

**ROUND VALLEY HIGH SCHOOL**  
**SAFE SCHOOL PLAN**  
**SCHOOL YEAR**  
**2024-2025**

**(Revised 01/16/2025)**

## TABLE OF CONTENTS

School Site Council Members	3
Vision and Mission Statement	4
Narrative	5
Drills and Suggested Drill Practice for Teachers	6-21
Required updates	22-48

## SCHOOL SITE COUNCIL MEMBERS

2024-2025

- Amanda Derby – Administrator
- Amanda Britton - Teacher
- Ardie Eleck - Teacher
- Erika Diaz Ramirez - Teacher
- Joe Russ - Yolla Bolly Continuation School Teacher
- Jobe Thomson - Staff
- Melissa Cassidy – Parent
- Maricrus Carillo – Parent
- Yesenia Carillo - Parent
- Raul Carillo - Parent
- Deborah Oliver - Community Member
- Bryana Bowes – Student Representative

## **ROUND VALLEY UNIFIED SCHOOL DISTRICT MISSION STATEMENT**

*All students leave our schools reading proficiently, literate in technology, and committed to life-long learning. We strive to provide a drug-free, safe learning environment. We strive to create ownership and to instill pride in our schools; among our students, our staff, and our community.*

### **ROUND VALLEY HIGH SCHOOL STUDENT LEARNING OUTCOMES (SLOS)**

The Student Learning Outcomes were refined and updated by staff during the 2010-20 school year WASC review process and are as follows: (Edited November 13, 2019)

The refined Student Learning Outcomes are as follows:

1. Round Valley High School students will be healthy individuals who will recognize the importance of balancing physical, social, spiritual and intellectual well-being.
2. Round Valley High School students will be effective communicators who will respect diversity and work well with others on both personal and professional levels.
3. Round Valley High School students will be critical thinkers who can analyze information and then persist through any adversity to achieve personal and professional goals.
4. Round Valley High School students will be digitally knowledgeable citizens who can make effective use of modern technology and media to take advantage of all opportunities in order for them to achieve their dreams.
5. Round Valley High School students will recognize, respect and acknowledge the diverse history, peoples, traditions, economic foundations, and future identity as a community.

## **ROUND VALLEY HIGH SCHOOL**

Round Valley High School is located in the beautiful Round Valley in Covelo, CA. Our district student attendance area incorporates the valley floor and the surrounding mountain areas. Our schools include the following: Round Valley Elementary / Middle School, Round Valley High School, and Yolla Bolly Continuation High School. Our schools are situated on approximately 27.5 acres of land on the west edge of the community. Round Valley Unified School District has been in existence for over 60 years.

One of the best things about Round Valley is the community connectedness of those who live here. Simply put, we care about each other. The Round Valley Unified School District believes that developing positive, life-long relationships with our students and their families is critical to our success. Our staff is committed to providing a high-quality education to our students in a safe and nurturing environment.

Round Valley High School has a staff of: 10 full time regular classroom teachers, 2 part time CTE teachers, one part time Native Language teacher, a part time music teacher, a student monitor, an ELL aide and a SPED aid, and and two ELL tutors, and two counselors, a part time AppliEd Behavior Analyst, school secretary and a principal.

Our teachers and support staff are working hard to provide high quality learning experiences that are engaging and will lead to increased student achievement. We believe that if the school staff, students, and parents work together, we can increase student success!

RVHS follows California Ed. Code and school safety guidelines. Our school district has also adopted policies regarding school safety. Our staff and teachers have received training in school climate and school safety. RVHS is designated as an evacuation center by Mendocino County, The American Red Cross uses our facilities for a center whenever the need arises. The Red Cross files a use permit for each occasion.

Our discrimination and harassment policy is on our district website and the address is included in the SSP citations.

Transportation to and from school. The school district provides safe transportation to and from school daily. The district uses buses and vans to transport students. Round Valley participates in the county safe route schools program. The committee reviews and implements safe routes for students to and from school

## **MEDIA – POWER OUTAGE**

### **MEDIA**

Reporting or responding to the news media in any emergency situation shall be the responsibility of the superintendent or Incident Commander and shall be coordinated with law enforcement, firefighting officials or emergency services officials, as appropriate.

Individual staff members are instructed not to respond to new and media questions and should direct those individuals to the Incident Commander.

### **Outside Communication (including cell phones)**

If staff members contact family members to notify them that they are safe, they are not to provide any additional information regarding the emergency. This will prevent possible miscommunication from circulating in the community.

### **POWER OUTAGE:**

In the event of a power outage prior to school starting the superintendent will make the decision to cancel school, call a “late start” (2-hour delay) or proceed with school.

### **POWER OUTAGE DURING SCHOOL:**

If winter conditions exist: Close doors to conserve heat in class. Open curtains for light as needed. Students using the restroom may need a flashlight.

**Wait for direction from the site administrator.** If necessary, dismissal of students will occur approximately 1 hour following the outage. Superintendent will initiate an “all call” to parents/guardians. Secretaries will contact KYBU 98.6 radio station, local business and tribal entities and post on the Round Valley High Facebook page, to announce dismissal time.

## **FIRE – WILDFIRE – EVACUATION**

### **FIRE – EVACUATE**

**Signal – The fire alarm bells will sound.**

**Action:**

- Teachers will determine that the room is cleared at the time of the alarm and the doors and windows are closed to confine fire.
- Teachers will lead their classes to the designated safety zone – follow the evacuation route map located in classrooms, locking their classroom doors behind them.
- Teachers will conduct roll calls and forward the information to the Incident Commander via the red card/green card process.
  - Hold up a red card, for IC to see, if any students are missing.
  - Hold up a green card, for IC to see, if all students are accounted for.
- Teachers and staff will take students who may be in areas other than the classroom at the time of a fire, i.e. restroom, office, cafeteria, playground, etc., to their class designated safety zone.
- Teachers and staff will prevent students from re-entering the building during the time of the emergency.

### **WILDFIRE**

Depending upon location of the fire and if evacuation is required we will evacuate according to evacuation instructions per Emergency Personnel i.e. Mendocino County Sheriff Department, US Forest Service, etc. If evacuation is not necessary but smoke is a problem: Return to classroom and shelter in place until school is dismissed or evacuation takes place.

