

# Corning Union High School

## Safety Plan

2019-20

### Committee Members:

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## **Table of Contents**

Assessment of the Current Status of School Crime.....	Page 3
Appropriate Programs and Strategies that Provide School Safety.....	Page 5
Child Abuse Reporting Procedures.....	Page 7
Suspension and Expulsion Policies.....	Page 9
Policy for Notifying Teachers of Dangerous Pupils.....	Page 10
Discrimination and Harassment Policy.....	Page 11
School Wide Dress Code.....	Page 12
Safe Ingress and Egress Procedures.....	Page 13
Discipline Procedures.....	Page 14
Key Areas for Follow Up.....	Page 15

## **Assessment of the Current Status of School Crime**

### **2016-17 Suspension Statistics**

<b>Ed Code</b>	<b>Description of Offense</b>	<b>Number of Suspensions</b>
48900(a)	Related to the physical injury of another student	36
48900(b)	Related to the possession of a dangerous object (knife, etc.)	5
48900(c)	Related to the possession, use, etc. of a controlled substance or alcohol	18
48900(d)	Related to distributing a controlled substance	3
48900(f)	Related to damaging school or private property	
48900(g)	Related to theft of school or private property	1
48900(h)	Related to the possession or use of tobacco	11
48900(i)	Related to committing obscene acts or using profanity	
48900(j)	Related to the possession of drug paraphernalia	
48900(k)	Related to the disruption of school activities or defiance of a school authority	8
49000(r)	Related to bullying	
48900.2	Related to Sexual Harassment	
48900.7	Terroristic Threats	

### **Total Suspensions:**

**8 - of these were in school suspensions**  
**265- Alternative Learning Classroom (1<sup>st</sup> year)**

## **Appropriate Programs and Strategies That Provide School Safety**

1. Law Enforcement Presence – Through a partnership with Corning Police Department, Corning Union High School (CUHS) has a strong law enforcement presence on campus. CUHS has a full time School Resource Officer on campus during school hours. Also, the CUHS administration maintains a strong working relationship with the Tehama County Probation Department, Tehama County District Attorney’s Office, and other county agencies.
2. School Administration Providing Safety Support – The Principal and Associate Principals all have campus supervision responsibilities that assist in school safety. There is also an additional “Teacher on Assignment” that provides supervision during about half of the school day. One Associate Principal is the “lead” in this area, responsible for coordinating campus supervision before school, between classes, at lunch, and after school. Other administrators supervise specified areas at lunch and also assist in supervision of the campus at other times during the school day.
3. Attendance Polices – CUHS encourages attendance by diligently tracking and following up on student attendance issues. The school employs two full time attendance secretaries that are responsible for monitoring student attendance and reporting to the Associate Principal when necessary. The attendance office attempts to contact parents/guardians of students that are absent through our automated calling system, Aeries Communications. If a student is gone for three consecutive days with no contact from a guardian, school staff makes personal phone calls attempting to figure out why the student is missing. Students that are tardy more than one time in a week are placed on a “Tardy Watch List” for the next week. Their attendance is checked at the end of each day. If they are tardy at any point, they are assigned detention. Students that are habitually truant are referred to the School Attendance Review Board (SARB) that is facilitated by the Tehama County District Attorney’s Office. Also, guardians of students that miss more than 10% of school days for any reason are notified that their student’s absences may only be cleared by a doctor or school personnel (per CA Ed Code). Lastly, students are encouraged to be in school through a policy of assigning credits in class based on student attendance. Students with 9 or more absences in any one class in a semester receive reduced credit.
4. Campus Supervisors – CUHS does not employ any full time campus supervisors, however there are three teachers that are paid an additional stipend to supervise campus at lunch. The Associate Principal coordinates these campus supervisors and they are assigned specific areas around the school to monitor during lunch. (Appendix A)
5. Communication Tools – CUHS employs the following communication tools: email, telephones, bell system, alarm system, district owned cell phones (approximately 45

staff). Last year we installed an upgraded phone system and outdoor speaker system. This allows a large portion of campus and all classrooms to receive a page or “all call”.

