



**Highlands Elementary School**

**Pittsburg Unified School District**

**Comprehensive School Safety Plan**

**2024-2025**

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## **1. Introduction - Comprehensive School Safety Plan**

**California Education Code Section 32286** requires each school site to annually review and update its school safety plan, which must be developed and written by a School Site Council (SSC) or its designated Safety Planning Committee in collaboration with teachers, classified staff, parents, and first responders to ensure they are up-to-date and complete.

School Safety Plans must include an 1) assessment of the current status of school crime committed on campus and at school-related functions and 2) an identification of appropriate strategies and programs that provide/maintain a high level of school safety. Plans must have policies and procedures addressing critical issues including: 3) child abuse reporting, 4) suspension and expulsion policies and notification of teachers; 5) policies prohibiting discrimination, harassment, intimidation, and bullying, 6) school dress code, 7) the safe ingress and egress of students and visitor access to campus, 8) ensuring a safe and orderly school learning environment 9) school discipline procedures, 10) disaster preparedness and earthquake emergency procedures (which are included in the school site Emergency Operations Plan). Plans may also include guidelines regarding mental and physical health and procedures for responding to release of a pesticide or toxic substance.

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# School Safety Plan - Implementation and Review Timeline

## September

- Train all staff and students on inside lockdown procedures
- Review discipline and sexual harassment policies and procedures with staff
- Review school rules, dress code, and sexual harassment policy with students
- Review school rules, discipline, and schedules with Staff
- Inform parents about lockdown drills and procedures
- Conduct monthly fire drill

## October

- Discuss Comprehensive School Safety Plan with the School Safety Committee
- Present Comprehensive School Safety Plan to the public
- Present Comprehensive School Safety Plan for approval of the board
- Review lockdown procedures with students
- Conduct Great California Shakeout Disaster Drill 1
- Conduct monthly fire drill

## November-December

- Conduct monthly fire drills
- Conduct indoor lockdown drill 1

## January-March

- Conduct monthly fire drills
- Conduct outdoor lockdown drill 2
- Earthquake drop, hold, cover drill 2

## April- June

- Review/modify Discipline Plan with Leadership Team and School Site Council
- Recognize students at academic assemblies
- Conduct lockdown drill when students are outside of classroom 2
- Conduct monthly fire drills
- Earthquake drop, hold, cover drill 3- 4

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### 3. Assessment of School Crime

Highlands Elementary School reports all crime to the Pittsburg Police Department and utilizes School Resource Officer (SRO); Officer Salazar. School district personnel are also notified of any incidents where the police have been called to the school.

**Suspension/Expulsion Data 2022-2023 Suspension/Expulsion Data**

	<b>Enrollment</b>	<b>Expulsion</b>	<b>Suspension</b>	<b>Grand Total</b>
Highlands Elementary	543	0	30	30

\*Information from DataQuest: [DataQuest \(CA Dept of Education\)](#)

### 4. Appropriate Programs and Strategies that Provide School Safety

During the school day, staff members and administrators provide campus supervision. With our office staff present daily, we installed a doorbell to be able to support the needs of our community. Signage has also been installed with corresponding phone numbers to identify the areas of support needed. Highlands’s staff follows the safety procedures outlined by Pittsburg Unified School District. All school faculty and staff are required to sign in daily upon entering the building, and a separate sign in is used for non-district employees and contractors.

### Internal Security Procedures

The Pittsburg Unified School District Board of Education has established procedures in the following areas: suspension and expulsion procedures, intruder on campus, and safety threats. Additional pertinent data is found in the School Accountability Report Card updated on a yearly basis. Learning cannot take place if behavior is inappropriate for a school setting. With our school day taking place in person, we continue to use technology as an additional teaching tool. Safeguards have been put in place to reduce the possibility of poor digital citizenship during instructional time. Staff is required to report cases of suspected student identification breaches to administration. Creating responsible digital citizenship is important and has been implemented with each student and family. During the day, students who are not exhibiting safe and respectful behavior whether in person or digitally, are given consequences that fall in line with our district’s recommended progressive discipline.

### Parent and Student Rights

A Parent & Student Handbook is given to every newly enrolled student and parent at the time of registration. Additionally, a copy of the Parent & Student Handbook can be found on the school site website. In the Handbook, behavior expectations and consequences are addressed. All staff have received instruction on this Handbook as well as crafted a specific goal to direct our professional developments around social emotional behavior and support. Highlands Elementary staff along with our Community School’s Coordinator and our district’s Student Services department, created a tiered approach to student discipline which starts, when appropriate, with a personal conversation. Parents become involved if the student behavior problems continue, potentially resulting in the parent attending class with their child for a portion of the school day. Every attempt is now made to discipline without suspension including but not limited to parent conferences,

investigative interviews, witness statements, and Aeries Student Database documentation. Our Bi-Lingual Aide and English Language Coordinator serve as an intermediary between our parents and school site. Parents' groups have been established to gain input in creating a more positive experience for our students. Likewise, parenting classes to support in-home behavior and time management that will also support positive academic outcomes are held as concurrent sessions on campus throughout the school year.

## **Social Emotional Supports**

Since becoming a Community School in 2016, we have taken many steps to develop a positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management, and conflict resolution. Behavioral expectations and consequences for their violation have been established. Should students violate these expectations during, parents are contacted and attempts are made to re-engage students successfully using the PUSD re-engagement plan. Highlands Elementary utilizes our Coordination of Services Team (COST) to determine the best avenue of support for our students and families. These referrals are reviewed twice a month. Highlands employs a full time school counselor. The Mindful Life Project (MLP) has been contracted to further grow our Social Emotional Learning program. This agency provides a coach to support our staff and students through mindfulness based exercises weekly. Additionally MLP provides small group work with students, families, and staff as a way to strengthen their abilities to work through concerns in safe and healthy ways. Highlands Elementary has formed partnerships with other local community based organizations that provide a variety of adjunct services to the students and families. Lincoln Center, John F. Kennedy University, and Contra Costa County Youth Services Bureau are added counseling services to support the mental health needs of our students and parenting support to their families.

There are moments where environments lead to concern and moments where student comments lead to concern. Our relationship with our resource officers support in determining next steps such as a child welfare check, or a Children Family Services report as outlined by our Mandated Reporting requirements for all instances of suspected child abuse. Additional internal security procedures affecting the integrity of the school facility include: telephones in every classroom and a security system operational during non-school hours.

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## 5. Child Abuse Reporting Procedures

According to legislation AB1432, all school staff have received annual training on the Mandated Reporting laws for school employees. All school staff members are considered "Mandated Reporters".

A Mandated Reporter shall make a report whenever, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child who the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect (Penal Code 11166(a)).

Pittsburg Unified School District mandated reporters shall report suspected child abuse or neglect to:

Child Protective Services – 24 hour hotline  
1-877-881-1116

Mandated reporters must then follow up with a written report *Suspected Child Abuse Report SCAR form 8572* which must be faxed or mailed to Child & Family Services **within 36 hours**:

Fax (925) 798-0756  
Child & Family Services  
2120 Diamond Blvd., Suite 120  
Concord, CA 94520

Send a copy of the report to PUSD Educational Services Director marked as "**Confidential**".