**ROUND VALLEY UNIFIED SCHOOL DISTRICT**  
**SCHOOL LOCKDOWN PROCEDURES**

**I. SCHOOL LOCKDOWN** *(Call 911 for emergency)*

This is the highest state or readiness that is activated when violence is occurring or is imminent on campus, or any other situation deemed by the police or school staff to warrant a total lockdown of the campus.

**II. PERSONS WHO MAY ACTIVATE A SCHOOL LOCKDOWN**

1. An officer may notify, or request the Superintendent's office to notify a school to activate a school lockdown.
2. An administrator / manager may, in an immediate, life-threatening situation, activate a school lockdown.
3. Any member of a school staff who observes or suspects a dangerous situation shall immediately notify the principal's office.
4. The Superintendent's office shall immediately notify the 911 emergency operator of the existing conditions and all pertinent information and make a lockdown announcement using the district wide Public Address System. All buses in transit must be notified via radio.
5. **Announcement codes are;**
  - a. **Hard LOCKDOWN**
  - b. **SOFT LOCKDOWN**
  - c. **PRACTICE-DRILL**
  - d. **RELEASE-ALL CLEAR**
  - e. **EVACUATION.**

**III. CONDITIONS IN WHICH TO ACTIVATE A SCHOOL LOCKDOWN**

**HARD LOCKDOWN**

1. Someone has a gun/weapon on campus.
2. Someone with a gun/weapon is enroute to a campus.
3. Shots are heard on campus.

**SOFT LOCKDOWN**

4. A law enforcement action
5. The immediate pursuit of a dangerous suspect.
6. The execution of a high-risk search or arrest warrant.
7. A large-scale enforcement operation involving potentially dangerous suspects.



#### **IV. ELEMENTS OF A SCHOOL LOCKDOWN (WHAT TO DO)**

1. The Superintendent's office will declare "This is a "HARD LOCKDOWN/SOFT LOCKDOWN" alerting staff and students via PA system and additional calls (see #4 under Section II) and following additional procedures as set forth in paragraph 2. If a 911 call has been made and completed, the **Superintendent's Office must be notified**. The district office designee will radio emergency response staff to activate lockdown duties. The District Office will notify the Counseling building and Continuation School, Mendocino College Classroom, and TK and Preschool of a lock down.
2. The Elementary Office will evacuate the Multi-use room to the Admin-offices and will instruct yard duty staff, via radio, to evacuate to the Middle School.
3. The High School Office will instruct yard duty staff, via radio, to evacuate to the Gym girls locker room.
4. All students and staff will go to the nearest room, take cover and stay low.
5. All lights will be shut off and Doors and windows will be locked, and opened only to students and staff seeking safety in a soft Lockdown, or police.
6. Students and staff will remain quiet and shut off all audio-visual equipment.
7. Students requests to use the restroom to be addressed on a case-by-case basis. Allow if possible, nearest restroom available.
8. Students out of class will go to the nearest classroom.
9. Following the period of bringing students inside to safety, assigned staff members will begin a safe sweep of campuses under radio instruction from the District Office or Police.
10. Should an evacuation outside be called by the District/Police, teachers will bring students outside to their designated fire drill location. If they have other students in the classroom, they are to make note of all student names.
11. Parents requesting information will be advised to contact the Districts emergency information center. All information released must be cleared by the Superintendent and Law enforcement.
12. Teachers will take roll and maintain calmness in the classroom. The school will remain in the School Lockdown Mode until an **all-clear signal** is given.
13. First aid will be rendered by staff as necessary.
14. Staff will update police with information on any imminent danger.
15. The schools will remain in the lockdown mode and Emergency response staff activated until notified otherwise by the ***District Office or law enforcement of an all clear announcement***.
16. The District office designee will then utilize the PA system and announce (ALL CLEAR) all other notifications as set forth in paragraph 2, item 4, must also be made.

#### **VI. LOCKDOWN DRILL:**

1. Lockdown drills will be scheduled and practiced initially with full awareness of staff, students and parents. Written notice and an ALL CALL will be used to provide information to parents prior to the drill so that parents can follow procedures as well.
2. Drill signal will be given by superintendent or designee and established by radio with the announcement being given 5 minutes prior to the drill's beginning time: Lockdown Drill will begin at 12:00 (i.e.). Then at 12:00 "This is a Practice - Drill" will be announced.
3. Then all procedures used in a real Lockdown will be followed---see below.

### **SCHOOL LOCKDOWN (WHAT TO DO) --- Drills - Practice procedures:**

1. The Superintendent's office will declare "This is a Hard/Soft Lockdown Practice - Drill" alerting staff and students using the PA system and additional calls (See #4 under Section II) and following additional procedures as set forth in paragraph 2. If a 911 call has been made and completed, **the Superintendent's Office must be notified.** The District office designee will radio emergency response staff to activate lockdown duties. The District Office will notify the Counseling Building, Continuation School, Mendocino College Classroom, TK and Preschool of a lock down.
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15. The schools will remain in the lockdown mode and Emergency response staff activated until notified otherwise by the District ***Office or law enforcement of an all clear announcement***.
16. The District office designee will then use the PA system and announce (ALL CLEAR) all other notifications as set forth in paragraph 2, item 4, must also be made.
17. Alert Now will be used to notify parents of success of the drill

## **Round Valley Unified School District Earthquake Occurrence Procedures**

**In the event of an earthquake everyone should follow a DROP, COVER, and HOLD procedure as follows:**

1. Drop to knees facing away from windows.
2. Get under desks, tables or next to a solid wall.
3. Place your head between your knees and cover.
4. Stay in place until danger has passed.
5. Gather emergency bag and roll book.
6. Follow fire drill evacuation procedures when signaled.

Teachers and persons responsible for the evacuation of their specific areas should take note of; evacuation headcount, injured or missing count and pertinent information regarding hazardous conditions and structural damage which may aid in rescue efforts. The district will provide a form to record this information. This form should be kept with your ROLL BOOK, red and green cards, or EMERGENCY GO BAG.

