



Health and Safety Procedures

JULIA LEE PERFORMING ARTS ACADEMY

2019 – 2020

Julia Lee Performing Arts Academy will follow clear procedures to ensure the health and safety of pupils and staff. JLPAA will adopt and implement site-specific comprehensive health and safety plans and risk management policies in consultation with insurance carriers and risk management experts prior to the Charter School's opening. Health and safety policies will be annually updated and reviewed. These policies will be distributed to all staff and families, and will be provided to the District prior to operation or according to a timeline as specifically required by the District.

The Charter School is committed to providing and maintaining a healthy and safe work environment for all employees. Employees are required to know and comply with the Charter School's general safety rules and to follow safe and healthy work practices at all times. Employees are required to immediately report to their supervisor any potential health or safety hazards and all injuries or accidents. In compliance with Proposition 65, the Charter School will inform all employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

All staff members will also be well versed in established safety and emergency precautions, including fire and earthquake drills. Staff members, including yard duties and clerical workers, are required to attain CPR and First Aid certification and maintain these credentials. In addition, staff is required to complete online Safe Schools seminars related to emergency situations, including how to properly proceed in the presence of blood-borne pathogens, first aid, child abuse reporting, and playground safety. Trainings are differentiated according to the position the staff member holds at Julia Lee Performing Arts Academy. Additionally, all recommended safety drill procedures and evacuation maps will be posted in all classrooms.

Fingerprinting

The Executive Director shall review (or cause to be reviewed) Department of Justice fingerprint background reports on prospective employees, contractors, and volunteers to determine whether an employee may be employed in accordance with Education Code Section 44237, 44830.1 or 45125.1, except with respect to her or himself, in which case the President of the Board will review.

It is the policy of the Charter School to require fingerprinting and background checks for its employees as required by law prior to employment at the Charter School. All prospective employees must abide by all applicable laws and agree to abide by the policies of the Charter School, including the submission of fingerprints and an approval for the Charter School or its designee to perform background checks.

Procedures for Background Checks

As a condition of employment, JLPAA requires all applicants for employment to submit two sets of fingerprints to the Department of Justice for the purpose of obtaining criminal record summary information from the Department of Justice and Federal Bureau of Investigation. JLPAA will not employ a person who has been convicted of a violent or serious felony or a person who would be prohibited from employment by a public school district or county because of his or her conviction for any crime, unless an applicable exception applies. JLPAA will not employ any applicant until the Department of Justice completes its check of the state criminal history file as provided by law. JLPAA shall also request subsequent arrest notification from the Department of Justice and take all necessary action based upon such further notification.

On-Line Safety Training

The safety of all employees and students is of utmost importance. We are pleased, therefore, to offer the Safe Schools professional development and training courses to our staff. All employees are required to receive certain mandatory trainings each year. These courses are informative and helpful in maintaining safe working conditions for employees and students. The trainings are offered online, and most are also offered in Spanish.

Communicable, Contagious, or Infectious Disease Prevention Policy

The Charter School recognizes its shared responsibility with the home and the community to promote appropriate disease prevention procedures in the handling and the cleaning up of blood and body fluids.

The Board desires to protect the entire Charter School community without segregation, discrimination or stigma. Accordingly, infectious disease prevention shall be taught regardless of whether a student or adult is known to have an identified infectious disease. All students and employees shall be provided appropriate periodic instruction in basic procedures recommended by the State Department of Education and other public health agencies and associations. Incidence and transmission of communicable diseases will be further limited through a rigorous program of immunization and health screening required of all students, faculty, and staff. (See Immunizations/Physical Exams). Students found to have communicable diseases will be included in all activities deemed by a physician to present no hazard of infection to other students.

Drug Free/Alcohol Free/Smoke Free Environment

The Charter School shall function as a drug, alcohol and tobacco free workplace. Diabetes The Charter School will provide an information sheet regarding type 2 diabetes to the parent or guardian of incoming 7th grade students, pursuant to Education Code Section 49452.7. The information sheet shall include, but shall not be limited to, all of the following:

1. A description of type 2 diabetes.
2. A description of the risk factors and warning signs associated with type 2 diabetes.
3. A recommendation that students displaying or possibly suffering from risk factors or warning signs associated with type 2 diabetes should be screened for type 2 diabetes.
4. A description of treatments and prevention of methods of type 2 diabetes.
5. A description of the different types of diabetes screening tests available.

Exposure Control Plan for Blood borne Pathogens

The Charter School shall meet state and federal standards for dealing with blood borne pathogens and other potentially infectious materials in the workplace. The Board shall establish a written “Exposure Control Plan” designed to protect employees from possible infection due to contact with blood borne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV).

The Board shall determine which employees have occupational exposure to blood borne pathogens and other potentially infectious materials. In accordance with the Charter School’s “Exposure Control Plan,” employees having occupational exposure shall be trained in accordance with applicable state regulations (8 CCR 5193) and offered the hepatitis B vaccination. The Principal, or designee, may exempt designated first-aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations. Any employee not identified as having occupational exposure in the Charter School’s exposure determination may petition to be included in the Charter School’s employee in- service training and hepatitis B vaccination program. Any such petition should be submitted to the Principal, or designee, who shall evaluate the request and notify the petitioners of his/her decision.

Health Examination Certificates or Waivers

On or before the 90th day after a student's entrance into first grade at, all students must provide a certificate approved by the California Department of Health Services documenting that within the prior 18 months, the child had received the appropriate health screening and evaluation services as provided by Health & Safety Code section 124040. Alternatively, the student must provide a waiver signed by the student's parents/guardians indicating that they do not want or are unable to obtain the health screening and evaluation services for their child. If the waiver indicates that the parents/guardians are unable to obtain services for the child, the reasons why should be included in the waiver.

Health Examinations

The Board recognizes that periodic health examinations of students may lead to the detection and treatment of conditions that impact learning. Health examinations also may help in determining whether special adaptations of the School's program are necessary. A parent/guardian may file annually with the Charter School's Principal a statement in writing, signed by the parent/guardian stating that he/she will not consent to a physical examination of his/her child. The student will thereafter be exempt from physical examinations, but if there is good reason to believe that the student is suffering from a recognized contagious or infectious disease, the student will be sent home and not be permitted to return to school until the Charter School Principal is satisfied that any contagious or infectious disease does not exist.

Vision/Hearing/ Scoliosis

Testing Students will be screened for vision, hearing and scoliosis as applicable to Education Code section 49450 et seq., as applicable to the grade levels served by the school.

Administration of Medication

JLPAA will follow Education Code 49423 regarding the administration of medication to students during the school day. The school will request a written statement from the parent, foster parent, or guardian of the pupil consenting to the self-administration, to provide a release for the Health Technician or other designated school personnel such as Office Manager to consult with the health care provider of the student regarding any questions that may arise with regard to the medication. The release will include a waiver from civil liability for JLPAA and school personnel if the self-administering pupil suffers

an adverse reaction as a result of self-administering medication pursuant to this paragraph.

