

# Pomona Unified School District



## Garey High School

### Comprehensive School Safety Plan 2021

Reviewed and approved by School Site Council:  
February 22, 2021

Address: 321 West Lexington Avenue, Pomona, CA 91766  
CDS Code: 19-64907-1933324  
District: Pomona Unified School District

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# Assessment of the Current Status of School Crime

California Department of Education

Advance Data Collection for the Uniform Management Information Reporting System (UMIRS) for the  
Consolidated Application, Part I

For Complete ConApp Part I Instructions Refer to:

<http://www.cde.ca.gov/fg/fo/ca/>, select Part I and then "Instructions"

**Site Name**  
**Garey High School**

**County-District-School Code**  
**19 64907 1933324**

**Report Period**  
**2019-2020**

<b>tudents With 3 or More Unexcused Absences Number of identified students (Aug, 2020 - Feb 2021)</b> Definition: Count each student meeting the definition of a truant in Section 48260 of the EC. Count each student only once per year. A student is truant per the EC if the student has an unexcused absence of more than 30 minutes on three different days or more.	<b>SUSPENSION AND EXPULSION REPORTING</b> Tabulate all suspensions and expulsions by <i>Education Code (EC)</i> Section, using only one code section per action (the most severe cited).		
	<i>EC</i> SECTION	NUMBER OF EXPULSIONS	NUMBER OF SUSPENSIONS
	48900(a)(1)	0	4
	48900(a)(2)	0	35
	48900(b)	0	7
	48900(c)	0	23
	48900(d)	0	1
	48900(e)	0	1
	48900(f)	0	4
	48900(g)	0	0
	48900(h)	0	1
	48900(i)	0	1
	48900(j)	0	14
	48900(k)	0	58
	48900(l)	0	0
	48900(m)	0	0
	48900(n)	0	1
	48900(o)	0	0
	48900(p)	0	0
	48900(q)	0	0
	48900(r)	0	2

	48900(t)	0	0
Record below the number of incidents in which a non-student unlawfully brought or possessed a handgun, rifle, shotgun, other type of firearm, or explosive device on school grounds during school hours or during a school-sponsored activity  ————	48900.2	0	1
	48900.3	0	0
	48900.4	0	16
	48900.7	0	0
	48915(a)(1)	0	0
	48915(a)(2)	0	0
	48915(a)(3)	0	0
	48915(a)(4)	0	0
	48915(a)(5)	0	0
	48915(c)(1)	0	0
	48915(c)(2)	0	0
	48915(c)(3)	0	0
	48915(c)(4)	0	0
	48915(c)(5)	0	0
	GRAND TOTAL REPORTING PERIOD	0	107

# Appropriate Programs and Strategies that Provide School Safety

## School Safety Personnel

All school personnel play a role in the school's safety programs and strategies. The following is an overview of the roles that staff play.

**The Principal:** The Principal is responsible for all school operations, including those pertaining to safety and discipline.

**Dean/Assistant Principal:** The Principal delegates her authority to the Deans and Assistant Principals, who are responsible for the day-to-day implementation of safe practices as well as the school's rules and regulations.

**Classroom Teachers:** All classroom teachers share responsibility for creating a safe campus and for implementing the school's rules and regulations with the Principal and the Dean of Students. This is particularly so within the classroom, where they will personally deal with all minor cases of misconduct. Teachers are also obliged to deal with and report potentially dangerous situations that they observe anywhere on campus or at school functions that take place off campus.

**Campus Security Officers/Assistants:** Four Campus Security Officers/Assistants (CSOs and CSAs) are unarmed security hired by the district to assist with the safety and security of students and staff. Garey currently has four CSOs whose hours are staggered between 7:30 AM and 4:30 PM. Additional hours are allocated for coverage at athletic and other school events.

**Attendance Clerks:** Four Attendance Clerks monitor student attendance, verify late student entry and early student release.

**Clerical Staff:** Two office clerks monitor and record visitors to Garey. Our site uses a Raptor system which verifies identification and prints out a visitor's pass, which is worn by the visitor while on campus.

**Data Secretary:** One data secretary facilitates the grading process and works with all data required at the school site.

**Nurse/Health Technician:** A nurse (shared with another school site) and a health technician oversees student health issues, including dispensing of student medication and collaborating with students' health providers. The nurse publishes an annual list of student health concerns for staff use and trains supervising staff in medical protocols prior to field trips.

**Foster Youth Counselor:** The Children Youth and Family Collaborative (CYFC) provides a Youth Education Specialist provides assistance with needs of foster youth.

**Counselors:** Six counselors provide academic, career, and social-emotional support.

**Peer Counselors:** Peer counseling is included in the curriculum. The course instructor, as well as the students, are available for student assistance.

**Probation Officer:** A probation officer is assigned to Garey HS. The officer meets with the Dean at least twice a month, and is a participant in SART meetings

## **Communication**

**Telephones:** Each classroom is equipped with a telephone.

**Walkie Talkies:** The Principal, Assistant Principals, Deans of Students, CSOs, Day Custodian, and Nurse carry walkie talkies. Channel 1 is used for routine communication. Channel 2 is used for restricted communication. Consistent with The National Interagency Incident Management System (NIIMS) protocols, special codes are employed in radio conversation.

**Public address system:** Most of the school is accessible to the PA system.

**Remind 101:** The Principal maintains a Remind 101 contact to communicate with staff in emergencies.

**PUSD PIO:** The Pomona Unified School District Public Information Officer supports Garey HS in communicating to parents and the public pertinent information regarding emergency situations and our response to them.

## **Identification Cards**

Students are required to have their physical or digital school ID with them at all events, whether on campus or off campus. The digital school ID is through their Student Connect account.

As required by the California State Senate Bill 972, Garey ID cards have the National Suicide Prevention Hotline number printed on the back side of the cards.

## **Attendance Procedures**

Parents or guardians must notify the Attendance Office daily when their student is absent for any reason. This can be done by calling the Attendance Office or by sending a note with the student the day he/she returns. All absences must be cleared within TWO days of a student's return to school. Unverified absences may result in disciplinary action and/or zero credit in missed classes.

Seniors who do not have a six-period day will show an electronic or paper copy of their schedule to security personnel each day, as the senior leaves campus.

## **Student Success Team (SST)/Student Attendance Review Team (SART)/ Student Attendance Review Board (SARB)**

Students who exhibit attendance, truancy or tardy patterns or problems will be involved in a series of progressive interventions, including teacher intervention, campus beautification, Counselor-Parent Conference, Administrator-Parent Conference, assign detention, small group intervention circles with Community Schools and attendance contracts. Students with recurring attendance/tardy issues may be referred to a Student Success Team, a Student Attendance Review Team, and/or a Student Attendance Review Board.

## **Closed Campus**

Garey High School is a closed campus. This means that students, including those over the age of 18 must stay on campus all day (There is no off-campus lunch.) Students may not leave campus once they are on campus, even if it is prior to the start of school, without authorization from an administrator. Students who have medical appointments must have a parent/guardian/designee guardian present before leaving campus. Students who become ill must check out through the office and leave with a parent/guardian/designee guardian. Students are not allowed to loiter in the parking lot during the school hours. Students may not bring friends or relatives (other than parent/guardian) to class.

Visitors must have prior permission from the Principal or an Assistant Principal. They must sign-in at the front office, receive and wear an I.D. label while on campus. Parents who come to campus during the school day must check in to the front office, have their ID verified, and receive a Visitor's Badge. Parents who wish to visit their student's classes must first have a meeting with administration, and give the school a minimum of 24 hours notice. Classroom visits will not normally be allowed during standardized testing and final exams.

## **Volunteers/Parent Participants**

Volunteers and parents who want to participate in their child's education are required to follow PUSD clearance protocols. Applications and protocols, which include a TB test and California Department of Justice can be found on the PUSD website (click [here](#)).

# **Child Abuse Reporting Procedures**

**Garey High School's child abuse reporting procedures are aligned with the state law and PUSD Board Policy. As required and developed by PUSD, each year, all staff undergo Child Abuse/Neglect reporting procedures training.**

A mandated reporter who knows or reasonably suspects that a minor is the victim of child abuse must report immediately by telephone and in writing by follow-up report within 36 hours to a law enforcement agency. The law penalizes the failure to report by imposing a jail sentence on the defaulting mandated reporter. On the other hand, the law rewards the reporter who meets the reporting obligation by granting absolute immunity from civil or criminal prosecution. (Penal Code Section 11166)

**Mandated Reporter:** a "Child care custodian"; includes teachers, administrators, supervisors of child welfare and attendance, certificated pupil personnel staff. If specifically trained in child abuse detection, also includes instructional aides, teacher's aides, and teacher assistants. District employed child care workers and health practitioners (doctors, nurses and psychologists) are also mandated reporters.

**Knowledge of or Reasonably Suspects Abuse:** When a mandated reporter observes a child with physical "injuries which appear to have been inflicted...by other than accidental means by any other person..." Whether or not there are visible physical injuries, all suspected sexual abuse must be reported.

**To Whom is the Report Made:** An oral report to designated law enforcement agencies must be made immediately. The observing employee must contact:

- a. The Child Protective Services (CPS) Unit of the local Welfare or Human Services Department;  
or
- b. The Jurisdictional Law Enforcement Agency

County Sheriff's Department  
Police Department (non-emergency)  
Emergency Number 911

Some District law enforcement may not meet the notification requirements prescribed by law to receive reports of child abuse. However, all law enforcement officers are mandated reporters.

A follow up written report must be submitted within 36 hours. Forms are available on site through the dean of student's office or the assistant principal's office.

**School Interview Law:** Penal Code 11174.3 imposes both a time sequence and series of duties on school personnel and the law enforcement investigator. This law is limited to child abuse victims only. The law speaks only to abuse which takes place in the home. When law enforcement comes to school to take the child into custody, rather than question the child, the interview procedures do not apply. The child is effectively under arrest.

Law enforcement (sheriff, police or CPS) may interview suspected victims of child abuse on school premises during school hours concerning child abuse in the home. The child may choose to be interviewed in private or may select an adult staff member to be present "to lend support".

Step One – The investigator comes to school.

All investigations begin in the school office. The staff member "in charge" should ask for identification and the purpose of the proposed interview. When it is made clear that the interview will focus on allegation of abuse in the home, the staff member in charge should be present with the child before the interview begins.

Step Two - The investigator must advise the child of the right to choose a staff member to be present during the interview.

What the school employee should do if:

1. The child chooses not to have a staff member present?  
The staff member should leave the room.
2. The child asks for either the mother or father to be present?  
School employees do not grant or deny such requests. This responsibility lies with the investigator.
3. The child changes their mind during the interview?  
The law gives the child a continuous option to ask for an adult staff member or to send the staff member away.

Step Three – The child asks for an adult staff member to be present

What can the selected staff member do:

- a. The staff member, by law, may decline to sit in the interview
- b. The school administrator should inform the selected staff member of their duties during the interview. A copy of Penal Code 11174.3 should be supplied to the staff member who has agreed to be present.
- c. The staff member's role is one of a "comforter" during the interview. There is no questioning by the staff member and no discussion of the child abuse incident with the child. There must be no prompting by the staff member. Investigators should not attempt to ask or direct the staff member to coerce, suggest or elicit a response from the child.
- d. The law forbids disclosure of what the staff member hears or learns during the interview. This confidentiality disappears when a court orders testimony. No written report is required by the staff member.

**California Penal Code 11174.3**  
“School Interview Law”

11174.3. (a) Whenever a representative of a government agency investigating suspected **child abuse** or neglect or the State Department of Social Services deems it necessary, a suspected victim of **child abuse** or neglect may be interviewed during **school** hours, on **school** premises, concerning a report of suspected **child abuse** or neglect that occurred within the **child's** home or out-of-home care facility. The **child** shall be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the **school**, including any certificated or classified employee or volunteer aide, to be present at the **interview**. A representative of the agency investigating suspected **child abuse** or neglect or the State Department of Social Services shall inform the **child** of that right prior to the **interview**. The purpose of the staff person's presence at the **interview** is to lend support to the **child** and enable him or her to be as comfortable as possible. However, the member of the staff so elected shall not participate in the **interview**. The member of the staff so present shall not discuss the facts or circumstances of the case with the **child**. The member of the staff so present, including, but not limited to, a volunteer aide, is subject to the confidentiality requirements of this article, a violation of which is punishable as specified in Section 11167.5. A representative of the **school** shall inform a member of the staff so selected by a **child** of the requirements of this section prior to the **interview**. A staff member selected by a **child** may decline the request to be present at the **interview**. If the staff person selected agrees to be present, the **interview** shall be held at a time during **school** hours when it does not involve an expense to the **school**. Failure to comply with the requirements of this section does not affect the admissibility of evidence in a criminal or civil proceeding.

## DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act, also known as CANRA. The Internet site is: <http://www.leginfo.ca.gov/calaw.html> (specify Penal Code and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some information is not known. (PC Section 11167(a).)

### I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities as defined in PC Section 11165.7.

### II. TO WHOM REPORTS ARE TO BE MADE (DESIGNATED AGENCIES)

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), county probation department (if designated by the county to receive mandated reports) or the county welfare department. (PC Section 11165.9.)

### III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected instance of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected instance of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by the CANRA. Any other person reporting a known or suspected instance of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by the CANRA unless it can be proven the report was false and the person knew it was false or make the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

### IV. INSTRUCTIONS

- **SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business (agency) name and address, telephone number, a signature and today's date. Also check yes-no whether you (the mandated reporter) witnessed the incident. The signature area is for either the mandated report or the person taking as telephoned report.

### IV. INSTRUCTIONS (Continued)

- **SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, date of the written report, date/time of the phone call and the name, title and telephone number of the official contacted.
- **SECTION C - VICTIM** (One Report per Family, siblings must have same parents/guardians): Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and where applicable enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box for: developmentally disabled?, physically disabled? and specify the victim's other disability. To determine if the victim has a disability, ask the victim's parent or care giver. Also check the appropriate yes-no box for in foster care?, indicate type of care if the victim was in out-of-home care, indicate the type of abuse. List the victim's relationship to the suspect, check the appropriate yes-no box for photos taken?, indicate whether the incident resulted in this victim's death.
- **SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians and the Suspect.
- **SECTION E - INCIDENT INFORMATION:** If multiple victims, enter the number. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheets if needed.

### V. DISTRIBUTION

- **Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
- **Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send **white copy** to police or sheriff, **blue copy** to county welfare or probation, and **green copy** to district attorney.

### ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pac Islndr	26 White	31 White-Romanian

# **Suspension and Expulsion Policies**

Garey adheres to the PUSD Suspension and Expulsion Policies, detailed in PUSD Board Document 5144.1 BP and 5144.1 AR, which follow.

Book	5000-5999
Section	Students
Title	Suspension and Expulsion/Due Process
Number	5144.1-BP
Status	Active
Legal	Legal Reference: <u>EDUCATION CODE</u> 35146 Closed sessions (re suspensions) 35291 Rules (of governing board) 48900-48925 Suspension and expulsion 48912(b) Closed sessions (re suspensions) <u>GOVERNMENT CODE</u> 54950 (re closed sessions) <u>PENAL CODE</u> 626.2 Entry upon campus after written notice of suspension or dismissal without permission <u>MONTOYA VS. SANGER UNIFIED SCHOOL DISTRICT</u> , 502 F. Supp. 209 (E.D. Calif. 1980) (re extension of suspension)

Adopted November 17, 1987

## **Students Suspension and Expulsion/Due Process**

The Governing Board recognizes that maintaining an educational environment which promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction for a period of time deemed necessary to correct the behavior of that student.

