



**SCHOOL SAFETY POLICY AND EMERGENCY PLAN**  
**WESTLAKE (WESTLAKE VILLAGE) RESOURCE CENTER**

<b>RADIO STATIONS</b>	<b>2</b>
<b>EMERGENCY WEB SITE INFO</b>	<b>2</b>
NATIONAL WEATHER SERVICE <a href="http://WWW.NWSLA.NOAA.GOV">WWW.NWSLA.NOAA.GOV</a>	2
VENTURA COUNTY SHERIFF <a href="http://WWW.VCSD.ORG">WWW.VCSD.ORG</a>	2
<b>WATERCOURT MANAGEMENT OFFICE: PARKSTONE: 805 373-8008</b>	<b>2</b>
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<b>PARENTS</b>	<b>3</b>
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**INCIDENT COMMANDERS:**  
**COMMAND CENTER LOCATION:**  
**RELEASE OF STUDENTS LOCATION:**  
**ALTERNATIVE LOCATION:**

DIRECTOR  
Director's office  
Parking lot upstairs from 920 Hampshire Road, Suite X  
Front of Water Court parking lot

**PHONE NUMBERS**

**Emergency** – 911  
**Non-Emergency Police** : 805 494-8200  
**Fire Marshall:** 805 389-9710  
**Poison Control:** 805 222-1222  
**City of Thousand Oaks:** 805 449-2100  
**Animal Care & Control:** 818 991-0071  
**Los Robles Hospital:** 805 497-2727  
**American Red Cross:** 805 339-2234

**PUBLIC UTILITIES**

**Electricity** 1-800-611-1911 (*So. Calif. Edison*)  
**Gas** 1-800-427-2200 (*The Gas Company*)

***RADIO STATIONS***

Ventura: KVTA 1520 AM  
Ventura: KHAY 100.7FM  
Spanish KOXR 910 AM

***EMERGENCY WEB SITE INFO***

*National Weather Service [www.nwsla.noaa.gov](http://www.nwsla.noaa.gov)*  
*Ventura County Sheriff [www.vcsd.org](http://www.vcsd.org)*

***WATERCOURT MANAGEMENT OFFICE: PARKSTONE: 805 373-8008***

***CELL PHONE NUMBERS:***

CLAUDIA: (805) 300-3157  
BEVERLY: (805) 295-0273  
MARIA: (805) 470-8636

**~ INITIAL CONTACTS TO LAUNCH ~**

**ROA RESPONSE PHONE TREE**

*Continue on Phone-Tree until you give a live person the following information*

**(DO NOT USE A VOICEMAIL MESSAGE):**

1. Location of emergency:
2. Practice or Real?
3. Description of emergency:
4. Time emergency began:



**River Oaks Academy Charter Homeschool** – Director

Claudia Weintraub (805) 300-3157 (cell)



**Teachers**

**School Office Number**

(805) 777-7999



**Parents**

## **Disaster Plan**

The intent of this plan is to clarify school procedures in the case of an emergency. The objectives of our plan are the following:

1. To provide for action, which will minimize injuries and loss of life of students, volunteers, and school and emergency personnel if an emergency occurs during school hours;
2. To provide for maximum use of school personnel and school facilities;
3. To ensure the safety and protection of our students, volunteers and school personnel immediately after a disaster;
4. To arrange for a calm and efficient plan for parents to retrieve their children from school, should it be necessary, following a disaster.

The School will review this policy annually with staff and conduct annual emergency drills. In the event a disaster should occur when children are at school, the following action plan will be implemented.

### ***Assigned Administrator Will:***

1. In the event of a fire, call 911, supervise the evacuation of the school.
2. In the event of an earthquake, call 911, check with Water Court onsite management office, Parkstone 805-373-8808, then notify staff via telephone, phone app and/or runner.
3. Set up and coordinate a first aid center.
4. Assign available adults to tasks as needed.
5. Stay in touch with management office regarding building damage.
6. Decide if evacuation to a designated shelter is necessary.

