

Comprehensive School Safety Plan SB 187 Compliance Document

**2019-2020
School Year**

School: Kerman-Floyd Elementary School
CDS Code: 10-73999-6006688
District: Kerman Unified School District
Address: 14655 West F Street
Kerman, CA 93630
Date of Adoption: March 2019
Date Approved by School Board: August 2019

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Senate Bill 187: Comprehensive School Safety Plan Purpose

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements:

Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at Kerman-Floyd (front office).

Safety Plan Vision

It is the goal of all staff of Kerman Unified School District to provide a nurturing, safe and secure learning environment for all students, staff, families and community.

Components of the Comprehensive School Safety Plan (EC 32281)

Safety Committee

The School Site Council reviews, amends, and approves the Safety Plan annually.

Assessment of School Safety

Kerman Unified School District has a "Safe Schools Plan of Action" in compliance with the District's expectations and procedures. Parents and visitors must sign at the front office to get access to our campus. Classified and Certificated staffs are used to supervise and monitor our students. The school Administration and where available, Campus Security/On Campus Liaison are monitoring recesses and lunch times as well as before and after school.

Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

1. All students and staff members are provided a safe teaching and learning environment.
2. All students are safe and secure while at school and to and from school.
3. District programs and approved community resources are made available to parents and students
4. School provides the educational environment where students, parents, staff, and community members are notified in a manner that is respectful.
5. Safety is discussed at our School Site Council meetings in order to ensure implementation of safety strategies or discuss additional concerns.
6. Extremely secured campus, highly monitored and records are kept of individuals that visit our school.

All visitors report to the office and check in/out using the "RAPTOR" system. Staff is kept up to date with school safety issues via the "REMIND" App on smart phone. The FRESH After School program participates in Safety Drills organized and facilitated by the program coordinator. Completion of drills is verified by the site administrator.

(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

1. All suspected child abuse incidents are reported to the county department of social services; child protective services.
2. Each incident is telephoned as well as put on the Social Service Suspected Child Abuse Report (SS8572 rev.7-87) form, and mailed.
3. Police notification by Child Protective Services or school notifies police per directive of Child Protective Services.

(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)

Disaster Plan (See Appendix C-F)

The dismissal of students from the school shall be governed by the emergency procedures outlined in this procedure guide and consistent with the Initial Response System. However, this policy does not preclude the exercise of professional judgment by an administrator when the circumstances of the situation indicate dismissal to be in the best interest of the student.

- A. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress, students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation and take action based on known facts and plans.
- B. Each teacher MUST KEEP THE REGISTER OR ENROLLMENT SHEET OF PUPILS READILY AVAILABLE AT ALL TIMES. The teacher will remain with students until directed otherwise.
- C. A well-prepared and tested plan for prompt and positive protection minimizes injuries and loss of life in a major disaster.
- D. In the absence of orders from the superintendent, each school principal is authorized and directed to implement plans as described herein or take such other action as may be necessary to save lives and mitigate the effects of disasters.
- E. During an emergency period or condition created by disaster occurrence students may only be released to parent, guardian or other adult specified on the Emergency Data Card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY.

Public Agency Use of School Buildings for Emergency Shelters

Procedures are in place to allow a public agency to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district or county office shall cooperate with the public agency in furnishing and maintaining the services as the district or county office may deem necessary to meet the needs of the community.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

Refer to the Student Parent Handbook

(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

Whenever a student is identified as violent or dangerous per E.C. 49079 the teacher will be informed by the Site Administration. The teacher shall keep this information in confidence and must not further disseminate it. However, if the teacher believes that the student is improperly placed (or is an immediate danger) these opinions (and related observations) should be shared with the Site Administration immediately. The Student Study Team, and/or District SARB should be used for referral or added support in such cases. The district office will insure that all appropriate actions are taken to identify, notify and support necessary interventions with regard to violent or dangerous pupils.

(E) Sexual Harassment Policies (EC 212.6 [b])

Sexual harassment of any student by any employee, student or other person at school or at any school related activity is prohibited. The principal and school staff will ensure that students receive age appropriate information related to sexual harassment. Students must be assured that they need not endure any form of sexual conduct or communication, including harassment because of sexual orientation. They must further be assured that they need not endure, for any reason, any harassment that impairs their educational environment or emotional well-being at school. They must be informed that they should immediately contact the principal or a trusted staff member if they feel they are being harassed.

School Suspension & Expulsion/Due Process: Any student who engages in the sexual harassment of anyone at school or a school related activity shall be subject to disciplinary action up to and including expulsion for all the schools of the Kerman Unified School District.

