

Comprehensive School Safety Plan

Casimir Middle School
Torrance Unified School District

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Reviewed by Law Enforcement 2/2/22

Plan Adopted by School Site Council 12/2/2021

Plan approved by Torrance Unified School District _____

Committee members

John Sweet, Assistant Principal

John Sabo, Teacher representative

Jessica Esqueda, Classified employee

Keith Crofton, Law enforcement-SRO

Samuel Ashikawa, Student

Christopher Rhodes, Parent

This document is available for public inspection at Casimir Middle School.

School Site Mission

To maximize every student's academic potential and personal responsibility.

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Assessment of the Current Status of School Crime

Crime at Casimir is minimal. There are occasional disputes between students and lost or stolen items but nothing of great significance on a regular basis. In the first semester of the 2021-2022 school year, there were a total of 4 fights, 3 reported thefts, and 4 alcohol, drug or tobacco related disciplinary actions. The small number of incidents can be explained by a proactive and community-building approach to school safety and discipline. The administration holds two assemblies a year on Safety and Discipline. maintain a robust PBIS program, ensure adequate adult supervision on campus, and foster a community approach to a respectful school culture including our inaugural Kindness Week in October. The school administration regularly uses alternative means of correction in dealing with discipline. Our PBIS program, under the direction of Ms. Ashley Beasley, combines regular check-ins with our at risk youth, school-wide kindness initiatives and awards, harm reduction strategies, mediation and community building.

Child Abuse Reporting Procedures

For specific details, refer to Torrance Unified School District Board Policy and Administrative Regulations 5141.4 Child Abuse Prevention and Reporting

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; administrators and employees of a licensed day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7) Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a

school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Torrance Police Department
3300 Civic Center Drive
Torrance, CA 90503-5056
(310) 328-3456

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

Victim Interviews by Social Services/Law Enforcement

Whenever a representative from the Department of Social Services or another government agency investigating suspected child abuse or neglect deems it necessary, a suspected victim may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be given the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the child. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. It is the responsibility of the peace officer or agent to notify the parent/guardian of the situation. (Education Code 48906)

SUSPECTED CHILD ABUSE REPORT

To Be Completed by **Mandated Child Abuse Reporters**
Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY			
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE			
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY					
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)							
	ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL		
OFFICIAL CONTACTED - TITLE					TELEPHONE ()			
C. VICTIM One report per victim	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS		Street	City	Zip	TELEPHONE ()		
	PRESENT LOCATION OF VICTIM				SCHOOL	CLASS	GRADE	
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)			PRIMARY LANGUAGE SPOKEN IN HOME		
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME				TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)		
	RELATIONSHIP TO SUSPECT				PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO	DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK		
	VICTIM'S SIBLINGS		NAME		BIRTHDATE	SEX	ETHNICITY	
1. _____		3. _____						
2. _____		4. _____						
D. INVOLVED PARTIES	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS		Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()	
	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS		Street	City	Zip	HOME PHONE ()	BUSINESS PHONE ()	
	SUSPECT'S NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE	SEX	ETHNICITY	
	ADDRESS		Street	City	Zip	TELEPHONE ()		
OTHER RELEVANT INFORMATION								
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____							
	DATE / TIME OF INCIDENT			PLACE OF INCIDENT				
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)							

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was not determined to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation; GREEN COPY-District Attorney's Office; YELLOW COPY-Reporting Party

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act, also known as CANRA. The Internet site is: <http://www.leginfo.ca.gov/calaw.html> (specify Penal Code and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some information is not known. (PC Section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities as defined in PC Section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE (DESIGNATED AGENCIES)

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), county probation department (if designated by the county to receive mandated reports) or the county welfare department. (PC Section 11165.9.)

III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected instance of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected instance of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by the CANRA. Any other person reporting a known or suspected instance of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by the CANRA unless it can be proven the report was false and the person knew it was false or make the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

IV. INSTRUCTIONS

- SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business (agency) name and address, telephone number, a signature and today's date. Also check yes-no whether you (the mandated reporter) witnessed the incident. The signature area is for either the mandated report or the person taking as telephoned report.

IV. INSTRUCTIONS (Continued)

- SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, date of the written report, date/time of the phone call and the name, title and telephone number of the official contacted.
- SECTION C - VICTIM** (One Report per Family, siblings must have same parents/guardians): Enter the victim's name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and where applicable enter the school, class (indicate the teacher's name or room number), and grade. List the primary language spoken in the victim's home. Check the appropriate yes-no box for: developmentally disabled?, physically disabled? and specify the victim's other disability. To determine if the victim has a disability, ask the victim's parent or care giver. Also check the appropriate yes-no box for in foster care?, indicate type of care if the victim was in out-of-home care, indicate the type of abuse. List the victim's relationship to the suspect, check the appropriate yes-no box for photos taken?, indicate whether the incident resulted in this victim's death.
- SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim's Siblings, Victim's Parents/Guardians and the Suspect.
- SECTION E - INCIDENT INFORMATION:** If multiple victims, enter the number. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheets if needed.

V. DISTRIBUTION

- Reporting Party:** After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.
- Designated Agency:** *Within 36 hours* of receipt of Form SS 8572, send **white copy** to police or sheriff, **blue copy** to county welfare or probation, and **green copy** to district attorney.

ETHNICITY CODES

1 Alaskan Native	6 Caribbean	11 Guamanian	16 Korean	22 Polynesian	27 White-Armenian
2 American Indian	7 Central American	12 Hawaiian	17 Laotian	23 Samoan	28 White-Central American
3 Asian Indian	8 Chinese	13 Hispanic	18 Mexican	24 South American	29 White-European
4 Black	9 Ethiopian	14 Hmong	19 Other Asian	25 Vietnamese	30 White-Middle Eastern
5 Cambodian	10 Filipino	15 Japanese	21 Other Pac Islndr	26 White	31 White-Romanian

Disaster Response Procedures

2021-22

Our goal is to provide maximum protection for students, school personnel, and school property. In the event of an emergency or disaster during school hours, all students are to remain at school until they can be released to a parent or other responsible adult, or they are released by direction of the superintendent. In the event it becomes necessary to care for students who have not been united with their families or the family of friends, the school will safeguard for as long as necessary. If needed, the school will become an emergency aid center. During emergencies, all school personnel will automatically become civil defense personnel. As such, they will come under the authority of civil defense authorities or the principal. Parents have been requested **not** to drive vehicles to school during an emergency in order to help keep the roads clear for emergency vehicles. For traffic control, all school gates will be locked.

PICKING UP YOUR CHILD IN THE EVENT OF A DISASTER

- All parents will enter via the Request Gate at the northeast corner of Casimir Middle School via Spinning Street and meet with Dr. Larson and the Request Team. (Please access Spinning via 171st or Van Ness and avoid using Casimir Avenue as this will be the entry street for all emergency vehicles)
- Only parents and contacts listed in the school's database will be allowed to check students out of school. (To see a current contact list, check PowerSchool or contact the office.)
- All persons will be required to show photo identification at their grade level dispersing area, prior to checking a student out.
- The Request Gate Team will find the student and send them to the Reunion Gate.
- After Parents/Guardians/Contacts have made the request to check student out, they will head to the Reunion Gate at the southeast corner of Spinning Street to meet their child.

VOLUNTEERING DURING A DISASTER

- All persons wishing to volunteer in the event of a disaster must first have been cleared to volunteer on campus via the school site and district.
- Volunteers will enter Casimir via the gate at the southwest parking lot where they will be checked in by a site representative through the use of volunteer cards on file.
- Volunteers will be required to show photo identification prior to checking a student out.
- Volunteers will report to the EOC to get instructions from the site personnel member in charge.

DRILLS

- In order to practice the procedures listed below Casimir will periodically conduct emergency drills. Each drill will be signaled by a P.A. announcement at which time all students and staff will follow the instructions for the announced event below.

