



# 1 Mandatory  
Sign and Return

**CULVER CITY UNIFIED SCHOOL DISTRICT  
MANDATED EMPLOYEE NOTIFICATION  
DOCUMENTS ACKNOWLEDGEMENT FORM  
2019/2020**

I acknowledge that I have received a copy of the Culver City Unified School District Mandated Notification Documents. I am aware that these documents are also on the District's website. I have read and understand the following required Annual Mandated Notification Notices:

- Communicable Disease Control Information
- Hazardous Materials Communication Program
- Mandated Child Abuse Reporting
- Tobacco Free Workplace
- Drug and Alcohol-Free Policy
- Employee Assistance Service for Education (not required, but included)
- Non Discrimination Policy
- Uniform Complaint Procedures
- Williams Complaint Procedures
- Bullying Policy
- Suicide Policy
- Work Place Bullying Policy
- Sexual Harassment Policy
- Suicide Prevention Policy
- Industrial Accident Reporting (not required by Ed Code, but included)
- Acceptable Use Policy for Electronic Resources (not required by Ed Code, but included)
- Confidential Emergency Contact Information (not required by Ed Code, but included)
- ABI/Portal CCUSD Staff Use Agreement (for certificated employees only)
- Confidentiality Agreement (K-12 Certificated teachers only)(not required by Ed Code, but included)

Print Name: \_\_\_\_\_ Work Location: \_\_\_\_\_

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

Please return to your site administrator.  
If you need additional information, please contact your supervisor.  
Thank you for your assistance.  
The Office of Human Resources

## **Annual Employee Notifications**

The District is required by Education Code to notify employees annually on Communicable Disease Control Information, Hazardous Materials Communication Program, Mandated Child Abuse Reporting, Tobacco Free Workplace, Drug and Alcohol Free Policy, Employee Assistance Service for Education (not required by Ed Code, but included), Non Discrimination Policy, Bullying Policy, Uniform Complaint Procedures, Williams Complaint Procedures, Workplace Bullying Policy, Sexual Harassment Policy, Industrial Accident Reporting (not required by Ed Code, but included), Acceptable Use Policy for Electronic Resources (not required by Ed Code, but included), Confidential Emergency Contact Information (not required by Ed Code, but included), ABI USE Agreement (K-12 certificated teachers only) (not required by ED Code, but included, and Confidentiality Agreement (K-12 Certificated teachers only) (not required by ED Code, but included). **Employees are expected to read, comply, and acknowledge receiving this Annual Employee Notification by completing the Annual Employee Notification Acknowledgment form.**

### **Communicable Disease Control Information**

#### **Universal Precautions**

General precautions persons can take to prevent the spread of all infectious diseases.

#### **General Information**

1. The single most important practice is hand washing. Always wash hands with soap under running water for at least 30 seconds after taking temperatures, examining mouths or weeping eyes, when wiping a runny nose, or helping a student in the bathroom.
2. Hands should always be washed before drinking, eating, and before and after going to the bathroom.
3. If there are open cuts, abrasions or weeping lesions on hands, disposable plastic gloves should be worn.
4. Use sanitary absorbent agents specifically intended for cleaning body fluid spills. The dry material is applied to the area, left for a few minutes to absorb the fluid, then vacuumed or swept up.

If on a rug a second step is to apply rug shampoo (germicidal detergent) with a brush and re-vacuum. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

#### **Clean-Up of Body Fluids** (blood, vomitus, urine, feces)

The procedure for cleaning up spills of any body secretions is as follows:

1. Wear plastic disposable gloves.
2. Place tissues, paper towels, drapers, pads, gauze, bandages, etc., into a plastic bag, tie the bag, and dispose of these materials daily.
3. Place plastic disposable gloves and bag inside second plastic bag.
4. Tie the bag securely and place into the trash and dispose of daily.
5. Clean any soiled surfaces with a disposable towel in a 1:10 solution of chlorine bleach (1-1/2 cups to one gallon of water.)
6. Soak mop in chlorine solution and rinse thoroughly. Dispose of water used for cleaning in toilet or special drain.
7. Remove gloves and wash hands with soap and water.

## **Laundry Instructions**

The most important factor in laundering clothing contaminated in the school setting is elimination of potentially infectious agents by soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add 1/2 cup household bleach to the wash cycle. If material is not colorfast, add 1/2 cup non-chlorine bleach (e.g. Clorox II, Borateem) to the wash cycle.

