

# **SCHOOL SAFETY PLAN**

## **WILDFLOWER OPEN CLASSROOM**

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## **INTRODUCTION**

Wildflower Open Classroom (“WOC”) is committed to maintaining a safe and secure campus for all of its students, staff, parents and community members. To that end, this School Safety Plan covers WOC’s policies and expectations regarding the practices of maintaining the security of the physical campus, responding appropriately to emergencies, increasing the safety and protection of all community members and creating a safe and orderly environment that is conducive to learning.

All school employees will review this School Safety Plan upon employment at WOC, receive training where and when necessary and will review any changes to the plan annually.

## **CAMPUS SAFETY & SECURITY**

WOC will maintain policies, practices and procedures ensuring that the campus is physically secure and safe.

### **Entrances and Exits**

The school Director and Office Manager will develop procedures so that students, staff, parents and community members can enter and exit the buildings in a safe and orderly manner, and that the building is secure from unauthorized entry during non-school hours, as follows:

- ▶ Designate individuals to lock the school building and/or grounds when not in use
- ▶ Instruct school staff members to maintain the security of the building when working during non regular working hours
- ▶ Maintain a practice of locking doors that are not being regularly used, even during school hours
- ▶ Post signs requesting that visitors sign in at the main office
- ▶ Establish a culture in which any adult without a visitor or staff badge and any children not enrolled at the school are escorted or directed immediately to the main office
- ▶ Create a dismissal plan and student pick-up traffic plan to avoid congestion of the parking lot and local streets, and to prevent students from crossing traffic unnecessarily

### **Traffic & Pedestrian Safety**

Students must be prepared for safe travel to and from school. It is critical that children understand the hazards of street travel. School personnel will discuss the following safety issues with students and parents and distribute and post materials as appropriate:

- ▶ Traffic and pedestrian safety
- ▶ Bicycle Helmet Law
- ▶ Safe Routes to School
- ▶ Drop-off, pick-up, and parking procedures
- ▶ Exiting and entering a car
- ▶ Seat Belt Law

### *Responsibility of the Director*

- ▶ Assess traffic, warning signs, school bus and parent loading zones, crossing guards, crosswalks, traffic signals, stop signs and other related safety issues
- ▶ Inform students, staff and parents of designated “Safe Routes”, student drop-off and pick-up points, and safety procedures to be observed whenever there are moving vehicles in or around the school
- ▶ Report continuing traffic non-compliance problems to the appropriate agency

### **Arrival & Dismissal Procedures**

WOC will develop appropriate protocols to minimize traffic congestion and enhance pedestrian safety around the school site. School personnel will:

- ▶ Ensure that loading and unloading areas are designated to minimize student proximity to moving vehicles and that these areas are readily accessible to students
- ▶ Ensure that appropriate traffic and pedestrian signs are posted in the vicinity of the school
- ▶ Develop a student drop off and pick up plan and distribute plan to parents

- ▶ Contact local Police Department for assistance relating to traffic enforcement during drop-off and pick-up times as necessary to ensure student safety and minimize traffic congestion

### *Releasing Students*

WOC employees are responsible for releasing students to parents, legal guardians or other persons designated by parents or legal guardians, unless formally modified by a court order served to the school. In the event that employees are uncertain of the propriety of releasing a student, they should locate or contact the school Director or designee before releasing the student.

### **Visitors Policy**

WOC encourages interested members of the community to visit our school. To avoid potential disruptions to the learning environment, provide visitors with the information they need, and for the safety of students and staff, **ALL** visitors should register immediately upon entering the school grounds. Visitors shall sign in at the beginning of their visit, receive a visitor badge, and sign out at the end of their visit. Students from other schools as well as students who have ended their school day are not to be on campus unless accompanied by parents/guardians or with the permission of the school Director.

In registering as a visitor, the sign-in form will include spaces for the following information:

- ▶ Name
- ▶ Purpose for entering school grounds
- ▶ Destination within the school
- ▶ Time in and out

At the discretion of the Director, Office Manager or designee the following may also be requested:

- ▶ Proof of identity
- ▶ Address
- ▶ Occupation and company affiliation
- ▶ Age (if less than 21)
- ▶ Any other information consistent with law

Parents and guardians visiting during the school day for any purpose other than picking up or dropping off a child at the beginning or end of the school day as part of the normal school day schedule are also required to sign into the visitor log or a special log for parents. This applies to parents and guardians who are picking up a student early (e.g., for a medical reason) or dropping off a student late (e.g., tardy), as well as parents and guardians who are on campus to volunteer in their child's classroom.

The Director, Office Manager or designee may refuse to register any visitor if he or she reasonably concludes that the visitor's presence would disrupt the school and learning environment, students or employees, would result in damage to property, would result in the distribution or use of a controlled substance or harm students.

The Director, Office Manager or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, to promptly leave school grounds. If necessary, the Director, Office Manager or designee may call the local police to enforce the departure of the visitor. When a visitor is directed to leave, the Director, Office Manager or designee shall inform the visitor that if he or she reenters the school within seven (7) days, he or she will be guilty of a misdemeanor and subject to a fine and/or imprisonment.

WOC will inform parents annually about the school's policies regarding visitors, and remind parents that to maximize safety and security they should also register when visiting the school.

This visitor policy is subject to the further terms and conditions contained in WOC's Sex Offender Policy, set forth below.

### **Fingerprinting Policy**

For the protection of students, California State law requires criminal background checks for all public school employees, as well as any individual working alone with minors in a school setting. In most

cases, fingerprinting is completed with a “Live Scan” machine which takes an electronic picture of the fingerprints (rather than using an ink pad). The fingerprints are then compared to the Federal Bureau of Investigations (FBI) and/or Department of Justice (DOJ) databases.

### *Who should be fingerprinted*

All new school employees must be fingerprinted and cleared before they begin work. Individuals who were previously fingerprinted when they worked in another school district must be fingerprinted again to ensure that WOC is notified if the person subsequently had committed a felony or misdemeanor.