**Round Valley Unified School District  
Fire and General Evacuation Procedures**

**In the event of a fire alarm activation, or when the fire alarm is activated as a means of general evacuation. Everyone should practice the following procedures.**

1. Evacuate all buildings according to the maps posted at each door, lock the classroom/office door behind you.
2. All teachers shall gather attendance books and evacuate students to Designated areas in an orderly manner and immediately take Attendance.
3. District site designees shall gather attendance information from Teachers to determine student accountability.
4. While the initial evacuation is underway, a second set of district site Designees, shall determine the source of the alarm activation indicated At the alarm panel. If the source is determined to be a non-emergency A call to Advanced Security Co. @ 707-442-0681 should be made to stand down Emergency responders.
5. The second set of district site designees shall then perform a sweep of The site to assure complete evacuation.
6. All district site designees will assess all information to determine Student accountability and site safety before issuing clearance to reset The alarm system.
7. At no time shall anyone reenter any buildings until the alarm system is reset.

## **R.V.H.S. EMERGENCY LOG SHEET**

**1. RM # \_\_\_\_\_**

**2. No. # evacuated:**

**3. No. # injured:**

**4. No. # missing:**

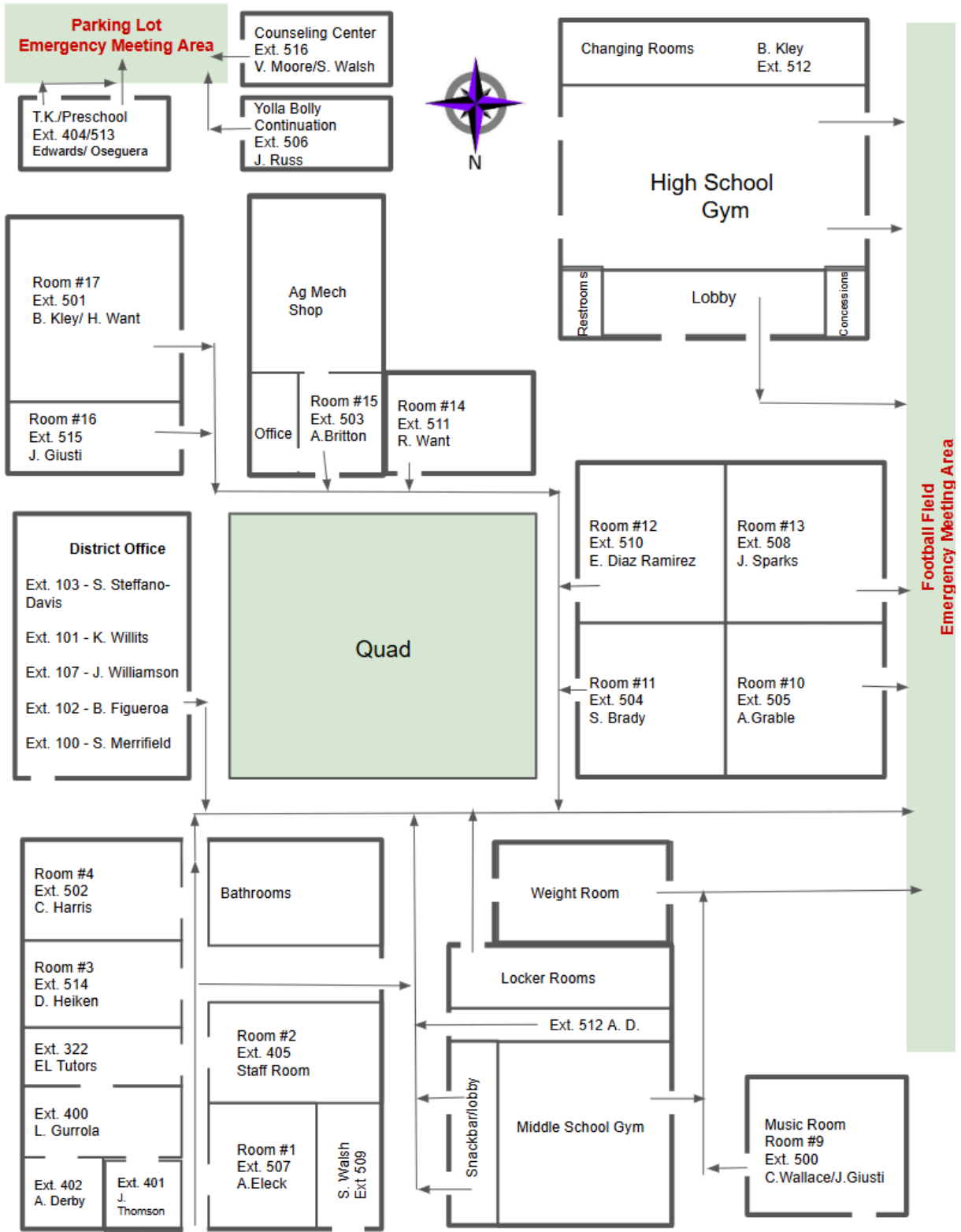
**5. Hazardous information notations:**

**PLEASE SUBMIT THIS FORM, WHEN REQUESTED, AFTER EVACUATING.**

**ROUND VALLEY UNIFIED SCHOOL DISTRICT**

**EMERGENCY CONTACT LIST**

	<u>Office Number</u>	<u>Alternative No.</u>
Superintendent Stephanie Steffano-Davis	(707) 983-6171, ext. 103	(707) 601-0532
Executive Assistant Kathleen Willits	(707) 983-6171, ext. 101	(707) 354-2526
High School Principal Amanda Derby	(707) 983-6171, ext. 402	(707) 707-349-1064
Elementary School Principal Joe Dukepoo	(707) 983-6171, ext. 202	(707) 354-0189
Justin Pinches	(707) 983-6171, ext. 104	(707) 972-9167
Heidi Edwards	(707) 983-6171, ext. 404/513	(707) 354-4811



**Round Valley High School Campus Map**

## **SEVERE WINDSTORM – SHELTER IN PLACE**

- If high winds develop during school hours, the following emergency actions will be in effect.
- Implementation action: Take cover. Students and staff should be assembled inside buildings.
- Close windows and blinds / curtains; move everyone away from windows.
- Evacuate classrooms that bear the full force of the wind.
  - Evacuate to the gym if it is safe to do so.
- Take roll and place a green or red card in the class window or door window to indicate.
  - Red = missing students
  - Green = all student present
- Students and staff should be kept at the school until the winds have subsided and it is safe to return them to the classrooms or send them home.