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**5a. Suspected Child Abuse Report Form SCAR**

Link: [SUSPECTED CHILD ABUSE REPORT](#)

Print
SUSPECTED CHILD ABUSE REPORT
Reset Form

To Be Completed by **Mandated Child Abuse Reporters**  
Pursuant to Penal Code Section 11166

CASE NAME: \_\_\_\_\_

*PLEASE PRINT OR TYPE*

CASE NUMBER: \_\_\_\_\_

<b>A.</b>	<b>REPORTING PARTY</b>	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY				
		REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS				Street	City	Zip		
		REPORTER'S TELEPHONE (DAYTIME) ( )		SIGNATURE		TODAY'S DATE				
<b>B.</b>	<b>REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY						
		<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)		ADDRESS		Street	City	Zip		
		OFFICIAL CONTACTED - TITLE				TELEPHONE ( )				
<b>C.</b>	<b>VICTIM</b>	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
		ADDRESS				Street	City	Zip		
		PRESENT LOCATION OF VICTIM				SCHOOL		CLASS	GRADE	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE SPOKEN IN HOME				
		<input type="checkbox"/> YES	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE:			TYPE OF ABUSE (CHECK ONE OR MORE)				
		<input type="checkbox"/> NO	<input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND			<input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT				
RELATIONSHIP TO SUSPECT		PHOTOS TAKEN?		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK						
		<input type="checkbox"/> YES <input type="checkbox"/> NO								
<b>D.</b>	<b>INVOLVED PARTIES</b>	VICTIMS / SIBLINGS								
		1. NAME		BIRTHDATE		SEX		ETHNICITY		
		2. _____		_____		_____		_____		
		3. NAME		BIRTHDATE		SEX		ETHNICITY		
		4. _____		_____		_____		_____		
		NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
		ADDRESS				Street	City	Zip	HOME PHONE ( )	BUSINESS PHONE ( )
		NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
		ADDRESS				Street	City	Zip	HOME PHONE ( )	BUSINESS PHONE ( )
		SUSPECT'S NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY			
		_____		_____		_____				
ADDRESS		Street		City	Zip	TELEPHONE ( )				
OTHER RELEVANT INFORMATION										
<b>E.</b>	<b>INCIDENT INFORMATION</b>	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/>						IF MULTIPLE VICTIMS, INDICATE NUMBER: _____		
		DATE / TIME OF INCIDENT			PLACE OF INCIDENT					
		NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)								

SS 8572 (Rev. 12/02)

**DEFINITIONS AND INSTRUCTIONS ON REVERSE**

**DO NOT** submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation Department; GREEN COPY-District Attorney's Office; YELLOW COPY-Reporting Party



## 5b. SCAR Form Instructions

### 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 (CANRA). The provisions of CANRA may be viewed at: <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 of the requested information is not known. (PC Section 11167(a).)

#### I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities listed 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), the 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 incident 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 incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made 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, daytime telephone number, and today's date. Check yes-no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.

#### IV. INSTRUCTIONS (Continued)

- SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.
- SECTION C - VICTIM (One Report per Victim):** 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 to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes-no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim's relationship to the suspect. Check the appropriate yes-no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim's death.
- SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).
- SECTION E - INCIDENT INFORMATION:** If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) 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's department, **blue copy** to county welfare or probation department, and **green copy** to district attorney's office.

#### 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 Pacific Islander	26 White	31 White-Romanian

## **6. Suspension and Expulsion Board Policies**

### **Board Policy 5144.1 Suspension and Expulsion/Due Process**

The Governing Board has been elected by the community to provide leadership and citizen oversight of the district. The Board shall ensure that the district is responsive to the values, beliefs, and priorities of the community. PUSD, as a district, is determined to serve the identified needs of all its students as part of its commitment to both equity and providing rigorous learning opportunities to all students to assist them to achieve their highest potential. Following a data driven and results-based approach, the Governing Board supports a cycle of inquiry approach of continual improvement. The program update to the Board will be guided by the cycle of inquiry and the essential questions: What is the need? What are the goals? What are we using to measure progress? What are the results?

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

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, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

#### **Appropriate Use of Suspension Authority**

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student may be suspended for disruption or willful defiance, pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

## **On-Campus Suspension**

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct.

## **Authority to Expel**

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That 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

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.

## **Due Process**

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

## **Maintenance and Monitoring of Outcome Data**

The Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code 48900.8 and 48916.1, including, but not limited to, the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, and English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

Regulation PITTSBURG UNIFIED SCHOOL DISTRICT  
Revised: September 28, 2022

### **6a. For Staff**

#### **Board Policies 4158, 4258, 4358 Employee Security**

The Board of Education desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

(cf. [0450](#) - Comprehensive Safety Plan)  
(cf. [3515](#) - Campus Security)  
(cf. [5131.4](#) - Student Disturbances)

The Superintendent or designee shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

When violence is directed against an employee by any individual and the employee so notifies the Superintendent or designee, the Superintendent or designee shall take steps to ensure that appropriate legal measures are instituted. When the employee notifies the Superintendent or designee of a threat of bodily harm, the district shall take appropriate measures to enable the employee to request assistance if a threat occurs on school grounds.

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques and crisis resolution.

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

The Board recognizes that access to two-way communications devices allows employees to call for assistance from their supervisor or law enforcement in the event of a threat of violence or medical emergency. The district shall provide such communications devices in classrooms to the extent possible.

(cf. 5141 - Health Care and Emergencies)  
(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

#### Reporting of Injurious Objects

The Board requires school employees to take immediate action upon being made aware that any person is in possession of an injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal

(cf. 5131.7 - Weapons and Dangerous Instruments)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Regulation PITTSBURG UNIFIED SCHOOL DISTRICT  
Approved: October 22, 2008 Pittsburg, California

#### **Procedures to Notify Teachers of Dangerous Pupils**

Throughout the school year, pursuant to Education Code 49079, all Pittsburg Unified School District teachers have access to a list of enrolled students who have, sometime within the past three years, engaged in or been reasonably suspected of having engaged in one or more activities leading to suspension or expulsion. The following procedure is used in notifying teachers:

1. Teachers will be notified of this process at the first staff meeting of the school year
2. Sign in sheets for the staff meetings will be kept like all sign in sheets.

California Education Code 48900 identifies acts that make a student eligible for suspension/expulsion. These acts include:

- Causing/threatening physical injury to another person;
- Using physical force or violence;
- Sale or possession of firearms/weapons;

- Use, sale or furnishing of controlled substances, alcohol or intoxicants;
- Possession, sale or furnishing of drug paraphernalia; and
- Committing crimes such as robbery, vandalism, extortion, or theft.