WOC will implement a policy to ensure that any volunteers who have the occasion to be alone with a student while not in the presence of a WOC employee must receive fingerprint clearance. Volunteers do not have to be fingerprinted only if they are working under the direction and continual supervision of a school employee in the same room or location.

The actual background check depends on the individual’s residency history. If the individual has resided in the state of California for more than 5 years, only DOJ check is required. If the individual has resided in the state of California for less than 5 years, DOJ and FBI checks are both required.

Note that most DOJ background checks take less than seven days, sometimes more. FBI background checks take considerably longer. Individuals who wish to work or volunteer at WOC should plan to get fingerprinted as quickly as possible to avoid delays in commencing work or volunteer activities.

### **Registered Sex Offender Policy**

For the protection of pupils while they are traveling to and from school, attending school, or at a school-related activity, school Director and designees should respond appropriately when apprised of information that a registered sex offender resides or works within two (2) miles of WOC, or otherwise may be likely to attempt to visit WOC for any reason whatsoever.

In accordance with “Megan’s Law”, the Director or designee shall notify parents/guardians annually via the school’s Community Handbook of the availability of the CD-ROM from local law enforcement regarding registered sex offenders, and recommend that they utilize the information contained on the disk, and that information about registered sex offenders may be obtained from the California Attorney General’s Megan’s Law website, found at <http://meganslaw.ca.gov>, subject to the disclaimer found on said website.

WOC and its employees shall be immune from liability for the good faith dissemination of sex offender information so long as the dissemination is in the manner and to the extent authorized by law.

When WOC has received information about a registered sex offender from any source, the Director or designee may, on a case-by-case basis, notify staff, including but not limited to, campus supervisors, staff who may be involved in visitor registration and teachers. If the Director or designee informs any staff member of the information about a registered sex offender, the Director or designee shall also inform the staff member of the following:

- ▶ WOC shares public registered sex offender information with staff members to assist in identifying a danger
- ▶ Any person who uses registered sex offender information to commit a felony will be subject to criminal penalties; and
- ▶ Staff is not permitted to notify any parents or any other members of the community of any information received pursuant to this policy without the written permission of the Director or designee

If a suspected registered sex offender is seen on or nearby school grounds, and is not a parent or guardian of a pupil at the school, staff members shall immediately inform the Director or designee. When the Director or designee receives information that a suspected registered sex offender may be on or nearby school grounds or around any pupil, he or she will determine whether the suspected registered sex offender has received written permission for the entry onto school grounds, is a parent or guardian of a pupil at the school, and if possible, is actually a registered sex offender. Any such registered sex offender who does not have written permission for the entry onto school grounds or is not a parent or

guardian of a pupil attending the school will be promptly directed to leave by the Director or designee, who will notify law enforcement immediately. Law enforcement will determine if the registered sex offender is in violation of parole or probation conditions.

If WOC learns or is notified that a registered sex offender is a parent/guardian of one or more pupils who attend the school, the Director or designee should attempt to schedule a meeting with the parent/guardian for the following purposes:

- ▶ To establish a positive, cooperative working relationship to the extent possible
- ▶ To discuss the incident(s) leading to the registration requirement, (WOC recognizes that the parent/guardian is not required to discuss any criminal or personal history with representatives of WOC)
- ▶ To explain the limitations placed upon the parent's/guardian's participation in school programs, activities or visits, as specified in this policy
- ▶ To advise the parent/guardian that the regulations limiting his/her access to children at school will be strictly enforced with the assistance of law enforcement personnel, if required
- ▶ To develop joint strategies with the parent/guardian for "normalizing" the educational experience of his/her children to the fullest extent possible; and
- ▶ To be advised of any judicial restraining orders or conditions of probation or parole that may limit the parent's/guardian's ability to participate in school activities

This meeting shall be held on school grounds unless there is a concern for the safety or welfare of students or staff, and in that event, it may be held at a location within the Director's or designee's discretion. If this meeting with the parent is not held, the Director or designee shall notify the parent/guardian in writing of the information contained in this policy. WOC recognizes the following rights of the parent/guardian to participate in his/her child's education:

- ▶ To transport his/her child to and from school
- ▶ To attend regularly scheduled parent conferences with the teacher, Director or other school official; and
- ▶ To attend a regularly scheduled school program or activity in which their child is a participant

The parent/guardian may not extend their presence at school beyond what is reasonable to exercise the aforesaid parental rights, and to that end, a registered sex offender shall not:

- ▶ Serve as a school or class volunteer
- ▶ Act as a chaperone on a school field trip
- ▶ Be in the presence of children for any reason other than for the parent rights stated herein; and
- ▶ Make individual contact with any student other than his/her own while at school or during a school activity

Staff shall provide observation and/or supervision of a parent/guardian registered sex offender who is visiting a school or participating in a school activity defined herein.

When a parent/guardian is a registered sex offender, WOC will make an effort to preserve the confidentiality of information obtained pursuant to the Megan's Law notification process to the fullest degree possible. School officials may share relevant information with employees as needed but will not share the information with unauthorized employees, other parents or with the community at large. In order to avoid a breach of confidentiality, copies of forms, materials or information distributed or used in connection with the implementation of this policy should be collected and/or destroyed. Under no circumstances is it appropriate to post notices, photographs, or the identity of a parent/guardian registered sex offender on school bulletin boards.

WOC shall inform parents annually about the existence of this policy regarding registered sex offenders. WOC shall cooperate to the fullest extent possible with local law enforcement for receiving, communicating and disseminating information concerning registered sex offenders. Any person who uses registered sex offender information to commit a felony may receive a five-year state prison term; any person who uses registered sex offender information to commit a misdemeanor will be fined at least \$500 and not more than \$1000.

