

EXHIBIT E

THIS DOCUMENT IS TO REMAIN IN THIS ROOM

La Grange Elementary School District

SB 187

Comprehensive School Safety Plan

PUBLIC NOTICE:

THIS IS A PUBLIC SAFETY DOCUMENT. IT IS AGAINST THE LAW TO REMOVE IT FROM THIS LOCATION. IF YOU WOULD LIKE A COPY, YOU MAY REQUEST ONE FROM THE LA GRANGE ELEMENTARY SCHOOL DISTRICT BOARD OF TRUSTEES. ALL REQUESTS MUST BE IN WRITING.
THANK YOU FOR YOUR COOPERATION.

DRAFT

Revised: 01/2008

Proposal to Board: 01/28/2008

La Grange Elementary School District

SB 187

Comprehensive School Safety Plan

Table of Contents

| Item | Page |
|--|-------------|
| Purpose of Senate Bill 187 | 1 |
| La Grange Elementary School District Administration Contact List | 2 |
| Local Emergency Services Contact List | 3 |
| Components of the Comprehensive School Safety Plan | |
| I. LGESD Comprehensive School Safety Plan Committee (EC 52012; 52852) | 4 |
| II. LGESD Vision of School Safety | 4 |
| III. Assessment of School Crime (EC 35294.2 [a] [1]; PC 11164) | 4 |
| IV. Identification of appropriate strategies and programs that provide or maintain a high level of school safety (EC 35294.2 [a] [2]) | 4 |
| V. Required Policies and Procedures: | 5 |
| A. Child Abuse Reporting (EC 35294.2 [a] [2]; PC 11164) | 5 |
| B. Disaster Procedures (EC 35295-35297; Gov. Code [GC] 8607 and 3100) | 6 |
| 1. Bomb Threat | 6 |
| 2. Explosion or Threat of Explosion | 7 |
| 3. Hostage Crisis on School Campus | 8 |
| 4. Campus Shootings & Other Extreme Acts of Violence | 9 |
| 5. Chemical Accident | 10 |
| C. District and School Suspension, Expulsion, and Mandatory Expulsion Guidelines (EC 48900; EC 48915 [c] and [d]) | 11 |
| D. Procedures to Notify Teachers of Dangerous Pupils (EC 49079) | 14 |
| E. Sexual Harassment Policy (EC 212.6 [b]) | 14 |
| F. School-wide Dress Code Relating to Gang-Related Apparel (EC 35183 [gang-related apparel is not considered protected speech pursuant to EC 48950.1]) | 16 |
| G. Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2 [a] [2] [G]) | 16 |
| H. A Safe and Orderly School Environment Conducive to Learning (EC 35294.2 [a] [2] [H]) | 16 |
| I. School Discipline Rules and Consequences (EC 35291; EC 35291.5) | 17 |
| VI. Schedule of Review, Evaluation and Amendment of the LGESD Comprehensive School Safety Plan | 18 |
| VII. Location of Safety-Related Plans and Materials for Public Inspection | 18 |
| VIII. Public Meeting to Review and Adopt the LGESD Comprehensive School Safety Plan | 18 |
| IX. Statement of the Minutes of the Public Meeting to Re-Adopt the District's CSSP | 18 |
| X. Emergency Evacuation Procedures and Campus Map | 19 |
| XI. Minutes of the Public Meeting to Re-Adopt/Amend the District's CSSP | 20 |

(AS THIS IS A DRAFT, PAGE 20 IS OMITTED UNTIL BOARD APPROVAL)

Senate Bill 187: Comprehensive School Safety Plan

Purpose

During its 1997 session, the California Legislature passed and the Governor signed into law a landmark bill school safety—Senate Bill 187, which mandates comprehensive school safety plans. The Comprehensive School Safety Plan requires schools to identify safety concerns and the appropriate safety strategies and programs that address the school's procedures for complying with existing laws related to school safety.

The La Grange Elementary School District's Comprehensive School Safety Plan is a procedural manual which enable all faculty, staff and administration to respond to emergency situations that may arise on campus.

NOTE

THERE HAVE NOT BEEN ANY CHANGES MADE TO THE ACTUAL REQUIRE PROCEDURES/POLICIES COMPONENTS OF THE PREVIOUSLY ADOPTED PLAN (pages 5-19). PAGES 1-4 HAVE BEEN UPDATED.

