

ALLENSWORTH ELEMENTARY SCHOOL DISTRICT

2024/2025

Comprehensive Safety School Plan

It is the intent of the Superintendent of Schools and the Allensworth Elementary School District Board of Trustees to provide a safe and secure learning environment for all students enrolled in classes operated by the district. The plan is two-fold in design. The important components include the prevention of crime on campus through planning and assessment and maintaining an Emergency Disaster Plan.

In the event of a full school evacuation, students will be escorted to the Allensworth Christian Church located to the north of the school at 3765 Young Road.

On site classroom/building evacuations will have students escorted to the open field On the west end of school campus.

The severity of any disaster or emergency and the subsequent evacuation plan/location will be determined by the lead authority as communicated to the superintendent. In the event of any emergency, regardless of its nature or source, parents will be alerted via the parent alert system.

Protection of Student Rights/Safety and Security

The District has passed Resolution 3325-30: Opposing Immigration Actions and Board Policy 5145.13: Response to Immigration Enforcement in response to the executive order allowing immigration raids on school campus. The District is committed to the protection of students and staff and has passed orders to enforce student safety and security.

Assessment of School Crime

Allensworth Elementary has a very low incidence of school crime. Last year, there were no major cases that resulted in expulsion. The district maintains close contact with the Tulare County Sheriff's Department. All suspected crimes are reported to the Sheriff's Department immediately for investigation and assistance. The district also participates in the California Safe Schools Assessment program, which allows the district to track crime at the school.

Emergency Disaster Response Plan

The Allensworth Elementary School District Disaster plan includes the guidelines in case of natural or catastrophic emergency. This will give the staff, law enforcement agencies, and the community the opportunity to know that the school is prepared in the event of an emergency, and what to expect the school to do under various situations and scenarios.

We invite the community and law enforcement agencies to assist in the development of this document. This is a dynamic document. Please feel free to call the superintendent with your comments and suggestions. The phone number is (661) 849-2401.

Allensworth Elementary School District School Emergency Plan

The purpose behind this protocol is to provide a mechanism to ensure that threats of violence in the school environment are addressed before they occur, and that a suitable plan is in effect in case of emergency.

All students will be instructed about the Allensworth School emergency procedures. These procedures will be taught during the first three days of school without exception. Teachers are to teach and review fire drill procedures, the drop and cover technique for earthquakes, and the emergency drop, and cover should an emergency situation arise outside of the classroom.

Faculty Responsibilities

1. All staff members are responsible for maintaining a calm controlled environment.
2. Teachers are to take roll immediately after arriving in the emergency meeting area.
3. The office staff will contact emergency service at first indication of disaster.
4. In the event of injury, the classroom teacher will remain with the downed student, if possible. The teacher in the adjoining room will assume responsibility for the class as well as there own and escort both classes to the designated assembly area.
5. All staff is to remain on duty until all students have been sent home. At that time, they may be released to go home with the permission of the administrator
6. **When parents arrive, students are to be released by office personnel only. Parents are to give the name, grade, date, and the time of release Students will be released after parents or designated guardians have signed out the students. PARENTS ARE NOT TO REMOVE STUDENTS DIRECTLY FROM A CLASS. A staff member will go to the designated area and bring the student to the parent or guardian.**
7. Maintenance Staff will turn off all power and gas in the event of an emergency. A red scarf will be hung to indicate these services have been disconnected.
8. Maintenance will sweep the school looking for down power lines and fallen children and staff. They will check the rooms, bathrooms, office, etc. to make sure all areas are secured. They will then report to the emergency area.

Fire Drill Information and Procedures

1. Make sure students know the planned escape route in advance. Comportment is essential during this procedure.

2. Immediately take roll when you arrive at your predetermined spot at the community center
3. Report any missing child to the office staff present.
4. Students should know that if they are in another class, they are to exit with that class and rejoin their teacher when they are at the community center.
5. All custodial staff will report to their assigned positions, gas shut-off valves and electrical panels.
6. Contingencies
 - * An intermittent whistle and runners will replace disabled intercom system.
 - * If the office is in danger, the emergency office will be held at the community center
 - * If the normal fire escape route is blocked, choose the safest route possible.
 - * Custodial staff and office staff will use walkie-talkies to locate injured students and staff, and to control traffic entering the area.