EMERGENCY OPERATION CENTER

Emergency Operation Center (EOC) shall be designated as the black top, the library and Room 24. From the EOC, the Principal/ Assistant Principal and lead teacher will:

- Implement and coordinate emergency operations.
- Control communications with the school site and with the district office.
- Principal/ Assist. Principal will direct emergency operations from the outside.
- Arrange for the physical transfer of students when student safety is threatened.
- Direct the secretary and attendance clerk to:

- be responsible for the safe keeping of essential school records and documents
- bring out student rosters, student contacts, all radios, clipboards, pens and paper.
- turn off automatic bell system
- monitor radio and telephone
- Direct cafeteria workers to:
 - organize & direct food services whenever necessary
 - inventory food supplies

DISASTER BUDDY SYSTEM

RESPONSIBILITIES

1. Each staff member will locate and determine whether his/her buddy has been injured in the emergency. Set up a place/system for checking with your buddy in advance.
2. Report location and injury of buddy to Principal/ Assist. Principal at the EOC.
3. The Buddies of injured teachers will assume the responsibilities for the supervision of the students assigned to the injured Buddy until regrouping of students on Student Supervision Team occurs.
4. As soon as preliminary student accounting procedures have been conducted and students are in a safe location, teachers who are members of the Student Supervision Team will assume responsibility for students assigned to their Buddy(ies) as well as themselves. Their Buddies will then report to the meeting location of his/her team.
5. Priority lies with student supervision/safety. In the event a person is assigned to a team other than Student Supervision and his/her buddy is seriously injured, she/he shall remain with the students of both teachers instead of reporting to her/his team location.

BUDDY ROSTER

Room 11 - Fladeland Room 12 – Kroesen Room 13 – Beasley Room 14 – Moretti	Room 21 - Fox Room 22 - Hollon Room 23 - Empty Room 24 - Hunnel Room 25 - Jones	Room 31 - Rice* Room 32 - Takehana Room 33 - Moeller Room 34 - Rousseau Room 35 - Miller
Room 42 - Thatcher Room 43 - Brown^ Room 44 - Room 46 - Keys Room 48 - Paley	Room 51 - Porzio Room 52 - Vuoso Room 53 - Carim Room 54 - Larson Room 61 - Morales Room 62 - Lee Room 63 - Stoll Room 64 - Reeh Room 65 - Hintergardt	Room 71 - Van Klooster Room 72 - Donde Room 73 - Sabo Room 74 - Bullard / Riehle Room 75 - Merrihew

Room 81 - Rose Room 82 - Thompson Room 83 - Alvarenga*	Main Office – Knox Attendance Office – Esqueda Health Office – Miller Principal’s Office – Ashikawa Assistant Principal’s Office – Sweet	Security – Olmos Custodian – Orona a.m./ Mena p.m. Cafeteria – Cooper^ / Chavez^ / Newton^
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*^Limited Campus Hours *Not in class every period*

Emergency Response Teams

After escorting all students to the field, taking roll, and handing off students to the Assembly Area leaders (see below), personnel should take the student accounting form to the Emergency Operation Center (EOC) for distribution to the search and rescue teams. Then all personnel should begin their duties as assigned. Once complete all teams should check in for reassignment to needed areas.

CURRENT CPR / FIRST AID CERT.

WHOLE STAFF

SEARCH AND RESCUE – Sabo*

After escorting students to the field, the team will meet up at the EOC, get master keys, radios, and information then conduct classroom sweeps. Mark all rooms checked with a “/” of duct tape and all with a deceased person with an “x” of duct tape. Once complete, report to the EOC.

#1 Takehana & Kroesen (get keys from principal)

(11, 12, 13, 14, 21, 22, 23, 24, 25, GYM (r.r.)

#2 Rice & Moeller (get keys from assistant principal)

(31, 32, 33, 34, 35, 42, 43,44, 45, 46, 47, 48 office, (r.r.)

#3 Thompson & Alvarenga (get keys from Knox)

(51, 52, 53, 54, 61, 62, 63, 64, 65, rest rm. (r.r.)

#4 Fladeland & Hintergardt (get keys from Esqueda)

(71, 72, 73, 74, 75, 81, 82, 83, locker, cafe)

FIRST AID – Nurse Jackie*

After escorting students to the field, the First Aid Team reports to EOC for a radio, and to evaluate first aid priorities and proceed to set-up the first aide station south of the EOC at the courtyard.

Hollon Moretti Paley (bring wheelchair)

PARENT REUNION – Larson*

After escorting students to the field, the team will report to the EOC for a radio and instructions. Team will then go to the northeast gate at Spinning Street. Monitor access to campus; allow parents individually to take their child after supplying proper identification. Specific procedure: paperwork at south gate, reunion at north gate.

Vuoso Lee Merrihew Esqueda

FOOD SERVICE – Cooper* / Chavez^/ Newton^

STUDENT CARE TEAM – Hunnel*

After escorting students to the field, the team will report to the EOC, get a radio, evaluate supervisory needs of all students and take all necessary action to make students safe and comfortable.

Thatcher Beasley Porzio Riehle Williams Lucero Lee Willard Brown^

SECURITY / HAZ. SHUT OFF – Security

After escorting students to the field, the team will meet up at the EOC for radios and information. Team will split. Back team will secure Spinning gates and assist the Parent Reunion team. Front team will shut off water, gas, and power, secure all gates and patrol the area. Emergency utility shut off tools are located in Custodians room at west end of G wing.

1. Main gas line - west side of G
2. Main electrical switch – north side of room 36
3. Main water valve – On Casimir Street/ west of shop(- open + closed)
4. Gas powered water heater in cafeteria

Orona (am) Gonzalez (pm)^

ASSEMBLY AREAS – Stoll*

After escorting students to the field, the team leader will report to the EOC for a radio and information. Grade level teams will access the emergency supply bin for any materials needed and work with the Student Care Team to take all necessary action to make students safe and comfortable.

<i>6TH</i>	<i>7th</i>	<i>8th</i>	<i>Front of School</i>
Rousseau*	Keys*	Jones*	Rose*
			<i>Supply Container</i>
Hollon	Fox	Morales	Donde*

EMERGENCY OPERATIONS CENTER

Conduct from the office if possible, move to a secondary location if needed.

Ashikawa Sweet Knox

SECURITY & NOON AIDES

Assist in evacuation making sure all students follow their teachers out to the assembly ara. Report to EOC when finished.

***Olmos Shishido^ Vaughn^ Merced^**

***Team Leaders ^Limited Campus Hours**

EMERGENCY EVENT PLANS

FIRE

1. The signal for a fire is a repetition of short “tone” blasts. Rooms will be evacuated and doors shut.
2. Students shall be walked directly to their classroom number marked on the blacktop using the EVACUATION MAP. Students are to sit quietly until an all-clear bell is rung.
3. Students shall be kept on school premises and not be evacuated to their homes unless authorized.
4. Roll will be taken and reported to the EOC. Return to buildings upon the all-clear bell.

EARTHQUAKE

In the event of an earthquake, our bells may not be working. In this case; teachers will follow the procedures below. Earthquakes always strike without warning. To ensure the maximum safety, the following actions should be taken:

1. Teachers direct students to **DROP** and hold the table legs. If out of doors, stay outdoors. Move away from any buildings.
2. Move and face away from windows and out from under heavy light fixtures.
3. Wait until the earthquake is over, and then proceed with the following.
 - Each teacher should **survey the class** and check for injuries.
 - Injured students, who cannot be moved safely, will be left in the classroom for the S & R team.
 - If possible, leave the classroom **door open** after evacuation for the sweep team.
 - Teacher will take a survival bag and students will be led to the field using Fire Drill procedures to the assembly area.
 - Teachers take roll & account for all students and report any missing, or injured to the EOC
 - When the students are in their assigned area they will be instructed to sit. The Student Supervision Team will remain with students at all times until released.
4. Teachers must **report injured** students left in the classroom, injured students in the assembly area, and students unaccounted for to the EOC prior to leaving for other assigned duties.
5. When outside, stay away from buildings and avoid any downed wires or burst pipes.
6. Render first aid with individual first aid kits until first aid supplies arrive.
7. Emergency teams (first aid, emergency sweep, reunion center) report to the EOC for direction.