### ***Teachers and staff will:***

1. If fire alarm: Check box to see where located
2. If telephones are operable:
  - Notify the Thousand Oaks police department and/or fire department.
  - Monitor incoming phone calls.
3. Begin phone tree and maintain communication with teachers and parents

## LOCKDOWN PROCEDURES

Types of Crisis: *Dangerous Intruder, Drive-by, Riot, Hostage Situation, Death, Bus Accident, Kidnapping or Confrontation of Groups of People*

1. **Signal "Lockdown"** - Announce "lockdown" via telephone or other safe method. Move away from the danger quickly. Help students with disabilities.
2. **Call 911** (use landline phone, as cell phone contacts California Highway Patrol).
3. **Director Initiates** (or assigns designee to) initiate School phone tree with teachers on campus that day.
4. **If students are in resource center classrooms:**
  - a. Lock all doors and windows. Quickly scan hallway for students walking by. Once doors are closed they remain closed.
  - b. Assemble students in one area on floor without backpacks or personal belongings
  - c. Close curtains/shutters and/or block visibility into classroom with paper, cardboard, plastic sheeting, etc.
  - d. Lights should only be left on if it would help the police search, without compromising the safety of the students.
  - e. Place either a red (problem) or green (no problem) paper in window or under door notifying officially of room/student condition.
  - f. Take roll and alert command center of any student not accounted for (telephone, intercom, walkie-talkie or e-mail).
  - g. Log on to e-mail for updates and listen to telephone, intercom and/or walkie-talkie.
  - h. If evacuated, bring roll sheets. Office staff takes emergency cards to evacuation site.

### **If students are not in resource classrooms:**

- a. Go to the safest and closest area, suite or room. DO NOT try to go to your school resource classroom. Instead enter any available room. Students should follow directions of adults.
  - b. Continue with steps "a-h" above.
5. **Follow the directions of law enforcement** and/or other competent authority upon their arrival.
  6. **All Clear will be signaled by Director.** Only law enforcement can authorize an all clear. It may be hours later.
  7. **Director debriefs** staff, parents/community and students.
  8. **"Student Release Procedures"** (only send students home before end of day if directed by Director);
    - a. Use signs to designate "Request Student Pick-Up Area" and "Release Students Area."
    - b. Use signs to direct parents how to line-up (e.g. alpha, grade levels/age).
    - c. Release younger students first.

- d. Use “Student Emergency Release” form to document each student release and use “Emergency Cards” or School Pathways “Contacts” print-out to verify authorized adults who can pick-up student. (RETAIN RECORDS)
- e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

## EVACUATION PROCEDURES

Types of Crisis: *Fire, Dam Rupture, Flood or Utility Failure*

1. **Signal "Evacuation"** Short continuous bells or Fire Siren. Help students with disabilities. Close, but do not lock doors. Office staff takes student emergency cards to evacuation area.
2. **Call 911.** (Use landline phone, as cell phone contacts California Highway Patrol)
3. **Director(s) Initiate** (or assigns designee to) initiate School phone tree by notifying/calling Front Office.
4. **If students are in classrooms:**
  - a. Evacuate to the parking lot up the stairs from the 920 Hampshire Road, Suite X, up the stairs.
  - b. Close, but do not lock doors.
  - c. Teacher/instructor takes emergency backpack and roll sheets and office staff takes student emergency cards to evacuation area.
  - d. Teacher/instructor takes roll and alerts command center of any student not accounted for (telephone, or e-mail).
- If students are not in resource classrooms:**
  - a. Reunite with students in evacuation area.
  - b. Teacher takes roll and alerts command center of any student not accounted for (telephone or runner).
5. **Follow the directions of law enforcement** and/or other competent authority upon their arrival.
6. **All Clear will be signaled by Director.**
7. **Director debriefs** staff, parents/community, and students.
9. **"Student Release Procedures"** (only send students home before end of day if directed by Director);
  - a. Use signs to designate "Request Student Pick-Up Area" and "Release Students Area."
  - b. Use signs to direct parents how to line-up (e.g. alpha, grade levels/age).
  - c. Release younger students first.
  - d. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" or SIS "Contacts" print-out to verify authorized adults who can pick-up student. (RETAIN RECORDS)
  - e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