## **EMERGENCY PREPAREDNESS**

WOC shall have emergency preparedness procedures readily on hand, including a list of up to date emergency contact numbers. This information should be disseminated and discussed before school begins with all staff members.

### **Drills**

The Director and Office Manager are responsible for scheduling emergency drills throughout the year, and record the date and time of each drill. The emergency drills are as follows:

- ▶ Fire Drill: At least once per quarter, a fire drill should be conducted in which all pupils, teachers, and other employees are required to vacate the building
- ▶ Earthquake Duck & Cover Drill: This drill should be performed twice per school year
- ▶ Lock Down/Code Red Drill: This drill should be performed twice per school year

### **Civil Defense Procedures**

Civil defense procedures are established to promote the safety of children and adults during a period of civil emergency. The local Civil Defense and Disaster Council is responsible for coordinating disaster planning among the cities in the WOC area. It is through this coordination that information and warning notifications are communicated. An Emergency Warning System, which includes sirens strategically positioned throughout the school's county, becomes the major Civil Defense alarm.

### **Alert Signals**

The ability to respond quickly and efficiently when a major disaster strikes is important to providing protection for students and school staff. In order to be better prepared, the staff, students and parents should be informed of their responsibilities following a major disaster.

At the sound of the "Alert" signal:

- ▶ All students in transit between classrooms, in restrooms, etc., will walk to their assigned classrooms
- ▶ Students on the playground will return to their assigned classrooms
- ▶ Each teacher will stay in the classroom with his/her students
- ▶ All other staff and visitors will report to the school office for instructions
- ▶ Teachers should be ready with activities in case of an extended waiting period

At the "All Clear" signal:

- ▶ Children will resume their regular class activities
- ▶ When a building is unsafe to resume classroom instruction or if the situation has made the streets and sidewalks hazardous, the Director or designee will declare the premises unsafe
- ▶ If an evacuation is found necessary, the Director will post on a conspicuous place, the new location of the students

### **Staff Responsibilities**

In the event of a disaster or civil defense alert, individuals on the school site have the following responsibilities:

*Director, Office Manager or Designee*

- ▶ Sound appropriate alarm to evacuate building (fire drill) or take cover within the building (civil defense)
- ▶ Following fire drill procedures, check the building to ensure that all students, personnel and visitors have evacuated the building
- ▶ Provide for the administration of first aid and request other emergency assistance as needed
- ▶ Notify the appropriate local agencies
- ▶ Give directions to police in search clearing procedures and take full responsibility for search.
- ▶ Coordinate supervision of students and all clean-up or security efforts
- ▶ Shut off the valves for gas, water, electricity and air conditioning (if necessary)

## Teachers

- ▶ Carry out appropriate emergency procedures to ensure the safety and welfare of students
- ▶ Supervise children and maintain calm and order
- ▶ Make sure you have access to the classroom copy of the students' emergency cards or lists

## *Aides, Volunteers and Other Adults*

- ▶ Assist teachers working with students to keep them safe and orderly
- ▶ Be on call for Director's requests

## **Emergency Procedures**

All classrooms shall have emergency exit charts posted near the door. In the case of an emergency, every adult should be aware of his/her role and responsibilities and follow these procedures:

- ▶ Director, Office Manager or designee assesses the situation
- ▶ Director, Office Manager or designee notifies all staff members of the emergency via phone, fire alarm, and/or megaphone
- ▶ Assigned person calls 911
- ▶ Director, Office Manager or designee meets with emergency crews
- ▶ Director, Office Manager or designee ensures all classrooms, hallways and common areas are empty after escorting students to their assigned location
- ▶ Teachers take role and communicates the names of any missing students to the emergency crew chief and the office
- ▶ Director, Office Manager or designee will direct students who need first aid to an assigned location
- ▶ Director, Office Manager or designee determines, in consultation with the emergency crews, whether to release students to their homes or to return students to classes and makes announcement via phone or megaphone
- ▶ If students and staff are dismissed for the day, Director, Office Manager or designee will be responsible for securing the building against vandalism and theft
- ▶ Teachers will ensure that students are released to their parents or guardians' care
- ▶ In the case that counseling services are subsequently needed by any students, the Director, Office Manager or designee will coordinate that effort
- ▶ In the case that media coverage is an issue, Director, Office Manager or designee will control and organize press releases and media requests

## **First Aid**

The First Aid area should be located at the assigned place and properly stocked at all times. The first aid team will consist of individuals assigned by the Director, Office Manager or designee.

## **EMERGENCY PLANS**

Whenever there is any type of disaster, the primary concern is the safety of the students. The following general guidelines will offer assistance in a variety of disaster situations. Each teacher should also display Disaster Plan guidelines prominently in each classroom.

### **Fire**

- ▶ Director, Office Manager, designee or appropriate individual will sound the fire alarms
- ▶ Director, Office Manager or designee will determine the location of the fire
- ▶ Director, Office Manager or designee, pick up emergency card binder and student medication and leaves the building prepared to phone parents of any injured child
- ▶ Staff will follow emergency procedures outlined in emergency procedures located in each classroom
- ▶ Students should leave the room in a single file, walk briskly but carefully, and stay in their class group when they reach their designated spot

### **Earthquake**

If students, staff or visitors are indoors:

- ▶ All drop down to the floor and duck and cover
- ▶ Turn away from windows
- ▶ Take cover under a desk or table or against an interior wall
- ▶ Cover head with arms or hold book to the cover head and be prepared to move
- ▶ Hold the position until the ground stops shaking
- ▶ When initial shaking stops, Director, Office Manager or designee sounds alarms to evacuate the building
- ▶ Staff will follow emergency procedures located in each classroom

If students, staff or visitors are outdoors:

- ▶ Move away from buildings, poles and overhead wires
- ▶ Lie down or crouch low to the ground
- ▶ Look out for dangers that demand movement
- ▶ Be prepared to duck and cover again due to after shocks
- ▶ Staff will follow emergency procedures located in each classroom

### **Flood/Severe Weather**

Warnings of severe weather are usually received via radio, internet, email or the State Warning Center. If time and conditions permit, students may be sent home. However, if the weather conditions develop during school hours, without sufficient warning, students should be held at school.

