

Objectives	Action Steps	Resources	Lead Person	Evaluation

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

Piute Mountain Elementary School/Caliente Union School District Student Conduct Code
CLASSROOM RULES

As a student of Piute Mountain School, I will show good behavior and be a good citizen. I will:

1. Cooperate with my teacher and classmates.
2. Complete and turn in my assignments on time.
3. Check with my teacher for work I missed when I was absent from class and will complete these assignments.
4. Listen to the teacher’s instructions and follow them to the best of my ability.
5. Go to the teacher for additional instructions if necessary.
6. Thoughtfully participate in classroom discussions.
7. Participate in classroom activities.
8. Obey the Rules of Conduct according to the standards set for the class. (Class rules)
9. Bring a note from home or have parents call when absent.
10. Keep my hands and feet to myself.
11. Leave at home any gum, candy, sunflower seeds, toys, games and other items that provide distractions.
12. Respect the property and rights of others.
13. Not wear my hat to school.
14. Let good manners be my guide in all activities.
15. I will show mutual respect to each of my classmates.

CLASSROOM BEHAVIOR

The classroom teacher will deal with unacceptable behavior in the classroom. Students will be given the opportunity to present their perspective of the problem and their feelings.

DISCIPLINE

We, at Piute Mountain School, believe that school should be a safe and caring learning environment. We believe that all students are inherently good and generally behave in a respectful and responsible manner. We view inappropriate behavior as choices students make.

It is our goal, therefore, to involve students in making proper choices, not only for themselves, but for their fellow students as well. Students need to learn appropriate behaviors and learn how to resolve conflicts.

GENERAL RULES

Follow the directions the first time they are given. Keep hands, feet, and objects to yourself. Use appropriate language at all times. Inappropriate language has no place at our school. Adults hearing inappropriate language will make it clear to the student that school is not the place for bad language. If it was used to call another student a name, it will result in time-out. Continued usage of bad language will result in detention.

Do not litter anywhere on school grounds.

Students will not run in the halls or on the steps or ramps.

PLAYGROUND RULES

1. Follow directions of yard supervisor
2. Do not throw rocks, sand or wood chips.

3. Do not climb, write, pull on, etc. the trees
4. No name calling, teasing or profanity
5. Play in assigned areas only. Ask permission before leaving play area to retrieve a ball. Students must go in pairs for safety.
6. Students must ask permission before leaving play area for restroom or office.
7. Use jump ropes for jumping only.
8. No play fighting
9. Swings...
 - a. One person per seat
 - b. Face main playground
 - c. If waiting for a swing use 100 swing count
 - d. Do not roll the chains
 - e. NO BAILING OUT
 - f. Swing back and forth, not side to side
 - g. No one is to be near the poles of the swings
10. Ball Wall...
 - a. Games may not include anything that would hurt others i.e. hitting others with ball or pegging
 - b. Only Participants on the court – all spectators must stand off the court
 - c. You may not traverse or stand behind the ball wall area
11. Spider...
 - a. Climbing and dropping from spider is okay
 - b. You may not stand on top of the spider
 - c. Keep hands and feet to yourself
12. Sand Area...
 - a. Sand toys stay only in sand area under shading
 - b. No throwing sand
13. K – 4 stay on left side of walk – 5 – 8 play on right side
14. Sports equipment must be returned to the class ball box after each recess
15. Rubber balls are not to be kicked – no pegging other students
16. Only K – 2 permitted on motorcycles

BATHROOM RULES

1. Use facilities appropriately
2. Keep facilities picked up
3. Deposit trash in trash in trash can
4. Notify office if bathroom is messy or anything is broken

LUNCHROOM RULES

1. Follow directions of staff
2. Speak in soft voices – Do not yell
3. Walk
4. Clean up your area after eating
5. No sharing of food
6. No popping of bags, cartons or packets
7. Stay seated while eating or until dismissed
8. Remember your good manners and use them

HALLWAY RULES

1. Students will follow the directions of the staff
2. Students will walk at all times

3. Be quiet in classroom and Library areas when classes are in session
4. Keep hands, feet and objects to themselves
5. No jumping

LIBRARY RULES

1. Use whisper tones only
2. Sit quietly until given instruction
3. Only use browsing sticks for finding books
4. Wait in line quietly to check out books
5. Put return books in return box

COMPUTER TREATMENT – THE “NO” LIST

1. No pounding on keyboard or mouse
2. No fast clicking
3. No touching of screen
4. No disks or CDs from home
5. No downloading programs or installing programs
6. No disconnecting any hardware

ASK FOR ASSISTANCE AT ANY TIME – BE PATIENT WITH THE COMPUTERS!

