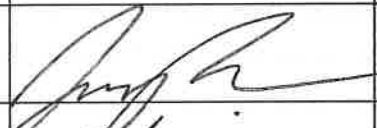

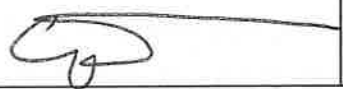


# Comprehensive School Safety Plan Data Template

## SB 187 Compliance Document

<b>Year</b>	2023-2024
<b>School</b>	Costaño School of the Arts
<b>CDS Code</b>	41-689999-6044325
<b>District</b>	Ravenswood City School District 2120 Euclid Ave, East Palo Alto, CA 94303
<b>School Address</b>	2695 Fordham Street, East Palo Alto, CA 94303
<b>Date of Adoption</b>	November 29, 2023

### Approved By:

<b>Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>
Jeremy Packman	Principal		11/29/23
Sheila Munini	SSC/ELAC Chairperson		Nov. 29/23
Elizabeth Kerridge	Assistant Principal		11/29/23

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## **Purpose of the Comprehensive School Safety Plan (Senate Bill 187)**

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan 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 719 & AB 115 and contains the following elements: Assessment of school crime committed on school campuses and at school-related functions
- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. 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.

A copy of the Comprehensive School Safety Plan is available for review at the school's front office.

## Components of the Comprehensive School Safety Plan (EC 32281)

### School Safety Committee

The school received input from stakeholders in creating the safety plan. Administrators, teachers, classified staff, and parents contributed to this plan. Safety plans are also shared with local law enforcement.

Committee Member Names	Agency	Position	Membership Role
Jeremy Packman	<i>Costaño</i>	<i>Principal</i>	Member
Elizabeth Kerridge	<i>Costaño</i>	<i>Assistant Principal</i>	Chairperson
Maria Diaz	<i>Costaño</i>	<i>Administrative Assistant</i>	Member
Ronda White	<i>Costaño</i>	<i>Instructional Coach</i>	Member
Cindy Aguirre	<i>Costaño</i>	<i>Campus Relations</i>	Member

### Assessment of School Safety

CSSP shall include an assessment of the current status of school crime at the school and the school related functions. This may be accomplished by reviewing one or more of the following types of information: Office Referrals; Attendance rates/School Attendance Review Board; Suspension/Expulsion data; California Healthy Kids Survey; School Improvement Plan; Local law enforcement juvenile crime data; Property Damage data.

**Describe the data reviewed and key analysis points, and table of findings. Document how this information was shared with your SSC/planning committee and date shared:**

Information about referrals, attendance rates, and suspensions is regularly reviewed by the leadership team, and also shared with the SSC/ELAC as part of the development, and evaluation of the School Safety Plan, and also the SPSA (School Plan). There has been significant and consistent efforts to improve these areas over the past few years.

Over the course of the last 2 years physical aggression has been the leading cause of referrals. In order to address this area, we have adopted restorative practices. Both campus relations coordinators attended professional development for restorative practices and are working to implement them on the school site, as well as support other staff.

In order to address attendance issues in the district, the Executive Director of Educational Services has begun the process of creating a more engaging solution to family participation in the SARB process, and is working on addressing root causes of chronic absenteeism at all school sites.

As part of the Coordination of Student Services Team (COST) process, we regularly review data on individual

student behavior and attendance to identify the services available to support students as needed.

**Student Threat Assessment Policy and Protocol**

The San Mateo County Office of Education operates the San Mateo County Student Threat Assessment Center that oversees the Student Threat Assessment Protocol/Process for all school districts in the county. The Student Threat Assessment Protocol and Process is designed for use with students who are engaged in circumstances that suggest the potential for aggression directed at other people, including procedures related to students bringing weapons on school campuses and at school related functions. The San Mateo County Student Threat Assessment Protocol is designed for Districts and/or school sites to oversee the site based multi-disciplinary Level 1 Threat Assessment team. Annual updates and training on the protocol and process are provided by the San Mateo County Office of Education.