SHELTER IN PLACE

The Shelter in Place signal will be announced over the P.A. system. “Shelter in Place” sign at the entrance of the school and all rooms with people in them.

1. Students and staff will clear the fields and report to their rooms. PE teachers will direct students to the closest available classroom where they will close all windows and lock all doors.
2. Students coming to school while the school is “sheltering in place” will report to the office.
3. The site commander will notify what other actions, if any, to take. (ie, sealing the door jamb, turning off heat and air units)
4. Sound the all-clear signal when appropriate (announce on the P.A.)

LOCKDOWN

1. Administrator will notify staff over P.A. system that there is a lockdown.
2. Students get under tables or otherwise out of sight from the outside.
3. The teacher is to shut windows, lock and secure doors, and remain with class.
4. Stay out of sight and quiet (phones off) until further notice.
5. Students outside should find immediate shelter or lie flat on the ground and remain motionless.
6. Every emergency will be different. Use your best judgement and use the the Run / Hide / Fight protocol suggested by the Department of Homeland Security.

<https://www.dhs.gov/sites/default/files/publications/active-shooter-how-to-respond-2017-508.pdf>

ACTIVE THREAT

1. Administrator will notify staff over P.A. system that there is a lockdown.
2. Students get under tables or otherwise out of sight from the outside.
3. The teacher is to shut windows, lock and secure doors, and remain with class.
4. Stay out of sight and quiet (phones off) until further notice.
5. Students outside should find immediate shelter or lie flat on the ground and remain motionless.

6. Every emergency will be different. Use your best judgement and use the the Run / Hide / Fight protocol suggested by the Department of Homeland Security.

<https://www.dhs.gov/sites/default/files/publications/active-shooter-how-to-respond-2017-508.pdf>

Person with Knife:

1. Inside: Keep as much distance as possible from the person with the dangerous object.
2. Outside: Have everyone gain distance or move to the other end of the field.

Person with Firearm:

1. Inside: Get under desks; remain motionless until it is safe.
2. Outside: Try to gain distance or find hard cover. If in the field, lie flat on the ground and remain motionless until given other directions.

Person with Explosives:

1. Inside: Remain calm and try to get students under their desks or to another portion of the room.
2. Outside: Get as much distance as possible with “escape” through the back fence.

BOMB THREAT

1. **Bomb Call Recipient:** When bomb threat calls are received, the phone call recipient should:
 - Keep the caller on the phone as long as possible and do not hang up.
 - Write down the caller ID number and the exact time of the call.
 - If a student is answering the phones, have an adult take the call if time permits.
 - Signal someone to alert the school administrator or designee.
 - Write down everything the caller said.
 - Make an educated guess as to the caller’s gender, age, race, and accent.
 - Identify any background noises.
 - Even after the caller hangs up, keep the phone off the hook so the police can trace the call.
 - Discuss this matter only with administrators to ensure that misinformation does not cause panic.
2. **Threat Assessment:** The administration will notify law enforcement officials and make decisions in conjunction with the police. Based upon the threat assessment, one of the following responses will occur:
 1. Conduct a low profile search of the existing grounds and public areas of the building.
 2. Conduct a comprehensive search having all staff search their work area, in addition to the grounds and public areas so the entire building is covered.
 3. Search with partial evacuation.
 4. Evacuate after searching or
 5. Evacuate immediately.

AIRPLANE CRASH

If an aircraft should fall on or near a school, the following should be done:

1. Administrator will determine what action, if any, is necessary. When necessary, teachers are to take immediate action for the safety of students without waiting for directions.
2. At the sound of a crash, teachers shall command students to DROP. All persons indoors are to remain indoors unless the fire bell is rung to clear the buildings. Persons outdoors are to assume the crouch position.

CHEMICAL ACCIDENT & ESCAPING GAS (SHELTER IN PLACE)

Warning of a chemical accident usually will come from the police or fire department or from civil defense officials. The procedure to follow is:

1. Shelter in Place signal announced over the P.A. system. “Shelter in Place” sign at the entrance of the school and all rooms with people in them.
2. Students and staff will clear the fields and report to their rooms. PE teachers will direct students to closest available classroom where they will close and lock all doors and windows, as well as turn off all pilot lights, air conditioning, and exhaust fans in kitchens and bathrooms.

3. All doors and windows will be duct taped or plugged with wet towels.
4. All drapes & curtains will be drawn over windows & those inside will move to the center of the room.
5. Students coming to school while the school is “sheltering in place” will report to the office.
6. The site commander will notify if other actions to take.
7. Sound the all-clear signal when appropriate (announce on the P.A.)

SEVERE STORM

The US Weather Bureau can usually forecast severe storms with a high degree of accuracy. If time and conditions permit, students should be sent home. If an emergency does develop during school hours, the following emergency actions should be taken:

1. Students and staff should be assembled inside, closing all windows, doors, and blinds.
2. Remain away from outside walls.
3. Take roll of all students.
4. Keep radio/televisions tuned to emergency information stations.

LOSS OF ESSENTIAL SERVICES

School Administration will assess the possibility of continuing school with limited resources. District and service officials will be consulted. If the decision to release students is made, the procedure is as follows:

1. All school gates will be locked.
2. Students will be released to the field under the supervision of the staff.
3. Parents will be notified of school closure and directed to enter the school grounds via the northeast gate at Spinning Avenue.
4. Students will be released through the parent reunification group, which will use the information provided in the green emergency cards. An adult on the green emergency card must check out all students. A photo i.d. will be required.
5. Any students remaining after regular dismissal will be released as normal.

MEDICAL EMERGENCIES & QUARANTINES (i.e. pandemic influenza outbreak)

Seasonal Flu

- Promote hand washing and cough hygiene via school-wide campaigns and modeling by school staff.
- Encourage vaccination of staff and students for whom the flu vaccine is recommended.
- Persons developing symptoms at school should be sent home as soon as possible and instructed by appropriate officials not to return until they are well.