Education Code 48900.2 through 48900.7 identifies additional acts such as sexual harassment, hate violence, harassment, threats or intimidation of school personnel or pupils; and terroristic threats against school officials or school property, or both.

### **Accessing Discipline Data**

To access, you must sign on to your Aeries Portal.

- A red Safe Schools Act (SSA) icon will appear in your class attendance.
- Hovering over the SSA with your mouse will show an infraction date.
- Clicking on the SSA opens the Assertive Discipline screen where incidents will be visible.
- Print rosters will also show this information. Students that have a Safe Schools Act date, will have an \* to the left of their name on a printed class roster.

## **7. Nondiscrimination and Harassment Policy**

### **Board Policy 5145.3 Non Discrimination/Harassment**

The Board of Education has been elected by the community to provide leadership and citizen oversight of the district. The Board shall ensure that the district is responsive to the values, beliefs, and priorities of the community. PUSD, as a district, is determined to serve the identified needs of all its students as part of its commitment to both equity and providing rigorous learning opportunities to all students to assist them to achieve their highest potential. Following a data driven and results-based approach, the Governing Board supports a cycle of inquiry approach of continual improvement. The program update to the Board will be guided by the cycle of inquiry and the essential questions: What is the need? What are the goals? What are we using to measure progress? What are the results?

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating,

threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

### **Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

Policy PITTSBURG UNIFIED SCHOOL DISTRICT  
adopted: March 14, 2007 Pittsburg, California  
revised: September 27, 2023

## **Administration Regulation 5145.7 Sexual Harassment**

The Board of Education has been elected by the community to provide leadership and citizen oversight of the district. The Board shall ensure that the district is responsive to the values, beliefs, and priorities of the community. PUSD, as a district, is determined to serve the identified needs of all its students as part of its commitment to both equity and providing rigorous learning opportunities to all students to assist them to achieve their highest potential. Following a data driven and results-based approach, the Governing Board supports a cycle of inquiry approach of continual improvement. The program update to the Board will be guided by the cycle of inquiry and the essential questions: What is the need? What are the goals? What are we using to measure progress? What are the results?

The Board of Education is committed to maintaining an educational environment that is free from discrimination, harassment, intimidation and bullying. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)  
(cf. 5131 - Conduct)  
(cf. 5131.2 - Bullying)  
(cf. 5137 - Positive School Climate)  
(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

The district strongly encourages students who feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 - Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3. The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy

### **Instruction/Information**

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:



1. What acts and behavior constitute sexual harassment; including the fact that sexual harassment could occur between people of the same gender and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 1312.1 - Complaints Concerning District Employees)

### **Disciplinary Measures**

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

## **Confidentiality and Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

Regulation PITTSBURG UNIFIED SCHOOL DISTRICT  
approved: March 14, 2007 Pittsburg, California  
revised: May 11, 2022

## **8. School-wide Dress Code Policy 5132**

### **Board Policy 5132 Dress and Grooming**

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

(cf. 0420 - School Plans/Site Councils)

Each school shall allow students to wear sun-protective clothing, including but not limited to hats and sunglasses, for outdoor use during the school day. The principal may determine that hats are prohibited in certain locations or areas where sun protection is not necessary. (Education Code 35183.5)

Shoes must be worn at all times, slippers are not allowed. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, obscene, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice. Dress which is disruptive and contrary to school rules regarding drugs, alcohol, violence, and gang affiliated or related clothing is not permitted. Clothes shall be sufficient to conceal undergarments for males and females at all times. Student clothing such as but not limited to see-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, exposed midriffs and skirts or shorts shorter than mid-thigh and pajamas may be prohibited. Pants are to be worn at waist level. Belts are to be worn if needed to support clothing. Dress that presents a health or safety hazard or a distraction which would interfere with the educational process is prohibited.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

The principal may establish dress, grooming and hygiene guidelines for times when students are engaged in extracurricular, physical education or other special school activities.

(cf. 5121 - Grades/Evaluation of Student Achievement)

At individual schools that have a dress code prohibiting apparel that interferes with the educational process or threatens to disrupt the school's activities, the principal may identify in the school safety plan attire that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because student dress is constantly changing, clothing and grooming styles that present a health or safety hazard or a distraction which would interfere with the educational process/school activities shall be reviewed at least annually and updated whenever related information is received.

### **K-8 Mandatory School Uniforms**

The Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board recognizes that in order to promote student safety and discourage theft, peer rivalry and/or gang activity the Board may wish to establish a dress code requiring students to wear uniforms. Such a dress code shall be included as part of the school safety plan. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students and maintain a positive school climate.

When the plan to require uniforms is adopted, the Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policies. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. The school shall establish guidelines identified in the school dress code and school safety plans, provisions whereby parents/guardians may choose not to have their children comply with an adopted school uniform policy which is contrary to their beliefs or exceptions deemed appropriate by the principal. The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183)

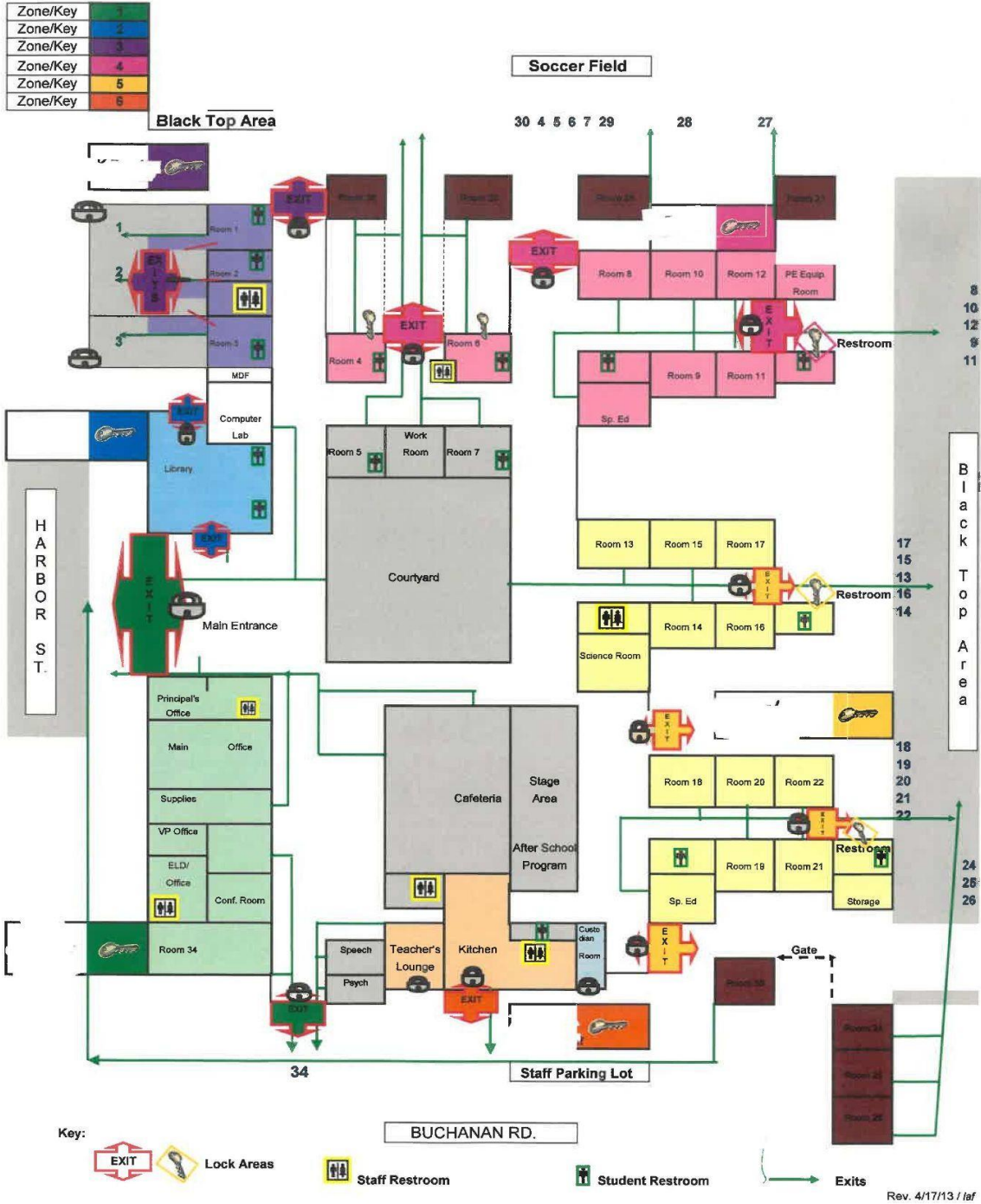
### **Policy PITTSBURG UNIFIED SCHOOL DISTRICT**