**Include policy/date enacted via Board Policy PDF, Text Description, or Provide full URL to location on web:**

Ravenswood City School District follows the San Mateo County Student Threat Assessment Protocol.  
<https://www.smcoe.org/about/coalition-for-safe-schools-and-communities/student-threat-assessment-protocol.html>

**Suicide Prevention Policy and Protocol**

Suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. The San Mateo County Suicide Prevention Protocol for Schools provides schools/districts with a comprehensive approach to prevention, intervention and postvention strategies for students struggling with suicide and self-injurious behavior.

**(Optional) Include other Program, Protocols, Policies that exist for your school district that provide a high level of safety:**

Ravenswood City School District follows the San Mateo County Suicide Prevention Protocol.  
[https://www.smcoe.org/assets/files/For%20Schools\\_FIL/Safe%20and%20Supportive%20Schools\\_FIL/School%20Safety\\_FIL/Suicide%20Prevention%20Protocol-2021-22.pdf](https://www.smcoe.org/assets/files/For%20Schools_FIL/Safe%20and%20Supportive%20Schools_FIL/School%20Safety_FIL/Suicide%20Prevention%20Protocol-2021-22.pdf)

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

Teachers and support staff are mandated reporters and are required by the State of California to report any known or suspected instances of child abuse or neglect to the county child welfare department or to a local law enforcement agency. No proof of abuse or neglect is needed, only "reasonable suspicion" that child abuse or neglect may have occurred. Any concern about the possibility of child abuse or neglect must be reported. Investigations will be conducted by law enforcement and/or the county child welfare department to determine if abuse or neglect has occurred. Mandated reporters must report to the County Child Welfare Department or to local law enforcement immediately by phone. A written report must then be sent within 36 hours by fax, or it may be sent by electronic submission, if a secure system has been made available for that purpose in the county. Written reports must be submitted on the California Suspected Child Abuse Report Form 8572.

**Include policy/date enacted via Board Policy PDF, Text Description, or Provide full URL to location on web:**

Board Policy 5145.9 and Board Policy/Admin Regulation 5141.4

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030390&revid=3awPEplusVU7jis9ir3IKiiJA==&ptid=amlgTZiB9plushNjl6WXhfiOQ==&secid=9slshUHhTHxaaYMVf6zKpJz3Q==&PG=6&IRP=0&isPndg=false>

### **Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

The San Mateo County Office of Education, in collaboration with Local Law Enforcement, County Government and Local Fire Departments created the Big Five Immediate Action Emergency Response for Schools Protocol for all Public, Private and Charter Schools in the County and updates the protocol annually.

**Include policy/date enacted via Board Policy PDF, Text Description, or Provide full URL to location on web:**

Board Policy/Admin Regulation 0450

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030390&revid=t4OvRCLPEHypNwLgCvGa0w==&ptid=amlgTZiB9plushNjl6WXhfiOQ==&secid=&PG=6&IRP=0&isPndg=false>

### **Public Agency Use of School Buildings for Emergency Shelters**

Ravenswood City Elementary School District shall make school buildings, grounds, and equipment available to the Department of Emergency Services or other disaster related public agencies, including the American Red Cross, for mass care and welfare shelters during a disaster or other emergency affecting public health and welfare.

**Include policy/date enacted via Board Policy PDF, Text Description, or Provide full URL to location on web:**

The Board shall grant 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. The Board shall cooperate with such agencies in furnishing and maintaining whatever services the district may deem necessary to meet the community's needs. (Education Code 32282) When not needed for Ravenswood purposes, Ravenswood facilities may be used by the following outside groups: local school districts and educational agencies, other public agencies and committees or staffs thereof, non-profit organizations formed to serve the community or Ravenswood, other groups by specific authorization of the Board, Superintendent, or designee. The purposes for which the above groups may use facilities include educational or training programs, meetings of a public agency, emergency community services, and other purposes by specific authorization of the Superintendent or designee.

