

Lagunitas School District

San Geronimo, California

2000 Administration

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Lagunitas School District

San Geronimo, California

BOARD POLICY 2001

PUBLIC NOTICE AND PRESENTATION OF COLLECTIVE BARGAINING INITIAL PROPOSALS

1. The initial proposals of both the exclusive representative(s) and the Governing Board shall be placed on the agenda of the Governing Board and shall be made public at public meetings of the Governing Board.
 - a. For the purpose of this policy, "initial proposal" shall refer to the document presented by the exclusive representative and/or the District, which sets forth the issues to be negotiated, and the proposed changes of the respective parties. The document shall refer to matters within the scope of representation and are mandatory subjects of collective bargaining as defined by the Educational Employment Relations Act (EERA).
2. The exclusive representative shall submit a written initial proposal to the district in accordance with timelines specified in their respective collective bargaining agreement.
 - a. The district shall place the item on the agenda as an information item on the next regularly scheduled meeting of the Board unless the superintendent decides to place it on the agenda of a special meeting.
 - b. Notice on the agenda shall be sufficiently clear so as to advise the public of the availability of the exclusive representative's initial proposal.
 - c. Extra copies of the initial proposal shall be available at the noticed Board meeting and upon request.
3. Presentation of the Governing Board's initial proposal may involve two meetings of the Board.
 - a. The Governing Board's proposed initial proposal shall be placed on the agenda as an information item. Copies of the proposed initial proposal shall be available to the public at the meeting or upon request at the District Office.

- b. The public shall be notified at the presentation of the proposed initial proposal of its right to comment either in writing or at the meeting of the Board.
 - c. Either at the same meeting or at a subsequent meeting of the Governing Board and subsequent to the public's opportunity to comment, the Governing Board at a public meeting in open session shall adopt its initial proposal. Such shall be placed on the agenda of the Board meeting as an action item.
- 4. Negotiations on the initial proposals shall not commence until after the public has had an opportunity to comment on the proposals and the Governing Board has adopted an initial proposal.
 - 5. Subjects within scope of representation and added to negotiations which were not originally included in either initial proposal shall be made public within 24 hours by a posting at the same locations where the agenda is posted. If a vote is taken on such new subjects by the Governing Board, the vote of each member voting will also be made public within 24 hours either at the Board meeting or by posting, as set forth above.
 - 6. Nothing in this policy shall preclude the Governing Board from meeting in closed session in accordance with Government Code Section 3549.1

Legal References:

GOVERNMENT CODE

3547 Proposals relating to representation; informing public; adoption of proposals and regulations

3549.1 Public meeting provisions; exemptions

TITLE 8 OF THE CALIFORNIA ADMINISTRATIVE CODE

32900

BOARD ADOPTION/REVISION: June 26, 2001
October 18, 2011

Lagunitas School District

San Geronimo, California

BOARD POLICY 2002

INTER-PROGRAM TRANSFER POLICY

Parents have the right to make an informed decision to transfer their children from one program to another in order to take advantage of the educational experience they deem to be most appropriate.

Requests for transfer may be initiated at any time of the year, but the procedures to be followed in accommodating the request will vary with the time of year and circumstances such as class size.

Parents can be expected to seek information that can facilitate their own decision-making and to cooperate in procedures that are designed to make decision-making on staffing and program operation orderly and equitable as well as responsive.

Informative written materials describing program philosophy, operation and expectations shall be offered to any parent who requests or has initiated a transfer request. In addition, any materials shall be made available as they are developed to complement the written program materials.

In all cases, a personal conference with a teacher or other knowledgeable spokesperson for a program is advised before a transfer decision is made final. Programs may make such a conference a requirement for enrollment. Conferences with teachers will be arranged at reasonable times and days when teachers are normally on duty.