**Adopted: January 25, 2006 Pittsburg, California**

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# 9. Safe Ingress and Egress Procedures

Highlands Elementary School  
EVACUATION MAP OF CAMPUS



School and district staff are dedicated to ensuring the safety of students, staff and parents/ guardians going to and from school.

Designated emergency exit routes are defined in the Emergency Operations Plan. In case an accident, fire, earthquake or other emergency affects our regular evacuation routes, school staff is responsible for directing students to a safe, alternative exit route. Students must remain on campus, under staff supervision. In case of emergency, students must be retained until they can be released to either a parent or an authorized emergency contact.

Emergency scenarios that students need to be prepared for:

- Walking to school: Students should continue walking to school.
- Walking home: Students should continue walking home.
- In the neighborhood: Students should return home or go to a pre-designated alternate home.
- Waiting for a bus: Students should return home or go to a pre-designated alternate home.
- On a school bus on the way to school: The bus driver will continue to school when it is safe.
- On a school bus on the way home: The bus driver will continue home when it is safe.
- On a school bus on the way to a field trip: The driver will return to the school when it is safe.
- During a field trip: The teacher will find safe shelter at that location until it is safe to return to the school.
- On a school bus returning to school from a field trip: The driver will continue to school when it is safe.

**Main entrances/exits to and from the school site:**

- 1) Parking lot to front hinged gate
- 2) Parking lot to front of school by main office
- 3) Parking lot to upper playground by portables 24, 25, and 26.
- 4) Parking lot to kindergarten playground
- 5) Single gate by Room 1-2
- 6) Single gate by Room 3
- 7) Service gate near Room 1
- 8) Buchanan St. parking lot entrance

**Gates and when or if they are locked during the day:**

- 1) Service entry gates are locked during the day.
- 2) Single gates leading to Rooms 1-3 are locked during the school day.
- 2) Main parking lot is locked daily during dismissal; only allowing bus and daycare vans inside.

**All gates locked after dark by night custodian.**

## **9a. Visitor Access to School Campus**

Highlands Elementary School is a closed campus. During school hours, all visitors must sign in and out at the school's office. We have installed a doorbell which alerts office staff of visitors and acts as a screening tool to determine the importance of entry.

## **10. Ensuring a Safe and Orderly Environment**

Highlands Elementary School celebrates the diversity of our student population and relies on the wisdom of our rich community to grow lifelong learners that will be positive forces in their homes, school, community, and the world. We acknowledge that all students deserve the best possible education and come to us with different strengths and challenges. As a Community School we take pride in supporting the academic as well as social-emotional needs of our students and the involvement of our parent community through our councils (English Language Advisory Committee, School Site Council, and Community School Advisory Council).

At Highlands we value the education of the whole child. It is important that we strive to provide a well-rounded curriculum that exposes students to the reality of the world around them. At Highlands Elementary we also make every effort to provide our students with a culturally responsive education that reflects the dynamics and diversity of our student population. To accomplish this, we rely on the equitable practices of rigor to create high expectations for students and teachers, relationships to engage our community resources, rewards to honor academic, social and personal achievements, and reflection to be mindful of our practices and to drive change.

Our PE teacher has additionally reprised our award winning Spirit Squad as a way to celebrate our school pride. We are emphasizing learning through cultural music assemblies. Here at Highlands we have placed our focus on incremental growth for our students, both academically and socially. We continue to support students who are thriving despite the challenges with our "Highlands Viking Vibes Events," student of the month, Acts of Peace, and our monthly attendance incentives. We continue to seek ways to engage our students and families. As the 3 Be's (Be Respectful, Be Responsible, Be Safe) guide our school and classroom rules and procedures, it is imperative that we use them as the north star for student behavior expectations.

As we continue to identify critical research around social emotional learning and its linkage to culturally relevant practices and the brain, we continue to set high expectations and guide students in reaching them. Our site goals each include supports that will lead our students to critical thinkers and autonomous learners all while using our equity lens to bolster our literacy and life skills. This work will be ongoing, using our Equity Team and Site Leadership Team to plan staff meetings, seek out resources, and examine achievement data throughout the year.

## **11. School Discipline Procedures**

In PUSD, student discipline is viewed as a developmental process, and effective strategies for addressing student behavior. Restorative Practices provide opportunities for all members of the community to understand consequences of their actions, address any harm caused by their behavior, and restore disrupted relationships. Our school's disciplinary practices are designed to engage scholars in the learning process so that they may become college and career ready. We believe that fair, firm, and consistent implementation of disciplinary

actions is expected and that scholars need to be informed about the consequences of their behavior. We also believe school discipline will be administered in a manner that focuses on teaching students positive behavior and keep them engaged in their regular academic program to the greatest extent practicable.

PUSD administrators are committed to utilizing interventions and disciplinary support/consequences that are consistent, fair, reasonable, age appropriate, and reflective of the severity of the student's misconduct. Highlands is committed to the implementation of progressive discipline and use of other means of correction. Aligning with PUSD's District-wide behavior matrix, Highlands will make every reasonable effort to address and correct student misbehavior using school-based resources at the lowest possible level, and to support students in learning the skills necessary in maintaining a positive school environment. Highlands is committed to supporting scholars with reflective conversation, taking responsibility for their actions and identifying and learning prosocial behaviors.