During the Event of A Disaster, All School Staff Become Emergency Disaster Workers!!!

Earthquake Procedures

1. There is no warning for an earthquake. Upon first indication of a temblor, the teacher will initiate the drop and cover procedure.
 - Get under a desk or table, if possible,
 - Drop to your knees with your back to the windows, knees together.
 - Clasp both hands firmly behind the head, covering the neck.
 - Bury head and face in arms, protecting the head. Close eyes tightly.
 - Remain in this position until instructed otherwise.
2. The office will activate secondary warnings to alert students and staff.
3. All students and staff should drop and cover wherever they are located, playground, office, etc. Try to stay in an open area if possible.
4. All students should stay away from glass and fixtures.

5. When the earthquake is over, staff shall remove students from the building and proceed to the emergency meeting area, avoiding power lines and electrical wires and other possible dangers. BE ALERT!
6. All students and staff will remain outside until an appropriate official determines that the building is safe to re-enter.

Flood

1. Students and staff will remain in the class and await evacuation instructions.

Drive-by Shooting

If you suspect that shots are being fired in the vicinity of the school or from a passing vehicle:

1. Have the students lie on the ground as flat as possible.
2. If safely possible, try to identify the vehicle. Look for license plate, vehicle make, number and description of occupants, and the type of weapon.
3. After the car has passed,
 - Contact the principal
 - Assess injuries
 - Have students move to the nearest shelter immediately
 - Notify the office about the severity of the injuries
 - Stay with the injured
 - Assist the police as much as possible

Brandishing a Weapon with Intent to Harm

1. Do not attempt to rush or disarm the individual
2. Negotiate; try to get the person in a positive frame of mind. Ask positive questions that elicit a “yes” response.
3. Try to stay as far back from the person as possible. This lessens the tension and reduces the accuracy of the weapon.

4. Try to keep the individual talking to you.
5. Try to focus your attention on the individual, not the weapon.

Terrorist Alert

1. Students are to be inside the rooms and the doors locked immediately.
2. Students will assume the drop and cover position.
3. Further instructions will follow via intercom or walkie-talkie.
4. Keep students away from the windows and as far from sight as possible.
5. Any student on the playground should drop and cover to the ground and remain as flat as possible in the event of gunfire or explosions.
6. Do not open the door or anyone unless you are 100% sure who wants in!
7. Stay in the room until law-enforcement arrives, or the all clear is given.

Bomb Threat

1. All threats directed towards the school will be taken seriously.
2. The school will be evacuated immediately using the same procedure as the fire drill. The alarm will sound, and the entire school will be evacuated.
3. Law enforcement (911) will be notified via telephone.
4. Pagers, walkie-talkie, and cellular radio communications will be discontinued. Microwave devices should be turned off.
5. As you evacuate, be on the lookout for strange out of place objects, packages, etc. Notify authorities. DO NOT TOUCH THES ITEMS!
6. The person receiving the call will follow this procedure
 - * Keep the caller on the line. Delay the caller with questions such as:
 - What did you say?
 - I did not understand you.
 - May I have you speak to the princpal?
 - * Gather information about the call
 - Where is the bomb?
 - What time will it detonate?

- What kind of bomb is it?
- What does it look like?
- * Note and record all information about the call.
 - Estimate the age of caller.
 - Gender of caller
 - Voice quality: accent, peculiar mannerisms
 - Exact time received
 - Background noises, other people, traffic, music

Storm/High Winds

1. Students will remain in the classroom with doors closed.
2. All computers and non-essential electronic equipment will be turned off and secured.
3. Students will not leave the class without permission from the administration.
4. Intense weather activity will result in the students and the staff utilizing drop and cover procedures as described in the earthquake section.
5. Notification of pending inclement weather will be announced over the intercom or over the walkie-talkies.
6. Please remain in the building until an all clear is given.

