

BRIDGES Charter School

Comprehensive School Safety Plan

2016-2017

Revised June 2017

Bridges Charter School
1335 Calle Bouganvilla
Thousand Oaks, Ca 91360

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I. General Information To School Safety:

School Commitment To School Safety

BRIDGES Charter is committed to ensuring that students and all employees are safe and secure. Bridges believes that a beginning step toward a safer school school is the development of a comprehensive plan for school safety. The Comprehensive School Safety Plan (CSSP) is required by Education Code 32282-32289 to be reviewed and updated annually and subsequently submitted for approval to the School Site Counsel as well as the school's governing board.

Legislative Requirements:

The California Education Code (sections 35294-35294.9) outlines the requirement of all schools operating any kindergarten and any grades 1 to 1, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

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

Comprehensive School Safety Plans are required under SB 187/SB 334 to contain the following:

- Assessment of school crime committed on school campuses and at school related functions
- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline

The Comprehensive School Safety Plan will be reviewed and updated by April 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

Maintaining a Safe and Orderly Environment

It is a priority of the administration and staff at BRIDGES Charter school that every student who attends our school will be provided with an environment in which the students not only feel physically safe, but there is also a positive school climate in all activities both in and out of the classroom.

We desire to provide an orderly, caring, and non discriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievement.

Our administration encourages staff to teach students the meaning of equality, human diversity, mutual respect, and employ cooperative learning strategies that foster positive interactions in the classroom among students from diverse backgrounds.

Students shall have opportunities to voice their concerns about school policies and practices to share responsibility for solving problems that affect their school. Staff shall encourage success and achievement, participation in community projects, and positive student conduct.

We promote conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. Staff shall receive training which implements and supports conflict resolution (California Education Code Sections 32230-32239, 35160, 35160.1, 44806)

II. Child Abuse Reporting and Procedures

Child Abuse Prevention

The Bridges Governing Board is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Director or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

Child Abuse Reporting

The Board recognizes that child abuse has severe consequences and that Bridges has a responsibility to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse. The Superintendent or designee shall establish procedures for the identification and reporting of such incidents in accordance with law. Procedures for reporting child abuse shall be included in the school comprehensive safety plan. (Education Code 32282)
(cf. 0450 - Comprehensive Safety Plan)

Employees, who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect. Mandated reporters shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

The Director or designee shall provide training regarding the reporting duties of mandated reporters.

In the event that training is not provided to mandated reporters, the Director or designee shall report to the California Department of Education the reasons that such training is not provided. (Penal Code 11165.7)

Mandated reporters include, but are not limited to teachers, instructional aides, teacher's aides or assistants, classified employees, certificated pupil personnel employees administrative officers, supervisors of child attendance, administrators and employees of a licensed daycare facility, childcare teachers, school resource officers or security officers, licensed nurse or healthcare provider, and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05)

Any person shall notify a peace officer if he/she reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury, where the victim is a child under age 14. (Penal Code 152.3, 288)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

Child Abuse Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicably possible after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11166)

East Valley Sheriff's Station 2101 E. Olsen Road Thousand Oaks, CA 91360
805-654-9511

OR

Ventura County Suspected Adult and Child Abuse 4245 Market Street, Suite 204
Ventura, CA 93003 805-654-3200 Fax: 805-648-9608

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location and, where applicable, school, grade, and class.

- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information
- e. The name, address, telephone number, and other relevant personal information about the person(s) who might have abused or neglected the child

III. Disaster Procedures

Bridges Charter School will take all necessary measures to keep students, staff and visitors safe in the event of a disaster. The following section of this plan will outline the basic responsibilities for all staff for specific incidents.

Bridges Charter school has developed a Standardized Emergency Management System (SEMS) Plan that outlines in more detail, specific responsibilities for Emergency Response Teams at this school.

(see appendix A for Disaster Plan & Emergency Instructions)

Biological/Chemical Disasters

Biological and Chemical weapons are unconventional warfare tactics that can be deployed upon the public with little or no notice. Such weapons typically involve microscopic materials that may be organic or synthetically manufactured in laboratories. Biological or chemical weapons can be in powder form, liquid, or vaporous. Agents used in biological/chemical attacks include, but are not limited to: anthrax, smallpox, other harmful virus, various forms of nerve gas, tear gas, and other vapours irritants. Pranks using stink bombs should also be considered a chemical weapons attack.