## **FLOOD/ SHELTER IN PLACE OR EVACUATE**

The predicted extent of the flood and the amount of time available before it arrives will determine the course of action to be taken.

EITHER

- Provide care for students at school.
- Initiate – leave building or site
- Execute action – direct transportation or coordinate with local and county agencies.

After the course of action has been decided.

- The incident Commander or superintendent will notify the media

## **CHEMICAL ACCIDENT**

### **Chemical Accident**

Warning of a chemical accident is usually received from fire or law enforcement officials when such accidents occur in close enough proximity to be a threat to the safety of the school. Such accidents could also happen on our campus or on the high school campus. An overturned tanker, a broken fuel line, or an accident in a nearby building (i.e. water treatment plant) are all possible hazards.

**If such an accident occurs, the following procedures will be followed:**

- Determine the need to implement appropriate action, evacuate or shelter in place (close doors and windows, shut off heat/cooling systems and stay inside)



- If it is necessary to evacuate the area, move crosswind, never directly with or against the wind, which may be carrying fumes.
- Take roll/attendance.
  - Either hold up or put in the window your red card = students missing, green card = all accounted for and okay.
- The Site administrator will direct further action as required. If evacuated, students and staff must not return to school until fire department or law enforcement officials have declared the area safe.

### **Asbestos Fiber Release**

Disruption of asbestos-containing material could result in a fiber release episode. Damage to asbestos-containing surfacing material, insulation, or floor tiles could produce microscopic fibers that require specialized cleaning techniques and equipment.

If such an accident occurs, the following procedures will be followed:

- Evacuate the room, notify school administration
- Turn off any heating and cooling equipment for the area that might distribute fibers
- Restrict access to area until trained personnel investigate
- Do not return to the room until qualified personnel have declared the area to be safe
- Appropriate cleaning procedures will be completed by trained professional (as contracted by the district)

## **BOMB THREAT**

### **Procedures:**

**If an anonymous telephone call or written threat is received by school personnel regarding the placement of bombs or other explosives in a building, the following procedures will be followed immediately:**

*The teacher will follow the usual evacuation procedure unless otherwise instructed. (I.e. fire evacuation)*

Directions will be given by the Incident Commander for location to evacuate to, once a safety area is established. **If a suspicious object is found – DO NOT DISTURB.**

**Avoid two-way radio communication / cell phone use in the area, and turn off electronic devices.**

### **Telephone Call**

Person receiving threat, keep caller on the line. Delay the caller with such statements as “I am sorry. I did not understand you. What did you say?”

Get as much information as possible from the caller. Ask the caller where the bomb is located, what time it is scheduled to explode, why they placed the bomb at the site, and what the bomb looks like.

**Note the following if possible.**

- Sex of the caller
- Approximate age
- Voice quality, accent, peculiar speech
- Exact time call was received
- Background noises: music, motors, traffic

AS SOON AS CALL IS COMPLETE, REPORT IT TO THE OFFICE (SITE ADMINISTRATOR)

**Letter – received**

If the message is in the form of a letter, note the manner in which it arrived, who found it, and where it was found. Take care in holding the message by immediately placing it in an envelope (zip lock, if possible for viewing) for fingerprint detection.

**Notification of Proper Authorities**

- Immediately upon receipt of the threat, by whatever form, notify by phone
- Attempt to notify supervisor first, then
  - Appropriate law enforcement agency
  - Superintendent

**Evacuation:**

Following Bomb Threat Procedures

Explosive and Fire

In case of explosion, and a fire, the emergency procedure for fire shall be followed

**Publicity**

No publicity shall be issued at or within the schools, as this is a responsibility of the law enforcement and firefighting officials, or the district superintendent.

## REUNIFICATION – EVACUATION OFF CAMPUS

### Parent/student – Reunification / After Care

It may become necessary after an emergency to keep students until they can be picked up by their parents (i.e. significant earthquake has occurred and the district does not want to transport students to potentially damaged houses where parents may not be present)

**A table / area will be designated for checking students out of school by parents/guardians.**

- o If the parent arrives to pick up a child from the class, direct them to the appropriate check out area to sign the student out, if they do not do this record the time and their name to keep for attendance records.
- o Release students only to the adults listed as their emergency contacts (if other than parent /guardian.)
- o If a second authorized adult comes to pick up a student it is important to be able to inform them of the time and with whom the child was released to.

**REMEMBER EMOTIONS ARE CONTAGIOUS. IF YOU REMAIN CALM AND PROFESSIONAL, THE STUDENTS AND PARENTS WILL ALSO REMAIN CALM.**

### After Care

- Look for signs of stress in students and peers.
- Recommend counseling for those needing emotional recovery support.
- Remember to take care of yourself and allow for a period of recovery.

<p><b>ON-SITE REUNIFICATION CENTER</b> Football Field or High School Gym</p> <p><b>OFF-SITE REUNIFICATION CENTER</b> RV Industrial Center Parking Lot</p>
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## EVACUATION

### By Bus:

Bus personnel will direct/load the bus in the usual manner in front of the cafeteria, unless necessary to relocate the loading zone. Teachers remain with students and take roll. Hold up red cards for missing students and green cards for all students accounted for/safe.

**Bus Routes:** 1 and 2

**By Foot:** Primary Evacuation Point: High school Gym and Secondary Evacuation Point: Community Library

## **SUGGESTED ACTIVITIES AND DRILLS FOR TEACHERS**

### **1. DROP AND COVER DRILL**

Review classroom earthquake drill procedures with students and have them practice the drop, cover and hold routine. You may do the drill with or without the simulation script.

