Method Schools Comprehensive School Safety Plan

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Board Approval:

Method Schools
24620 Jefferson Avenue
Suite C Murrieta, CA
92562

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Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 1: General Information – School Safety
Part 1: School Commitment to School Safety

Method Schools is committed to ensuring that students enrolled in this school, and all employees are safe and secure. Though Method is a non-classroom based school with no physical campus, the safety of the Method community is of the utmost importance regardless of modality. The School believes that a beginning step toward safer schools is the development of a comprehensive plan for school safety by every school within the School. In addition to our policies and procedures, Method Schools participates in the VectorSolutions training program (formerly Safe Schools), which provides over 200 health, safety, and wellbeing courses geared for school staff. Annual training is mandatory for employees, with additional training options throughout the year to ensure Method's staff remains knowledgeable and prepared to maintain the safety of our school, staff, and students. The School intends that parents, students, teachers, administrators, counselors, classified personnel, and community agencies develop safe school plans, including local law enforcement. The school site committee will review these safe school plans on an annual basis and proposed changes will be submitted to the Board for approval.

Method Schools Murrieta, CA
Section 1: General Information – School Safety
Part 2: Legislative Requirements

Senate Bill 187: Comprehensive School Safety Plan Purpose:

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 I, 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:

- Child abuse reporting procedures
- Assessment of school crime committed on school campuses and at school-related functions
- 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.

By July of each 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 (SARC).

A digital copy of the Comprehensive School Safety Plan is available for review upon request. Links to school SARC and Safety Plans can be found in the district local control accountability plan (LCAP) as well as the school plan for student achievement (SPSA). Safety plans are also available upon request.

Method Schools Murrieta, CA
Section 1: General Information – School Safety
Part 3: Maintaining a Safe and Orderly Environment

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

Our administration and staff desire to provide an orderly, caring, and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements.

Our administration encourages staff to teach students the meaning of equality, human dignity, and mutual respect, and to 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 and to share responsibility for solving problems that affect their school. Staff shall encourage and reward success and achievement, participation in community projects, and positive student conduct.

Method Schools promotes nonviolent resolution techniques to encourage attitudes and behaviors that foster harmonious relations. Staff shall receive training that implements and supports conflict resolution (California Education Code Sections 32230-32239, 35160, 35160.1, 44806).

Method Schools remains in compliance with existing laws related to school safety. This manual outlines several elements critical to maintaining a safe school environment.

Method Schools Murrieta, CA
Section 2: Child Abuse Reporting
Part 1: Child Abuse Reporting Procedures

Child abuse reporting law (Penal Code Section 11166) requires that Method Schools employee who has reason to believe that a child has been subjected to abuse, report the incident to the proper authorities.

At Method Schools, protecting children from child abuse is a major priority. Each year the Director/Head of Schools sets aside time to meet with staff to discuss child abuse indicators and to remind teachers of the procedures to follow when abuse is suspected.

Employees of Method Schools are familiar with Penal Code Section 11166 and understand the requirement that certificated and classified personnel report suspected child abuse immediately or as soon as practically possible to the Director/Head of Schools or Children's Protective Services by telephone. They are aware that a call must be followed within at least 36 hours by a written report to the child protective agency.

All staff is aware of the location of a Child Abuse Information Folder that is kept on file in the school office and updated regularly. It includes informational literature, guidelines for recognizing abuse, and specific directions for reporting it.

The determination as to who should be contacted will depend greatly upon the situation at hand. The Murrieta Police Department will dispatch a unit to the school as soon as possible.
Children's services may take much longer to respond. School personnel should always take into consideration the severity of the abuse and the extent to which the student's safety is at risk. If in doubt, it is better to err to the side of caution by calling the Murrieta Police Department.

Method Schools' employees report suspected child abuse to the local Child Protective Services for the county in which it resides.

Method Schools Murrieta, CA
Section 2: Child Abuse Reporting
Part 1: Child Abuse Reporting Procedures

The requirements of school personnel and the identification and reporting of known or suspected child abuse to a protective agency is mandated by the State of California Penal Code. Failure to do so on the part of school personnel could lead to penalties that might be imposed on these individuals. Method Schools aligns its child abuse reporting policies to the continually updated California Penal Code Section 11166 and Child Abuse Neglect Reporting Act (CANRA). Excerpts from the California Penal Code are presented below.

From California Penal Code Section 11166

> …any child care custodian, health practitioner, or employee of a child protective agency who has knowledge or observes a child in his or her professional capacity within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Method Schools Policy– Child Abuse Prevention Programs

> Recognizing that our responsibility to students includes the protection of their physical and mental well-being, the Governing Board desires to provide whatever opportunities or resources may be available for the prevention of child abuse.
>
> The Board agrees with the Legislature that:
>
> 1. Child abuse and neglect is a severe and increasing problem in California.
>
> 2. Schools and preschools can provide an environment for the training of children, parents, and all school staff.

3. Primary prevention programs in the school Schools are an effective and cost-efficient method of reducing the incidence of child abuse and neglect and for promoting healthy family environments.

Method Schools Murrieta, CA
Section 2: Child Abuse Reporting
Part 1: Child Abuse Reporting Procedures

Method Schools Board Policy BP 5050: Child Abuse

Reporting Child Abuse and Neglect

Duty to Report

Certificated employees and classified employees trained in child abuse identification and reporting shall report known or suspected child abuse to a child protective agency by telephone immediately or as soon as practically possible and in writing within thirty-six hours. The reporting duties are individual and cannot be delegated to another individual.

Definitions

1. "Child Abuse," as defined by law, under Penal Code 273 and 11165, and for purposes of this regulation includes the following:

    a. Physical abuse resulting in a non-accidental physical injury.
    b. Physical neglect, including both severe and general neglect, resulting in negligent treatment or maltreatment of a child.
    c. Sexual abuse including both sexual assault and sexual exploitation.
    d. Emotional abuse and emotional deprivation including willful cruelty or unjustifiable punishment.
    e. Severe corporal punishment.

2. "Mandated Reporters" are those people defined by law as "childcare custodian," "medical practitioners" and non-medical practitioners" and include virtually all school employees. The following school personnel is required to report:

Teachers, administrators, supervisors of child welfare and attendance, certificated pupil personnel employees, employees of a childcare institution, head start teachers, school psychologists, licensed nurses, counselors, presenters of child abuse prevention programs, and those instructional aides or other classified employees trained in child abuse reporting.

3. "Child Protective Agencies" are those law enforcement and child protective services responsible for investigating child abuse reports, including the local police or sheriff department, county welfare or juvenile probation department, and child protective services.

4. "Reasonable Suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse. (California Penal Code 11166)

Reporting Procedures

1. To report known or suspected child abuse, any employee (as defined above) shall report by telephone to the local child protective agency.

   The telephone report must be made immediately, or as soon as practically possible, upon suspicion. The verbal report will include:

   a. The name of the person making the report.
   b. The name of the child.
   c. The present location of the child.
   d. The nature and extent of any injury.
   e. Any other information requested by the child protective agency, including the information that led the mandated reporter to suspect child abuse.

   At the time the verbal 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. Within thirty-six (36) hours of making the telephone report, the mandated reporter will complete and mail a written report to the local child protective agency.

   The written report shall include completion of the required standard Department of Justice form (DOJ SS 8572).

The mandated reporter may request and receive copies of the appropriate form either from the school or directly from the local child protective agency.

Detailed instructions for completion of the form are on the back sheet of the form. Reporters may request assistance from the site administrator in completing and mailing the form; however, the mandated reporter is still responsible for ensuring that the written report is correctly filed.

3. Employees reporting child abuse to a child protective agency are encouraged, but not required, to notify the site administrator or designee as soon as possible after the initial verbal report by telephone. The site administration, when notified, shall inform the Director/Head of Schools.

   Administrators so notified shall provide the mandated reporter with any assistance necessary to ensure that the verbal or written reporting procedures are carried out according to state law and School regulations. If requested by the mandated reporter, the Director/Head of Schools may assist in the completion and filing of these forms.

Legal Responsibility and Liability

1. Mandated reporters have absolute immunity. School employees required to report are not civilly or criminally liable for filing a required or authorized report of known or suspected child abuse.

2. A mandated reporter who fails to report an instance of child abuse, which he/she knows to exist or reasonably should know to exist, is guilty of a misdemeanor and is punishable by confinement in jail for a term not to exceed six (6) months or by a fine of not more than one thousand dollars ($1,000) or both. The mandated reporter may also be held civilly liable for damages for any injury to the child after a failure to report.

3. When two (2) or more persons who are required to report jointly, know of a suspected instance of child abuse, and when there is agreement, and a single report may be made and signed by the person selected. However, if any person who knows or should know that the person designated to report failed to do so, that person then must make the report.

4. The duty to report child abuse is an individual duty and no supervisor or administrator may impede or inhibit such reporting duties. Furthermore, no person making such a report shall be subject to any sanction.

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse, the Director and/or Director/Principal shall not notify the parent or guardian as required in other instances of removal of a child from school, but rather shall provide the peace officer with the address and telephone number of the child's parent or guardian.

It is the responsibility of the peace officer to notify the parent or guardian of the situation. Peace officers will be asked to sign an appropriate release or acceptance of responsibility form (cf. 5145.11 – Questioning and Apprehension).

When School Employees are Accused of Child Abuse

Regardless of who child abusers may be, the major responsibilities of mandated reporters are to
(1) identify incidents of suspected child abuse, and (2) comply with laws requiring reporting of suspected abuse to the proper authorities. Determining whether or not the suspected abuse occurred is not the responsibility of the school employee. Such determination and follow-up investigation will be made by a child protective agency.