Suspensions shall be imposed only when other means of correction fail to bring about proper conduct.

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Expulsion, except for single acts of a grave nature, is usually reserved for application where there is a history of misconduct and where other forms of discipline, including suspension, have failed to bring about proper conduct.

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be specified in administrative regulation. It shall be a responsibility of each principal to inform all students of these grounds annually.

Alternatives to suspension or expulsion will be used with students who are truant, tardy, or otherwise absent from assigned school activities (Education Code 48900).

## **Student Due Process**

The Board shall provide for the fair treatment of students facing suspension and expulsion by affording them their due process rights under the law. The administration and staff have the responsibility to comply with procedures for notices and appeals as specified in regulation. Procedures governing student due process shall conform in all aspects to provisions in law (Education Codes 48911, 48914, 48915 and 48915.5).

(*cf. 3514 – Safety*)

(*cf. 5144.2 – Suspension and Expulsion/Due Process – Individuals with Exceptional Needs*)

Book	5000-5999
Section	Students
Title	Suspension and Expulsion/Due Process
Number	5144.1 AR
Status	Active
Adopted	November 17, 1987

## **Student Suspension and Expulsion/Due Process**

### **I. Definitions**

**Suspension** from school means removal of a student from ongoing instruction for adjustment purposes. Suspension does not mean reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Board for students of the same grade level, nor referral to a certificated employee designated by the principal to advise students, nor removal from the class without reassignment to another class or program for the remainder of the period, without sending the student to the principal or his/her designee.

**Expulsion** means removal of a student from the immediate supervision and control, or the general supervision, of school personnel.

**Day** means a calendar day unless otherwise specifically provided.

**School day** means a day upon which the schools of the district are in session or weekdays during the summer recess.

**Student** includes a student's parents/guardians.

**Principal's designee** means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office.

## **II. Notice of Regulations**

The principal of each school shall ensure that every student and his/her parent/guardian is notified in writing of all Board policies and administrative regulations and individual school rules related to discipline at the beginning of each school year, and that transfer students and their parents/guardians are so advised at the time of enrollment in school.  
(*cf. 5144 – Student Discipline*)

The notice shall include the fact that these rules and regulations are available on request at the principal's office in all district schools.  
(*cf. 5145.6 – Notification of Legal Rights*)

It shall be the responsibility of each principal to inform all students of the grounds for suspension annually.

## **III. Grounds for Suspension and Expulsion**

A. Students may be suspended or recommended for expulsion when the Superintendent, principal, or principal's designee of the school in which the student is enrolled determines that the student has done any of the acts listed below:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless the student had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee.
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10, of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
4. Unlawfully offered or arranged or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10, of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as a controlled substance, alcoholic beverage, or intoxicant.
5. Committed robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possession or used tobacco, or any products containing tobacco or nicotine products (except in the very limited instance of nicotine as a ingredient of a prescribed drug that requires ingestion during school hours) including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.  
(*cf. 5131.6 – Drugs, Tobacco, Alcohol*)
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawful possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.
11. 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.
12. Knowingly received stolen school property or private property.

B. A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance, including, but not limited to, the following circumstances:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period, whether on or off the school campus.
4. During, or going to or coming from a school-sponsored activity.

C. Alternatives to suspension or expulsion will be used against students who are truant, tardy, or otherwise absent from assigned school activities (Education Code 48900).

## **Suspension**

### **I. Suspension: Authority to Suspend**

A Teacher may suspend any student from the teacher's class, for any of the acts listed under Grounds for Suspension and Expulsion above, (see III, AR 5144.1(b)) for the day of the suspension and the day following (Education Code 48910).

A Superintendent, Principal, or Principal's designee, may suspend a student from a school for any of the acts listed under Grounds for Suspension and Expulsion above, for not more than five (5) consecutive school days, upon a first offense, if the principal determines the student violated items (1) – (5) of the list, or the student violated items (6) – (12) of the list and the student's presence causes a danger to persons or property or threatens to disrupt the instructional process (Education Code 48900.5 and 48911).  
(*cf. 5144.2 – Suspension and Expulsion/Due Process-Individuals with Exceptional Needs*)

The Governing Board may suspend a student from school for any of the acts listed under Grounds for Suspension and Expulsion above, for not more than twenty (20) school days in any school year, unless for purposes of adjustment a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed thirty (30) days in any school year (Education Codes 48903 and 48912).

### **II. Suspension: Procedures Prior to Suspension**

#### Notice to Law Enforcement Authorities:

Prior to the suspension or expulsion of any student, the principal of a school, or his/her designee, shall notify the appropriate law enforcement authorities of the county or city the school is in, of any acts of assault by a student which may be violative of Section 245 of the Penal Code (Education Code 48902).

#### Notice to Parent upon Release of Minor Student to Peace Officer:

When a principal or other school official releases a student to a peace officer in order to remove the minor from the school premises, the school official shall take immediate steps to notify the parent/guardian or responsible relative of the student that the student has been released to the officer, and the place to which the student is reportedly being taken, except when the student is a victim of suspected child abuse (Education Code 48906).

(*cf. 5141.4 – Child Abuse and Neglect*)

(*cf. 5145.11 – Questioning and Apprehension*)

### **III. Suspension: Procedures**

#### A. Suspension by a Teacher: Suspension of a Student from Class

Suspension from a class means the removal of a student from class by a teacher for the day of the suspension and the day following. A teacher may suspend a student from class and may also refer a student for consideration of suspension from school for any of the acts listed in Grounds for Suspension and Expulsion, above.

When a teacher suspends a student, he/she shall immediately report the suspension to the principal and send the student to the principal for appropriate action.

The student shall be appropriately supervised during the class periods from which he/she has been suspended.

As soon as possible, the teacher shall ask the student's parents/guardians to attend a parent-teacher conference regarding the suspension. A counselor or psychologist should attend the conference if it is practicable, and a school administrator shall attend if either the parents/guardians or teacher so request.

A suspended student shall not be returned to class during the period of suspension without the approval of the teacher of the class and the principal.

A student suspended from class shall not be placed in another regular class during the period of suspension. However, if a student is assigned to more than one class per day, he/she may be placed in any other regular classes except those held at the same time as the class from which the student was suspended (Education Code 48910).

The teacher of any class from which a student is suspended may require the suspended student to complete any assignments and tests missed during the suspension (Education Code 48913).

#### **B. Suspension by Superintendent, Principal or Principal's Designee**

##### **1. Informal Conference:**

Suspension shall be preceded by an informal conference conducted with the principal, his/her designee or the Superintendent between the student, and whenever practicable, the teacher, supervisor or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to present his/her version and evidence in support of his/her defense (Education Code 48911(b)).

This conference may be omitted if the principal, his/her designee or Superintendent determines that an emergency situation exists. "Emergency situation" means there is a clear and present danger to the lives, safety or health of students or school personnel. If the pre-suspension conference is not held, both the parents/guardians and student shall be notified of the student's right to return to school for the purpose of a conference.

The conference shall be held within two (2) school days, unless the student waives his/her right to it, or is physically unable to attend for any reason, in such case, the conference will then be held as soon as the student is physically able to return to school (Education Code 48911(c)).

##### **2. Administrative Actions:**

All requests for a student suspension are to be processed by the principal or his/her designee, of the school in which the student is enrolled at the time of the misbehavior.

A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee (Director of Pupil Support Services).

##### **3. Notice to Parents:**

At the time of the suspension, a school employee shall make a reasonable effort to contact the parents/guardians by telephone or in person (Education Code 48911(d)).

A notice of the suspension shall be mailed by a school employee to the

parents/guardians within one school day of the beginning of a suspension in the primary language of the parents/guardians if practicable, including the following:

- a. A statement of the facts leading to the decision to suspend.
- b. The date and time when the student will be allowed to return to school.
- c. A statement of the right of the student or parents/guardians to request a meeting with the Superintendent, or designee, pursuant to Education Code 48914.
- d. A statement of the parents/guardians or the student's right to have access to the student's record as provided by Education Code 49069.
- e. A request that the parents/guardians attend the informal conference with school officials regarding the student's behavior, including notice that state law requires the parents/guardians to respond to such request without delay.

While the parent/guardian is required to respond without delay to a request for a conference regarding their child's behavior, no penalties may be imposed on the student for the failure of the parents/guardians to attend such conference, nor may the readmission of the student be contingent on the attendance by student's parents/guardians at such conference.

#### 4. Suspension Pending Parent Conference:

The principal or designee, may at their own discretion, suspend a student pending attendance of the parent/guardian at a conference with the principal to discuss the student's suspension. Parents may, by attending the conference, shorten the period of suspension. The student shall be reinstated after the normal length of suspension should the parents fail to attend the conference.

#### 5. Extension of Suspension

Notwithstanding the above, if an expulsion of the suspended student is being considered by the Governing Board, the suspension may be extended by the Superintendent or a person designated by the Superintendent in writing until such time as the Governing Board has rendered a decision (Education Code 48911(g)).

This extension is contingent on the Superintendent or designee having determined, following a meeting in which the student and the student's parents/guardians are invited to participate, that the presence of the student at the school or at an alternative school would cause a danger to persons or property or a threat of disrupting the instructional process, providing further that any extension of the original period of suspension be preceded by notice of such extension with an offer to hold an additional conference concerning the extension giving the student a further opportunity to be heard (Education Code 48911(g) and *Montoya v. Sanger Unified School District*).

#### 6. Requested Meeting with Superintendent or his/her Designee:

The parent/guardian of a suspended student has the right to request a meeting with the Superintendent or designee, once a suspension is ordered. The meeting, if requested, must be held within three (3) school days of the receipt of the request by the Superintendent. The procedure shall be as follows:

- a. The Superintendent or designee shall determine if there was sufficient evidence to find that the alleged violation occurred, and whether the penalty was appropriate for the violation.
- b. The student or the student's parent/guardian may designate a representative to be present with them at the meeting, but the

representative shall not act as legal counsel unless the district has legal counsel present to represent the school district.

c. At the meeting:

(1) The Superintendent or designee shall review all written documents in the case.

(2) The student and the student's parents/guardians and representative may address the Superintendent or designee on the evidence and the appropriateness of the penalty.

d. The Superintendent or designee shall render a decision within two (2) school days. If the decision is that no violation occurred, all records and documentation regarding disciplinary proceedings and suspension shall be destroyed immediately, and no information regarding the meeting shall be placed in the student's permanent record file or communicated to any person not directly involved in the disciplinary proceedings. If the finding was that the penalty imposed was inappropriate, the records and documentation shall be revised to indicate only the facts leading to any other disciplinary action imposed by the Superintendent or designee (Education Code 48914).

### C. Suspension by Governing Board

Where the Governing Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it may hold closed sessions if a public hearing would lead to disclosure of information which would violate a student's right to privacy under Education Code 49073. However, the Board shall provide the student with written notice of the closed session by registered or certified mail and the student may request a public meeting. The request shall be granted if made in writing within forty-eight (48) hours after receipt of the Board's notice. Any discussion, however, that conflicts with any other student's right to privacy, shall be in closed session (Education Code 48912).

## **Expulsion**

### **I. Expulsion: Authority to Expel**

A. A student may be expelled only by the Governing Board.

B. The principal or Superintendent shall recommend a student's expulsion for any of the following acts, unless the principal or Superintendent finds, and reports in writing to the Governing Board, that expulsion is inappropriate, due to the particular circumstances, which shall be set out in the report of the incident:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds.
3. Unlawful sale of any controlled substance, listed in Chapter 2 (commencing with Section 11053 of) Division 10 of the Health and Safety Code, except for the sale of not more than one ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.

C. The Governing Board may order a student expelled for any of the acts listed under Grounds for Suspension and Expulsion above, (See III, AR 5144.1(b)), upon recommendation by the principal, Superintendent, hearing officer or administrative panel finding that the student violated items (1)-(5) of the list, or the student violated items (6)-(12) of the list and other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or due to the nature of

the violation, the presence of the student causes a continuing danger to the physical safety of the student or others (Education Code 48900).  
(*cf.* 5144.2 – *Suspension and Expulsion/Due Process (Individuals with Exceptional Needs)*)

## **II. Expulsion: Procedures**

### **A. Student's Right to Hearing** (Education Code 48918(a))

The student is entitled to a hearing to determine whether the student should be expelled within thirty (30) school days of the principal or the Superintendent's determination that one of the acts listed under Grounds for Suspension and Expulsion has occurred.

The student is entitled to one postponement of an expulsion hearing for a period of not more than thirty (30) calendar days. The request for postponement shall be in writing. Thereafter, any additional postponement may be granted at the discretion of the Board.

In the event that compliance by the Board within the time requirements for conduction an expulsion hearing is impracticable, the Superintendent or designee may, for good cause, extend the time period for holding the expulsion hearing for an additional five (5) school days. Reasons for the extension of the time for the hearing shall be included as a part of the record at the time the expulsion hearing is conducted.

Upon commencement of the hearing, all matters shall be pursued and conducted with reasonable diligence and shall be concluded without any unnecessary delay.

### **B. Written Notice of the Hearing** (Education Code 48918(b))

Written notice of the hearing shall be forwarded to the student and the student's parents/guardians at least ten (10) calendar days before the date of the hearing. The notice shall include:

1. The date and place of the hearing.
2. A statement of the specific facts and charges upon which the proposed expulsion is based.
3. A copy of disciplinary rules of the district which relate to the alleged violation.
4. The opportunity for the student or the student's parents/guardians to appear in person or to employ and be represented by counsel.
5. The right to inspect and obtain copies of all documents to be used at the hearing.
6. The opportunity to confront and question all witnesses who testify at the hearing.
7. The opportunity to question all evidence presented, and present oral and documentary evidence on the student's behalf, including witnesses.

### **C. Conduct of Hearing**

**1. Closed Session:** Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Governing Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five (5) days prior to the hearing that the hearing be a public meeting. If such request is made of the Governing Board, the meeting shall be public. Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to determine if the student should be expelled. The parents/guardians of student, the student, counsel of the student, and counsel of the student's parents/guardians shall be allowed to attend the closed session if the Governing Board admits any other person to the closed session (Education Code 48918(c)).

**2. Record of Hearing:** a record of the hearing shall be made. Such record may be maintained by any means, including electronic recording, so long as reasonably accurate written and complete transcription of the proceedings can be made (Education Code 48918(g)).

3. Presentation of Evidence: While technical rules of evidence do not apply to such 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. The decision of the Governing Board to expel must be supported by the substantial evidence that the student committed any of the above acts listed under Grounds for Suspension and Expulsion above, (See III, AR 5144.1(b)). Findings of fact shall be based solely on the evidence at the hearing. While no evidence shall be based solely on hearsay evidence, the testimony of witnesses whose disclosure may subject them to an unreasonable risk of harm, may be admitted in the form of sworn declarations (Education Code 48918(f) and (h)). John A. v San Bernardino S.D.

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

NOTE: CARE SHOULD BE TAKEN TO ENSURE THAT HEARING EVIDENCE SHOWING THE REASONABLENESS OF THE SEARCH BASED ON THE CRITERIA BELOW IS INCLUDED IN THE EXPULSION RECORD TO REFLECT A RECENT APPELLATE COURT DECISION IN RE BOBBY B., 85 DAILY JOURNAL D.A.R. 3257. THE COURT USED THE TWO PART TEST ESTABLISHED IN NEW JERSEY v T.L.O. FOR DEFINING A REASONABLE SEARCH: 1) WHETHER THE ACTION WAS JUSTIFIED AT ITS INCEPTION AND 2) WHETHER THE SEARCH AS CONDUCTED AS "REASONABLY RELATED IN SCOPE TO THE CIRCUMSTANCES WHICH JUSTIFY INTERFERENCE IN THE FIRST PLACE."