Any use by an outside group shall not interfere with any Ravenswood uses of the facilities. The Superintendent or designee has authority to grant or deny at their discretion any use at any time. Ravenswood may charge the user a fee, up to the fair rental value of the facility being used and/or the recovery of any expenses the Office might incur related to the use of the facility. Prior to any use, the user and Ravenswood staff shall sign an agreement specifying the conditions of use and the fee, if any. The user is responsible for following all use regulations and procedures, maintaining order and protecting property and/or equipment at all times while utilizing the facilities. Any damage to property and/or equipment shall be repaired or replaced to the satisfaction of Ravenswood by the user. The user shall agree to indemnify, defend, and hold harmless Ravenswood from any and all claims, demands, suits, or any other action arising from the user's utilization of the facilities.

## School Suspension, Expulsion and Mandatory Expulsion Guidelines

Ravenswood City Elementary School District 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. Rules and regulations set the standard of behavior expected of students and the disciplinary process and procedures for addressing violations of those standards and therefore adheres to California Education Code 48915(a)(1) for grounds for suspension or expulsion.

### Include policy/date enacted via Board Policy PDF, Text Description, or Provide full URL to location on web:

Board Policy/Admin Regulation 5144.1 and Admin Regulation 5144.2

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030390&revid=yFmyCVn4BkGyj1q3GX70Uw==&ptid=amIgtZiB9plushNjI6WXhfiOQ==&secid=9slshUHzTHxaaYMVf6zKpJz3Q==&PG=6&IRP=0&isPndg=fal>

[se](#)

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030390&revid=pY6pCgAplus3MQudmMINZcK2w==&ptid=amIgtZiB9plushNjI6WXhfiOQ==&secid=9slshUHzTHxaaYMVf6zKpJz3Q==&isPndg=&PG=6>

## Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

The School shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any dangerous acts as described in EC sections 48900, 48900.2, 48900.3, 48900.4, or 48900.7 (excluding 48900[h]). The School shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section. An employee of the School who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both. Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

### Include policy/date enacted via Board Policy PDF, Text Description, or Provide full URL to location on web:

Teachers are sent the list of students over the last three years who have been suspended or expelled and the reasons why. Additionally, staff are notified when a student is suspended from the school via email that the suspension was recorded in Infinite Campus. The suspension and incident is discussed with the teacher.

Additionally upon the receipt of the records of a new student during the school year, the office staff will review the record and notify the administration if there are additional documents needing review in the cumulative records. When students are administratively transferred from one site to another for disciplinary reasons, teachers (to whom the student is assigned) at the new school are notified by the school administration and a meeting is held prior to transfer.

When the district receives information from the juvenile court system that a student has been convicted of a serious or violent crime requiring teacher notification, the principal will notify the teacher.

## Firearms on Campus

The Ravenswood City School District is committed to providing a safe environment for students, staff, and visitors on campus. The Superintendent or designee shall consult with local law enforcement, insurance carriers, and other appropriate individuals and agencies to address the security of school campuses. District policy regarding the possession of firearms and/or ammunition on school grounds shall be included in the district's comprehensive safety plan and shall be communicated to district staff, parents/guardians, and the community. Only those persons specified in Penal Code 626.9(l)-(o) and 30310 are authorized to possess a firearm and/or ammunition on school grounds. School grounds include, but are not limited to, school buildings, fields, storage areas, and parking lots. The Superintendent or designee shall not grant permission to any other individual to carry a firearm or ammunition on school grounds.

**Include policy/date enacted via Board Policy PDF, Text Description, or Provide full URL to location on web:**

Board Policy 5131.7

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## Sexual Harassment Policies (EC 212.6 [b])

The Ravenswood City Elementary School District is an equal employment opportunity employer and is committed to implementing a policy of nondiscrimination in all aspects of employment. Ravenswood City Elementary School District provides equal opportunity to all applicants and employees without regard to race, color, religion, pregnancy, sex, sexual orientation, gender identity or perceived sex or gender, genetic information or characteristics (with respect to the applicant, employee, or a family member), national origin, ancestry, age, physical or mental disability, medical condition, family care status, marital status, veteran's status, uniformed service, or other basis protected by state or federal law. Ravenswood City Elementary School District does not unlawfully discriminate based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