The Director, Office Manager or designee will assess the situation and make an announcement over the phone or megaphone to either evacuate, stay in classes or release students to go home. See emergency procedures previously described for evacuation directions.

### **Electrical Failure**

- ▶ Director, Office Manager or designee will notify the local electrical company
- ▶ Office staff and classroom teachers turn off computers and other equipment that might be damaged by a power surge when the service is restored

### **Gas Line Break**

- ▶ Director, Office Manager or designee will notify local gas company
- ▶ Director, Office Manager or designee will notify the Fire Department
- ▶ Staff will follow emergency procedures located in each classroom

### **Water Main Break**

- ▶ Director, Office Manager or designee will notify the local water department
- ▶ Director, Office Manager or designee will shut off water
- ▶ Director, Office Manager or designee will notify the police

- ▶ Director, Office Manager or designee determines if it is necessary to follow the emergency procedures and evacuate students and staff

### **Water Contamination**

- ▶ Notify school office
- ▶ Director, Office Manager, designee or teachers move students away from drinking fountains and sinks and instructs all individuals not you use water
- ▶ Director, Office Manager or designee will turn off pressure to drinking fountains and sinks
- ▶ Director of designee notifies the water department

### **Chemical Spill/ Incident**

If Indoors:

- ▶ Block or rope off area – DO NOT TOUCH ANYTHING IN THE AREA
- ▶ Evacuate room and TURN OFF air conditioning system
- ▶ Notify office of the incident - contact 911 if necessary
- ▶ Director, Office Manager or designee WILL check for chemical safety data to determine clean up procedure
- ▶ Staff will follow emergency procedures located in each classroom

If Outdoors:

- ▶ Director, Office Manager or designee will determine if students should be evacuated
- ▶ Move away from buildings, poles and overhead wires
- ▶ Close doors and windows and TURN OFF air conditioning system
- ▶ If it is necessary to leave the site, move crosswind, never move directly with or against the wind which may carry fumes
- ▶ Give first aid if necessary
- ▶ Staff will follow emergency procedures located in each classroom

### **Lockdown/Shooting Incident**

If a shooting takes place the first priority is to shelter students and staff. On hearing shots or an announcement from the office:

- ▶ Teachers close and lock all classroom doors and windows immediately
- ▶ Teachers take roll
- ▶ Teachers calmly direct students to duck under tables or position themselves in the least visible area of the classrooms
- ▶ Director, Office Manager or designee calls 911
- ▶ Director, Office Manager or designee ensures students are not in the hallways or bathrooms. Students found in these areas are immediately escorted to a secure classroom or office
- ▶ Office staff close and lock all office doors and windows
- ▶ Nobody leaves their secure sites until emergency crew members escort them to safety
- ▶ Director, Office Manager or designee will control and organize media
- ▶ Director, Office Manager or designee will ensure that counseling services are available as soon as possible
- ▶ Staff will follow emergency procedures located in each classroom

### **Bomb Threat**

There are two primary ways a bomb threat may arise. One is through a phone call or written letter in which a bomb is discussed. The other is through a citing of a suspicious object. Threats should be handled quickly and efficiently as if they were real and life threatening.

If there is a phone call or written threat of a bomb on campus, the person who took the call or read the note will:

- ▶ Contact the Director, Office Manager or designee immediately
- ▶ Try to obtain information from the caller such as where the bomb is, where it is set to explode,

what it looks like, what kind of bomb it is, why it is there and who the caller is. Note any identifying features about the caller (i.e. gender, speech patterns)

If there is a citing of a suspicious object, the person would:

- ▶ Contact the Director, Office Manager or designee immediately
- ▶ Do not touch the object but note any identifying features to describe it to the Director, Office Manager or designee and emergency crews

In all cases:

- ▶ If the Director, Office Manager or designee determines to evacuate, staff follows established emergency procedures
- ▶ Director, Office Manager or designee call 911
- ▶ Before emergency crews are on campus, do not search for any bomb, or explosive. Search only for people who should be evacuated
- ▶ If you see any suspicious object, steer clear of it and report it to the Director, Office Manager or designee and the emergency crew chief. Follow all emergency crew and bomb squad directives. Use radios and phones only if absolutely necessary as the frequencies may set off the bomb(s)

## **Explosion**

If indoors:

- ▶ Drop down to the floor and duck and cover
- ▶ Turn away from the windows
- ▶ Take cover under a table or against an interior wall
- ▶ Cover head with arms or book
- ▶ Staff will follow emergency procedures located in each classroom

If outdoors:

- ▶ Move away from buildings, poles and overhead wires
- ▶ Lie down or crouch low to the ground
- ▶ Look out for dangers that demand movement
- ▶ Staff will follow emergency procedures located in each classroom

## **Death/Suicide**

- ▶ Director, Office Manager or designee will be notified in the event of a death or suicide on campus
- ▶ Director, Office Manager or designee will phone 911
- ▶ Director, Office Manager or designee will notify teachers to keep students in their classrooms until informed otherwise
- ▶ Director, Office Manager or designee will control and organize media
- ▶ Director, Office Manager or designee will notify relatives where the victim(s) have been taken and not divulge unnecessary details
- ▶ Director, Office Manager or designee will ensure that counseling services are available as soon as possible

## **Suicide Prevention**

Assisting students who express suicidal wishes or engage in suicidal behaviors is essential to maintaining a safe and healthy environment for students.