Failure to Report: Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

School Reporting Procedure: Staff must immediately report complaints of sexual harassment to the Site Principal and/or the District Office. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

District Complaint Procedure: If a situation involving sexual harassment is not promptly investigated and remedied by the principal or designee, a complaint of harassment may be filed in accordance with the district's uniform complaint procedures or procedures for complaints concerning district employees. The Superintendent or Assistant Superintendent shall determine which procedure is appropriate.

Prohibition Against Retaliatory Behavior: Kerman Unified School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)

All students will be held to the Kerman Unified School District Dress Code Policy. Students who violate the dress code policy will be requested to fix inappropriate clothing, change into loaners, or call home to have proper clothing items brought to school. Parents may be called at home or work to bring appropriate clothing to school.

Gang-Related apparel is defined as apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35294. 1)

California Education Code Title V, Section 302: A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the schoolroom before entering. Students may not wear clothing or hairstyles that will be disruptive to the educational process.

Refer to the Student Parent Handbook for additional information regarding dress code.

(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)

Kerman Unified School District has in place procedures and steps to follow in case of an emergency.

(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2)

Component:

Student Safety

Opportunity for Improvement:

Monitoring and maintaining a safe, secure campus

Objectives	Action Steps	Resources	Lead Person	Evaluation
Ensure that school facilities are safe for all stakeholders.	Weekly Team Meetings every Monday at 8:30am.	Office Manager, Assistant Principal, Custodial Staff	Principal and Lead Custodian	Follow-up and communication on a weekly basis.
Provide a safe learning environment.	Annual Walk Through of facilities.	Williams Act Compliance Review	Principal and Lead Custodian	MOT Coordinator/Work Orders

Component:

Safety Drills

Opportunity for Improvement:

Lockdown Drills are held twice a year to provide practice in case of an intruder.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Ensure that students are aware of procedures for emergency situations.	Monthly drills for Fire, Duck, and Cover, and Lock Down.	Master Calendar	Principal or Lead Custodian	Fire Department, Principal, Lead Custodian
	Egress Maps are posted in all buildings and classroom.	Wall Posting	Office Manager	Communication, Monitoring
	Procedures for each drill are posted in each building and in Staff Binder.	Staff Binder	Assistant Principal	Principal- Monitor & Observe

Component:

Zero tolerance for bullying.

Opportunity for Improvement:

Ensure that the Kerman Unified School District bullying policy is followed by all staff members.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Students to be in a zone free of bullying including cyber bullying.	Anti-Bullying Pledge signed by all students.	Posted in every classroom.	Site Administration	Monitor
	Bully Monitoring Sheet	Documented in Aeries and Discipline File.	Site Administration	Monitor
	Anti-Bullying Program	Kaiser Permanente	Site Administration	End of workshop
	Reminder of School-Wide Rules Daily	Morning announcements daily.	Site Administration	Daily

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**Kerman-Floyd Elementary School Student Conduct Code**

The School Rules and Procedures were developed and adopted in accordance with California Education Code 35291.5. This document represents the collaborative efforts of teachers, parents and other school staff and administration. These rules and procedures are intended as guidelines for enhancing the instructional climate and personal safety.

Conduct Code Procedures

Refer to the Student Parent Handbook

(J) Hate Crime Reporting Procedures and Policies

Students are expected to respect all others while on school grounds or while participating in school activities. Any student engaging in hate-motivated behavior will be subject to the school discipline policies in accordance with the district policies and guidelines.

Safety Plan Review, Evaluation and Amendment Procedures

The school site safety plan will be reviewed, evaluated, and approved by the School Site Council each year. It will also be shared with the staff for review. Any changes/amendments in the plan must be approved by the School Site Council.

Safety Plan Appendices

Academic Year: 2018-2019	LEA: Kerman Unified	User ID: maria.lomeli@kermanusd.com
	School: Goldenrod Elementary-0123596	

School Code	School Name	Most Severe Offense	Incident Count
0123596	Goldenrod Elementary		
		501-Caused Attempted or Threatened Physical Injury	1
		504-Used Force or Violence	8
		511-Disruption, Defiance	5
		TOTAL	14

Total		
	501-Caused Attempted or Threatened Physical Injury	1
	504-Used Force or Violence	8
	511-Disruption, Defiance	5
	TOTAL	14

Grade: All (K-6 th)	Ethnicity/Race: ALL	Gender: ALL	Enrollment Status: ALL
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SCHOOL-WIDE DISCIPLINE POLICIES AND PROCEDURES

Kerman Unified School District has a comprehensive discipline policy. Without a school-wide discipline policy, it is difficult for students to know what is expected, and it is difficult for teachers to know how to handle problems. While effective discipline occurs within each classroom, an effective school-wide discipline provides the entire school with common expectations for student behavior and consistent guidelines for dealing with misbehavior. All disciplinary consequences are in accordance with the Education Code of the State of California.