Discrimination & Harassment Policies and Procedures

JLPAA is committed to providing a school that is free from discrimination and sexual harassment, as well as any harassment based upon such factors as race, religion, creed, color, national origin, ancestry, age, medical condition, marital status, sexual orientation, or disability. A comprehensive policy will be developed to prevent and immediately remediate any concerns about discrimination or harassment at JLPAA (including employee to employee, employee to student, and student to employee misconduct). Misconduct of this nature will be addressed in both our sexual misconduct policy and the Employee Handbook. JLPAA will immediately undertake a thorough and objective investigation of the harassment allegation(s). The policy will include all relevant protected classes including those listed by the Fair Employment and Housing Act (FEHA).

ATTENDANCE

Your student's consistent and prompt presence at school is imperative. While we understand that children do become ill occasionally and have appointments that may interfere with the school schedule, it is important, **especially in a highly collaborative environment such as our program**, to attend consistently.

Tardiness

Parents and students are expected to be prompt and responsible in attendance of classes and meetings. Excessive student tardiness may result in a meeting with your child's teacher or the principal depending on the circumstances. If the issue of tardiness is not remedied at that level, your family may be referred to the District Attorney for appropriate action/intervention. If your child is tardy, you must check in with the main office and receive a tardy slip to enter into the classroom.

Absences

In the event that your child must miss school, please contact the office ahead of time to arrange for an Independent Study Contract. Calling the office, the morning of the absence will provide sufficient time for your child to participate in Independent Study (see Independent Study below). While Independent Study does not replace our regular academic program, it will allow the opportunity for your child to keep up with the

content of the program and, upon completion, the day(s) will not be recorded as absences.

Please be aware that should your child have consecutive unexcused absences, your child may be dropped from the school's roster and you would need to reenroll. Admission is based on availability at the time of re-enrollment.

Policy/Procedure

Attendance: Regular daily attendance is important for academic success. It is crucial that you arrive at school on time and attend school on the days your program runs. Attendance in every class is vital to your academic success. Regular attendance is vital to a student's success in school. The student who is frequently absent misses social interaction and direct instruction from his/her teachers even though written work can be made up. Any day or hour absent is a missed learning opportunity. Attendance is a key predictor of dropout. Students who create economic loss and jeopardize the future workforce since only 31% of dropouts keep a job for more than one year. In addition, the school loses funding for each absence, regardless of the reason; including illness or excused absences.

Because of Julia Lee Performing Arts Academy's ('JLPAA') commitment to quality education, we are concerned when a student misses school for any reason. Students who are excessively absent from school are not able to accomplish their educational goals. According to the California Compulsory Attendance Laws (Education Code 48200), parents and students are responsible for regular school attendance.

Truancies are not acceptable at JLPAA. Truancy is defined as an unexcused absence without a written excuse from parent/guardian or JLPAA staff member. Repeated violation of the truancy policy will result in further disciplinary action up to and including suspension and/or expulsion. When families choose to attend JLPAA, it is assumed that they are serious about their educational experiences and will avoid missing classes or activities.

Attendance Records: School officials will keep an accurate record of attendance, including accurate attendance records for each class. Such records will be maintained by the classroom teacher, office manager and office clerk. Absences must be reported to the school office. Attendance records will be used to enforce the Compulsory Attendance Law. If truancy is suspected, the case must be investigated by school personnel and may be referred to local police and/or the local district attorney.

Absences: Excused absences are those that are recognized by the state as legal excused absences:

- Student is personally ill, and his/her attendance in school would endanger his/her health or the health of others (Three (3) or more days of absence for illness will require a doctor's note);
- Due to quarantine under the direction of a county or city health officer;
- For the purpose of having medical, dental, optometry, or chiropractic services rendered;
- Serious illness in the student's *immediate family;
- Death of family member;
- Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent;
- Observance of a holiday or ceremony of the pupil's religion or attendance at religious retreat (shall not exceed 4 hours/semester);
- For the purpose of jury duty in the manner provided for by law;
- Appearance in court;
- Attendance at a funeral service;
- Attendance at employment conference;
- Attendance at educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board;
- For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code;
- For the purpose of spending time with a member of the pupil's *immediate family, who is an active duty member of the uniformed services, defined in Ed Code Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this section shall be granted for a period of time to be determined at the discretion of the Executive Director/Principal;
- For the purpose of attending the pupil's naturalization ceremony to become a United States citizen;

*Immediate family is defined as mother, father, grandmother, grandfather, brother, sister or any relative living in the immediate household.

A pupil absent from school for excused reasons set forth above shall be allowed to complete all assignments and tests missed during the absence that can be reasonably

provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. Unexcused absences are those not defined above, including, but not limited to:

- Unverified absence;
- Truancy;
- Absence due to leaving campus without permission;
- A tardy of twenty minutes or more;
- Absence due to taking an early vacation or extending a vacation;
- A tardy of twenty minutes or more;
- Absence due to oversleeping;
- Absence due to transportation problems, including missing the bus;
- Absence due to not knowing it was a school day; and
- Family emergency without valid reason, as determined solely by JLPAA

School Excused Absences

Field Trips

Academic Events

School Office Appointments

Suspension

Athletes participating in athletic event

Excessive Absences: Ten (10) or more days of excused absences within a school year are considered excessive and shall require a doctor's note to excuse subsequent absences. Three (3) or more consecutive days of illness shall require a doctor's note upon return to school.

After three (3) or more days of unexcused absences or tardy for more than any 30-minute period during the school day without a valid excuse on three occasions, or any combination thereof within a school year, will result in the school mailing the parent the 1st Truancy Letter asking for the parent's help with their student's attendance and warning of consequences for further truancy.

After five (5) days of unexcused absences and/or tardies within a school year, the school will mail the 2nd Truancy Letter and invite the family to a meeting with the Executive

Director/Principal or Designee. The intent is to create and implement a written plan for improving attendance.

After five (5) additional unexcused absences, your child may be subject to discipline up to and including suspension and/or expulsion.

After fifteen (15) or more days of unexcused absences and/or tardies will be referred to the District Attorney. Students who miss 5% or more of school for any reason, may be subject to retention.

Tardy is Truancy: A tardy occurs when the student is not in his/her assigned seat within [10] minutes of his/her assigned grade level start time. Unexcused tardies are defined as arriving any time after a class/activity has begun without an excuse from a parent/guardian or SASCA staff member. Repeated violation of the tardy policy will result in disciplinary action up to and including suspension and/or expulsion.

Tardy of more than Thirty Minutes: (“T-30”) is a ½ day Truancy A T-30 tardy occurs when the student is not in his/her assigned seat within 30 minutes of his/her assigned grade level start time. T-30 tardies are considered ½ day truancy and will be counted against the student’s attendance. Unexcused tardies are defined as arriving any time after a class/activity has begun without an excuse from a parent/guardian or SASCA staff member. Repeated violation of the tardy policy will result in disciplinary action up to and including suspension and/or expulsion.