6. Student Identification Policy – Students at CUHS are required to carry their student ID at all times. Students can use their ID to purchase their lunch, and are required to show their ID to use the library or computer labs.
7. Visitor Policy – All visitors are required to check in to the main office upon arriving to campus. Notices of this requirement are posted at various places throughout campus. The administration along with the lunch supervision staff patrols the parking lots and perimeter of campus at various times during the day to ensure that the visitor policy is being followed. Also, two years ago CUHS remodeled its main office to prevent visitors from having to come on to the main campus to get into the office. Visitors now enter the office on the perimeter of campus.
8. Monitoring Academic Progress – Six counselors are responsible for monitoring the academic progress of approximately 910 students at CUHS. The administration and teachers communicate regularly with the counselors about specific students’ needs and their need for intervention or alternative academic programs.
9. Monitoring School Behavior – One Associate Principal is largely responsible for tracking and addressing student behavior issues. There is also a Teacher on Assignment that assists with student discipline issues. CUHS employs its “Discipline Step Process”. This process is used as a tool to communicate with parents, students and teachers about behavior issues. Different steps in the process carry different consequences.
10. Lock Down Procedures – CUHS has updated its procedures for locking down the school in the case that it becomes necessary to do so (See Appendix B). CUHS has moved to using “ALICE” procedures in responding to an active threat on campus. Essentially, ALICE directs staff and students to be proactive in escaping or defending themselves rather than only being passive and hiding. (See Appendix B).
11. Other School Safety Programs and Resources - CUHS has a student support services department that provides a number of different supports for students. There are six counselors, a full time school psychologist, an EL coordinator, AST coordinator, and multiple teachers and paraprofessionals that provide academic and behavioral interventions in mainstream classes and in special programs. In addition to this, CUHS provides further services to students through cooperation with community organizations and funding from various grants. Currently, CUHS has an MOU with the City of Corning to use grant funds to provide full time marriage and family therapists at no charge to students in addition to paying for a full time school resource officer. This grant allows CUHS to provide individual, group, and family therapy by professional marriage and family therapists at no charge.

## **Child Abuse Reporting Procedures**

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

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

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

**To Whom is the Report Made:** An oral report to designated law enforcement or protective service agencies must be made within 24 hours with a written report to follow within 36 hours. The observing employee must contact

Tehama County Child Protective Services: (530)527-1911  
(530)527-7640 (Fax)

Or

Corning Police Department: (530)824-7000

A follow up written report must be submitted within 36 hours. Forms (See Appendix C) are available at Corning Union High School through the administration or counseling department.

Law enforcement may interview suspected victims of child abuse on school premises during school hours. If this happens, the child may choose to be interviewed in private or may select an adult staff member to be present. In any case, California Penal Code 11174.3 should dictate how the interview takes place.

11174.3. (a) Whenever a representative of a government agency investigating suspected child abuse or neglect or the State Department of Social Services deems it necessary, a suspected victim of child abuse or neglect may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be afforded the option of being interviewed in private or selecting any adult who is a

member of the staff of the school, including any certificated or classified employee or volunteer aide, to be present at the interview. A representative of the agency investigating suspected child abuse or neglect or the State Department of Social Services shall inform the child of that right prior to the interview.

The purpose of the staff person's presence at the interview is to lend support to the child and enable him or her to be as comfortable as possible. However, the member of the staff so elected shall not participate in the interview. The member of the staff so present shall not discuss the facts or circumstances of the case with the child. The member of the staff so present, including, but not limited to, a volunteer aide, is subject to the confidentiality requirements of this article, a violation of which is punishable as specified in Section 11167.5. A representative of the school shall inform a member of the staff so selected by a child of the requirements of this section prior to the interview. A staff member selected by a child may decline the request to be present at the interview. If the staff person selected agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. Failure to comply with the requirements of this section does not affect the admissibility of evidence in a criminal or civil proceeding.

## **Suspension and Expulsion Policies**

When necessary, CUHS suspends and expels students according to California education code, specifically sections 48900 and 48915. Except in cases in which the offense threatens the safety of students, staff or school facilities, attempts will be made by the staff and/or administration to correct student behavior by other means prior to employing suspension and/or expulsion.

When a student is referred to the administration for discipline, the "Discipline Step Process" is used to determine what consequences (including suspension) a student will receive. This process is outlined in the student handbook and is a useful tool to communicate with students, parents and staff about discipline and future consequences.

Step I:	Warning/Parent Contact
Step II:	1 day suspension/Parent Contact
Step III:	2 day suspension/Parent Contact
Step IV:	3 day suspension/Parent Contact
Step V:	5 day suspension/Parent Contact
Step VI:	5 day suspension/Transfer to Continuation or Expulsion

For more information regarding suspensions and expulsions, refer to CUHSD Board Policy and Administrative Regulation 5144.1.



### **Policy for Notifying Teachers of Dangerous Pupils**

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that states teachers must be notified of the reasons(s) a student has been suspended, CUHS communicates via email with teachers regarding suspensions. The Vice Principal sends an email every week to the staff that includes student names, grades, number of days suspended, return date, and offense. The information in these emails is confidential and is to be seen by school staff only.

Pursuant to Education Code 48267, Tehama County Probation notifies the CUHSD Superintendent regarding Associate Principal office. From there, the information is forwarded to teachers or administration when appropriate.