### **2. Evacuation Drill**

Walk the class through the designated earthquake evacuation route(s) to the appointed reception area(s) outdoors. Ask students to make mental notes, as they go along with things that might become hazards during an earthquake. When you reach the designated site, talk about what they noticed or hazards they thought of. A list of such hazards is below.

- Power failure (is there emergency lighting?)
- Halls or stairways cluttered with debris – ceiling tiles or plaster from walls
- Halls blocked by fallen lockers or trophy cabinets
- Smoke in the hallway
- Exit doors and windows that jam and will not open
- Aftershocks could hit while they're evacuating (in which case, students drop and cover where they are.
- Bricks, glass and debris piled up, outside electrical wires on the ground

When you return to class, discuss with the students how the hazards could be reduced, and/or how they could cope with them if they happened.

### **3. Safety Considerations**

Explain to the class that if there is a strong earthquake, each student's first responsibility is for his or her own personal safety. Every student should learn, however, how to help someone else who is injured. Present some "what if" questions to provoke discussion.

- What if the teacher is injured?
- What if a student is cut by shattered glass and is bleeding?
- What if someone is hit by a falling light fixture or heavy object and knocked out?
- What if a student is very upset by the earthquake?

Lead a discussion with the students about the reactions they may have to an

Earthquake. Mention that it is normal to feel very frightened, worried, or even physically sick. Some people respond to the fear by crying and some by laughing. Have the students talk about what they can do after an earthquake to help themselves and their classmates feel less scared and worried.

It may take a long time for parents or caretakers to get to the school, so everyone should be prepared to wait patiently. Students may be very concerned about their parents or siblings, they may in fact be “worried sick”. Have students discuss what they can do to help each other pass the time and not worry so much. Point out that if their family has made an earthquake plan, they will have a better idea of what to expect from each family member.

## **5. Teacher Reminders**

### **A. Duck and Cover**

- Take cover yourself
- Consider special needs students
- Talk calmly to the students
- Stay covered at least 60 seconds
- Give instructions for what to do after the shaking stops

### **B. When No Cover is Available**

- Move to an inside wall and
- Kneel next to wall, facing away from windows
- Cover head and neck with hands and elbows; if coats are available, cover heads with them to protect from glass

### **C. When Outside**

- Stay Outside
- Take cover in an open area away from falling hazards
- Talk calmly and give instructions

### **D. If in Bus or Car**

- Driver should stop as quickly as possible
- Park away from buildings, highway overpasses, power poles, tree
- Passengers should stay in vehicle and duck and cover as well as possible there

BP 5141.4 Students

### **Child Abuse Prevention And Reporting**

The Board of Trustees is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

(cf. [1020](#) - Youth Services)

(cf. [5141.6](#) - School Health Services)

(cf. [6164.2](#) - Guidance/Counseling Services)

#### Child Abuse Prevention

The district's instructional program shall include age-appropriate and culturally sensitive child abuse prevention curriculum. This curriculum shall explain students' right to live free of abuse, include instruction in the skills and techniques needed to identify unsafe situations and react appropriately and promptly, inform students of available support resources, and teach students how to obtain help and disclose incidents of abuse.

(cf. [6142.8](#) - Comprehensive Health Education)

(cf. [6143](#) - Courses of Study)

The district's program also may include age-appropriate curriculum in sexual abuse and sexual assault awareness and prevention. Upon written request of a student's parent/guardian, the student shall be excused from taking such instruction. (Education Code [51900.6](#))

The Superintendent or designee shall, to the extent feasible, seek to incorporate community resources into the district's child abuse prevention programs and may use these resources to provide parents/guardians with instruction in parenting skills and child abuse prevention.

#### Child Abuse Reporting

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

(cf. [4119.21/4219.21/4319.21](#) - Professional Standards)

(cf. [5145.7](#) - Sexual Harassment)

Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code [32282](#))

(cf. [0450](#) - Comprehensive Safety Plan)

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters.

Legal Reference:

#### EDUCATION CODE

32280-32288 Comprehensive school safety plans

33195 Heritage schools, mandated reporters

33308.1 Guidelines on procedure for filing child abuse complaints

44252 Teacher credentialing

44691 Staff development in the detection of child abuse and neglect

44807 Duty concerning conduct of students

48906 Notification when student released to peace officer

48987 Dissemination of reporting guidelines to parents

49001 Prohibition of corporal punishment

51220.5 Parenting skills education

51900.6 Sexual abuse and sexual assault awareness and prevention

#### PENAL CODE

152.3 Duty to report murder, rape, or lewd or lascivious act

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

288 Definition of lewd or lascivious act requiring reporting

11164-11174.3 Child Abuse and Neglect Reporting Act

#### WELFARE AND INSTITUTIONS CODE

15630-15637 Dependent adult abuse reporting

CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students

UNITED STATES CODE, TITLE 42

11434a McKinney-Vento Homeless Assistance Act; definitions

COURT DECISIONS

Camreta v. Greene (2011) 131 S.Ct. 2020

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve

Health Framework for California Public Schools, Kindergarten Through Grade Twelve

WEB SITES

California Attorney General's Office, Suspected Child Abuse Report  
Form: [http://www.ag.ca.gov/childabuse/pdf/ss\\_8572.pdf](http://www.ag.ca.gov/childabuse/pdf/ss_8572.pdf)

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss/ap>

California Department of Social Services, Children and Family Services  
Division: <http://www.childsworld.ca.gov>

U.S. Department of Health and Human Services, Child Welfare Information Gateway:  
<https://www.childwelfare.gov/can>

Policy ROUND VALLEY UNIFIED SCHOOL DISTRICT

adopted: May 12, 2015 Covelo, California



## Employee Security

◀ [Previous](#) | [Next](#) ▶

The Board of Trustees desires to provide a safe and orderly work environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing necessary assistance and support when emergency situations occur.

(cf. [0450](#) - Comprehensive Safety Plan)

(cf. [3515](#) - Campus Security)

(cf. [5131.4](#) - Student Disturbances)

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. As appropriate, the Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace.