**\*\* Note:** The above excerpt incorporates by reference the "Code of Conduct" student response manual and "Matrix" which is a part of a coordinated effort to improve school climate for all stakeholders/educational partners, reduce suspension and expulsion, eliminate disproportionality in disciplinary responses, and focuses on prevention and intervention rather than punishment.

**Rules and Procedures at Highlands:** Rules and Procedures Pursuant to EC35291 and EC35291.5

#### **Student Rules – General**

1. **Courtesy and Respect**— Students are expected to treat all adults with courtesy and respect and to promptly follow any direction given by these adults.
2. **Throwing Dangerous Objects**— The throwing of any dangerous object (rock, clod, tan bark, stick, etc.) is not permitted. Students breaking this rule will be referred to the office. On the first infraction, a note will be sent home to the parents or a phone call placed alerting them to the incident (the note will be signed and returned to the school office). For any subsequent infractions of this rule within the same school year, the student will be suspended from school.
3. **Fighting**— Is not permitted. (1) on the way to school (2) at school, or (3) on the way home from school. Students involved in fights will be referred to the office. When it can be determined that a student instigated a fight, or willingly participated in a fight, that student will be suspended from school. Students are expected to settle differences and solve problems without physical violence.
4. **Racial Name Calling**— Racial and ethnically derogatory name calling is prohibited. When a name calling incident occurs, an attempt will be made to resolve the matter with the participating students. The parents of these children will be contacted. This contact may range from an explanation of the incident to a conference involving all parents. Recurrences of the same type of incident involving a child will require a conference with the parents.
5. **Vandalism**— Vandalism is a serious offense against our school and community. Parents will be held responsible for replacing items damaged or stolen by their children.
6. **Arriving at School**— Students are not allowed on the playground before school. Students must wait in the designated area (flagpole by fence) until grade levels are lined up. Students must be at their designated room area on the playground prior to 8:25 am. Any students waiting in the hallway will be considered tardy. Tardy students must have an admission slip from the office before entering class.

7. **Dismissal Time**— Unless authorized and supervised by an after school staff member, all students should be off the school grounds within 10 minutes of dismissal time. The school is not responsible for student behavior or safety after that 10 minute period.
8. **Bicycles**— Bicycles must not be ridden on the school grounds or adjoining sidewalks during school hours or any time. This constitutes a danger to students at beginning, or dismissal times. When this rule is broken, the bicycle will be confiscated and held until claimed by a parent. Only students in grades 3 through 5 are allowed to ride bicycles. Students must wear a helmet.
9. **Skateboards or Skates**— These items are not to be brought to school. When this rule is broken, the skateboard or skates will be confiscated and held at the office until claimed by a parent.
10. **Leaving the School Grounds**— Once a student has arrived on school grounds, that student is not permitted to leave the grounds unless given permission by the office. Students may not cross the street to purchase ice cream and then return to wait for their ride.
11. **Verbal/Physical Abuse**— Students are not to abuse other students, either physically or verbally.
12. **Profanity/Obscene Gestures**— These are not allowed on school grounds.
13. **Promptness**— Students are expected to return to the classroom from all recess and lunch breaks promptly.
14. **Radios/CD/Tape Players/Ipods**— These may not be brought to school. If brought to school, the device will be confiscated and held in the office until claimed by a parent.

### **Basic Playground Rules at Highlands**

1. We keep our hands, feet, and body to ourselves.
2. We stop playing and strike a pose when we hear the whistle.
3. We include others and look after each other.
4. We are courteous of P.E. Classes.
5. We use kind words and appropriate language.
6. We keep food and drink in the cafeteria.
7. We share equipment and return when done.
8. We stay out of the hallways.

### **School Wide Expectations/Procedures**

#### **Bathroom Procedures**

1. We keep our hands to ourselves.
2. We report any issue to the teacher immediately.
3. We wait our turn.
4. We respect peoples' privacy.
5. We use quiet voices.
6. We flush the toilet.
7. We wash our hands with soap and water.
8. We clean up after ourselves.
9. We go straight back to class.
10. We do not turn off the lights.

#### **Line up Procedures after recess and in hallways**

1. When the whistle sounds students shall **freeze**.
2. When announced, students will walk to line.
3. Go straight to line without going for a drink or using the bathroom.
4. Stand in line with your class and wait to enter the building with the teacher.
5. Walk in the second square using a bubble and a bumper.



### **Hallway Procedures**

1. We use walking feet.
2. We keep hands, feet, and objects to ourselves and off the walls.
3. We use quiet voices.
4. We respect a class's learning time.
5. We always carry a hall pass.
6. We walk in a line, not a crowd, and use Second Square.
7. We do not use the hallways during recess.

### **Cafeteria Procedures**

1. We remain seated in our assigned spot.
2. We only eat our own food.
3. We raise our hands for help.
4. We use our inside voices and kind words.
5. We stop and get quiet when asked "Give me five."
6. We clean up our sitting area and the floor around us.
7. We bring healthy food and snacks.

### **Classroom Discipline at Highlands**

It is our goal at Highlands to provide a safe environment for all students as well as an environment where students have the opportunity to reach high academic standards. In an effort to improve discipline in our school and decrease the suspension rate, Mindful life project and Lincoln Center support has been established. This team will improve the effectiveness and consistency of our discipline system by implementing strategies school-wide. COST team, and positive interventions also help to support the expected behaviors while at school.

Students will learn cooperative, respectful and responsible behavior by receiving positive and corrective feedback. We have established a school-wide discipline policy. Parents are encouraged to review this policy with their child. It is important that parents, staff and students work as a team to establish a safe learning environment for all.

### **Rules**

- Be safe by controlling your voice and body.
- Be respectful by using your mindfulness skills.
- Be responsible by following directions immediately.

### **Rewards**

- Verbal praise
- Viking Vibes
- Vibe Days
- Attendance incentives
- Independent Vikings
- Classroom wide free dress days
- Classroom points
- Teacher determined

As a reminder, students are not allowed to bring items to school that distract from our instructional environment. Items such as toys of any kind, sports equipment, and trading cards of any kind may be confiscated by the teachers and returned only to parents. Cell phones are to be turned into the office or classroom teacher at the

beginning of each day. Following the PUSD behavior matrix guidelines for Elementary Sites, possession of knives, real guns, or any type of weapon will lead to an automatic 5 day suspension and may lead to expulsion.

Students who are disturbing others and causing distractions from the learning process may not remain in the classroom. Our goal for high academic standards does not allow students to prevent the teacher from instructing the class. Please talk to your student so that he/she understands the high expectations and procedures for our learning community.

### **School Suspension at Highlands**

It is our goal to reduce the number of suspensions from school; however, continued misbehavior that is distracting from the academic environment and/or certain behaviors that are unsafe and/or dangerous will not be tolerated.