## **Discrimination and Harassment**

Corning Union High School is dedicated to provide every student an equal opportunity to receive an education in any school program or activity. No person shall discriminate against or engage in harassment of a pupil because of the pupil's race, sex, gender, sexual orientation, color, religion, mental or physical disability, national origin, ancestry, or ethnic group identification.

Concerning sexual harassment, CUHS has adopted Board Policy and Administrative Regulation 5145.7. According to this policy and regulation, any student who engages in sexual harassment of anyone at school or at a school sponsored activity is in violation of school rules and will be subject to disciplinary action. All other forms of harassment, bullying, or intimidation are dealt with according to California Education Code, Sections 48900 and 48915.

## **School Wide Dress Code**

Corning Union High School has established a student dress code in order to assure a safe, productive and appropriate learning environment for students. In addition to these goals, the dress code is intended to establish a minimum level of acceptable dress. Students and parents are encouraged to consider carefully what type of dress is appropriate for a school environment. Thinking through this can be a valuable learning process for young people as they prepare to enter a variety of work environments.

1. No student shall wear any clothing that is disruptive or likely to be disruptive to the learning environment or is offensive or distracting to other students, teachers or parents.
2. Shorts may be worn but must be an appropriate length for an educational or professional setting. Students that wear spandex, leggings, yoga pants, etc. must also wear a shirt, shorts, pants, skirt or dress to cover their private areas.
3. Tops that expose the lower back, stomach or cleavage are prohibited. Bras and spaghetti straps may not be exposed. Boys' shirts must have sleeves (no tank tops or cutoff sleeves). However, boys will be allowed to wear tank tops for special school events. These events will be identified in the bulletin.
4. All clothing accessories or tattoos that have pictures or writing that is vulgar, obscene, violent, alcohol/drug/tobacco-related, is not allowed at Corning Union High School. This type of clothing is not consistent with our educational philosophy and is disruptive to the educational process.
5. Any apparel or accessories affiliated with gangs will not be allowed. This includes, but is not limited to bandanas. Also, any student materials with writing or insignia that is gang-related will be confiscated.
6. Hats and beanies shall be worn properly – they shall have the bill facing forward and they are not to be worn in the classroom or offices. Altered hats and beanies are not allowed.
7. Pajamas are not allowed to be worn at school.
8. Pants must fit at the waist and/or be secured in a way that prevents sagging. Underwear cannot be visible at any time.

### **Violation of Dress Code**

First Offense: Student will be required to change.

Second Offense: Student will be required to change and reminded that the next violation will result in suspension.

Further Offenses: Student will be required to change and suspended and/or placed on the appropriate place of the step process.

Students that violate the dress code and do not have an appropriate piece of clothing to change in to will be loaned a shirt or sweat pants for the day. Students may NOT miss class to wait for someone to bring them a new piece of clothing.

## **Safe Ingress and Egress Procedures**

Corning Union High School has designated areas for bus loading/unloading and parents dropping off students. Also, CUHS has sidewalks around the campus to make sure students had a safe passage to and from school.

Corning High School also has evacuation maps posted in all facilities. Students and staff evacuate to either the East Soccer Fields or South JV Baseball Field depending on their location on campus.

The administration and Maintenance department are also assessing the feasibility of adjusting our bus loading area in order to get the busses off of the street and into a parking area during pick up and drop off times.

## **Discipline Procedures**

Students in public education have an obligation to conform their behavior to acceptable standards. Corning Union High School's code of behavior clearly states these standards and the consequences of breaking these standards. Failure to comply with this code of behavior can result in suspension from school. When a student reaches this stage, the school must afford the student certain due process rights, including notice of the charges and the opportunity to be heard. Students also have a right to present evidence and cross-examine witnesses. In order to insure that the students of Corning Union High School are given due process we do the following things when any consideration is given to suspension of a student:

1. We provide the opportunity for all students and parents to know the rules and regulations and the consequences of breaking these rules and regulations.
2. We inform the student what charges have been brought against him/her.
3. We allow the student to see all the records that are made and provide him/her a copy if one is desired.
4. The student is provided an opportunity to confer with an administrator and to tell his/her version of what occurred.
5. The student is informed of the next steps of the discipline process and the consequences of further violations.
6. The parents/guardians are notified each time that a suspension takes place.

### **Key Areas for Follow Up**

1. Improve alarm system to allow for multiple points of activation. Explore getting a true Public Address System (not just the new phone system).
2. Systematically plan Active Threat drills (monthly?)

## Appendix A

### **CUHS Lunch Supervision Protocol 2019-20**

#### Basic Info:

- Communicate with Justine if you will not be supervising at lunch for any reason. Your duties can be filled by someone else for the day.
- Everyone should carry a phone. If you want to use your personal phone that is okay, just communicate with other people about your phone number.
- Whenever possible, walk through bathrooms. Check each stall for graffiti or vandalism. If you notice graffiti, please notify Jared as soon as possible.
- No student should be on the North side of the library or main office.
- Hacky Sacks & Frisbees are okay for students to use. No soccer, baseball, football, etc. There is one exception (see below).
- As always, encourage students to throw away their trash.