## **What is AIDS/HIV Infection?**

AIDS (Acquired Immune Deficiency Syndrome) is the advanced stage of HIV (Human Immunodeficiency Virus) infection. The virus attacks the body's immune system, leaving it vulnerable to life-threatening opportunistic infections and malignancies. The virus also may directly attack the central nervous system. Persons infected with HIV frequently have no apparent symptoms and usually appear to be in good health. More than half of the persons in the United States who have been diagnosed to have AIDS (the advanced stage of HIV infection) have died.

## **How is HIV Infection Spread?**

Everyone infected with HIV, even a person without apparent symptoms, is capable of transmitting the infection. HIV infection is transmitted by:

1. Any sexual activity involving direct contact with semen, blood or vaginal secretion of someone who is infected.
2. Sharing intravenous (IV) needles and/or syringes with someone who is infected.
3. Penetrating the skin with needles that have been used to inject an infected person.
4. Direct contact on broken skin or mucous membrane with infected blood.
5. Receiving blood transfusions or blood products from someone who is infected (a screening test has been used since 1985 that has reduced this risk to 1 in 68,000 in California (AIDS update, December 1988).
6. Being born to an infected mother.

## **What is Hepatitis B?**

Hepatitis B is an infection of the liver caused by a virus present in the blood and other body fluids of infected persons. Not all persons infected with the Hepatitis B vaccine show symptoms of illness. Some persons will have symptoms such as fatigue, mild fever, muscle or joint aches, nausea, vomiting, loss of appetite, and abdominal pain. In some persons, the urine turns dark and the skin turns yellow. The onset of symptoms may take six weeks to six months to appear after transmission. Persons infected with Hepatitis B run a high risk of developing a chronic liver disease such as cirrhosis and/or cancer of the liver.

## How is Hepatitis B Spread?

An infected person can transmit Hepatitis B as long as the virus remains in the blood. Transmission may occur as early as four weeks before any symptoms occur. A small number of people will carry the virus in their blood for years and are known as chronic carriers.

Hepatitis B is transmitted by:

1. Sexual activity involving semen, blood, or vaginal secretions.
2. Sharing with someone who is infected, unsterile instruments used to penetrate the skin such as those used for tattooing, ear piercing, and razors.
3. Sharing intravenous (IV) needles and/or syringes with someone who is infected.
4. Direct contact of infected blood with mucous membrane of the eye and mouth.
5. Direct contact of infected blood with broken skin (e.g., cuts).
6. Accidental needle sticks with needles containing blood from a virus carrier.
7. Sharing toothbrushes.
8. Being born to an infected mother.

## How Can HIV and Hepatitis B Infections Be Prevented?

A vaccine for Hepatitis B is available from health care providers. The cost of the vaccine is often covered by the employee's individual health care plan. Workers determined to be at high risk by their employers may be eligible to receive the vaccine through their employer.

Spread of Hepatitis B may occasionally occur in special education settings and classrooms attended by developmentally delayed students who become Hepatitis B carriers while in hospital or residential facilities. The risk of Hepatitis transmission in these special education classroom settings can be almost eliminated by good environmental and personal hygiene (Universal Precautions). Hepatitis B vaccination of susceptible personnel and students can reduce the risk to virtually zero.

Since sexual intercourse and sharing of intravenous equipment are the major behaviors that transmit the viruses that cause Hepatitis B and HIV infections, abstinence from these activities eliminates the major risk of exposure for most people. Mutually monogamous sexual relationships between uninfected partners are safe. Properly used condoms combined with water-based lubricants containing spermicides greatly reduce the risk of transmission during sexual intercourse with an infected person. Intravenous equipment and any equipment used to penetrate the skin should not be shared. For persons who continue to share intravenous equipment, cleaning with household bleach solution and rinsing with water can also reduce transmission by this route.

HIV infection, Hepatitis B, and several other viruses are transmitted through sexual intercourse, sharing of blood, and from infected women to their babies during pregnancy or at the time of birth. Essentially all risk of these infections is outside of the work and school environments. However, there is some, although very small, risk of blood exposure at work and at school. Carriers of these viruses do not often show outward signs of infection and often are not aware of being infected themselves. Therefore, ALL blood or blood-containing body fluids must be considered potentially infectious.

As of July 1997, new immunization laws have gone into effect requiring that all students entering preschool and kindergarten be immunized against Hepatitis B. Beginning in July of 1999, all entering seventh graders will also need to be vaccinated. It is hoped that within six years, the majority of children from birth through age 18 will be immunized against Hepatitis B. The only risk of Hepatitis B virus and HIV exposure in the school setting is with direct exposure of infected blood to broken skin or mucous membranes.