Excused tardies include only the following:

- Medical, dental, optical or other health-related appointment (with note from the office where appointment was scheduled)
- Circumstances discussed with the school ahead of time, and preapproved by a school administrator
- All late arrivals other than those described above will be considered unexcused

Regular attendance is essential to any school. A doctor’s release note must accompany the student when returning back to school from any doctor/dental/orthodontic appointment. A student who fails to attend school without a valid excuse is considered truant.

Parents/guardians will make every effort to schedule medical and dental appointments before or after school or during the time that school is not in session. Parents/Guardians should notify the school office at least 30 minutes prior to Student’s start time if your child will be absent. The school will call to verify and code any absences not reported by you. Any child who arrives 10 minutes after their designated start time must report to the SASCA office with his/her parent (or car pool driver) to receive a tardy slip.

Students are subject to the absence/tardy policy. Excessive tardies/absences may result in suspension and/or expulsion of student.

Release of Child

Only those people designated on the Pupil Release Form are allowed to pick-up your children. Make sure this list is current. If you are sending a person to pick-up your child that is not on the Pupil Release Form, please send a FAX to the school office informing the school that the person has your permission to pick-up your children. Provide the person's name and phone number and include the date, your signature and immediate telephone contact number. We will not release a child to a person without the parents'/guardians' written permission: therefore, having anyone come to pick up your child without having submitted appropriate documentation, puts both the school and the person picking up the child in a very awkward and potentially liable position. The Pupil Release Form should be updated whenever there is a change in: persons, addresses, phone numbers, jobs, baby-sitters, etc.

Court Orders

Given the current status of many marriages, divorces, custody battles, etc., the list of people to whom we can release your children is vitally important. If you have a custody order, stipulated agreement, or restraining order regarding your child, be sure to present a copy to the school office. Without the court order present and stating the contrary, former, and/or estranged spouses are still the legal guardian of the child and may pick-up their children at any time. It is expected that all parties engaged in Family Law disputes act cordially while on the campus or at school events or be subject to removal from the event. School is a safe place for students and staff will take any steps needed to ensure that all students are sheltered from adult disputes while at school.

Transfers

When a student is moving, please advise the school office as early as possible as we often have students waiting for a seat. The office will forward appropriate files to your child's new school. If your children have school materials at home, please return them to the teacher or the office prior to leaving.

Suspensions / Expulsions

Governing Law: The procedures by which pupils can be suspended or expelled. Education Code Section 47605(b)(5)(J).

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and wellbeing of all students at the Charter School. In creating this policy, the Charter School has reviewed Education Code Section 48900 et

seq., which describes the non-charter schools' list of offenses and procedures for suspensions and expulsions. Please see JLPAA Petition on page 233 for list of offenses.

Communication

We use electronic means of communication to reduce the amount of paper sent home so we can be more ecologically friendly as well as put those savings into our classrooms. However, please let the office know if you do not have electronic access as mentioned above and we will provide you with a hardcopy of the communications.

Website and Social Media

In an effort to maintain strong home-school communication, upcoming events and announcements will be sent to parents via email as well as being posted on our website (<https://www.jlpaa.org/>). We strongly recommend you “subscribe” to your child’s teacher’s webpage to receive email updates regularly.

You can also get reminders and updates by “liking” us on our Facebook page: <https://www.facebook.com/JLPAAcharter>).

If you are not receiving emails from us, please email the office so we can update your address and make sure you will get all future emails.

Parent Portal

Parents will be provided with an access code in order to create an account in the Schools Pathways by October 15, 2019.

This online resource allows parents to access their child’s most current grades and attendance information. Within the Parent Portal, you have several options regarding receiving email progress reports, school bulletins and other reports. If you need assistance in setting up automatic updates or if you have questions, please see your child’s teacher or an office staff member. The account that you set up in the Parent Portal remains active as long as your child attends Julia Lee Performing Arts Academy, you do not need to set up a new account each year.

Schools Pathways also offers an App for smartphones. Download the App and use District Code and then log in with the account information you created.

Complaints

The Julia Lee Performing Arts Academy Charter School welcomes your concerns and it is our intent to resolve issues as soon as possible. Concerns regarding your child should first be discussed with the classroom teacher. Parents will have access to a parent/community needs/concerns form that must be completed and signed. The forms will be reviewed by the Principal and addressed accordingly. If you believe that the issue is still

unresolved after meeting with the teacher, please make an appointment with the Executive Director to address your concern.

All complaints regarding the Julia Lee Performing Arts Academy Charter School's operations should be referred to the school's Director/Principal for resolution. If you believe your concern has still not been addressed to your satisfaction, you may appeal to the Julia Lee Performing Arts Academy Charter School Governing Board. Complaints must be submitted in writing to the Director/Principal one week before the Governing Board meeting so that it can be put on the agenda (See Calendar for Governing Board meetings). You may use our Uniform Complaint form for this purpose, which is available from the office. If your complaint involves the Director/Principal, you may email the Governing Board directly at ERODRIGUEZ@JLPAASCHOOL.ORG or mail your written complaint to the school, Attention: Board President. Mail marked "Attention: Board President" will not be opened by school staff.

Telephone/Cell Phones

We do not put calls through to the classroom during instructional time. Parents may leave messages for teachers and calls will be returned within 48 hours.

Students are permitted to bring cell phones to school, however, they must remain off or silenced in the student's backpack at all times except as allowed by the classroom teachers. We recognize that cell phones are useful as an educational tool; however, it is our intent to provide for the safety and consideration of all students and staff. We do not allow students to take cell phones outside during break, lunch or recess. Pictures of other students or staff is not permitted. Texting is not permitted while at school, including during pick up. Students remaining after dismissal time will be allowed to use personal cell phones to contact parents/guardians once in the office.

We will not allow students to use cell phones during dismissal because that takes the attention off watching for their parents. We understand that parents might be communicating about being late, however, staff is not able to monitor all students' texting and manage the traffic. Students will be allowed to check cell phones and respond once in the office (approximately 20 minutes after the dismissal time).

Phones will be held in the office for parent pick up when a student is found in violation of any part of this policy. Any future occurrence may result in the student no longer being allowed to have the phone out of the backpack during the school day. The school is not responsible for lost, broken, or stolen phones.

Visitors

State law requires all visitors to sign in at the office. Each visitor must sign in and out with the office and wear a badge while on campus. Visitors are restricted to one hour on campus.

Volunteers

Parents/guardians are encouraged to visit and volunteer in classrooms. Parents working at the school need to comply with certain requirements such as completing forms, acquiring evidence TB clearance, and passing a Megan's Law check before they work in the classrooms or with students. Volunteers are supervised by school personnel. Volunteers must sign-in with office personnel upon arrival and sign-out when leaving school grounds. Volunteers must wear a badge at all times. Questions about volunteer needs should be directed to the teachers, questions about volunteer requirements should be directed to the office.