BOARD ADOPTION/REVISION: February 25, 2003
October 18, 2011
March 16, 2017

Lagunitas School District

San Geronimo, California

ADMINISTRATION REGULATION 2002

INTER-PROGRAM TRANSFER PROCEDURES

1. A parent request for transfer of a student to another program will receive a prompt response at whatever time of year the request is initiated.
 - a. A program tour will be scheduled with the school principal.
 - b. A classroom visit may be scheduled with parent and/or student prior to transfer.
 - c. The current teacher and future teacher will be consulted in setting a transfer date in the best interest of the program.

2. In general, a parent request for transfer will be honored after procedural requirements are satisfied and if the transfer does not create class size or other problems that cannot readily be solved.

3. Transfers during the spring semester, to be effective the following school year, will be processed according to the following time table:
 - a. Estimates of staffing for each program April 1
 - b. Survey of parent intentions on enrollment April 1
 - c. Processing of requests for transfer Parent/Teacher conferences up to May 15
 - d. Teacher/classroom assignments May 15
 - e. End of period for making commitments on transfer requests June 1 (until late Aug.)

5. Summer requests for enrollment/transfer:
 - a. New enrollees will be accepted at all times, but assignment to a specific class and program will be contingent on space available.
 - b. Requests for transfer to another program for continuing students after the June 1 deadline will also be accepted on the same contingency basis as for new enrollees.
 - c. New enrollees and transfers may be enrolled in any class in which the projected enrollment does not exceed the maximum of 24 students for grades K-3 and 26 for grades 4-5, and 28 for grades 4-8.
 - d. A dated log of class enrollment requests will be maintained for any class whose projected enrollment is full. The date of request will be one factor used in making final enrollment decisions.
 - e. It may be necessary to continue the contingency status of enrollment until actual enrollment figures are confirmed (during the first week of school).

BOARD ADOPTION/REVISION: February 25, 2003
October 18, 2011
March 16, 2017

Lagunitas School District

San Geronimo, California

BOARD POLICY 2003

EMERGENCY AND DISASTER PREPAREDNESS PLAN

All district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and events which threaten to result in a disaster.

The Superintendent or designee shall develop and maintain a disaster preparedness plan which details provisions for handling all foreseeable emergencies and disasters. This plan shall be reviewed and updated at least annually.

The Principal shall augment the district plan with working plans and procedures specific to each school building. All students and employees shall receive instruction regarding these plans.

The Superintendent or designee shall consult with county agencies so that site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these agencies and each school district.

District and site plans shall address at least the following situations.

1. Fire
2. Bomb threat
3. Natural disasters (i.e., floods, torrential rains, earthquakes)
4. Man-made disasters (i.e., airplane crashes, chemical accidents)
5. Attack or disturbance by criminal or unstable individuals or groups

The Superintendent or designee may provide a plan which allows bus seating capacity limits to be exceeded when a disaster or hazard requires students to be moved immediately to ensure their safety. (Education Code 39834)

The Board may grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services it deems necessary to meet the community's need. (Education Code 40041.5)

Disaster simulation exercises shall be held annually at each school site and shall demonstrate how safety procedures may be applied to various types of emergencies.

The Board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation. The Superintendent or designee shall provide for

CPR/First Aid in-service training to be offered at least once every other year for district staff.

Legal References:

EDUCATION CODE

- 32000-32004 Uniform fire signals (with requirement that every school building with capacity of 50 or more students be provided with a fire warning system)
- 32040 Duty to equip school with first aid kit
- 32200 Liability of employees for civil damage for injury during fire or other drill (shall not be held personally liable unless negligence or willful act of employee is proven)
- 35295-35297 Earthquake emergency procedures
- 39834 Operating overloaded bus
- 40041.5 Mass care and welfare shelters
- 46390-46392 Emergency average daily attendance in case of disaster.