**CALIENTE UNION SCHOOL DISTRICT
BUS CONDUCT REFERRAL**

Section 14263 of the State Board of Education on Regulation Governing Pupil Transportation states: “AUTHORITY OF DRIVER: Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across the street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus enroute between home and school or other destinations.”

This is notice that the conduct of _____ on Bus # _____ has been unsatisfactory for having violated one or more of the following rules.

1. Remain at least 10 feet from bus until it stops and the driver signals student to board.
2. Students may talk as long as it does not become loud or boisterous.
3. Students must sit properly in their seats wearing seatbelts, facing front of the bus – not turned around - and constantly remain seated. No changing of seats.
4. All body parts MUST remain inside bus at all times. No throwing things inside or outside the bus, or yelling out the windows will be allowed.
5. No shoving, pushing or crowding is allowed.
6. No backpacks or feet are to be in the aisle.
7. No food, gum, or drinks allowed unless bus driver gives special permission. (I.e., field trips or treats at end of year)
8. No animals of any kind allowed on bus.
9. Obscene or vulgar language or gestures is prohibited.
10. Keep all sharp objects (pens, pencils, etc.) in backpacks at all times.
11. Fighting on bus or at bus stop is prohibited.
12. Insubordination is not tolerated.
13. No glass containers allowed on bus (i.e., jars, bottles – including perfume)
14. No hazardous substances (i.e., aerosol, alcohol, nail polish or remover)
15. Students will get on and off bus at regularly scheduled bus stops unless special arrangements have been made prior to bus times (i.e. note from home or call from parents – class time will not be interrupted to make calls home for special arrangements)

Signed _____ (bus driver) _____ Date _____

REMARKS... _____

Conduct Code Procedures

Three (3) referral slips constitutes three- (3) days suspension of transportation. Three additional referral slips constitutes 20 days transportation suspension.

Referral # _____(1) _____(2) _____(3)

Action taken:

Notice sent by student to parents. Notice must be signed by parent and returned.

Transportation suspended for _____ days beginning _____.

Transportation suspended pending conference between parents and Principal.

I have read the above notice _____

Parent or guardian

Principal _____

(K) Hate Crime Reporting Procedures and Policies

The Caliente Union School District affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Policies:

1. Any student who feels that he/she is a victim of a hate-motivated behavior shall immediately contact the Principal/Superintendent or designee.
2. Staff who witness or receive notice of a hate-motivated behavior shall notify the Principal/Superintendent or designee, and law enforcement , as appropriate
3. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with Board Policy and Administrative Regulations..
4. Counseling, appropriate sensitivity training and diversity education for students exhibiting hate-motivated behavior will be provided.
5. The victim shall be given counseling, guidance and support, as necessary.
6. Staff will receive appropriate training to recognize hate-motivated behavior and methods for handling such behaviors in appropriate ways.

Ed Code: 33025 Hate violence defined and 48900.3 Suspension for Hate violence
BP 5145.9

CALIENTE UNION SCHOOL DISTRICT

Principal/Superintendent
Principal/Superintendent
Leticia Alvarez
Office Manager
12400 Caliente Creek Road
Caliente, CA 93518
Telephone 661 867-2301

Board of Trustees
Jason Rankin, President
Karina Parker, Member
Louis Varga, Clerk
Adonae Faris, Member
Ron Vanderziel Jr., Representative