Parents, community, and the Kerman Unified School District have worked together to provide students with staff, buildings, and equipment to help prepare students for a future of success. Kerman Unified School District is committed to giving students the best education possible and knows students will take special pride in keeping the school a showplace of educational opportunity. Students are expected to assume the responsibilities listed below:

1. Attend class regularly.
2. Be in the assigned seat with all necessary materials when the tardy bell rings.
3. Treat every student and teacher with respect.
4. Follow the specific rules in each class.
5. Have pride and help maintain all school buildings and all school equipment and materials.

Message/deliveries for students will not be accepted during instructional time unless the Principal deems it an emergency.

Campus Rules:

- Students will treat other students, parents, staff, and visitors with courtesy and respect and respond quickly and obediently to supervising adults.
- Students will treat all school property and the property of others with respect.
- Students will remain at school throughout the day unless properly signed out by parents or others specified on the emergency card. Students will check in through the office upon return.
- Students are allowed to use the restrooms before and after school and during all recesses, or during class time with a pass from the teacher. Students should not be in the restrooms under any other circumstances. Loitering in the restrooms will not be tolerated.
- Students will walk on all concrete areas, unless directed otherwise by an adult supervisor.
- Students will use all playground equipment (i.e., balls, bats, jump ropes, swings, etc.) as it was designed and intended, unless directed otherwise by an adult supervisor. Misuse of equipment shows disrespect for property. Equipment being transported between rooms and playing areas will be carried appropriately and not dragged, bounced, kicked, or thrown.
- Students will refrain from speaking or writing inappropriate language (profanity or vulgarity) or displaying inappropriate drawings, lettering, or pictures (pornography, gang style symbolism, alcohol, tobacco, or drug related symbols, etc.). Such displays show disrespect for others.
- Soft drinks, gum, seeds, and spices are not allowed at school.
- Baseball mitts clearly marked with the owners name, marbles, jacks, and Chinese jump ropes may be brought from home and used where and when as directed by the adult supervisors. Marbles may not be played for keeps.
- With permission of their parents/guardians, students may ride bicycles, skate boards, scooters, roller skates, or other devices to school. All such devices should be clearly marked with the name of the student and students should wear the appropriate safety equipment. Bicycles and scooters must be walked on campus and locked in the bicycle racks; all other devices must be turned in to the office or designated area for security during the day. The school assumes no liability for any such equipment or devices or for injuries resulting from their use.
- Cell phones may be brought to school but must remain off throughout the school day. Texting and camera/video functions may not be activated during the school day, unless prior permission from the principal has been given. The school is not responsible for damaged, lost or stolen phones. Cell phones may be kept in the office until the end of the school day.
- Students will not engage in pushing, shoving, hitting, fighting, spitting on others, threatening, intimidating, or verbally abusing others. Besides showing disrespect, such behavior is in violation of Education Code 48900 and will be treated as a serious violation.
- Playing cards, toys and/or electronic, battery operated games or devices, yo-yos, tops, and lasers must be left at home unless teachers request an item be brought for classroom purposes. The school is not responsible for any loss or breakage of toys brought on campus. Personal sports equipment, soccer balls, bats or baseballs must not be brought to school unless given special permission by the classroom teacher or principal. Unauthorized items will be taken away from students.
- Students are not permitted to have Permanent Markers and Sharpie Pens on campus.