LGESD Administration Contact List

Joseph Magnu, District Superintendent-Principal

Home Phone: 634-0107
Cell Phone: 620-0557

Cheryl Taylor, Administrative Assistant-Secretary to the Superintendent

Home Phone: 852-9584
Cell Phone: 985-8585

John Reesman, Teacher in Charge (in the absence of Joseph Magnu)

Home Phone: 736-0936
Cell Phone: 419-2206

John Lamela, Jr., President, District Governing Board

Home Phone: 853-9010
Cell Phone: 404-6731

Howard Hoover, Clerk, District Governing Board

Home Phone: 853-2148
Cell Phone:

Michael Olson, Member, District Governing Board

Home Phone: 853-9190
Cell Phone: 620-2179

Jack Harlan, Administrative Consultant (SCOE)

Home Phone: 634-5343
Cell Phone:

Ernestine Miller, Director of Curriculum, Instruction and Staff Development

Home Phone: 533-1720
Cell Phone: 988-1764

Stanislaus County Office of Education

| | |
|-------------------------------------|----------|
| Tom Changnon, Superintendent | 238-1711 |
| Hilda Meneses, Executive Assistant | 238-1711 |
| Jane Johnston, Asst. Superintendent | 238-1706 |

Local Emergency Services Contact List

Fire: 911
Stanislaus Consolidated Fire Protection District: 552-3700

Police: 911
Stanislaus County Sheriff: 552-2468 OR 525-7114
California Highway Patrol (CHP): 545-7440

**Child Welfare
Child Abuse
Reporting:** 1-800-558-3665
(for incidents occurring in the child's home, or where a family member or close associate of the family is the alleged aggressor)

525-7912 (Stanislaus County Sheriff)
(for child abuse incidents that occur away from the child's home, or incidents where a non-family member is the alleged aggressor)

Poison Control: 1-800-876-4766

Animal Services: 558-7387

**California Missing
Children Hotline:** 1-800-222-3463

**California Youth
Crisis Hotline:** 1-800-843-5200

**Haven Women's
Center of Stanislaus
County:** 1-800-834-1990

**Stanislaus County
Mental Health
Emergency
Services Hotline:** 558-4600 (for threats of suicide)

**Center for Human
Services:** 526-1440 (for counseling services related to deaths)

**Stanislaus County
Health Services
Agency:** 558-5678

Components of the Comprehensive School Safety Plan

I. **La Grange Elementary School District (LGESD) Safety Committee**

Committee Members:

Joseph Magnu, Superintendent-Principal

Cheryl Taylor, Administrative Assistant-Secretary to the Superintendent

John Lamela, Jr., President, District Governing Board; Member, La Grange Volunteer Fire Dept.

Plan Review By: Officer Mike Amarrillos, Stanislaus County Office of Education

II. **LGESD Vision of School Safety**

La Grange Elementary School is a positive safe learning environment where the value of each student is recognized, responsibility and integrity are encouraged, a love of learning is fostered and academic potential is developed to its fullest.

III. **Assessment of School Crime**

School crimes data resources included:

- Suspension and Expulsion Records
- CSSA Reports
- Student Progress Reports
- Law Enforcement Interventions and Crime Reports
- Staff, Student and Parent Input
- Property Loss, Vandalism and Insurance Reports

La Grange Elementary School is remarkably free of serious student discipline issues, crime and vandalism. Some incidents of bullying behavior were reported for the 2006-07 school year, however they were resolved with interventions, including class discussions and the use of a school community forum for bullying. In October of 2007, the office building was burglarized after hours and a computer and several school records were stolen.

IV. **Strategies and Programs that Provide and Maintain a High Level of School Safety**

The LGESD provides several strategies and programs that provide and maintain a high level of school safety. Staff in-service programs related to school safety, classroom management and behavior management are conducted annually. Periodic reviews of such procedures are conducted as needed. Parents receive a handbook which outlines the school's safety procedures, behavioral expectations, rules, consequences and dress code. Safety concerns are also communicated via a weekly newsletter that is sent to the parents. School Site Council and Parents' Club meetings also serve as forums for safety discussions when needed. Students participate in lessons on school safety, environmental safety, gang violence, substance abuse prevention, and conflict resolution during the academic year and the After School Program. Annual safety reviews are conducted by the district's insurance carrier and Stanislaus County Office of Education. Campus communication is provided by a radio system.

The entire campus was re-keyed with safety locks and door guards in October, 2007 and new gates and locks were installed to ensure a safe environment for all. The campus' exterior lighting was also upgraded in 2007 and a new fire alarm system was installed.

The safety of the students and staff is further enhanced by the rural nature of the school setting. Many of the problems that beset larger schools in more urban areas are not evident here. In addition, since the district is relatively small, it is easier to monitor possible safety problems during school hours. Despite the fact that the district has very few current safety concerns, this does not mean that we are not aware of potential safety concerns of the future. The district strives to create and maintain a positive school environment and continues to pursue the necessary avenues to ensure the safety of all students and staff.