UNIFORM COMPLAINT PROCEDURES COMPLAINT FORM

COMPLAINANT CONTACT INFORMATION

Name* _____

Student Name (if applicable) _____ Date of Birth _____

Address _____

City _____ Zip Code _____

Home Phone _____ Cell or Work Phone _____

I am filing this complaint on behalf of:

myself my child or a student another child or student a group

BASIS OF COMPLAINT

Discrimination, harassment, intimidation, or bullying** in district programs or activities on the basis of the following actual or perceived protected class or characteristic (check all that apply):

Sex Sexual Orientation Gender

Gender Identity Gender Expression Ancestry

Ethnic Group Identification Race or Ethnicity Religion

Nationality National Origin Age

Marital or Parental Status Physical or Mental Disability Color

Genetic Information Association with a person or group with one or more of the actual or perceived categories listed above

Noncompliance with state or federal laws regarding the following (check all that apply):

Adult Education Programs Consolidated Categorical Aid Programs

Migrant Education Career/Technical Education Programs

Child Care and Development Programs Child Nutrition Programs

Special Education Programs Pupil Fees, Charges, or Deposits for Educational Activities

Development and Adoption of Local Control Accountability Plan
School Safety Plan (LCAP)

DETAILS OF COMPLAINT

Date of Alleged Violation _____ Location of Alleged Violation _____

Name of Person(s) Being Complained About _____

Please complete the following to the best of your ability. (Attach additional sheets of paper if you need more space and attach any supporting or relevant documentation.)

1. Please describe with as much detail as possible the facts underlying your complaint. Provide details such as the names of those involved, the dates an incident or incidents occurred, whether witnesses were present and the names of any witnesses, etc. Please provide any details which you feel might be helpful to the complaint investigator.

2. Please describe what steps, if any, you have taken to resolve this issue before filing this complaint. Have you attempted to discuss this issue with the person about whom you are complaining or with other District personnel? If so, with whom and what was the result?

3. Please describe your desired outcome or remedy so as to assist the complaint investigator in attempting to satisfactorily resolve your complaint.

Signature _____ Date _____

This complaint form must be submitted to the District Compliance Officer at the address listed below unless the complaint alleges noncompliance with the legal prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities. In such cases, this complaint form may be submitted to your school site principal. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying must be initiated no later than six months from the date of the alleged discrimination, harassment, intimidation, or bullying, or six months from the date the complainant first obtained knowledge of the facts of the discrimination, harassment, intimidation, or bullying. Complaints alleging noncompliance with the legal prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities must be filed not later than one year from the date the alleged violation occurred. Complaints will be investigated in a manner that protects the integrity of the process and the confidentiality of the parties to the extent that the investigation of the complaint is not obstructed. The District's governing board prohibits any form of retaliation against any person for the filing of a complaint or participation in the complaint process.

Once completed, please deliver your complaint and any attachments to:

Superintendent/Principal phone:661-867-2301 Caliente Union
School District
12400 Caliente Creek Road
Caliente, CA 93518

The district will investigate and report its decision to the complainant within 60 calendar days of the District's receipt of the complaint per the District's Uniform Complaint Procedures found at Board Policy and Administrative Regulation 1312.3. The complainant has the right to appeal the district's final decision to the California Department of Education, or to the State Superintendent of Public Instruction for complaints alleging noncompliance with the legal requirements pertaining to the LCAP, within 15 calendar days of receiving the decision.

(J) Procedures to Prepare for Active Shooters

Alarm system will activate with the code "Sleeping Giant."

Procedures for Preventing Acts of Bullying and Cyber-bullying

Staff, which includes classified and certificated are trained on all forms of signs of bullying as a first day back to the new school year.

Safety Plan Review, Evaluation and Amendment Procedures

The Caliente Union School District recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Superintendent and staff are fully committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior and respect for others.

The Principal/Superintendent oversees the development of the Comprehensive Safety Plan that identifies major safety concerns as well as our goals for a safe school.

Piute Mountain School/Caliente Union School District has the School Site Council, Safety Committee and the School Board Members evaluate and review our Comprehensive School Safety Plan annually by March 1st of each year.