4. Decision Within Ten (10) Days: The decision of the Governing Board whether to expel a student shall be made within ten (10) school days following the conclusion of the hearing, unless the student requests in writing that the decision be postponed (Education Code 48918(i)).

5. Decision within Forty (40) Days: the decision of the Governing Board whether to expel a student shall be made within forty (40) school days after removal of the student from his/her school of attendance, if the Board does not meet on a weekly basis, unless the student requests in writing that the decision be postponed (Education Code 48918(i)).

6. Maintenance of Records: The Governing Board will maintain a record of each expulsion, including the cause therefore. The expulsion order shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls, upon a written request for records by the admitting school (Education Code 48918(j)).

D. Alternative Hearing: Hearing Officer or Administrative Panel  
(District Expulsion Committee)

In lieu of conducting an expulsion hearing itself, the Governing Board may contract with the county hearing officer, or with the Office of Administrative Hearings of the State of California for a hearing officer. Alternatively, the Board may appoint an impartial administrative panel composed of three (3) or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled (Education Code 48918(d)).

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures as apply to a hearing conducted by the Governing Board as specified in Conduct of Hearing, above.

The hearing officer or administrative panel shall, within three (3) school days following the hearing, determine whether to recommend expulsion of the student to the Board. If

expulsion is not recommended, the student shall be immediately reinstated (See Reinstatement, below).

If expulsion is recommended, finding of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence adduced at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order (Education Code 48918(f)).

The board shall make its decision about the student's expulsion within forty (40) school days after the date of the student's removal from his/her school of attendance, unless the student requests in writing that the decision be postponed (Education Code 48918(i)).

#### E. Final Action by Governing Board

Whether the student expulsion hearing is conducted in closed or public session, by the Governing Board or by a hearing officer or administrative panel, the final action to expel must be taken by the Board at a public meeting (Education Code 48918(i)).

#### F. Reinstatement

On acceptance by the Governing Board of a recommendation against expulsion, or following its own decision after the hearing not to expel, the student shall be reinstated immediately. The Superintendent or his designee shall place the student in any classroom program, other instructional program, rehabilitation program, or any combination of such programs following consultation with district personnel including the teacher involved and with the parents/guardians of the student (Education Code 48918(e)).

#### G. Written Notice to Expel

Written notice of the decision to expel shall be sent to the student or parents/guardians, and it shall include notice of the right to appeal such expulsion to the County Board of Education (Education Code 48918(i)).

### **III. Expulsion: Readmission: Plan for Rehabilitation (Education Code 48916)**

An expulsion order shall remain in effect until the Governing Board may order the readmission of the student. Upon the expulsion order, the Governing Board shall set a date no later than the last day of the semester following the semester in which the expulsion occurred, when the student may apply for readmission to a school within the district. The Governing Board may recommend a plan for rehabilitation for the student, which may include:

- A. Periodic review and assessment at the time of application for readmission.
- B. Recommendations for counseling, employment, community service and other rehabilitation programs.
- C. Such other recommendations as the Board shall approve.

### **IV. Expulsion: Readmission (Biannual Review)**

A biannual review of expulsions shall be conducted by the Director of Pupil Support Services and/or the district expulsion committee on or before January 1 and June 1 of each school year. The purpose of the reviews will be to evaluate the progress of all students who have applied for readmission and make an appropriate recommendation as to whether the expulsion should be continued or if the student should be allowed to reenter the school district on a probationary status. Parents wishing to have the district consider their child for possible reentry shall follow the reinstatement procedure:

A. The parent/guardian is to submit a letter on or before December 1 or May 1 of each school year to the Superintendent through the Department of Pupil Services requesting reinstatement of the student.

B. The Director of Pupil Support Services shall assist the parent(s) in preparing evidence for possible readmission of their student to the district. The Director of Pupil Support Services may recommend reentry, or schedule a hearing before the district expulsion committee to consider the reentry request.

C. If a hearing to consider a request for reentry is scheduled before the district expulsion committee, the parents/guardians and student will be required to attend this session. A recommendation by the Director of Pupil Support Services or the district expulsion committee to allow or deny reentry will be sent to the Governing Board for final approval.

D. The parent(s) will be notified of the Board's action by certified letter from the Superintendent's designee.

E. The appropriate school will be informed of the Board action by the Department of Pupil Services.

#### **V. Expulsion: Suspension of expulsion (Education Code 48917)**

A. The Governing Board, upon voting to expel a student, may suspend the enforcement of the expulsion order for not more than one calendar year and may, as a condition of the suspension of enforcement assign the student to a school, class or program appropriate for the student's rehabilitation.

B. During this period the student shall be on probationary status.

C. The suspension of the expulsion order may be revoked by the Governing Board upon the student's commission of any of the acts listed under Grounds for Suspension and Expulsion above, (See III, AR 5144.1(b) or for any violation of the district's rules and regulations governing student conduct.

D. Upon revocation of the suspension of an expulsion order, a student may be expelled under the terms of the original expulsion order.

E. Upon satisfactory completion of the rehabilitation assignment, the Governing Board shall reinstate the student in a school of the district. Upon reinstatement, the Board may order the expungement of any or all records of the expulsion proceedings.

F. Suspension of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board of Education. The appeal must be filed within thirty (30) days following the decision of the Governing Board to expel

#### **VI. Expulsion: Right to Appeal**

The student or the student's parent/guardian is entitled to file an appeal of the decision of the Governing Board to the County Board of Education.

The appeal must be filed within thirty (30) days following the decision of the Governing Board to expel, even if the expulsion action is suspended and the student is placed on probation.

# Notifying Teachers of Dangerous Pupils

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended. The information provided is for teachers only. All information regarding suspension and expulsion is **CONFIDENTIAL**, is not to be shared with any student(s) or parent(s). Teachers are asked to secure the list so students and others may not view it.

## Confidential Memorandum

**To:**

**From:** \_\_\_\_\_, (title)

**Date:**

**Re:** Students having committed specified crime

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The student named below has been convicted of a penal code violation.

Welfare and Institutions Code 827 requires teachers to be informed when a student has engaged in certain criminal conduct.

**NOTE: SUCH INFORMATION IS CONFIDENTIAL AND CANNOT BE FURTHER DISSEMINATED BY THE TEACHER OR OTHERS. UNLAWFUL DISSEMINATION OF THIS INFORMATION IS PUNISHABLE BY A SIGNIFICANT FINE.**

**PLEASE DESTROY THIS NOTE IMMEDIATELY AFTER READING.**

\_\_\_\_\_ was found to have committed the following criminal activity:

If you have any questions, please contact.

Tara Noelte,  
Assistant Principal  
**Garey High School**  
**Pomona Unified School District**  
321 West Lexington, Avenue  
Pomona CA 91766  
Phone (909) 397-4451

To: All Certificated Staff  
From: Dean of Students  
Re: Student Suspension Information

*Education Code 49079 and Welfare and Institutions Code 827 require that teachers be notified of the reason(s) a student has been suspended.*

The following are examples of Ed. Code 48900 and 48915 violations that may appear on your report.

- (C-1) possessed/sold/furnished firearm
- (C-2) brandished a knife at another person
- (C-3) sold a controlled substance
- (C-4) committed/attempted to commit sexual assault or sexual battery
- (C-5) possession of an explosive
- (A-1) caused serious physical injury to another person (needed medical attention)
- (A-2) possessed any knife or other dangerous object
- (A-3) possessed a controlled substance
- (A-4) committed robbery or extortion
- (A-5) committed assault or battery upon a school employee
- A – altercations, fights
- B – sold/furnished a knife or dangerous object
- C – use/under influence or possession of a small amount of drugs or alcohol
- D – Look alike substance (offered/tried to sell)
- E – attempted to commit robbery or extortion
- F – caused/attempted to cause damage to school or private property
- G – stole/attempted to steal school or private property
- H – possessed or used tobacco or nicotine products
- I – committed an obscene act or engaged in habitual profanity or vulgarity
- J – possessed drug paraphernalia
- K – disruption of school activities or defiance
- L – knowingly received stolen property
- M – possession of an imitation firearm
- O – harassed/threatened/intimidated a complaining witness
- P – offered or sold/attempted to sell prescription drug Soma
- Q – engaged/attempted to engage in hazing
- S – aiding or abetting in the infliction of physical injury
- .2 – engaged in sexual harassment
- .3 – hate violence
- .4 – harassment, threats, intimidation against a pupil or group
- .7 – made terroristic threats against school officials or school property

If you have any questions or want more information, please see me.  
Dean of Students

# **Discrimination and Harassment Policy**

Garey High School's discrimination and harassment procedures are derived from PUSD policy, cited below.

## **PROCEDURES FOR HANDLING HARASSMENT COMPLAINTS**

It is the intent of the Pomona Unified School District to provide a working and educational environment for all individuals which is free of harassment and discriminatory intimidation whether based on race, color, religion, sex, age, national origin, handicap or veteran status. Such harassment is in violation of federal and state laws, including Title VII of the Civil Rights Act of 1964 and the Age Discrimination in Employment Act. An important part of this intent is to prevent sexual harassment in the work and educational setting.

### **SEXUAL HARASSMENT:**

The Pomona Unified School District will not condone, permit, or tolerate sexual harassment of employee or students in any manner whatsoever. Persons engaging in such harassment may be subject to discipline up to and including discharge or expulsion.

For the purpose of this Policy, sexual harassment is defined as conduct which is unwelcome and consists of (a) sexual advances; (b) requests for sexual favors; or (c) other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting under any of the following conditions: (1) submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment, academic status, or progress; (2) submission to or rejection of such conduct by an individual is used for the basis of employment or academic decisions affecting that individual; or (3) such conduct has the purpose or effect of interfering with that individual's work or academic performance or of creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment may occur between persons of the same gender or of different genders.

Without limitation, conduct prohibited under this policy may manifest itself in undisguised direct solicitation of sexual favors or solicitation accompanied by overt threats; from behavior which has the effect of creating an intimidating, hostile or offensive working or educational environment such as pervasive and continuous unwelcome physical contact, sexual remarks about a person's clothing, body or sexual relations, conversation of a sexual nature or similar jokes and stories and the display of sexually explicit materials in the work place or their use in the classroom without defensible educational purpose.

Sexual harassment can result from verbal harassment. For example, epithets, unwelcome comments, names or labels, derogatory comments or slurs. Physical harassment can result from assault, impeding or blocking movement, gestures or any physical interference with normal work or movement. Visual forms of sexual harassment can result from derogatory posters, letters, poems, graffiti, cartoons or drawings.

Every member of the Pomona Unified School District Management Team is expected to support and execute this policy. Any supervisor observing a situation involving possible sexual harassment shall take immediate action to stop it. Supervisory personnel who receive reports of harassment are expected to seriously consider all such complaints and take immediate steps to implement this policy in accordance with the provisions contained herein.

Sexual harassment, as defined above, violates Title VII of the Civil Rights Act of 1964, regulatory guidelines of the Equal Employment Opportunity Commission, the California Fair Employment and Housing Act and its regulatory guidelines, the California Education Code and District Board Policy.

Violation of this policy shall constitute, generally, just and reasonable cause to discipline, up to and including termination or expulsion, and shall constitute, specifically, persistent violation of and refusal to obey the school laws of California and reasonable regulations prescribed for the governance of the District by the Board of Education of the Pomona Unified School District under Education Code section 44932, subdivision (g).

### **COMPLAINT PROCESS:**

Employees or students believing that they have been subjected to sexual harassment or other forms of discrimination should bring his/her complaint to the attention of his/her immediate supervisor or the District's Affirmative Action Officer at the District Office, his/her teacher, counselor or school administrator.

Internal: To accommodate the unique nature of sexual harassment complaints, an internal process is provided for the primary purpose of resolving a complaint at the earliest possible date while protecting the confidentiality of the parties. In order to do this, the District Personnel Division will commence an investigation of each and every claim as expeditiously as possible following receipt. As part of this investigatory process, the District will:

- a) If the complainant is not satisfied with an informal attempt to resolve the matter and wishes to pursue it more formally, obtain a factual written statement of the complaint for the District Superintendent, his designee, or other department heads, site managers, etc., as required on a need-to-know basis.
- b) Obtain from the Associate Superintendent, Personnel, or his designee, authorization to investigate the complaint, review factual information collected to determine whether the alleged conduct constitutes sexual harassment — giving consideration to the record as a whole and the totality of circumstances — including the nature of the sexual advances and the context in which the alleged incidents occurred. At all times, information will only be shared on a need-to-know basis and confidentiality will be protected.
- c) Counsel the individuals involved and outline options available to them.
- d) Take or authorize appropriate action as defined by the Associate Superintendent, Personnel.
- e) Report to the individuals directly involved in the case as to the findings of any investigation and action taken.

External:

- a) If the complaint is not adjusted to the satisfaction of the employee or student in the internal complaint process, Title IX or other complaint forms are available for filing a formal complaint.
- b) Depending on the circumstances of the complaint, any steps of the internal process may be waived and the external process initiated at the appropriate step.
- c) As an alternative to these procedures, employees may contact the Office of California Department of Fair Employment and Housing (DFEH)

Employees or students should initiate complaints in a timely fashion. It should be noted that the District wishes to know of any complaint alleging sexual harassment as soon as possible after it occurs.

It is unlawful for the District to demote, suspend, reduce, fail to hire or consider for hire, fail to give equal consideration in making employment or academic decisions, fail to treat impartially in the context of any recommendation for subsequent employment or decisions in regard to academic conditions or otherwise

deny any employment or academic benefit to an individual because that individual has filed a complaint alleging harassment.

Efforts will be made to protect the privacy of parties involved in the complaint process and will be shared only on a need-to-know basis and will not be considered public record or otherwise available to the general public.

## **GRIEVANCE PROCEDURE FOR HARASSMENT AND DISCRIMINATORY INTIMIDATION**

**PURPOSE:** To define the Pomona Unified School District's policy on the prohibition and prevention of harassment and discriminatory intimidation in District employment and academic status or progress.

**DEFINITION:** Harassment, as differentiated from sexual harassment, includes acts by one or more persons on another that repeatedly torment, pester, persecute, or otherwise persistently trouble to the point of causing extreme anxiety, frustration, anguish or fear of harm. These acts may be physically or verbally threatening as would be determined by a reasonable person's standard.

It is the intent of the District to provide a working and educational environment for all individuals which is free of harassment and discriminatory intimidation whether based on race, color, religion, sex, age, national origin, handicap or veteran status. Such harassment is in violation of federal and state laws, including Title VII of the Civil Rights Act of 1964 and the Age Discrimination in Employment Act.

The District will not condone, permit or tolerate harassment or discrimination against employees or students in any manner whatsoever. Persons engaging in such harassment or discrimination may be subject to discipline up to and including discharge or expulsion.

The District prohibits retaliation in any form for the filing of a complaint, the reporting of instances of harassment or discriminatory intimidation, or for participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

The District acknowledges and respects student and employee rights to privacy. Harassment and intimidation complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential, except to the extent necessary to carry out the investigation or proceedings as determined by the Superintendent or designee on a case-by-case basis.