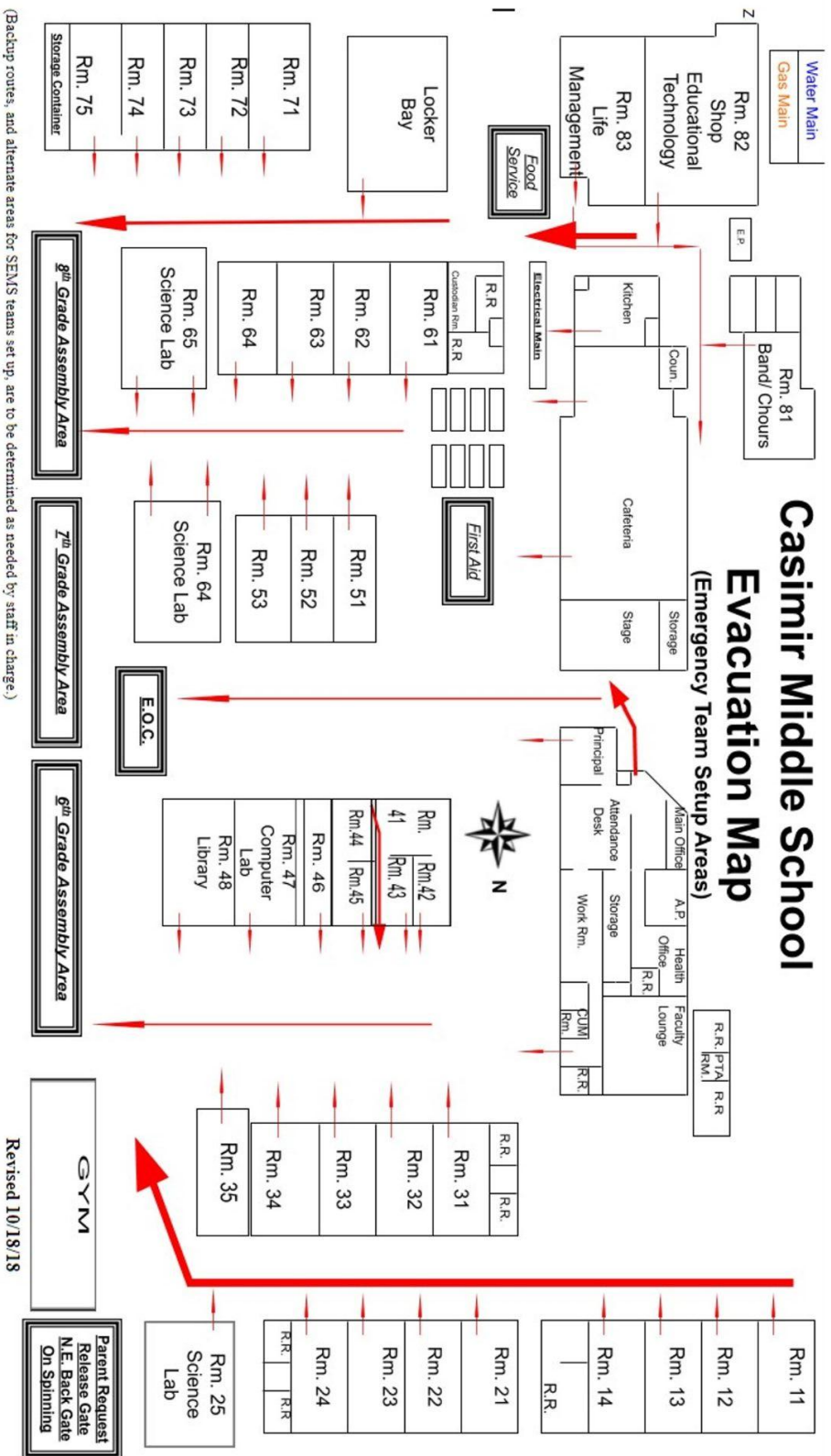
Mild to Moderate Pandemic - All of the seasonal flu methods plus the following:

- Encourage the use of social distancing at the work place, at school and in the community.
- Possible school closure for a short amount of time (possibly days to a couple of weeks).
- Work with community flu-planning team to assess whether any additional measures should be taken.

Severe Pandemic - All of the seasonal and mild to moderate flu methods plus:

- Possible extended school closure as determined by the district.
- Promote social distancing of children and teens outside the school setting by reducing their social circulation and contacts to the greatest extent possible. This could include cancelling extracurricular activities.

EVACUATION MAP



(Backup routes, and alternate areas for SEMS teams set up, are to be determined as needed by staff in charge.)

Revised 10/18/18

Suspension and Expulsion Policies

BP 5144.1 (a) SUSPENSION AND EXPULSION/DUE PROCESS

The Board of Education 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.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be those specified in law and 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 another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, and in accordance with the District's nondiscrimination policies.

Except for single acts of a grave nature or offenses for which suspension or expulsion is required by law, suspension or expulsion shall be used only when the student involved has a history of misconduct and other means of correction have failed to bring about proper conduct or the student's presence causes a continuing danger to himself/herself or others.

To correct the behavior of students who are subject to discipline, the Superintendent or designee, to the extent allowed by law, shall use alternative disciplinary measures that keep students in school during the school day.

Suspended or expelled students shall be denied the privilege of participation in all extracurricular activities during the period of suspension or expulsion. 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.

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when 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. (Education Code 48900.5, 48900.6)

No student in grades K-3 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900) BP 5144.1)

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 student and his/her parents/guardians and to improve classroom 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. (Education Code 48900.1) 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 telephone, mail, or other means that maintains the confidentiality of the student's records.

Supervised Suspension Classroom

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised classroom suspension program which meets the requirements of law. The use of such alternatives does not preclude off-campus suspensions.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing, selling, or otherwise furnishing a firearm, which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
5. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12," the Superintendent or principal shall have the discretion to recommend expulsion of a student.

If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others A vote to expel a student shall be taken in a public session.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or 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)

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.

Procedures for Notifying Teachers about Dangerous Pupils

In order to fulfill the requirements made by Education Code 49079 and Welfare and Institutions Code 827 that state teachers must be notified of the reason(s) a student has been suspended. TUSD has incorporated this notification into the existing "Attendance Reporting screen". On the daily attendance report, when a student is suspended, it will show an "S" next to the student's name. The teacher can access the suspension by looking at the student's discipline history. The information provided is for the student's current teachers only. All information regarding suspension and expulsion is **CONFIDENTIAL**, is not to be shared with any student(s) or parent(s). Teachers are asked to secure the list so students and others may not view it.

Pursuant to Welfare & Institution Code 827(b) and Education Code 48267, the Court notifies the Superintendent of the Torrance Unified School District regarding students who have engaged in certain criminal conduct. This information is forwarded to the site Principal. The site Principal is responsible for prompt notification of the student's teachers. Per Education Code 49079, this information must be kept confidential.

To: ALL CERTIFICATED STAFF
From: **PRINCIPAL**
Re: Student Suspension Information

*Education Code 49079 and Welfare and Institutions Code 827 require that teachers be notified of the reason(s) a student has been suspended. The Torrance Unified School District has incorporated this notification into the existing "Attendance Reporting screen". On the daily attendance report, when a student is suspended, will show an "S" next to the students name. The teacher can access the suspension by looking at the student's discipline history. The information provided is for the student's current teachers only. All information regarding suspension and expulsion is **CONFIDENTIAL**, is not to be shared with any student(s) or parent(s). Teachers are asked to secure the list so students and others may not view it.*

The following are examples of Ed. Code 48900 and 48915 violations that may appear on your report.

- E.C. 48900**
- (a1) Mutual fight
 - (a2) Battery
 - (b) Possessed dangerous object
 - (c) Controlled substance/alcohol
 - (d) Imitation controlled substance
 - (e) Robbery/extortion
 - (f) Vandalism
 - (g) Theft
 - (h) Tobacco/nicotine products
 - (i) Habitual Profanity/vulgar or obscene act
 - (j) Drug paraphernalia
 - (k) Disruptive/willful defiant behavior
 - (l) Received stolen property
 - (m) Imitation firearm

- (n) Sexual assault or battery
- (o) Harassed/threatened witness
- (p) Sale of soma
- (q) Hazing
- (r) Bullying/cyberbullying
- (t) Aiding and abetting *

E.C. 48900.2 Sexual harassment (gr 4-12)

E.C. 48900.3 Hate violence(gr 4-12)

E.C. 48900.4 Severe and pervasive threats and intimidation (gr 4-12)

E.C. 48900.7 Terrorist threats

E.C. 48915 (a1a) Serious physical injury

(a1b) Possession: knife, explosive, dangerous object

(a1c) Controlled substance

(a1d) Robbery or extortion

(a1e) Assault/battery school employee

E.C. 48915(c1) Possessing, selling, furnishing firearm

(c2) Brandishing a knife at another person

(c3) Selling a controlled substance

(c4) Committing or attempting sexual assault or battery

(c5) Possession of an explosive

If you have any questions or want more information, please see me.

Sexual Harassment Policy

BP 5145.7(a) SEXUAL HARASSMENT

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities.