## **DUCK, COVER and HOLD PROCEDURES**

Types of Crisis: *Earthquake, Windstorm, Tornado, or Explosion*

1. **Teacher signals "Duck, Cover and Hold"**. Help students with disabilities.
2. **Call 911** (use landline phone, as cell phone contacts California Highway Patrol).
3. **Director will signal "Evacuation"** fire bell, if necessary. Office staff takes emergency cards to evacuation site.
4. **Director Initiate** (or assigns designee to) initiate School phone tree by notifying/calling Front Office.
5. **If students are in resource center classrooms:**
  - a. Duck under a table, cover head w/arms & hold leg of furniture. Turn face away from windows.
  - b. Take roll and alert command center of any student not accounted for (telephone or e-mail).
- If students are not in resource center classrooms:**
  - a. Move away from buildings, equip., utility poles, signs, trees, etc.
  - b. Reunite with students in evacuation area.
  - c. Take roll and alert command center of any student not accounted for (telephone, walkie-talkie, runner or e-mail).
6. **Follow the directions of law enforcement** and/or other competent authority upon their arrival.
7. **All Clear will be signaled by Director.**
8. **Director debriefs** staff, parents/community, and students.
10. **"Student Release Procedures"** (only send students home before end of day if directed by Director);
  - a. Use signs to designate "Request Student Pick-Up Area" and "Release Students Area."
  - b. Use signs to direct parents how to line-up (e.g. alpha, grade levels, or room numbers).
  - c. Release younger students first.
  - d. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" or SIS "Contacts" print-out to verify authorized adults who can pick-up student. (RETAIN RECORDS)
  - e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.



## ALERT PROCEDURES

Types of Crisis: *Chemical Accident, Hazardous Material Spill, Nuclear Attack, Aircraft Accident, Pesticide Exposure or Air Quality Advisory*

1. **Signal "Alert"** over the telephone internal paging system, intercom, and/or telephone. Tell what type of alert. Help students with disabilities.
2. **Call 911** (use landline phone, as cell phone contacts California Highway Patrol).
3. **Director will signal "Evacuation" fire bell or "Lockdown"**, if necessary. If evacuation, teacher takes roll sheets and office staff takes emergency cards.
  - Nuclear Attack - keep students in resource center classrooms with their backs to the interior walls.
  - Air Quality Alert: Discontinue strenuous activities. If directed, stay inside.

The responsibility for notification of an Air Quality Advisory rests with the Ventura County Air Pollution District. The Ventura County Superintendent of Schools Office will notify the school district superintendent's office in the affected areas who will in turn notify the individual schools.

- a. If notification is received, the following statement shall be brought to the attention of all personnel:

*"The Ventura County Superintendent of Schools has been notified by the Ventura County Air Pollution Control District that an Air Quality Advisory has been issued for this area and recommends that students in your curtail unnecessary physical activities, both indoors and outdoors. Those persons who suffer from chronic respiratory and/or cardiac disorders should curtail physical activities and consult with their personal physician for advice on how to avoid aggravation to their health problems. This condition will continue until further notice."*

- b. Strenuous physical activities for all students and staff shall be discontinued and activities of a less strenuous physical nature should be substituted.
  - c. All students shall be required to remain inside in addition to avoiding all strenuous physical activities. Employees who are not involved in emergency responses to the episode should remain inside.
  - d. Should conditions worsen, take additional protective measures deemed necessary. The superintendent will issue further instructions as warranted.
4. **Director Initiates** (or assigns designee to) initiate School phone tree by notifying/calling all staff on campus.
  5. **If students are in resource center classrooms:**
    - a. Take roll and alert command center of any student not accounted for (telephone, intercom, walkie-talkie, e-mail).

