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| 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.

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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.

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| 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.

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| 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.

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| 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.

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| 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.

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| 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.

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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.

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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.

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| 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.

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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

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| Part 3: Drugs, Tobacco, Alcohol |

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.

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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.

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| 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.

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| 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

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| Section 11: Bullying and Intimidation |

Part 1: Anti-Bullying

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.

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| 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.

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| 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 our 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.

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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 to 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)  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.