Parent Participation

- Parent Advisory Committee
- Classroom support (reading, leading a center, assisting with preparations, etc.)
- Field trip chaperon
- Event coordinator
- Governing Board
- School Site Council
- ELAC (English Language Advisory Committee)
- Organized Play
- Classroom (Mom/Dad)

Check the school's website for the exact date and time of the meetings and/or participation requests.

Figure 4.1 – Parent Participation Opportunities (see next page)

Figure 4.1 – Parent Participation Opportunities

Informal	Formal
<ul style="list-style-type: none"> • Tutoring • Homework Center • Classroom volunteer • Parenting classes • Parent workshops • Parent-teacher conferences • Family fieldtrips • Community-building activities and celebrations • My Community • Eighth grade Exit Interview Teams • Family orientation sessions • Prospective parent tours • Various other committees as deemed necessary 	<ul style="list-style-type: none"> • Safety Team • Leadership Team • Leadership Training • Schools Advisory Committee • Governing Board • Lunch Program • Greeter • Organized Play Duty • Morning Duty • Afterschool Duty • Afterschool Girls and Boys Club • ELAC Committee • School Site Council- SSC • Parent Advisory Council- PAC

Local group comprised of parents, teachers and administration that are responsible for such school level matters as fundraising, review of parent surveys, review of parent involvement opportunities, community celebrations and activities, audit of instructional practices and student achievement, etc.

Health and Safety

Your child’s safety is our priority and therefore we have established the following guidelines in order to keep our students safe. We appreciate your cooperation. Our Safe School Plan is available for parent review in our office and on our website. If you have suggestions, comments, or concerns, please contact the school Principal.

Personal Property

We strongly recommend students do not bring personal property to school as these items may be lost, damaged or become a distraction to the learning environment. The school is not responsible for loss of personal property.

Bicycles, Scooters and Skateboards

Students who ride bikes or scooters to school are required by state law and school policy to wear bicycle helmets. A student who happens to ride to school without a helmet will not be allowed to leave school with his/her bicycle or scooter without a helmet. The parents must provide a helmet that day or come and pick up the bicycle themselves. Bicycles must be kept in the designated bicycle area. It is highly recommended that your child locks his or her bike. For safety reasons only, students in 3rd grade or higher may ride their bicycles or scooters to school. Bicycles and scooters must be walked on and off the school grounds. Skateboards are prohibited on campus at all times unless the Director/Principal has given prior approval.

Child Abuse

The parent or guardian has the right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. To ensure that proper investigation takes place, a written complaint must be filed with the local child protective agency or the school. Public school employees are mandated by law to report to a child protective agency, any suspected child abuse.

Hygiene

Parents will be contacted if a student come to school with strong body odor or heavily soiled clothes, to correct the problem. By making sure your children are well groomed you avoid such unpleasant situations for your children.

Insurance

The school does not provide accident and medical insurance coverage for students. If you do not have medical insurance that covers your children, it is a good idea to seriously consider purchasing a student medical insurance policy.

Free and or Reduced Lunch Available

Our school is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans*-fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aimed to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

Nutritional Snacks

Students are encouraged to bring a snack that will help sustain them between breakfast and lunch. We ask that these snacks be nutritional in nature, like fruits, vegetables or cheese. Junk food and soda pop are discouraged at school. JLPAA is a NUT FREE SCHOOL.

Parking Lot

The parking lot can be a very dangerous place so we have developed a process to ensure student safety as well as efficiency for student drop-off and pick-up. Julia Lee Performing Arts staff members appreciate your cooperation and cheerful disposition during arrival and departure times.

Pick Up

Please see parent pick up and drop off map at the administrative office.

Please remember that at the beginning of the year, this is a slower process as staff gets to know families. We appreciate your patience and cooperation. Parents are to enter the parking lot in one entrance point on the right side of the parking lot.

Pets

Children may not to bring pets from home.

Student Discipline

The role of discipline at JLPAA is to create an environment conducive to learning. It is to provide an atmosphere of civility in which due respect will be given to teachers and to individual students, so that all students will be allowed to pursue learning without distraction. JLPAA recognizes that student's good conduct in school promotes their education on campus. This requirement will also promote good behavior off campus and prepare students for good citizenship in adulthood. Accordingly, all students will be expected to adhere to the general rules of the school as well as those rules established by each teacher within his or her classroom. JLPAA Harassment, Anti-Discrimination, and Bullying policy is available upon request.

Governing Law: The procedures by which pupils can be suspended or expelled. – California *Education Code Section 47605(b)(5)(J)*.

When a student commits one of the enumerated offenses described herein, it may be necessary to suspend or expel a student from regular classroom instruction. Compliance with the procedures set forth in our Charter Petition shall be the only processes for JLPAA to remove or otherwise exclude a student who attends JLPAA from attendance at JLPAA.

JLPAA will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom JLPAA has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is:

A. Related to school activity;

B. Related to school attendance occurring at the Charter School or any other school; or

C. Related to attendance at a Charter School sponsored event. A student may be suspended or expelled for acts that are enumerated below and occur at any time including but not limited to the following:

1) While on school grounds;

2) While going to or coming from school;

3) During the lunch period, whether on or off the school campus;

4) During, going to, or coming from a school-sponsored activity.

Students shall be suspended or expelled according to the following Enumerated Offenses as required by law:

Enumerated Offenses

Discretionary Suspension and Recommendation for Expulsion Offenses

Students may be suspended from school or recommended for expulsion for any of the following acts when it is determined the pupil:

a) Either:

1) Caused, attempted to cause, or threatened to cause physical injury to another person.

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

b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.

c) Caused or attempted to cause damage to school property or private property.

d) Stole or attempted to steal school property or private property.

e) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, the pupil is not prohibited from the use or possession by that pupil of his or her own prescription products.

f) Committed an obscene act or engaged in habitual profanity or vulgarity.

g) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

h) 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, except that a pupil enrolled in kindergarten or any of

grades 1 to 3, inclusive, shall not be suspended for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel, nor shall these act constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

i) Knowingly received stolen school property or private property.

j) Possessed an imitation firearm. "Imitation firearm" means a replica of a fire arm 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.

k) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

l) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

m) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

n) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

i) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

(1) Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.

(2) Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.

(3) Causing a reasonable student to experience substantial interference with his or her academic performance.

(4) Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

ii) "Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless

telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- (1) A message, text, sound, video, or image.
- (2) A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in sub paragraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- iii) An act of cyber sexual bullying.
 - (1) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (2) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- iv) Notwithstanding the above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- v) “Reasonable pupil” for purposes of this subsection means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
- o) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- p) In addition to the reasons specified above, a pupil may be suspended from school or recommended for expulsion from school if the Executive Director/Principal or Designee determines that the pupil has committed sexual harassment as defined in Ed. Code

section 212.5. The conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This enumerated offense shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

q) In addition to the reasons set forth above, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion from school if the Executive Director or Designee determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Education Code section 233.

r) In addition to the grounds specified above, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion from school if the Executive Director or Designee determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

s) In addition to the grounds specified above, a pupil may be suspended from school or recommended for expulsion if the Executive Director or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both. 1) "Terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

t) "[S] school property" includes, but is not limited to, electronic files and databases.

u) For a pupil subject to discipline, the Executive Director may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior.