The Board also prohibits retaliatory behavior or action against any persons who files a complaint, testifies, or otherwise participates in District complaint processes. The District strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a District compliance officer.

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and District procedures specified in AR 1312.3 – Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

The Superintendent or designee shall take appropriate actions to reinforce the District's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all District students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. A clear message that student safety is the District's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the District's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable.

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

Confidentiality and Record-Keeping

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the District to monitor, address and prevent repetitive harassing behavior in its schools.

AR 5145.7(a) SEXUAL HARASSMENT

The District designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures.

The coordinator/compliance officer(s) may be contacted at:

Senior Director – Human Resources
2335 Plaza del Amo
Torrance, CA 90501

(310) 972-6071

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex, in the educational setting, when made on the basis of sex and under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any District program or activity

Examples of types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the District's compliance officer identified in AR 1312.3.

In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a District compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted the Superintendent or designee.

When a report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the District's uniform complaint procedures. If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and District procedures specified in AR 1312.3.

Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

However, when a complainant or victim of sexual harassment notifies the District of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the District's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the District will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the District of the harassment but requests that the District not pursue an investigation, the District will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. Such measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy.

The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce the District's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond
3. Disseminating and/or summarizing the District's policy and regulation regarding sexual harassment
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community
5. Taking appropriate disciplinary action In addition, disciplinary measures may be taken against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

Notifications

A copy of the District's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5). A copy of the District's sexual harassment policy and regulation shall be posted on District and school web sites and, when available, on district-supported social media.
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
4. Appear in any school or District publication that sets forth the schools or District's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
5. Be included in the student handbook
6. Be provided to employees and employee organizations

School-wide Dress Code prohibiting gang-related apparel

BP 5132 DRESS AND GROOMING

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

Gang-Related Apparel

The principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities.

Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

AR 5132(a) DRESS AND GROOMING

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

In addition, the following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times. Elementary students must wear flat, closed shoes.
2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free from writing, pictures or any other insignia which are vulgar, profane, or of a sexual nature, or bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic, sexual orientation, or religious intolerance.
3. Sunglasses, hats, caps and other head coverings shall not be worn indoors. Only medically/religiously required headgear, approved by the principal, may be worn indoors. Sun-protective clothing must comply with District and school site dress and grooming standards.
4. Clothes shall conceal underwear at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
5. Swimwear, pajamas, nightgowns, and oversized clothing are not appropriate school wear.
6. Regulation gym shorts may not be worn in classes other than physical education. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Dress code violations will follow the discipline matrix as set forth in Administrative Rule 5144 – Discipline Policy for grades 6-12. First through third offense is handled with a warning and change of clothing up to suspension for disruption and willful defiance. (Education Code 48900(k))

Gang-Related Apparel

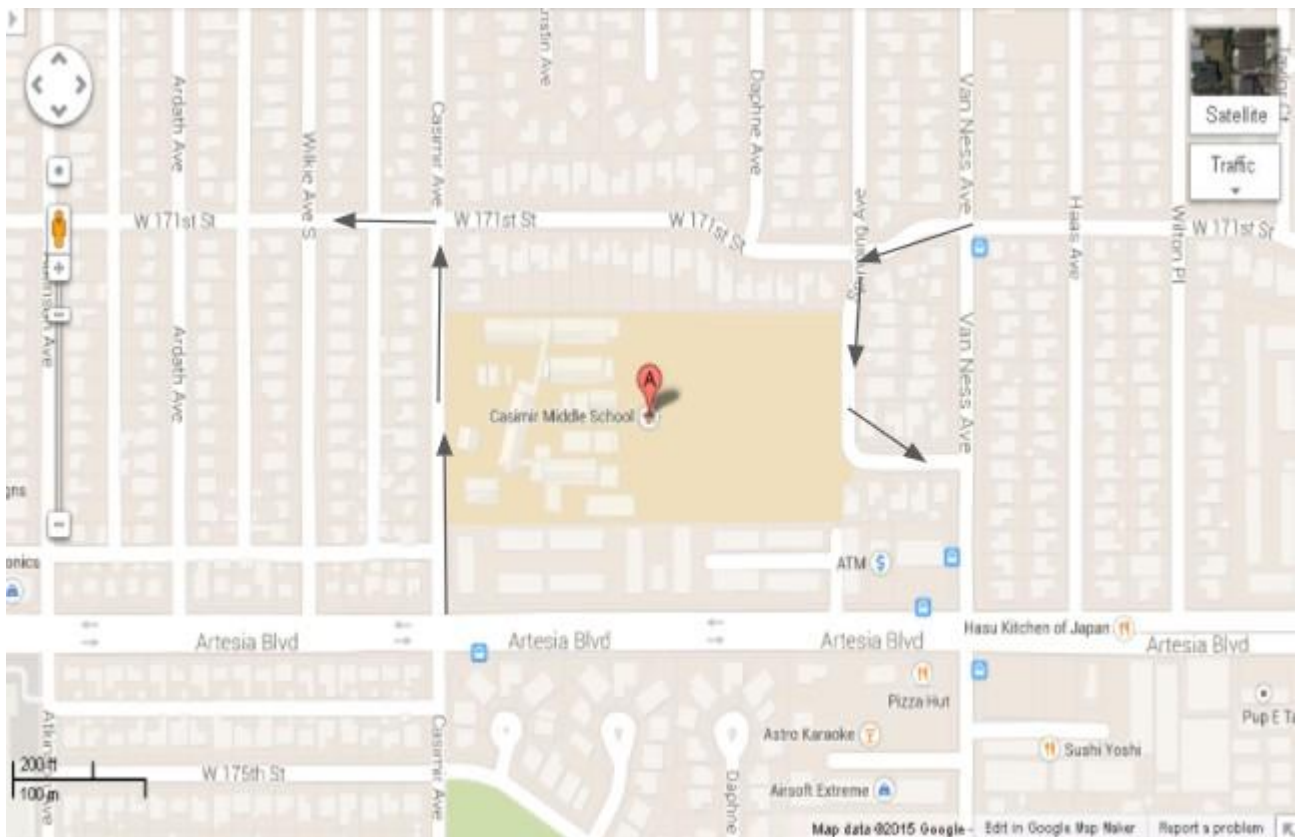
At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably 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 Sections 32282, and 35183.)

As used in this section, "gang" is defined as any ongoing organization, association or group of three or more persons, whether formal or informal, having a common name or common identifying sign or symbol, having as one of its primary activities the commission of criminal acts. (Penal Code Section 186.22).

