



Pathway to the Future

Berryessa Union School District

Ruskin Elementary
1401 Turlock Lane
San Jose, CA 95132
(408) 923-1950

Comprehensive School Safety Plan 2017-2018 School Year

This Comprehensive School Safety Plan was developed collaboratively with members of the Ruskin Elementary School Safety Planning Committee and adopted by the Board of the Berryessa Union School District on November 14, 2017.

BUSD Board Approval Confirmed by:

Name	Title	Signature	Date
Thelma Boac	President		11/16/17
Dr. Roxane Fuentes	Superintendent		11/16/17

This document is to be maintained for public inspection in the Ruskin Elementary Administration office during regular business hours.

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Comprehensive Safety Plan Purpose & Compliance

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

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

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

Comprehensive School Safety Plans must include the following elements:

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

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

Small school districts (with an enrollment of 2,500 students or less) may develop a comprehensive district safety plan to encompass all schools within the district, which would fulfill each individual school's comprehensive safety plan requirement. It is not required that small school districts have their safety plans developed or approved by site councils or designated safety committees; the plans must only be approved by the district board of trustees. However, a district plan should be developed in cooperation with local law enforcement agencies, community leaders, parents, pupils, teachers, administrators, and others who may be interested in the prevention of campus crime and violence.

As defined in **BUSD Board Policy 1002**, BUSD recognizes The District will develop and maintain a District Emergency and disaster plan which conforms to State and local emergency/disaster plan regulations and procedures. The Superintendent shall annually review and update the District plan, and establish procedures for the in-service of all District employees regarding their responsibility for its implementation. Each school principal shall be responsible for the development of a school plan which is school site specific and conforms to the District plan. Each school plan will include the assignment of staff responsibilities, the in-service training of staff and pupils, and provide pertinent and necessary information to parents and the school community. District and school in-services shall include drills and trail emergencies in order to determine process validity.

The Board shall review the comprehensive district wide and/or school safety plan(s) in order to ensure compliance with state law, Board policy and administrative regulation. Approval of the plan shall occur at a regularly scheduled meeting.

A copy of the comprehensive school safety plan shall be available for review at the Ruskin Elementary administration offices and online at www.ruskin.berryessa.k12.ca.us.

Declaration regarding BUSD board policy and administrative regulation references:

Except when specifically quoted, the BUSD Board Policies and Administrative Regulations included in this safety plan are for reference only and may include only a summarized version of the official policy language. To review these policies and regulations in their entirety, please visit the BUSD District Office during regular business hours or view them online at www.berryessa.k12.ca.us.

Berryessa Union School District Mission and Operating Principles

Mission

Berryessa Union School District provides all students the skills to become lifelong learners and successful 21st century global citizens.

Principles and Strategies for Action Plan Development (BP 1001)

The Berryessa Union School District believes that:

- Our diversity is our strength.
- Taking responsibility for our actions is essential.
- Belief and actions must be aligned.
- Every individual has intrinsic worth.
- Listening to all community voices unites us.
- All children have the right to a safe, nurturing learning environment.
- All staff must be committed to a quality education and academic excellence for all students.
- All children must have the opportunity to gain knowledge from challenging academic subjects enhancing their ability to think.

Four Strategies for Action Plan Development:

- **Student achievement:** All students will succeed when we have high academic standards and high expectations, assessed at set intervals for continuous improvement.
- **Community Involvement:** All students will succeed when all stakeholders work together to fully integrate all aspects of our diverse community into full support and implementation of the mission of the district.
- **Staff Development:** All students will succeed when we have quality staff who use effective pedagogy and best practices in all subject areas.
- **Communication:** All Students will succeed when we have effective two-way communication, internally and externally, and authentic dialogue among all community stakeholders to build support and understanding.

Working together with our community partners, we will provide a safe campus environment by effectively identifying and addressing issues that deteriorate our schools' social and physical climate.

Components of the Comprehensive School Safety Plan

Site-specific procedures to implement the components of this plan will be included within the body or appendices of this document.