National Conflict/Civil Defense

1. Keep everyone indoors.
2. All students should be brought inside including those seeking shelter.
3. Supervise the area outside of your classroom until all students are inside.
4. Await instructions for sending children home with their parents or guardians. All students must be checked out through the office.
5. Do not leave the classroom until an all clear is given.

Fallen Aircraft

1. Maintain a safe distance from the fallen aircraft, at least 400 yards.
2. Move upwind and as far away as possible in case of explosion.
3. In the event of an explosion, staff should immediately evacuate the school to safety, take roll, and report to the office staff via radio.

Hostage Crisis

1. In the event of a hostage crisis, all students and staff who are not in eminent danger will remain in the classrooms. Close and lock all doors and windows.
2. Your actions during a crisis will determine your chance of survival. Follow these steps if possible:
 - Obey terrorist orders, do not become antagonistic.
 - Be courteous and polite to the terrorists and other hostages.
 - Do not debate or argue political issues with anyone.
 - Talk in a normal voice, avoid whispering when talking to other hostages.
 - Avoid raising your voice when talking to terrorists.
 - Avoid abrupt movements. Keep movement to a minimum and in plain view.
 - Locate your students as far from windows and the terrorist as possible.
 - Inform captors of all medical conditions or disabilities.
 - Do not discuss any possible actions taken or to be taken by the authorities, school district, colleagues, media, or parents.
 - STAY CALM!

Chemical Spill

1. Evacuate the classroom or the school as appropriate using fire evacuation routes.
2. Call 911 immediately!
3. Custodian will turn off circulation and air conditioning systems in the buildings.
4. Follow all emergency directions.

Air Quality

1. On days when the Air Pollution Control District is on a Stage One, Air Pollution Advisory, all outside activities for students affected with respiratory ailments or doctors notification (asthma, cardiac, or any other respiratory conditions will refrain from vigorous strenuous activities.
2. During Stage 2, all staff and students shall refrain from any strenuous activities and eliminate physical exertion.
3. During Stage 3, the school will be closed as instructed by regulations. If the episode is known in advance, the school will send home notices informing the parents about the school closure.

5. San Joaquin Valley Air Pollution Control District (209) 557-6400

Suicide Attempt

1. Notify the administration as soon as possible
2. Parent or Guardian will be contacted as soon as possible.
3. Isolate the student, if possible, to protect other students.
4. Stay Calm!
5. Always take suicide threats seriously and seek help for the student.
6. Do's and Don'ts Related to Suicide Threats
 - Listen to what the student is saying
 - Observe the student's nonverbal behavior
 - Ask the student if they are thinking about suicide. If so, ask them how they plan to do it.
 - Stay with the student. Do not leave them alone under any circumstances.
 - Get help! Never try to handle a suicide attempt by yourself.

DISCIPLINE

There is a great deal of concern across the country, as well as locally about the discipline in the schools. Both educators and parents share the concern, because we know that without good discipline it is impossible for students to teachers to do their best in school and realize their greatest educational potential.

At Allensworth Elementary School the Assertive Discipline Plan requires that teachers use a systematic approach to discipline that enables them to set firm, consistent limits for their students, while at the same time recognizing their students' needs for warmth and positive support.

The staff feels that through this process, we will eliminate classroom disruptions and provide a more positive learning environment for all our students.

IT IS OUR BELIEF THAT:

"Every student has a right to learn, and every teacher has the right to teach." Therefore, the staff has established the following rules of behavior and good manners that will be consistently enforced by all.

ALL STUDENTS WILL:

1. Show courtesy and respect for everyone, including the property of others.
2. Raise their hand before speaking.
3. Be on time and prepared for class activities.
4. Keep hands and feet to yourself.
5. Use classroom time appropriately.