**Include policy/date enacted via Board Policy PDF, Text Description, or Provide full URL to location on web:**

Board Policy 5145.3, Board Policy 5131, Board Policy 5145.9, and Board Policy/Admin Regulation 5145.7

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030390&revid=WsBqjB8slsh4ITQbU13noJqZQ==&ptid=amlgTZiB9plushNjl6WXhfiOQ==&secid=9slshUHzTHxaaYMVf6zKpJz3Q==&PG=6&IRP=0&isPndg=false>

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## Dress Code

A school-wide dress code established pursuant to this section and Section 35183 shall be enforced at Ravenswood City Elementary School District and at any school-sponsored activity by the school principal or person designated by the principal. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process. Ravenswood City Elementary School District expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activity in which they participate. Students are prohibited from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities.

### Include policy/date enacted via Board Policy PDF, Text Description, or Provide full URL to location on web:

See Board Policy/Admin Regulation 5132

At the heart of our policy, we believe that:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity;
- Students and staff are responsible for managing their personal distractions; and
- Students should not face unnecessary barriers to school attendance.
- Students may not wear clothing, jewelry, or personal items that:
  - Are pornographic, contain threats, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
  - Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
  - Intentionally show private parts (nipples, genitals, buttocks). Clothing must cover private parts in opaque (not able to be seen-through) material;
  - Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for religious or medical purposes); or
  - Demonstrate gang association/affiliation.
- Attire worn in observance of a student's religion is not subject to this dress code. Additionally, this policy allows for reasonable variation in required student attire for participation in activities such as physical education.

## Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

In an effort to ensure the safety of students, staff, parents and campus visitors specific policies and procedures have been enacted at Ravenswood City Elementary School District.

### Include policy/date enacted via Board Policy PDF, Text Description, or Provide full URL to location on web:

See Board Policy 5142

School bus transportation is available for students to get to and from school. At designated corners, there are crossing guards to support students walking to bus stops and to schools. Students are expected to wait at their designated bus stop. Families should complete the transportation form online so that the student's bus stops are accurately recorded. While riding in a district vehicle, students are expected to maintain appropriate behavior. Students will be assigned seats on the bus to aid with contact tracing if that is needed. Bus schedules can be found at the main office.

Student supervision on campus begins at 8:00am, students should not arrive at campus prior to that time. Students who arrive tardy are to check into the main office before reporting to class. Students who leave early are checked out through the main office and released to the parent or designee from emergency form. Identification is requested.

Adults coming on to campus are all directed to check in with the main office and have their visitor/volunteer badge visible at all times. If an adult or unfamiliar face is seen on campus, they will be asked to either check in with the main office or they are escorted off campus.

After school, students should go directly to the appropriate dismissal areas. Students attending the after school program should report immediately to the after school program. Students riding the bus should report to the bus area. Students walking or riding bikes home should do so immediately after dismissal. Students waiting to be picked up by family should wait by the front gates.

### **Safe Routes to School Program**

The San Mateo County Office of Education and Ravenswood City Elementary School District participates in the Safe Routes to School Program which results in less traffic congestion around schools; improved air quality; a greener, healthier community; and an increase in self-reliance among San Mateo County children who walk and bike to school. The San Mateo County Safe Routes to School Program performs walk and bike safety audits to assess the walkability and bike ability of a school and its surrounding environment. These audits include analyzing traffic patterns and travel to and from a school. Walking and biking route maps are also generated to support safe and efficient travel flow to and from a school. San Mateo County Safe Routes to School program places particular emphasis on providing access and support for students whose families have limited financial means, students of color, students of all genders, students with disabilities, and others and works to provide additional resources to schools in low-income communities, particularly technical assistance for schools serving low-income communities with higher rates of traffic collisions involving pedestrians and cyclists.