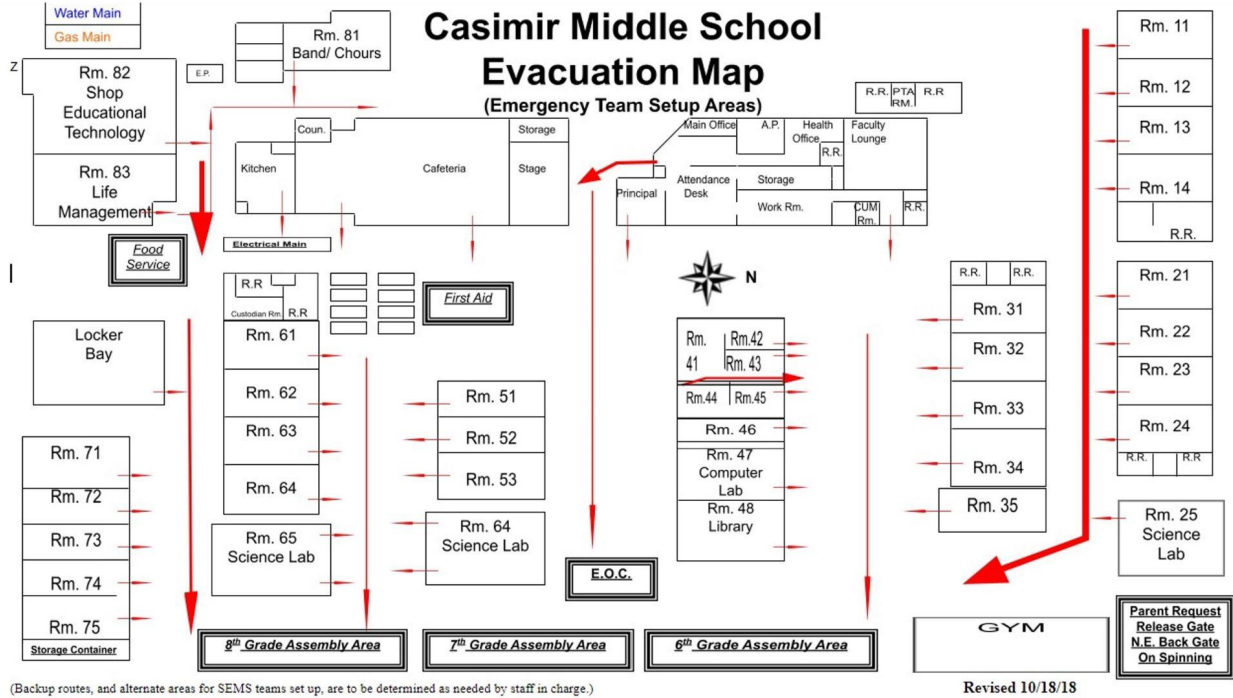
Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

Procedures for Safe Ingress and Egress from School

Entrances/Exits of the school



Evacuation Routes



Procedures to Ensure a Safe and Orderly Environment

School must be safe for all students if learning is to take place. No person has the right to deprive another of an education in an environment safe from harm. The goal at Casimir is to encourage students to make appropriate choices and to help them assume responsibility for their actions. Several informal and formal procedures are used to communicate with parents and to help students maintain positive behavior at school.

SAFE SCHOOLS ZONE

The State of California has established the following rules as the definition as “Safe Schools Zone”, an area that encompasses any of the following places during regular school hours or within 60 minutes before or after the school day or 60 minutes before or after a school-sponsored activity at the school site:

- (A) Within 100 feet of a bus stop, whether or not a public transit bus stop that has been publicly designated by the school district as a school bus stop. This definition applies only if the school district has chosen to mark the bus stop as a school bus stop.
- (B) Within 1,500 feet of a school, as designated by the school district.

Informal telephone calls from teachers and administrators, Parent Connect, e-mails, and conferences virtually and at school that include parents, teachers, administrators, the counselor, and the student are encouraged to foster a higher level of student success and positive behavior. If established classroom procedures and home-school communication fail to improve student behavior, formal alternatives such as the will be considered.

Component One: People and Programs

Create and maintain a caring and connected school climate

- Goal(s): Establish a social culture and the behavior supports needed to improve social, emotional, behavioral, and academic outcomes for all students.
- Objective: Casimir will continue to expand and improve the current PBIS (Positive behavioral intervention supports) program by empowering more stakeholders to contribute to building positive culture.
 - Related Activities: Intervention team meetings, school wide assemblies, PBIS messaging around the school, Release period for PBIS coordinator, PD for staff, awards, check in meetings, parent roundtables.
 - Resources needed: Continued financial support from SIPSA line items.
 - Person(s) responsible for implementation: Administration, PBIS coordinator, intervention team, staff.
 - Timeline for implementation:
 - Continued PD for staff 2021- 2022
 - Budget: Varies (\$6,000)
 - Evaluation guidelines: The evaluation of school culture will be evaluated weekly at intervention meetings but also more formally each quarter with data analysis to compare office referrals, non office referrals, Q codes, and suspensions. Data from the yearly climate survey is used to evaluate the year's programs strengths and weaknesses and help drive changes for the next year.

Component Two: Place

Create and maintain a caring and connected school climate

- Goal(s): Ensure a safe and adequate learning environment exists on every campus for all students.
- Objective:
 1. Ensure that all school facilities have appropriate access and are properly maintained for student use and to best support learning.
 2. Utilize the schools security systems to maintain a safe environment. OpenEye campus Security system, Helios main gate security, RAPTOR guest ID verification system, secure fencing and locks on all points of egress and staff supervision during times where the gates are open (before and after school).
 - Resources needed: none
 - Person(s) responsible for implementation: Administration office staff, campus security, staff.
 - Timeline for implementation: continuing
 - Budget: none
 - Evaluation guidelines: climate survey, incidents reports.

Rules and Procedures on School Discipline

ADMINISTRATORS' RESPONSIBILITIES
ADMINISTRATIVE RULE 5144 - DISCIPLINE POLICY FOR GRADES K-12

Students may be suspended or expelled if the act is related to a school activity or school attendance, including but not limited to the following: (a) while on school grounds; (b) while going to or coming from school; (c) during a school lunch period, whether on or off campus; or (d) during or while going to or coming from a school sponsored activity. Education Code 49079 requires that teachers be informed of a pupil's suspension and the infraction specific to the case, as described in Education Code 48900, except for smoking. The information shall be provided confidentially to teachers for the previous three school years. **All students will be held accountable for the last three years of their discipline history.**

The following discipline matrix indicates the types of disciplinary action that may apply to each offense. These actions may be applied to a first time or repeated incident. Progressive consequences, when applicable, are listed for each subsequent offense within the respective education code violation. School officials use this matrix as a guide intended to standardize disciplinary procedures throughout the District. The recommendations are not intended to substitute for the judgment of professional personnel based upon knowledge of the student's behavior record and statutory restraints.

OFFENSE	CONSEQUENCE
<p>Sale of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code Ed Code 48900: C – Sale of a controlled substance Incident Type: D: Sale of Controlled Sub</p> <p>Brandishing a knife Ed Code 48900: B – Brandished weapon or other dangerous object Incident Type: C – Brandishing a Knife</p> <p>Possessing, selling or otherwise furnishing a firearm Ed Code 48900: B – Possessed weapon or other dangerous object Incident Type: C – Possession of Firearm</p> <p>Possessing an explosive Ed Code 48900: B - Possessed weapon or other dangerous object Incident Type: C – Possession Explosive</p> <p>Committing or attempting to commit sexual assault or battery Ed Code 48900: N – Sexual assault or battery Incident Type: B – Sexual Battery</p>	<p>Parent conference Referral to police department Suspension 5 days pending recommendation to expel – 48915(c) violation</p>
<p>Fighting, attempting to cause, or threatening to cause injury to another person Ed Code 48900: A1 (Mutual Combat) Incident Type: B – Fighting</p>	<p>1st Offense: Parent conference, other means of correction, suspension 1-3 days, possible report to police department</p> <p>2nd Offense: Suspension 3-5 days, other means of correction, possible adjustment transfer, possible report to police department</p> <p>3rd Offense: Recommendation to expel if can show other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of others</p>
<p>Willfully used force or violence upon the person of another, except in self-defense – Assault (Crime Report) Ed Code 48900: A2 (Assault / Attack) Incident Type: B – Assault / attempt physical Injury</p> <p>Extortion Ed Code 48900: E Robbery Ed Code 48900: G/ E Incident Type: B – Robbery / Extortion</p> <p>Assault or battery upon any school employee Ed Code 48900: A2; 48915(E) Incident Type: B – Assault School Employee</p> <p>Terroristic threats against school officials or school property Ed Code 48900: .7 Incident Type: B – Terrorist Threats</p>	<p>1st Offense: Parent conference, other means of correction, suspension 1-5 days, possible adjustment transfer, report to police department</p> <p>2nd Offense: Suspension 5 days, other means of correction, possible expulsion recommendation if can show other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of others</p> <p>3rd Offense: Recommendation to expel if can show other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of others</p>

