constitute a reason for being tardy to class.

Staff members shall not make personal calls during class time or while attending school assemblies or similar activities held within the regular school day.

No student shall be prohibited from possessing or using an electronic communication device that is determined by a licensed physician to be essential for the health of a student.

If a student uses his or her cell phone during class hours without permission or his or her cell phone is found to be disruptive, teachers will refer said student to the administration. The administration will then deal with disciplinary action on an individual basis.

Regulation LAS VIRGENES UNIFIED SCHOOL DISTRICT
approved: October 22, 2002 Calabasas, California
revised: January 24, 2012

Bullying and Harassment Policies

The passage of AB9 and AB1156 on October 9, 2011, requires school districts to adopt policies prohibiting bullying and requires that bullying victims be given priority for interdistrict transfers. According to these new laws, bullying is defined as severe or pervasive physical or verbal acts or conduct, including communications made in writing or by means of an electronic act, that has the effect of or can reasonably be predicted to have the effect of:

- a) placing a reasonable pupil in fear of harm to his or her person or property;
- b) causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health;
- c) causing a reasonable pupil to experience substantial interference with his or her academic performance; or
- d) 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.

There are many forms of bullying: physical, psychological, emotional, sexual, cyber, etc. Acts of bullying may include pushing, punching, tripping, name-calling, rejecting, terrorizing, extorting, humiliating, sexual harassment, sexual assault, electronically communicating insults/threats, etc.

School personnel who witness such acts must take immediate steps to intervene, when safe to do so.

Any student or staff member who feels that she/he is a victim of bullying should immediately contact the principal or designee or another district administrator.

Calabasas High School Dress Code

If a student's general attire or appearance represents a danger to his/her health or welfare, or attracts undue attention to the extent that it becomes a disruptive factor in the school, the student will be asked to make necessary changes. Students with repeated infractions will be subject to discipline.

Students will follow all school rules governing safety in programs that may require the wearing of protective clothing, safety glasses, proper foot protection or other requirements.

Clothing which features offensive and/or vulgar words, pictures, or drawings or phrases of a sexual nature or that have derogatory language regarding a person's ethnic background, national origin, religious belief, sexual orientation, or disability is not permitted.

Clothing which represents any group, gang, organization or philosophy, which advocates violence or disruption, is not permitted.

The wearing of clothing which is unduly revealing or attire which detracts in any way from the educational mission of the school is not permitted. This includes and is not limited to exposing the chest, midriff, back or undergarments.

Appendix A School Map

Calabasas High School
 22855 Mulholland Hwy
 Calabasas, CA 91302
 (818) 222-7177

Principal
 CJ Foss

