

**CLASSIFICATION: Students**

**ADOPTED: 10/11/95**

**REVISED: 5/17/99**

**SUBJECT: Safety**

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The administrator of each school and/or program shall ensure that certificated employees, teacher aides or yard aides supervise the conduct and safety, and direct the play, of students of the school who are on school grounds before and after school, during recess, and during other intermissions.

San Diego County Office of Education is not liable for the safety of pupils who are not under County Superintendent of Schools staff supervision, and the students may be held accountable for their behavior from the time they leave their homes for school until they return to their homes from school.

Administrators, teachers, or bus drivers to whom they may delegate their authority are responsible for the conduct and safety of students from the time they come under San Diego County Office of Education staff supervision until the student leaves school supervision, whether on school premises or not. It is the responsibility of the administrator or program manager to provide for adequate supervision of grounds and other school facilities at all times they are in use by students. Special attention should be given to prevention of accidents.

Each administrator is to develop a set of safety guidelines, as appropriate, to be distributed to parents/guardians as required.

Release of Student to Parent/Guardian

Teachers will notify the parent/guardian of a student prior to releasing that student during school hours, unless otherwise provided for by law. [See Legal References \* on page 4.] If the parent/guardian cannot be reached, the teacher will retain that student in the classroom until the end of the school day.

The County Superintendent of Schools directs that students shall not be released during school hours to persons other than parents, legal guardians or properly identified persons who have written authorization from the parent/guardian.

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A County Office employee shall notify the administrator or program manager and the student's parent/guardian in instances of a student's injury or illness. Students shall only be released to persons identified on the emergency/medical information form. In the event of a medical emergency, students may be released to emergency medical teams or hospital emergency care providers.

#### Release of Student to Legal Authorities

For purposes of this administrative regulation, legal authorities are defined as officers of the Police Department, Probation Department, and Child Protective Services.

When a teacher, administrator, or program manager releases a student to legal authorities for the purpose of removing the student from the school premises, the teacher, administrator, or program manager shall take immediate steps to notify the parent/guardian of the release of the student and the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. In the cases of suspected child abuse, the administrator and/or program manager shall provide the legal authorities with the address and telephone number of the person having legal custody of the student.

Students shall be given the opportunity to contact their parent/guardian or other legal representative(s) when legal authorities interview the student on school premises.

#### Elements of the Safety Plan

The County Superintendent of Schools or his/her designee shall ensure that the following elements are addressed in the programs of the County Superintendent of Schools and/or site safety plan:

1. A positive school climate that promotes respect for diversity, personal and social responsibility, effective interpersonal and communication skills, self-esteem, anger management and conflict resolution.

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2. Disciplinary policies and procedures that contain prevention strategies as well as behavioral expectations and consequences for violations.
3. Curriculum that emphasizes prevention and alternatives to violence.
4. Parent involvement strategies, including strategies to help ensure parental support and reinforcement of the school's rules.
5. Prevention and intervention strategies related to the sale or use of drugs and alcohol.
6. Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system and the schools that lead to the development of a set of common goals and that reenforce community-wide strategies for violence prevention and instruction.
7. Assessment of the school's physical environment and development of ground security measures.
8. Program-wide crisis intervention strategies, which may include identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis and consistent with Board Policy and Administrative Regulation No. 3510, Emergency Preparedness Plan.
9. Staff training in violence prevention and intervention techniques, including preparation to implement the elements of the school's safety plan.

**SAN DIEGO COUNTY OFFICE OF EDUCATION      ADMINISTRATIVE  
REGULATION NO.    5142**

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**Board Policy No.: 3510, 5142, 6153**

**Administrative Regulation No.: 3510, 6153**

**Derivation: Adopted 10/11/95, Amended 9/9/97, 5/17/99**

**Legal References:**

**Education Code**    \*44807 - Duty concerning conduct of pupils  
                              44808 - Liability when pupils not on school grounds  
                              \*48906 - Notification of parent, guardian or relative of release of pupil to peace officer; procedure for victims of suspected child abuse.  
                              \*49408 - Information for use in emergencies  
                              \*49472 - Medical and hospital services for pupils

**Penal Code** \* 11174.3 - Interviewing victim at school; presence of school staff member; confidentiality; admissibility of evidence; informing school districts and agency employees of section requirements

**Welfare & Institution Code** \* 625 - Temporary custody; peace officer; warrant

**California Code of Regulations, Title 5** 14103 - Authority of driver