CODE OF REGULATIONS, TITLE 5

- 550 Fire drills
- 560 Civil defense and disaster preparedness plans

GOVERNMENT CODE

- 3100 Public employees as disaster service workers

BOARD ADOPTION/REVISION: October 9, 2001
October 18, 2011

Lagunitas School District

San Geronimo, California

ADMINISTRATION REGULATION 2003

EMERGENCY AND DISASTER PREPAREDNESS PLAN

The district disaster preparedness plan shall be available to staff, students and the public in the office of the Superintendent. Individual building disaster plans shall make certain that students and staff are familiar with the plan and shall conduct preparedness drills in accordance with state requirements to ensure effective behavior in the event of an actual emergency or disaster.

The Superintendent or designee shall appoint a committee each year to review the disaster preparedness plan and recommend changes and/or improvements.

1. Principal

The principal or designee shall assume overall direction of disaster procedures. The principal shall prepare written disaster plans for each school and present a copy to the Superintendent or designee.

The Principal shall:

- ◆ Direct evaluation of buildings, using the fire signals and procedures as required for fire, threatened explosion, or following cessation of earthquake tremors, and using alternate systems in case of power failure.
- ◆ Arrange for transfer of students when their safety is threatened by floods or approaching fires.
- ◆ Issue orders to teachers if children are to assemble in pre-selected safer areas within the school.
- ◆ Schedule required fire drills and keep appropriate records.
- ◆ Use discretionary judgment in emergencies which do not permit execution of prearranged plans.
- ◆ Inform the Superintendent or designee of all emergency actions taken as soon as possible.
- ◆ Post directions for fire drills and civil defense drills in classroom, multipurpose rooms, etc.

2. Teachers

Teachers shall be responsible for supervision of students in their charge. Teachers shall:

- ◆ Direct evacuation of students in their charge to inside or outside assembly areas in accordance with signals, warning written notification, or intercom orders.
- ◆ Give the DUCK, COVER AND HOLD ON command during an earthquake or in a surprise attack.
- ◆ Take roll when the class is relocated in an outside or inside assembly area or at another location.
- ◆ Report missing students to the principal or designee.
- ◆ Send students in need of first aid to the school nurse or person trained in first aid.

3. **Custodian**

Custodians are responsible for the use of emergency equipment, the handling of supplies and the use of available utilities. Custodians shall:

- ◆ Control main shutoff valve for gas, water and electricity and ascertain that no hazard results from broken gas, water mains and fallen electrical lines.
- ◆ Survey and report damage to the principal.
- ◆ Direct rescue operations as required.
- ◆ Direct fire fighting efforts until regular fire fighting personnel take over.
- ◆ Disburse supplies and equipment as needed.
- ◆ Conserve usable water supplies.

4. **School Secretary**

School secretary shall:

- ◆ Report a fire or disaster to the appropriate authorities.
- ◆ Assist the principal as needed.
- ◆ Provide for the safety of essential school records and documents.

5. **Secretarial and District Staff**

Secretarial and District staff shall:

- ◆ Operate telephones.
- ◆ Monitor radio emergency broadcasts.
- ◆ Organize first aid and medical supplies.
- ◆ Act as messenger and carriers when so directed.

6. **School Nurse**

- ◆ Administer first aid.
- ◆ Supervise the administration of first aid.
- ◆ Organize first aid and medical supplies.

7. **Cafeteria Manager**

Cafeteria Manager shall:

- ◆ Direct the use and preparation of the cafeteria stock and water supply whenever the feeding of students become necessary during a disaster.

8. **Bus Driver**

Bus driver(s) shall:

- ◆ Supervise students if a disaster occurs while they are on the bus.
- ◆ Issue the DUCK, COVER, AND HOLD ON command if an earthquake or surprise attack occurs while students are on the bus.
- ◆ Transfer students to new location as directed by any school Administrator or emergency personnel.

Fire Drills and Fires

The principal shall hold fire drills at least once a month in all elementary and middle schools (Code of Regulations, Title 5, 550)

1. All students, teachers, and other employees shall be required to leave the school building in an orderly and rapid manner. Teachers shall ascertain that no student remains in the building.
2. Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated escape route is blocked.
3. A record shall be kept in the principal's office of each fire drill conducted.