The Superintendent or designee may pursue legal action on behalf of an employee against a student or his/her parent/guardian to recover damages to the employee or his/her property caused by the student's willful misconduct that occurred on district property, at a school or district activity, or in retaliation for lawful acts of the employee in the performance of his/her duties. (Education Code [48904](#), [48905](#))

(cf. [3320](#) - Claims and Actions Against the District)

(cf. [3515.4](#) - Recovery for Property Loss or Damage)

(cf. [4156.3/4256.3/4356.3](#) - Employee Property Reimbursement)

(cf. [5125.2](#) - Withholding Grades, Diploma or Transcripts)

The Superintendent or designee shall ensure that employees receive training in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques, procedures for responding to an active shooter situation, and crisis resolution.

(cf. [4131](#) - Staff Development)

(cf. [4231](#) - Staff Development)

(cf. [4331](#) - Staff Development)

The Superintendent or designee also shall inform teachers, in accordance with law, of crimes and offenses committed by students who may pose a danger in the classroom. (Education Code [48201](#), [49079](#); Welfare and Institutions Code [827](#))

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

(cf. [5141](#) - Health Care and Emergencies)

#### Use of Pepper Spray

Employees shall not carry or possess pepper spray on school property or at school activities, except when authorized by the Superintendent or designee for self-defense purposes. When allowed, an employee may only possess pepper spray in accordance with administrative regulations and Penal Code [22810](#). Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.

(cf. [4118](#) - Dismissal/Suspension/Disciplinary Action)

(cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)

#### Reporting of Injurious Objects

The Board requires employees to take immediate action upon being made aware that any person is in possession of a weapon or unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the potential danger involved and shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately call 911 and the principal

(cf. [3515.7](#) - Firearms on School Grounds)

(cf. [5131.7](#) - Weapons and Dangerous Instruments)

(cf. [5144](#) - Discipline)

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

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

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

Legal Reference:

EDUCATION CODE

32210-32212 Willful disturbance, public schools or meetings

32225-32226 Communication devices

35208 Liability insurance

35213 Reimbursement for loss, destruction or damage of school property

44014 Report of assault by pupil against school employee

44807 Duty concerning conduct of students

48201 Transfer of student records

48900-48926 Suspension or expulsion

49079 Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion

49330-49335 Injurious objects

#### CIVIL CODE

51.7 Freedom from violence or intimidation

#### CODE OF CIVIL PROCEDURE

527.8 Workplace violence safety

#### GOVERNMENT CODE

995-996.4 Defense of public employees

3543.2 Scope of representation

#### PENAL CODE

71 Threatening public officers and employees and school officials

240-246.3 Assault and battery, especially:

241.3 Assault against school bus drivers

241.6 Assault on school employee including board member

243.3 Battery against school bus drivers

243.6 Battery against school employee including board member

245.5 Assault with deadly weapon against school employee including board member

290 Registration of sex offenders

601 Trespass by person making credible threat

626-626.11 School crimes

646.9 Stalking

22810 Purchase, possession, and use of tear gas

#### WELFARE AND INSTITUTIONS CODE

827 Juvenile court proceedings; reports; confidentiality

828.1 District police or security department, disclosure of juvenile records

#### COURT DECISIONS

City of San Jose v. William Garbett, (2010) 190 Cal. App. 4th 526

Management Resources:

#### WEB SITES

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

California Department of Education, Safe Schools and Violence Prevention  
Office: <http://www.cde.ca.gov/ls/ss>

Policy ROUND VALLEY UNIFIED SCHOOL DISTRICT

adopted: June 25, 2018 Covelo, California

BP 5144.1 Students

### **Suspension And Expulsion/Due Process**

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

(cf. [5131](#) - Conduct)

(cf. [5131.1](#) - Bus Conduct)

(cf. [5131.2](#) - Bullying)

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

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or 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

(cf. [5112.5](#) - Open/Closed 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, equally, and in accordance with the district's nondiscrimination policies.

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

#### Appropriate Use of Suspension Authority

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](#))

(cf. [5138](#) - Conflict Resolution/Peer Mediation)

(cf. [5144](#) - Discipline)

(cf. [6142.4](#) - Service Learning/Community Service Classes)

(cf. [6164.2](#) - Guidance/Counseling Services)

(cf. [6164.5](#) - Student Success Teams)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

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](#))

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

(cf. [5113](#) - Absences and Excuses)

(cf. [5113.1](#) - Chronic Absence and Truancy)

#### On-Campus Suspension

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 suspension classroom program which meets the requirements of law.

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 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

(cf. [5131.7](#) - Weapons and Dangerous Instruments)

2. Selling or otherwise furnishing a firearm

3. Brandishing a knife at another person

4. Unlawfully selling a controlled substance listed in Health and Safety Code [11053-11058](#)

5. 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](#)

6. 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
3. A vote to expel a student shall be taken in an open session of a Board meeting.
4. 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](#))
5. No student shall be expelled for disruption or willful defiance. (Education Code [48900](#))
6. No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.
7. (cf. [5148.3](#) - Preschool/Early Childhood Education)
8. Due Process
9. 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](#))
10. (cf. [5119](#) - Students Expelled from Other Districts)
11. (cf. [5144.2](#) - Suspension and Expulsion/Due Process (Students with Disabilities))

#### Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall maintain outcome data related to student suspensions and expulsions in accordance with Education Code [48900.8](#) and [48916.1](#), including, but not limited to, 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. For any expulsion that involves the possession of a firearm, such data shall include the name of the school and the type of firearm involved, as required pursuant to 20 USC 7961. Suspension and expulsion data shall be reported to the Board annually and to the California Department of Education when so required.

In presenting the report to the Board, the Superintendent or designee shall disaggregate data on suspensions and expulsions by school and by numerically significant student subgroups, including, but not limited to, ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. Based on the data, the Board shall address any identified disparities in the imposition of student discipline and shall determine whether and how the district is meeting its goals for improving school climate as specified in its local control and accountability plan.