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

The District recognizes that informal conferences can often lead to an early compromise agreeable to all parties in a dispute. Whenever all parties to a complaint agree to try resolving their problem through an informal process, the Superintendent or designee shall determine the process before beginning a formal compliance investigation.

### **Complaint Filing Procedure:**

#### **Step 1 - Filing of Complaint:**

Any individual, public agency or organization may file a written complaint of alleged intimidation or harassment. The complaint shall be presented to the Superintendent or designee, who will then give it to the administrator assigned to complaint investigations. The Superintendent or designee will maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, District staff shall help him/her to file the complaint.

Complaints alleging unlawful discriminatory intimidation may be filed by a person who alleges that he/she personally suffered unlawful discriminatory intimidation or harassment, or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discriminatory intimidation or harassment. The complaint must be initiated no later than six months from the date when the alleged intimidation occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

**Step 2 - Mediation:**

Within ten days of receiving the complaint, the investigating administrator shall informally discuss with the complainant the possibility of an informal meeting between the complainant and the employee named in the complaint. If all parties agree to meet, the investigating administrator shall make all arrangements for this process.

If the informal process does not resolve the problem within the parameters of law, the investigating administrator shall proceed with his/her investigation of the complaint.

**Step 3 - Investigation of Complaint:**

The investigating administrator shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful, informal attempt to resolve the complaint. This meeting shall provide an opportunity for the complainant and/or his or her representative to repeat the complaint orally. The complainant and/or his or her representative and the District's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses.

To ensure that all pertinent facts are made available, the investigating administrator and the complainant may ask other individuals to attend this meeting and provide additional information.

When the investigation is completed, the findings will be communicated to the complainant. If not satisfied with the results of the investigation, the complainant will be told of his/her right to bring harassment or discriminatory intimidation cases before the Department of Fair Employment and Housing or the Board of Trustees in closed session.

# School–wide Dress Code & Grooming Guidelines

## **Expectations**

School Board Policies and Administrative Regulations clearly establish the standards for appropriate attire in the Pomona Unified School District. Students are prohibited from wearing any clothing, which is disruptive to the instructional process, and/or considered unsafe, immodest, dangerous, divisive or a health hazard. Also prohibited are clothes which contain offensive or obscene symbols (depicting alcohol, tobacco, drugs, weapons, vulgar language, violence, vandalism, or sexual activity), signs, slogans, or words degrading any gender, cultural, religious or ethnic values. Clothing or accessories considered to have group or gang identification symbols as determined by the Pomona Unified School District.

Students who appear at school wearing inappropriate clothing or who are inappropriately groomed will not be allowed to attend class until they make the changes necessary to meet the District's dress and grooming requirements. Correction may include removing or changing the objectionable clothing items, removal from the normal class setting, or contacting parents to return home to obtain appropriate clothing.

No student may wear articles or clothing, jewelry, paraphernalia or accessories that pose a threat to the physical and/or emotional well-being and safety of the student or others on campus or at school activities. Among the items that may pose a threat to student safety are certain body piercings (such as hoop nose rings, spike-backed earrings, or excessively large earrings), chains, and steel-toed shoes. The site administration will determine what items offer potential danger.

No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus or at school activities. Also prohibited are notebooks, manner of grooming, or gestures that, by virtue of color, arrangement, trademark, or graffiti or any other attribute, denotes membership in such a gang or group. No gang-related hats or other gang-related attire will be worn on campus or at school activities.

**Hats:** Under the provision of Education Code 35183.5 articles of sun-protective clothing shall be allowed for outdoor use only with a doctor's note. This sun protective clothing shall not be worn indoors at any time and shall not include symbols of any type. No head covering of any type is allowed. This includes, but not limited to bandanas, head rags, hairnets, sweat bands, beanies, hats, etc.... Hats that are confiscated by security or administration will be returned at the end of the semester to both parent and student in the attendance office 1/2 after the last bell of the day.

**Shirts/Tops:** All shirts must be size appropriate, not oversized or too tight. Shirts or tops which are too tight, revealing or which allow underclothing to show are not allowed. Bra straps should not be visible. Open shirts, sleeveless and tank tops are not allowed. Strapless dresses or tops, low cut necklines, bare midriffs, backless blouses or tube tops, and see-through clothing are prohibited. **All tops must have sleeves.**

**Pants/Shorts/Skirts:** No long white socks, loose fitting or baggy shorts, trousers or overalls. Pants and shorts must be of an appropriate size and length; they must fit at the waist and the crotch (within one size of the student's actual waist and inseam measurement). Pants or skirts which are too tight, revealing, or which allow underclothing to show are not allowed. All skirts and shorts must be at least mid-thigh length. If you hold your arms straight down, but the skirt is still above your fingers, your skirt is too short.

**Shoes:** Shoes must be worn at all times. No steel toed or heavy boots are allowed. In the interest of safety “flip flop” sandals and house slippers are prohibited. It is recommended that closed toed shoes be worn on the school campus.

**Jewelry & Accessories:** Jewelry that is considered dangerous may not be worn. Chain belts, studded belts, bullet belts or wallet chains are not allowed.

Garey students are expected to carry their student ID card at all times.

## **Consequences for Violations of the Dress and Grooming Guidelines**

Students who appear at school wearing inappropriate clothing or who are inappropriately groomed will not be allowed to attend class until they make the changes necessary to meet the District’s dress and grooming requirements. If in doubt, don’t wear it. The administration reserves the right to restrict clothing and accessories which detract from the educational environment. Consequences for violations may include:

- Community Schools will issue borrowed clothes or wear school-issued clothing (students will return at the end of the day)
- Contact parents and inform them that the student is refusing to change into appropriate clothing
  - Required to stay in the Alternative Learning Center (ALC) classroom until someone can provide substitute garments/shoes
- Items confiscated
- Alternative class setting until correction is made
- Assigned detention/Saturday School
- Student suspension of social times/non-educational events

**Confiscated items:** Confiscated items may be retrieved at the discretion of an administrator or at the end of the semester. Report to the attendance office ½ hour after the last bell on the last day of each semester to retrieve confiscated items, both the student and parent must be present.

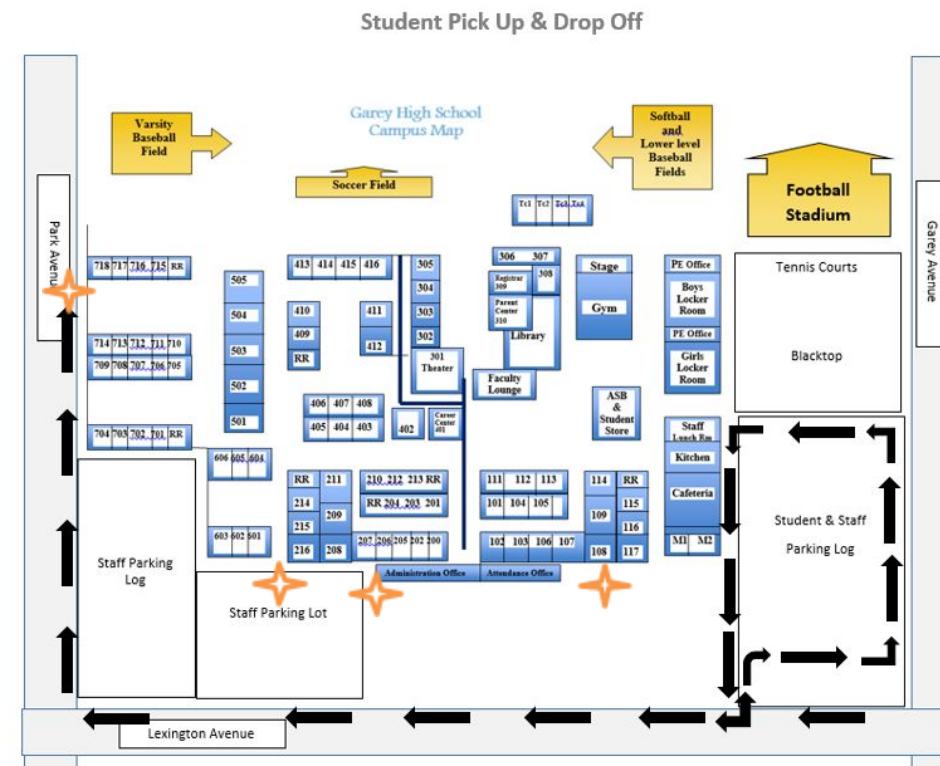
# Safe Ingress and Egress Procedures

## Parking Lot Ingress and Egress

### Drop-Off and Pick-Up Procedures:

- The curbs at the front of the school are a red zone. Like all red zones, parking and/or stopping is prohibited. Students should not be dropped off in the Traffic Lanes. Allowing students to cross these lanes of flowing traffic increases the opportunity for injury.
- Drop-Off and Pick-Up is on the curb-side of Lexington Avenue in front of the student parking lot, and along Park Avenue
- Students should cross the lanes of traffic using the official crosswalks only.

NOTE: Illegal parking and unsafe driving (including stopping/parking in a red zone, crossing lanes of traffic at points other than a crosswalk) can be ticketed by law enforcement (Pomona Police Department, LA County Sheriff and/or California Highway Patrol).



### Map Key

← Flow of traffic into parking lot

Student loading and unloading is located curbside on Lexington Ave. and Park Ave. where the curb is not painted red.

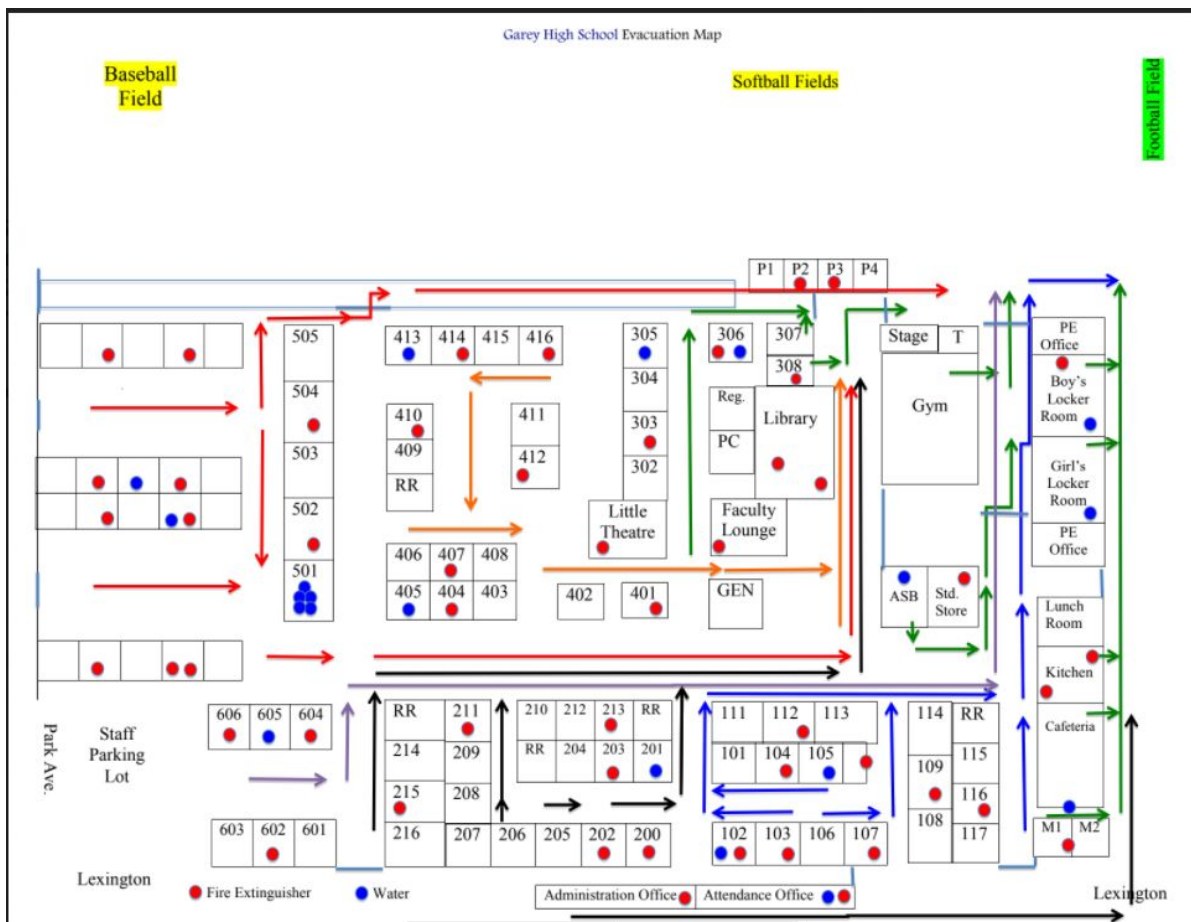
Students enter the campus through all gates in front of the school facing Lexington Avenue, as well as, the gates near the 700s on Park Avenue.

## Student Access to School

Students access school by using crosswalks or by using sidewalks along drop-off and pick-up areas.

### Classroom Evacuation Procedures

#### Primary Evacuation: Egress to Football Field



# **Ensuring a Safe and Orderly Environment**

## **School Climate**

### **Parent Involvement:**

**ELAC (English Learner Advisory Committee):** Parents are invited to review and provide input about programs pertaining to the school's English Learner students.

**SAC (School Advisory Committee)** – Parents are invited to review and provide input about programs pertaining to the school as a whole.

**SSC (School Site Council)** – This is a council of elected parents and staff who monitor implementation of the SPSA. They have ten meetings per academic year.

**Back to School Night/Open House:** Annual Back to School and Open House Nights facilitate class information and opportunities to meet teachers.

**Volunteers:** Parents are encouraged to volunteer in various capacities. Volunteers are cleared through the PUSD Volunteer Clearance process.

### **High Academic and Behavior Goals:**

The GAREY HS curriculum is a comprehensive program incorporating course work designed to fulfill the graduation requirements of the Pomona Unified School District, and to prepare students for continued education in colleges and other institutions, as well as future careers. The college preparatory curriculum includes Advanced Placement and Honors classes. Dual Enrollment with Mt. SAC is offered for Freshman English. ROP/CTE and work experience are part of the academic program. To assist students in properly planning and executing a course of studies in line with personal objectives, the school Counselors utilizes four-year plans. The counselors and students review graduation requirements and personal goals in order to plan a course of studies.

**AVID (Achievement Via Individual Determination):** Nation-wide college-readiness curriculum that emphasizes college study skills, organizational skills, community building and college planning-readiness.

**Bright Prospect:** Bright Prospect is a community-based program that works on motivational and leadership skills, as well as planning to ensure college-readiness, and effective high school to college transition.

**The Movement:** A community based program that provides tutoring, mentoring, as well as planning to ensure college-readiness, and effective high school to college transition.

**Upward Bounds:** A partnership with CalPoly Pomona and Harvey Mudd that provide tutoring, parent workshops, as well as planning to ensure college-readiness, and effective high school to college transition.

**Just Us 4 Youth:** A community-based program that provides social-emotional support through restorative practices and works on motivational and leadership skills, as well as planning to ensure college-readiness, and effective high school to college transition.

### **Improvement of Curriculum and Teaching Practices:**

Garey teachers utilize several research-based strategies to improve curriculum and teaching practices. As recognized by the Garey HS WASC Self-Study in preparation for accreditation. Chief among these are PLCs collaboration to analyze student data, share practices and adjust instruction, on-going staff professional development, a variety of instructional techniques, and alignment of the activities program to instructional goals.