Parents/guardians or members of the public accusing school employees of child abuse should be made aware of the ramifications of making false reports and should be provided with information regarding child abuse and child abuse reporting.

Pending the outcome of an investigation by a child protective agency and before the filing of formal charges, the employee may be subject to reassignment or a paid leave of absence.

Disciplinary action resulting from the filing of formal charges or upon conviction shall be per School policies, regulations, and/or collective bargaining agreements. The Director/Head of Schools, or designee should consult with legal counsel in implementing either suspension or dismissal.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 3: Disaster Procedures
Part 1: General Information - Disaster

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

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

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 3: Disaster Procedures
Part 2: Biological/Chemical Weapons Assault

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 viruses, various forms of nerve gas, tear gas, and other vaporous irritants. Pranks using stink bombs should also be considered a chemical weapons attack.

There are several 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 biological/chemical weapons assault should be reported immediately to the Director/Head of Schools/Director of Facilities Operations.

Method Schools staff should notify law enforcement authorities and other staff members immediately.

If the agent is delivered via aircraft:

- All staff and students should be moved indoors.
- Keep students inside and take roll-call.
- 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 any with plastic or thick paper using tape to create a seal.
- Remain in this area until notified to leave by the Director/Head of Schools, Director/Head of Schools' designee or officers of emergency agencies.
- Immediately report any injuries or illnesses to the Director/Head of Schools, Principal's designee or officers of emergency response agencies.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 3: Disaster Procedures
Part 2: Biological/Chemical Weapons Assault

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

- All staff and students should be moved indoors.
- Keep students inside and take roll-call.
- 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 any with plastic or thick paper using tape to create a seal.
- Remain in this area until notified to leave by the Director/Head of Schools, Director/Head of Schools' designee or officers of emergency response agencies.
- Immediately report any injuries or illnesses to the Director/Head of Schools, Director/Head of Schools' designee or officers of emergency response agencies.

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

- All staff and students should be evacuated, according to school evacuation procedures, to the school's normal outdoor evacuation assembly area unless that area may be affected by the assault. Role-call should be taken.

- Remain in this area until notified to leave by the Director/Head of Schools, Director/Head of Schools' designee or officers of emergency response agencies.
- The HVAC system should be shut down.

If the agent is delivered via the school's HVAC system:

- All staff and students should be evacuated, according to school evacuation procedures, to the school's normal outdoor evacuation assembly area unless that area may be affected by the assault. Roll call must be taken to ensure proper evacuation of the building.
- Remain in this area until notified to leave by the Director/Head of Schools, Director/Head of Schools' designee or officers of emergency response agencies.
- The HVAC system should be shut down.

In any situation involving biological or chemical weapons, the Director/Head of Schools and staff must follow all instructions given by officers of emergency response agencies. The School EOC will develop an action plan to handle telephone inquiries, rumor control, media relations, public information, employee/student crisis counseling, and facility damage assessment/control

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 3: Disaster Procedures
Part 3: Bomb Threat Procedures

If you observe a suspicious object or potential bomb on the property, DO NOT HANDLE THE OBJECT, IMMEDIATELY NOTIFY 9-1-1.

1. Receiving the Call

Make every attempt to keep the caller on the phone as long as possible to gain information. Try if possible, to determine the gender and age of the caller. Try if possible, to get the caller to tell you the exact location of the bomb and the time of threatened detonation.

2. Notification Procedures

School Site, communicate the above information to the following in this order:

- School site Director/Head of Schools
- Director of Facilities Operations
- Lead Teachers

The Director/Head of Schools will notify local law enforcement.

Strictly follow the above notification procedures and do not discuss or notify others of the bomb threat since this may create an unwarranted panic response at the facility.

3. Action Plan Procedures

If required to develop an action plan, the Director/Head of Schools may consult with the following: Director of Facilities Operations, other administrators, head counselor, head custodian utilizing their expertise.

If the location of the bomb is not specifically designated, students will be kept in the classroom.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 3: Disaster Procedures
Part 3: Bomb Threat Procedures

The Director/Principal will choose whether or not to evacuate the building, based on school evacuation procedures. However, if possible, this decision should be made in conjunction with law enforcement authorities after they arrive at the site. Roll call must be taken to ensure proper evacuation of the building.

The decision to search the building will be made in conjunction with law enforcement authorities and performed by them.

Reoccupation of an evacuated building will be authorized by the Director/Head of Schools only after consulting with law enforcement authorities.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 3: Disaster Procedures
Part 4: Chemical or Hazardous Material Incident

If a hazardous material incident occurs off-site, stay indoors and close all doors and windows (referred to as taking “Shelter in Place”).

Notify 9-1-1 of the Chemical or Hazardous Material Incident.

If possible, determine the location of the spill in relation to facility buildings and wind direction.

Do not evacuate buildings until you are sure you will not be evacuating into an area that may be more hazardous. If evacuation is determined to be safe, students will be evacuated according to school evacuation procedures, and roll-call must be taken to ensure proper evacuation of the building.

Follow all instructions given by the Fire Department when they arrive at the facility.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 3: Disaster Procedures
Part 5: Earthquake Procedures

Indoors

DUCK, COVER, AND HOLD.
Get under a desk or table. Move away from windows and objects that could fall. Stay under a desk or table until shaking stops.

Outdoors

Move away from buildings, utility poles, and vehicles. Avoid all down wires or electrical lines. Do not run.

In a School Bus

Stop the vehicle in a safe location away from power lines, overpasses, or large buildings. Stay in the vehicle and establish radio contact with Transportation and/or School E.O.C.

General

Be prepared for immediate aftershocks and ground motion

Evaluate immediate area for earthquake-related hazards (fire, building collapse, gas leaks, broken electrical lines, wires, etc.)

Evaluate immediate area (classroom, bus, etc.) for injuries or medical aid

situations. Call 9-1-1, if you have an immediate emergency such as a fire or

serious injury.

Assist injured with First Aid treatment

Do not evacuate buildings or vehicles unless you have a hazard-related reason to do so. If evacuation is deemed necessary, students will be evacuated according to school evacuation procedures. Roll call must be taken to ensure proper evacuation of the building.

Establish communications with your supervisor, Director/Head of Schools or School

EOC, and follow emergency checklist and procedures.

Assist any police or fire units that respond to your location.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 3: Disaster Procedures
Part 6: Explosion, Aircraft Crash, or Similar Incident

If possible, Duck and Cover under a desk or

table. Notify 9-1-1 of the explosion or crash

Assist any injured requiring first aid treatment

If necessary, because of fire, building damage, etc., evacuate the building. If evacuation is deemed necessary, students will be evacuated according to school evacuation procedures, and roll-call must be taken to ensure proper evacuation of the building.

Assist any persons who would have physical problems evacuating the building.

Go to an outdoor evacuation/assembly area that is hazard free and not affected by the explosion or crash.

Keep fire lanes, streets, and walkways open for emergency

responders. Stay in the assembly area and account for all

personnel and students.

Do not return to buildings until authorized by the fire department or Director/Head of Schools

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 3: Disaster Procedures
Part 7: Fire Procedures

Call 9-1-1 to report a fire, stay one line and give specific information (name, address of the school, or facility).

Utilize a manual pull station to activate the building alarm system and evacuate the building when you hear an alarm.

In the event of a small fire, notify 9-1-1 and then use the nearest fire extinguisher to control the fire if you have been trained in their use.

Do not attempt to fight large fires, call 9-1-1 and evacuate the building.

Assist students in building evacuation and proceed to outdoor school evacuation area or areas. When evacuating buildings walk, do not run. Evacuate the building according to Evacuation Maps posted at each exit (map is included at the end of this plan). Roll call must be taken to ensure proper evacuation of the building.

If heavy smoke is present, crawl or stay near the floor for breathable air.

Assist any individuals who would have physical problems evacuating the building. Stay in the designated assembly area and account for all personnel and students.

Do not block fire lanes or areas used by the fire department

Do not re-enter the building until authorized by the fire department or the Director/Head of Schools. If the fire is off-site, wait for instructions from the Director/Head of Schools, or School EOC.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 3: Disaster Procedures
Part 8: Flood Procedures

If a flood warning is received by the site, notify the Director/Head of Schools/Director of Facilities Operations immediately.

Evacuation of the school or areas will be directed by the Director/Head of Schools/Director of Facilities Operations in coordination with SEMS. If evacuation is deemed necessary, students will be evacuated according to school evacuation procedures, and roll-call must be taken to ensure proper evacuation of the building.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 3: Disaster Procedures
Part 9: Lockdown/Civil Unrest Procedures

Any threatening disturbance should be reported immediately to the Director/Head of Schools/Director of Facilities Operations.

If the disturbance is affecting normal school or facility operations, the Director/Head of Schools/Director of Facilities Operations should notify law enforcement authorities immediately.

As necessary, alert all site employees of the situation by intercom, Site staff must follow the instructions below:

If you are inside:

- Check the area immediately outside the door. If students are close rush them into your room.
- Lock all doors and windows in the room. Close curtains, blinds, or otherwise cover any windows that are at eye level if possible. If the window cannot be covered make sure that students are out of the line of sight.
- Call Incident Commander or On-Site Administrator with any missing students or if you have extra students. (Please, only in a real emergency, not during the drill)
- Do not unlock your door until you hear an all-clear announcement. Exception: You may allow entry to a student or recognized staff member pounding on the door only if you can

visually determine (through the window) that he or she is unarmed. This is a judgment call on your part, understanding that the overriding concern for the safety of the larger number of people in your room.

- Incident Commander or On-Site Administrator will call 911.
- Incident Commander or On-Site Administrator will check bathrooms and halls in your area and get students in classrooms and then get in a classroom. During the drill- wait 5 minutes and then check all doors and windows. Make written notes as to any unlocked doors and windows and anyone that is outside of a room. Please take five minutes to check your area and take notes. Report back via email when your area has been completely checked.
- An announcement will be made when the drill is completed followed by an all-clear bell.