In the event that fire is discovered in any part of the school, the fire department shall be called immediately after the signal is given to evacuate the building.

Principals and teachers shall recognize that it is essential in any emergency to prevent panic by giving students clear direction and supervision.

In case of an actual fire emergency, the following actions will be taken:

1. Sound fire signals.
2. Call fire and sheriff department.
3. Students and adults evacuate the building to outside assembly areas.
4. In outside assembly areas, teachers shall take roll, report missing students, and provide assistance to students.

5. If the fire is serious, students shall be taken to an alternate location for protective custody until parents/guardians can pick them up or until they can safely be transported to their homes.

Legal References:

EDUCATION CODE

32000-32004 Uniform fire signals (with requirement that every school building with capacity of 50 or more students be provided with a fire warning)

32040 Duty to equip school with first aid kit

32200 Liability of employees for civil damage for injury during fire or other drill (shall not be held personally liable unless negligence or willful act of employee is proven)

CODE OF REGULATIONS, TITLE 5

550 Fire drills

Gun Fired

If there is a report of shots fired at, or near, a school:

1. Notify Sheriffs Office using 911.
2. Safety is the main concern. Keep everyone in an area under cover and concealed if possible. Stay behind solid walls and doors. Keep away from windows.
3. If the suspect is seen, do not engage the suspect. This could generate a hostage situation.
4. If the suspect is outside, try to keep him/her outside. If it is safe, lock the entry doors.
5. A suspect should be considered armed, unstable and extremely dangerous.

Stranger or Intruder on Campus (Lock Down School Plan)

If there is a report of a stranger or intruder on campus:

1. The signal will be given that there is now in effect a **stand-by or lock-down drill**.
 - A. Where there are no bells or PA systems, administration or counselors will act as runners to notify staff of **lock down**.
 - B. As soon as a decision is made to lock down the school, administration will notify law enforcement using 911 rather than regular sheriff numbers.
2. If students are in class at the time of the signal,

- A. Staff will:
 - ◆ explain that there is an emergency;
 - ◆ lock the classroom doors;
 - ◆ have students lie on the floor;
 - ◆ take any possible precautions to protect others from possible broken glass; and
 - ◆ remain locked in offices until advised to move personally by administration or public safety officer or an all clear signal.

- B. Administration will:
 - ◆ act with custodians to check locks on all exterior doors and classroom door;
 - ◆ designate a person to coordinate with public safety personnel at their command post; and
 - ◆ make sure that a site map and key set are available to public safety personnel.

- 3. If students are not in class at the time of the signal,
 - A. Teachers will:
 - ◆ assist administration in moving students into the nearest safe building available;
 - ◆ lock doors of room if possible. If lock is on the outside of the door, rubber door stops can be placed behind doors to secure;
 - ◆ remain with students to maintain order;
 - ◆ keep students in a safe area until advised personally by administration or public safety personnel to move or that there is an all clear signal; and
 - ◆ avoid, if possible, large open areas such as the multipurpose room, lawns or parking lots.

- 4. All clear signal will:
 - A. be given after consultation with the senior public safety officer on the scene; and/or
 - B. be a personal notification by an administrator. Staff is not to act without this personal notification.

- 5. Dissemination of information about procedures:
 - ◆ Staff meetings.

- ◆ Substitute folders
- ◆ Drill at least once a year. It is recommended that law enforcement be present for the drill to help monitor and improve performance.

Recommendation: Students should be aware in advance that there will be severe consequences for failure to cooperate with administration or staff during an emergency or drill.

After Action of Any Emergency

1. Communication with everyone involved advising that the emergency is over.
2. Conduct a head count to insure everyone is accounted for. If someone is not present, do you know where he/she is? Locate everyone. Report anyone not accounted for.
3. Does anyone need medical attention?
4. Does anyone need another type of support?
5. Is the facility safe to enter?
6. Have all appropriate notifications been made?
7. Assign someone to write a narrative to document the actions of your facility for the after-incident debriefing and report.
8. Be sure to notify parents.