Emergency Contact Numbers

Utilities, Responders and Communication Resources

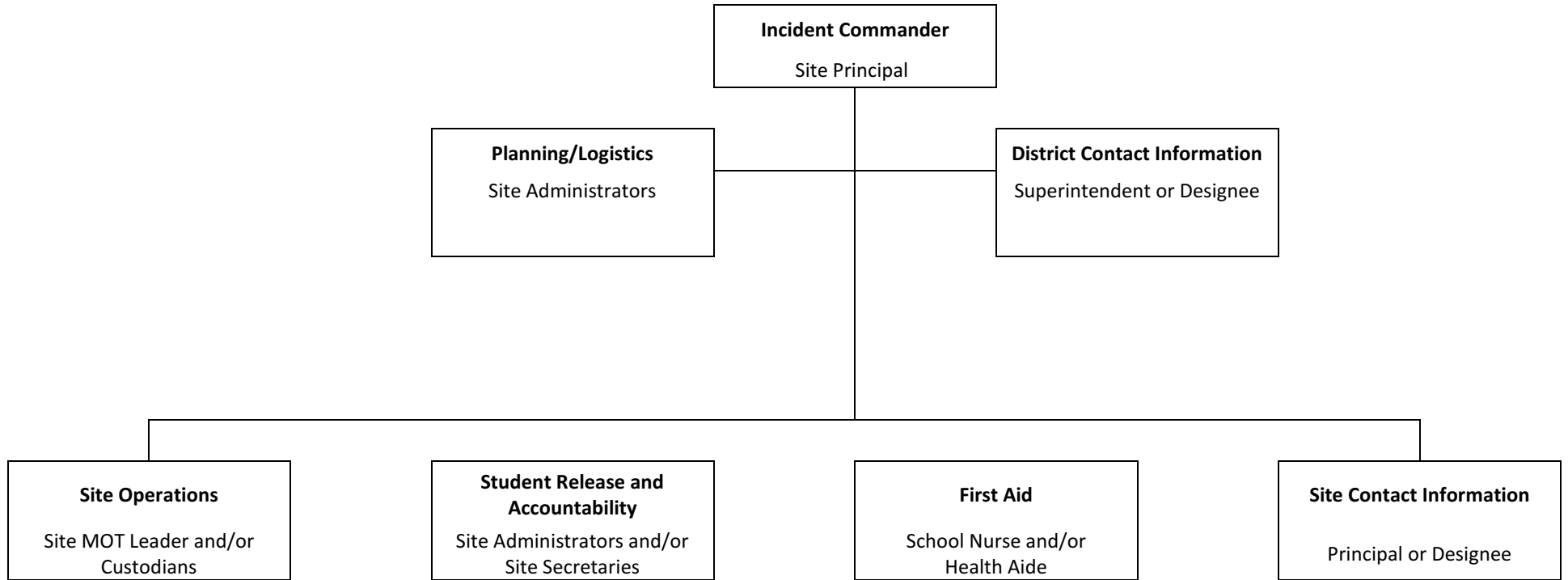
Type	Vendor	Number
School District	Superintendent – Robert Frausto	(559) 843 – 9016
School District	Assistant Superintendent Personnel – Mark Ruiz	(559) 843 – 9003
School District	Assistant Superintendent CBO – Kraig Magnussen	(559) 843 – 9004
School District	Assistant Superintendent Educational Services – Pam Millspaugh	(559) 843 – 9026
School District	Director State & Federal Programs – Gordon Pacheco	(559) 843 – 9051
School District	Director State & Federal Programs – Pam Sellick	(559) 843 - 9057
School District	Director Pupil Personnel Services – Melissa Andresen	(559) 843 - 9036
School District	Director Maintenance & Operations – Jock Millspaugh	(559) 843 - 9031
School District	Director of Information & Technology – Margarita Aguilar	(559) 843 - 9081
School District	Principal Kerman High School – Matthew Toews	(559) 843 - 9701
School District	Principal Kerman Middle School – Margaret Nichols	(559) 843 - 9601
School District	Principal Goldenrod Elementary School – Mandi Guizar	(559) 843 - 9501
School District	Principal Kerman Floyd Elementary – Gabe Melgoza	(559) 843 - 9401
School District	Principal Liberty Elementary School – Sandeep Jaspal	(559) 843 - 9301
School District	Principal Sun Empire Elementary – Diane Lira	(559) 843 - 9201
School District	Principal Enterprise High School – Rebecca Sanchez	(559) 843 - 9581
Law Enforcement	Kerman Police Department	911 / (559) 846 - 8800
Law Enforcement	Fresno County Sheriff's Department	911 / (559) 488 - 3111
Law Enforcement	California Highway Patrol	911 / (559) 441 - 5400
Fire Department	North Central Fire Department	911 / (559) 275 - 5531
Paramedics	American Ambulance	911
Hospitals	Fresno Community Medical Center	(559) 459 - 6000
Hospitals	Valley Children's Hospital	(559) 353 - 3000

Safety Plan Review, Evaluation and Amendment Procedures

Each Site will review and discuss the Safety Plan with staff prior to reviewing and discussing the Safety Plan with their School Site Council. The Safety Plan will be updated and approved prior to March 1st of each year for the following school year.

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
Safety Plan reviewed at the Staff Meeting	Ongoing throughout the School Year (August – June)	Meeting notes and sign in sheet are maintained in a binder in the principal's office. Copies are also sent to State and Federal Programs.
Safety Plan reviewed at the School Site Council Meeting	Annually Each Year (January or February)	Meeting notes and sign in sheet are maintained in a binder in the principal's office. Copies are also sent to State and Federal Programs.
Safety Plan approved at the School Site Council Meeting	Annually Each Year (January or February)	Meeting notes and sign in sheet are maintained in a binder in the principal's office. Copies are also sent to State and Federal Programs.

Kerman-Floyd Elementary School Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

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

Incident Commander

The incident commander will oversee any school emergencies and relay any needed information to the District Office and parents. Parents will be kept informed via the Connect Ed system.