(cf. [0460](#) - Local Control and Accountability Plan)

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment

233 Hate violence

1981-1981.5 Enrollment of students in community school

8239.1 Prohibition against expulsion of preschool student

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35145 Open board meetings

35146 Closed sessions (regarding suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48645.5 Readmission; contact with juvenile justice system

48660-48666 Community day schools

48853.5 Foster youth

48900-48927 Suspension and expulsion

48950 Speech and other communication

48980 Parental notifications

49073-49079 Privacy of student records

52052 Numerically significant student subgroups

52060-52077 Local control and accountability plan

64000-64001 Consolidated application

CIVIL CODE

47 Privileged communication

48.8 Defamation liability

CODE OF CIVIL PROCEDURE



1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

LABOR CODE

230.7 Employee time off to appear in school on behalf of a child

PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery on school property

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse

286 Sodomy defined

288 Lewd or lascivious acts with child under age 14

288a Oral copulation

289 Penetration of genital or anal openings

417.27 Laser pointers

422.55 Hate crime defined

422.6 Interference with exercise of civil rights

422.7 Aggravating factors for punishment

422.75 Enhanced penalties for hate crimes

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors, or stun guns

868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE, TITLE 18

921 Definitions, firearm

UNITED STATES CODE, TITLE 20

1415(K) Placement in alternative educational setting

7961 Gun-free schools

UNITED STATES CODE, TITLE 42

11432-11435 Education of homeless children and youths

COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of Education and Kenneth H. (2001) 85 Cal.App.4th 1321

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 118

Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 146 (2001)

80 Ops.Cal.Atty.Gen. 348 (1997)

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

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

Management Resources:

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

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

WEB SITES

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

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

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

U.S. Department of Education, Office for Civil

Rights: <http://www.ed.gov/about/offices/list/ocr/docs/crde-2012-data-summary.pdf>

U.S. Department of Education, Office of Safe and Healthy

Students: <http://www2.ed.gov/about/offices/list/oese/oshs>

Policy ROUND VALLEY UNIFIED SCHOOL DISTRICT

adopted: November 5, 2018 Covelo, California

BP 4030 Personnel

### **Nondiscrimination In Employment**

The Board of Trustees is determined to provide district employees, interns, volunteers, and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. This policy shall apply to all district employees and, to the extent required by law, to interns, volunteers, and job applicants.

(cf. [1240](#) - Volunteer Assistance)

(cf. [4111/4211/4311](#) - Recruitment and Selection)

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.

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

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment
2. Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training

(cf. [4151/4251/4351](#) - Employee Compensation)

(cf. [4154/4254/4354](#) - Health and Welfare Benefits)

3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment

4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code [12940](#) or 2 CCR [11006](#)-11086, such as:

a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status

(cf. 4033 - Lactation Accommodation)

(cf. [4119.11/4219.11/4319.11](#) - Sexual Harassment)

b. Religious creed discrimination based on an employee's religious belief or observance, including his/her religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement.

c. Disability discrimination based on a district requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity

(cf. [4119.41/4219.41/4319.41](#) - Employees with Infectious Disease)

d. Disability discrimination based on the district's failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee, to determine effective reasonable accommodations for the employee, when he/she has requested reasonable accommodation for a known physical or mental disability or medical condition

(cf. [4032](#) - Reasonable Accommodation)

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code [12940](#))

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who reports such incidents from retaliation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy. He/she shall provide training and information to employees about how to recognize harassment, discrimination, or other related conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

In addition, the Superintendent or designee shall post, in a conspicuous place on district premises, the California Department of Fair Employment and Housing publication on workplace discrimination and harassment issued pursuant to 2 CCR [11013](#).

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

(cf. [4118](#) - Dismissal/Suspension/Disciplinary Action)

(cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

11006-11086 Discrimination in employment

11013 Recordkeeping

11019 Terms, conditions and privileges of employment

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

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

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

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

6101-6107 Age discrimination in federally assisted programs

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

104.7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee and adoption of grievance procedures

106.9 Dissemination of policy

110.1-110.39 Nondiscrimination on the basis of age

#### COURT DECISIONS

Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863

Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

Management Resources:

#### CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment, December 2014

#### U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Questions and Answers: Religious Discrimination in the Workplace, 2008

New Compliance Manual Section 15: Race and Color Discrimination, April 2006

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999

#### WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

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

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

#### Policy ROUND VALLEY UNIFIED SCHOOL DISTRICT

adopted: February 13, 2017 Covelo, California



## Dress And Grooming

◀ [Previous](#) | [Next](#) ▶

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

(cf. [4119.22/4219.22/4319.22](#) - Dress and Grooming)

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

(cf. [5145.3](#) - Nondiscrimination/Harassment)

(cf. [5145.7](#) - Sexual Harassment)

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code [212.1](#))

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

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

(cf. [0415](#) - Equity)

(cf. [5145.2](#) - Freedom of Speech/Expression)

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

(cf. [4131](#) - Staff Development)

(cf. [4231](#) - Staff Development)

(cf. [4331](#) - Staff Development)

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

(cf. [5144](#) - Discipline)

#### 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 proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code [35183](#))

(cf. [0450](#) - Comprehensive Safety Plan)

(cf. [5136](#) - Gangs)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

#### Uniforms

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code [35183](#))

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code [35183](#))

Legal Reference:

#### EDUCATION CODE

212.1 Nondiscrimination based on race or ethnicity

220 Nondiscrimination

32281 School safety plans

35183 School dress codes; uniforms

35183.5 Sun-protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

## COURT DECISIONS

Jacobs v. Clark County School District (2008) 26 F. 3d 419

Harper v. Poway Unified School District (2006) 445 App. 3d 166

Marvin H. Jeglin et al v. San Jacinto Unified School District et al (C.D. Cal. 1993)

827 F.Supp. 1459

Arcadia Unified School District v. California Department of Education (1992) 2 Cal. 4th 251

Hazelwood School District v. Kuhlmeier (1988) 108 S. Ct. 562

Hartzell v. Connell (1984) 35 Cal. 3d 899

Tinker v. Des Moines Independent Community School District (1969) 393 U.S. 503

Policy ROUND VALLEY UNIFIED SCHOOL DISTRICT

adopted: December 9, 2019 Covelo, California

## **Round Valley Unified School District Opioid Overdose Protocol**

In the event of an opioid overdose we want to ensure the safety and well-being of our students and staff. Our staff will receive yearly Narcan and opioid overdose training from Yuki Trails staff yearly at a regularly scheduled staff meeting near the beginning of the year.