Shall Recommend for Expulsion Offenses The Executive Director/Principal or Designee shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the Executive Director or Designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

1) Causing serious physical injury to another person, except in self-defense.

- 2) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- 3) Unlawful possession of any controlled substance listed in Health and Safety Code section 11053 et seq. (except one ounce of marijuana or over the counter medications or medication prescribed to student).
- 4) Robbery or extortion.
- 5) Assault or battery (as defined in Penal Code section 240 and 242) upon any school employee.

Immediate Suspension and Mandatory Recommendation for Expulsion Offenses

- 1) Possessing, selling, or furnishing a firearm, as defined below. E.C.48915(c)(1)
- 2) Brandishing a knife¹ at another person. E.C. 48915(c)(2)
- 3) Unlawfully selling a controlled selling a controlled substance listed in Health and Safety Code section 11053 et seq. E.C. 48915(c)(3)
- 4) Committing or attempting to commit a sexual assault or committing asexual battery, as de fined in the enumerated offenses above. E.C.48915(c)(4)
- 5) Possession of an explosive². E.C. 48915(c)(5)

1 “Knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

2 The term “explosive” means “destructive device” as described in Section 921 of Title 18 of the United States Code.

Suspensions

The Executive Director/Principal may suspend any student for unacceptable behavior at any time. Suspensions may range from one to five days, depending on the circumstances and severity. Parent/guardian will be contacted to pick up student. Additionally, a staff member and /or witness will write a report on the incident. Prior to a student’s return from suspension, a parent and staff conference will be scheduled, as well a behavioral contract will be recommended.

Alternatives to Suspension or Expulsion

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. The Charter School may document the other means of correction used and place that documentation in the pupil’s record. However, a pupil, including an individual with exceptional needs, as defined in Ed. Code section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, upon a first offense if the principal or principal’s designee determines that the pupil’s presence causes a danger to persons or that the pupil committed any of the following acts:

- 1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- 2) Willfully used force or violence upon the person of another, except in self-defense.
- 3) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an 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.

4) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a 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.

5) Unlawfully offered, arranged, or negotiated to sell a 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, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

6) Committed or attempted to commit robbery or extortion.

Other means of correction include, but are not limited to, the following:

1) A conference between school personnel, the pupil's parent or guardian, and the pupil.

2) Referrals to the psychologist or other school support service personnel for case management and counseling.

3) Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.

4) Referral for a comprehensive psychosocial or psycho educational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).

5) Enrollment in a program for teaching prosocial behavior or anger management.

6) Participation in a restorative justice program.

7) A positive behavior support approach with tiered interventions that occur during the school day on campus.

9) After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.

10) Performing community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's non-school hours. "Community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. Community service may not be assigned if a pupil has been suspended, pending expulsion, for any of the acts enumerated in the "Shall Recommend for Expulsion Offenses" or the "Immediate Suspension and Mandatory Recommendation for Expulsion Offenses." However, if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action then community service may be assigned.

In-School Suspensions

A pupil suspended from a school for any of the reasons enumerated in the “Discretionary Suspension and Recommendation for Expulsion Offenses” may be assigned, by the Executive Director/principal or designee, to a supervised suspension classroom for the entire period of suspension if the pupil poses no imminent danger or threat to the campus, pupils, or staff, or if an action to expel the pupil has not been initiated.

Pupils assigned to a supervised suspension classroom shall be separated from other pupils at the school site for the period of suspension in a separate classroom, building, or site for pupils under suspension.

The Charter School may continue to claim apportionments for each pupil assigned to and attending a supervised suspension classroom provided as follows:

- (1) The supervised suspension classroom is staffed as otherwise provided by law.
- (2) Each pupil has access to appropriate counseling services.
- (3) The supervised suspension classroom promotes completion of school work and tests missed by the pupil during the suspension.
- (4) Each pupil is responsible for contacting his or her teacher or teachers to receive assignments to be completed while the pupil is assigned to the supervised suspension classroom. The teacher shall provide all assignments and tests that the pupil will miss while suspended. If no classroom work is assigned, the person supervising the suspension classroom shall assign school work. At the time a pupil is assigned to a supervised suspension classroom, a school employee shall notify, in person or by telephone, the pupil’s parent or guardian. Whenever a pupil is assigned to a supervised suspension classroom for longer than one class period, a school employee shall notify, in writing, the pupil’s parent or guardian.

Alternative Education Pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County for their school district of residence. The school shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

Rehabilitation Plans

Students who are expelled from the Charter School shall be given a rehabilitation plan upon expulsion as developed by the administrative panel at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to the Charter School for readmission.

Readmission

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the Charter School

Board following a meeting with the Executive Director/Principal or designee and the pupil and guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Executive Director/Principal or designee shall make a recommendation to the Charter School Board following the meeting regarding his or her determination. The pupil's readmission is also contingent upon the Charter School enrollment capacity at the time the student seeks readmission.

Probation

The administrative panel, upon voting to expel a pupil, may suspend the enforcement of the expulsion order for a period of not more than one calendar year and may, as a condition of the suspension of enforcement, assign the pupil to a school, class, or program that is deemed appropriate for the rehabilitation of the pupil. The rehabilitation program to which the pupil is assigned may provide for the involvement of the pupil's parent or guardian in his or her child's education in ways that are specified in the rehabilitation program. A parent or guardian's refusal to participate in the rehabilitation program shall not be considered in the administrative panel's determination as to whether the pupil has satisfactorily completed the rehabilitation program. The administrative panel shall apply the criteria for suspending the enforcement of the expulsion order equally to all pupils, including individuals with exceptional needs as defined in Cal. Ed. Code section 56026.

During the period of the suspension of the expulsion order, the pupil is deemed to be on probationary status.

The administrative panel may revoke the suspension of an expulsion order if the pupil commits any of the acts enumerated in Ed. Code section 48900 or violates any of the school's rules and regulations governing pupil conduct. When the administrative panel revokes the suspension of an expulsion order, a pupil may be expelled under the terms of the original expulsion order. Upon satisfactory completion of the rehabilitation assignment of a pupil, the administrative panel shall reinstate the pupil in the school and may also order the expungement of any or all records of the expulsion proceedings.

A decision of the administrative panel to suspend an expulsion order does not affect the time period and requirements for the filing of an appeal of the expulsion order with the Governing Board of the Charter School.