- ▶ Director, Office Manager or designee shall respond to reported incidents of students expressing suicidal wishes or engaging in suicidal behaviors
- ▶ A preliminary assessment and referrals, as appropriate, will be completed by the Director or designee, including a review of risk factors
- ▶ Parents must be informed of the student's actions or expressions of intent

# **BEHAVIOR AND STUDENT DISCIPLINE**

## **General Behavior Expectations**

Building self discipline, establishing a sense of order and rhythm and understanding the consequences of behavior are important elements of a quality education. These qualities aid in the development of a healthy individual and assist students in learning that there are consequences for their actions. The Wildflower Open Classroom (WOC) behavior expectations and discipline policy were created to meet both the individual needs of the student and the overall needs of the student body. When a child knows what is expected of him/her and parents/guardians and teachers work together, most problems can be resolved.

The Wildflower staff will make every effort to create a peaceful, orderly and respectful environment that is most conducive to the learning process. Students are expected to treat with respect their peers, parents/guardians, staff and the whole school environment. A reasonable set of classroom expectations are established by each classroom teacher at the beginning of the academic year. If these expectations are breached by the student, logical consequences will occur. If the expectations are consistently breached by a student, a conference will be called between parents/guardians, school staff and student. A behavior modification plan will be devised and implemented.

Wildflower staff will strive to handle discipline in a manner that allows the student to learn from their experiences, and will only resort to formal discipline (suspension and/or expulsion) after utilizing alternative methods of discipline. It is important and expected that parents/guardians cooperate by communicating with school staff and work to help improve problem behavior. When formal discipline becomes necessary, WOC will follow the procedures set forth under the Suspension and Expulsion Due Process Policy.

Students will support the learning environment by agreeing to follow the behavior expectations, completing quality work and responding appropriately to what is asked of them by Wildflower staff and volunteers. Students will complete their commitments and work cooperatively and in a timely manner. Parents/guardians are asked to support and reinforce the Wildflower behavior expectations both at home and while volunteering at school. Wildflower students are expected to adhere to the following behavior standards:

- Use appropriate, polite and intelligent language
- Actively listen to those speaking
- Respectfully respond and follow directions
- Take care of the classroom and school environment
- Be kind and inclusive
- Support the learning environment and school community
- Complete quality work in a timely manner

## **Field Trip Behavior Expectations**

Field trips and a connection with the larger community are an integral part of the Wildflower philosophy. In addition to the Behavior Expectations listed above, students are expected to exhibit their very best behavior when on field trips. Additional expectations related to a specific field trip may be needed and will be communicated in advance of each outing.

Please note, if during a field trip a student does not follow both the Wildflower behavior expectations and/or any additional expectations specific to the field trip they will not be allowed to participate in the next scheduled field trip. If a student's behavior is deemed to be unacceptable or unsafe, the parent(s)/guardian(s) of the student will be contacted and asked to immediately pick up their child at the field trip location.

## **Suspension and Expulsion Policy**

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well being of all students at WOC. When the policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction.

Staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its procedures will clearly describe discipline expectations, and it will be printed and distributed as part of the Student Handbook which is sent to each student at the beginning of the school year. WOC administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. Discipline includes but is not limited to advising and counseling students, conferring with parents/guardians, detention during and after school hours, use of alternative educational environments, suspension and expulsion. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

Suspended or expelled students shall be excluded from all school and school related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom WOC has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures. WOC will follow all applicable federal and state laws when imposing any form of discipline on a student identified as an individual with disabilities or for whom WOC has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students and shall notify the District of the same.

### ***A. Grounds for Suspension and Expulsion of Students***

A student may be suspended or expelled for prohibited misconduct if the act is 1) related to school activity, 2) school attendance occurring at WOC or at any other school, or 3) a WOC sponsored event. A pupil may be suspended or expelled for acts that are enumerated below and related to school activity or attendance that occur at any time, including, but not limited to, and of the following: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; or d) during, going to, or coming from a school-sponsored activity.

### ***B. Enumerated Offenses***

Students may be suspended or expelled for any of the following acts when it is determined the pupil:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force of violence upon the person of another, except self defense.
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director or designee's concurrence.
4. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.

6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stole or attempted to steal school property or private property.
9. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
12. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
13. Knowingly received stolen school property or private property.
14. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
15. Committed or attempted to commit a sexual assault as defined in Penal code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
16. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
17. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
18. Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a 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 degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.
19. Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.
20. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades four to eight, inclusive.
21. Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades four to twelve, inclusive.
22. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades four to eight, inclusive.
23. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the California Education Code, directed specifically toward a pupil or school personnel.

Alternatives to suspension or expulsion will first be attempted with students who are truant, tardy, or otherwise absent from assigned school activities.

### **C. Suspension Procedure**

Suspensions shall be initiated according to the following procedures:

1. Conference

Suspension shall be preceded, if possible, by a conference conducted by the Director or the Director's designee with the student and his or her parent/guardian and, whenever practical, the teacher, supervisor or school employee who referred the student to the Director. The conference may be omitted if the Director or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense.

This conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with school officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

2. Notice to Parents/Guardians

At the time of suspension, the Director or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

3. Suspension Time Limits/Recommendation for Placement/Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of Placement/Expulsion by the Director or Director's designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the Director or designee upon either of the following determinations: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

### **D. Authority to Expel**

A student may be expelled either by the WOC Board of Directors following a hearing before the Board or by the WOC Board of Directors upon the recommendation of an Administrative Panel to be assigned by the Board as needed. The Administrative Panel should consist of at least three members who are certificated and neither a teacher of the pupil or a Board member of the WOC Board of Directors. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

### **E. Expulsion Procedures**

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Director or designee determines that the pupil has committed an expellable offense. In the event an administrative panel hears the case, it will make a recommendation to the WOC Board of Directors for a final decision whether to expel. The hearing shall be held in closed session unless the pupil makes a written request for a public hearing three (3) days prior to the hearing. Written notice of

the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of WOC's disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to confront and question all witnesses who testify at the hearing;
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

#### ***F. Special Procedures Involving Sexual Assault or Battery Offenses***

WOC may, upon finding a good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by the WOC Board of Directors, administrative panel, or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. WOC must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the person or panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
4. The person conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The person conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.
7. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the "courtroom" during that testimony.
8. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are not alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing by means of closed circuit television.

9. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

#### ***G. Record of Hearing***

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

#### ***H. Presentation of Evidence***

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay and sworn declarations may be admitted as testimony from witnesses of whom the WOC Board of Directors, Panel or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the accused pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the WOC Board of Directors who will make a final determination regarding the expulsion. The final decision by the WOC Board of Directors shall be made within ten (10) school days following the conclusion of the hearing. The decision of the WOC Board of Directors is final. If the expulsion hearing panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

#### ***I. Written Notice to Expel***

The Director or designee following a decision of the WOC Board of Directors to expel shall send written notice of the decision to expel, including the WOC Board of Director's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

1. Notice of the specific offense committed by the student.
2. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with WOC.

The Director or designee shall send a copy of the written notice of the decision to expel to the student's district of residence. This notice shall include the following:

1. The student's name.
2. The specific expellable offense committed by the student.

#### ***J. Disciplinary Records***

WOC shall maintain records of all student suspensions and expulsions at WOC. Such records shall be made available to the District upon request.

## **K. No Right to Appeal**

The pupil shall have no right of appeal from expulsion from WOC as the WOC Board of Directors decision to expel shall be final.

## **L. Expelled Pupils/Alternative Education**

Pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the county or their school district of residence.

## **M. Rehabilitation Plans**

Students who are expelled from WOC shall be given a rehabilitation plan upon expulsion as developed by WOC Board of Directors at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one (1) year from the date of expulsion when the pupil may reapply to WOC for readmission.

## **N. Readmission**

The decision to readmit a pupil or to admit a previously expelled pupil from another school, school district or charter school shall be in the sole discretion of the WOC Board of Directors following a meeting with the Director and the pupil and guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Director shall make a recommendation to the WOC Board of Directors following the meeting regarding his or her determination. The pupil's readmission is also contingent upon WOC's capacity at the time the student seeks readmission.

## **O. Special Procedures for Students with Disabilities**

### **1. Notification of District**

WOC shall immediately notify the District and coordinate the procedures in this policy with the District the discipline of any student with a disability or student who WOC or District would be deemed to have knowledge that the student had a disability who is suspended for more than ten (10) school days during a school year.

### **2. Services During Suspension**

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP; and receive, as appropriate, a functional behavioral assessment or functional analysis, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

### **3. Procedural Safeguards/Manifestation Determination**

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, WOC, the parent/guardian, and relevant members of the IEP team shall review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents/guardians to determine:

- A. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- B. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP.

If WOC, the parent/guardian, and relevant members of the IEP team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability. If WOC, the parent/guardian, and relevant members of the IEP team make the determination that the conduct was a manifestation of the child's disability, the IEP team shall:

- A. Conduct a functional behavioral assessment or a functional analysis assessment, and implement a behavioral intervention plan for such child, provided that WOC had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- B. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- C. Return the child to the placement from which the child was removed, unless the parent/guardian and WOC agree to a change of placement as part of the modification of the behavioral intervention plan.

If WOC, the parent/guardian, and relevant members of the IEP team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the IEP, then WOC may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

#### 4. Due Process Appeals

The parent/guardian of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or WOC believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent/guardian or WOC, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, whichever occurs first, unless the parent/guardian and WOC agree otherwise.

#### 5. Special Circumstances

WOC personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct. The Director or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- A. Carries or possesses a weapon, as defined in 18 USC 930, to or at school, on school premises, or to or at a school function;
- B. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- C. Has inflicted serious bodily injury, as defined by 20 USC 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

#### 6. Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's IEP team.

#### 7. Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEIA and who has violated WOC's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if WOC had knowledge that the student was disabled before the behavior occurred. WOC shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- A. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to

WOC supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.

- B. The parent/guardian has requested an evaluation of the child.
- C. The child's teacher, or other WOC personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other WOC supervisory personnel.

If WOC knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEIA-eligible children with disabilities, including the right to stay-put.

If WOC had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. WOC shall conduct an expedited evaluation if requested by the parents/guardians; however, the student shall remain in the education placement determined by WOC pending the results of the evaluation. WOC shall not be deemed to have knowledge that the student had a disability if the parent/guardian has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

## **NON-DISCRIMINATION & HARASSEMENT POLICY**

WOC programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age or sexual orientation.

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.

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

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 engage in discrimination or harassment in violation of law, Board policy, or administrative regulation of 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 or prohibited discrimination is subject to disciplinary action, up to and including dismissal.

The Board hereby designates the following position as Coordinator for Nondiscrimination to handle complaints regarding discrimination and harassment and inquiries regarding the district's nondiscrimination policies:

Director  
WOC  
2414 Cohasset Road  
Chico, CA 95926

Phone Number: 530-892-1676

Any student who feels that he/she is being subjected to discrimination or harassment should immediately contact the Coordinator for Nondiscrimination, the director or any other staff member. Any student who observes an incident of discrimination or harassment should report the incident to a school employee.

Employees who become aware of an act of harassment shall immediately report the incident to their immediate Supervisor or the Coordinator for Nondiscrimination. Upon receiving a complaint of discrimination or harassment, the immediate Supervisor or Coordinator shall immediately investigate the complaint. Where the immediate Supervisor or Coordinator finds that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.

The immediate Supervisor or Coordinator shall also advise the victim of any other remedies that may be available. The immediate Supervisor or Coordinator shall file a report with the Superintendent or designee and refer the matter to law enforcement where required.