BOARD ADOPTION/REVISION: October 9, 2001
October 18, 2011

Lagunitas School District San Geronimo, California

BOARD POLICY 2004

ANAPHYLAXIS TREATMENT

For use for persons without individual physician written orders

The Governing Board recognizes that increasing numbers of children and adults are experiencing severe allergic reactions which require an immediate response in order to sustain life. The Governing Board is aware that some individuals may require emergency intervention including the use of an Epinephrine Auto-Injector or other treatment to sustain life. This emergency reaction may occur to previously identified persons as well as unidentified persons.

The Governing Board also recognizes its responsibility to consistently take precautions for the safety of children within the school setting and places a high priority on safety and the prevention of student injury. School staff is responsible for the conduct and safety of students from the time they come under school supervision until they leave school supervision, whether or not on school premises.

Credentialed school nurse(s), with the involvement of designated personnel, shall ensure that proper procedures, protocols, and trainings are established and maintained. These procedures must be reviewed and signed annually by the authorizing physician.

Note: The American Academy of Allergy/Asthma & Immunology (AAAAI) estimates are that 1-2 percent of the general population is at risk for an anaphylactic reaction.

Legal References:

EDUCATION CODE

49423.5 Specialized physical health care services

32040 First Aid equipment

44807 Duty of teachers and staff

49341 Need for safety in school science laboratories

5 1202.1 Instruction in personal and public health and safety

CODE OF REGULATIONS, TITLE 5

3051.12 Health and nursing services

5552 Playground supervision

5570 When schools shall be open and teachers present

BUSINESS AND PROFESSIONS CODE: NURSE PRACTICE ACT
2725 Legislative Declaration; Practice of Nursing: functions
2727.5 Emergency Care; Immunity from Liability; Gross Liability

HEALTH AND SAFETY CODE
24450-24455 Playground safety

GOVERNMENT CODE
815 Liability for injuries generally: immunity of public entity
835 Conditions of liability

34 CODE OF FEDERAL REGULATIONS
300.13 (b) (10)

BOARD ADOPTION/REVISION: September 24, 2002
October 18, 2011

Lagunitas School District

San Geronimo, California

ADMINISTRATION REGULATION 2004

ANAPHYLAXIS TREATMENT

Schools have a duty to provide for a safe environment and to act appropriately in an emergency.

The district's school nurse shall coordinate anaphylaxis treatment training for designated district personnel such as school secretaries, and other relevant staff members.

District training will include the attached physician recommended procedures and protocols. These trainings will follow the recommendations of the American Academy of Allergy, Asthma and Immunology. Trainings will be conducted and/or updated at least annually.

Records of trainings, dates, materials utilized, and attendees will be kept for a period of at least five years.

Note: Physician authorized procedures and the prescription shall be renewed on an annual basis.

Note: Under Education Code 49407, no school district shall be held liable for the reasonable treatment of a student without the consent of the parent/guardian when the student requires medical treatment and the guardian cannot be reached, unless a written objection to medical treatment has been filed with the school district.

BOARD ADOPTION/REVISION: September 24, 2002
October 18, 2011

STANDING ORDERS FOR
ANAPHYLAXIS/LARYNGOSPASM
(Severe Respiratory Distress)

In the event of an anaphylaxis/laryngospasm of a student or staff member, an Epi-pen will be administered by the School Nurse or trained unlicensed personnel according to the following procedure. The School Nurse is responsible for training and supervision of unlicensed personnel.

DEFINITION: **Anaphylaxis** is a severe allergic reaction which can be life threatening. It may occur within minutes after a triggering event or up to an hour or more later.

Laryngospasm (closing of air passage from swelling) can occur as part of anaphylaxis or by itself. It requires the same management as anaphylaxis and, in addition, requires establishment of an airway (medical personnel only).