**Include policy/date enacted via Board Policy PDF, Text Description, or Provide full URL to location on web:**

Board Policy/Admin Regulation 5142.2

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### **A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)**

The Ravenswood City Elementary School District works to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which all students can feel safe, connected and

take pride in their school and their achievements. Positive relationships between all members of the school community is paramount.

**Positive School Climate:** School climate refers to the quality and character of school life. School climate is based on patterns of school life for all stakeholders, including students, parents, and staff. A school's climate reflects norms, goals, values, interpersonal relationships, teaching and learning practices, and organizational structures. A positive school climate fosters positive youth development and supports a high-quality learning environment that provides young people with the foundation to pursue productive and rewarding lives.

Evidence of a positive school climate includes the following:

- Norms, values, and expectations that support social, emotional, and physical safety
- Respectful and engaging interactions and relationships
- A shared school vision that includes students, families, and educators working together
- Educators who lead by example and nurture positive attitudes
- Meaningful participation in the operations of the school and care of the physical environment by all stakeholders

**Include policy/date enacted via Board Policy PDF, Text Description, or Provide full URL to location on web:**

See Board Policy/Admin Regulation 5131, 5131.4, 5137, 5138, and 5145.12

Our school creates a safe and orderly environment through our PBIS systems. We teach students the behaviors, expectations, and procedures we want to see. We hold class meetings or advisory to build relationships with students. Additionally we have assemblies and activities to recognize student learning and progress with academics and behavior. During distance learning it is still important to create a safe and orderly environment. It is more important than ever for classes to build strong, positive relationships with each other.

**Recess**

When we are on campus, recess includes free or organized play. We utilize our staff and partnerships with nonprofits to support safe play by students.

**Parent Participation**

We welcome parent participation through School Site Council (SSC), English Learner Advisory Council (ELAC), family events, parent meetings, and volunteering. When visiting school, please sign in at the main office. If you are visiting the classroom or planning to volunteer, this should be coordinated prior to your arrival at school.

**Volunteering**

If you would like to volunteer, please complete the online volunteer application that is found on the district website. In addition to the application, proof of TB test results and fingerprints will need to be completed. Additionally, proof of COVID vaccination is needed.

**Medication**

All medication needs to have accompanied up-to-date Ravenswood City School District paperwork signed by the physician and signed by parents/guardians. In addition, medication must be turned in to the office unless the physician's documents state otherwise.

### **After School Programs**

Each school has an after school program with dismissal until 6:00pm. Applications for the after school programs are available in the main office. Applications are taken on rolling admission depending on space. If the grade level is full, student applications are recorded for a waitlist maintained by the after school program coordinator. After school programs provide homework support, enrichment activities, and supper.

### **Procedures to Address Mental Health Care for Students Who Witnessed a Violent Act (Optional)**

Students who have witnessed a violent act at school or at a school sponsored activity, while going to or coming from school or a school sponsored activity, or during a lunch period on or off campus, will need attention to address their mental health. Witnessing violence and being a victim of violence at school have been found to be both positively and significantly associated with psychological trauma symptoms. Schools should work to identify these students and provide appropriate and timely linkage to mental health services.

#### **Include policy/date enacted via Board Policy PDF, Text Description, or Provide full URL to location on web:**

Mental health support and/or counseling will be provided as needed, through school-site based or partnered organizations.

### **Mental Health Supports and School Resource Officers on Campus (EC 32282.1) (Optional)**

Ravenswood City Elementary School District recognizes that to maintain a positive school climate, promote school safety, and increase pupil achievement, mental health and intervention services, including restorative and transformative justice programs, and positive behavior interventions and support must be prioritized. The following procedures, protocols, and board policies pertain to how the mental health professionals, school counselors, and school resource officers (if utilized) work directly with students to create and maintain a positive school climate for students:

#### **Include policy/date enacted via Board Policy PDF, Text Description, or Provide full URL to location on web:**

Board Policy 5141.5, Board Policy 5141.52, and Board Policy/Admin Regulation 5141.6

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### **School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

Ravenswood City School District is committed to providing a safe, supportive and positive school environment which is conducive to student learning and to preparing students for responsible citizenship by fostering

self-discipline and personal responsibility. High expectations of student behavior, use of effective school and classroom management strategies, provision of appropriate intervention and support, and parent involvement can minimize the need for discipline measures that exclude students from instruction as a means for correcting student misbehavior.