If you are outside:

- Immediately have students and staff seek shelter if it is safe to do so. Drill with students and staff to go to the nearest room to them.
- If shelter is not available, ensure students lie flat on the ground immediately.
- Children in restrooms should be instructed to stay there until directed to exit by the Director/Head of Schools or Director/Principal's designee.

If the situation is violent and may include the use of firearms, the Director/Head of Schools or Director/Principal's designee should instruct all staff and students to lie face down on the floor and remain immobile.

Director/Head of Schools and staff must follow all instructions given by responding law enforcement.

If the event is major, the Director/Head of Schools will activate the School EOC to develop an Action Plan to deal with the situation as well as the following:

A. Telephone inquiries and rumor control
B. Media relations and public information

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 3: Disaster Procedures
Part 10: Security Threat/Active Shooter

Based on the proximity of the threat, staff will determine whether it is safe to evacuate, or if it is necessary to lockdown.

In the case of an evacuation:

- Assist students in building evacuation and proceed to outdoor school evacuation area or areas.
- . If evacuation is deemed necessary, students will be evacuated according to
- school evacuation procedures and roll-call must be taken to ensure proper evacuation of the building.

When evacuating buildings walk, do not run.

- Do not use elevators for building evacuation or in an emergency.
- Assist any individuals who would have physical problems evacuating the building.
- Stay in the designated assembly area and account for all personnel and students.
- Do not block fire lanes or areas used by emergency personnel.

- Do not re-enter the building until authorized by emergency personnel or the Director/Head of Schools. Wait for instructions from the Director/Head of Schools or Incident Commander.

In case of a lockdown:

If you are inside:

- Check the area immediately outside the door. If students are close rush them into your room.
- Lock all doors and windows in the room. Close curtains, blinds, or otherwise cover any windows that are at eye level if possible. If the window cannot be covered make sure that students are out of the line of sight.
- Call Incident Commander or On-Site Administrator with any missing students or if you have extra students. (Please, only in a real emergency, not during a drill)
- Do not unlock your door until you hear the all-clear announcement. Exception: You may allow entry to a student or recognized staff member pounding on the door only if you can visually determine (through the window) that he or she is unarmed. This is a judgment call on your part, understanding that the overriding concern for the safety of the larger number of people in your room.
- Incident Commander or On-Site Administrator will call 911.
- Incident Commander or On-Site Administrator will check bathrooms and halls in your area and get students in classrooms and then get in a classroom. During drills, wait 5 minutes and then check all doors and windows. Make written notes as to any unlocked doors and windows and anyone that is outside of a room. Please take five minutes to

check your area and take notes. Report back via email when your area has been completely checked.

- An announcement will be made when the drill is completed followed by an all-clear announcement.

If you are outside:

- Immediately have students and staff seek shelter if it is safe to do so. Drill with students and staff to go to the nearest room to them.
- If shelter is not available, ensure students lie flat on the ground immediately.
- Children in restrooms should be instructed to stay there until directed to exit by the Director/Head of Schools or Director/Head of School's designee.

If the situation is violent and may include the use of firearms, the Director/Head of Schools or Director/Head of School's designee should instruct all staff and students to lie face down on the floor and remain immobile.

Director/Head of Schools and staff must follow all instructions given by responding law enforcement.

If the event is major, the Director will activate the School EOC to develop an Action Plan to deal with the situation as well as the following:

A. Telephone inquiries and rumor control
B. Media relations and public information

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 3: Disaster Procedures
Part 11: Severe Windstorm Procedures

If a severe wind warning is received at school or site, notify the Director/Head of Schools immediately.

In general, if severe winds are affecting the school, employees and students should be moved to the interior core area of the building (inside wall on the ground floor) away from outside windows and doors.

Close all windows and blinds and avoid auditoriums, gymnasiums, and other building locations that have large roof areas or spans.

Avoid all areas that have large concentrations of electrical equipment or power cables. Evacuation of the school will be directed by the Director/Head of Schools in coordination with SEMS. If evacuation is deemed necessary, students will be evacuated according to school evacuation procedures, and roll-call must be taken to ensure proper evacuation of the building.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 3: Disaster Procedures
Part 12: Suspicious Mail/Packages

All incoming mail and packages should be handled with caution.

Below are Indicators of suspicious mail and steps to take if suspicious mail is received.

Mail that …
… is unexpected or from an unfamiliar source
… has excessive postage
… is addressed to someone who no longer works in the School
… is addressed to a current employee but with the wrong title
… contains several misspelled words on the envelope
… marked with restrictive endorsements such as “Personal” or “Confidential”
… has no return address or an address that cannot be verified
… mail that is from a foreign country

… shows a city or state in the postmark that doesn't match the return address
… is lopsided, oddly shaped, or has an unusual weight, given its size
… has protruding wires, strange odors, or stains
… has powdery substance on the outside
… has an unusual amount of tape on it
… is ticking or making unusual sounds

Not all mail comes perfectly packaged or with accurate information on it, so employees handling mail must remain sensible in the screening of mail. However, prudent scrutiny conducted reasonably can greatly reduce the school's chances of becoming the victim of an attack by mail.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 3: Disaster Procedures
Part 13: Suspicious Mail/Packages

What to do with suspicious mail (general response):

- Do not try to open the package or envelope.
- Do not sniff, taste, or shake the package.
- Isolate the package.
- Evacuate the immediate area; close the door.
- Contact your supervisor and call 911.

Response to mail suspected of delivering biological/chemical agents in powder form:

- Do not open an envelope or package with powder on the outside.
- If a powder is spilled from an envelope or package, do not try to clean up the powder.

- Cover the spilled contents immediately with anything (clothing, paper, trash can).
- Do not remove this cover.
- Leave the room and close the door or otherwise prevent access to the room.
- Wash your hands with soap and hot water.
- Ensure that everyone who had contact with the piece of mail washes his/her hands with soap and hot water.
- Notify your supervisor.
- Supervisor should immediately contact the local police (911) or the U.S. Postal Inspection Service (626-405-1200).

- Supervisor should notify the Director/Head of Schools.
- Remove heavily contaminated clothing as soon as possible and place inside a plastic bag or some other container that can be sealed. This clothing should be given to the responding emergency response units.
- Shower with soap and water as soon as possible. Do not use bleach or another disinfectant on your skin.
- Make a list of all the people who were in the room or area, especially those who had contact with the envelope or package. Provide this list to the emergency response teams investigating the incident.
- Investigators will remove the envelope or package and conduct a thorough check of the area for contamination.
- If you are prescribed medicine as a result of this exposure, take it until instructed or until it runs out.

NOTE: Contacting the U.S. Postal Service is less likely to create a media event than the local police, but their response may be slower.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 4: Notification of Dangerous Pupils
Part 1: Notifying Teachers of Dangerous Pupils

When the Director/Head of Schools at Method Schools is aware that a student has caused or tried to cause another person serious bodily injury, or any injury that requires professional medical treatment, a separate and confidential file is created for that child. Information based upon written School records or records received from a law enforcement agency is contained in the file.

When such a student is assigned to a teacher's classroom, the Director/Head of Schools shall provide the teacher with written notification. The teacher is asked to review the student's separate and confidential file in the office. Teachers are informed that such information is to be kept in the strictest confidence and is to disseminate no further.

Excerpts from the California Education Code, the California Penal Code are presented below.

From California Education Code Section 49079

(a) A school shall inform the teacher of every student who has caused or who has attempted to cause serious bodily injury to another person, as defined in paragraphs (5) and (6) of subdivision (e) of Section 243 of the Penal Code, to another person. The School shall provide the information to the teacher based on any written records that the School maintains or receives from a law enforcement agency regarding a student described in this section.

(b) No school shall be liable for failure to comply with this section if, in a particular instance, it is demonstrated that the School has made a good faith effort to notify the teacher.

(c) The information provided shall be from the previous three (3) school years.

(d) Any information received by a teacher under 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.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 4: Notification of Dangerous Pupils
Part 1: Notifying Teachers of Dangerous Pupils

From California Penal Code Section 243(e) – Paragraphs 5 and 6

> (5) … "Injury" means any physical injury which requires professional medical treatment.
>
> (6) … "Custodial officer" means any person who has the responsibilities and duties and who is employed by a law enforcement agency of the city or county or who performs those duties as a volunteer.

<u>Notice Regarding Student Crimes and Offenses</u>
The Director/Head of Schools or designee shall inform the teacher of every student who has engaged in, or is reasonably suspected to have engaged in, any act during the previous three years which could constitute grounds for suspension or expulsion, except for the possession or use of tobacco products. This information shall be based upon written School records or records received from a law enforcement agency. (California Education Code 49079).

When informed according to Welfare and Institutions Code 828.1 that a student has committed crimes unrelated to school attendance which do not, therefore, constitute grounds for suspension or expulsion, the Director/Head of Schools or designee may so inform any teacher, counselor or administrator whom he/she believes needs this information to work with the student appropriately, avoid being needlessly vulnerable, or protect others from needless vulnerability. The Director/Head of Schools or designee shall consult with the Director/Head of Schools of the school which the student attends to identify staff that should be so informed. (California Welfare and Institutions Code 828.1).

Teachers shall receive the above information in confidence and disseminate it no further. (California Education Code 49079, California Welfare and Institutions Code 828.1).

The Director/Head of Schools or designee shall maintain the above information in a separate confidential file for each student. When such a student is assigned to a

class/program, the Director/Principal or designee shall notify the teacher in writing and ask the teacher to initial this notice, return it to the Director/Head of Schools or designee, and review the student's file in the school office. This notification shall not name or otherwise identify the student.