### **Health and Resiliency Curriculum:**

All students take a one semester Health course, which includes physical development, physical health and mental health. Alcohol, tobacco, and drug use is included in the curriculum.

### **Opportunities for Students to Participate in School and Community Service**

**SSC:** School Site Council includes elected student representatives.

**Clubs:** Facilitation of campus life, which includes student leadership development and opportunities to serve the school and community.

### **Critical Thinking:**

Garey's emphasis on critical thinking in teacher instruction and student learning is manifested in two ways, the daily white board configuration and in the informal walk-through observations. In both items, emphasis is placed on reaching Depth of Knowledge Levels 3 and 4 (Webb).

### **Clear Standards and Consequences Consistently and Fairly Enforced:**

**Clear Standards:** School standards relating to academics, attendance, athletics, activities, discipline and other areas of concern are communicated to students in an annual Garey HS Viking Planner. Students are provided with the planner at the beginning of the school year. School Administration presents expectations to the student body at the beginning of the year.

**Enforcement:** Enforcement of discipline standards is spearheaded by the Deans of Students. Garey HS utilizes PUSD Secondary Discipline Matrix that outlines appropriate interventions and discipline consequences for specific infractions, and the number of instances of the infraction.

## **Procedures to Report and Deal with Threats:**

Students are encouraged to report threats to administrators, counselors, or teachers, who will then take appropriate action based on the specific report.

Depending on the situation, the Principal or other administrators on campus uses email, school intercom system or the Remind 101 account to notify staff of potential threats, emergency situations or danger in a confidential manner.

PUSD maintains a district emergency notifications system, to which parents and staff may elect to join.

## **Student Activities:**

The Activities Program at Garey HS seeks to provide students with a forum for developing leadership skills, fostering special interests, cultivating social skills, and applying the lessons of the classroom in a real-world forum. The umbrella organization for all student organizations is the Associated Student Body. Elected officers govern ASB.

The club formation is from student interest. In order for a student organization to function at Garey HS or to conduct fundraising, it must be a club that has been chartered by ASB. Clubs are chartered or renewed at the beginning of each school year. New clubs may be formed as proposed groups meet the requirements.

ASB and clubs sponsor activities, events and service projects throughout the year.

## **Athletics:**

The Purpose of Garey HS Athletics is to develop leadership, character, and service of others while maintaining an effort to improve in school and self, and to become a better person for the community.

All coaches must sign and submit the CIF Code of Ethics to the Athletic Director. Additionally, and they need the following before your 1<sup>st</sup> day w/ students:

1. First Aid CPR-Must be done in person, NOT ONLINE
2. Finger Prints
3. TB test
4. NFHS Concussion Course (free)NFHSlearn.com (renew every 2 years)
5. Mandated Reporter Training
6. NFHS Sudden Cardiac Arrest (free) (renew every two years)
7. NFHS Heat Illness Course (free)(renew every two years)
8. NFHS Fundamentals of Coaching Course (Start of 2<sup>nd</sup> season of Coaching)(\$50)
9. Clearance through PUSD Human Resources
10. PUSD ID or Garey ID

**Locker-room supervision:** All coaches are responsible for supervision of your team before and after practice. Do not allow students to dress unsupervised unless you are coaching the opposite gender. The last coach out of the locker-room is responsible for locking the door.

**Garey Athletics When In Doubt Rule:** If anything occurs that is out of the ordinary you must contact the Athletic Director immediately. This is to protect your athletes and yourself as a coach. Contact and inform the Athletic Director .

Sharing athletes. It is not the philosophy of Garey High to suggest to athletes that they specialize in one sport. All coaches should refrain from gossiping about coaches from other Garey programs and/or teams.

## **Physical Environment**

### **Maintenance of Classrooms and Grounds:**

One day custodian, one mid-shift custodian and three night custodians maintain the classrooms and grounds. Deficiencies, such as broken locks, doors with difficulty closing, and worn-out ballasts are handled by the district work order system.

### **Access to Campus:**

Garey HS is secured by gates which require master keys to open. The campus is a closed campus; visitors must check-in at the front office and obtain a *Visitor Pass*.

### **Loitering:**

Students are not allowed to loiter on campus after dismissal.

### **Monitoring and Supervision:**

CSOs supervise specific areas of the campus throughout the day. Teachers are responsible for supervising and securing their rooms. At the end of the day, the night custodians double-check for locked rooms and unsupervised students.

### **Clean and Safe Restrooms:**

Restrooms are maintained in accordance with the Williams Settlement. They are cleaned and stocked daily, or as needed. Custodians deep clean the bathrooms at each break in the academic year (Thanksgiving, Winter, Spring and Summer Break). For security reasons, restrooms on the main campus are locked within 30 minutes of the last bell. Restrooms in close proximity of after-school events are left open for students and visitors of the event.

### **Adequate Lighting:**

GAREY HS is well-lit. Exterior lights on the main campus are on motion-activated timer timers adjusted for the season. Exterior lights in the portables and parking lot lights are steady lights on timers adjusted for the season.

### **Textbooks:**

Garey HS maintains sufficient text books in the core subjects for all students. The Information Resource Center (IRC) manages distribution and collection of textbooks.

### **Athletic Facilities:**

GAREY HS has a football/soccer/track and field stadium, a grass soccer field, a gymnasium, two softball fields, two baseball fields, outdoor tennis and basketball courts. These facilities support two levels of football, three levels of boys and two levels of girls soccer, two levels of softball, three levels of baseball, two levels of boys and two levels of girls tennis, three levels of boys and one level of girls basketball, three levels of girls and two levels of boys volleyball, two levels of cross country for boys and girls, and two levels of track and field for boys and girls, as well as the visual and performing arts (including band, drama, choir, and orchestra) and sideline cheer.

**Library:**

The Library is a blend of a physical and digital library. The Librarian maintains the digital and hard copy inventory, as well as, the check-in/check-out point for student Chromebooks.

**Communication of Security Procedures:**

Staff: Security and emergency procedures are communicated to staff in writing, and orally in a staff meeting. Emergency protocol binders are given to staff for each room.

Students: Students receive the Student Agenda, which details security procedures. At the beginning of each academic year, administrators visit all English classrooms to review the information in the Agenda. Additionally, all students receive an Emergency Procedure Sheet and are asked to place it in their agenda planner, homework notebook or another place that is readily accessible on a daily basis.

Parents: Parents receive the Student Agenda which details security procedures. The Principal's email notification will periodically communicate security information.

**Inventory, Identification and Storage of Valuable Property:**

**Keys:** are monitored by the Officer Manager.

**Teachers' Digital Resources:** are managed by the site IT.

**Text Books, Library Books and Student Chromebooks:** are monitored by the Librarian and the Library Technician.

**Training for Security Personnel:** CSOs are initially trained by PUSD's security team, who also provide on-going training. Additionally, CSOs and the Dean of Discipline meet monthly.

# **Discipline Policies and Procedures**

## **Pomona Unified School District Discipline Code Summary**

### **GENERAL AIMS:**

This summary of the revised Discipline Code of the Pomona Unified School District is given to all of our parents and students. We want to make certain that students, parents and staff understand that school regulations governing discipline are based on written rules. Each staff member of the Pomona Unified School District who works with students and parents has been given the opportunity to read and understand these rules and regulations.

This Discipline Code clearly spells out unacceptable actions by students against persons or property. It is also designed to protect the constitutional rights of students. In recent years the courts have emphasized the constitutional principle that students do have certain rights when they attend our schools. Such rights include freedom of expression, speech, and equal educational opportunity. Along with these rights come additional responsibilities on the part of the students. The staff of the school system will work with the students to help them understand their rights and responsibilities and to grow to maturity with additional respect for fairness, justice and truth.

When students are suspended or expelled from school or school activities, we take this action to protect the physical safety of other students or staff or to ensure that classroom instruction is continued without interference. The general safety, well-being, and educational goals of all students must be considered along with the rights and responsibilities of each individual.

Before a student can be suspended, a hearing by local school officials must be given to each student who has been accused of violating the Discipline Code. Parents or guardians must be notified by mail stating the specific acts for which the suspension was ordered. The parents will be invited to the school to discuss the matter.

California law permits suspension from school and school activities for a period of five days, except while waiting for action by juvenile court or the Board of Trustees, when time may be extended.

In expulsion cases, a full hearing is given to each student. This is held before a panel of administrators and teachers appointed by the Board of Trustees. The facts of each case are carefully reviewed in this hearing and findings from the administrative panel are presented to the Board of Trustees in executive session with a recommendation. Final action is taken by the Board of Trustees in open session.

The complete Discipline Code with its supporting data is a very long document. Copies are kept at each school and may be examined there by patrons and students. It is our hope that these rules and regulations will help our schools to carry on in the best tradition and without interrupting their main function - that of giving each student the best education possible. The complete California Education Code may be secured on the web at [www.cde.ca.gov](http://www.cde.ca.gov).

### **EXPECTED STUDENT BEHAVIOR:**

The Board of Trustees of the Pomona Unified School District, in support of public education and the exercise of general supervision of the secondary schools of the District, believes that the conduct of students attending the high schools must establish an educational climate conducive for the furtherance of educational opportunities for youth and the promotion of learning.

To assure this aim, the people of the State have empowered local boards of education to regulate student conduct.

The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. (E.C. 35291)

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools. (E.C. 48908)

There is a place and an appropriate educational program in our schools for every student interested in pursuing an education. The law requires attendance of youth between certain ages and the public has,

through numerous legislative enactments, expressed its will that educational opportunities shall be provided for all.

#### **RULES AND REGULATIONS:**

The following conduct is not permitted. Rules and regulations are established to maintain an atmosphere conducive to learning. Students who fail to comply with these rules and regulations will be counseled, reprimanded, suspended or expelled and/or arrested as the laws are applied.

**Suspension shall be imposed only when other means of correction fail to bring about proper conduct, provided that a pupil may be suspended for any of the reasons enumerated in E.C. Sections 48900 (a-s), 48900.2, 48900.3, 48900.4, 48900.7, 48901.5 and sections of 48915 upon a first offense.**

- a) **The principal may recommend a pupil's expulsion for any of the acts enumerated in Section 48900 and in sections of E.C. 48915.**
- b) **Upon recommendations by the principal or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil violated E.C. Sections 48900 (a-s), 48900.2, 48900.3, or 48900.4, 48900.7; and that other means of correction have repeatedly failed to bring about proper conduct, or due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others and that other means of correction are not feasible. The governing board shall order expulsion for violation of E.C. 48915 (c-1) to (c-5).**

### **CAUSES FOR DISCIPLINARY ACTION**

#### **VIOLATIONS RELATING TO PERSONS**

**ABUSE / HARASSMENT, THREATS OR INTIMIDATION** (physical or verbal attack on district employee or student) (E.C. 44810, 48900 (a)(1), (a)(2), 48900 i and o, 48900.4, 48900.7; P.C. 71)

**ASSAULT AND BATTERY** (assault or battery upon another student or upon school personnel; threat of force or violence toward school personnel, at any time or place related to school attendance or functions) (E.C. 44014, 44810, 48900 (a)(1), (a)(2), 48915 (c-2), (a-1), (a-2), (a-5); P.C. 240-243, 245)

**BUS CONDUCT** (continued disorderly conduct or persistent refusal to submit to authority of the driver) (C.A.C. 14103)

**DEFIANCE, DISRESPECT, ETC.** (insubordination or defiance toward school employees, either in language or action) (E.C. 48900 k; 48908)

**ELECTRONIC LISTENING OR RECORDING DEVICE** (It is the students' responsibility to make sure that all devices, including cell phones, are turned off and secure during the official school day. use of all electronic communication devices, without prior consent of the principal, is prohibited. (E.C. 51512, 48901.5)

**EXTORTION / ROBBERY** (taking possessions from another person by threat or force) (E.C. 44014, 44810, 48900 (a)(1), (a)(2), e and g, 48915 (a-4); P.C. 240, 241, 524)

**FIGHTING** (involvement in fighting either in groups, gangs, or as an individual on school premises or elsewhere under authority of school personnel) (E.C. 32210, 44807, 44810, 48900 (a)(1), (a)(2), 48915 (a-1)

**FORGING** (forging notes, signatures, excuses or other school documents) (E.C. 48900 k; P.C. 470)

**GAMBLING** (any betting, gaming played with cards, dice, coins, or other items of value is prohibited) (P.C. 330)

**HAZING / HATE VIOLENCE** (committing any act that injures, degrades, or disgraces any fellow student or person attending the institution) (E.C. 32050-32051; 48900 q; 48900.3; 233) (Ref. 610R Admin. Code and AB 1785. See definition of hate violence in KHSB Discipline Code)

**KEYS** (illegal possession, unauthorized use or duplication of keys to school buildings or premises) (P.C.469)

**RECEIVING STOLEN PROPERTY** (knowingly received stolen school property or private property) (E.C.48900 l)

**SECRET CLUBS** (membership on school campus prohibited) (E.C. 48900 k)

**SEXUAL HARASSMENT / ASSAULT** (unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting)(E.C. 48900.2, 212.5, 48915 (c-4))  
**STEALING** (stealing school property or from persons while on school property or at school sponsored events) (E.C. 19911, 35291, 44807, 48900 g; P.C. 484-485)  
**TARDINESS / TRUANCY** (late to class; missing class(es) illegally) (E.C. 48260-48262)  
**VEHICLES** (failure to observe posted traffic and parking regulations) (V.C. 21113, 42001)  
**OTHER OFFENSES** (serious infractions of behavior standards, not identified above, inimical to the welfare of the school, including buildings, property, staff, students or other personnel during the school day or while in attendance at school functions) (E.C. 48212, 48900 (a)(1) to 48900 o, 48915)

### **VICTIMS OF VIOLENT CRIMES**

Victims of violent crimes, while in or on school grounds, will have the option of an intra-district transfer. Incidents will be reviewed on a case by case basis to determine whether a student is the victim of a violent offense as provided for in the California *Penal Code*.

### **VIOLATIONS RELATING TO STUDENT DRESS**

The District believes that appropriate dress and grooming contribute to a productive learning environment. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard, or a distraction which interferes with the educational process. Clothing and personal adornment styles change frequently and any “dress code” which explicitly defines acceptable school wear quickly becomes outdated. Therefore, Pomona Unified School District school administrators have utilized the following general guidelines to make case by case judgments regarding appropriateness of school attire.

### **GUIDELINES**

**DISRUPTIVE CLOTHING / ADORNMENTS** (Any clothing or adornment which causes reactions by other students causing the teacher to lose the attention of the students, to modify or cease instructional activities, or to deal with student confrontations or complaints.)

**SLOGANS, ILLUSTRATIONS** (Slogans or illustrations which promote the use and/or glorification of drugs, alcohol or tobacco are not acceptable. Profane, vulgar, racial, ethnic or sexist slogans or illustrations on articles of clothing also are not acceptable.)

**REVEALING APPAREL** (Any see-through apparel or attire which does not cover undergarments is not acceptable.)

**DANGEROUS ATTIRE** (Attire which may be used as a weapon may not be worn -- e.g.: steel-toed boots, chains, items with spikes or studs.)

**"COLORS"** (The presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes or advocates membership in a group or gang which advocates drug use, racial or ethnic disharmony, or which advocates violence or other disruptive behavior, is prohibited.)