Planning/Logistics

The planning/logistics team will be lead by the assistant principal. This team will evaluate each emergency drill to determine how it can be improved so that the school is well prepared for any real emergencies.

District Contact Information

The District Office will be kept informed of the situation and relay any needed information to the appropriate agencies.

Site Operations

The lead custodian will take charge of any site operations as needed.

Student Release and Accountability

The senior secretary and attendance secretary will be in charge of student release and accountability.

First Aid

The LVN and health clerk will be in charge of any needed first aid until any outside services arrive.

Site Contact Information

The site contact information will be the number in which parents can call to find out updated information. Parents will be kept informed via the Connect Ed system with information as to where to call for updates.

Emergency Response Guidelines

Step One: Identify the Type of Emergency

The principal will determine the type of the emergency with the advisement from other office staff members.

Step Two: Identify the Level of Emergency

The level of emergency will be determined, setting forth the necessary next steps.

Step Three: Determine the Immediate Response Action

The decision will be made in terms of who to call (police, fire department) and how to keep students safe (lockdown, evacuation).

Step Four: Communicate the Appropriate Response Action

The District Office will be informed immediately. A Connect Ed call will be sent out to the parents if necessary.

Emergency Response Guidelines including adaptations for pupils with disabilities

Kerman Unified's plan includes procedures ensuring the full participation of students and staff with special needs and disabilities through the planning and implementation of mitigation, preparedness, response and recovery strategies as part of the overall management of school emergencies and disasters.

Types of Emergencies & Specific Procedures

Aircraft Crash

- 1) Call 911
- 2) Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations. Render First Aid as necessary.
- 3) Take roll and report results to the Principal/Incident Commander.

Animal Disturbance

- 1) Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations. Render First Aid as necessary.
- 2) If possible, the Site Custodian may assist in securing the animal. The animal may be confined to a secured area until it is removed from campus by the City Animal Control Unit.
- 3) Take roll and report results to the Principal/Incident Commander.

Armed Assault on Campus

- 1) Call 911
- 2) Institute Lockdown Procedures
- 3) Remain on Lockdown until "All Clear" is instituted by Police and/or Law Enforcement Personnel.

Biological or Chemical Release

- 1) If you become aware of potentially hazardous release or accident, notify the office immediately. Render first aid as necessary.
- 2) Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations. Render First Aid as necessary. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
- 3) Until ordered to evacuate, assume that a "shelter-in-place strategy" will be employed and do the following:
 - All students and staff are to remain indoors.
 - Turn off all heating and ventilation systems (HVAC).
 - All windows should be closed.

PESTICIDE EXPOSURE (Pesticide Drift)

- 1) If you become aware of potentially hazardous pesticide exposure, notify the office immediately. Render first aid as necessary.
- 2) Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations. Render First Aid as necessary. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
- 3) Until ordered to evacuate, assume that a "shelter-in-place" strategy will be employed and do the following:
 - Direct all students and staff to remain indoors until it is safe or directed otherwise.
 - Direct all heating and ventilation systems (HVAC) to be shut down.
 - Direct all windows to be closed.

Bomb Threat/ Threat Of violence

- 1) The person receiving the threat should attempt to keep the caller on the phone, stall by saying "Sorry, I can't hear you", etc. Try not to cause concern on the part of your students. Pay close attention to the caller's words, voice, and any background noises. Ask the caller where the bomb is located, what it looks like, and when it is going to explode if possible to gain as much information for Police.
- 2) Contact the office and the Principal/Incident Commander.
- 3) DO NOT use radios or cellular telephones.
- 4) If deemed necessary, Incident Commander will call for evacuation.
- 5) An organized search of the campus may be conducted under the direction of the Principal/Incident Commander or Law Enforcement Agencies.
- 6) In the event that a suspicious object is located, all personnel should be kept clear of the area until Law Enforcement Agencies have evaluated the conditions.
- 7) Return to your normal routine only when the Principal/Incident Commander and the Law Enforcement Agencies are confident that any threat has passed.

Bus Disaster

The following procedures are for use by bus drivers and appropriate school administrators in the event of an earthquake, serious bus accident, or other emergency that occurs while students are on a field trip or being transported to or from school. This section addresses two possible scenarios involving a bus disaster: (1) an earthquake and (2) a serious accident or bus fire. It is important to note that drivers may need to make spontaneous, independent decisions based on the nature of the emergency, age of the children, location of the bus, and other unique circumstances to ensure children's safety.