School Safety Planning Committee

The school site council is responsible for developing the school site safety plan or for delegating the responsibility to a school safety planning committee. (Ed. Code 35294.1)

The school site safety committee shall be composed of the following members: the principal or designee, one teacher who is a representative of the recognized certificated employee organization; one parent/guardian whose child attends the school; one classified employee who is a representative of the recognized classified employee organization; other members if desired. (Ed Code 35294.1)

Local law enforcement has been consulted (Ed. Code 39294.1) Other local agencies, such as health care and emergency services, may be consulted if desired. (Ed Code 39294.2)

Other members of the school or community may provide valuable insights as members of the School Safety Planning Committee. Additional members may include:

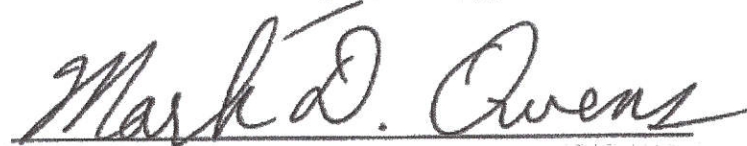
- A representative from the local law enforcement agency
- School Resource Officers
- Guidance counselor
- Special Education Department Chairperson
- One or more key community service providers
- Student representative(s)
- Disciplinary team member
- Staff leaders
- Additional parent representatives

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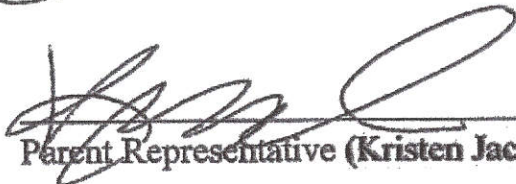
The undersigned members of the Ruskin Elementary Safety Planning Committee certify that the requirements of the SB 187 Safety Plan have been met.



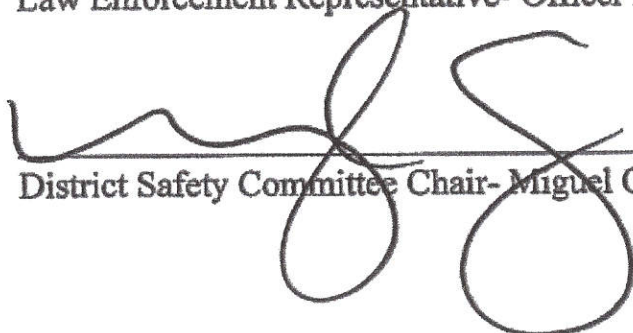
Ruskin Principal- (Virginia Pender)

School Site Council- (Ron Farrey)

Teachers Association Representative- (Mark Owens)

Classified Association Representative- (Melani Montez)

Parent Representative (Kristen Jackson)

Law Enforcement Representative- Officer Marc Taylor #3135

District Safety Committee Chair- Miguel Cruz

Assessment of School Safety

Education Code, Section 32282 (a) 1

An assessment of School Safety among BUSD schools was conducted and included a review of survey data from the Panorama Student Survey and rates of disciplinary actions and truancy as collected through the California Department of Education Uniform Management Information Reporting System (UMIRS). Additional input was received from school administrators and law enforcement partners during the workshops conducted as part of the process to develop this safety plan. Reports from previously conducted physical site safety assessments were also reviewed.

Some of the key safety concerns raised during the assessment of school safety include:

- Increasing levels of gang issues reported by school personnel, which are not only a result of the students on campus but also parents who are gang-affiliated and other unauthorized visitors.
- Physical safety assessments showed a need for improved surveillance systems and integrated communications systems (such as a campus address system and better radios). Door locking hardware at some sites is also outdated and should be upgraded as funding is available.
- Traffic patterns around some schools may present a hazard to pedestrians. This could be addressed through planning and training activities and by partnering with local law enforcement and city planners.

District/Campus Safety Strategies and Programs

Education Code 32282 (a) 2 (A)-(J)

As written in **Education Code 32282 (a) 2 (A)-(J)**, BUSD recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.