Safety Plan Appendices

Emergency Contact Numbers

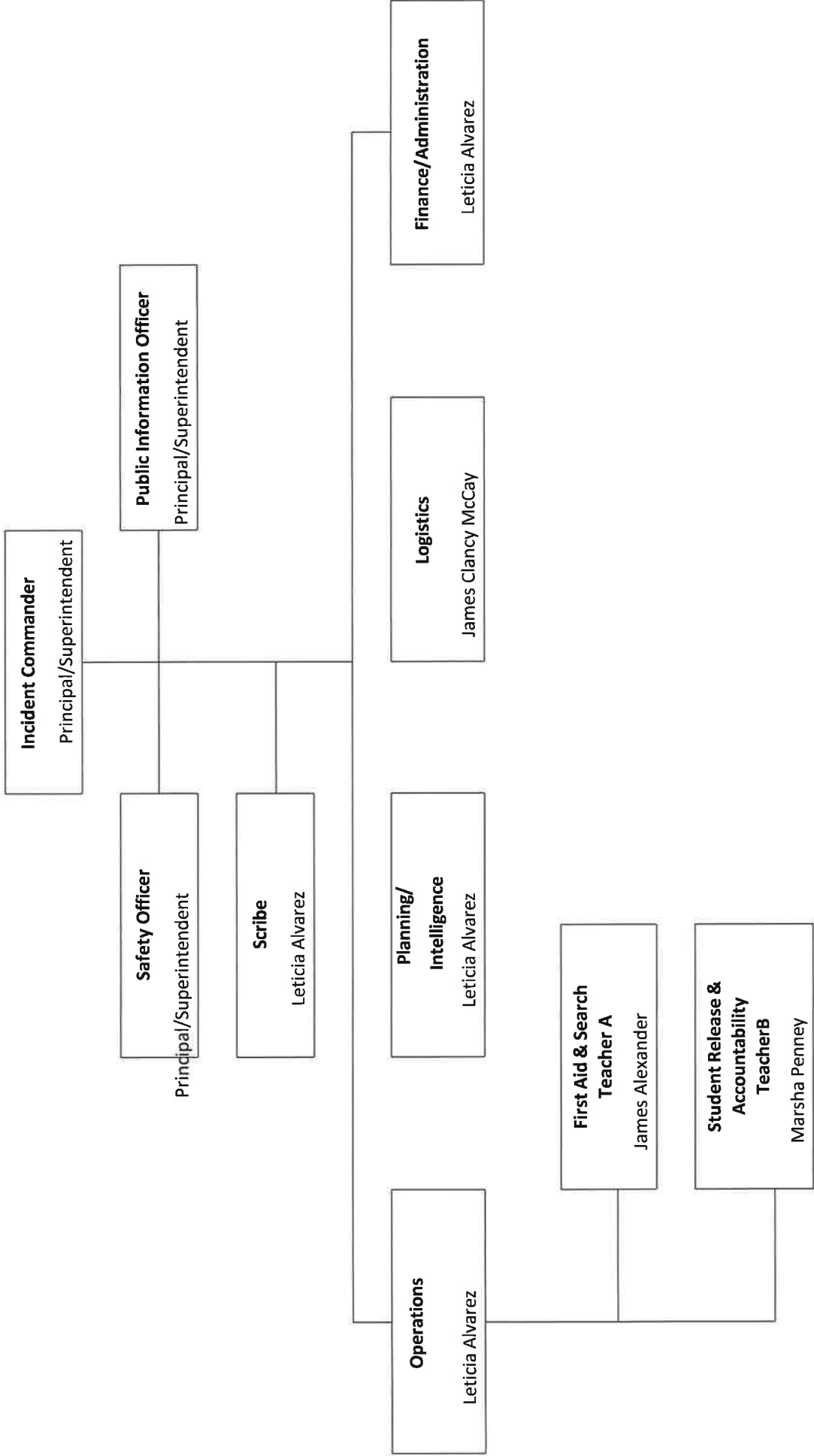
Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
School District	Principal/Superintendent	661-867-2301	
Law Enforcement/Fire/Paramedic	Fire	661-867-2311/911	
Public Utilities	Southern California Edison	1-800-990-7788	
Public Utilities	Benz Propane	661-822-6871	
Emergency Services	Kern County Emergency Services	661-873-2603	
Law Enforcement/Fire/Paramedic	Kern County Sheriff	661-861-3110	