* Repeated incidents may include all consequences for previous offenses, in addition to those listed for the subsequent incident. 20

ADMINISTRATORS' RESPONSIBILITIES
ADMINISTRATIVE RULE 5144 - DISCIPLINE POLICY FOR GRADES K-12

<p>Possession of or sale of any knives Ed Code 48900: B – Possession of weapon/other dangerous object Incident Type: C – Possession of Knife</p> <p>Possession, use of or sale of imitation firearms, imitation explosives, tear gas/pepper spray/laser pointers or scopes, or other dangerous weapons or objects, or any item capable of causing death or great bodily harm Ed Code 48900: B– Possession of weapon/other dangerous object Ed Code 48900: M – Possession of imitation firearm Incident Type: C- Weapons / Other Dangerous Object</p> <p>Starting fires Ed Code 48900: A1, F, K Incident Type: B, E, F</p>	<p>1st Offense: Parent conference, referral to police department, other means of correction, suspension 1-5 days, possible adjustment transfer</p> <p>2nd Offense: Suspension 3-5 days, other means of correction, parent conference, referral to police department, possible adjustment transfer</p> <p>3rd Offense: Recommendation to expel if can show other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of others</p>
<p>Possession or lighting of fire crackers Ed Code 48900: B– Possession of weapon/other dangerous object Incident Type: C – Possession Explosive</p>	<p>1st Offense: Parent conference, restitution, suspension 1-3 days, report to fire and police departments</p> <p>2nd Offense: Suspension 3-5 days, other means of correction</p> <p>3rd Offense: Suspension 5 days, other means of correction</p>
<p>Possession or use of any controlled substance or alcohol, or otherwise furnished, or under the influence of same Ed Code 48900: C Incident Type: D – Possession of Controlled Substance D – Under Influence of Controlled Sub.</p> <p>Possession of or otherwise furnished any “look alike” controlled substance or alcohol Ed Code 48900: C Incident Type: D – Possession of Controlled Substance</p> <p>Possession or sale of drug paraphernalia Incident Type: D- Drug Para Possession</p>	<p>1st Offense: Parent conference, referral to police department, other means of correction, suspension 2-5 days, participation and completion of an intervention program</p> <p>2nd Offense: Suspension 5 days, referral to police department, possible adjustment transfer, other means of correction, participation and completion of an intervention program</p> <p>3rd Offense: Recommendation to expel if can show other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of others</p>
<p>Vandalism, graffiti, defacing school property or property of others including but not limited to books, computers, electronic files, databases and e-mail Ed Code 48900: F – Damage to school or private property Incident Type: F – Vandalism/ Graffiti</p> <p>Theft or attempting to or knowingly stealing or receiving school or private property Ed Code 48900: G – Stealing school or private property Ed Code 48900: L – Receiving stolen property Incident Type: B – Stealing B – Received Stolen Property</p>	<p>1st Offense: Parent conference, possible removal from class, restitution, other means of correction , referral to police department</p> <p>2nd Offense: Suspend 1-3 days, other means of correction, referral to police department</p> <p>3rd Offense: Suspension 5 days, other means of correction, referral to police department, possible, adjustment transfer</p>
<p style="text-align: center;">OFFENSE</p> <p>Use and/or possession of tobacco or Salvia on campus and/or paraphernalia including lighters and matches Ed Code 48900: H – Possessed tobacco Incident Type: D – Possession of Tobacco</p>	<p style="text-align: center;">CONSEQUENCE</p> <p>1st Offense: Warning and/or detention, parent conference, other means of correction, referral to police department, possible participation in an intervention program</p> <p>2nd Offense: Suspension 1-3 days, other means of correction, participation in an intervention program</p> <p>3rd Offense: Suspension 3-5 days, other means of correction, participation in an intervention program</p>

* Repeated incidents may include all consequences for previous offenses, in addition to those listed for the subsequent incident. 21

ADMINISTRATORS' RESPONSIBILITIES
ADMINISTRATIVE RULE 5144 - DISCIPLINE POLICY FOR GRADES K-12

<p>Profanity, vulgarity, inappropriate language/attire and/or ethnic slur to another person including offensive materials on clothing and personal/school items</p> <p>Gestures - including gang signs and/or ethnic slur</p> <p>Ed Code 48900: I – obscene act, habitual profanity or vulgarity Incident Type: E – Profanity/Vulgarity</p>	<p>1st Offense: Warning , parent conference, other means of correction, possible citation by police department</p> <p>2nd Offense: Suspension 1-3 days, other means of correction</p> <p>3rd Offense: Suspension 3-5 days, other means of correction, possible adjustment transfer</p>
<p>Bullying: Including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.</p> <p>Ed Code 48900: R – Bullying Incident Type: B – Bullying</p> <p>Harassing, threatening, or intimidating a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil</p> <p>Ed Code 48900: O – Harassing a complaining witness Incident Type: B- Harass/Intimidate Witness</p> <p>Aiding or abetting the infliction or attempted infliction of physical injury to a person (*Recommendation to Expel not applicable)</p> <p>Ed Code 48900: T- Aiding/ abetting physical injury Incident Type: B – Aiding or Abetting Physical Injury</p>	<p>1st Offense: Parent conference, possible detention, other means of correction</p> <p>2nd Offense: Possible suspension 1-3 days, other means of correction possible adjustment transfer, possible referral to police department</p> <p>3rd Offense: Suspension 1-5 days, other means of correction, possible adjustment transfer, possible recommendation to expel if can show other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of others</p>
<p>Sexual harassment (Grades 4-12) – unwelcome sexual advances that create a hostile learning environment</p> <p>Ed Code 48900: .2 Incident Type: B – Sexual Harassment</p>	<p>1st Offense: Parent conference, possible suspension 1-5 days, other means of correction, possible adjustment transfer, possible expulsion recommendation (depending on severity) if can show other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of others, possible referral to police department</p> <p>2nd Offense: Suspension 1-5 days, other means of correction possible adjustment transfer, possible expulsion recommendation (depending on severity) if can show other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of others, possible referral to police department</p> <p>3rd Offense: Suspension 5 days and recommendation to expel if can show other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of others</p>
<p>Hate violence (Grades 4-12): harassment, teasing, threats, intimidation, or bullying including but not limited to a physical or mental disability, gender, nationality, race, religion or sexual orientation</p> <p>Ed Code 48900: .3 – Act of hate violence Incident Type: B – Hate Violence B – Hazing B – Harassment</p>	<p>1st Offense: Parent conference, possible suspension 1-5 days, other means of correction, possible adjustment transfer, possible expulsion recommendation (depending on severity) if can show other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of others, possible referral to police department</p> <p>2nd Offense: Suspension 1-5 days, other means of correction possible adjustment transfer, possible expulsion recommendation (depending on severity) if can show other</p>

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ADMINISTRATORS' RESPONSIBILITIES
ADMINISTRATIVE RULE 5144 - DISCIPLINE POLICY FOR GRADES K-12