(A) Child Abuse and Neglect (Reporting Procedures)

Additional code references: Education Code 35294.2 (a) (2); Penal Code 11166

According to **BUSD Board Policy 5142**, The Board of Trustees recognizes that with concern for each student's total well-being, the Governing Board of Trustees directs the districts employees to report known or suspected incidences of child abuse in accordance with state law and district regulations. District employees shall cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

This policy and its administrative guidelines apply to all certificated employees and any other district employees designated by law as a "child care custodian," or "health practitioner as defined by state law. (Penal Code 11165.7 and 11165.8) The Superintendent shall develop and implement regulations for identifying and reporting child abuse. The Superintendent shall provide training in child abuse identification and reporting of all certificated personnel, instructional and teacher aides, teacher assistants and other classified employees. (Penal Code 11165.7)

In order to reduce or eliminate unfounded child abuse accusations directed at school employees, child abuse in-service training shall include guidelines for maintaining ethical relationships with students and for disciplining students.

BUSD Administrative Regulation 5142 provides additional detail including definitions of child abuse and procedures for reporting suspected incidents of child abuse.

A mandated reporter shall make a report using the procedures described below (with reference to the full text of AR 5142) whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The reporting duties of mandated reporters are individual and cannot be delegated to another person.

When reporting a witnessed or suspected case of child abuse, the following steps shall be taken by the appropriate personnel.

Step 1 – To Report known or suspected child abuse, any employee shall report by telephone to the local child protective agency.

Child Protective Services

55 West Younger St.

San Jose, CA 95110

(408) 299-2071

Step 2 – Within thirty-six (36) hours of making the telephone report, the mandated reporter will complete and mail to the local child protective agency a written report, which includes a completed Department of Justice form. (DOJ 558572) Mandated reporters may obtain copies of the Department of Justice form from either the district or the local child protective agency.

Detailed instructions are included on the back of the form. Reporters may ask the site administrator for help completing and mailing the form; however, the mandated reporter is still responsible for ensuring that the written report is correctly filed. Whenever a site administrator is notified of a child abuse report, the site administrator shall inform the Superintendent or designee.

A copy of the completed form shall be sent to the Student Services Department. One copy will be given to the principal for a child abuse confidential file (optional). The mandated reporter may keep a copy of the completed form.

Step 3 – 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 telephone report.

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.

(B) Emergency and Disaster Preparedness Plan

Additional code references: Educational Code 35295-35297; Government Code 8607 and 3100

In **BUSD Board Policy 3516**, the Board of Trustees recognizes that in order to save lives and protect property, all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and events, which threaten to result in disaster. The Superintendent or designee shall develop and maintain a disaster preparedness plan that details provisions for handling all foreseeable emergencies and disasters. The Superintendent or designee may appoint a committee to regularly review the disaster preparedness plan and recommend changes. The principal or designee shall augment the district plan with working plans and procedures specific to each school. He/she shall present a copy of these site plans and procedures to the Superintendent.

District and site plans shall address at least the following situations:

1. Fire on or off school grounds which endangers students
2. Natural or man-made disasters

3. Bomb threat or actual detonations
4. Attack or disturbance by individuals or groups

The Superintendent or designee should ensure that the plan includes:

1. Procedures for personal safety and security
2. Ways to ensure smooth administrative control of operations during a crisis
3. Procedures to establish a clear, effective communication system
4. Guidelines for law enforcement involvement, including specific steps for law enforcement intervention depending upon the intensity of the crisis

The Superintendent or designee shall use state approved Standard Emergency Management System guidelines when updating and site level emergency and disaster preparedness plans. The Superintendent or designee shall consult with city and/or county agencies so that district and site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these agencies and each district school. The Superintendent or designee may provide a plan that allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety. Disaster preparedness exercises shall be held regularly at each school site and shall demonstrate how safety procedures may be applied to various types of emergencies. All students and employees shall receive instruction regarding emergency plans.

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 in-service training to be offered at least once a year for district staff.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Additional code reference: Education Code 48900, 48915 (d) and (c)

As stated in **BUSD Board Policy 5144.1** The Board of Trustees recognizes that maintaining an environment which promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. District policies and school site rules shall clearly identify district behaviors standards. The Board also supports a Zero Tolerance approach to any weapons found on campus.