The Director/Head of Schools or designee shall notify all certificated personnel who are likely to come into contact with the student, including the student's homeroom or classroom teachers, special education teachers, coaches, and counselors.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 4: Notification of Dangerous Pupils
Part 1: Notifying Teachers of Dangerous Pupils

The teacher shall make a note (In the SIS, under Teacher Notes) to signify that they have reviewed the student's digital file or when reviewing it in the school office. Once the school has made a good faith effort to comply with the notification requirement of Education Code 49079, a teacher's failure to review the file may be construed as a waiver of the school's liability.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 5: Suspension and Expulsion/Due Process

Method Schools Board Policy BP 5030
Suspension & Expulsion

In order to promote learning and protect the safety and well-being of all students, Method Schools adheres to the Suspension and Expulsion guidelines established by California Education Code Section 48900. When a student interferes with the learning, safety, and well-being of students, it may be necessary to suspend or expel a student from regular classroom instruction or activity. Method Schools staff shall enforce disciplinary rules and procedures fairly and consistently amongst all students.

If an Method Schools administrator does recommend expulsion for a specified offense, a student is entitled to a hearing within 30 school days after that determination, unless the student or parents or guardians request in writing that the hearing be postponed. It is important to note that suspension for students in grades kindergarten to grade eight, inclusive, for disruption or defiance (*EC* Section 48900[k]) is prohibited, and expulsion for students in kindergarten to grade twelve, inclusive, is also prohibited.

Upon enrollment of the school, Method Schools' teachers ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion.

Pursuant to *EC* Section 48900 paragraphs (v) and (w) Method Schools will encourage other means of correction, rather than suspension or expulsion, be used to bring about proper conduct as part of a Multi- Tiered System of Supports. This Multi-Tiered System of Supports includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, which may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community. This also includes referral to a School Attendance Review Board for students who are habitually insubordinate or disorderly during attendance at school (*EC* Section 48263).

Pursuant to *EC* 48915(c), Method Schools will recommend **mandatory** expulsion in the event that the following acts are committed at school or during a school activity:

1. Firearm a. Possessing firearm when a district employee verified firearm possession and when student did not have prior written permission from a certificated employee which is concurred with by the principal or designee.
   b. Selling or otherwise furnishing a firearm.

2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in *Health and Safety Code* Section 11053 et. seq.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of *EC*48900 or committing sexual battery as defined in subdivision (n) of 48900.
5. Possession of an explosive.

Pursuant to *EC* Section 48915 (a) an administrator shall **recommend** expulsion for the following violations [except for subsections (c) and (e)] unless the administrator finds that expulsion is inappropriate due to a particular circumstance:
1. Causing serious physical injury to another person, except in self-defense. *EC* Section 48915 (a)(1).
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil. *EC* Section 48915 (a)(2).
3. Possession and/or use of any substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the *Health and Safety Code*, except for the first offense for possession of not more than one avoirdupois ounce of marijuana other than concentrated cannabis.
4. Robbery or extortion. *EC* Section 48915 (a)(4).
5. Assault or battery, or threat of, on a school employee.

The recommendation for expulsion shall be based on one or both of the following:
1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others [see Section 48915 (b)].

Method Schools will abide by **discretionary** expulsion guidelines pursuant EC 48900 in circumstances where acts committed at school or school activity or on the way to and from school or school activity, including:

a. Inflicted physical injury†
b. Possessed dangerous objects
c. Possessed drugs or alcohol (policy determines which offense)
d. Sold look alike substance representing drugs or alcohol
e. Committed robbery/extortion
f. Caused damage to property‡
g. Committed theft
h. Used tobacco (policy determines which offense)
i. Committed obscenity/profanity/vulgarity
j. Possessed or sold drug paraphernalia
k. Disrupted or defied school staff
l. Received stolen property
m. Possessed imitation firearm

n. Committed sexual harassment
o. Harassed, threatened or intimidated a student witness
p. Sold prescription drug Soma
q. Committed hazing
r. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

The recommendation for expulsion shall be based on one or both of the following:
1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others [see Section 48915 (b)].

† Section 48900 (s) (Statutes of 2001) states a pupil who aids or abets in infliction of physical injury to another, as defined in *Penal Code* 31, may suffer suspension, but not expulsion. However, if a student is adjudged by a court to have caused, attempted to cause, or threatened personal injury, the student may be expelled.
‡ Section 48900 (t) "school property" includes, but is not limited to, electronic files and databases.
Hearing & Due Process
Pursuant to EC 48918, Method Schools will hold hearings that will include, but are not necessarily limited to, all of the following:
(a) (1) The pupil shall be entitled to a hearing to determine whether the pupil should be expelled. An expulsion hearing shall be held within 30 schooldays after the date the principal or the superintendent of schools determines that the pupil has committed any of the acts enumerated in Section 48900, unless the pupil requests, in writing, that the hearing be postponed. The adopted rules and regulations shall specify that the pupil is entitled to at least one postponement of an expulsion hearing, for a period of not more than 30 calendar days. Any additional postponement may be granted at the discretion of the governing board of the school district.
(2) Within 10 schooldays after the conclusion of the hearing, the governing board of Method Schools shall decide whether to expel the pupil, unless the pupil requests in writing that the decision be postponed. If the hearing is held by a hearing officer or an administrative panel, or if the governing board of the school district does not meet on a weekly basis, the governing board of the school district shall decide whether to expel the pupil within 40 schooldays after the date of the pupil’s removal from his or her school of attendance for the incident for which the recommendation for expulsion is made by the principal or the superintendent of schools, unless the pupil requests in writing that the decision be postponed.
(3) If compliance by the governing board of Method Schools with the time requirements for the conducting of an expulsion hearing under this subdivision is impracticable during the regular school year, the superintendent of schools or the superintendent’s designee may, for good cause, extend the time

period for the holding of the expulsion hearing for an additional five schooldays. If compliance by the governing board of the school district with the time requirements for the conducting of an expulsion hearing under this subdivision is impractical due to a summer recess of governing board meetings of more than two weeks, the days during the recess period shall not be counted as schooldays in meeting the time requirements. The days not counted as school days in meeting the time requirements for an expulsion hearing because of a summer recess of governing board meetings shall not exceed 20 schooldays, as defined in subdivision (c) of Section 48925, and unless the pupil requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days before the first day of school for the school year. Reasons for the extension of the time for the hearing shall be included as a part of the record at the time the expulsion hearing is conducted. Upon the commencement of the hearing, all matters shall be pursued and conducted with reasonable diligence and shall be concluded without any unnecessary delay.

(b) Written notice of the hearing shall be forwarded to the pupil at least 10 calendar days before the date of the hearing. The notice shall include all of the following:

(1) The date and place of the hearing.

(2) A statement of the specific facts and charges upon which the proposed expulsion is based.

(3) A copy of the disciplinary rules of Method Schools that relate to the alleged violation.

(4) A notice of the parent, guardian, or pupil's obligation pursuant to subdivision (b) of Section 48915.1.

(5) Notice of the opportunity for the pupil or the pupil's parent or guardian to appear in person or to be represented by legal counsel or by a nonattorney adviser, to inspect and obtain copies of all documents to be used at the hearing, to confront and question all witnesses who testify at the hearing, to question all other evidence presented, and to present oral and documentary evidence on the pupil's behalf, including witnesses. In a hearing in which a pupil is alleged to have committed or attempted to commit a sexual assault as specified in subdivision (n) of Section 48900 or to have committed a sexual battery as defined in subdivision (n) of Section 48900, a complaining witness shall be given five days' notice before being called to testify, and shall be entitled to have up to two adult support persons, including, but not limited to, a parent, guardian, or legal counsel, present during his or her testimony. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential. This subdivision shall not preclude the person presiding over an expulsion hearing from removing a support person whom the presiding person finds is disrupting the hearing. If one or both of the support persons is also a witness, the provisions of Section 868.5 of the Penal Code shall be followed for the hearing. This section does not require a pupil or the pupil's parent or guardian to be represented by legal counsel or by a nonattorney adviser at the hearing.

(A) For purposes of this section, "legal counsel" means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

(B) For purposes of this section, “nonattorney adviser” means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case, and has been selected by the pupil or pupil’s parent or guardian to provide assistance at the hearing.
(c) (1) Notwithstanding Section 35145, the governing board of Method Schools shall conduct a hearing to consider the expulsion of a pupil in a session closed to the public, unless the pupil requests, in writing, at least five days before the date of the hearing, that the hearing be conducted at a public meeting. Regardless of whether the expulsion hearing is conducted in a closed or public session, the governing board of Method Schools may meet in closed session for the purpose of deliberating and determining whether the pupil should be expelled.
(2) If the governing board of the Method Schools or the hearing officer or administrative panel appointed under subdivision (d) to conduct the hearing admits any other person to a closed deliberation session, the parent or guardian of the pupil, the pupil, and the counsel of the pupil also shall be allowed to attend the closed deliberations.
(3) If the hearing is to be conducted at a public meeting, and there is a charge of committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or to commit a sexual battery as defined in subdivision (n) of Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.
(d) Instead of conducting an expulsion hearing itself, the governing board of Method Schools may contract with the county hearing officer, or with the Office of Administrative Hearings pursuant to Chapter 14 (commencing with Section 27720) of Part 3 of Division 2 of Title 3 of the Government Code and Section 35207 of this code, for a hearing officer to conduct the hearing. The governing board of Method Schools may also appoint an impartial administrative panel of three or more certificated persons, none of whom is a member of the governing board of Method Schools or employed on the staff of the school in which the pupil is enrolled. The hearing shall be conducted in accordance with all of the procedures established under this section.
(e) Within three schooldays after the hearing, the hearing officer or administrative panel shall determine whether to recommend the expulsion of the pupil to the governing board of Method Schools. If the hearing officer or administrative panel decides not to recommend expulsion, the expulsion proceedings shall be terminated and the pupil immediately shall be reinstated and permitted to return to the classroom instructional program from which the expulsion referral was made, unless the parent, guardian, or responsible adult of the pupil requests another school placement in writing. Before the placement decision is made by the parent, guardian, or responsible adult, the superintendent of schools or the superintendent’s designee shall consult with Method Schools personnel, including the pupil’s teachers, and the parent, guardian, or responsible adult regarding any other school placement options for the pupil in addition to the option to return to his or her classroom instructional program from which the expulsion referral was made. If the hearing officer or administrative panel finds that the pupil committed any of the acts specified in subdivision (c) of Section 48915, but does not recommend expulsion, the pupil shall be immediately reinstated and may be referred to his or her prior school or another comprehensive school,