Scenario 1 – Earthquake

- 1) Upon first indication of an earthquake, the bus driver should issue Drop, Cover, and Hold procedures to all students on the bus.
- 2) The bus should be moved away from all power lines, bridges, overpasses, possible landslide conditions, overhanging trees, or other dangerous situations.
- 3) The bus driver should set the emergency brake, turn off the ignition, and wait for the shaking to stop.
- 4) The bus driver should check students for any injuries and provide first aid, as appropriate.
- 5) In the event the bus is disabled, the driver and students should stay in place until help arrives.
- 6) The bus driver should contact the School Administrator and the District Transportation Director to report the location and condition of students on the bus.
- 7) The School Administrator will determine what additional appropriate notifications should be made and will brief the District Superintendent on the situation.
- 8) If the bus driver is instructed to resume the bus route, the driver should continue to pick students up. Students should only be dropped off if a responsible adult is at the bus stop.
- 9) If it is impossible to return to school, the bus driver should contact the School Administrator and remain with the children until further instructions are received.
- 10) The bus driver is responsible for all students who board the bus throughout the emergency.

Scenario 2 – Serious Accident or Bus Fire

- 1) The bus driver will park the bus in a safe location with the emergency brake set and the ignition off.
- 2) In the event of a fire, students and the driver should evacuate the bus immediately and move to a safe location away from the bus and traffic using available barricades (e.g., trees, cars) when available.
- 3) The bus driver will immediately call 911 and provide the exact location of the bus and wait for the arrival of emergency response personnel.
- 4) The bus driver should check students for injuries and provide appropriate first aid.
- 5) The bus driver should call the School Administrator and the District Transportation Director (refer to the Essential Contacts in the Appendices of this Plan) to report the location and condition of students.
- 6) The School Administrator will determine what additional appropriate notifications should be made and will and the District Superintendent on the situation.
- 7) The bus driver is responsible for accounting for all students throughout the emergency.

Earthquake

A. INSIDE SCHOOL BUILDING:

- 1) The teacher, or staff member in authority, will implement action, "DUCK, COVER AND HOLD." Stay inside building until the shaking stops.
- 2) Try to avoid glass and falling objects, areas where there are large panels of glass and/or heavy suspended light fixtures.
- 3) Do not use telephones.
- 4) Implement action, "LEAVE BUILDING." Over intercom, when instructed to do so, after the earthquake is over and tremors have subsided. Special consideration should be given to exit routes as some exits have heavy roof structures over the doorways. Go to an open area away from trees, power poles, etc.
- 5) Avoid touching electrical wires and metal objects such as chain link fences.
- 6) Render first aid if necessary.
- 7) Take roll and report results to the Principal/Incident Commander.
- 8) Activate a buddy system and determine needs of neighboring classrooms. Listen for directions.
- 9) Principal/Incident Commander to request assistance through school district channels. Notify the District Emergency Operations Center of any breaks in utility lines.
- 10) The Superintendent/Designee will determine the feasibility of closing the school, based on the report of the Principal/Incident Commander

B. IF OUTSIDE SCHOOL BUILDINGS:

- 1) Move away from buildings, playground equipment, utility poles, signs, trees, metal fences, exposed wires and wet areas.
- 2) The safest place is in the open. Stay there until the earthquake is over.
- 3) DO NOT RUN! "DROP AND TAKE COVER!"
- 4) Follow procedures 3 through 10 under "Inside School Building."

Explosion or Risk Of Explosion

- 1) DUCK, COVER, AND HOLD command is to be given immediately. Do not approach windows or doors.
- 2) If the explosion is not in the building, students and staff are to remain at their assigned locations until directed by Principal/Incident Commander
- 3) When directed, evacuate.
- 4) If necessary, move to safe assembly areas outside the building and away from the location of the explosion.
- 5) Render first aid as necessary.
- 6) Take roll and report results to the Principal/Incident Commander.
- 7) If possible, fight small fires without endangering life.

Fire in Surrounding Area

- 1) Sound the school alarm and evacuate building.
- 2) Notify the office and Principal/Incident Commander.
- 3) Assemble at the pre-designated area (refer to evacuation map).
- 4) Assist disabled during the evacuation.
- 5) Render first aid as necessary.
- 6) Check all bathrooms and ancillary rooms for staff and students.
- 7) If it is possible for adults to fight small fires without endangering life and/or causing injury, do so by using the fire extinguisher.
- 8) Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
- 9) Take roll and report results to the Principal/Incident Commander. No one should leave the area until instructed to do so.
- 10) In the event of a fire near the school, the Principal/Incident Commander shall determine what action is appropriate and notify the Superintendent.