	<p>means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of others, possible referral to police department</p> <p>3rd Offense: Suspension 5 days and recommendation to expel if can show other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of others</p>
<p>Inappropriate use of computers</p> <p>See Electronic Information Resource Contract, AR 372.1</p> <p>Ed Code 48900: K Incident Type: E – Disruption</p>	<p>1st Offense: Parent conference, possible removal from class, restitution, other means of correction, possible referral to police department</p> <p>2nd Offense: Suspension 1-3 days, other means of correction, possible referral to police department</p> <p>3rd Offense: Suspension 3-5 days, other means of correction, possible referral to police department</p>
<p>Cheating in classroom including plagiarism and using electronic devices</p> <p>Ed Code 48900: K Incident Type: E – Cheating</p>	<p>1st Offense: Parent conference, other means of correction, failing grade on test or assignment, possible "U" in citizenship or "1" in Skills for Success, possible detention</p> <p>2nd Offense: Possible removal from class, other means of correction</p> <p>3rd Offense: Suspension 1 day, other means of correction</p>
OFFENSE	CONSEQUENCE
<p>Dress code violation</p> <p>Ed Code 48900: K Incident Type: E – Dress Code</p>	<p>1st Offense: Warning, parent contact, change or cover</p> <p>2nd Offense: Possible detention, other means of correction</p> <p>3rd Offense: Suspension 1 day, other means of correction</p>
<p>Classroom/Campus Disruption, disobedience</p> <p>Setting off fire alarms</p> <p>Ed Code 48900: K – Defied rules, disrupted school activities</p> <p>Ed Code 48900: K Incident Type: E – Disruption / E - Defiance</p>	<p>1st Offense: Teacher conference, parent conference, other means of correction, possible detention</p> <p>2nd Offense: Detention, other means of correction, possible removal from class</p> <p>3rd Offense: Suspension 1 day, removal from class</p>
<p>Violation of school rules</p> <p>Ed Code 48900: K Incident Type: E – Class Rules Violation</p>	<p>1st Offense: Warning, Possible detention, parent conference, other means of correction</p> <p>2nd Offense: Detention, other means of correction</p> <p>3rd Offense: Suspension 1 day, other means of correction</p>
<p>Use of skateboards*, roller skates or roller blades. Possession or use of radios, chains, and non-approved hats/headgear on campus.</p> <p>Violation of district policy for use of cameras, iPods/MP3 players, cellular phones, pagers/beepers and other electronic devices.</p> <p>Ed Code 48900: K Incident Type: E – Defiance</p>	<p>1st Offense: Warning, confiscation of item for the day, possible parent conference, possible detention</p> <p>2nd Offense: Confiscation of item (to be returned at parent conference), detention, other means of correction, possible referral to police department</p> <p>3rd Offense: Item to be returned at end of school year, possible suspension 1 day</p>

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ADMINISTRATORS' RESPONSIBILITIES
 ADMINISTRATIVE RULE 5144 - DISCIPLINE POLICY FOR GRADES K-12

<p>Excessive unexcused tardiness, excessive absences, truancy, or class cuts</p> <p>Incident Type: A – Absence Problem A – Truant A - Tardy</p> <p>Daytime loitering (truancy)</p> <p>Incident Type: A – Tardy / Truant</p>	<p>1st Offense: Other means of correction, Possible referral to police department</p> <p>2nd Offense: Possible referral to Student Attendance Review Board (SARB)</p>
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* Repeated incidents may include all consequences for previous offenses, in addition to those listed for the subsequent incident. 24

Hate Crime Policies and Procedures

BP 5145.9(a) HATE-MOTIVATED BEHAVIOR

The Board of Education affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society.

Behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. These efforts shall be focused on providing an efficient use of District and community resources.

The District shall provide age-appropriate instruction to help promote an understanding of and respect for human rights, diversity, and tolerance in a multicultural society and to provide strategies to manage conflicts constructively.

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. Upon receiving such a complaint, the principal or designee shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 – Sexual Harassment.

If the student believes that the principal or designee has not remedied the situation, he/she may file a complaint in accordance with District complaint procedures.

BP 5145.9(b) HATE-MOTIVATED BEHAVIOR

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the principal, Superintendent or designee, and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline in accordance with law, Board policy and administrative regulation.

The District shall provide counseling, guidance and support, as necessary, to those students who are the victims of hate-motivated behavior.

BP 5145.3(a) NONDISCRIMINATION/HARASSMENT

The Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the District's academic 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 of any student based on the student's actual 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. (Education Code 234.1)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also shall include the creation of a hostile environment when the prohibited conduct 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 files or otherwise participates in the filing or investigation of a complaint or report regarding an incident of 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 educational program. He/she shall report his/her findings and recommendations to the Board after each review.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension, or expulsion for behavior that is severe or pervasive as defined in Education Code 48900.4.

Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

AR 5145.3(a) NONDISCRIMINATION/HARASSMENT

The District designates the individual(s) identified below as the employee(s) responsible for coordinating the District's efforts to comply with state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the District's nondiscrimination policies.

The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints regarding unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual 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, gender expression, or any other legally protected status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The coordinator/compliance officer(s) may be contacted at:

Senior Director – Human Resources
2335 Plaza del Amo
Torrance, CA 90501
(310) 972-6071

Director – Special Education
2335 Plaza del Amo
Torrance, CA 90501
(310) 972-6101

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at District schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the District's nondiscrimination policy and related complaint procedures, including the coordination/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public. Posting them on the District's web site and other prominent locations and providing easy access to them through district-supported social media, when available.
2. Provide to students a handbook that contains age-appropriate information that clearly describes the District's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)
3. Annually notify all students and parents/guardians of the District's nondiscrimination policy. The notice shall inform students and parents/guardians of the possibility that students will participate in a sex-segregated school program or activity together with another student of the opposite biological sex, and that they may inform the compliance officer if they feel such participation would be against the student's religious beliefs and/or practices or a violation of his/her right to privacy. In such a case, the compliance officer shall meet with the student and/or parent/guardian who raises the objection to determine how best to accommodate that student. The notice shall inform students and parents/guardians that the District will not typically notify them of individual instances of transgender students participating in a program or activity.
4. The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, are notified of how to access

the relevant information provided in the District's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand. If 15 percent or more of students enrolled in a particular District school speak a single primary language other than English, the District's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the District shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

5. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the District's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include guidelines for addressing issues related to transgender and gender-nonconforming students.
6. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)
7. At the beginning of each school year, inform each principal or designee of the District's responsibility to provide appropriate assistance or resources to protect students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination and how to respond
3. Disseminating and/or summarizing the District's policy and regulation regarding unlawful discrimination
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to students, parents/guardians, and the community
5. Taking appropriate disciplinary action against perpetrators and anyone determined to have engaged in wrongdoing, including any student who is found to have made a complaint of discrimination that he/she knew was not true

Process for Initiating and Responding to Complaints

Any student who feels that he/she has been subjected to unlawful discrimination described above or in District policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is

reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When any report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is submitted to or received by the principal or compliance officer, he/she shall inform the student or parent/guardian of the right to file a formal complaint pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures.

Any report of unlawful discrimination involving the principal, compliance officer, or any other person to whom the complaint would ordinarily be reported or filed shall instead be submitted to the Superintendent or designee. Even if the student chooses not to file a formal complaint, the principal or compliance officer shall implement immediate measures necessary to stop the discrimination and to ensure all students have access to the educational program and a safe school environment. Upon receiving a complaint of discrimination, the compliance officer shall immediately investigate the complaint in accordance with the District's uniform complaint procedures specified in AR 1312.3.

Bullying Prevention Policies and Procedures

BP 5131.2 (a) BULLYING

The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm.

District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the creation or transmission of harassing communications, 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.

Strategies for addressing bullying in District schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff and may be incorporated into the comprehensive safety plan, Local Control Accountability Plan, and other applicable District and school plans.

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in development and

implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

Bullying Prevention

To the extent possible, District and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of District and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

As appropriate, the District shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective responses.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias. Intervention Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized.

In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously. School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

Complaints and Investigation

Any complaint of bullying, whether it is discriminatory or nondiscriminatory, shall be investigated and resolved in accordance with law and the District's uniform complaint procedures specified in AR 1312.3 - Uniform Complaint Procedures.

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is

filed. Within two business days of receiving a report of bullying, the principal shall notify a District compliance officer identified in AR 1312.3.

In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a District compliance officer, whether or not the alleged victim files a complaint.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed. When a report of bullying is submitted, the principal or a District compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3.

The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with District policies and regulations.

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.