**UNSAFE APPAREL** (Any attire or adornment which creates a safety hazard for the wearer or others is prohibited. Included within this criteria is the expectation that all students will wear shoes.)

**SPECIFIC CLOTHING REQUIREMENTS** (Specific learning activities in shops, labs, on-the-job training in business/industry, or co-curricular activities may have additional clothing and appearance regulations.)

**CLEANLINESS** (All clothing should be reasonably clean.)

### **CONSEQUENCES OF DRESS AND GROOMING VIOLATIONS**

**First Violation** - Home contact and the violator will be requested to change clothing, hairstyle or cosmetic.

**Second Violation** - Home contact and alternative to suspension or suspension if student refuses alternatives.

**Third Violation** - Home contact and suspension.

### **VIOLATIONS RELATING TO STUDENT EXPRESSION**

**LEWD OR LASCIVIOUS ACTS** (engaging in or performing lewd or lascivious acts on school grounds or at school sponsored activities) (P.C. 314)

**PROFANITY / VULGARITY** (continual or habitual use of profanity or vulgarity) (C.A.C. 300; E.C. 48900 I)

### **VIOLATIONS RELATING TO CAMPUS DISTURBANCE**

**FALSE FIRE ALARMS** (willfully tampers with any fire alarm equipment or deliberately sounds a false fire alarm) (E.C. 48900 k; P.C. 148.4)

**LOITERING** (persons on school premises unlawfully) (P.C. 653 g)

**PICKETING** (persons posted to affect the school) (P.C. 407, 409)

**SIT-INS, WALK-ONS, ETC.** (violations of rules governing lawful assemblage on school grounds or at school events; failure to disperse) (PC. 407, 409, 416, 420 j, p, 626.2, 626.4, 626.6, 626.8)

**TRESPASSING / FORCED ENTRY** (trespassing or forced entry with respect to school buildings or school events)

(E.C. 32210, 44810; P.C. 902 p, 626.8)

**UNAUTHORIZED VISITORS** (persons who come into any school building or onto any school ground or adjacent areas without lawful business thereon) (E.C. 44810; P.C. 626.8, 647 b, 653 g)

### **VIOLATIONS RELATING TO PROHIBITED ITEMS**

**ALCOHOL / INHALENTS** (use or possession on school campus or at school sponsored events) (B. & P.C. 25608, 25658, 25662; C.A.C. 14251; E.C. 48900 c, 48915 (a-3); P.C. 647 e)

**CHEMICAL SPRAYS** (possession of or use of any chemical weapon) (E.C. 48900 b; P.C. 12403.7 (4))

**DRUGS / NARCOTICS** (use, possession or sale of narcotics or other hallucinogenic drugs or substances or any other controlled substances on school grounds or elsewhere under the authority of school personnel) (E.C. 48900 c, 48915 (a-3), (c-3); H. & S. C. 11350, 11353, 11354, 11357, 11359, 11361, 11377, 11378, 11380; P.C. 647 e)

Offered, arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance, or material in lieu of the substance. (E.C. 48900 d; H. & S. C. 11382)

**DRUG PARAPHERNALIA** (possession of, offered, arranged, or negotiated to sell drug paraphernalia) (E.C. 48900 j)

**ELECTRONIC SIGNALING DEVICES** (use of any electronic signaling device is prohibited during the official school day, except for health reasons when prescribed by a licensed physician and approved by school administration) (E.C. 48901.5)

**TOBACCO** (use or possession of tobacco or any products containing tobacco or nicotine products on school grounds or elsewhere while under the authority of the school) (E.C. 48900 h; 48901)

**WEAPONS OR THREAT THEREOF** (possession, sale or furnishing of any firearm (gun), knife, explosive, or other dangerous object of no reasonable use to the pupil at school, or at a school activity off school grounds) (C.C. 1714.1, 1714.3; E.C. 48900 b, 48915 (a-2), (c-1), (c-2); P.C. 245. 626.9, 626.10, 653 k, 12020, 12021.2, 12301)

Possession of an imitation firearm (gun). (E.C. 48900 m)

**SEARCH AND SEIZURE** (personal or private property on school grounds, adjacent to the school, or while under the authority of school personnel, is subject to search and seizure by school officials) (E.C. 493331; H.& S.C. 11364.7, 11471)

**LASER POINTERS OR LASER DEVICES** (possession, sale or the furnishing of any device that conducts a laser beam such as a laser pointer is strictly prohibited.) (E.C. 48900B)

### **VIOLATIONS RELATING TO PROPERTY**

**BOMB THREATS** (false report that a bomb or other explosive has been placed in school buildings or on school grounds) (L.C. 3367; P.C. 148.1)

**DEFACING OR DAMAGING SCHOOL PROPERTY (VANDALISM)** (acts which endanger life of students, employees or visitors or result in damage to school buildings, school property including electronic files and databases or possessions of students, staff members or visitors; parent or guardian is responsible for damages) (C.A.C. 305, C.C. 1714.1; E.C. 19910, 48900 f, 48904; G.C. 6201, 53069.5, 53069.6; P.C. 451, 452, 594, 594.5, 602 j)

**FIRES, EXPLOSIVES OR THREAT THEREOF** (fires or explosives which threaten or cause serious damage to human life or property on campus or at school sponsored events; parent or guardian is responsible for damages) (E.C. 48900 (a)(1), b, 48904, 48915 (a-2); H & S.C. 12304-12306; P.C. 451, 452)

#### **DEFINITION OF TERMS**

**PROBATION:** Placing a student on a trial basis because of prior conditions; must meet specified conditions for a given period of time.

**TRANSFER TO ANOTHER CLASS / SCHOOL:** A student may be transferred to another class in the same school. A student may be transferred to another school; this decision follows a hearing at the school, or district office.

**DETENTION:** Keeping a student in custody for a defined period of time in special rooms under staff supervision.

**PARTICIPATION DENIAL:** Preventing the student from participating in school activities.

**SUSPENSION:** Temporary denial of class and/or school attendance for causes of action committed on school property, school buses, at school functions, or elsewhere. Usually students are referred by teachers to the appropriate administrator for disciplinary actions if the students are unresponsive to normal classroom and/or school expectations of behavior.

**EXPULSION:** Action by the Board of Trustees to deny the right of school attendance with a time limit. (E.C. 48915-48918)

**EXEMPTION:** Action to eliminate the requirement of compulsory school attendance; not related to misconduct.

(E.C. 48220, 48221, 48410)

**EXCLUSION:** Action by the Board of Trustees to discontinue attendance for either a definite or indefinite period of time.

(E.C. 46010.5, 48211, 48212)

#### **EXTRA-CURRICULAR ACTIVITIES**

Participation and/or attendance at extracurricular activities is considered a part of the educational program for students. Participants carry extra responsibilities as representatives of their schools. Student conduct rules also apply to extra-curricular activities. Penalties in most cases will require some loss of participation privileges. Disciplinary action procedures outlined in the adopted code will be followed by the member schools in order that each case might be evaluated individually as prescribed by the Board. A summary of the Athletic and Activity Control Code with a more detailed explanation of the rules and regulations is included in this document. A complete draft is available at your school site.

#### **STUDENT EXPRESSION**

Students have the right to exercise free expression; however, student expression, assemblage and/or publication distribution shall not materially disrupt class work, involve substantial disorder, or invade the rights of others. The Board of Trustees has adopted regulations establishing the time, place and manner for these activities as related to class schedules and physical campus arrangements in each school.

#### **ENFORCEMENT**

The certificated staff of the schools and the district shall enforce all school regulations as prescribed by law and Board regulations. The administration of each school shall enforce the Board adopted regulations to maintain proper conditions for the safety, health and physical well-being of all persons on campus and elsewhere while engaged in school-sponsored activities.

Suspension of students will be ordered by the principal after the appropriate notice and hearing have been given to students. Expulsions may be ordered by the Board of Trustees when charges are substantiated after a proper hearing.

Should the student be expelled by the Board of Trustees of the Pomona Unified School District, the action may be appealed by the student or parent to the County Board of Education.

The Pomona Unified School District police force provides armed, POST-certified police officers at all comprehensive school sites. Also on campus are anywhere from two to five adult security team members. As such, only the Bakersfield Police Department and Los Angeles County Sheriff's Office constitute larger police agencies in Los Angeles County.

## **RIGHTS AND RESPONSIBILITIES**

In our form of government the judicial system interprets the law and its applications and orders compliance with its interpretations. Judicial decisions have constantly supported the authority of the State and of school officials to prescribe and control conduct in the schools. This has been extended from control of students while on the school grounds to also maintaining order at other events, such as athletic contests. In recent years, however, the courts have recognized the student's legitimate right to a public education which is protected by the Due Process Clause of the Constitution of the United States. This right cannot be taken away for misconduct without adherence to the minimum procedures required by that clause.

The U.S. Supreme Court has made clear that students cannot collide with the rights of others without expecting a penalty. "But conduct by the student, in class or out of it, which for any reason - whether it stems from time, place, or type of behavior - materially disrupts class work or involves substantial disorder or invasion of the rights of others is, of course, not immunized by the constitutional guarantee of freedom of speech."

The role of the parent continues to be of primary importance in the education and control of the student. Parents are encouraged to help their youngsters by stressing the importance of a sound education and by forming a cooperative partnership with the schools to help guide and influence the education of the youngsters.

### **REFERENCE ABBREVIATIONS**

B. & P.C.	-	Business and Professions Code	G.C.	-	Government Code
C.A.C.	-	Calif. Administrative Code, Title 5	H. & S.C.	-	Health and Safety Code
C.C.	-	Civil Code	L.C.	-	Labor Code
E.C.	-	Education Code	P.C.	-	Penal Code
			V.C.	-	Vehicle Code

### ***THE COMPLETE DISCIPLINE CODE IS AVAILABLE FOR YOUR INSPECTION AT EACH SCHOOL.***

The Discipline Code was adopted by the Board of Trustees of the Pomona Unified School District.  
Revised May 1985; June 1993; July 1995; May 1997; May 1998; May 2003; July 2006.

# **Garey Disciplinary Procedures**

Garey High School's disciplinary procedures align with and flow from the PUSD policy. The following discipline procedures are communicated to students and parents via the Garey HS Viking Planner.

## **Behavior of Students**

### **Expectations**

Students are expected to adhere to the following:

- Attend school regularly and punctually
- Respect staff and follow their directives
- Use appropriate academic language both within and outside the classroom
- Bring required materials to class daily
- Complete class and homework on time
- Dress in accordance with the dress code for school and school-sponsored activities
- Exhibit pride in their school
- Abide by all school rules and regulations
- Not be involved in "inappropriate displays of affection," including kissing and prolonged hugging or groping.
- Not chew gum on campus – This is a gum-free school.

### **Offenses and Consequences for Inappropriate Behavior**

Consequences for violations of school rules and regulations include counseling, detention, Saturday School, in-school suspension, off-campus suspension and expulsion. In some instances, the State Education Code delineates the parameters for specific consequences. Where applicable, those items are referenced in brackets.

**Intervention:** Students may be required to participate in activities designed to correct the behaviors; for example restorative practices, mentoring, conflict mediation, education, and counseling.

**Detention:** Individual teachers may write a referral for students to serve detention lasting up to 60 minutes, as a consequence for inappropriate behavior in an individual classroom. Twenty-four hours' notice will be given to the student. These are served after school under a teacher's supervision. The Education Code allows for after-school detention regardless of a student's transportation constraints.

**After School Detention:** In certain instances, administrators may assign ASD. Failure to serve an after-school detention may result in the assignment of Saturday School.

**Lunch Detention:** Tardy sweeps, dress code violations, and other minor infractions may result in the assignment of lunch detention. Students assigned lunch detention have 5 minutes to pick-up lunch and check-in to the detention room (rm 604).

**Behavior Contract:** Students are placed on a contract whose stipulations may include academic interventions, restriction from athletics and extracurricular activities, research projects, among other conditions.

**In-School Suspension:** Students are assigned to the Alternative Learning Center on campus designed as an intervention for students who misbehave. Students are responsible for obtaining class work to complete during this time. Assigned work must be completed by the end of the period in order for the student to receive credit.

**Restitution:** In instances in which school property is damaged or destroyed, or when labor costs are incurred because of student behavior, students/parents may be required to cover the cost of these expenses.

**Suspension:** Students are prohibited from entering the school grounds and from participating in any school or school-sponsored activities both during school and after school hours.

**Suspension from Class:** If a student's behavior disrupts the educational process or if a student persists in willful misconduct, a teacher may suspend the student from class. These students are sent to The Alternative Learning Center (ALC room 604).

**Expulsion:** Expulsion is a three-level process.

- 1<sup>st</sup> Level: Pre-expulsion hearing takes place. Both the student, and parent or guardian are expected to attend.
- 2<sup>nd</sup> Level: Hearing at the District Office that involves the removal of a student from a school site for a minimum of one semester, up to a maximum of one school year or assignment to an alternate program.
- 3<sup>rd</sup> Level: Expulsion – Referral to a Los Angeles County program that is not part of the Pomona Unified School District.

**Offenses for which the site administration may subject a student to suspension or may recommend expulsion and the Board may expel:**

- Theft, vandalism (applies to both personal and school property)
- Tobacco possession or use
- Use of obscenity, profanity, vulgarity
- Possession of drug paraphernalia
- Disruption or defiance
- Receipt of stolen goods
- Imitation firearm
- Witness to harassment or intimidation
- Sexual harassment
- Hate violence
- Hostile educational environment
- Terrorist threats
- Causing physical injury
- Acts of a sexual nature
- Cyber bullying or harassment
- Hazing
- Possession of dangerous object, firecrackers, poppers, or other explosive devices
- Possession of drugs or alcohol
- Sale of non-drug/alcohol beverage or intoxicant represented to be a drug or alcoholic beverage
- Robbery or extortion
- Assault or battery upon any school employee
- Possessing, selling, or furnishing a firearm
- Possession or brandishing a knife
- Possession of or selling a controlled substance
- Committing or attempting to commit sexual assault or sexual battery
- Under the influence of a controlled substance
- Inappropriate use of Internet, computers, and technology. [Education Code, sections 48915 (b) and (e)]

**Offenses for which the site administration must suspend the student and recommend expulsion unless circumstances render inappropriate and for which the Board may expel:**

- Acts must be committed at school or at a school sponsored activity off school grounds.
- Causing serious physical injury to another person, except in self-defense. [489159 (a) (1)]
- Possession of any knife, explosive, or other dangerous object of no reasonable use to the student. [48915 (a) (2)]
- Unlawful possession of any controlled substance listed in Health and Safety Code (section 11053 et seq), except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis. [48915 (a) (3)]
- Robbery or Extortion. [48915 (a) (4)]
- Assault or battery as defined in sections 240 and 242 of the penal code, upon any school employee. [48915 (a) (5)]

**Offenses for which the site administration must recommend expulsion and for which the Board of Education MUST expel:**

- Possessing, selling or otherwise furnishing a firearm.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance listed in Health and Safety Code (11053 et seq).
- Committing or attempting to commit a sexual assault or committing a sexual battery. [48915 (c)]

### **Closed Campus**

Garey High School is a closed campus. This means that students, including those over the age of 18:

- Must stay on campus all day. (There is no off-campus lunch.)
- May not leave campus once they are on campus, even if it is prior to the start of school, without authorization from an administrator. Students who have medical appointments must obtain a release prior to leaving campus.
- Who become ill must check out through the office.
- Are not allowed in the parking lot during the school hours.
- May not bring friends or relatives to campus.