#### **Ed. Code 48925**

Suspension is the temporary removal from ongoing instruction of a student from regular classroom activities or from school. Suspensions are not to extend beyond five (5) consecutive school days. Suspension for students considered for expulsion may be extended beyond five (5) consecutive school days by the Superintendent or his designee, *after inviting the parents to participate in a meeting regarding the extension of the expulsion.*  
**Education Code 48911**

### **TEACHER SUSPENSION AND DETENTION**

#### **Ed. Code 48910**

For disciplinary reasons, a teacher may:

1. Suspend a student from his/her class for the day of the offense and the next day. Teachers are required to schedule parent conferences.
2. A pupil shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the maximum school day, except as otherwise provided in Section 307. C.C.R. Title 5, Section 353.
3. Refer the student to the school counselor or appropriate administrator.

A student may be expelled from school only by action of the School Board of Education. When expulsion is recommended, an Administrative Hearing panel is convened to review the case and determine if there are sufficient grounds for expulsion. The student and his/her parents are notified of their rights, which include their right to appear before the Administrative Panel and present evidence and witnesses on the student's behalf, the right to confront witnesses against the student and the right to be presented by counsel (parents').

#### **11a. Discipline Board Policy Board Policy 5144 Discipline**

The Board of Education has been elected by the community to provide leadership and citizen oversight of the district. The Board shall ensure that the district is responsive to the values, beliefs, and priorities of the community. PUSD, as a district, is determined to serve the identified needs of all its students as part of its commitment to both equity and providing rigorous learning opportunities to all students to assist them to

achieve their highest potential. Following a data driven and results based approach, the Governing Board supports a cycle of inquiry approach of continual improvement. The program update to the Board will be guided by the cycle of inquiry and the essential questions: What is the need? What are the goals? What are we using to measure progress? What are the results?

The Governing Board is committed to providing a safe, supportive, and positive school environment which is conducive to student learning and achievement and desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent/guardian involvement can minimize the need for disciplinary measures that exclude students from instruction as a means for correcting student misbehavior.

The Superintendent or designee shall develop effective, age-appropriate strategies for maintaining a positive school climate and correcting student misbehavior at district schools. The strategies shall focus on providing students with needed supports; communicating clear, appropriate, and consistent expectations and consequences for student conduct; and ensuring equity and continuous improvement in the implementation of district discipline policies and practices.

In addition, the Superintendent or designee's strategies for correcting student misconduct shall reflect the Board's preference for the use of positive interventions and alternative disciplinary measures over exclusionary discipline measures.

Disciplinary measures that may result in loss of instructional time or cause students to be disengaged from school, such as detention, suspension, and expulsion, shall be imposed only when required or permitted by law or when other means of correction have been documented to have failed. (Education Code 48900.5)

School personnel and volunteers shall not allow any disciplinary action taken against a student to result in the denial or delay of a school meal. (Education Code 49557.5)

Seclusion and behavioral restraint are prohibited as a means of discipline and shall not be used to correct student behavior except as permitted pursuant to Education Code 49005.4 and in accordance with district regulations. (Education Code 49005.2)

The Superintendent or designee shall create a model discipline matrix that lists violations and the consequences for each as allowed by law.

The administrative staff at each school may develop disciplinary rules to meet the school's particular needs consistent with law, Board policy, and district regulations. The Board, at an open meeting, shall review the approved school discipline rules for consistency with Board policy and state law. Site-level disciplinary rules shall be included in the district's comprehensive safety plan. (Education Code 32282, 35291.5)

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. When choosing between different disciplinary strategies, staff shall consider the effect of each option on the student's health, well-being, and opportunity to learn.

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

The Superintendent or designee shall provide professional development as necessary to assist staff in developing the skills needed to effectively and equitably implement the disciplinary strategies adopted for district schools, including, but not limited to, knowledge of school and classroom management skills and their consistent application, effective accountability and positive intervention techniques, and the tools to form strong, cooperative relationships with parents/guardians.

District goals for improving school climate, based on suspension and expulsion rates, surveys of students, staff, and parents/guardians regarding their sense of school safety and connectedness to the school community, and other local measures, shall be included in the district's local control and accountability plan, as required by law.

At the beginning of each school year, the Superintendent or designee shall report to the Board regarding disciplinary strategies used in district schools in the immediately preceding school year and their effect on student learning.

Policy PITTSBURG UNIFIED SCHOOL DISTRICT  
Adopted: March 14, 2007 Pittsburg, California  
Revised: October, 25, 2023

### **Administrative Regulation 5144 Discipline**

#### **Site-Level Rules**

Each school shall review its site-level discipline rules at least every four years.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code [35291](#))

Disciplinary strategies provided in Board policy, regulation and law may be used in developing site-level rules. These strategies include but are not limited to:

1. Referral of the student for advice and counseling

(cf. [6164.2](#) - Guidance/Counseling Services)

2. Discussion or conference with parents/guardians

(cf. [5020](#) - Parent Rights and Responsibilities)

(cf. [6020](#) - Parent Involvement)

3. Recess restriction

4. Detention during and after school hours

5. Community service

6. Reassignment to an alternative educational environment

(cf. [6158](#) - Independent Study)

(cf. 6181 - Alternative Schools)  
(cf. 6184 - Continuation Education)  
(cf. 6185 - Community Day School)

7. Removal from the class in accordance with Board policy, administrative regulation and law

8. Suspension and expulsion

(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

### **Corporal Punishment**

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property or to obtain possession of weapons or other dangerous objects within the control of the student. (Education Code 49001)

(cf. 4158/4258/4358 - Employee Security)  
(cf. 5131.7 - Weapons and Dangerous Instruments)

### **Recess Restriction**

A teacher may restrict a student's recess time when he/she believes that this action is the most effective way to bring about improved behavior, subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.

### **Detention After School**

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee notifies the parent/guardian.

In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

(cf. 6176 - Weekend/Saturday Classes)

### **Community Service**

As part of or instead of disciplinary action, the Board of Education, Superintendent, principal or principal's designee may, at his/her discretion, require a student to perform community service on school grounds, or with written permission of the student's parent/guardian off school grounds, during non-school hours. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then a student may be required to perform community service for the resulting suspension pursuant to this section. (Education Code 48900.6)

### **Notice to Parents/Guardians and Students**

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall also provide written notice of the rules related to discipline to transfer students at the time of their enrollment in the district.

**Regulation PITTSBURG UNIFIED SCHOOL DISTRICT**

**Approved: March 14, 2007 Pittsburg, California**

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## 12. Instructions For Administration Of Naloxone Nasal Spray

Use naloxone nasal spray for known or suspected opioid overdose in adults and children. Each naloxone nasal spray has 1 dose and cannot be reused.