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
Parent Advisory Committee	January 22, 2024 3:00 PM	Piute Mountain School
Parent Advisory Committee	February 26, 2024 3:00 PM	Piute Mountain School
Caliente Union School Board	February 13, 2024 6:30 PM	Piute Mountain School

Piute Mountain Elementary School/Caliente Union School District Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

Our small population of students and staff also requires that some Incident Command Team Responsibilities are duplicated by the same people.

Management

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Emergency Response Guidelines

Step One: Identify the Type of Emergency

Identification of the emergency is determined by the Incident Commander.

Step Two: Identify the Level of Emergency

Following the identification of the emergency, the incident commander will determine the level of emergency.

Step Three: Determine the Immediate Response Action

The level of the emergency is identified. Following the determination, a response is identified according to our Safety Plan.

Regardless of the type of emergency that occurs, the initial response by staff and students will almost always include one or more of these four basic "INITIAL ACTIONS"

1. Duck and Cover
2. Evacuate Building
3. Shelter-In-Place
4. Lock-Down
5. Run-Hide-Fight (when an active shooter in vicinity)

Step Four: Communicate the Appropriate Response Action

Appropriate actions and response procedures are communicated to staff and individuals using the Incident Command System Organizational Chart and following the safety plan.

Regardless of the type of emergency that occurs, the initial response by staff and students will almost always include one or more of these four basic "INITIAL ACTIONS"

1. Duck and Cover
2. Evacuate Building
3. Shelter-In-Place
4. Lock-Down
5. Run-Hide-Fight (when an active shooter in vicinity)

When there is a sudden loud noise, or other indication that something bad is happening, instinctively the first reaction should be to "Duck and Cover." Then once the situation becomes clearer, one of the other "Initial Actions" may be implemented. Although these five basic Initial Actions will suffice for the vast majority of campus emergencies, some emergencies may prompt the Incident Commander to follow these with additional emergency procedures. Examples of other potential actions include the total evacuation of staff and students to an off-site location, or the release of students to parents. When it is necessary to implement these other actions, the Incident Commander will provide direction in person or by other means as necessary.

Types of Emergencies & Specific Procedures

Aircraft Crash

call 911 and local fire 661-867-2311

Animal Disturbance

Call Dept. of Fish and Wildlife 661-369-1615

Armed Assault on Campus

Sheriff/ 911 and 661-861-3110

Biological or Chemical Release

Call 911

Bomb Threat/ Threat Of violence

Sheriff 911/ 661-861-3110

Fire Dept 661-867-2311

Bus Disaster

CHP/911 and/or 661-864-4444

Disorderly Conduct

Sheriff 911/661-861-3110

Earthquake

911

Red Cross 661-324-6427/ Emergency Services 661-873-2602

Explosion or Risk Of Explosion

Evacuate / call 911 and fire 661-867-2311

Fire in Surrounding Area

911 / Local Fire Dept. 661-867-2311

Evacuate if needed

Fire on School Grounds

Evacuate area, call 911and Local Fire Dept. 661-867-2311

Flooding

Local Fire Dept 661-867-2311

Loss or Failure Of Utilities

We call parents and send them home

Motor Vehicle Crash

call 911 and Local Fire Dept. 661-867-2311

Pandemic

Follow CDPH guidelines

Psychological Trauma

CCS College Community Services 760-379-3412

Comprehensive School Safety Plan

24 Hour Hotline 888-343-4756

Suspected Contamination of Food or Water

call Environmental Health Services for food contamination 661-862-8713

Water is well water

Tactical Responses to Criminal Incidents

Call Sheriff/ 911

Unlawful Demonstration or Walkout

Contact Kern County Superintendent of Schools Office (KCSOS) 1-661-636-4000

Emergency Evacuation Map