**If students are not in classrooms:**

    - a. Bring students into the classrooms, if safe.
    - b. Take roll & alert command center of any student not accounted for (telephone, intercom, walkie-talkie, e-mail).
  6. **Heating and ventilation systems** may be shut down by Building Management company.

7. **Tape and/or towels may be used** to seal doors, windows, and vents
8. **Follow the directions of law enforcement** and/or other competent authority upon their arrival.
9. **All Clear will be signaled by Director.**
10. **Director debriefs** staff, parents/community and students.
11. **"Student Release Procedures"**(only send students home before end of day if directed by Superintendent);
  - a. Use signs to designate "Request Student Pick-Up Area" and "Release Students Area."
  - b. Use signs to direct parents how to line-up (e.g. alpha, grade levels/age).
  - c. Release younger students first.
  - d. Use "Student Emergency Release" form to document each student release and use "Emergency Cards" or SIS "Contacts" print-out to verify authorized adults who can pick-up student. (RETAIN RECORDS)
  - e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

## BOMB THREAT OR "SUSPICIOUS OBJECT" PROCEDURES

**OFF THE AIR!**

Do NOT text message

Do NOT use walkie-talkies

Do NOT use cell phones

1. **If phone call**, attempt to keep the caller on the line and complete form entitled "Bomb Threat Report" (see attached).
2. **Call 911 - OFF THE AIR - DO NOT USE CELL PHONES, TEXT MESSAGE, OR USE WALK-TALKIES**
3. **Director Initiates** (or assigns designee to) initiate School phone tree.
4. **Announcement**, "Please do a quick visual 1-minute scan of your classroom or office for anything unusual." (A professional/law enforcement officer will decide if it is a bomb-device or not)

OR

**Written message for staff** (see attached sample) to be sent to staff to search for anything unusual.

5. **Follow the directions of law enforcement.** They will search perimeter, public areas, roof, etc. and assist with crowd control.
6. **Secure campus perimeter.**
7. **Evacuate, if deemed necessary.** Help students with disabilities. Teachers take roll sheets and office staff takes emergency cards to evacuation area.
8. **Take roll** and alert command center of any student not accounted for (telephone, intercom, walkie-talkie, and/or e-mail).
9. **All clear will be signaled by Director** Only law enforcement can authorize an all clear.
10. **Director debriefs** staff, parents/community, and students.
  1. **"Student Release Procedures"** (only send students home before end of day if directed by Director);
    - a. Use signs to designate "Request Student Pick-Up Area" and "Release Students Area."

- b. Use signs to direct parents how to line-up (e.g. alpha, grade levels/age).
- c. Release younger students first.
- d. Use “Student Emergency Release” form to document each student release and use “Emergency Cards” or SIS “Contacts” print-out to verify authorized adults who can pick-up student. (RETAIN RECORDS)
- e. Provide escort for parent/guardian to Crisis Response Team, Search/Rescue Team, or Medical area; if necessary.

# BOMB THREAT REPORT

Try to keep the caller on the phone. Stall by saying: *I'm sorry, I didn't hear you.*

## Questions to ask

1. Where is the bomb located? \_\_\_\_\_  
\_\_\_\_\_
2. What does it look like? \_\_\_\_\_  
\_\_\_\_\_
3. When is the bomb going to explode? \_\_\_\_\_  
\_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_  
\_\_\_\_\_
5. What will cause the bomb to explode? \_\_\_\_\_  
\_\_\_\_\_
6. Why did you place the bomb? \_\_\_\_\_  
\_\_\_\_\_
7. What is your address? Where are you? \_\_\_\_\_  
\_\_\_\_\_
8. What is your name? \_\_\_\_\_  
\_\_\_\_\_