Along with these rules, the Board of Trustees has established fair and consistent consequences to be administered by all teachers when a student violates any of the rules of behavior:

CONSEQUENCES:

1. Verbal Warning
2. Time Out
3. Detention (After school or during recess)
4. Parent contact.
5. Principal-Parent conference
6. Suspension

Serious offenses will be brought to the immediate attention of the Principal.

ALLENSWORTH SCHOOL DISTRICT BUS RULES

The Trustees of the Allensworth School District furnishes transportation for the school children of the district as a **privilege** not a right. In order for your children to be able to use the bus safely, certain rules have been established for the benefit of all.

1. Pupils transported on the school bus shall be under the authority of the driver of the bus. Drivers may assign students to a specific seat, and/or make referrals of disciplinary conduct to the principal.
2. When students enter the bus they shall go directly to their seats. Students shall leave the bus in a quick and orderly manner.
3. All pupils shall remain seated while the bus is in motion.
4. The bus will not move until all students are seated.
5. Standees are not permitted on a school bus.
6. Students must face the front of the bus at all times.
7. No portion of the student's body is allowed outside the bus or inside the bus aisle.
8. Nothing shall be thrown within the bus or out the windows.

9. No person shall be allowed to occupy such a position in a school bus as will interfere with the vision of the driver to the front, to either side of him, or through the mirror to the rear, or will interfere with the operation of the bus.
10. There is to be no gum chewing or eating of candy, fruit, nuts, cookies, cake, drinks, or any food on the bus.
11. No pupils shall engage in unnecessary conversations with the bus driver while the bus is in motion. All conversations are to be kept quietly.
12. No weapons of any sort, except side arms carried by authority of the bus driver shall be sufficient reason for a pupil to be denied transportation on a school bus.
13. No animals shall be transported in a school bus.
14. Continued disorderly conduct or persistent refusal to follow bus rules shall be sufficient reason for a pupil to be denied transportation on a school bus.
15. Parents or guardians will be notified when a child is denied the privilege of riding the bus. A conference with the principal will be necessary before the child is allowed to use the bus again.
16. The final decision as to how long a child is denied the use of the bus shall be left to the discretion of the principal. In the event of permanent denial of bus privilege, the board of trustees will review the decision.
17. The bus will not stop to load/discharge pupils except at regular stops designated by the board.
18. No smoking on the bus at any time!
19. No bus driver shall require any pupil to leave the bus before such pupil has reached his destination, unless in a life threatening situation.
20. If a student is to be dropped off at the point other than their normal destination, a note stating the place and reason must be signed by a parent or guardian and approved by the principal. These should be only for emergency reasons.
21. It is the parent's responsibility to be home at the time the bus delivers the child to the bus stop. Driver will not leave children unattended. Law enforcement will be contacted.
22. Explosives of any kind, such as, smoke bombs, stink bombs, firecrackers, and any others, are grounds for expulsion and the proper authorities will be notified.
23. Students expelled from the bus will be prohibited from any and all field trips for the remainder of the expulsion.

Offenses are as followed:

1st Offense: Verbal warning from the bus driver.
2nd Offense: Referral to principal: Principal gives verbal warning.
3rd Offense: 1-Day bus suspension.
4th Offense: 1-Week bus suspension.
5th Offense: Suspension from bus for the remainder of the school year.
Continued misbehavior is grounds for expulsion.

ARTICLES NOT PERMITTED IN SCHOOL

1. Knives or other sharp instruments, firearms, stink bombs, smoke bombs, firecrackers, slingshots, harmful rubber bands, and other dangerous weapons. Radios, computer games, tape players, cellular phones, and pagers are to be left at home.
2. Dice, tobacco, matches, drugs, and pills, such as aspirin, cold tablets, etc. Prescription medication must be cleared by the office and your Doctor, and must be administered in the office.
3. All toys and athletic equipment should be left at home. The only exception is baseball gloves. Your teacher must first clear any exceptions.
4. Backpacks, book bags, etc.
5. Students who bring calculators or any other personal items of value do so at their own risk. The school cannot be held responsible for these items.
6. Students may not bring sunflower seeds, candy, or gum to school at any time. These items are not allowed on school grounds because they get onto chairs, carpets, desks and tables. All candy will be confiscated from the students. **Note: Our student council will hold candy sales on Fridays during lunch, and at that time only will candy be permitted. No candy permitted during classes.**
7. The Principal will hold all toys and athletic equipment, until a parent comes for them.