Except in cases where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct.

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

The grounds for suspension and expulsion and the procedures for reconsidering, recommending and/or implementing suspension and expulsion shall be specified for individuals with exceptional needs.

For all occasions of suspension or expulsion, due process will be followed. The Board Wishes to provide all the protection implied in "due process," and all staff members are expected to accord due process rights to all pupils.

Each principal shall annually inform all students and parent/guardians of the school discipline rules and procedures and of the availability of all district policies and regulations dealing with student discipline, suspension, and expulsion. (Education Code 35291, 35291.5)

Student Due Process

The Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The administration and staff shall comply with procedures for notices and appeals as specified in regulation. Procedures governing student due process shall conform in all aspects to provisions in law. (Education Code 48911, 48915, and 48915.5)

Whenever a student is suspended, school officials may (but are not required to) meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved, and any other pertinent matters. (Education Code 48914)

On-Campus Suspension Program

The Superintendent or designee may establish a supervised in-house suspension program which meets the requirements of law for suspended students who pose no imminent danger or threat at school and for whom an expulsion action has not been initiated.

Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is suspended from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the students parent/guardian may be required to attend a portion of a school day in the class from which the student was suspended. After completing the classroom visit and before leaving school premises, the parent/guardian shall meet with the principal or designee. (Education Code 48900.1)

Reasonable efforts to have the parents/guardians visit the class voluntarily shall be made before requiring parental attendance. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

Parental attendance may be required on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parent/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified, or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get certain release time from work.

The teacher shall apply this policy uniformly to all students with the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code 48900.1)

District regulations and school site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy before it is implemented and at the beginning of each subsequent school year.

For campus-specific guidelines for suspension and expulsion of students, including behavior that may result in suspension or expulsion on the first offense, please refer to the student and parent handbook distributed to all students at the start of each school year. Current versions will be available for review alongside this comprehensive school safety plan in the District Office.

(D) Procedures to Notify Teachers of Dangerous Pupils

Additional code reference: Education Code 49079

As described in **BUSD Board Policy 4157**: The Governing Board is committed to maximizing employee safety and believes that workplace safety is every employee's responsibility. Working conditions and equipment shall comply with standard prescribed federal, state and local laws and regulations.

No employees shall be required or permitted to be in any place of employment which is unsafe or unhealthful. (Labor Code 6402)

The Board expects all employees to use safe work practices and to the extent possible, correct any unsafe conditions which may occur. If an employee is unable to correct an unsafe condition, he/she shall immediately report the problem to their immediate supervisor.

The Superintendent or designee shall promote safety and correct any unsafe work practices through education and enforcement.

The Superintendent or designee shall establish and implement an injury and illness prevention program in accordance with law. (Labor Code 6401.7)

The Superintendent or designee shall ensure the ready availability of first aid materials at District workplaces and shall make effective provisions, in advance for prompt medical treatment in the event of an employee's serious injury or illness. (8 CCR3400)

No employee shall be discharged or discriminated against for making complaints, instituting proceedings, or testifying with regard to employee safety or health or for participating in any occupational health and safety committee established pursuant to Labor Code 6401.7. (Labor Code 6310)

(E) Discrimination and Harassment Policies

Additional code reference: Education Code 200-262.4

A comprehensive prohibition of discrimination and harassment across all district programs and activities is identified in **BUSD Board Policy 0410**, which states that The Board of Trustees is committed to providing equal opportunity for all individuals in education. District Programs, activities and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Among the policies included in this comprehensive set of anti-discrimination and harassment policies are two that clearly define the expectations and procedures regarding occurrences of discrimination and sexual harassment:

BUSD Board Policy 5145.3 states that District programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, and physical or mental disability, age or sexual orientation.

The Board of Trustees 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. Eligibility for choral groups shall be determined solely on the basis of objective competencies. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

The schools shall provide male and female students with separate shower rooms and sex education classes in order to protect student modesty. In physical education, when objective standards have an

adverse effect on students because of their gender, race, ethnic group or disability, other standards shall be used to measure achievement and create comparable educational opportunities.