CAUSES: Extreme sensitivity to one or more of the following:

1. Food or pollen
2. Insect sting, usually bee or wasp
3. Medication or immunizations, usually by injection
4. Industrial or office chemicals or their vapors. (Spirit duplicator liquid, carbonless copy paper, etc.)
5. Asthma triggers
6. Stress

PHYSICAL FINDINGS:

1. Feeling of apprehension, sweating, weakness
2. Shallow or difficult respirations (air hunger)
3. Tightness in chest, cyanotic (bluish around lips), poor capillary refill
4. Stridor or wheezing (may or may not be present)
5. Tingling sensation, itching, or swelling around mouth or face
6. Loss of consciousness, shock
7. May be accompanied by hives and/or laryngeal edema

ACTION PLAN:

1. Immediate assessment of respiratory condition.
2. Activate EMS (911)
3. Call School Nurse
4. Inject Epi-pen. Pull gray cap, push firmly against upper, outer thigh, through clothing, hold for 10 seconds.
5. Place students in position of comfort (sitting or semi-reclining)
6. Monitor closely until arrival of 911
7. Commence CPR if necessary

FOLLOW UP:

1. Refer ALL cases to physician
2. Recommend discussion with physician about avoiding triggers, prescribing Epi-pen
3. Complete District-required forms

(Physician Signature)

Date

Lagunitas School District

San Geronimo, California

BOARD POLICY 2005

SCHOOL SAFETY AND SECURITY

The principal or designee at each school shall immediately record each incident of school crime on the California Safe Schools Assessment (CSSA) incident form and shall monthly send these forms to the Superintendent or designee. (Penal Code 628-628.2)

The Superintendent or designee shall report school crime information to the California Department of Education or its designee by February 1 of each year for the period of July 1 through December 31 and by August 1 of each year for the period of January 1 through June 30. (Penal Code 628.2)

Copies of CSSA incident forms and any district wide aggregated data shall be made available to the public upon request. (Penal Code 628.2)

The district shall make available, for at least three years from the date the report was submitted, supporting data which verifies information contained on the CSSA forms. Such data shall include, but not be limited to:

1. Reports to local law enforcement officers for the crime classifications specified in Education Code 48915(a)-(d)
2. Suspension and expulsion reports which have been reported to the Governing Board for the crime classifications specified in Education Code 48915(a)-(d)
3. Insurance claims, maintenance records and other documents to verify economic loss, if applicable

The Superintendent or designee shall ensure that staff is made available to participate in interviews during site visits from the California Department of Education.

The Superintendent or designee shall certify to the best of his/her knowledge and belief that the information in each CSSA form is true, accurate and complete prior to submission to the California Department of Education.

Legal References:

EDUCATION CODE

14044 Crimes committed on school grounds

48915 Expulsion

PENAL CODE

628-628.6 Reporting of school crime

CODE OF REGULATIONS, TITLE 5

707-705 Safe schools assessment programs

Management Resources:

CDE PUBLICATIONS

Understanding and Reporting School Crime, California Safe Schools Assessment,
California Department of Education and Butte County Office of Education, 1995

WEB SITES

CDE Safe Schools and Violence Prevention Office:

<http://www.cde.ca.gov/spbranch/safety/safetyhome.html>

Butte County Office of Education (CDE's designee): <http://www.cssa.butte.k12.ca.us>

BOARD ADOPTION/REVISION: April 22, 2003
October 18, 2011

Lagunitas School District

San Geronimo, California

BOARD POLICY 2006

TRANSPORTATION SAFETY AND EMERGENCIES

Transportation Safety Plan

The Superintendent or designee shall develop a transportation safety plan to address student safety that includes all of the following: (Education Code 39831.3)

1. Procedures for determining if students in grades kindergarten through 8 require escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112 (cf. 3542 -School Bus Drivers).
2. Procedures for all students in grade kindergarten through 8 to follow as they board and exit the bus at their bus stops.
3. Procedures for boarding and exiting a school bus at a school or other trip destination.

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3)

Safe Bus Operations

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

School buses and school student activity buses also shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that students be moved immediately to ensure their safety.