USE OF TOBACCO, ALCOHOL, AND DRUGS

The Allensworth School District policy states that students are not to have in their possession tobacco, alcohol, or dangerous drugs. This policy not only applies for school but to and from school.

SMOKING: There shall be no smoking or possession of tobacco on the campus at any time.

ALCOHOL: The use, consumption, possession, distribution, and/or being under the influence of alcoholic beverages is strictly prohibited by the law.

DRUGS AND NARCOTICS: the law prohibits Use or possession of alcohol, any dangerous drugs, and/or narcotics. Students found possessing drugs, narcotics or alcohol will be turned over the Sheriff's Department.

PROCEDURES: When it has been established that a student has been involved in any of these offenses he will be suspended or expelled from school depending upon the circumstances of the offense. The student will not be readmitted to school until the parents or guardians have met with the principal and the teacher. All such offenses will be reported to the Board of Trustees with recommendations for possible action.

EDUCATION CODE VIOLATIONS

Any violations of Section 48900 of the Education Code by a student will be subject to suspension or expulsion. Any suspension or expulsion will be reported to the Board of Trustees. Following is a brief description of Education Code Section 48900, A through O:

48900 Grounds for suspension or expulsion; legislative intent

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions (a) to (o) inclusive:

(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person: or

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. Unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school Property or private property.

(g) Stolen or attempted to steal school property or private property.

- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowing received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, Imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261,266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complained witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

48900.4 Additional grounds for suspension or expulsion; harassment, threats, or intimidation.

In addition to the grounds specified in Section 48900 and 48900.2 a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

(Added by stats. 1994, c. 1017 (A.B.2752), 1.)

DISCIPLINE DEFINITIONS

Procedures for dealing with violation and right appeal:

A. Due process

No student can be punished for alleged misconduct without due process.

B. Suspension - Length of Time

- A suspension is a temporary removal from school for violation of school rules.
- A student may not be suspended for more than five (5) days at a time, nor more than twenty (20) days per school year.

1. Student's Right to a Hearing

The principal, or his/her designee, shall meet with the student for the purpose of:

- a. Presenting oral or written notice of the charges.
- b. An explanation of the evidence.
- c. Giving the student an opportunity to present his/her side of the story.

2. Parent Conference

The school will contact parents to request a conference. When the parent conference is held, the purpose of the meeting shall be to explain the basis of the suspension. The school shall inform the parent, in writing, of the length of the suspension and the reasons. Notice is to be mailed within 24 hours of the suspension.

3. Parent's Right of Appeal

If the parent or guardian desires a further review of the case, he/she has the right to request a meeting with the Superintendent or his/her designee. It is the school's responsibility to inform the parents of their right of appeal.

C. Expulsion

An expulsion is the long-term removal of a student from school by the board of Education.

1. Hearing

- a. Expulsion requires a formal hearing before members of the Board of Education.
- b. Parents or guardians must receive written notice that the Board of Education is considering expulsion.
- c. The student and his/her parents, or a legal representative, have the right to call witnesses, question school officials and present information on behalf of the school.

2. Appeal

- a. If the Board of Education decides to expel the student, its decision may be appealed to the County Board of Education.

STUDENT DRESS CODE

Basic responsibility for the grooming and dress of the student rests with parents and it must be assumed that parents have furnished guidance to their children in this area. However, the California State Code does stipulate that: “All pupils who go the school without proper personal cleanliness, and/or neatness of dress, may be sent home to be properly prepared for school.”