# **PREVENTION OF CHILD ABUSE POLICY**

## **Reporting Suspected Abuse/Neglect**

While the responsibility of enforcing legal prohibitions against child abuse and neglect lies with the protective agencies such as the local police department and Children's Protective Services, WOC's child care custodians (including teachers, administrative officers, certificated personnel, etc.) are mandated reporters of known or suspected child abuse/neglect and are required to fulfill this legal responsibility.

## **Reporting Problems at the School Site**

WOC maintains zero tolerance for abuse. Every member of the WOC community must participate actively in the protection of its students.

All WOC employees and community members will monitor the school buildings and grounds:

- All unused rooms, storage areas, and closet doors should be kept locked at all times
- All unused buildings and areas must be designated, posted and enforced as off-limits to children
- All students are required to remain in areas that are easily viewed by employees
- Interior doors should be left open and unlocked when rooms are in use
- Blinds should be left open to allow informal monitoring by a passerby.

In the event that any current or future WOC employee observes any suspicious or inappropriate behaviors on the part of any third party or other employee while on any WOC premises or school sponsored activities, he or she is required to immediately report their observations to the director or designee. Examples of suspicious or inappropriate behaviors include, but are not limited to:

- Policy violations
- Neglectful supervision
- "Private time" with students
- Taking students off premises without adhering to procedures
- Buying unusual gifts for children and youth
- Swearing or making suggestive comments to students
- Any other conduct as identified in this policy, or which is inappropriate or illegal in the eyes of the observer.

All reports of suspicious or inappropriate behavior with students will be taken seriously. The director or designee will conduct an immediate investigation concerning the alleged act or omission. If at any point in gathering information about the allegedly suspicious, inappropriate or illegal behavior, a concern arises that there is a possibility of abuse of any kind, appropriate law enforcement and/or local child protection services will be contacted immediately and a report will be filed. If at any point any policy violations with students are confirmed, employees will be subject to disciplinary action, including but not limited to, administrative leave, termination and/or criminal prosecution.

WOC will cooperate with any and all law enforcement and/or governmental entities in the implementation and enforcement of this policy.

## **EMPLOYEE CONDUCT WITH STUDENTS**

All WOC employees are responsible for conducting themselves in ways that preserves the safety of students and that prevents either the reality of or perception of inappropriate interaction with students.

All WOC employees will treat all children with respect and consideration equally, regardless of sex, race, religion, culture or socio-economic status. Employees will portray a positive role model for youth by maintaining an attitude of respect, patience and maturity.

### **Transportation of Students**

WOC employees may occasionally be in a position to provide transportation for students. The following guidelines should be observed in such circumstances:

- With the exception of emergency situations related to medical necessity, employees should avoid transporting students without the written permission of his or her parent or guardian
- If written permission is not possible, the employee should make a written record of any verbal permission granted by the parent or guardian
- Students should be transported directly to their destination and no unauthorized or unnecessary stops should be made
- Employees will avoid unnecessary and/or inappropriate physical contact with students while in vehicles.
- Drivers who are assigned to transport students must be at least 21 years old and must abide by standards related to insurance and other legal requirements

### **Language**

Employees will not speak to students in a way that is or could be construed by any observer as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Employees are to refrain from swearing in the presence of students. Employees are cautioned against initiating sexually oriented conversations with students, except in the context of WOC's health education or advisory curriculum. Employees are not permitted to discuss their own sexual activities with students.

### **Physical Contact & Discipline with Students**

Some forms of physical contact between adults and children are appropriate and that other forms are inappropriate, illegal, or have been used by adults to initiate inappropriate or illegal contact with children.

All WOC employees, parents and community members are prohibited from using physical punishment in any way for behavior management of students. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting or any other physical force as retaliation or correction for inappropriate behaviors by students. Other prohibitions include, but are not limited to:

- Isolation except as needed for the child to gain self-control
- Withholding food or water
- Degrading punishment
- Work assignments unrelated to a natural or logical consequence
- Excessive exercise
- Withholding access to contact with parents or guardians
- Withholding or using medications for punishment
- Mechanical restraint such as rope or tape to restrict movement
- Any type of physical restraint

# **TECHNOLOGY & INTERNET SAFETY POLICY**

## **I. PURPOSE**

- A. The Governing Board (Board) of Wildflower Open Classroom Charter School (WOC) recognizes that staff and students have the right to work and be educated in a positive learning environment with clear rules for conduct for staff and students.
- B. WOC provides and encourages the use of online resources for students, faculty, and staff. This policy attempts to ensure against improper system user exposure, retain data confidentiality, and maintain system security to the highest degree possible without preventing access to successful education practices, methods and materials.
- C. Therefore, it is the policy of the Governing Board of Wildflower Open Classroom to:
  - 1. ensure that students are educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness, and response;
  - 2. prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
  - 3. prevent unauthorized access and other unlawful online activity; prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

## **II. RESPONSIBILITIES**

- A. The Director shall develop and implement appropriate documentation, training programs, and procedures to ensure compliance with this policy.
- B. Staff shall clearly convey school computer system procedures and rules to students, as well as the consequences of violation.
- C. Parents shall be provided a student Acceptable Use Policy to read with their students and ensure that the parents and students understand the importance of proper computer system use and conduct.

## **III. ACCESS TO INAPPROPRIATE MATERIAL**

- A. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
- B. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- C. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

## **IV. INAPPROPRIATE NETWORK USE**

- A. To ensure the safety and security of our system users, the public posting of personal information shall not occur. Contact information includes such things as name, physical address, telephone number, email address, and websites.
  - 1. Chat rooms or other similar places on the internet shall not be visited.
  - 2. Students shall not agree to meet with someone they met online without parent or guardian approval and participation.