or, pursuant to the procedures set forth in Section 48432.5, a continuation school of Method Schools. The decision not to recommend expulsion shall be final.
(f) (1) If the hearing officer or administrative panel recommends expulsion, findings of fact in support of the recommendation shall be prepared and submitted to the governing board of Method Schools. All findings of fact and recommendations shall be based solely on the evidence adduced at the hearing. If the governing board of the Method Schools accepts the recommendation calling for expulsion, acceptance shall be based either upon a review of the findings of fact and recommendations submitted by the hearing officer or panel or upon the results of any supplementary hearing conducted pursuant to this section that the governing board of Method Schools may order.
(2) The decision of the governing board of Method Schools to expel a pupil shall be based upon substantial evidence relevant to the charges adduced at the expulsion hearing or hearings. Except as provided in this section, no evidence to expel shall be based solely upon hearsay evidence. The governing board of Method Schools or the hearing officer or administrative panel may, upon a finding that good cause exists, determine that the disclosure of either the identity of a witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations that shall be examined only by the governing board of Method Schools or the hearing officer or administrative panel. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.
(g) A record of the hearing shall be made. The record may be maintained by any means, including electronic recording, so long as a reasonably accurate and complete written transcription of the proceedings can be made.
(h) (1) Technical rules of evidence shall not apply to the hearing, but relevant evidence may be admitted and given probative effect only if it is the kind of evidence upon which reasonable persons are accustomed to rely in the conduct of serious affairs. A decision of the governing board of Method Schools to expel shall be supported by substantial evidence showing that the pupil committed any of the acts enumerated in Section 48900.
(2) In hearings that include an allegation of committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or to commit a sexual battery as defined in subdivision (n) of Section 48900, evidence of specific instances, of a complaining witness' prior sexual conduct is to be presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before the person conducting the hearing makes the determination on whether extraordinary circumstances exist requiring that specific instances of a complaining witness' prior sexual conduct be heard, the complaining witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.
(i) (1) Before the hearing has commenced, the governing board of Method Schools issue subpoenas at the request of either the superintendent of schools or the superintendent's designee or the pupil, for the

personal appearance of percipient witnesses at the hearing. After the hearing has commenced, the governing board of Method Schools or the hearing officer or administrative panel may, upon request of either the county superintendent of schools or the superintendent's designee or the pupil, issue subpoenas. All subpoenas shall be issued in accordance with Sections 1985, 1985.1, and 1985.2 of the Code of Civil Procedure. Enforcement of subpoenas shall be done in accordance with Section 11455.20 of the Government Code.

(2) Any objection raised by the superintendent of schools or the superintendent's designee or the pupil to the issuance of subpoenas may be considered by the governing board of Method Schools in closed session, or in open session, if so requested by the pupil before the meeting. Any decision by the governing board of Method Schools in response to an objection to the issuance of subpoenas shall be final and binding.

(3) If the governing board of Method Schools hearing officer, or administrative panel determines, in accordance with subdivision (f), that a percipient witness would be subject to an unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as provided for in subdivision (f).

(4) Service of process shall be extended to all parts of the state and shall be served in accordance with Section 1987 of the Code of Civil Procedure. All witnesses appearing pursuant to subpoena, other than the parties or officers or employees of the state or any political subdivision of the state, shall receive fees, and all witnesses appearing pursuant to subpoena, except the parties, shall receive mileage in the same amount and under the same circumstances as prescribed for witnesses in civil actions in a superior court. Fees and mileage shall be paid by the party at whose request the witness is subpoenaed.

(j) Whether an expulsion hearing is conducted by the governing board of Method Schools or before a hearing officer or administrative panel, final action to expel a pupil shall be taken only by the governing board of Method Schools in a public session. Written notice of any decision to expel or to suspend the enforcement of an expulsion order during a period of probation shall be sent by the superintendent of schools or his or her designee to the pupil or the pupil's parent or guardian and shall be accompanied by all of the following:

(1) Notice of the right to appeal the expulsion to the county board of education.

(2) Notice of the education alternative placement to be provided to the pupil during the time of expulsion.

(3) Notice of the obligation of the parent, guardian, or pupil under subdivision (b) of Section 48915.1, upon the pupil's enrollment in a new school, to inform that school district of the pupil's expulsion.

(k) (1) The governing board of Method Schools shall maintain a record of each expulsion, including the cause for the expulsion. Records of expulsions shall be nonprivileged, disclosable public records.

(2) The expulsion order and the causes for the expulsion shall be recorded in the pupil's mandatory interim record and shall be forwarded to any school in which the pupil subsequently enrolls upon receipt of a request from the admitting school for the pupil's school records.

Date of Board Approval (Revised Policy): 6/8/2021

Method Schools Murrieta, CA
Section 6: Sexual Harassment Policy
Part 1: General Information

The administration, teachers, and staff at Method Schools actively strive to eliminate acts of sexual harassment at the school. All personnel is aware of the mandates from the State of California, the California Department of Education, and the Board of Education, and support them fully. All personnel has received instruction regarding the recognition, prevention, and reporting of acts of sexual harassment. Parents must understand the provisions regarding sexual harassment and, in particular, student-to-student harassment. In recent years, this area of sexual harassment has been more clearly delineated in federal and state legislation as well as in our School's policies.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 6: Sexual Harassment Policy

Part 2: Sexual Harassment – All Personnel

Method Schools Board Policy BP 4070: Sexual Harassment

The Governing Board prohibits sexual harassment in the working environment of School employees or applicants by any person in any form.

Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.

Any employee or applicant for employment who feels that he/she or another individual in the School is being sexually harassed should immediately contact his/her supervisor, Director/Head of Schools, other School administrator, to obtain procedures for reporting a complaint.

Any supervisor who receives a harassment complaint shall notify the Director/Head of Schools, or designee, who shall ensure that the complaint is appropriately investigated.

The School prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Method Schools Board Policy BP 4070: Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting when:

1. Submission to the conduct is made either expressly or by implication in terms or condition of any individual's employment.

2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual.

3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive working or educational environment, or of adversely affecting the student or employee's performance, evaluation, advancement, assigned duties, or any other condition of education, employment or career development.

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Other examples of sexual harassment, whether committed by a supervisor or any other employee, are:

a. Unwelcome leering, sexual flirtations, or propositions.

b. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.

c. Graphic verbal comments about an individual's body, or overly personal conversation.

d. Sexual jokes, stories, drawings, pictures, or gestures.

e. Spreading sexual rumors.

f. Touching an individual's body or clothes sexually.

g. Cornering or blocking of normal movements.

h. Displaying sexually suggestive objects in the educational or work environment.

i. Any act of retaliation against an individual who reports a violation of the School's sexual harassment policy or who participates in the investigation of sexual harassment.

The Director/Head of Schools and all supervisors have the responsibility of maintaining an educational and work environment free of sexual harassment. This responsibility includes and/or discussing the School's sexual harassment policy with his/her students and/or employees and assuring them that they are not required to endure sexually insulting, degrading, or exploitive treatment or any other form of sexual harassment.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 6: Sexual Harassment Policy
Part 2: Sexual Harassment – All Personnel

Notifications

A copy of the School's policy on Harassment in Employment shall:

1. Be displayed in a prominent location near each school Director/Head of Schools' office.

2. Be provided to each faculty member, all members of the support staff at the beginning of the first quarter or semester of the school year, or whenever a new employee is hired.

3. Appear in any school or School publication that sets forth the school or School's comprehensive rules, regulations, procedures, and standards of conduct.

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing or a copy of School information sheets that contain, at a minimum, components on:

1. The illegality of sexual harassment.

2. The definition of sexual harassment under applicable state and federal law.

3. A description of sexual harassment with examples.

4. The School's complaint process available to the employee.

5. The legal remedies and complaint process available through the Fair Employment and Housing Department and Commission.

6. Direction on how to contact the Fair Employment and Housing Department and Commission.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 6: Sexual Harassment Policy
Part 3: Sexual Harassment – Students

Method Schools Board Policy BP 4070: Sexual Harassment

The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the School.

Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the School may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

The Board expects students or staff to immediately report incidents of sexual harassment to the Director/Head of Schools or designee or another school administrator.

Any student who feels that he/she is being harassed should immediately contact the Director/Head of Schools, or designee, or another school administrator to obtain a copy of AR 1312.3 – Uniform Complaint Procedures. Complaints of harassment can be filed under these procedures.

The School prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Method Schools Board Policy BP 4070: Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.

2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.

3. The conduct has the purpose or effect of harming the individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct that are prohibited in the School and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations, or propositions.

2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.

3. Graphic verbal comments about an individual's body, or overly personal conversation.

4. Sexual jokes, stories, drawings, pictures, or gestures.

5. Spreading sexual rumors.

6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.