### STEP 1: EVALUATE FOR SIGNS OF OPIOID OVERDOSE

Signs of OVERDOSE\*, which often results in death if not treated, include:

- Unconsciousness or inability to awaken
- Slow or shallow breathing or breathing difficulty such as choking sounds or a gurgling/snoring noise from a person who cannot be awakened
- Fingernails or lips turning blue/purple

#### OPIOID HIGH vs. OPIOID OVERDOSE

OPIOID HIGH	OPIOID OVERDOSE
Relaxed muscles	Pale, clammy skin
Speech slowed, slurred	Cannot speak, very shallow breathing or not breathing
Breathing slow or shallow	Slowed heartbeat or stopped
Appears sleepy, nodding off	Deep snorting or gurgling, vomiting
Responds to stimuli but difficulty being awakened from sleep	Unresponsive to stimuli (calling name, shaking, sternal rub)
Normal heart beat/pulse	Cyanotic skin color (blue lips, fingertips)
Normal skin color	Pinpoint pupils

Suspicion of opioid overdose can be based on:

- Presenting symptoms
- History
- Report from bystanders
- School Nurse or staff prior knowledge of person
- Nearby medications, illicit drugs or drug paraphernalia

\*If the person does not respond to stimuli (as above), go to STEP 2.

**STEP 2: ADMINISTER NALOXONE (SEE NARCAN™ Nasal Spray QUICK START GUIDE below)**

- Action 1.
  - Lay the person on their back to receive a dose of naloxone nasal spray
- Action 2.
  - Remove naloxone nasal spray from the box
  - Peel back the tab with the circle to open the naloxone nasal spray
- Action 3.
  - Hold the naloxone nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle
- Action 4.
  - Tilt the person's head back and provide support under the neck with your hand
  - Gently insert the tip of the nozzle into one nostril until your fingers on either side of the nozzle are against the bottom of the person's nose
- Action 5.
  - Press the plunger firmly to give the dose of naloxone nasal spray
- Action 6.
  - Remove the naloxone nasal spray from the nostril after giving the dose

**STEP 3: CALL 911 FOR HELP**

- Call for help- Dial 911 after naloxone nasal spray is used
  - State: "Someone is unresponsive and not breathing."
  - Give a specific address and/or description of your location
  - Follow dispatcher's instructions

**STEP 4: RESUSCITATE/SUPPORT THE PERSON'S BREATHING**

- Assess breathing: Perform rescue breathing if needed.
  - Place the person on their back.
  - Check to see if there is anything in their mouth blocking the airway, such as gum, toothpick, undissolved pills, syringe cap, cheeked Fentanyl patch. If present, remove it while wearing gloves.



- Place one hand on the person's chin, tilt the head back, and pinch the nose closed.
  - If using a mask, place and hold mask over mouth and nose
  - If not using a mask, pinch their nose with one hand and place your mouth over the person's mouth to make a seal and give two (2) slow breaths.
  - Watch for the person's chest (but not the stomach) to rise.
  - Follow up with one breath every 5 seconds.
- Assess pulse: Perform CPR if needed. (CPR certification is recommended, not required)

#### **STEP 5: MONITOR THE PERSON'S RESPONSE**

- If the person responds by returning to spontaneous breathing, move the person on their side (recovery position) after giving naloxone nasal spray
- Watch the person closely until help arrives
- If the person does not respond by waking up, to voice or touch, or breathing normally after 2 to 3 minutes of naloxone nasal spray administration, another dose may be given
- Resume rescue breathing if spontaneous breathing does not recur
- Stay with the person until help arrives
- Follow school administrator's guidance regarding the seizing of all illegal and/or non-prescribed opioid narcotics found on victim; process in accordance with Pittsburg Unified School District protocols

**NOTE SIGNS OF OPIOID WITHDRAWAL:** Using naloxone in patients who are opioid dependent may result in severe opioid withdrawal symptoms such as restlessness or irritability, body aches, diarrhea, tachycardia, fever, runny nose, sneezing, piloerection (goosebumps), sweating, yawning, nausea or vomiting, nervousness, shivering or trembling, abdominal cramps, weakness, tearing, insomnia, opioid craving, dilated pupils, and increased blood pressure.

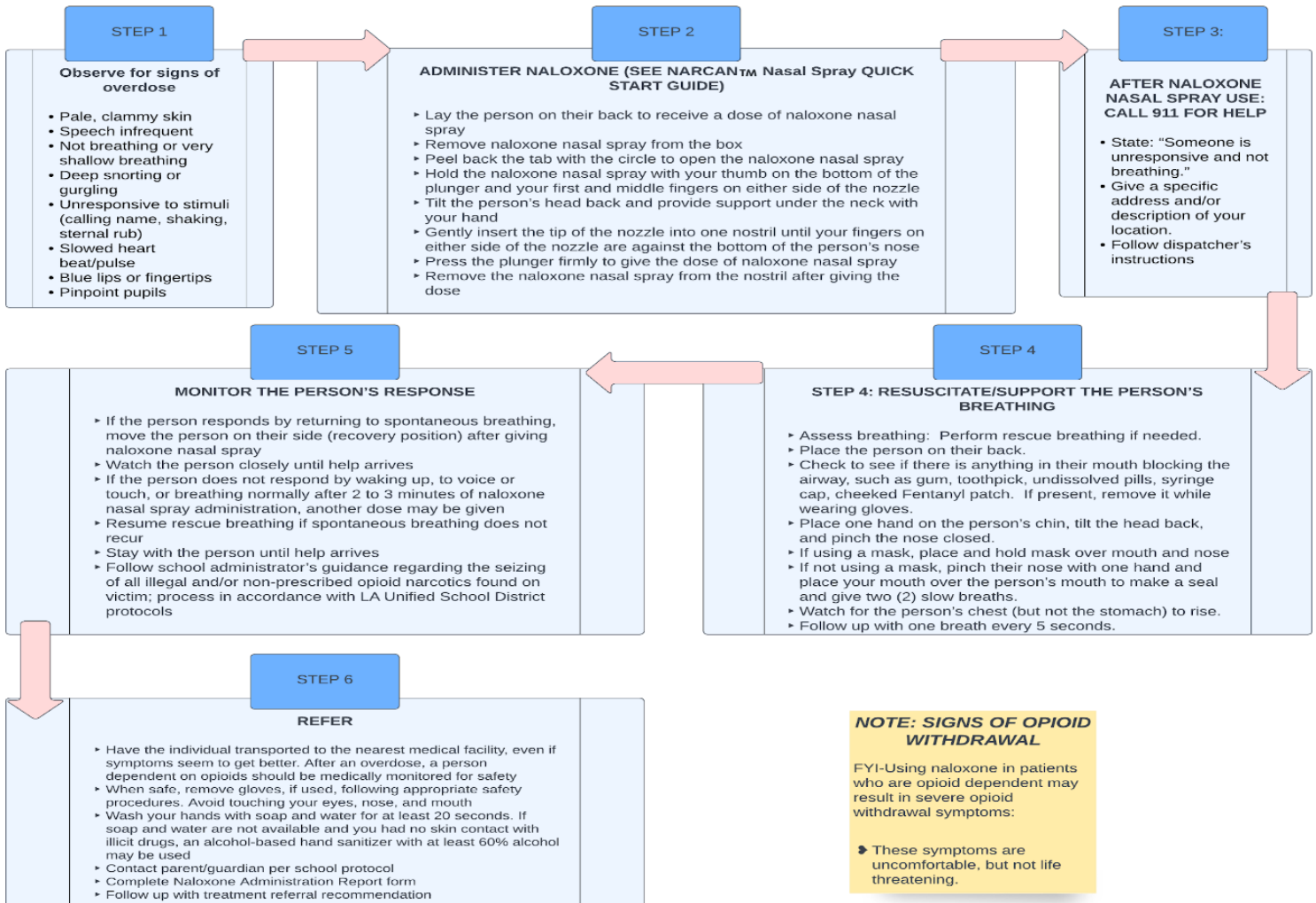
These symptoms are uncomfortable, but not life threatening.