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

The Board hereby designates the following position(s) as Coordinator(s) for Nondiscrimination:

Director of Special Education and Student Services

Berryessa Union School District

1376 Piedmont Road San Jose, CA 95132

(408) 923-1841

Any student who feels that he/she is being harassed should immediately contact either the nondiscrimination coordinator or the principal or designee. If a situation involving harassment is not promptly remedied by the nondiscrimination coordinator, principal or designee, a complaint may be filed with the superintendent or designee who shall determine which complaint procedure is appropriate.

As written in **BUSD Board Policy 4013/5133**, it is the district's policy to provide a working and learning environment free from all unlawful discrimination. Sexual harassment is a form of illegal sex discrimination. The district prohibits sexual harassment.

Any district student or employee who harasses another student or employee through sex-based conduct or communication violates this policy.

The district will promptly investigate all sexual harassment complaints and will take remedial action reasonably calculated to end the harassment. If a student engages in sexual harassment, remedial action may include discipline, up to and including expulsion. If an employee engages in sexual harassment, remedial action may include discipline, up to and including termination.

The Governing Board directs the Superintendent to establish administrative guidelines to implement the district's policy to provide sexual harassment-free working and learning environment.

For campus-specific bullying and cyber-bullying policies, please refer to the student and parent handbook distributed to all students at the start of each school year. Current versions will be available for review alongside this comprehensive safety plan in the BUSD- District Office.

(F) School-wide Dress Code

Additional code reference: Education Code 35183

As described in **BUSD Board Policy 5132**, The Board of Trustees believes that the development of attitudes and behavior patterns in dress and grooming should be a part of each student's total educational experience. Furthermore, the Board of Trustees expects that students will present themselves in an orderly manner conducive to the advancement of education. Their appearance should be neat and acceptable to the general society and in keeping with the activity of the particular school.

The Board of Trustees recognizes that specific school sites may request approval to implement a voluntary school-wide uniform dress policy. School sites may request approval from the Superintendent if such actions are warranted by demonstrated staff and parental involvement and support.

The Board of Trustees considers dress and grooming to be judgment area of the principal of the school. However, when a school site is requesting a school-wide uniform plan, the principal will follow Administrative Guidelines 5132.

For campus-specific dress code policies, please refer to the student and parent handbook distributed to all students at the start of each school year. Current versions will be available for review alongside this comprehensive safety plan in the BUSD District Office.

(G) Procedure for Safe Ingress and Egress to and from School

Through a collection of Board Policies, The Berryessa Union School District has established procedures to ensure the Safe Ingress and Egress of students, parents, and school employees to and from school. The list below shows applicable board policies and administrative regulations and how they contribute to this safety component:

- BP 5131.1: holds students accountable for conduct not only on campus but also on their bus conduct.
- BP 5131.7: prohibits the possession of weapons, imitation firearms or dangerous instruments of any kind with specific reference to times where students are on their way to or from school.

In addition to the safety measures defined above, student safety will also be ensured through the control of the ingress and egress of campus visitors as defined in **BUSD Board Policy 1250**:

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall report to the school office when first entering school grounds and shall follow school procedures for checking in and out of the school and for visiting classrooms and grounds.

For purposes of school safety and security, the principal or designee will develop and ensure use of a visible means of identification for visitors while on school premises.

Additional code references: Education Code 32210-32211, Penal Code 627

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

As intended by Educational Code 32282 (b) the action plans shown in the tables on the following pages were developed using strategies presented in the handbook developed and distributed by the School/Law Enforcement Partnership Program entitled “Safe Schools: A Planning Guide for Action”.

Each goal is supported by objectives, which will be accomplished through the defined action steps, using designated resources available, and coordinated or reported on by the designated lead person. Outcome measures are also listed and may be used to assess the progress in achieving the objectives.