There are possible dispersion techniques to deliver biological and chemical agents. The following procedures should be utilized in the event of an assault involving biological or chemical weapons.

Any possible possible biological/chemical weapons assaults should be reported immediately to the director.

The director should notify law enforcement authorities immediately.

As necessary alert all site employees of the situation by intercom.

If an agent is delivered via aircraft:

- All staff and students should be moved indoors.
- Keep students inside and take roll
- Close and secure all doors and windows.
- Ensure that the HVAC is shut down.
- Cover vents with plastic or thick paper using tape to create a seal.
- Inspect all windows and doors for cracks, gaps, or holes. Cover with plastic or thick paper using tape to create a seal.
- Remain in this area until notified to leave by the director, director designee or officers of emergency agencies.

If the agent is delivered via dispersion device that is outdoors:

IV. Notification of Dangerous Pupils

Notifying Teachers of Dangerous Pupils

(Pursuant to Education Code 49079)

The district shall inform the principal/teachers annually of students who were engaged in, or reasonably suspected to have engaged in, for the previous three school years, any of the acts described in:

- Education Code 48900 subdivision [except subdivision (h)]
- Education Code 48900.2 (sexual harassment)
- Education Code 48900.3 (hate violence)
- Education Code 48900.4 (harassment of school/district personnel or pupil; threats/intimidation)
- Education Code 48900.7 (terrorist threat)

The director/teacher shall keep this information in confidence and most not further disseminate. (NEED BOARD POLICY)

The Governing Board desires to provide a safe, orderly working environment for all employees. As part of the school's comprehensive school safety plan, the director 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.

The director 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.

V. Suspension and Expulsion/Due Process

(pursuant to Education Code 48900 and Bridges Charter School Board Policy 5144, 5144.10, and 5144.20) The BCS Governing Board desires to provide 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 has developed rules and regulations setting the standards of behavior expected of the schools students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

Student Due Process

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

Alternative to Suspensions/Options

To correct the behavior of any student who is subject to discipline, the director or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified in AR 5144 - Discipline. Education Code 48900.5). Alternatives to suspension or expulsion also shall be used with students who are truant, tardy, or otherwise absent from assigned school activities. Except for single acts of grave nature

or offenses for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct or the student's presence cause a continuing danger to himself/herself or others.

Definitions

Suspensions from school means removal of a student from ongoing instruction for adjustment purposes. *Expulsion* means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education Code 48925)

Parent Notification Regulations

At the beginning of each school year, the director shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspensions and expulsions. (Education Code 3521, 48900.1, 48980)

VI. Sexual Harassment Policy

The school strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the director, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the director or school compliance officer. Once notified, the director or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

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

The Director or designee shall take appropriate actions to reinforce the school's sexual harassment policy.

Instruction/Information

The Director or designee shall ensure that all students receive age-appropriate 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 sex 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 incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the school'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 prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the school'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 civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the school investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the school will take interim 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 and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and school procedures specified in BP 1312 - Uniform Complaint Procedures. The Director is responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under BP 1312

and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-8, 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.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

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

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7 - Employment Status Report)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Record-Keeping

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

(cf. 3580 - District Records)

VII. School Dress and Grooming

General Information

BRIDGES Charter School recognizes that all students are individuals and that the choice of clothing is reflective of their interests and comfort level. While it is often true that some "trendy" clothing can spark peer pressure, promote varied attitudes, create

lengthy mornings getting ready, and/or cause distractions in class, we feel it is important to assist children to think for themselves with regard to their clothing choices, while still respecting guidelines that ensure safety, comfort with various activities, concentration for themselves and others, and age- appropriate attire. While these guidelines represent the overall “Dress Code”, individual requirements may be imposed if BRIDGES staff members observe issues or concerns related to a student’s clothing choices:

Guidelines:

- No vulgar or offensive statements, or inappropriate media slogans.
- No bandanas
- Girls: No short skirts or “short” shorts. Skirts and shorts should fall at least halfway down the thigh. Students in grades 6-8th may have stricter guidelines for short skirts and shorts. Please adhere to teacher and administrative recommendations for particular grade levels. Because we want our students to be active in the play area, we recommend that all skirts have thin shorts under them (“skorts”).
- All shirts must have at least one-inch straps, and no thin strap tank tops are allowed. Stomachs may not be exposed. A good rule of thumb is: If hands are raised over the head and the stomach is exposed, the shirt is too short. Girls: bra straps may not be exposed.
- Close-toed shoes must be worn at all times while on the playground or on a field trip. If shoes require laces, the laces must be tied. No thongs (flip-flop type of shoes) or Crocs. It is up to the supervising teacher whether or not shoes may be taken off inside the classroom, in the sandbox, or in another area on site.
- All head coverings should be taken off when indoors.
 - Pants need to fit around the waist without falling down, or a belt must be worn. Boxers or?underwear should not be exposed at any time.
- Jewelry should be kept to a minimum and not be a focus in class. No hoop or dangling earrings, long necklaces, chunky bracelets, or chunky rings, for safety reasons.
- No false nails or nail tips, for safety reasons.
- Hair should not be dyed (or styled) in such a way as to be a distraction to others in class. Should a question arise, the supervising teacher will determine the distraction level.
- Yoga, athletic, or other comfort/sports clothes are acceptable on any day, except when going on a theater performance field trip, or on a day when particular attire is requested in advance (such as a themed School event, ceremony, or other activity).
- Violation of the dress code will result in parent notification. Repeated violations will result in further disciplinary action.

VIII. Safe Ingress and Egress

Procedures for Safe Ingress and Egress

Drop-off and Pick-up

- Students may be dropped-off and picked-up in the circular packing lot. If you would like to park and walk your child into school or park to wait for your child at the end of the day please utilize the street parking available. The parking lot is

reserved for faculty and staff only.

- Parent volunteers should utilize the ample nearby street parking.
- Please drive slowly and conscientiously, always on the lookout for pedestrians. Turn off your cell phones while driving near the campus. There is limited time for dropping off and picking up children. Please be mindful as you approach the school and encourage your child/ren to be ready to exit/enter your vehicle quickly to facilitate the drop off/pick up speed.
- There are two gates on our campus. The gates will be closed once the school day begins at 8:20 AM for security reason. After 8:20 AM, please sign in at the front office before entering the campus. All visitors and volunteers will have ID badges.
- For pick-up the kindergarten will be released at the kindergarten gate at 12:20 PM. 1st grade - 3rd grade release will be at 2:30pm. Teachers will escort their students to the front of the school to meet parents. Teachers will use the kindergarten gate. This will help minimize interruptions to the learning environments to the upper grades. 4th - 8th grade will be released at 3:00 PM with open access to both gates.
- Walk your bike, skateboard, or scooter when on campus, at all time while school or any school programs are in session.
- Wear helmets at all times if riding (bikes, skateboards, rollerblades, scooters, etc.)

Visitors

Many individuals visit the campus as volunteers or to participate in school events. To maintain a safe and secure environment, all parents and visitors are required to check in at the school office upon arrival, obtain and wear a visitor's badge, and return to the school office upon departure.

IX. Rules And Procedures of School Discipline

X. CRIME ASSESSMENT

School Crime Status

2016-2017 Summary Data	
Total Suspensions	?
Total Expulsions	0

XI. Bullying And Intimidation

Bullying Board Policy

BRIDGES School Board believes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. BRIDGES employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. (BP. 5131 - Conduct)

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans. (BP. 0420 - School Plans/Site Councils)

Bullying Prevention

To the extent possible, school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks

and other appropriate means, school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

Board Approved – 3/11/13 Bullying, BP 5131.2 Intervention Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

As appropriate, the Director or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

When a student is reported to be engaging in bullying off campus, the Director or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the Director, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Director or designee also may file a complaint with the Internet site or service to have the material removed.

Discipline Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations. (BP 5131 – Student Conduct) (BP 5144 - Suspension)

XII. Appendices