#### **STEP 6: REFER**

- Have the individual transported to the nearest medical facility, even if symptoms seem to get better. After an overdose, a person dependent on opioids should be medically monitored for safety
- When safe, remove gloves, if used, following appropriate safety procedures. Avoid touching your eyes, nose, and mouth
- Wash your hands with soap and water for at least 20 seconds. If soap and water are not available and you had no skin contact with illicit drugs, an alcohol-based hand sanitizer with at least 60% alcohol may be used
- Contact parent/guardian per school protocol
- Complete Naloxone Administration Report form
- Follow up with treatment referral recommendations

# ADMINISTRATION OF NALOXONE NASAL SPRAY FLOWCHART

## ADMINISTRATION OF NALOXONE NASAL SPRAY FLOWCHART



Opioid High	Opioid Overdose	Opioid Withdrawal	
<ul style="list-style-type: none"> <li>• Relaxed muscles</li> <li>• Speech slowed, slurred</li> <li>• Breathing slow or shallow</li> <li>• Appears sleepy, nodding off</li> <li>• Responds to stimuli but difficulty being awakened from sleep</li> <li>• Normal heart beat/pulse</li> <li>• Normal skin color</li> </ul>	<ul style="list-style-type: none"> <li>• Pale, clammy skin</li> <li>• Cannot speak, very shallow breathing or not breathing</li> <li>• Slowed heartbeat or stopped</li> <li>• Deep snorting or gurgling, vomiting</li> <li>• Unresponsive to stimuli (calling name, shaking, sternal rub)</li> <li>• Cyanotic skin color (blue lips, fingertips)</li> <li>• Pinpoint pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Restlessness or irritability</li> <li>• Body aches</li> <li>• Diarrhea</li> <li>• Tachycardia</li> <li>• Fever</li> <li>• Runny nose</li> <li>• Sneezing</li> <li>• Piloerection (goosebumps)</li> <li>• Sweating</li> <li>• Yawning</li> </ul>	<ul style="list-style-type: none"> <li>• Nausea or vomiting</li> <li>• Nervousness</li> <li>• Shivering or trembling</li> <li>• Abdominal cramps</li> <li>• Weakness</li> <li>• Tearing</li> <li>• Insomnia</li> <li>• Opioid craving</li> <li>• Dilated pupils</li> <li>• Increased blood pressure</li> </ul>



# PITTSBURG UNIFIED SCHOOL DISTRICT

2000 RAILROAD AVENUE, SUITE D · PITTSBURG · CALIFORNIA 94565

Jennifer A. Clark, Director – Student Services

## **NARCAN®** (naloxone HCl) **NASAL SPRAY**

## **QUICK START GUIDE** **Opioid Overdose Response Instructions**

Use NARCAN® (naloxone hydrochloride) Nasal Spray for known or suspected opioid overdose in adults and children.

**Important:** For use in the nose only.

Do not remove or test the NARCAN Nasal Spray until ready to use.

### **1** Identify Opioid Overdose and Check for Response

**Ask** person if he or she is okay and shout name.

**Shake** shoulders and firmly rub the middle of their chest.

**Check for signs of an opioid overdose:**

- Will not wake up or respond to your voice or touch
- Breathing is very slow, irregular, or has stopped
- Center part of their eye is very small, sometimes called "pinpoint pupils"

• Lay the person on their back to receive a dose of NARCAN Nasal Spray.



### **2** Give NARCAN Nasal Spray

**REMOVE** NARCAN Nasal Spray from the box.

Peel back the tab with the circle to open the NARCAN Nasal Spray.

**HOLD** the NARCAN Nasal Spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.

**Gently insert the tip of the nozzle into either nostril.**

- Tilt the person's head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into one nostril, until your fingers on either side of the nozzle are against the bottom of the person's nose.

**Press the plunger firmly** to give the dose of NARCAN Nasal Spray.

- Remove the NARCAN Nasal Spray from the nostril after giving the dose.



### **3** Call for emergency medical help, Evaluate, and Support

**Get emergency medical help right away.**

**Move the person on their side (recovery position)**

after giving NARCAN Nasal Spray.

**Watch the person closely.**

**If the person does not respond** by waking up, to voice or touch, or breathing normally another dose may be given. NARCAN Nasal Spray may be dosed every 2 to 3 minutes, if available.

**Repeat Step 2 using a new NARCAN Nasal Spray to give another dose in the other nostril.** If additional NARCAN Nasal Sprays are available, repeat step 2 every 2 to 3 minutes until the person responds or emergency medical help is received.



**ADAPT**  
PHARMA

For more information about NARCAN Nasal Spray, go to [www.narcannasalspray.com](http://www.narcannasalspray.com), or call 1-844-4NARCAN (1-844-462-7226). You are encouraged to report negative side effects of prescription drugs to the FDA. Visit [www.fda.gov/medwatch](http://www.fda.gov/medwatch), or call 1-800-FDA-1088.

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### **13. Disaster Procedures, Routine & Emergency - EOP**

The Emergency Operations Plan is reviewed annually in conjunction with the Supervisor of Site Safety and Emergency Preparedness. Included in the EOP are updated listings of emergency response team members and assignments, including team members responsible for adaptations for pupils with disabilities.

Staff members will be trained in emergency response and management procedures, with reviews each school year so that they are able to provide directions and to keep students safe in the case of an emergency. In addition school sites will hold regular fire/emergency drills and the dates/ times are recorded at each school site and shared with the Supervisor of Site Safety and Emergency Preparedness.

Each school site will have Search and Rescue equipment, classroom go bags, lockdown kits, an incident command system (with principal) and a location where all emergency supplies are secured. These supplies will be inventoried each year. Emergency Procedure Guide Flip Charts are available in each classroom and each classroom has a Basic First Aid Kit. School offices will have emergency response plans, guidelines, and reference guides to assist staff in every type of emergency.

The district has an emergency communications system designed to allow schools to report status during an emergency via computer, radio, phone and the district's internal phone system. Schools have hand-held radios for on-campus communications. School bus drivers and campus staff use a district-wide radio system to connect school sites to the district office and Transportation.

Pursuant to Education Code 32282, the Pittsburg Unified School District grants the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. We cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs.

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