Safe Physical Climate Goal:	Our schools are a source of pride in our community with safe, clean and healthy facilities where our students can learn, achieve and succeed.			
Objectives	Action Steps	Resources	Project Lead(s)	Outcomes
1) Conduct emergency drills to prepare staff and students for an emergency	Fire Drills once per month Earthquake Drills every other month 3 Shelter in place or lockdown drills per year	BUSD Maintenance SJPD SJFD	Principal	Students and staff will be adequately prepared for emergency situations
2) Each student will bring an Emergency Preparedness Kit in the event of a catastrophe during the school day	An Emergency Preparedness Form will go home with each student at the beginning of the year. *Describes the procedures put into place *Outlines the items for an Emergency Snack Pak *Contains parent information and authorized adults to pick up the student	Parents Staff	Principal Office Staff	In the event of a catastrophe, students will have the necessary items such as food and water to sustain them until they are able to be picked up. Parents and Guardians will be informed of the protocols in place to ensure students are returned safely to them

Safe Social Climate Goal:	Our students and staff thrive in an environment of mutual respect, self discipline and a commitment to excellence.			
Objectives	Action Steps	Resources	Project Lead	Outcomes
1) Continue with PBIS and Ruskin Beep Tickets	Each week, students will be recognized for doing something good such as picking up trash, helping another, or being kind.	Ruskin Beep Tickets Student Prize Box	Principal	Students love to be rewarded and recognized for the good they do.
2) School Social Worker and SKIPS Counselor will meet with students to help them with social and emotional challenges	Identified students will be referred to the social worker and/or SKIPS	SKIPS	Principal Social Worker SKIPS Counselor	Principal has seen decreased visits to her office once a student has begun the meetings and staff notices students using skills and techniques learned to cope with difficult situations.

(I) School Discipline Rules and Consequences

Additional code references: Education Code 35291 and 35291.5

BUSD Board Policy 5130 identifies district-wide standards for student discipline and Code of Conduct:

The Board believes that a peaceful, orderly school environment is essential to quality education. In order to ensure a optimum learning climate, school site expectations for pupil discipline are to be enforced fairly, uniformly, and consistently.

All reasonable means shall be taken to protect against invoking disciplinary action against pupils on the basis of unfounded charges. School District personnel shall not inflict, or cause to be inflicted, corporal punishment or physical pain upon a pupil attending any school in the District. The privacy rights and other due process rights of pupils shall be adhered to as described by Federal and State law.

All school site rules, expectations, and consequence shall be strictly based on District policy, regulation, and existing law.

Procedures for the development of such expectations shall be established by the Superintendent. Special care shall be taken to solicit the views of the school community. The adoption of each school's discipline expectations are the responsibility of the school principal and the school site council.

Each school shall file an updated copy of its school discipline expectations and procedures with the District Superintendent and Board of Trustees on or before May 30 of each calendar year to be used during the following school year. The Board of Trustees shall prescribe procedures to provide written notice to continuing pupils at the beginning of each school year and to transfer pupils at the time of their enrollment in the school and to their parents or guardians. The expectations shall be reviewed, revised and adopted by both the school principal and school site council annually.

Per **BUSD Board Policy 5131.4**, Administration may regulate the possession or use of portable communication devices that operate through the transmission or receipt of radio waves, including, but not limited to paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees.

Students may possess or use electronic signaling devices, including but not limited to pagers, beepers, and cellular/digital telephones, provided that such devices do not disrupt the educational program or school activity. Electronic signaling devices shall be turned off during class time and at any other time directed by a district employee. If disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the class period, school day, or activity.

No student shall be prohibited from possessing or using an electronic signaling devices that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Ed Code 48901.5)

For campus-specific rules and comprehensive description of conduct and student behavior expectations, please refer to the student and parent handbook distributed to all students at the

start of each school year. Current versions will be available for review alongside this comprehensive safety plan in the Berryessa Union School District- District Office.