Visitors must have prior permission from the Principal or the Assistant Principal. They must sign-in at the front office, receive and wear an I.D. label while on campus.

- Parents who come to campus during the school day must check in to the front office, have their ID verified, and receive a Visitor's Badge.
- Parents who wish to visit student classes must give the school a minimum of 24 hours advance notice and complete the appropriate paperwork. In some instances, additional time may be required.
- Classroom visits will not normally be allowed during standardized testing and final exams

### **Technology Use**

The use of technology at Garey HS is considered a privilege. Every student must read and sign the PUSD Acceptable Use policy. Any misuse of the Internet, passwords, computers, and software will be dealt with severely.

Electronic devices cannot be used during instructional time or for personal audio and/or video recording of any student, teacher, or event. (This includes photography or recordings in the classroom, the locker room, and during examinations). The Education Code defines such action as a disruption to the teaching process. Any student who violates this is subject to discipline.

California State Assembly Bill 256 specifically gives schools explicit authority to suspend or expel students who cyberbully during non-school hours, while not at school, and using a non-school electronic device. This includes creating false rumors, cyberbullying, gossip, engaging in discriminatory behavior, harassment, or intimidation, and disturbing the safety of the school.

Consequences may include:

- Revocation of Internet use for the school year
- Confiscation of electronic devices
- Restricted use of technology during class time
- Three to five days suspension, depending upon the severity of the incident.

All students and parents are required to sign the PUSD's Technology Use Contract. Students and parents should refer to this document for a more thorough description of the district's technology use policy.

Neither Garey HS nor Pomona USD assume liability for personal technology, including computers, smart phones, network access devices, or other electronic signaling devices, if such devices are damaged, lost, or stolen at school.

### **Dress and Grooming Regulations**

The previous section titled "School-wide Dress Code & Grooming Guidelines" outlines expectations for students. Students who appear at school wearing inappropriate clothing or who are inappropriately groomed will not be allowed to attend class until they make the changes necessary to meet the District's dress and grooming requirements. If in doubt, don't wear it. The administration reserves the right to restrict clothing and accessories which detract from the educational environment. Consequences for violations may include:

- Community Schools will issue borrowed clothes or wear school-issued clothing (students will return at the end of the day)
- Contact parents and inform them that the student is refusing to change into appropriate clothing
  - Required to stay in the Alternative Learning Center (ALC) classroom until someone can provide substitute garments/shoes
- Items confiscated
- Alternative class setting until correction is made
- Assigned detention/Saturday School
- Student suspension of social times/non-educational events

**Confiscated items:** Confiscated items may be retrieved at the discretion of an administrator or at the end of the semester. Report to the attendance office ½ hour after the last bell on the last day of each semester to retrieve confiscated items, both the student and parent must be present.

### **Graffiti**

Writing or drawing on school property is considered destruction of public property. The consequences include suspension, expulsion, and payment or replacement of materials and equipment. Pomona City Ordinances 16-9 and 16-10 state that it is a misdemeanor for anyone under the age of 18 to be in possession of marking pens, spray cans, or glass etching tools on school property.

## **Bullying**

The Pomona Unified School District has defined bullying as “systematically and chronically inflicting physical hurt or psychological distress on one or more students. It is further defined as: a pattern of unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the victim's school performance or participation. Bullying is carried out repeatedly; and is often characterized by an imbalance of power.” (PUSD BP 5131.11)

District policy states that, “The principal or designee shall decide the appropriate way to deal with bullying behavior if the investigation has proven that the student who engaged in the bullying behavior has violated District policy. Interventions and consequences must be age-appropriate and equal to the severity of the violation. “

## **Academic Dishonesty: Academic Honor Code**

All Garey students are expected to conduct themselves honorably in pursuit of their education. Cheating, plagiarism, and fraud violate ethical codes of conduct and will not be accepted at Garey High School. The Garey HS Academic Honor Code expressly forbids cheating, plagiarism, falsification or lying, and collusion. Definitions and a few illustrative examples follow

### **Cheating**

**Definition: Attaining academic awards, benefits, rewards, recognition, and grades by dishonest means or unfair advantage.**

**Examples of cheating include but are not limited to:**

- Copying another person's work, or allowing another person to copy the student's work.
- Using unauthorized notes, aids, or written material in any form during a test (*Sparknotes*, *Schmoop*, *Pink Monkey*, etc).
- Unauthorized presence or use of technological devices (cell phones, cameras, ipods, ipads, games, and similar devices) when taking an assessment.
- Deceitful Communication: copying from another person's paper; giving or receiving information by signs, gestures, or deception during any type of assessment.
- Previewing a class quiz/text with another student before that student takes the same quiz/test later that day.
- Working on a test/quiz outside the allotted time

### **Plagiarism**

**Definition: The using of someone else's language, ideas, or other original (not common knowledge) material without acknowledging its source.**

**Examples of plagiarism include but are not limited to:**

- Presenting anyone else's work as the student's own, including the copying of language, structure, programming, computer code, ideas, and/or thoughts of another without proper citation or acknowledgement.
- Copying word for word, without using quotation marks or giving credit to the source of the material.
- Failing to use proper documentation and bibliography.
- Having somebody else do assignments which are then submitted as one's own work.
- Plagiarism can be as small as a single word, or as lengthy as an entire document.

## **Falsification/Lying**

**Definition: Stating or writing untruthfully, misrepresenting**

- Examples of falsification/lying include but are not limited to:
- Making an untrue statement verbally or in writing with the intent to deceive.
- Creating false or misleading impressions.
- Forgery of official signatures.

## **Collusion**

**Definition: Two or more students who are preparing individual assignments work together and submit similar work for assessment.**

- Allowing another to use his or her materials - Both students are guilty of academic dishonesty

## **Responsibilities**

We believe that all members of our school community have a role to play in promoting academic integrity.

### **Students will...**

- Exercise academic honesty in all aspects of their work.
- Regularly demonstrate timely completion of all assignments and homework.
- Prepare sufficiently for all types of assessments.
- Seek extra help from teachers as needed.
- Not engage in cheating, plagiarizing, and lying.
- Use electronic sources in the prescribed manner as assigned by teachers or stated by site and District guidelines.
- Demonstrate respectful behavior that follows teachers' rules within the classroom.
- Report violations of the Honor Code to an adult.

### **Teachers will...**

- Develop, model, and sustain ethical practices within the classroom setting.
- Report violations to counselors and administrators.
- Confer with those who violate the Honor Code.
- Contact the student's parent or guardian regarding any violation.
- Record a failing grade for the assignment.

### **Parents will...**

- Discuss the Honor Code with their child to ensure understanding.
- Encourage their child to maintain high standards with regard to integrity, honesty, respect for others and self, and upholding personal responsibility.
- Support faculty and administration in enforcing the Honor Code.

### **Administrators will...**

- Ensure that all faculty, students, and parents receive the Honor Code.
- Help contribute to a school-wide environment that encourages adherence to the Honor Code.
- Require teachers to enforce the Honor Code.
- Maintain accurate records of Honor Code violations.
- Ensure that the Honor Code is being applied consistently throughout the school.

### **Consequences for Cheating may include**

- a zero grade on test, quiz, project or class assignment

- disciplinary action as codified within National Honors Society and California Scholarship Federation membership guidelines
- In School Suspension
- Campus Beautification
- Community Service
- A single instance of academic dishonesty during the junior or senior year, renders the student ineligible for valedictorian or salutatorian.

### **Loitering**

Students who are not involved in after-school activities are to leave campus at the end of the school day. Loitering (hanging around, dawdling, lingering) around the campus is not permitted. Only those students engaged in school activities or athletics, meeting with teachers, or in tutoring should be on the campus after school dismisses.

### **Prohibited Items**

Neither GAREY HS nor PUSD assume responsibility for lost or stolen property that is brought to school, and will not conduct searches for lost/stolen items. Students bring personal property to school at their own risk.

- IPODs, MP3s, video games, PSPs, other audio/video recording equipment, cameras, and/or any other electronic devices that do not have administrative permission are prohibited on campus during school hours. (School hours begin with the bell beginning first period and ending at 3:00.) There is additional information in the “Technology” section on page 33.
- Skateboards must be taken to the Attendance Office and picked up at the end of the day. Skateboard riding is not allowed in ANY AREA of the campus.
- Water objects of all kinds (such as squirt guns, super soakers, bottles, etc.) are also not allowed.
- Products (for example, candy, chips, and soda) for sale

Students who bring prohibited items to school will be found in defiance of school rules.

### **Gum Free Zone**

Garey HS is a gum-free school. No one is allowed to chew gum on campus. Those students who chew gum on campus are subject to detention and suspension. They may be held liable for the cost of custodial personnel and supplies to scrape and clean gum from school surfaces.

### **School Property**

Students are responsible for all school property issued to them. Payments will be collected for lost or damaged textbooks or instructional materials. Seniors who have not cleared all debts (including text book, library, athletic, and fees for damage to school property) will not be allowed to participate in the senior/graduation events.

### **Sales at School/School-Sponsored Events**

By PUSD and CDE protocols, sales to students at school and school-sponsored activities are allocated to ASB. Sales will only be granted to official school-sponsored organizations that follow the ASB protocols. Students may not sell product(s) for other organizations or other schools at Garey.

Additionally, sales of food during the school day are restricted by state and federal nutrition legislation. Unauthorized food items may not be sold on public school campuses from midnight until 30 minutes after the school day has ended.

Students who sell items on campus, or who are in possession of items for sale are subject to discipline consequences, including confiscation and non-return of sale items and suspension.

### **Bus Behavior**

Students are under the jurisdiction of the school while riding the buses, including to and from school.

All school behavior guidelines apply to the buses. PUSD requires each student riding the school bus and his/her parents to complete a PUSD BUS Contract.

Students whose behavior on the buses endangers the safety of others, disrupts the operation of the bus, or does not comply with Garey HS discipline expectations, (including throwing objects out of the bus and sticking body parts out the bus windows) are subject to discipline consequences, including restriction from riding the bus, paying restitution, and suspension/pre-expulsion, as well as citation from law enforcement (Pomona Police Department, LA County Sheriff, and California Highway Patrol). On the third incident, the student will no longer be able to ride the school buses.

# **Hate Crime Policies and Procedures**

The Pomona Unified School District Administrative Code addresses hate motivated behavior in Article 600 R

## **613.7      Hate Motivated Behavior**

613.7.1 Any student who believes that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied by the principal or designee, he/she may file a complaint against the appropriate school official in accordance with district complaint procedures.

613.7.2 Staff who are informed of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee and law enforcement, as appropriate. Students who engage in hate-motivated behavior shall be subject to discipline in accordance with the District's Discipline Code.

613.7.3 The principal or designee shall ensure that staff receives appropriate training to recognize hate-motivated behavior and methods of handling such behavior in appropriate ways.

Garey's Disciplinary Procedures identifies Hate Violence as an offense which "may be subject to suspension" or for which the site "may recommend expulsion and the Board may expel."

# **Crisis Response/Disaster Procedures**

## **Americans with Disabilities Act Compliance**

Disaster Procedures and Emergency Management has planned to accommodate for students with disabilities.

The school nurse annually prepares a list of students with specific needs. Teachers then accommodate for these needs when practicing or responding to an emergency.

Mild/Moderate Special Education Student classes have smaller teacher-student ratios, as well as Instructional Aides who assist students. Garey HS does not contain Moderate/Severe Special Education classes on the campus.

All evacuation routes include wheelchair accessible options.

During emergency response practices, feedback is offered as to how best to adapt plans to meet the needs of special needs individuals.

## **Emergency Management**

**NIMS (National Incident Management Structure):** Garey HS adheres to the NIMS structure and protocols when addressing emergency management. NIMS is a system mandated by Homeland Security Presidential Directive 5 (HSPD-5). HSPD-5 provides for a consistent nationwide response to prepare for, respond to and recover from domestic incidents. It is a core set of concepts, principles, and terminology that allows Federal, State, local and tribal governments, the private sector, and nongovernmental organizations to work together effectively.

**Basic NIMS Principles Implemented During and Emergency:** Consistent with NIMS principles, the following procedures are implemented in Garey High School's incident responses.

1. Internal Communication
  - a. Radio carriers will be set to channel 2
  - b. Radio traffic will be kept to a minimum
  - c. Plain English will be used; specialized codes and jargon will not be used.
2. External Communication
  - a. Incident Command alone is responsible for communication with the district
  - b. Public Information will be coordinated by the Incident Commander and PUSD Information Officer
    - i. Generally, press representatives will be directed to the turn-around area at the bottom of Garey Road.
3. The Chain of Command identifies clear lines of authority with each individual receiving directives and reporting to only one individual.
4. The leadership span of control will be no more than seven subordinates.
5. Incidents will be managed by Objectives related to
  - a. Life Safety
  - b. Incident Stabilization
  - c. Property Preservation
6. Specific functions will be established only as needed

### **NIMS Implementation:**

**Incident Commander:** In general, the site principal or designee will be the Incident Commander. For more complex incidents (Type 3, 4, and 5), Incident Command may be passed off to district administrators.

The Incident Command is responsible for

1. Overall leadership
2. Ensuring safety
3. Providing information
4. Acting as a liaison with other agencies
5. Determining and implementing objectives

For incidents at a school site, such as Garey HS, Operations will normally be the primary responsibility of the Incident Commander. To accomplish on-site Operations objectives, the Incident Commander will utilize Garey HS staff.

**Operations:** is "responsible for all tactical activities focused on reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal operations. Lifesaving and responder safety will always be the highest priorities and the first objectives of the Incident Action Plan."

(ICS-700.A: National Incident Management System, An Introduction) The exact structure of Operations will depend upon many factors related to the exact nature of the incident. While the Groups created and utilized by our school site may vary by incident, most incidents will require groups to address:

1. Accountability of students, staff, and others
2. Student (and others as applicable) Lodging
3. First Aid
4. Search and Rescue
5. Student-Parent Reunion/Release
6. Utilities and Sanitation
7. Security

## **Operations Group Structure**

<b>INCIDENT COMMANDER: PRINCIPAL</b>
--------------------------------------

### **ACCOUNTABILITY**

1. Verify status (alive, injured, deceased) and location of all individuals (students, staff and visitors)
2. Coordinate Accountability from Submission with Evacuation
3. Reconcile status numbers with attendance records and visitor logs
4. Provide reconciliation to Incident Command
5. Notify Incident Command of need to activate Search and Rescue Group

### **STUDENT LODGING**

1. Activated in evacuation situations only
2. Monitor evacuation procedures
3. Supervise students in evacuation areas
4. Coordinate Accountability Form collection with Accountability
5. Manage feeding, hydration, and sanitation
6. Procure students for reunification
7. Communicate information as needed

### **FIRST AID**

1. Set-up first aid station
2. Triage victims
3. Administer first aid and medication
4. Establish morgue as necessary

### **SEARCH AND RESCUE**

1. Conduct Search and Rescue as needed – Activate Search and Rescue Strike Teams
2. Transport victims to First Aid Station

### **PARENT-STUDENT REUNIFICATION/RELEASE**

1. Verify parent/guardian identifications
2. Summon and release students
3. Record student and staff releases

### **UTILITIES**

1. Check utilities
2. Turn-off utilities as needed
3. Set-up sanitation stations

## **SECURITY**

Control traffic into and out of school site

### **Emergency Response Actions**

#### **Drop/Cover/Hold On**

Inside

1. Drop to floor, get under closest sturdy desk, table, chair. Back to windows. Direct students to do the same.
2. Hold onto furniture with one hand. Cover the back of the neck with the other hand.
3. Remain in place until shaking has stopped for at least 20 seconds.
4. Watch for fallen objects, broken glass, and overhangs.
5. Record injuries and fatalities.
6. Prepare to evacuate.