Opioids are a class of drugs that include prescription pain relievers like oxycodone and hydrocodone, as well as illicit substances like heroin. They can cause respiratory depression and, in extreme cases, overdose.

### **Common Signs and Symptoms**

- Shallow or absent breathing
- Unresponsiveness or inability to wake up
- Pinpoint pupils

- Blue or pale complexion
- Slow or irregular heartbeat

### **Behavioral Signs**

- Loss of consciousness
- Inability to communicate clearly
- Confusion or delirium

### **First Aid Response**

#### A. Prioritize Safety and Assess the Situation

- Ensure your safety and the safety of others before approaching the individual.
- Check for responsiveness by tapping the person and shouting loudly.

#### B. Call for Emergency Assistance

- If you are alone, administer one dose of Narcan before you dial emergency services (e.g., 911) and provide detailed information about the situation.

#### C. Administer First Aid

- If breathing has stopped or is ineffective, initiate CPR.
- Place the individual in the recovery position if unconscious but breathing.

### **Administering Naloxone/Narcan**

#### A. Understanding Naloxone/Narcan

- Naloxone is a medication that can rapidly reverse opioid overdose by binding to opioid receptors in the brain.

#### B. Availability of Naloxone/Narcan

- Identify designated personnel trained to administer Naloxone/Narcan.
  - All teachers have received at least 2 doses of Naloxone/Narcan that they have access to in their classrooms. There are also 3 community locations that have blue cases containing Naloxone/Narcan including the High School Office, the Staff Room & the concession booth of the High School Gym.
- Clearly mark the locations of Naloxone/Narcan kits within the school.

### C. Administration Process

- Administer Naloxone/Narcan as per training guidelines.
  - Each Narcan Nasal Spray unit comes with 2 doses in a nasal spray. There is a quick start guide on the outside flap of the box/packaging. Insert the nasal spray tip fully into one open nostril and depress the plunger spraying one dose into the person's nostril. If they are breathing shallowly, depress the spray while they are inhaling.
  - If the person does not respond after the first dose, administer a second dose after 2-3 minutes. Repeat as necessary until emergency services arrive.

### D. Post-Administration Steps

- Monitor the individual's response and continue providing first aid until emergency services arrive. Provide information on dosage and timeline of services you provided to the emergency service personnel.
- Report the incident to school authorities for follow-up actions.

## **Round Valley Unified School District Adaptations for Pupils with Disabilities**

All of our students and staff's safety are of the utmost importance to us here at Round Valley High School. Knowing that safety is our priority for all, we are aware that some adaptations must be put in place to ensure the safety of our students with disabilities. Some of these adaptations include;

- Implement alternative communication methods such as large print, braille, assistive technology for students with visual impairments.
- Provide all safety information in accessible formats such as plain language and easy-to-read formats.
- Ensure all digital resources with safety-related information are compatible with screen readers.
- Make sure that all staff are aware of who the students with disabilities are.
- Provide sign language interpreters or communication boards for students who are deaf or hard of hearing.
- Ensure that emergency alerts and safety instructions are provided in multiple formats.
- Use flashing lights to supplement auditory alerts for students who are deaf or hard of hearing.

- Implement a buddy system where the students with disabilities are paired with trained volunteers who can assist them during emergency situations.
- Provide students with disabilities with emergency response training to empower them to recognize emergency signals, how to follow evacuation procedures, and seek assistance when needed.

**Round Valley Unified School District  
Procedure for Dealing with Dangerous, Violent, or Unlawful Activities**

**I. Threat Assessment**

**A. Initial Report**

- Any individual who becomes aware of or witnesses dangerous, violent, or unlawful activities must immediately report the incident to designated authorities.

**B. Threat Assessment Team Activation**

- Upon receiving a report, the Threat Assessment Team (TAT) will be activated to assess the nature and severity of the threat.

**C. Composition of Threat Assessment Team**

- The TAT should include representatives from relevant departments, such as security, counseling, law enforcement liaison, and school administration.

**D. Preliminary Assessment**

- Conduct a preliminary assessment to gather information on the reported activity, assess potential risk, and identify involved parties.

**E. Determine Threat Level**

- Utilize a threat level categorization system to determine the severity of the threat (e.g., low, moderate, high).

## F. Continuous Monitoring

- Implement continuous monitoring of the situation while maintaining confidentiality to the extent possible.

## **II. Investigation**

### A. Law Enforcement Involvement

- If the threat is deemed serious or involves criminal activity, involve local law enforcement agencies.

### B. Coordination with Authorities

- Collaborate with law enforcement to gather additional information and intelligence related to the reported activities.

### C. Secure Evidence

- Preserve any relevant evidence that may assist in the investigation or legal proceedings.

## **III. Communication and Notification**

### A. Internal Communication

- Ensure clear and timely communication among members of the Threat Assessment Team and relevant school personnel.

### B. Notification to Authorities

- Notify appropriate external authorities, such as local law enforcement, as required by the severity of the threat.

### C. Communication with Parents and Guardians

- Develop a communication plan to inform parents or guardians about the situation while respecting privacy and legal considerations.

## **IV. Intervention and Mitigation**

### A. Risk Mitigation Plan

- Develop and implement a risk mitigation plan based on the threat assessment, which may include increased security measures, counseling services, or other interventions.

#### B. Student Support Services

- Provide necessary support services, such as counseling, for students affected by the reported activities.

#### C. Disciplinary Action

- Take appropriate disciplinary action against individuals engaged in dangerous, violent, or unlawful activities, following the school's code of conduct and policies.

### **V. Follow-up and Review**

#### A. Post-Incident Review

- Conduct a comprehensive review of the incident, threat assessment, and response to identify areas for improvement.

#### B. Adjust Procedures

- Modify the threat assessment and response procedures based on lessons learned from the incident.

#### C. Training and Awareness

- Provide ongoing training to staff, students, and relevant stakeholders to enhance awareness and preparedness for potential threats.

By implementing and regularly updating this procedure, Round Valley High School can respond effectively to reports of dangerous, violent, or unlawful activities, prioritizing the safety and well-being of the school community.