#### Personnel Assignments:

- Charlie: Inside the cafeteria during the beginning of lunch while students are getting food. As traffic inside slows down, you will move outside and circulate throughout campus on the cart (focus primarily on the perimeter of campus looking for students or any off campus threat to student safety).
- Jason: Inside the cafeteria or just outside it at your discretion. As traffic inside the cafeteria slows down, you will monitor the north side of campus and the east side of the North Gym. Make it a point to check the North perimeter of campus periodically in order to assure no person from off campus is loitering.
- Justine: Start in Cafeteria to assure there is sufficient supervision. Then roaming all of campus and available to deal with discipline incidents as they arise. Check bathrooms prior to and immediately following lunch.
- Officer Pryatel: Roaming all of campus and available to deal with discipline incidents as they arise. Focus particularly on the perimeter of campus, looking for any outside threat to student safety. Check C and E wing bathrooms twice during lunch (approximately 10 and 20 minutes into the lunch period).
- Debbie: Monitoring the east end of campus, student parking lot, and C wing. Check the C wing bathroom approximately 15 and 25 minutes into the lunch period. Make a point to check the east perimeter of campus for anyone entering the campus.
- Dave Schlom: Monitoring the Quad, between the D and I wings, and the area in front of the office. Check the E wing bathroom approximately 15 and 25 minutes into the lunch period.

#### Lunch Boundaries:

- North: No students are allowed on the north side of the library and main office.
- South: The gravel road will serve as the boundary on this end of campus. On the Southwest corner, no students shall go past the end of the south gym boys locker room. Students are allowed to play on the outfield of the JV baseball field. Only students actively participating in soccer or other game will be allowed to be on the grass. If this becomes an enforcement issues we will adjust as necessary.
- East: The end of the C wing, student parking lot, woodshop and end of J wing is the boundary at this end of campus. If Ag students wish to go to their classroom that is okay as long as they are under teacher supervision.
- West: The North and South Gyms are the boundary. No students are allowed beyond the yellow line painted near the Northeast corner of the cafeteria.

## Appendix A



# CORNING UNION HIGH SCHOOL EMERGENCY PROTOCOL

## ACTIVE THREAT

**Signaled by one minute continuous bell**

### Staff Actions:

- Notify authorities and those in harm's way of the danger at hand
- Evacuate (if possible) to your assigned rally point
- Lockdown your classroom by barricading entry points
- Counter the attacker if the intruder breaches a secured area
- Inform (if possible) by giving updates to the authorities, administration, or other important personnel
- Wait for instructions via email, cell phone
- School staff or emergency personnel will open the door for all clear

### Student Actions:

- Evacuate or barricade yourself in the closest classroom or another secure area of the school
- Counter the intruder if the secured area is breached

## SOFT LOCKDOWN

**Signaled by three bells, pause, three bells**

### Staff Actions:

- Recover students / staff from outside
- Lock all perimeter doors
- Increase situational awareness
- Take roll, account for students
- Wait for instructions via email, cell phone
- Do business as usual
- School staff or emergency personnel will open door for all clear

### Student Actions:

- Return to inside of building
- Do business as usual

## EVACUATION

**Signaled by fire alarm**

### Staff Actions:

- Get roll sheet, red and green cards
- Lead students to designated evacuation area, leave doors unlocked
- Take roll, account for students
- Indicate ANY missing or extra students with a red card or if all students are accounted for, indicate with a green card
- All clear will be announced by school staff or emergency personnel

### Students Actions:

- Leave stuff behind
- Evacuate to designated area
- Await further instructions

Appendix C

# SUSPECTED CHILD ABUSE REPORT

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	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO					
		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	DATE/TIME OF PHONE CALL					
		OFFICIAL CONTACTED - TITLE				TELEPHONE ( )						
<b>C.</b>	<b>VICTIM</b>  One report per victim	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY				
		ADDRESS			Street	City	Zip	TELEPHONE ( )				
		PRESENT LOCATION OF VICTIM			SCHOOL		CLASS		GRADE			
		PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)			PRIMARY LANGUAGE SPOKEN IN HOME					
		IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <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"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)						
		RELATIONSHIP TO SUSPECT			PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> JUNK					
<b>D.</b>	<b>INVOLVED PARTIES</b>  VICTIM'S SIBLINGS PARENTS/GUARDIANS SUSPECT	NAME		BIRTHDATE	SEX	ETHNICITY	NAME		BIRTHDATE	SEX	ETHNICITY	
		1. _____		3. _____								
		2. _____		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 not determined to be unfounded.

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