**Include District Specific Policies, Procedures or Programs that address Student Discipline:**

The school discipline policy is summarized in the student/parent handbook which goes home with every student at the beginning of the year. Parents are expected to support their students through cooperation with school personnel and by assuming responsibility in assisting their students to maintain appropriate standards of behavior and attendance.

Students are expected to exert the self-discipline necessary to conduct themselves in a manner that shows respect for themselves and other members of the school community. Any behavior that interferes with the educational program of the school, or that is adverse to the welfare of other students will not be tolerated and will be dealt with according to the rules and regulations of Ravenswood City School District and the state laws regulating students' behavior and discipline.

Infractions deemed to be more serious than normal may result in administrative action beyond usual consequences.

**Detention Procedures**

- Detention may be held after school up to one hour after the close of the maximum school day.
- Detention must be completed when required or else the student may end up with additional days of detention.
- Students who make no effort to attend or to obtain permission to miss detention may receive: Further consequences. This may include eligibility to participate in extracurricular activities.
- If a student will miss the school bus due to detention, 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.
- During detention, students are encouraged to use time for schoolwork and are required to be quiet, cooperative and awake. In addition, they are given an opportunity to write a reflection on their behavior. Students shall remain under the supervision of a certificated employee during the period of detention.
- The administration reserves the right to consider all circumstances in application of this policy.

**Include policy/date enacted via Board Policy PDF, Text Description, or Provide full URL to location on web:**

Board Policy 5144, Board Policy/Admin Regulation 5144.1, 5131.1, and 5131.4

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030390&revid=dEtbrvKxHKxTlxRzeXWZKg=&ptid=amlgTZiB9plushNjl6WXhfiOQ==&secid=9slshUHhTHxaaYMVf6zKpJz3Q==&PG=6&IRP=0&isPndg=false>

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030390&revid=yFmyCVn4BkGyj1q3GX70Uw==&ptid=amlgTZiB9plushNjl6WXhfiOQ==&secid=9slshUHhTHxaaYMVf6zKpJz3Q==&PG=6&IRP=0&isPndg=false>

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030390&revid=B1sDj2b2VkJz3Q==&PG=6&IRP=0&isPndg=false>

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030390&revid=tiNjqt2slshcgSPVLSlshdVKu4nw==&ptid=amlgTZiB9plushNjl6WXhfiOQ==&secid=9slshUHZTHxaaYMVf6zKpJz3Q==&PG=6&IRP=0&isPndg=false>

## Hate Crime Reporting Procedures and Policies

Ravenswood City Elementary School District believes all students are entitled to a safe, orderly, caring, and equitable learning environment that promotes academic achievement, school connectedness, and meaningful participation for all students.

- Protect the right of all students, staff, and parents/guardians to be free from harassment or any activity that degrades the unique qualities of an individual or association with a person or a group with one or more actual or perceived protected characteristics, to include students' parental, family, or marital status, ancestry, color, race, gender, gender identity, gender expression, ethnicity, age, culture, heritage, sexuality, physical/mental/intellectual attributes, or religious beliefs and practices.
- The Ravenswood City Elementary School District expressly prohibits discrimination, intimidation, bullying, cyberbullying, or harassment of any student or employee by any employee, student, or other person on any school campus or at any school activity whether on or off campus.
- School personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, harassment, intimidation, or bullying.
- The Superintendent or designee shall ensure that all students receive age-appropriate information on sexual harassment.
- For students in grades 4-12, 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. Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.
- The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable Ravenswood City Elementary School District to monitor, address, and prevent repetitive harassing behavior at Ravenswood City Elementary School District schools.