7. Touching an individual's body or clothes sexually.

8. Purposefully limiting a student's access to educational tools.

9. Cornering or blocking of normal movements.

10. Displaying sexually suggestive objects in the educational environment.

11. Any act of retaliation against an individual who reports a violation of the School's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 6: Sexual Harassment Policy
Part 3: Sexual Harassment – Students

Notifications

A copy of the School's sexual harassment policy shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year.

2. Be displayed in a prominent location near each school Director/Head of Schools' office.

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session.

4. Appear in any school or School publication that sets forth the school or School's comprehensive rules, regulations, procedures, and standards of conduct.

Enforcement

The Director/Principal or designee shall take appropriate actions to reinforce the School's sexual harassment policy. These actions may include:

1. Removing vulgar or offending graffiti.

2. Providing staff in service and student instruction or counseling.

3. Taking appropriate disciplinary action as needed.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 7: School Dress and Grooming
Part 1: Method Schools Board Policy BP 4080 Dress Code

Method Schools Board Policy BP 4080 Dress Code

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process.

When gangs constitute a danger to students, the Director/Head of Schools, or designee may restrict student dress and grooming as necessary to comply with Board policy related to gang activity.

Students and parents/guardians shall be informed about the school dress code at the beginning of the school year and when revised. A student who violates the dress code shall be subject to appropriate disciplinary action.

The Board recognizes that, in order to promote student safety and discourage theft, peer rivalry, and/or gang activity, the Director/Head of Schools, staff, and parents/guardians at a school may wish to establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval.

The Board shall approve such dress codes when it determines they are necessary for the health and safety of the school's students.

The Director/Head of Schools, or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from an adopted school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide.

The Director/Head of Schools, or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 7: School Dress and Grooming
Part 1: Method Schools Board Policy BP 4080

Method Schools Board Policy BP 4080

Local law enforcement officials indicate that certain types of dress contribute to gang association and violence. Students wearing gang attire become targets for violence even though they are not gang members. Also, the baggy, oversized clothing now identified as gang-related, presents a safety hazard since it allows students to more readily conceal dangerous objects such as knives, and other weapons or provide hiding places for drugs and drug paraphernalia. Accordingly, the following types of clothing have been identified as gang-related:

- Oversized, baggy pants
- Excessively large shirts and jackets
- Military style and/or steel-toed boots
- Oversized belts and/or initial on buckles
- Caps/hats
- Shirts depicting or promoting violence towards police and/or others and/or graffiti or “tagging”
- Clothing that features lewd or obscene language

Uniforms

As gang attire changes, the Director/Head of Schools, or designee is authorized to delete and add items as deemed appropriate by the school staff and law enforcement agencies.

In schools where a schoolwide uniform is required, the Director/Head of Schools, staff, and parents/guardians of the individual school shall jointly select the specific uniform to be worn.

The Director/Head of Schools, or designee shall give parents/guardians at least six month's notice before a school uniform policy is implemented.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting.

The Director/Head of Schools, or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 8: Safe Ingress and Egress
Part 1: General Information

Method Schools takes pride in being part of a school that has a mission to provide a safe environment for all students, parents, and school employees. Method Schools will take measures to ensure safe ingress and egress to and from the school for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. The school will ensure that all passageways to and from school buildings, corridors within school buildings, and emergency exits remain clear of all obstruction to allow the flow of pedestrian and vehicular traffic. The school will also ensure that potential obstructions and hazards are removed from such areas. To achieve this goal, the school works closely with local law enforcement agencies and the city of Murrieta to ensure that the school's immediate community is safe.

Through the joint efforts of the School office, site administrators, faculty, Safety Committee, PTSA, and other organizations, including consultants, Method Schools has developed a plan to ensure the safe arrival and departure of students, staff, and visitors. Method Schools encourages input from our community and reviews this plan on an annual basis.

Any problems associated with safe ingress and egress will be addressed immediately.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 8: Safe Ingress and Egress
Part 2: Safe Ingress and Egress

Method Schools has 2 entrances and exits on Jefferson Ave and 1 on Kalmia Street. Most students enter from the two entrances on Jefferson Avenue in front of the school and exit via Kalmia Street.

School hours of operation: 8:30am- 3:00pm

All adults are to enter from the front of the school with signs posted for office check-in. All visitors to the school must check-in at the front desk.

Whenever a safety issue is pending, all doors are locked immediately. In emergencies, teachers have keys to lock or unlock doors closest to them.

At dismissal times, teachers are supervising student pick up at the rear of the building in the back parking lot.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 9: Rules and Procedures of School Discipline

Part 1: Specific Guidelines

Call Parent/Sent Home

Students that do not complete assignments may complete them during a break, lunch break, or after school under your supervision. When students are sent to the office for disciplinary reasons, a note must accompany the student stating the infraction and other pertinent data.

Since we have very limited nursing services, we use our judgment in sending students home. For minor injuries, we use a first aid kit; for minor complaints, try sending the student to drink water, or use the restroom, or rest for a while. If the complaint persists, we call a parent. Any child with an injury to the eyes, head, or private parts is evaluated for the next step immediately. If there is an injury in the classroom or on the playground that is considered serious, the child is not moved until the Director/Head of Schools arrives.

Comprehensive School Safety Plan

Method Schools
Murrieta, CA

Section 9: Rules and Procedures of School Discipline

Part 1: Specific Guidelines

Discipline

Method Schools use the Behavior Policy included in the Student Handbook which is distributed to every student and signed by each student upon enrollment completion.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 9: Rules and Procedures of School Discipline
Part 2: School Standards for Pupils

To provide a positive, safe environment for children, the school and classroom must establish standards. The following standards are intended to keep our students safe and avoid problems.

1. Children are encouraged to arrive no earlier than 8:25 am.

2. When students are dismissed for the day, they are to leave the school grounds and go straight home. Students may not wait for older siblings that dismiss at a later time.

3. Children must play only in designated areas. Walkways are provided for walking to and from classes, they are not for running and playing.

4. Bicycles, roller skates, skateboards, etc. are to be walked on and off the grounds and in front of the school. Riding bicycles on the walkways are not permitted.

5. Restrooms are to be used only as needed – not as a place to gather or to play.

6. Gum and candy are not appropriate in school unless it is part of a sack lunch and then it is to be eaten during designated snack and lunchtimes.

7. Toys, radios, tape recorders, or players are not to be brought to school. Knives of any kind, or any dangerous item, are to be confiscated and sent to the Director/Head of Schools. Toys brought for sharing are not to be taken to the playground.

8. Pupils must comply with required classroom standards of behavior, courtesy, and proper citizenship, as follows:

    a. Students are to be punctual.
    b. Stop immediately upon the command of an adult or a whistle.
    c. Students are to seek help from the adult on duty.
    d. Students are to be respectful of all adults in authority.
    e. Students are expected to be clean and neat in appearance.
    f. Students must keep language free of profanity and vulgarity.
    g. Students are expected to take pride in their books, school equipment, classrooms, buildings, and school.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 9: Rules and Procedures of School Discipline

Part 3: Method Schools Board Policy BP 5060: Tobacco, Drugs, and Alcohol

Method Schools Board Policy BP 5060: Tobacco, Drugs, and Alcohol

It shall be the policy of the schools to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior affecting substances and drug paraphernalia. These substances shall include but not be limited to marijuana, LSD, glue, alcohol, and barbiturates.

Students involved in the possession, sale, and/or use of behavior affecting substances as stated above shall be subject to disciplinary procedures that may result in suspension or expulsion.

School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel; so long as such inspections are conducted following constitutional requirements of applicable state law relating to searches and seizures.

The Board recognizes that smoking and other forms of tobacco use present a health hazard that can have serious consequences both for the tobacco-user and the non-tobacco-user and is, therefore of concern to the Board.

Students shall not be allowed to smoke or possess tobacco on school property or during school hours. Students who violate this policy shall be subject to disciplinary procedures which may result in suspension from school.

Comprehensive School Safety Plan

Method Schools
Murrieta, CA

Section 9: Rules and Procedures of School Discipline

Part 3: Drugs, Tobacco, Alcohol

Drug Use and Abuse

The administration shall practice the following procedures relative to student drug use and abuse on school property or whenever the student is under the jurisdiction of the schools. Alcohol is a drug, illegal for use by minors. Cases involving alcohol shall be treated in the same manner as for other drugs.

Use or Possession

1. No internal medication is to be administered to students by school personnel except as prescribed by a doctor.

2. Dangerous and narcotic drugs that a student has on prescription for ingestion as prescribed by a doctor must be in their original containers and kept in the nurses' or Director/Head of Schools' office, whichever provides greater security.

3. Whenever any staff member has reason to believe that a student may be under drug influence, he/she shall immediately notify the Director/Head of Schools. The Director/Head of Schools, if in agreement, shall notify the parent to come for the student and to remove the student to his/her home, to the jurisdiction of the police, and/or the paramedics.

4. In severe cases, if the parents or the doctor cannot or will not come to the school, the Director/Head of Schools is authorized to call an ambulance to remove the student to a hospital. Parents will be notified of this action and shall be responsible for the incurred expenses.

5. In any first offense in which students illegally use or possess prescription or non-prescription drugs, including alcohol, marijuana, or inhalants, at school or school activities, the following will result:

    a. Suspension from school for at least five (5) days.

    b. Referral to the proper police authority.

    c. A parent conference.

d. A schedule of regular appointments with a school counselor or other school official.

Additionally, the following action may be taken:

a. Transfer to another school or alternative education program as appropriate.

b. Recommendation for expulsion.

6. The second incidence of use or possession of illegal drugs within one year at any school or school activity will result in a recommendation for expulsion as provided for in Education Code 48900.