3. Students shall promptly disclose to their teacher or other school employee any message they receive or site they visit that is inappropriate or makes them uncomfortable.
- B. To the extent practical, steps shall be taken to promote the safety and security of users of the WOC online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
  - C. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:
    1. unauthorized access, including so-called 'hacking,' and other unlawful activities; and
    2. unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## **V. EDUCATION, SUPERVISION AND MONITORING**

- A. It shall be the responsibility of all members of the WOC staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.
- B. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director or designated representatives.
- C. The Director or designated representatives will provide age appropriate training for students who use the WOC Internet facilities. The training provided will be designed to promote WOC's commitment to:
  1. The standards and acceptable use of Internet services as set forth in the WOC Internet Safety Policy;
  2. Student safety with regard to: safety on the Internet; appropriate behavior while on online, on social networking Web sites, and in chat rooms; and cyber bullying awareness and response.
  3. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").
  4. Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.
- D. The Director or designated representative will provide appropriate training and/or educational materials for staff, parents/guardians, and community members regarding the early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

## **VI. CYBER BULLYING**

- A. Cyber Bullying includes the transmission of communications, postings of harassing messages, direct threats, or other harmful texts, sounds, or images on the internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyber bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.
- B. The Board is committed to preventing bullying and cyber bullying by establishing a positive, collaborative school climate and clear rules for student's conduct.
- C. WOC will provide students with instruction, in the classroom or in other settings, about appropriate online behavior and strategies to prevent and respond to bullying and cyber bullying.
- D. WOC staff will receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies. Parents/guardians, students and community members may also be provided with similar information.

- E. Any student who engages in cyber bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline in accordance with school policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Director or designee may file a complaint with the internet site or service to have the material removed.

## **VII. RULES VIOLATIONS**

- A. Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.
- B. Students who violate school internet safety rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of the privilege of participating in extracurricular or other school activities.
- C. Staff members who violate school internet safety rules and regulations may be subject to discipline, up to and including dismissal.
- D. The Director or designee shall notify local law enforcement as appropriate.
- E. System users also may be subject to discipline, in accordance with law or Board policy, for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or school property, or substantially disrupts school activities.
- F. System users may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator. Complaints of bullying shall be investigated and resolved in accordance with Concern & Conflict Resolution Policy.
  - 1. When a system user is suspected of or reported to be using electronic or digital communications to engage in cyber bullying against other system users, or to threaten school property, the investigation shall include documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.
  - 2. System users shall be encouraged to save and print any messages sent to them that they feel constitute cyber bullying and to notify a teacher, the director, or other employee so that the matter may be investigated.
  - 3. If the system user is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Director or designee may file a complaint with the Internet site or service to have the material removed.

## **VIII. POSSESSION/USE OF CELLULAR PHONES AND OTHER MOBILE COMMUNICATIONS DEVICES**

- A. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which are limited to health-related purposes.
- B. Students may possess, but not use, on school campus personal electronic devices including, but not limited to, pagers and telephones, digital media players, personal digital assistants, compact disc players, portable game consoles, cameras, digital scanners, and laptop computers unless expressly allowed on special days such as electronics day or as part of an approved class project.
- C. Students using devices such as those mentioned above without permission shall have the devices confiscated and returned at the end of the school day.

## **CONCERN & CONFLICT RESOLUTION PROCESS**

The purpose of the Concern and Conflict Resolution Process is to address and resolve concerns and conflicts as they arise in an amicable and fair manner. It is important that concerns, questions and conflicts are addressed as they arise and in a timely fashion. Please, go to the source of your concern and make every effort to resolve the concern in a reasonable and peaceful manner. If a board member is contacted regarding a conflict or concern the board member will contact the school director and direct the individual to the Concern & Conflict Resolution Process.

If a concern or conflict arises, please:

- A. Go to the source. Work with the individuals directly involved. Classroom and instructional issues should be directed to the classroom teacher. Policy or whole school issues should be directed to the school director.
- B. If initial attempts to resolve an issue are not successful, please contact the school director or a mutually agreed teacher to assist in an informal resolution process.
- C. If informal resolution is not effective, please contact the school director and put concerns in writing. The school director will make every effort to resolve the concern or conflict in manner consistent with the issue. The document should contain the following:
  1. A description of the concern or conflict.
  2. Particulars concerning why the initial attempts at resolution were not successful.
  3. Ideas and suggestions relating to a reasonable solution to the concern.
- D. If previous steps do not satisfy or resolve the concern, contact the chair of the Board of Directors, so that the matter can be placed on the agenda for the next scheduled board meeting. The school director must be informed in advance of this action. The disputing party is required to submit to the board a written document containing information as listed in step (c), along with any other relevant information. School director shall submit to the Board of Directors and the complaining party a written report of their position and the justification for taking the action/inaction in the prior steps. Based on the written submissions of the parties and any argument presented at the meeting, the board shall make a decision on the complaint and communicate that decision to the complaining party and school director. The Board of Directors decision shall be final.

Concerns and questions directed toward instructional staff should be addressed outside of instructional hours.

<b>School Safety Plan Emergency Contact Numbers</b>		
Wildflower Open Classroom	Contact	Number
2414 Cohasset -Suite 3	Director & Office Manager	530-892-1676
Local Policy & Fire Agencies	Contact	Number
Emergency	911 Operator	911
Police (Non-Emergency)	Communications Center	530-897-4900
Fire Department (Non-Emergency)	Fire Chief	530-897-3400
Local City Agencies	Contact	Number
Gas & Electric	PG & E	800-743-5000
Water Department	Cal Water	530-893-6300
Department of Transportation	Caltrans (District 3)	530-741-4211
Community Agencies	Contact	Number
Child Protective Sevices	Children's Services	530-879-3731
Poison Control	CA Poison Control System	800-222-1222
Local School District	Contact	Number
Chico Unified School District	Main Office	530-891-3000
Neighboring Schools	Contact	Number
McManus Elementary	Principal & Office Manager	530-891-3128
Bidwell Junior High	Principal & Office Manager	530-891-3038
Pleasant Valley High School	Principal & Office Manager	530-891-3050