Expulsion Appeals If a pupil is expelled, the pupil or the pupil's parent or guardian may, within 30 days following the decision of the administrative panel to expel, file an appeal to the Governing Board of the Charter School, which shall hold a hearing thereon and render its decision. The full details of our suspension and expulsion policies are stated in our charter, which is available in the school office or online at

www.JLPAA.org. Students that use technology as a means to harass or bully other students will receive discipline up to and including suspension or expulsion.

Sexual Harassment

The Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the school. Any student who engages in the sexual harassment of anyone in or from the school may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment will be subject to disciplinary action up to and including dismissal. Any student who feels that he/she is being harassed should immediately contact the Director/Principal. A complaint of harassment can also be filed in accordance with our Uniform Complaint Procedures. The school prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

JLPAA Rules

Respect:

- ✓ Speak to adults appropriately.
- ✓ Use polite and language and behavior.
- ✓ Preserve school property and the property of others.
- ✓ Honor our country.

Responsibility:

- ✓ Demonstrate excellence at all times. Demonstrate integrity in all things.
- ✓ Be on time and prepared to learn.
- ✓ Be accountable for completion of work. Acknowledge your actions.
- ✓ Follow all rules. Follow the dress code.

Banned Slang Words

The purpose of this section is to emphasize the importance of the use of appropriate language for situations. Our goal is to teach students to engage in civil conversations when communicating with each other and with adults at school in a 'polite' manner.

Rules should be encouraged on slang in a bid to make pupils more employable by using correct English, so that they can write cover letters and resumes that can probably lead to a job.

Conversation using the words below is unacceptable at school.

My bad
You Woz

Coz
Shut up

We Woz
Fricken/Freaken

Stupid/Retard
True that

That/it sucks
Ending a sentence
with "Yeah"

What's up
****Any and All cuss
words/profanity**

Bare, slang for ‘lots of’, and ‘extra’, which means ‘unnecessary’

Closed Campus

Julia Lee Performing Arts Academy is a closed campus. Students must remain on campus for their entire school day. Students are not allowed off campus unless they have been checked out of the office by a parent/guardian.

Special Education

Julia Lee Performing Arts Academy will comply with all applicable State and Federal laws in serving students with disabilities, including but not limited to, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and the Individuals with Disabilities in Education Act of 2004, California Education Code, Part 3b.

EMERGENCY PLAN

This Emergency Plan has been prepared in compliance with California Administrative Code, Title 5, Education Section 560, which requires all public schools (Kindergarten through Community College) to have a written Emergency Plan, which will be reviewed annually by the local governing board.

The Plan is devoted to the welfare and safety of all students and personnel during school hours. This document was developed to serve as an emergency procedure guide to provide Julia Lee Performing Arts Academy personnel with direction in the event of an emergency or disaster affecting employees and the students of Julia Lee Performing Arts Academy.

Students and parents must also understand that contingency preparation and procedures are necessary and are conducted for their safety and well-being.

The concepts and procedures contained in this document are intended to guide personnel in responding to extraordinary emergencies including natural disasters, catastrophic accidents, terrorist acts, and man made threats to the environment. This Plan provides general procedures for responding to emergencies. It is impossible to address all conceivable circumstances. Therefore, the Plan must be supplemented by the judicious employment of common sense and compliance with the policies and procedures outlined by the San Bernardino County Superintendent of Schools and the National Incident Management Systems (NIMS) as well as the Standardized Emergency Management System (SEMS). This Plan also utilized Federal Emergency Management Agency (FEMA) guidelines in its planning and preparations.

LEVELS OF EMERGENCIES

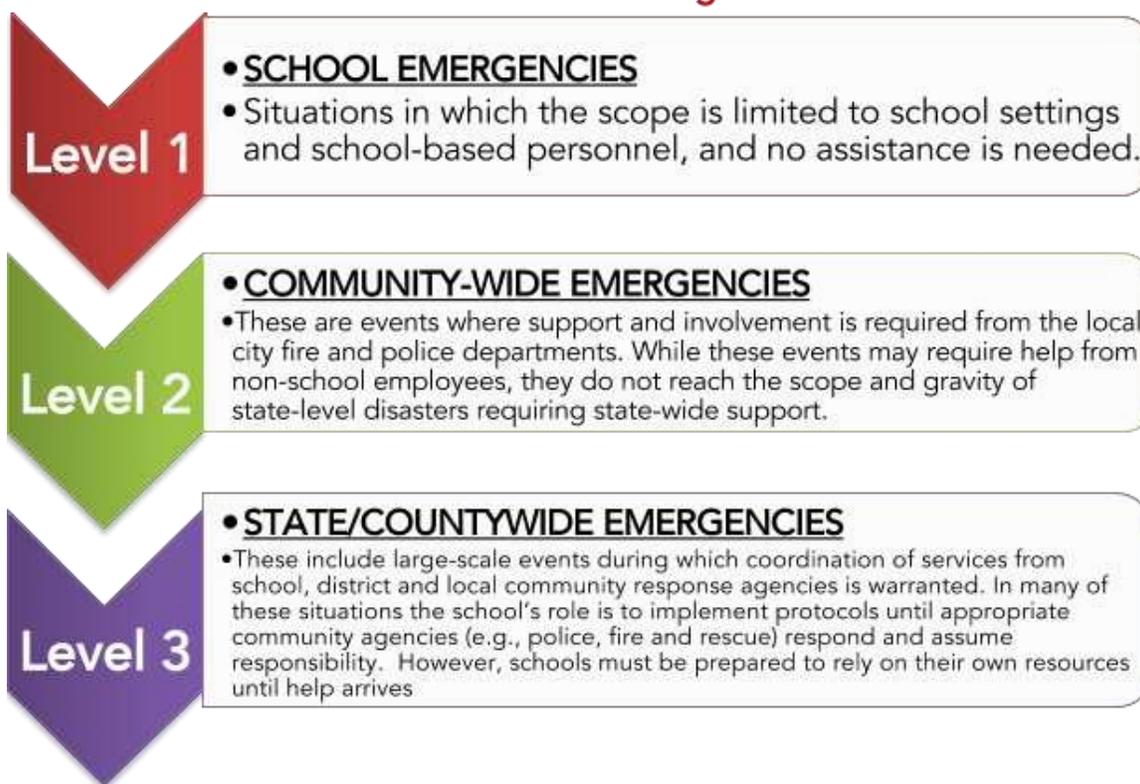
THREE LEVELS OF EMERGENCIES: Emergencies are often described in terms of the following three levels:

- ◆ **Level One (School Level) Emergency:** A localized emergency, with low impact on school operations, which school personnel, can handle by following the procedures in their emergency plan. Examples include: power outage, unexpected death, suicide threat.

- ◆ **Level Two (Community Level) Emergency:** A moderate to severe emergency, somewhat beyond the individual school response capability, which affects students city-wide and may require mutual aid assistance from the fire department, local police, etc. Examples include:
intruder, shooting on campus.