Exact wording of threat: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Sex of Caller?  M  F      Mature?  Yes  No

Youthful voice?  Yes  No      Accent?  Yes  No

Caller's voice

- |                                |                                  |                                    |                                   |
|--------------------------------|----------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Calm  | <input type="checkbox"/> Stutter | <input type="checkbox"/> Loud      | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Excited | <input type="checkbox"/> Disguised | <input type="checkbox"/> Slurred  |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Deep    | <input type="checkbox"/> Normal    |                                   |

Other \_\_\_\_\_  
\_\_\_\_\_

If the voice is familiar, who did it sound like? \_\_\_\_\_  
\_\_\_\_\_

Background Sounds

- |                                       |                                  |                                  |
|---------------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> Street Noise | <input type="checkbox"/> Voices  | <input type="checkbox"/> Traffic |
| <input type="checkbox"/> Music        | <input type="checkbox"/> Animals |                                  |

Person receiving call: \_\_\_\_\_

Reported to: \_\_\_\_\_

**WRITTEN MESSAGE FOR STAFF MEMBERS ONLY: Do NOT Read to Students**

*As you read this, try not to cause concern on the part of your students.*

A bomb threat has been received or a suspicious object has been found. We DO NOT believe there is a bomb in your room or we would have sounded the fire alarm to evacuate the building. However, as a precaution, casually check your cabinets and any other obvious place where a bomb/suspicious object could be hidden.

**OFF THE AIR! DO NOT USE CELL PHONE, TEXT MESSAGE, or USE WALKIE TALKIE**

If you discover nothing suspicious, destroy this notice and continue with your lessons.

**REPORT ANYTHING OF A SUSPICIOUS NATURE TO THE OFFICE IMMEDIATELY -  
DO NOT TOUCH IT!**

**(a professional/law enforcement officer will decide if it is a bomb device or not)**

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**(a professional/law enforcement officer will decide if it is a bomb device or not)**

## PARENT INFORMATION

Should there be a major earthquake or emergency, children will remain under the supervision of ROA authorities until parents or responsible adults can pick them up. A voice notification system will be used by ROA, if possible to provide information. Tune into local radio stations KTVA (1520) and/or KHAY (100.7) for more information. You may also register with Code Red, the Ventura City reverse 911 system to be notified in the event of an emergency: [http://www.cityofventura.net/public\\_safety/emergencyprep](http://www.cityofventura.net/public_safety/emergencyprep)

### *Student Release Procedure*

1. Go directly to the parking lot upstairs from the 920 X Suite stairs or other designated evacuation area.
2. Inform teacher, aide or adult responsible for that classroom that you are taking the child from the class.
3. Proceed with child back to Student Release area just outside the school entrance to sign a Student Release form for each child you are taking. Do not remove your child or any other child from school without signing the emergency release form. This provides us a record of where each child is when someone else arrives later looking for the child.
4. Unless you are staying to volunteer, please leave as quickly as possible after signing out your child.
5. Adults will be needed to help with first aid, dismissing students, supervising classes, monitoring traffic, etc. If you are able to volunteer to help, go directly to the Command Center where the Incident Commander(s) will give you an assignment. Volunteers should leave children with their classes and not sign student release form until they are ready to leave.

### *If You Can't Get to the School*

Should a major disaster occur, it is likely that many parents will not be able to reach the school right away. If conditions make it necessary, we will release your child to the adult indicated on your child's Emergency Release form. We will keep a written record of the child and the adult to whom the child has been released.

The school Director(s) or teacher in charge will determine the need to leave the building. In the event the building cannot be reoccupied or if a fire requires evacuation of the school, we will transfer the students to the nearest available safe shelter.

If the children are caught in a disaster between home and school, it is recommended that they go immediately to school.