Unbroken skin is an extremely good barrier to these viruses. **Strict adherence to Universal Precautions is recommended to protect the worker from exposure to both Hepatitis B and HIV virus.**

## **Hazardous Materials Communication Program**

In order to maintain a safe and healthful work environment, Culver City Unified School District maintains a Hazardous Materials Communication Program that complies with Cal/OSHA General Industry Safety Orders, California Code of Regulations, Title 8, Section 5194. The full program is available on request to all employees or their designated representatives, Cal/OSHA personnel and other authorized persons as required by California law. By making employee safety a high priority for every employee, injuries and illness can be reduced, productivity can be increased, and a safer and healthier environment can be promoted for all individuals at Culver City Unified School District.

Diligent implementation of this program will produce many benefits for Culver City Unified School District and its employees. Most notably, it will:

1. Protect the health and safety of employees. Decrease the potential risk of disease, illness, injury, and harmful exposures to district personnel.
2. Reduce workers' compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
4. Improve employee morale and efficiency as employees see that their safety is important to management.
5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

The Assistant Superintendent of Business Services has the authority and the responsibility for implementing and maintaining this Hazardous Materials Communication Program for Culver City Unified School District. All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal. General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the Hazardous Materials Communication Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid, including emergency procedures.
4. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
5. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
6. Proper reporting of hazards and accidents to supervisors.
7. Hazard communications, including worker awareness of potential chemical hazards, and proper labeling of containers.
8. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

## **Hazard Assessment**

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the areas of our workplace. Report any workplace hazards to your supervisor, administrator or Maintenance, Operations, and Transportation (MOT).

Site-specific MSDS files/binders are available at each site. Facilities Services MSDS files/binders are available at MOT.

## **Hazard Correction**

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed workers will be removed from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

## **Accident/Exposure Reporting and Investigation**

Procedures for reporting workplace accidents, blood borne pathogens, bodily fluids and hazardous substance exposures include:

1. Report all accidents, injuries/illnesses and exposures to your supervisor, administrator and/or Business Department immediately after occurrence.
2. Secure and complete the necessary paperwork including State and District forms with your supervisor or administrator and submit to the Business Office.

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and actions taken.

**Culver City Unified School District**  
**NEW Procedures for Reporting Child Abuse**

Child Abuse is defined as physical, sexual and mental abuse, and neglect, perpetrated by an adult or an older child. Sibling rivalry is not considered as child abuse.

All District employees are mandated by law to report orally and to file a written report within 36 hours when the staff member has suspicion or knowledge of such abuse.

Employees are not required to prove suspicions nor are they to conduct an investigation regarding their suspicions. Reporting is an individual responsibility. Employees are required to report even if the suspected victim is not under their jurisdiction. All reports are kept confidential and may be disclosed only to persons or agencies to whom disclosure of the identity of the reporting party is permitted under PC 11166(a). All persons reporting suspected child abuse are immune to liability PC 11172(a). Any person who has suspicion or knowledge of abuse and does not report it is liable to a fine of \$1,000 and/or six months in jail confinement.

The Culver City Unified School District procedures are listed below and must be followed when there is suspicion or knowledge of any abuse or neglect:

1. First, obtain a copy of the **Suspected Child Abuse Report Form (558572)** (11169PC) and gather as much of the information needed as you can. Forms are available from: <https://mandreptla.org/cars.web/>, CCUSD website "Employee Links", site principal, assistant principal, counselor, nurse or secretary. School employees are required to give their name on the form. The school address should be used. (Do not use your home address.)
2. For **urgent** reports, call 911 or the **Child Abuse Hotline at 1 (800) 540-4000** and give all the information from your form to the person or recording. Write the reference number on the form. Note on the form the home language if known.
3. For **non-urgent** reports by School Personnel (i.e. incidents of suspected child abuse or neglect that do not require immediate attention or the victim is not in immediate danger), **go to the website of the Department of Children & Family Services (https://mandreptla.org/) and "Report New Non-Emergent Child Abuse/Neglect (CARES)"**.
  - Keep one copy of the form as the reporting party. Additionally, **make a copy and send the report copy to the Department of School and Family Support Services, District Office, attention Edith Fernandez.** (Reports are no longer mailed or faxed; they should be submitted online.) If an Investigating Officer visits the site and wishes to take the report with him/her, make a copy of the report and allow the Investigation Officer to take the copy needed.
  - Notify the site principal and/or supervisor if you are an employee of the Office of Child Development, Operations and Maintenance, or Special Ed Pre School Teacher.
  - Do not discuss the reporting with others unless they are involved in making the report.
  - If the child is in immediate danger of physical or sexual abuse or the perpetrator is in the proximity, then call the Juvenile Division of the Police Department (310) 837-1221 as well. Please do not call in anonymous reports or follow-up on a report with the Police Department.
  - **DO NOT** put a copy of the suspected child abuse report in the cumulative record file.