V. Required Policies and Procedures

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

The incidence of child abuse is rapidly increasing. The Governing Board of Trustees of the La Gr Elementarv School District, recognizing the psychological and physical damage that child abuse can ir directs its staff to report children who they suspect have been abused as required by the Penal Code. school administrator shall be informed of any suspected child abuse and will assist school person reporting the incident to the proper authorities.

California Penal Code 11166 mandates reporting of suspected child abuse within 36 hours to both police authorities and Child Protective Services. Failure to make such reports is a misdemeanor punishable by up to six months confinement in a county jail and/or a fine of up to \$1,000. No person incur civil or criminal liability as a result of making such a report.

The staff shall implement the requirements of the Penal Code immediately. The Board of Trust supports the staff in the implementation of the Penal Code. District policy dictates that staff members suspect child abuse, must first report it to the administrator and participate in filing a mandated child ab report. This policy is stated in the LGESD Employee Handbook and reviewed in staff meetings.

The intent and purpose of this law is to protect children from abuse and neglect by ensuring that all ca of known or reasonably suspected child abuse are promptly reviewed by investigators who have b specially trained in conducting such investigations. In Stanislaus County, if the abuse or suspected ab has occurred in the child's home or if the alleged aggressor is a family member or close associate of family, the report is to be made to **Child Protective Services, (CPS)**, by calling **1-800-558-3665**. If abuse or suspected abuse has occurred away from the child's home and the alleged aggressor is no family member or close associate of the family, the report is to be made with the **Stanislaus Cou Sheriff's Department** by calling **525-7912**.

What is to be reported?

- Sexual abuse or sexual assault of any person under the age of 18 years.
- Neglect or maltreatment of a child under the age of 18 by a person responsible for the child's c and welfare. This could include inadequate food, clothing, shelter, medical care, etc. by parents or guardians.
- Situations where a child under the age of 18 is subjected to willful physical pain, or mental suffer or has been placed in a situation that his or her health or safety is endangered. This does include instances where public school employees use reasonable force to protect themselves other persons from injury.
- Situations where a child under the age of 18 is the victim of a willful physical injury, inflicted up the child by another person by other than accidental means. This does not include injur sustained from a mutual fight between minors.

What is Reasonable Suspicion?

- Reasonable suspicion is defined by Penal Code Section 11166(1) as follows: "that it is objective reasonable for a person to entertain a suspicion, based upon the facts that could cause reasonable person in like position, drawing, when appropriate, on his or her training a experience, to suspect child abuse or neglect." Essentially, using average and reasonable judgment and common sense for an employee with your training and experience.
- Do not conduct your own investigation. Though you have "reasonable suspicion," it is appropria to ask the child a few questions to help clarify. For example, asking about how a bruise w obtained or a black eye occurred. It is the intent of the law to have an investigation conducted by trained investigator.
- You have the right to immediately contact a supervisor or administrator if you want assistance clarifying whether or not a particular situation must be reported.

- Reporting your concerns to a supervisor or administrator does not relieve you of your responsibility to make a mandated report. The administrator will assist you in filing such a report.

How to Make a Report

- When abuse has been determined, the report must be made by telephone immediately. Call the administrator to begin the process.
- A written report must be made within 36 hours. You may obtain a copy of the report form from the school secretary. This report is to be completed and given to the administrator.
- Incidents that have occurred in the child's home, or where a family member or close associate of the family is the alleged aggressor, are to be reported to Stanislaus County Community Services Agency, CPS, 1-800-558-3665.
- Incidents that occurred away from the child's home, or incidents where a non-family member is the alleged aggressor, are to be reported to the Stanislaus County Sheriff's Department, 525-7912.
- The person making the report is civilly and criminally protected, even if their suspicious observations are deemed incorrect.
- The identity of the person making the report must remain confidential and may only be divulged under specific circumstances as defined by law.
- No supervisor may in any way impede or inhibit you from making such a report or take action against you for having made such a report.

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

1. Bomb Threats

All bomb threats are taken seriously. When a threat is received, school personnel should try to determine where the bomb is located and when the bomb is set to explode. This information is critical to providing safe evacuation and holding area for students and staff.

Bomb Threat by Telephone Call

If the message is in the form of a telephone call, the following shall be noted:

- Listen carefully to the caller's voice and any background noises
- Determine if the caller is a male or female

If possible, ask the following questions and write down exactly what is said:

- When is the bomb going to explode?
- Where is the bomb located right now?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Did you place the bomb?
- Why was the bomb placed at the school?

Once the phone call ends, inform the administrator immediately.