### *Food and Water*

In the event that children would need to remain on campus for several hours after any sort of a disaster, we have a supply of fresh water and limited food, in the school earthquake kit.



## **ADMINISTRATION OF MEDICATIONS & FIRST AID**

### Administration of Medications

The Charter School staff is responsible for the administration of medication to students attending school during regular school hours.

It is imperative that practices followed in the administration of medication be carefully delineated to ensure the safety of our students and the legal protection of our employees.

River Oaks Academy Charter School, upon request from the parent/guardian and verification from a physician, will endeavor to provide for the administration of prescribed medication to allow the student to attend school, if the student is unable to take the medication without assistance or supervision.

### *Guidelines:*

- The primary responsibility for the administration of medication rests with the parent/guardian, student and medical profession.
- Medication shall be administered only during school hours if determined to be absolutely necessary on an ongoing basis.
- If the medication must be administered during school hours, then every attempt shall be made to have the student self-administer or another family member administer the medication at school.
- If the child is unable to self-administer, then voluntary participation of school staff will be garnered to administer the medication.
- The School recognizes the rights of teaching staff to choose not to be involved in the administration of medication.
- Requests for school staff to administer medication during school hours shall be made in writing to the Director(s) by the parent/guardian.
- A signed statement from a physician shall support the request.
- The parent/guardian shall sign a release/consent form which is to be kept on file by the school Director.
- The school Director shall keep records of medication administered at the school.
- The school Director shall locate all medication in a secure setting.
- The school Director shall return all surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays.
- The school Director shall establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, diabetes).

### ***First Aid and CPR***

The Administration team and many teachers are certified in first aid and CPR and are re-certified every year in either first aid or CPR. Every classroom has a First Aid Kit containing appropriate supplies. First Aid will be administered whenever necessary by trained staff members. When necessary, the appropriate emergency personnel will be called to assist.

School staff will make every effort to be adequately prepared to care for its students in critical situations resulting from a major emergency or disaster. The school reviews this plan annually and holds several emergency drills throughout the year.

## ***HEALTH CARE AND EMERGENCIES***

The Governing Board recognizes the importance of taking appropriate preventative or remedial measures to minimize accidents or illness at school or during school-sponsored activities. To this end, the School expects parents/guardians to provide emergency information and keep such information current in order to facilitate immediate contact with parents/guardians if an accident or illness occurs.

### **Resuscitation Orders**

If any student needs resuscitation, 911 will be called. School employees are trained and expected to respond to emergency situations without discrimination. If any student needs resuscitation before emergency personnel arrive, staff shall make every effort to resuscitate him/her.

The Board prohibits staff members from accepting or following any parental or medical "do not resuscitate" orders. School staff should not be placed in the position of determining whether such orders should be followed.

The Director, or designee, shall ensure that all parents/guardians are informed of this policy.

### ***Head Lice***

To prevent the spread of head lice infestations, School employees shall report all suspected cases of head lice to the Office Manager, as soon as possible. The Office Manager shall examine the student and any siblings of affected students or members of the same household. If nits or lice are found, the student shall be excluded from attendance and parents/guardians informed about recommended treatment procedures and sources of further information.

The Director, or designee, shall send home the notification required by law for excluded students.

If there are two or more students affected in any class, an exposure notice with information about head lice shall be sent home to all parents/guardians of those students.

Staff shall maintain the privacy of students identified as having head lice and excluded from attendance.

Excluded students may return to school when reexamination by the nurse, or designee, shows that all nits and lice have been removed.

### ***Health Examinations***

The Governing 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 program are necessary.

In addition to verifying that students have complied with legal requirements for health examinations and immunizations before enrolling in the School, the School shall administer tests for vision, hearing and scoliosis as required by law.

The Director, or designee, shall ensure that staff employed to examine students exercise proper care of each student and that examination results are kept confidential. Records related to these examinations shall be available only in accordance with law.