- ◆ **Level Three (State/Nationwide) Emergency:** A major disaster, clearly beyond the response capability of school administrative personnel, where a significant amount of mutual aid assistance will be required, recovery time will be extensive, and response time from major support agencies may be seriously delayed and/or impaired. Examples: severe earthquake with injuries and/or structural damage, flooding, explosions, chemical spills requiring evacuation, death of multiple staff or students (as in a bus accident), hostage situation. In a catastrophic disaster, schools must be prepared to rely on their own resources because assistance from others may be delayed. A large-scale event such as an earthquake that affects one school will also affect the surrounding community. There may be widespread telephone outages, road blockages, gridlock and congestion on the highways, damage to utility systems, roof collapse, chemical or electrical fires, release of hazardous materials, flying debris, injuries and death caused by falling objects and smoke inhalation.

FIGURE 1 – Levels of Emergencies



Emergency Response Signals

Incident	Signal
Fire/Chemical Accident	Building Alarm System, Verbal All Clear
Earthquake	Verbal-Duck/Cover/Hold
Active Shooter/Violent Intruder	Announcement, if Possible

Emergency Telephone Numbers

Public Safety Agencies	Number
General Emergency	911

Police/Sheriff/Fire		911
Poison Control	CA Poison Control System	(800) 876-4766
Local Hospital – Center 36485 Inland Valley Dr. Wildomar, CA 92595	Inland Valley Medical	(951) 677-1111
Local Hospital – be written	TBD/parents’ choice to Here	TBD
Southern California Edison		(800) 655-4555
Southern California Gas		(800) 427-2200
District/School Contacts		Number
Executive Director	Tanya-Lee Taylor	909-714-4112 ttaylor@jlpaaschool.com
Principal	Rachel A. Thomas	951-595-450 rthomas@jlpaaschool.org

Emergency request for disaster response will be handled using the 911 emergency system or directly contacting LOCAL emergency response agencies. Non-emergency requests for disaster aid should be made through local city and/or county agencies.

The 911 Emergency Systems is used to expedite the initial emergency response by local agencies. Once these agencies have arrived on scene, the 911 emergency system is not usually needed and all follow-up communications for non-emergency aid will go through local channels.

Radio Stations

Station	Frequency	Station	Frequency
AM		PM	
KFWB	980	KFRG	95.1
KFI	640	KVCR	91.9
KNX	1070	KCAL	96.7

KABC	790	KGGI	99.1
KKDD	1290 (Spanish)	KOLA	99.9
KTIE	590	KIIS	102.7
KEZY	1240 (Spanish)	KOST	103.5
* Fill in additional stations as desired. If available, utilize National Oceanic and Atmospheric Administration (NOAA)			

FIGURE 1 – Levels of Emergencies

EMERGENCY MATERIALS

*Classroom Evacuation Route: School map laminated and posted in each room with evacuation routes, identifies which rooms bring Mobile Supply Kits.

*Emergency Plan Kit to Include:

- Emergency Plan
- Class Roster(s)
- **Green** (All Clear) / **Red** (Missing Person) Card
- Classroom Attendance Count Form
- Paper and Pen

*Classroom Emergency Kit:

- Band Aids, Iodine, Flashlights, Extra Batteries,

Mobile Supply Units (One Kit Per Group of Three Rooms):

- Designated staff bring kits to the Assembly Area
- Additional kits to remain in classrooms

**Every Classroom Will Include*

EMERGENCY PROCEDURES

LOCKDOWN

A lockdown is an emergency protocol to prevent people or information from escaping, which usually can only be ordered by someone in command. Lockdowns are also used to protect people inside a facility from a dangerous external event.

The 2013 International Fire Code defines Lockdown as:

LOCKDOWN: An emergency requiring that the occupants be sheltered and secured in place within a building when normal evacuation would put occupants at risk.

PARTIAL LOCKDOWN

Doors leading outside of the building are locked and people may not exit or enter the building.

Examples include: police activity, disturbance in the surrounding neighborhood, severe weather.

1. If a lockdown situation arises, an announcement will be made over the intercom system stating **“LOCKDOWN, LOCKDOWN, LOCKDOWN.”**

This will signal the need for a LOCK-DOWN drill.

- a) Everyone is to stay where they are.
- b) Classroom teachers are to:
 - Quickly glance outside the room to direct any students or staff members in the hall or on the playground into your room immediately.
 - Lock your door.
 - Lower or close any blinds. • Keep students quiet and in the room.
- c) Physical education classes being held in the gym should move into a room, lock all doors, and find a safe area.
- d) Any students in the cafeterias should remain with the adult supervising them.
- e) If students and teachers are outside the school building, they should get to the closest open room.
- f) Anyone in a bathroom or the hallway should move to the closest classroom immediately.
- g) Nurse/cafeteria workers/support staff should stay in the area they are in and secure doors.

2. An announcement may be made to end the drill and/or a Julia Lee Performing Arts Academy Administrator or law enforcement will enter the room signaling “all clear.”
3. Following/during the event, a Julia Lee Performing Arts Academy administrator with the help of law enforcement will contact parents and guardians with a brief description of the incident, status, and a request to limit calls to the school in order to keep phone lines clear.

FULL LOCKDOWN

People must stay where they are and may not exit or enter a classroom, an office space, storage unit or the building. Examples include: violent intruder, active shooter.

No single response fits all *active shooter* or *violent intruder* situations; however, making sure each individual knows his or her options for the response and can react decisively will save valuable time. Depicting scenarios and considering response options in advance will assist individuals and groups in quickly selecting their best course of action. While they should follow the plan and any instructions given during an incident, often they will have to rely on their own judgment to decide which option will best protect lives. (*Guide for Developing High-Quality School Emergency Operations Plans 2013*)

1. The first person to recognize someone as a significant threat (e.g., perceived threat, active shooter, violent intruder) should attempt report the threat to the office or administration immediately, if safe.
2. If an announcement can be made over the intercom system, briefly state the most specific and known information about the threat and location

EXAMPLES:

“SHOOTING IN BACK OF SCHOOL!”

“ARMED MAN IN BUS LANE!”

“MAN IN PARKING LOT IN BLACK CLOTHING WITH A GUN!”

When an active shooter/violent intruder is in your vicinity remember to:

RUN-HIDE-FIGHT**1. GET OUT, EVACUATE, RUN**

If there is an accessible escape path, attempt to evacuate the premises

2. HIDE OUT

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

3. TAKE ACTION AGAINST THE ACTIVE SHOOTER

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter or intruder.

RUN

If it is safe to do so for yourself and those in your care, the first course of action that should be taken is to run out of the building and far away until you are in a safe location and/or the reunification site. Students and staff are trained to:

- Leave personal belongings behind
- Visualize possible escape routes, including physically accessible routes for students and staff with disabilities as well as persons with access and functional needs;
- Avoid elevators, if in existence;
- Take others with them, but not to stay behind because others will not go.

After you have evacuated the building, call 911 to report your location and situation.