Selling or Providing

When there is reason to believe that a student is selling or possessing drugs, the following procedures listed below will be followed:

1. The school administrator shall advise the local juvenile narcotics officer or law enforcement personnel. Juvenile authorities will decide as to whether they or the school will notify the parent.

2. The school administrator will escort the student to the school office and confront him/her with suspicion. The administrator may notify the police before taking the student to the office. The student should be removed from a classroom by a school administrator or designee when there is reasonable cause.

3. For reasonable cause, a search for drugs may be made by the administrator. This may include searching the student's locker and/or other School-owned facilities such as science drawers, shop lockers, etc. Such a search should be conducted by the administrator with at least one other certificated person as a witness. No school staff member should search a student but may ask students to volunteer for self-search. In cases when a personal search seems to be in order, the administrator should call for a law enforcement officer to search. Repeated attempts shall be made to notify the student's parent/guardian before the personal search is made.

4. The student may be interrogated by the school administrator without notifying the student of his/her rights, but if the administrator believes that a law has been broken, the police will be notified.

When there is good evidence that a student has used, sold, or possesses narcotics or drug paraphernalia on or about school premises or at school-sponsored functions, the police must be notified. Regardless of any legal action taken by the police, the School must immediately suspend the student according to the provisions of BP/AR 5144.1 – Suspension and Expulsion/Due Process. The school administrator may, at his/her discretion, recommend expulsion to the Governing Board.

The Student Handbook which includes all shall be disseminated to students and parents through school newsletters, student handbooks, parent and student meetings, newspapers, radio, television, and other means of communications.

Tobacco Use

Possession or use of tobacco on school premises or at school-sponsored events by students is a violation of the law and Board policy and is not permitted. Students violating this policy will be subject to the following disciplinary procedure:

First Offense:

1. Parent notification.
2. Reprimand by Director/Principal or designee. A reprimand is a written notification of unacceptable behavior.
3. School Suspension (1 day)

Second Offense:
1. Parent notification.
2. Reprimand by Director/Principal or designee.
3. School Suspension (2 days)
4. Disciplinary probation with behavior contract.

Disciplinary probation is a condition whereby a student must fulfill specific commitments or be denied certain privileges until his/her behavior improves. A behavioral contract is a

written agreement among a student, his/her parent/guardian, and an administrator. The contract states the conditions that must be met by the student for the period of

Comprehensive School Safety Plan

Disciplinary probation. Failure to comply with the agreed-upon terms may result in further disciplinary action against the student.

Subsequent Offenses:

1. Parent notification/written notification of suspension to be sent by mail.
2. The student to be suspended for three (3) days.
3. Parent conference requested before returning to school.
4. Action per Behavioral Contract including possible assignment to an alternative program.

Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke. As required by law, the School provides instructional programs designed to discourage students from using tobacco products.

In the best interests of students, employees, and the general public, the Governing Board, therefore, prohibits the use of tobacco products at all times on school property and in school vehicles. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or athletic event.

The Director/Head of Schools, or designee shall inform students, parents/guardians, employees, and the public about this policy. All individuals on School premises share in the responsibility of adhering to this policy and informing appropriate school officials of any violations.

The Director/Head of Schools, or designee shall maintain a list of clinics and community resources that assist employees and students who wish to stop using tobacco products.

Comprehensive School Safety Plan

Employee Notifications

The Director or designee shall notify employees of the School's tobacco-free policy. The notification shall also inform them of:

1. Their need to abide by School policy as a condition of employment.

2. The dangers of tobacco use in the workplace, including its threat to the health and safety of employees, students, and the public.

3. Available resources that may help employees stop using tobacco.

4. Possible disciplinary actions per Board policy, state law, and applicable collective bargaining agreements.

Community members who smoke on school property shall be informed of the School's tobacco-free schools' policy and asked to refrain from smoking. If the person fails to comply with this request, the following actions may ensue:

1. The matter may be referred to the Director or designee responsible for the area or the event.

2. If the person fails to refrain when so requested by the Director/Head of Schools, or designee, who may direct him/her to leave school property.

3. If necessary, the Director/Head of Schools or designee may request local law enforcement assistance in removing the person from school premises.

4. When individuals repeatedly violate the tobacco-free schools' policy, the Director or designee may prohibit them from entering School property for a specified period.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 10: Crime Assessment
Part 1: Crime Assessment

In compliance with SB 187 and SB 334, Method Schools will compile statistics about school crime committed on school campuses and at school-related functions. The school will complete a *California Safe Schools Assessment – School Crime Reporting Form* for each incident that occurs on campus. Information obtained will assist the school and the School in developing programs to reduce the incidence of crime on campus.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 11: Bullying and Intimidation
Part 1: Method Schools Method Schools Board Policy BP 5040: Bullying and Intimidation

Method Schools Board Policy BP 5040: Bullying and Intimidation

The Board of Trustees believes that all students have a right to a safe and healthy school environment. To that end, the schools and community must promote mutual respect, tolerance, and acceptance. Method Schools will not tolerate any act of intimidation including direct physical contact, gestures, comments, threats, or actions, either written, verbal or physical, which cause, threaten to cause, or are likely to cause bodily harm, social isolation, manipulation, or personal degradation at any school site, at any school activity whether on or off-campus, while traveling to and from school or a school-sponsored activity, or during the lunch period, whether on or off-campus.

The consequences of these actions may include a broad range of disciplinary measures as appropriate; however, every effort will also be taken to provide or locate appropriate assistance for both the victim and the offender.

Bullying occurs when one or more students threaten, harass, or intimidate another student through words, or actions including continual direct physical contact such as hitting or shoving intentionally.

These incidents will be acted upon when they occur on the school grounds at any time, en route to and from school or a school-sponsored activity, during the lunch period whether on or off-campus.

A “school-related” or “school-sponsored” activity is an activity that is approved by the Director/Principal or his/her designee and supervised by assigned school personnel.

For this administrative regulation, bullying is but is not limited to, making unsolicited and unwelcome written, verbal, physical, and/or threatening visual gestures or contact.

- Written – intimidating/threatening letters, notes, or messages
- Verbal – intimidating/threatening comments, slurs, innuendos, teasing, jokes, or epithets Visual – threatening gestures
- Physical – hitting, slapping, and/or pinching

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 11: Bullying and Intimidation

Making reprisals, threats of reprisal, engaging in coercive behavior to negatively control, influence, or affect the health and well-being of a student.

Initial Response and Reporting
Expectations The
School expects all employees, if they observe or become aware of an act of intimidation, to take immediate, appropriate steps to intervene.

If in the opinion of the employee, the matter has not been resolved, then the situation shall be reported to an administrator for further investigation.

The School encourages students, parents, and other community members who observe or become aware of a serious act of intimidation to report this act to a school administrator for further investigation.

Investigation and Response
Any incident, which may constitute an act of intimidation and is reported to the Director/Head of Schools, shall be thoroughly investigated by the site administrator or designee. Consequences shall be commensurate with the results of the investigation. This may include but is not limited to, counseling, parent conference, detention, involuntary transfer, a formal suspension and/or expulsion of the offender. The parent or guardian shall be contacted and may be asked to attend a conference with school officials.

If the parent or guardian does not attend the conference, the site administrator shall send a letter informing the parent of the actions under consideration and notifying the parent of all data pertinent to the action.

Depending on the severity of the incident, the administrator shall take appropriate steps to ensure campus safety. This may include any or all of the following: Implement an immediate safety plan; isolate and supervise involved students; provide staff support for involved students as necessary; report the incident to law enforcement if appropriate; notify the parents/guardians of both the offender and the victim and develop supervision plan with parents.

If the act of intimidation is deemed to warrant a suspension, expulsion, or involuntary transfer to another school, then the matter will be processed following the board policies and pertaining to the suspension/expulsion due process.

Comprehensive School Safety Plan

Method Schools Murrieta, CA
Section 11: Bullying and Intimidation
Part 1: Anti-Bullying

Assessment and Intervention
An administrative contact will be made with the victim and offender before resuming the regular schedule of classes. If deemed necessary, the administrator or designee may convene a multidisciplinary team to further assess and determine the need for ongoing support for the victim of the offender.

Depending upon the severity of the intimidation, an investigation may include a review of school records, identification of parent/family issues, and interview with students, parents, and school staff. A multi-disciplinary team consisting of school staff, counselor/psychologist, parent, student, and other agency personnel as appropriate, shall develop a behavior support plan.

The support plan may include any or all of the following: a case manager (special education staff), counseling services (site, and/or community resources), parenting skills classes, and other additional support services as deemed appropriate. The case manager will maintain a record of the services provided.

Each site will identify community resources to be used before, during, and after incidents of intimidation.

School Follow-up
The case manager has a responsibility to follow up and evaluate the behavior support plan. The case manager will compile a report to the site administrator on the process, resources used, and the follow up procedure involving the victim and the offender.

A copy of the behavior plan and follow-up report will then be forwarded to the Coordinator of Pupil Services.

Retaliation Prohibited

Retaliation against a student who reports or witnesses bullying is strictly prohibited and is grounds for discipline.

Mandated Notification

At the beginning of the school year, each student shall receive Student Handbook that includes language prohibiting intimidation.

Method Schools Murrieta, CA
Section 12: Suicide Prevention Policy

Suicide Prevention Board Policy

BP 5070 Approved 11/19/19

Method Schools understands that it is critical that to play a leading role in implementing policies that follow best practices, are developmentally appropriate, and are culturally responsive. Equally important are parents and guardians, who also play a key role in youth suicide prevention. It is critical that school staff members actively and continuously engage and educate parents on suicide prevention policies and practices in place at the school and in the community.