Reports to the Board regarding the number of students found to have physical problems and the effort made to correct them shall in no way reveal the identity of students.

### ***Practice Drills and Policy Review***

Practice drills will be held annually for Duck, Cover, and Hold Procedures as well as for Evacuation Procedures. This policy will be reviewed annually by the Directors to determine if any updates or additions are necessary.

**River Oaks Academy Charter School Student Emergency Release Form**

***Entrega de Información del Estudiante en Caso de Emergencia***

I/We Request Release of the following student(s)

*Yo/nosotros solicitamos la entrega de información del estudiante:*

Name/Nombre

_____	_____
_____	_____
_____	_____

Name of Person Making Request

*Nombre de solicitante:* \_\_\_\_\_

Relationship to Student

*Relación al estudiante:* \_\_\_\_\_

California Drivers License Number or Other ID

*Nú. de Licencia de manejo de California u otra forma de identificación:* \_\_\_\_\_

Signature of Requesting Person

*Firma de solicitante:* \_\_\_\_\_

Telephone Number / *Nú de Teléfono:* \_\_\_\_\_

**River Oaks Academy Charter School Student Emergency Release Form**  
***Entrega de Información del Estudiante en Caso de Emergencia***

I/We Request Release of the following student(s)

*Yo/nosotros solicitamos la entrega de información del estudiante:*

Name/Nombre

_____	_____
_____	_____
_____	_____

Name of Person Making Request

*Nombre de solicitante:* \_\_\_\_\_

Relationship to Student

*Relación al estudiante:* \_\_\_\_\_

California Drivers License Number or Other ID

*Nú. de Licencia de manejo de California u otra forma de identificación:* \_\_\_\_\_

Signature of Requesting Person

*Firma de solicitante:* \_\_\_\_\_

Telephone Number / *Nú de Teléfono:* \_\_\_\_\_

# RESOURCE CENTER AND AREA MAP





920 Hampshire Road, Suite X, Westlake Village, CA 91361  
Phone 805.777.7999 Fax 805.777.7998 RiverOaksCharter.com

## **TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING POLICY**

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with students' ability to learn and negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, River Oaks Academy ("ROA") prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means.

As used in this policy, discrimination, sexual harassment, harassment, intimidation, and bullying are described as the intentional conduct, including verbal, physical, written communication or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of disability, pregnancy, gender, gender identity, gender expression, nationality, ancestry, race or ethnicity, religion, religious affiliation, sexual orientation, childbirth or related medical conditions, marital status, age, or association with a person or group with one or more of these actual or perceived characteristics or any other basis protected by federal, state, local law, ordinance or regulation. In addition, bullying encompasses any conduct described in the definitions set forth in this Policy. Hereafter, such actions are referred to as "misconduct prohibited by this Policy."

To the extent possible, ROA will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address and report on such behaviors in a timely manner. ROA school staff that witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so.

Moreover, ROA will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with which ROA does business, or any other individual, student, or volunteer. This policy applies to all employee, student, or volunteer actions and relationships, regardless of position or gender. ROA will promptly and thoroughly investigate any complaint of such misconduct prohibited by this Policy and take appropriate corrective action, if warranted.

### **Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator ("Coordinator"):**

Claudia Weintraub  
Director  
(805)777-7999  
920 Hampshire Rd. Ste. X  
Westlake Village, CA 91361

### **Definitions**

## **Prohibited Unlawful Harassment**

- Verbal conduct such as epithets, derogatory jokes or comments or slurs
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis
- Retaliation for reporting or threatening to report harassment
- Deferential or preferential treatment based on any of the protected classes above

## **Prohibited Unlawful Harassment under Title IX**

Title IX (20 U.S.C. § 1681 *et. seq.*; 34 C.F.R. § 106.1 *et. seq.*) and California state law prohibit harassment on the basis of sex. In accordance with these existing laws, discrimination on the basis of sex in education institutions is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by ROA.