The Superintendent or designee may place a notice at bus entrances that warn against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization and has intent to commit a crime. (13 CCR 1256.5)

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment that meets the standards specified in law. (Education Code 38056)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

Student Instruction

All students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety (Education Code 38048)

1. Each school year, the Superintendent or designee shall provide appropriate instruction in safe riding practices and emergency evacuation drills. Each student who receives home-to-school transportation in a school bus shall be required to receive this instruction. (5 CCR 14102)
2. At least once each school year, all students in grades K-8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to: (Education Code 38048)
 - a. Proper loading and unloading procedures, including escorting by the driver
 - b. Proper passenger conduct (cf.513.11 - Bus Conduct)
 - c. Bus evacuation
 - d. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit. Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Additional remarks

This documentation shall be kept on file for one year and shall be available for inspection by the California Highway Patrol.

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to: (Education Code 38)

- a. Location of emergency exits
- b. Location and use of emergency equipment

This instruction also may include responsibilities of passengers seated next to an emergency exit.

Notification

The Superintendent or designees shall provide written safety information to the parents/guardians of all students in grades Kindergarten through eighth grade who have not previously been transported in a school bus or school activity bus. This information shall be provided at the beginning of the school year or upon registration and shall include: (Education Code 38048)

1. List of school bus stops near each student's home
2. General rules of conduct as school bus loading zones.
3. Crossing instructions
4. School bus danger zones
5. Safety while walking to and from school bus stops

Legal References:

EDUCATION CODE

38045-38059 Transportation, school buses, especially;
38048 Student instruction in bus safety; notifications
38051 Excess of seating capacity
38056 Fire extinguisher on school buses
39831.3 Transportation safety plan
51202 Instruction in personal and public health and safety

VEHICLE CODE

34500 California Highway Patrol responsibility to regulate safe operation of school busses
34501.6 School buses; reduced visibility
34508.5 Investigation of accidents

CODE OF REGULATIONS, TITLE 5

14102 Instruction in bus safety and evacuation
14103 Authority of the driver

CODE OF REGULATIONS, TITLE 13

1256.5 Notice of warning against unauthorized entry on school buses

BOARD ADOPTION/REVISION: February 11, 2003
October 18, 2011

Lagunitas School District San Geronimo, California

BOARD POLICY 2007

REGISTERED SEX OFFENDER NOTIFICATION

In order to help protect students while they are traveling to and from school, attending school or at a school-related activity, the Governing Board believes it is important that the district respond appropriately when a law enforcement agency contacts the district about registered sex offenders who may reside or work within district boundaries.

The Superintendent or designee shall establish an ongoing relationship with law enforcement officials to coordinate the receipt of such information and dissemination of such information to the extent authorized by law, the Superintendent or designee also shall establish procedures for notifying appropriate staff as necessary.

The district and its employees shall be immune from liability for the good faith dissemination of sex offender information provided by a law enforcement agency or an employee of a law enforcement agency, so long as the dissemination is in the manner and to the extent authorized by the law enforcement agency. (Penal Code 290)

The Superintendent or designee shall annually notify parent/guardians of the availability of the CD-ROM regarding registered sex offenders, from local law enforcement, and recommend that they utilize the information contained on the disk.

Legal References:

EDUCATION CODE

32211 Threatened disruption or interference with classes; offense
35160 Authority of boards
35160.1 Board authority of school districts

PENAL CODE

290 Registration of sex offenders
290.4 Sex offender registration; compilation of information; "900" number
415.5 Disturbance of peace of school
626.8 Disruptive entry or entry of sex offender upon school grounds

UNITED STATES CODE, TITLE 42

14071 Jacob Watterling Crimes Against Children and Sexually Violent Offender
Registration Program Act

ATTORNEY GENERAL OPTIONS

82 Ops. Cal. Atty. Gen. 20 (1999)

Management Resources:

WEB SITE

California Department of Justice: <http://www.caag.state.ca.us>

BOARD ADOPTION/REVISION: May 13, 2003
October 18, 2011