Fire on School Grounds

- 1) Sound the school alarm and evacuate building.
- 2) Notify the fire department by dialing 911.
- 3) Assemble at the pre-designated areas at safe distance from the fire/fire-fighting equipment.
- 4) Assist disabled during the evacuation.
- 5) Render first aid as necessary.
- 6) Check all bathrooms and training rooms for staff and students.
- 7) If it is possible for adults to fight small fires without endangering life and/or causing injury, do so.
- 8) Close, but do not lock all doors leading to the fire area to isolate the area and prevent the spread of the fire.
- 9) Keep access roads open for emergency vehicles.
- 10) Take roll and report results to the Principal/Incident Commander. No one should leave the area until instructed to do so.
- 11) Notify the Superintendent/Designee. The principal will recommend to the Superintendent/Designee whether further action such as the EVACUATION OF SCHOOL should be implemented.
- 12) Notify utility companies of a break or suspected break in their lines.
- 13) After a serious fire, Fire Department officials and maintenance personnel should determine whether the building is safe before students and staff returns.

Flooding

- 1) Warning of an impending flood would normally be received at the endangered location by telephone from the District Office or from a Civil Agency (police or fire). If access to the Internet is available, the National Weather Service supplies current weather information, including severe weather warnings at <http://www.nwsia.noaa.gov>.
- 2) Communicate with the District Office. The predicted extent of the flood and the amount of time before it arrives will determine the course of action.
- 3) Keep students indoors until it is determined to be safe.
- 4) Move students to pre-designated areas if an evacuation is ordered.
- 5) Take roll and report results to the Principal/Incident Commander
- 6) The Principal/Incident Commander may initiate the following emergency actions:

- Dismiss school
- Leave campus and move to a safe place

Motor Vehicle Crash

- 1) Call 911 to report the crash.
- 2) Determine if any staff or students are in immediate danger. If necessary, evacuate to a safe area. All others are to remain at their assigned locations. Render First Aid as necessary. If evacuation is not imminent, students and staff should remain in classrooms or in assigned areas.
- 3) Consult with District Office and Emergency personnel for further direction and coordinate as needed.

Psychological Trauma

Many emergencies may result in psychological trauma for students and school staff. These emergencies may include an act of violence; the death of a student or staff member; an earthquake or other natural disaster; a serious environmental problem; or ethnic and racial tensions. Emergencies may result in the following conditions:

- Temporary disruption of regular school functions and routines
- Significant interference with the ability of students and staff to focus on learning
- Physical and/or psychological injury to students and staff
- Concentrated attention from the community and news media

As a result, students and staff may exhibit a variety of psychological reactions. Once the physical safety of those involved has been ensured, attention must focus on meeting the emotional and psychological needs of students and staff.

- 1) The School Administrator will contact the District Superintendent to establish a Crisis Intervention Team, which has primary responsibility for providing necessary assistance after all types of crises.
- 2) The Crisis Intervention Team will assess the range of crisis intervention services needed during and following an emergency.
- 3) The Crisis Intervention Team will provide direct intervention services for students and staff.
- 4) The School Administrator, District Superintendent and Crisis Intervention Team will work together to determine when and how school functions should be restored.
- 5) The Crisis Intervention Team should provide ongoing assessment, if needed, as well as follow-up services, as required.

Unlawful Demonstration or Walkout

- 1) The School Administrator will contact the District Superintendent for direction.

District Board Policies

Students: BP 5144.1 Suspension and Expulsion/Due Process

Adoption Date: 6/28/1983, Revised: 12/13/1983;

**08/13/1986;02/18/1988;02/15/1990;09/19/1991;08/15/1996;05/16/2002;08/18/2005;08/20/2009;08/16/2012;09/18/2014
5000 – Students**

Suspension and Expulsion/Due Process

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

(cf. 5131 - Conduct)(cf. 5131.1 - Bus Conduct)(cf. 5131.2 - Bullying)

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law and the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or other school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s)) While on school grounds; While going to or coming from school; During the lunch period, whether on or off the school campus (cf. 5112.5 - Open/Closed Campus)

During, going to, or coming from a school-sponsored activity; District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies. (cf. 0410 - Nondiscrimination in District Programs and Activities)

Appropriate Use of Suspension and Expulsion

Except when a student commits an act that violates Education Code 48900(a)-(e) or his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct.

Except when a student commits an act listed in Education Code 48915(c), the Superintendent or designee shall have the discretion to determine whether to recommend to the Board that the student be expelled. (cf. 5131.7 - Weapons and Dangerous Instruments)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to classroom or school removal.

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918) (cf. 5119 - Students Expelled from Other Districts) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Removal from Class by a Teacher and Parental Attendance

When suspending a student from class for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or otherwise willfully defying valid staff authority, the teacher of the class may require any parent/guardian who lives with the student to attend a portion of the school day in the class from which the student is being suspended, to assist in resolving the classroom behavior problems. (Education Code 48900.1)

Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the teacher and the student and his/her parents/guardians and to improve the student's behavior.