ROA is committed to provide a workplace and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against him/her or against another individual.

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
  - Rape, sexual battery, molestation or attempts to commit these assaults and
  - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body
- Unwanted sexual advances, propositions or other sexual comments, such as:
  - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience
  - Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct
  - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex
- Sexual or discriminatory displays or publications anywhere in the workplace or educational environment, such as:
  - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view at work or the educational environment



- Reading publicly or otherwise publicizing in the work or educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic, and
- Displaying signs or other materials purporting to segregate an individual by sex in an area of the workplace or educational environment (other than restrooms or similar rooms)

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this Policy.

### **Prohibited Bullying**

**Bullying** is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student group or group of students that may constitute as sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, 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 pupil\* or pupils in fear of harm to that pupil's or those pupils' person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience a substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience a substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by ROA.

\* "Reasonable pupil" is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises 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.

**Cyberbullying** is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

**Electronic act** means the creation and 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 the definition of "bullying," above
  - b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in the definition of "bullying," 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 the definition of "bullying," 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.
3. An act of "Cyber sexual bullying" including, but not limited to:
  - a. 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 definition of "bullying," above. 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.

- b. "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.
4. Notwithstanding the definitions of "bullying" and "electronic act" 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

## **Grievance Procedures**

### **1. Reporting**

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this Policy, to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of misconduct prohibited by this Policy.

Any employee or student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Coordinator:

Claudia Weintraub  
Director  
(805)777-7999  
920 Hampshire Rd. Ste. X  
Westlake, CA 91361

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights.

While submission of a written report is not required, the reporting party is encouraged to submit a written report to the Coordinator. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Students are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses. Any student who feels she/he is a target of such behavior should immediately contact a teacher, counselor, the principal, coordinator, a staff person or a family member so that she/he can get assistance in resolving the issue in a manner that is consistent with this Policy.

ROA acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This includes keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to carry out the investigation and/or to resolve the issue, as determined by the Coordinator or administrative designee on a case-by-case basis.

ROA prohibits any form of retaliation against any reporter in the reporting process, including but not limited to a reporter's filing of a complaint or the reporting of instances of misconduct prohibited by this Policy. Such participation shall not in any way affect the status, grades, or work assignments of the reporter.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

## **2. Investigation**

Upon receipt of a report of misconduct prohibited by this Policy from a student, staff member, parent, volunteer, visitor or affiliate of ROA, the coordinator or administrative designee will promptly initiate an investigation. In most cases, a thorough investigation will take no more than seven (7) school days. If the coordinator, or administrative designee determines that an investigation will take longer than seven (7) school days, he or she will inform the complainant and any other relevant parties and provide an approximate date when the investigation will be complete.

At the conclusion of the investigation, the Coordinator or administrative designee will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, in no case may the Coordinator or administrative designee reveal confidential information related to other students or employees, including the type and extent of discipline issued against such students or employees.

All records related to any investigation of complaints under this Policy are maintained in a secure location.

## **3. Consequences**

Students or employees who engage in misconduct prohibited by this Policy will be subject to disciplinary action.

## **4. Uniform Complaint Procedures**

When harassment or bullying is based upon one of the protected characteristics set forth in this Policy, a complainant may also fill out a Uniform Complaint Procedures (“UCP”) complaint form at any time during the process, consistent with the procedures laid out in this Handbook.

## **5. Right of Appeal**

Should the reporting individual find the Coordinator’s resolution unsatisfactory, he/she may follow the Dispute Resolution Process found in this Student/Family Handbook.

**RIVER OAKS CHARTER SCHOOL**

**TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION & BULLYING COMPLAINT  
FORM**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you have a complaint against: \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I hereby authorize ROA to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.**

\_\_\_\_\_  
Signature of Complainant

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

**To be completed by the Charter School:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Follow up Meeting with Complainant held on: \_\_\_\_\_