Allensworth Elementary School has a dress code policy which is sent to all parents at the beginning of each school year.. Policy will be as follows:

First Offense: Warning

Step One: Student will be called to the office, parents contacted to bring proper clothing.

Step Two: Same as step one, with one day of detention.

Step Three: Same as step one, with three days after school detention.

Step Four: Same as step one, with one day In-School suspension.

Step Five: One day home suspension.

If parent contact cannot be made, student will be removed from class and placed in the office to work on class assignments.

Any type of dress causing distraction in the classroom, or if in the opinion of the principal, the clothing is inappropriate, the student will be sent home. Writing and pictures on clothing are not allowed. Items of clothing with reference to, or pictures of immoral subject matters, alcohol or drugs will not be allowed at school. Students should not wear zories, and all sandals must have a back strap. Proper shoes are required for physical education, and failure to wear proper footwear will result in a failing grade in physical education.

Proper clothing and good general appearance can help maintain a high level of citizenship, pride and a good reputation for our school. There is a positive correlation between the attention given to proper dress and respect for schoolwork.

CLOTHING

1. All apparel must be clean, in good condition and neatly trimmed (not frayed or threadbare). Tight fitting or baggy garments are not permitted.
2. Shirts, sleeveless shirts, blouse, polo shirts are recommended to wear. Loose knit, netted garments must be worn with appropriate undergarments (i.e. Girls bras, and slips or camisoles: Boys - undershirts or white T-shirts). Tank tops, tube tops, bare midriff, shoulderless, spaghetti strapped, or low cut (tops) garments are not permitted.
3. Sweaters, jackets, coats, vests, and other outerwear must be worn with appropriate undergarments.

4. Boy's pants must be of standard ankle length and worn at the natural waistline, pants that will not stay up w/o a belt are not permitted. Girls may wear pants or slacks, knickers or pedal pushers at the natural waistline. All students may wear Bermudas or walking shorts that are not slit up the side. Primary grade students may wear shorts to school. All shorts should not be so brief, tight or skimpy as to cause undue comments and/or attention from fellow students.
5. Skirts, shorts, dresses and/or clothes shall be of a length or longer than the length of the arm hand and fingertips extended downward along the side of the body.
6. Oversize jewelry, ornaments or accessories may present a safety hazard and are therefore prohibited.
7. Long hanging belts are not permitted.

HAIR

Hair must be clean and neatly trimmed at all times. The length of the hair should be such that it does not cover the eyes. Hats of any kind are not to be worn in the classroom. Sweatbands, shower caps, hair net, curlers or large hair clips are not permitted.

MAKEUP

The wearing of make-up for girl's sixth grade and below is prohibited. Girls at the seventh and eighth grade level may wear a light application of make-up.

Administrative Regulation

AR 5012

REPORTING AND INVESTIGATING SEXUAL HARASSMENT OF STUDENTS

A. Reporting Sexual Harassment

1. Any student who believes he/she has suffered sexual harassment, as defined below, by another student of the Allensworth School District, or by any adult employed by the District, should report such incident(s) promptly in accordance with the procedures listed under D below.
2. Incident(s) of sexual harassment of students may be reported by the student directly affected, or by the parent or legal guardian of the affected student, or by any student or employee of the Allensworth School District who has first-hand knowledge of incident(s) of sexual harassment involving a student.

B. Incidents of Sexual Harassment

1. “Sexual Harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
 - a. Submission to the conduct is explicitly or implicitly made a term or condition of a student’s academic status, or progress.
 - b. Submission to, or rejection of, the conduct by the student is used as the basis of academic decisions affecting the student.
 - c. The conduct has the purpose or effect of having a negative impact upon the student’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
 - d. Submission to, or rejection of, the conduct by the student is used as the basis for any decision affecting the student regarding the benefits and services, honors, programs, or activities available at or through the school.
2. Examples of sexual harassment include, but are not limited to, any of the following conduct or actions:
 - 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 another 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 in a sexual way.
 - g. Concerning of blocking of normal movements in a sexually domineering or teasing way.
 - h. Displaying sexually suggestive objects in the educational environment.