Any teacher requiring parental attendance pursuant to this policy shall apply the policy uniformly to all students within the classroom. (Education Code 48900.1)

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is required pursuant to law and that, if there are reasonable factors that may prevent the parent/guardian from complying with the requirement, he/she should contact the school. (Education Code 48900.1) (cf. 5145.6 - Parental Notifications)

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

When a parent/guardian does not respond to the request to attend school, the principal or designee shall contact him/her by any method that maintains the confidentiality of the student's records. (cf. 5125 - Student Records)

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)

Decision Not to Enforce Expulsion Order

Upon voting to expel a student, the Board may suspend enforcement of the expulsion order pursuant to the requirements of law and administrative regulation. (Education Code 48917)

Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall annually present to the Board a report of the outcome data which the district is required to collect pursuant to Education Code 48900.8 and 48916.1, including the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period.

The report shall be disaggregated by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, foster youth, and students with disabilities. The report also shall include information about whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan. (cf. 0460 - Local Control and Accountability Plan)

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment
233 Hate violence
1981 Enrollment of students in community school
17292.5 Program for expelled students
32261 Interagency School Safety Demonstration Act of 1985
35145 Open board meetings
35146 Closed sessions (regarding suspensions)
35291 Rules (for government and discipline of schools)
35291.5 Rules and procedures on school discipline
48645.5 Readmission; contact with juvenile justice system
48660-48666 Community day schools
48853.5 Foster youth
48900-48927 Suspension and expulsion
48950 Speech and other communication
48980 Parental notifications
49073-49079 Privacy of student records
52060-52077 Local control and accountability plan

CIVIL CODE

47 Privileged communication
48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt
54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia
11053-11058 Standards and schedules

LABOR CODE

230.7 Discharge/discrimination against employee for taking time off to appear in school on behalf of a child

PENAL CODE

31 Principal of a crime, defined
240 Assault defined
241.2 Assault fines
242 Battery defined
243.2 Battery on school property
243.4 Sexual battery
245 Assault with deadly weapon
245.6 Hazing
261 Rape defined
266c Unlawful sexual intercourse
286 Sodomy defined
288 Lewd or lascivious acts with child under age 14
288a Oral copulation
289 Penetration of genital or anal openings
417.27 Laser pointers
422.55 Hate crime defined
422.6 Interference with exercise of civil rights
422.7 Aggravating factors for punishment
422.75 Enhanced penalties for hate crimes
626.2 Entry upon campus after written notice of suspension or dismissal without permission
626.9 Gun-Free School Zone Act of 1995
626.10 Dirks, daggers, knives, razors, or stun guns
868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE, TITLE 18

921 Definitions, firearm

UNITED STATES CODE, TITLE 20

1415(K) Placement in alternative educational setting
7151 Gun-free schools

COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267
Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421
Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321
Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807
Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182
John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 146 (2001)
80 Ops.Cal.Atty.Gen. 348 (1997)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter on the Nondiscriminatory Administration of School Discipline, January 2014

WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://www.oag.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and Drug-Free Schools: <http://www.ed.gov/about/offices/list/osdfs>

Nondiscrimination/Harassment Policy & Procedures (BP 5145.3)

ADOPTION DATE: 6/28/1983

REVISED: 11/27/1984; 7/20/1995; 4/13/2000; 5/16/2002; 7/15/2004; 8/16/2012; 9/18/2014; 11/19/2015; 2/18/2016; 11/17/2016

RENUMBERED: 08/13/1986

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the District's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any District school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics.

This policy shall apply to all acts related to school activity or to school attendance occurring within a District school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6164.6 - Identification and Education Under Section 504)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the District's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the District's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the District's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1330 - Use of Facilities)

(cf. 4131/4231/4331 - Staff Development)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.2 - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 5145.2 - Freedom of Speech/Expression)

Recordkeeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the District to monitor, address, and prevent repetitive prohibited behavior in District schools.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Final Guidance Regarding Transgender Students, Privacy, and Facilities, March 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Transgender Students, May 2016

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, January 1999

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Safe Schools Coalition: <http://www.casafeschools.org>

First Amendment Center: <http://www.firstamendmentcenter.org>

National School Boards Association: <http://www.nsba.org>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Notice of Nondiscrimination in District Programs and Activities: The Kerman Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, national origin, nationality, race or ethnicity, ethnic group identification, religion, marital or parental status, sex, sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics.

Designated Compliance Officer: Assistant Superintendent Personnel

Address: 151 S. First Street, Kerman, CA 93630

Phone Number: (559) 843-9000

Emergency Evacuation Map(s)