Bomb Threat by Letter

If the message is in the form of a letter, the following should be noted:

- The manner in which it arrived
- Who found it
- Where it was found

Care shall be taken in handling the message by immediately placing it in a plastic bag for future finger detection.

Staff Responsibilities

Administration

- Direct Certificated/Classified Staff to evacuate students by routes not jeopardized by the bomb. Evacuate to the basketball court, unless directed to another site.
- Notify law enforcement and the fire department immediately. **Sheriff: 552-2468; Stanislaus Consolidated Fire: 552-3700**
- Notify the power company of the threat. **TID: 883-8300**
- Follow the direction of law enforcement/fire personnel when they arrive on the scene.
- If appropriate and possible, shut off the power at the main breaker box located outside on the front wall of the main (old) building.

Certificated

- When directed, supervise the safe evacuation of students by a route not jeopardized by the bomb. Evacuate to the basketball court, unless directed to another site.
- Follow the direction of administrative/law enforcement/fire personnel.

Classified

- Follow the direction of administrative/law enforcement/fire personnel.

2. Explosion or Threat of Explosion

All threats are taken seriously. When a threat is received, school personnel should try to determine where the device is located and when it is set to explode. This information is critical to providing a safe evacuation and holding area for students and staff.

Threat by Telephone Call

If the message is in the form of a telephone call, the following shall be noted:

- Listen carefully to the caller's voice and any background noises
- Determine if the caller is a male or female

If possible, ask the following questions and write down exactly what is said:

- When is the explosion going to occur?
- Where is the device located right now?
- What does the device look like?
- What kind of explosive device is it?
- What will cause the device to explode?

- Did you place the device?
- Why was the device placed at the school?

Once the phone call ends, inform the administrator immediately.

Threat by Letter

If the message is in the form of a letter, the following should be noted:

- The manner in which it arrived
- Who found it
- Where it was found

Care shall be taken in handling the message by immediately placing it in a plastic bag for future fingerprint detection.

Staff Responsibilities

Administration

- Direct Certificated/Classified Staff to evacuate students by routes not jeopardized by the de
Evacuate to the basketball court, unless directed to another site.
- Notify law enforcement and the fire department immediately. **Sheriff: 552-2468; Stanislaus Consolidated Fire: 552-3700**
- Notify the power company of the threat. **TID: 883-8300**
- Follow the direction of law enforcement/fire personnel when they arrive on the scene.
- If appropriate and possible, shut off the power at the main breaker box located outside on the wall of the main (old) building.

Certificated

- When directed, supervise the safe evacuation of students by a rout not jeopardized by the de
Evacuate to the basketball court, unless directed to another site.
- Follow the direction of administrative/law enforcement/fire personnel.

Classified

- Follow the direction of administrative/law enforcement/fire personnel.

3. Hostage Crisis on School Campus

Staff Responsibilities

Administration

- Inform law enforcement immediately. **Call 911; Sheriff: 552-2468**
- Direct all other staff and children to a safe area.
- Set up a perimeter to restrict access to the hostage area.
- Upon the arrival of law enforcement, the administrative personnel briefs them and then enforcement personnel assumes all commands.
- In consultation with law enforcement, parents of students are alerted to the crisis situation.

Certificated

If a teacher has initial contact with the hostage taker;

- Stay calm.
- Call the office/get help as soon as possible.
- Begin a dialogue with the person in a quiet and calm manner.
- Keep order among students.
- Follow the directions of office/law enforcement personnel.

Certificated

If the teacher is not confronted by the hostage taker;

- Lock your classroom door.
- Follow the directions of the administrator and law enforcement.
- Teachers will keep students in their classrooms until notified of evacuation location or that the disturbance has been controlled.

Classified

- Assists certificated, administrative and law enforcement personnel as directed.

4. Campus Shootings and Other Extreme Acts of Violence

Staff Responsibilities

Administration

- Administration will conduct an **immediate lockdown** of the campus.
- Inform law enforcement immediately. **Call 911; Sheriff: 552-2468**
- Direct all other staff and children to a safe area.
- Upon the arrival of law enforcement, the administrative personnel briefs them and then law enforcement personnel assumes all commands.
- In consultation with law enforcement, parents of students are alerted to the crisis situation.

Certificated and Classified

If you are on yard duty and you hear shooting;

- Initiate D.R.O.P. procedure for those students on the playground. (Three loud blows of a whistle is the signal for all students to **Don't Run Orient Prostrate**. DROP on the ground and lie still. Once long blow of the whistle will signal students to move to their classrooms).
- Use your radio to contact administration.
- Wait for assistance, either lying on the ground or seeking protective cover. **DO NOT LEAVE THE STUDENTS.**