C. Compliance Officer

The Allensworth School District Principal is responsible for filing paper work, and maintaining records.

D. Complaint Procedure

1. Sexual Harassment by other Students

The student believed to be the subject of sexual harassment as defined above, or his/her parent/legal guardian meet(s) with the student's teacher to report the incident(s).

- a. The report shall include specific incident(s); date(s), time(s), location(s), witness(es), if any; any other relevant events and circumstances.
- b. First-time incidents which reflect poor taste or judgment on the part of the offending student (e.g., unwelcome leering, sexual jokes, etc.) shall result, upon verification, in the counseling of that student by the teacher, site administrator, or other appropriate certificate person, and the issuance of a referral.
- c. The teachers shall immediately report repeated offense by a student of first-time incidents of a more serious nature to the Principal.
- d. The Principal shall investigate and report the findings to the law enforcement authorities.
- e. All repeat offenses and all serious first-time offenses shall result in appropriate discipline in accordance with the District's student discipline procedures.

2. Sexual Harassment by Adults

Any student believed to be the subject of sexual harassment by a teacher or other adult in the Allensworth School District, or his/her parent/legal guardian, or any witness thereto, shall meet with the school's Principal to report the incident(s).

- a. The Principal shall record all details of the reported incident(s) and immediately notify law enforcement.
- b. The Principal shall report all sexual harassment complaints to the Child Protective Services (CPS). If allegations are unfounded, Principal shall contact CPS by phone, report the complaint, and inform them of the school's investigation, findings (allegations are unfounded), and action taken. The Principal shall document the contact with CPS (date/time,

person contact, CPS response to report) in the incident report submitted to the Compliance Officer and Superintendent.

- c. The District Superintendent will make a recommendation for appropriate disciplinary action against the employee.

3. Sexual Child Abuse

- a. Any report of sexual harassment that involves reasonable suspicion of child abuse shall result in:
 - (1) the immediate physical separation of the student from the classroom or environment of the alleged offender;
 - (2) report the Child Protective Services Agency in accordance with the Suspected Child Abuse Reporting Procedure, Administrative Regulation 5146.
- b. Pending the outcome of an investigation by Child Protective Services, and before formal charges are filed, the employee suspected of sexual child abuse may be placed on administrative leave.
- c. Upon formal charges, or upon conviction, disciplinary action up to and including termination shall be taken, in accordance with the appropriate disciplinary procedures.

E. Due Process, Right to Privacy, Non-Retaliation

- 1. All complaints of sexual harassment, as defined above, shall be investigated thoroughly, confidentially, and in a manner that protects the rights and privacy of both the complainant and the alleged offender to the greatest extent possible.
- 2. Accusations and rumors alleging sexual harassment by or against a student shall not be repeated to others, except to report such accusations/rumors to the school's Principal or designee.
- 3. Corrective action to end the harassment, discourage the offender, and prevent opportunities for recurrence of the misconduct shall be taken in response to any valid complaint in accordance with the disciplinary procedures established for students or employees, as applicable, and the reporting requirements referred to above, if applicable.
- 4. No student or employee reporting sexual harassment or suspected sexual child abuse shall be impeded nor shall such reporting be inhibited or subject to sanction.

5. Accusations of sexual harassment known to be false or made with reckless disregard for truth, or proliferation of rumors of sexual harassment may result in disciplinary action of persons making such false allegations or spreading such rumors.

F. Appeals/Formal Complaints

Appeals or formal complaints of sexual harassment of a student may be filed with the following agencies:

Equal Employment Opportunity Commission
1313 P. St., Suite 103
Fresno, California

Department of Fair Employment and Housing
1900 Mariposa Mall
Fresno, California

Department of Education
P.O. Box 944272
Sacramento, California 94244-2720

Approved by the Allensworth Elementary School Board of Education
February 4, 2025