This outlined policy has been utilized from a template offered by a suicide prevention agency and as Method School will continue to further refine this policy and it is further developed. Method Schools has adopted its own suicide prevention curriculum program called Hope Squad and has integrated it into out current LMS for students to utilize. Method Schools plans to offer a Hope Squad tile course for students to take in the Spring of 2019 and will continue to refine awareness and prevention.

Prevention. The school, especially the school psychologist and other school-employed mental health professionals, plays an integral role in suicide prevention. The Policy recommends that each school district designate suicide prevention coordinators at the district and the school levels. These people would help plan and implement suicide prevention policies and practices and be the points of contact when a student, parent, or staff member is concerned that a student is at elevated risk for suicide. Coordinators would work with administrators and other school staff to ensure that additional recommended preventive steps be taken school-wide (for example, that staff receive annual professional development on how to recognize the warning signs of suicide and make referrals for help; and that developmentally appropriate, student centered education about mental health and suicide prevention be infused into the K–12 health curriculum). School psychologists are critical resources for schools and are a logical choice for serving as these suicide prevention coordinators. School psychologists should also be involved in the development and implementation of suicide prevention education for staff and students. However, it is equally important that school employed mental health professionals receive annual professional development on best practices in risk assessment and crisis intervention so that they are equipped with the knowledge and tools needed to respond safely and effectively when receiving referrals from staff and students.

A key component of supporting overall student wellness and suicide prevention is access to a continuum of school-based mental health supports. Early identification of at-risk students can enhance opportunities for positive outcomes by addressing problems as they first arise. This enables the school, and in particular the school-employed mental health professional, to support the young person and the family in identifying and implementing potential solutions together, before the problem develops into a crisis situation in need of more intensive intervention or treatment. pg. 2

Assessment and referral. It is important to take every statement regarding suicide or a wish to die be taken seriously. Although each school and school district will have unique policies and procedures for conducting threat assessments, the Policy outlines specific actions to take when a young person is thought to be at risk for suicide, when a suicide attempt is made in school, and when an attempt is made outside of the school setting. In all cases, the school should make every attempt to notify the student's parent or guardian.

When a student makes a verbal or written suicide threat, or if the student presents with several risk factors and a staff member is concerned, this student should be seen by a school-employed mental health professional within the same school day. That professional would conduct the risk assessment and facilitate any necessary referrals to an outside mental health agency. If the school-employed mental health professional is not immediately available, the school nurse or school administrator should assist the student until the mental health professional can be brought in. During this time, the student should be under constant supervision to ensure safety, and the suicide prevention coordinator should be made aware of the situation as soon as possible. Additionally, the school-employed mental health professional or principal should notify the student's parent or guardian to assist them with an urgent referral, if necessary, or to help facilitate an appointment with another health care provider. If such a referral is made, school staff should seek permission from the parent or guardian to exchange information with the outside healthcare provider. When a suicide attempt has been made during the school day, all students should be removed from the immediate area as soon as possible and the health and safety of the student who made the attempt should be of primary concern. The student should be supervised until any necessary medical treatment has been provided, per district emergency medical policy. If appropriate, a mental health assessment should be immediately requested and the principal, school suicide prevention coordinator, and the student's parent or guardian should be contacted. Based on the specific school or district policy, as well as the judgment of the school principal and school mental health staff, additional steps should be taken to ensure the safety and well-being of any students who may have been affected by the suicide attempt.

Re-entry procedure. Each school and district will have specific procedures for handling students who are returning to school after a mental health crisis such as a suicide attempt or psychiatric hospitalization based on the specific needs and unique population of the school. However, The Policy recommends that the following three specific components be a part of any re-entry plan:

- • A designated school employed mental health professional will coordinate with the student, family, and any outside mental health providers (if permission was granted).

- • The parent or guardian will provide documentation from a healthcare provider that the student is no longer a danger to themselves or others.

- • The designated school-employed mental health person will determine what supports are needed to help the student readjust to the school community and meet with him or her periodically to address any concerns.

Postvention: Suicide in a school community is tremendously sad, often unexpected, and can leave a school with many uncertainties about what to do next. Schools need reliable information, practical tools, and pragmatic guidance to help students and the community at-large as they struggle to cope with and respond to the loss. The Policy, coupled with more detailed guidance from NASP and AFSP (included in the resource section below) can help. pg. 3

The specific circumstances surrounding a death by suicide will guide the school and community response. However, to prevent suicide contagion while effectively managing the situation, the Policy suggests the development and implementation of an action plan with the following steps:

• • Verify the death: Even if the student's death is perceived to be suicide, it should not be considered such until confirmed by the coroner's office or local police department.

• • Assess the situation: The school/district crisis team should consider the impact of the suicide on the student and community population and determine the appropriate resources and supports needed for individual students as well as the general school population.

• • Share information: It is important to report only confirmed and factual information to faculty, students, and families. Additionally, the school should inform parents about supports available to students in school, as well as available resources in the community.

• • Avoid suicide contagion: The crisis team should work with teachers and families to identify students who may be at a high risk of suicide and those who are most significantly impacted by the student's death.

• • Initiate support services: School-employed mental health professionals should collaboratively determine which students need additional risk assessment or mental health support services and implement those as needed.

• • Develop memorial plans: School communities often wish to memorialize a student who has died. It can be challenging for schools to strike a balance between compassionately meeting the needs of grieving students while preserving the ability of the school to fulfill its primary purpose of education. In the case of suicide, schools must consider how to appropriately memorialize the student who died without risking suicide contagion among other students who may themselves be at risk. Treating all deaths in the same way avoids stigma and also protects against inadvertently sensationalizing the suicide loss. Wherever possible, schools should meet with the student's friends and coordinate with the student's family to identify a meaningful, safe approach to acknowledging the loss.

External Communication: Following a student suicide, the media will almost certainly want to become involved in reporting the story. Although the school cannot control everything that is reported, there are steps that schools can take the help contain the media firestorm that often follows the report of a suicide. In many cases, a school has a designated media spokesperson who will respond to all media inquiries. The Policy recommends that the media spokesperson:

• • Keep the suicide coordinator, superintendent, and other relevant administrators updated on how the school is handling the necessary postvention activities.

• • Prepare a statement for the media that only includes confirmation of the death, the school's postvention plans, and available resources.

• • Encourage the media to respect the privacy of the student who died and the family, and to avoid sensationalizing the suicide (e.g., putting story on the front page, describing the method of suicide). Additionally, the spokesperson should strongly suggest that the media refrain from speculating about the reason for the suicide.

Method Schools Murrieta, CA
Section 13: COVID-19 Precautions

Method's modality has been virtual in nature since well before the COVID-19 pandemic, and staff and students will remain working in a virtual capacity indefinitely due to the nature of the Method program. Notwithstanding that, Method takes the COVID-19 pandemic very seriously, and all staff and students are urged to follow CDC COVID-19 precautionary guidelines as well as monitor the CDC website (https://www.cdc.gov/coronavirus/2019-ncov/index.html) for the most current guidelines and resources :

Wear a mask

- Everyone 2 years and older should wear masks in public.
- Masks should be worn in addition to staying at least 6 feet apart, especially around people who don't live with you.
- If someone in your household is infected, people in the household should take precautions including wearing masks to avoid spread to others.
- Wash your hands or use hand sanitizer before putting on your mask.
- Wear your mask over your nose and mouth and secure it under your chin.
- Fit the mask snugly against the sides of your face, slipping the loops over your ears or tying the strings behind your head.
- If you have to continually adjust your mask, it doesn't fit properly, and you might need to find a different mask type or brand.
- Make sure you can breathe easily.

Effective February 2, 2021, **masks are required** on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.

people arrows light icon

Stay 6 feet away from others

- **Inside your home:** Avoid close contact with people who are sick**.**
    - If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home:** Put 6 feet of distance between yourself and people who don't live in your household.
    - Remember that some people without symptoms may be able to spread virus.
    - Stay at least 6 feet (about 2 arm lengths) from other people.
    - **Keeping distance from others is especially important for people who are at higher risk of getting very sick.**

band aid icon

Get Vaccinated

- Authorized COVID-19 vaccines can help protect you from COVID-19.

- You should get a COVID-19 vaccine when it is available to you.
- Once you are fully vaccinated, you may be able to start doing some things that you had stopped doing because of the pandemic.

users slash icon

Avoid crowds and poorly ventilated spaces

- Being in crowds like in restaurants, bars, fitness centers, or movie theaters puts you at higher risk for COVID-19.
- Avoid indoor spaces that do not offer fresh air from the outdoors as much as possible.
- If indoors, bring in fresh air by opening windows and doors, if possible.

hands wash light icon

Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
    - Before eating or preparing food
    - Before touching your face
    - After using the restroom
    - After leaving a public place
    - After blowing your nose, coughing, or sneezing
    - After handling your mask
    - After changing a diaper
    - After caring for someone sick
    - After touching animals or pets
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

box tissue light icon

Cover coughs and sneezes

- **If you are wearing a mask**: You can cough or sneeze into your mask. Put on a new, clean mask as soon as possible and wash your hands.
- **If you are not wearing a mask**:
    - Always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow and do not spit.
    - Throw used tissues in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

spraybottle icon

Clean and disinfect

- Clean high touch surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

- **If someone is sick or has tested positive for COVID-19, disinfect frequently touched surfaces.** Use a household disinfectant product from EPA's List N: Disinfectants for Coronavirus (COVID-19)external icon according to manufacturer's labeled directions.
    - **If surfaces are dirty, clean them** using detergent or soap and water prior to disinfection.

head side medical light icon

Monitor your health daily

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or other symptoms **of COVID-19.**
    - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- **Take your temperature** if symptoms develop.
    - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.

- Follow CDC guidance if symptoms develop.