Outside

1. Move away from power lines, trees, buildings, and objects that may topple.
2. Drop to the ground and cover the back of your head and neck with your hands.
3. Prepare to evacuate.

#### **Evacuation**

1. Grab emergency information/supplies.
2. Check on buddy teacher and their students.
3. Escort students to the evacuation site.
4. If a student is severely injured, remain with students and send your students with a buddy teacher.
5. Leave fatalities unattended in a room.
6. Provide escort to First Aid station for injured students.
7. Take attendance. Complete student accountability form.
8. If assigned to an Emergency Response Team, report to your assigned area after placing your students in the care of another teacher.

#### **Reverse Evacuation**

1. Listen for notification of Reverse Evacuation from the Main Office.
2. If notice is given during the passing period, students should return to the previous class. If notice is given during lunch, students should return to period 3.
3. Take attendance when students are assembled in the classroom.
4. Remain in the classroom until ALL CLEAR is issued or further instructions are given.

#### **Lockdown**

Inside

1. If the door is open, rapidly move students into the room.
2. Shut and lock all windows and doors.
3. Close drapes and blinds.
4. Move away from windows, stay low and out of sight.
5. Account for students, if possible.
6. Remain quiet and calm.
7. Monitor email if possible.
8. Once the doors and windows are closed and locked, do not open until the ALL CLEAR is issued by the Main Office.

Outside

1. Move inside the nearest room.
2. Follow procedures above.

## Inside

- ## Outside

- ## Evacuation Management

Garey's evacuation plan map can be found in the Safe Ingress and Egress Section of this plan. Evacuation is always contingent upon safety. The location will be determined by the relative safety of the choices.

North – Score Board Side				
Crabtree	Gallup	Fleming	Trevino	
M1	117	116	114	
113	112	111	109	
108	107	106	105	
104	103	102	101	
301	302	303	304	
305	306	308	From Cr/ Libr/Reg.	
211	212	213	201	
202	203	204	205	
206	207	208	209	
214/210	215	216		
401/402	408	407	406	
409	410	411	412	
413	415	416	505/504	
601/602	603		SEEO	
605	604	701	702	
703	704	705	706	
707	708	709	711	
712	713	714		
716	717	718		
Kitchen	Room 604		TC 4	

## **Staff-Student Procedure Training**

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emergencies and an evacuation map to place in their notebooks. Beginning with 2018-2019, these references are published in the Agenda Planner distributed to each student.

At the beginning of each academic year, staff training is conducted to review emergency procedures. Annually, at the beginning of the school year, students review emergency procedures via school-wide lessons presented by all teachers during the extended periods.

Garey practices “Drop, Cover, Hold” Drills each semester and participates in the Great California Shake-Out Drill each fall. Fire Drills are also conducted.

### **Emergency Responses to Specific Incidents**

#### **Accident at School**

- **PROVIDE IMMEDIATE MEDICAL ATTENTION** until aid arrives; contact School Nurse and Athletic Trainer; Contact 911 as needed
- Report the accident to the principal and school office.
- Complete an Incident Report (*Legal Counsel Questionnaire*) and file appropriately.
- Take witness statements.
- If a student is transported by ambulance and no parent or guardian is present, staff **MUST** accompany the student to the Emergency Room.
- Send information to the PUSD Incident Notification List.
- Follow-up with parents or guardians.

#### **Air Complications (Air Pollution, Heat Advisory, Smokey Air)**

1. When notified by the district office or news media of a smog advisory, initiate **SHELTER IN PLACE**, inform all staff to stay indoors and minimize physical activity.
2. Restrict/Cancel all athletic competitions and practices and any other activities that require strenuous physical activity (such as marching band, cheer/pep squad etc.) as appropriate

#### **Allergic Reaction**

1. If imminent risk, call 911.
2. Send for immediate help (Nurse, Nurse Technician, Administrator) and medication kit (for known allergies).
3. Notify principal.
4. Assist in getting an “Epi” (Epinephrine) pen for individuals who carry them and prescription medications (kept by the school nurse).
5. If an insect sting, remove the stinger immediately.
6. Complete an Incident Report (*Legal Counsel Questionnaire*) and file appropriately.
7. Notify parents.

#### **Animal Disturbance**

1. Isolate the students from the animal. If the animal is outside, keep students inside and institute a **LOCKDOWN**. If the animal is inside, initiate an **EVACUATION** outside to a protected area away from the animal
2. Contact the Pomona/LA County Humane Society for assistance in removing the animal.
3. If the animal injures anyone, seek medical assistance from the school nurse and/or 911.
4. Notify parent/guardian and recommended health advisor.

### **Bomb Threat**

1. If a threat comes by phone, make notes as to voice, background noise, etc. Try to keep the caller on the phone.
2. Notify the principal/administrator who will call 911.
3. If a threat is received by mail, limit handling of the document(s).
4. Notify the principal or site administrator.
5. Instruct staff and students to turn off any pagers, cellular phones or two-way radios. Do not use those devices during this threat since explosive devices can be triggered by radio frequencies.
6. **DETERMINE APPROPRIATE RESPONSE** - whether to evacuate the threatened building and adjoining buildings. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.
7. Use the intercom, personal notification by designated persons, or the PA system to evacuate the threatened rooms.
8. If it is necessary to evacuate the entire school, use the fire alarm.
9. Notify the District Superintendent of the situation.
10. Do not return to the school building until it has been inspected and determined safe by proper authorities.
11. Complete an Incident Report (*Legal Counsel Questionnaire*) and file appropriately.

### **Civil Disturbance Off-Campus**

1. **SHELTER IN PLACE**
2. Contact Police/Sheriff
3. Contact Superintendent's Office
4. Complete an Incident Report (*Legal Counsel Questionnaire*) and file appropriately.

### **Criminal Activity in School's Area**

1. **SHELTER IN PLACE** until the area is cleared by Law Enforcement.
2. Send information to the PUSD Incident Notification List.

### **Death of a Student**

1. On Campus
  - a. Call 911 and the District Office. Verify the death and obtain as much information about it as possible.
  - b. Secure the area. Remove students from the area. Provide supervision/counseling as needed.
  - c. Follow directives from district administration
2. Off Campus
  - a. Notify District Superintendent
  - b. Contact the student's family or visit the home to offer condolence and support. Obtain information about the funeral/memorial service. Respect their wishes.
  - c. Protect the privacy of the family; the school neither gives nor confirms information to the media or others without consent.
  - d. Meet with administrators, counselors, and office staff as soon as possible so that everyone understands the response plan.
  - e. Determine whether additional resources are needed and make appropriate requests.
  - f. Schedule a staff meeting as soon as possible to share the details that are known, review procedures for the day and discuss the notification of students, availability of support services and the referral process for students and staff who want or need counseling support and assistance.
  - g. Develop a plan for notifying other students and sharing information about availability of support services. Do not use the public address system.
  - h. Go to each of the student's classes and notify his/her classmates in person.

- i. Prepare and disseminate parent/guardian information.
- j. Contact parents of those students who are affected by the crisis to determine appropriate support needed after leaving school. Offer assistance to parents of impacted students. If necessary, designate areas for crisis team/community resource persons to meet with affected students.
- k. Make arrangements with the family to remove the student's personal belongings from the school, if necessary
- l. Meet with your staff/crisis team to evaluate the response and determine what additional resources might be needed. Thank all those who assisted.
- m. Allow students who wish to meet in the counseling office or other appropriate place to do so. Encourage students to report any other students who might need assistance. Arrange with a facilitator/counselor to individually escort each student to the counseling support site.
- n. Continue to monitor staff and students for additional supportive needs.

### **Explosion**

- 1. Initiate **DROP, COVER & HOLD**.
- 2. **Determine whether site evacuation should be implemented.** If so, sound the fire alarm. This will automatically implement action to EVACUATE the building. EVACUATION may be warranted in some buildings but others may be used for SHELTER IN PLACE.
- 3. Notify the Fire Department (call 911). Provide school name, address, exact location within the building, your name and phone number and nature of the emergency.
- 4. Secure area to prevent unauthorized access until the Fire Department arrives.
- 5. Advise the District Superintendent of school status.
- 6. Notify emergency response personnel of any missing students.
- 7. Notify the utility company of breaks or suspected breaks in utility lines or pipes. Provide school name, address, location within building, your name and phone.
- 8. Direct a systematic, rapid and thorough approach to search the building and surrounding areas. Check classrooms and work areas, public areas (foyers, offices, bathrooms and stairwells), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).
- 9. Determine if Student Release should be implemented. If so, notify staff, students and parents.
- 10. If damage requires the school to be closed, notify parents and staff of school status and an alternate site for classroom instruction. Do not return to the school building until it has been inspected and determined safe by proper authorities.
- 11. Complete an Incident Report (*Legal Counsel Questionnaire*) and file appropriately.

### **Fire On Campus**

- 1. Call 911
- 2. Fire in portables – **PORTABLES EVACUATE** to gym. All other buildings shelter in place.
  - i. Cover cracks in doors and windows
- 3. Fire on main campus – **EVACUATE AS APPROPRIATE**
  - i. Cover cracks in doors and windows
- 4. Surrounding area of School
  - i. Shelter in Place or Evacuate as Appropriate
- 5. Secure area and facilitate emergency response
- 6. Notify Superintendent's Office

### **Intruder On Campus**

1. Initiate **LOCKDOWN**
2. Call 911.

### **Medical Emergency**

1. Assess victim (Airway, Breathing, Circulation). Call 911, if appropriate.
2. Call Nurse or Athletic Trainer, as necessary
3. If a student is transported by ambulance and no parent or guardian is present, provide staff accompaniment to the Emergency Room.
4. Follow-up with parents or guardians Complete an Incident Report (*Legal Counsel Questionnaire*) and file appropriately.

### **Missing Student**

1. Conduct an immediate search
2. Notify parents/guardians if the student is not found promptly.
3. Assist police with investigation. Provide a photo and complete information on the missing child.
4. Assure that all parties who know the student or have participated in the search are available to speak with police when they arrive.

### **Motor Vehicle Crash**

1. Notify the police and fire department (call 911).
2. Determine immediate response procedures, which may include evacuation and traffic control.
3. Arrange for first aid treatment if appropriate.
4. Secure area to prevent unauthorized access until the public safety officials (police, sheriff, fire department) arrive.
5. Ensure that students and staff remain at a safe distance from the crash.
6. Notify the Superintendent's Office.
7. Complete an Incident Report (*Legal Counsel Questionnaire*) and file appropriately.

### **Shooter On Campus**

1. Depending on the situation, **INITIATE LOCKDOWN OR EVACUATION**, as appropriate.
2. Call 911. Provide essential details of the situation, i.e., suspect, location, weapons, number of persons involved, motive, injuries/casualties, actions taken by the school.
3. Identify command post for police to respond. Assist police in entering the school; provide officers with critical information.
4. Ensure injured students and staff receive medical attention.
5. If the shooter has left, secure all exterior doors to prevent re-entry.
6. If a firearm is known to exist, **do not touch it**. Allow a law enforcement officer to take possession of the weapon.
7. Keep the crime scene secure.
8. Isolate and separate witnesses.
9. Notify Superintendent's Office
10. Complete an Incident Report (*Legal Counsel Questionnaire*) and file appropriately.

### **Severe Weather/Thunder-Lightning**

1. **SHELTER IN PLACE**

# **COVID Response**

Garey High School's response to the COVID Pandemic follows the parameters set by the Pomona Unified School District, the Los Angeles County Department of Public Health, and the Los Angeles County Office of Education and the State of California. The plan/response will be adapted as necessary.

## **Academic Response**

Garey HS will begin the academic year in distance learning.

## **Return to School Site**

The return to school site learning will be determined by the Pomona Unified School District Administration.

In order to consider a return to on-site instruction, Los Angeles County would have to meet the disease transmission, hospitalizations, and hospital capacity benchmarks of the Governor's Watch List for 14 consecutive days. Once that happens, the Pomona Unified School District will determine the return to school date. Additionally, each school must comply with Reopening Protocols K-12 Schools issued by the County of Los Angeles Department of Public Health

The transition to on-site (students and teachers physically at Garey HS) learning will most likely occur in stages. Stage 1 would follow the Hybrid Model of instruction, which utilizes two cohorts per period, with each cohort at school for two days a week, while the other cohort engages in asynchronous distance learning.

## **Prevention Measures**

Students and staff will be trained and expected to utilize prevention measures as outlined by the Los Angeles County Public Health Department and the CDC Guidelines. These include but are not limited to hand washing, respiratory etiquette, social distancing, and the wearing of face masks.

Staff will complete the PUSD Daily Worksite Log for all days they are on campus.

Frequent cleaning/wiping down of workstations will be conducted using required cleaning materials.

The use of barriers will be used as appropriate.

Social distancing guidelines will be followed and physical prompts (for example signage and barriers) will be utilized to reinforce preventative practices.

Pre-screening questions and temperature checks will be conducted upon entry to the school campus. Staff and students will be required to stay home if needed. Staff and students will be reminded to stay home if sick.

### Exposure Response

The response to an exposure follows the procedures delineated by the Los Angeles County Department of Public Health (LACPH).

**Site COVID Task Force/COVID Compliance Officer:** Garey HS has designated Ms. Jennifer Garcia as the Site COVID-19 Compliance Officer Under her direction the Site Task Force will investigate and respond to exposures, by investigating and following the criterion established by the Los Angeles County Public Health Office. All known potential exposures and cases will be reported to the PUSD COVID-19 Compliance Officer.

**Exposure Response:** As defined by the LACPH, exposure is within 6 feet of an infected person for more than 15 minutes cumulatively throughout the day, even if a non-medical face covering is worn, or unprotected contact with an infected person's body fluids. Any individual deemed to have been exposed will be isolated. Parents or guardians will take students home. An exposed individual may return to school after 14 days quarantine without symptoms even if a COVID Test renders a negative result during that time.

### Exposure Management Plan

- |                       |   |
|-----------------------|---|
| 1 Case                | If the COVID case is a student, the student will be isolated with appropriate supervision. The Department of Public Health (DPH) will be notified. Contact Tracing will be implemented. Students and employees who had exposure will be notified and should test for COVID 19 And inform the school of the test results. Exposed students should quarantine for 14 days even if the test is negative.       |
| 2 Cases<br>wi/14 days | The protocols of 1 Case will be implemented. The Site COVID Team will investigate the cases for epidemiological links. If the cases are not linked, the routine protocols are implemented. If the cases are linked, communication will reinforce precautions for preventative precautions.  |
| 3 Cases               | The Site COVID Team completes the DPH Acute Communicable Disease Control Education Sector wi/14 days. The Line List for Cases and Contacts is filed with the DPH. The DPH will determine if outbreak criteria is met.<br><br>If criterion is not met, Garey will implement routine exposure management. If the criterion is met, DPH assigns a public health investigator for the duration of the Outbreak. |

If necessary, students will be isolated at school with appropriate supervision until a parent or guardian can pick them up.

Students or employees who contracted COVID 19 may return to Garey HS:

- ☐ With medical clearance at least 24 hours without use of fever-reducing medication, AND
- ☐ Improvement in respiratory symptoms, AND
- ☐ At least 10 days since symptoms first appeared