- a. Provide school site name and location;
 - a. Provide suspect description, direction of travel;
 - b. Provide suspect location on campus; and
 - c. If weapon was seen, explain type, if possible, and whether or not any shots have been fired.

IF RUNNING IS NOT A SAFE OPTION...**HIDE**

Hide in as safe a place as possible!

- Clear everyone from open areas into secure rooms. If unable and caught outside in such a situation, get behind/under shelter and DO NOT move until advised to do so.

- Direct students to an area of the room, unobservable from outside and potential lines of fire.
- Stay away from all doors and windows.
- Turn lights off.
- **BE QUIET!** Turn off the ringer on all electronic devices.
- Assist those with access and functional needs.
- Close and lock all windows and doors, close window blinds, obscure door windows with paper.
- Prepare a plan of action if the intruder gains entry (e.g. all-out assault on the intruder).
- Quickly barricade the doors with heavy furniture; such as file cabinets, desks, book cases, and more.
- If a fire alarm has been activated, do not evacuate **UNLESS** fire or smoke is visible.
- Move outside groups to primary or alternate offsite evacuation location.
- Persons in other buildings should remain inside the locked buildings.
- Follow specified protocols if evacuation is initiated by law enforcement personnel.
- *(From the Federal Emergency Management Agency (FEMA) Lockdown Procedures)*



WHEN NECESSARY--FIGHT

When confronted by the shooter, adults and older children in immediate danger should disrupt or incapacitate (**ONLY, IF IT IS SAFE! If not RUN!**) the shooter by aggressive force and use of items in their environment. Examples include: fire extinguishers, bats, and chairs.

Follow the direction of law enforcement, as everyone may be treated as a suspect.

Site administration will debrief with law enforcement, be available for further communication, and remain on campus until all students are accounted for and All students will be released from the reunification site.

REUNIFICATION SITE

Primary Unification Site

Based on school site location
 JLPAA
 19740 Grand Avenue
 Lake Elsinore, CA 92530

EVACUATION- ACTION - “LEAVE BUILDING.”

Emergency evacuation is the immediate and urgent movement of people away from the threat or actual occurrence of a hazard. Examples range from the small-scale evacuation of a building due to a *fire*, or *chemical accident*, to the large scale evacuation of a school because of an *earthquake* or *fallen aircraft*.

1. Sound fire alarm.
2. Take students and Emergency Plan Kit, First Aid Kits, and Mobile Supply Units (as specifically indicated in the “Staff Assignments” section of this plan) to Emergency Assembly Area.
3. All students outside of classrooms will follow the instructions of the nearest adult and proceed to their assigned Assembly Area (based on their classroom assignment) as indicated on Emergency Evacuation Map.
4. Account for all students and staff.
5. Hold up red/green card based on results of roll:

O Green = All students

present and accounted for

o Red = Student(s) missing

6. Complete and give the “Classroom Attendance Count Form” in the emergency plan kit to Assembly Area Leader.
7. Render first aid when appropriate.
8. Use the fire extinguisher, if appropriate.
9. Administration Call 911.
10. Keep access roads open for emergency vehicles.

FIRE

1. Fire alarm sounds. Short, one-minute, intermittent bell sounds signaling evacuation procedures.
2. Follow evacuation procedures.

RETURN TO THE BUILDING until the fire department declares the area safe

Burning Clothes

If a person’s clothing catches fire, follow these procedures:

1. Don’t allow the victims to run! Use fire extinguisher if available.
2. Smother the fire using procedures of “**STOP! DROP! ROLL!**”

EARTHQUAKES

Earthquakes strike without warning. When an earthquake hits the following actions should be implemented:

1. Staff gives “Duck, Cover & Hold” command at first indication of quake or ground movement, regardless of where students are located.
 - a. Avoid windows or other potential hazards.

- b. Utilize desks or table for shelter or move to an inside wall. If shelter moves, hold on and stay under.
 - c. Move away from buildings, trees, fences, and power lines.
 - d. Remain calm and listen for directions.
 - e. Stay in position until the shaking is over or until further instructions are given.
2. When the shaking has subsided, follow evacuation procedures.
 3. Injured students who cannot walk or be carried should be left behind to be taken care of by the Search and Rescue Team.
 4. After class is settled and roll is taken, teachers who are now part of additional teams will begin those responsibilities A.S.A.P. (Staff assigned to Assembly Areas will administer first-aid as needed in Assembly Areas.)
 5. Assemble in the Emergency Assembly Area and remain there until: (1) Reentry into the building has been approved; (2) given direction to move to another location or (3) released to go home.

EXPLOSION OR THREAT OF EXPLOSION

In the event of an explosion or the threat of an explosion such as those caused by leaking natural/LP gas or other causes, the following will be implemented:

1. Action “Duck, Cover & Hold.”
2. Call 911, notify Julia Lee Performing Arts Academy Administrator.
3. If the explosion occurred within the building or threatens the building, immediately implement ACTION “LEAVING BUILDING.”
4. Sound the fire alarm.
5. Move to an area of safety as far away from hazard as possible.
6. Render first aid when appropriate.

7. Use fire extinguisher if appropriate and safe. Fire extinguishers are for small-contained fires only. Multiple fires in a building even if small, present an immediate safety hazard to all personnel in the building. Under these circumstances, all personnel must be evacuated from the building. (Note: Staff should be aware of locations and proper use of fire extinguishers.)
8. Account for all students and staff.
9. The Executive Director or Principal will direct further action as required.
10. DO NOT RETURN TO THE BUILDING until the fire department declares the area safe.

BOMB THREAT

A bomb threat could be written, e-mailed, communicated verbally or received by phone. The majority of bomb threats are delivered by telephone. All bomb threats must be taken seriously.

- i. As caller calls in threat, the “Bomb Threat Information Form” should be completed. Write down everything the caller says.
- ii. Immediately after receiving a bomb threat, leave the phone off the hook and report the threat to the Julia Lee Performing Arts Academy Administration (in coordination with local emergency response agencies, if required). (Do Not Hang Up the Phone)
- iii. Julia Lee Performing Arts Academy Administration will call 911.
- iv. Keep the caller on the phone as long as possible.
- v. If the threat is directed to an employee(s), try to find out the nature of the threat and why.
- vi. Even if the caller hangs up, keep the phone off the hook so the police can trace the call.
- vii. Quickly scan your immediate area or building prior to evacuation. (Devices are more likely to be outside or in a common area).

- viii. If bomb threat is determined to be real, follow “Evacuation Procedure” or “Lockdown Procedure” as determined by threat.
- ix. If an evacuation is ordered, do not touch any suspicious items.
- x. Wait for local law enforcement to begin their search and/or investigation.

CAUTION!

❖❖ **DO NOT** use 2-way radios, cellular phone or pagers as the transmissions could set off the bomb.

❖❖ **DO NOT** turn on or off electricity (lights, etc.). This could set off the bomb.

❖❖ **DO NOT** sound the fire alarm; it also could set off the bomb.

All students will be released from the reunification site.

This document is subject to change.