### **Include policy/date enacted via Board Policy PDF, Text Description, or Provide full URL to location on web:**

See Board Policy 0410, Board Policy/Admin Regulation 4030, and Board Policy/Admin Regulation 5145.3

#### **Non-Discrimination Statement:**

The Ravenswood City School District is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on medical information, 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; a perception of one or more of such

characteristics; or association with a person or group with one or more of these actual or perceived characteristics. For inquiries or complaints, please contact the designated Equity Officer and Title IX Compliance Officer: Joan O’Neill, Director of Human Resources, 2120 Euclid Avenue, East Palo Alto, CA 94303, 650-329-2800, [joneill@ravenswoodschools.org](mailto:joneill@ravenswoodschools.org).

A copy of the RCSD Uniform Complaint form and Non-Discrimination Policy are available on request.

**Uniform Complaint Procedure:**

The Ravenswood City School District Board of Trustees recognizes that the District has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The District will investigate and seek to resolve complaints at the local level. The District will follow uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in all education programs. Complaints should be filed with the District Complaint Officer, Joan O’Neill. See your school principal to review regulations for procedures in filing a complaint, to get information relating to complaints that are investigated directly by state agencies and to receive information regarding your legal rights.

**Procedures for Preventing Acts of Bullying and Cyber-bullying**

Ravenswood City Elementary School District recognizes the harmful effects of bullying on student well-being, student learning and school attendance and works towards providing a safe school environment that protects all students from physical and emotional harm. 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 another student, group of students or school personnel. In compliance with ED Section 32283.5 Ravenswood City Elementary School District makes available the [California Department of Education’s online training resources](#) to address and prevent bullying and cyberbullying to certificated staff and all other school site employees who have regular interaction with pupils.

**Include policy/date enacted via Board Policy PDF, Text Description, or Provide full URL to location on web:**

Anti-Harassment/Anti-Bullying (BP 5145.3 Adopted 6/14/2018, Revised 10/22/2020)

The Ravenswood City School District believes all students are entitled to a safe, orderly, caring, and equitable learning environment that promotes academic achievement, school connectedness, and meaningful participation for all students.

In addition, the District affirms the right of all students, staff, and parents/guardians to be free from harassment or any activity that degrades the unique qualities of an individual or association with a person or a group with one or more actual or perceived protected characteristics, to include students’ parental, family, or marital status, ancestry, color, race, gender, gender identity, gender expression, ethnicity, age, culture, heritage, sexuality, physical/mental/intellectual attributes, or religious beliefs and practices.

This right applies to all acts related to school activity or school attendance within a school under the jurisdiction of the Superintendent. School personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, harassment, intimidation, or bullying.

To protect the rights of students, staff and other persons engaged in activities through Ravenswood City School District programs and to ensure a safe and supportive learning environment for all, the Ravenswood City School District expressly prohibits discrimination, intimidation, bullying, cyberbullying, or harassment of

any student or employee by any employee, student, or other person on any school campus or at any school activity whether on or off campus.

The Ravenswood City School District expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff.

The Board recognizes that bullying and harassment are inflammatory to those victimized by such acts and jeopardizes the safety and wellbeing of students and staff.

The Board authorizes the staff to discipline students involved in such acts, including counseling, suspensions and recommendation for expulsion as allowed by California Education Code.

Students may submit a verbal or written complaint about bullying to a teacher or administrator. Complaints about bullying must be investigated and resolved by following site-level grievance procedures described in AR 5145.7 – Sexual Harassment.

See also Ravenswood CSD Board Policy: BP 5131 and BP/AR 5145.7

### **Safety Plan Review, Evaluation and Amendment Procedures**

The Comprehensive School Safety Plan is reviewed and amended annually by the School Site Safety Committee and shall be submitted to the (district) Board for approval. The Completed CSSP and related policies are available for public review at the (District) office. The approved Comprehensive School Safety Plan shall be submitted to the San Mateo County Office of Education prior to March 1 of the current school year. All San Mateo County School Districts plans associated board policies and county wide protocols are available at the San Mateo County Office of Education for public review.