Additional Board Policies are listed below, which describe overarching discipline standards for specific areas of concern. Violation of these items will result in student referral to campus administration at the minimum and may lead to suspension or expulsion. These include:

- The Berryessa Union School District Board desires students and staff to be free from the fear and danger presented by firearms and other weapons. The Board therefore prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitations firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, at school related or school-sponsored activities away from school, or while going to or coming from school. **BUSD Board Policy 5131.7**
- The Board of Trustees desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, violence, disruptive behavior or defacement of property with graffiti. The Board therefore prohibits all gang related activity on all school campuses and during all school sponsored events. Additionally, the presence of any apparel, jewelry, accessory, notebook, symbols, or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute denotes membership in such a group or gang, is prohibited. In addition, the Board realizes that many students become involved in gangs without understanding the consequences of gang membership. Early intervention is a key component of efforts to break the cycle of gang membership. Therefore, cooperation with Law Enforcement including Police and Probation Officers, the Mayor's Gang Prevention Task Force and participating agencies is essential. A strong Student Study Team for support and prevention is recommended. **BUSD Board Policy 5136**

(J) Hate Crime Reporting Procedures and Policies

Additional code references: Penal Code 628

As stated in **BUSD Board Policy 5145.3**, District programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, and physical or mental disability, age or sexual orientation.

The Board of Trustees 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. Eligibility for choral groups shall be determined solely on the basis of objective competencies. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

The schools shall provide male and female students with separate shower rooms and sex education classes in order to protect student modesty. In physical education, when objective standards have an adverse effect on students because of their gender, race, ethnic group or disability, other standards shall be used to measure achievement and create comparable educational opportunities.

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.

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

The Board hereby designates the following position(s) as Coordinator(s) for Nondiscrimination:

Director of Special Education and Student Services
Berryessa Union School District
1376 Piedmont Road
San Jose, CA 95132
(408) 923-1841

Any student who feels that he/she is being harassed should immediately contact either the nondiscrimination coordinator or the principal or designee. If a situation involving harassment is not promptly remedied by the nondiscrimination coordinator, principal or designee, a complaint may be filed with the superintendent or designee who shall determine which complaint procedure is appropriate.

Safety Plan Review, Evaluation and Amendment Procedures

All Berryessa Union School District Comprehensive School Safety Plans will be reviewed, evaluated and amended (if necessary) in November of each school year.

Pursuant to Education Code Section 35294.6(a), the Berryessa Union School District adopted this annual comprehensive school safety plan at the regular meeting of the Board of Education as noted on the cover page. An opportunity for public comment was provided during this meeting, prior to the plan's adoption. Documentation of this meeting, which may include the meeting agenda, minutes and copies of materials provided for the plan presentation, will be filed alongside the plan and recorded in Appendix A: Documented Safety Planning Process.

An updated file containing all appropriate or required safety related plans and materials are available for public inspection in the Berryessa Union School District Office.

Safety Plan Review, Evaluation and Amendment Procedures

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An updated file containing all appropriate or required safety related plans and materials are available for public inspection in the Berryessa Union School District Office.

Safety Plan Appendices

Protected Information

The preceding Comprehensive School Safety Plan is a public document to be available for review in the school site administrative offices at any time during regular business hours, as mandated by Education Code 32282 (e). However, some appendices within this section may include proprietary information that shall not be released to the general public including personal contact information for staff members, detailed security procedures for campus crisis response and campus vulnerability assessment information.

As protected under the California Public Records Act (Government Code 6254 parts *c* and *aa*) and prescribed by BUSD Administrative Regulation 1340, the following items will be identified as “**Confidential**”, reviewed only in a closed session of the BUSD Board of Education and withheld from public release of the Comprehensive District Safety Plan:

- Any appendices containing personnel information that the disclosure of which would constitute an unwarranted invasion of personal privacy.
(Further detail on protected information is also defined in GC 6254.3.)
- Any appendices prepared to assess District Office and/or school site vulnerabilities to terrorist or other criminal acts intended to disrupt County Office operations.

According to the procedures developed by the Department of Homeland Security and defined in DHS Management Directive 11042.1, the following items will be designated “**For Official Use Only (FOUO)**”, reviewed only in a closed session of the BUSD Board of Education and released only for official safety assurance or crisis response use:

- Any appendices containing detailed crisis response information that, if disclosed, would undermine plans or procedures designed to protect students from harm by revealing safety strategies such as but not limited to critical communications systems, crisis response facilities (i.e. command post, staging areas, etc), and supplies storage.