If any person suspects or has knowledge that the abuse is continuing, then another report needs to be completed. It is not unusual to notify the police and file a report more than once on the same child. The important factor is that we help to curtail all forms of child abuse.

## **Tobacco Free Workplace Policy**

*Culver City Unified is a Tobacco-Free District that offers cessation services for all staff members.*

The Culver City Unified School District is a tobacco free district. In order to receive funding from any state or federal categorical program, the District must sign assurances that all buildings, vehicles, properties, and activities will be tobacco free. Notices are posted at each site to remind our parents and community visitors that we are tobacco free. We appreciate the cooperation of parent and community participants in providing a tobacco free environment for our students.

Board Policy/Administration Regulation 3513.3 defines the District policy. Tobacco use is prohibited in all facilities owned and/or operated by the Culver City Unified School District, including indoors, outdoors and in all District vehicles whether located on or off the premises. This policy prohibits the use of tobacco products at all times on District grounds. The probation applies to all employees, students and visitors at any activity or athletic event on property owned, leased or rented by or from the District. The District will provide a list of resources to assist individuals who wish to stop using tobacco products. Other District health benefit providers offer tobacco cessation classes. Thanks to all Culver City Unified School District employees for your help in complying with this requirement.

## **Drug and Alcohol-Free Policy**

The Governing Board believes that the maintenance of drug- and alcohol-free workplaces is essential to school and District operations.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in 21 USC 81 at any school district workplace. These prohibitions apply before, during and after school hours. A school district workplace is any place where school district work is performed, any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where students are under District jurisdiction; or during any period of time when an employee is supervising students on behalf of the District or otherwise engaged in District business. (BP 4020)

## **Employee Assistance Service for Education**

The Employee Assistance Service for Education (EASE) program is available to all employees and their families. EASE counselors specialize in:

- Family troubles
- Emotional
- Drug/alcohol problems
- Job anxieties and stress
- Grief, loss, transitions

You may contact the EASE by calling 1-800-882-1341. Please feel free to visit their web site at [www.lacoe.edu/ease](http://www.lacoe.edu/ease) to learn more about the Employee Assistance Service for Education program. Brochures and information are available in the Office of Human Resources.

## **Non-Discrimination Policy**

One of the district's traditions has always been its policy of treating people with respect, dignity, and understanding. The District does not discriminate on the basis of actual or perceived race, color, ethnic group identification, national origin, ancestry, religion, age, marital or parental status, pregnancy, physical or mental disability, medical condition, veteran status, genetic information, gender, gender identity, gender expression, sex, sexual orientation, or the perception of one or more of such characteristics. The District maintains a workplace that is free from drugs and sexual harassment.

### **Equal Employment Opportunity/ ADA**

The Culver City Unified School District, an Equal Opportunity Employer, does not discriminate on the basis of actual or perceived race, color, ethnic group identification, national origin, ancestry, religion, age, marital or parental status, pregnancy, physical or mental disability, medical condition, veteran status, genetic information, gender, gender identity, gender expression, sex, sexual orientation, or the perception of one or more of such characteristics in any of its policies, procedures, practices or programs.

Furthermore, the District recognizes the Americans with Disabilities Act (ADA) and acknowledges that reasonable accommodations for the employment of qualified persons with a physical disability or medical condition are necessary. If an employee has been determined to be a qualified injured worker (QIW), pursuant to Labor Code Section 139.5, and thus unable to return to the employee's usual and customary position, with or without restriction, the following procedure shall apply:

- An effort will be made to find another suitable alternative position with the District for which the employee is qualified.
- In the event that no such alternative position can be identified, the employee shall be provided with rehabilitation benefits pursuant to Labor Code Section 139.5.
- Upon commencement of rehabilitation services, such as training and/or placement, the employee shall be deemed to have resigned from the District, and all accrued benefits per the Education Code shall be paid upon resignation.

### **Uniform Complaint Procedures**

Pursuant to Title 5, California Code of Regulations, Section 4600 et seq, any individual, public agency or organization may file a written complaint of alleged noncompliance with the requirements of specified programs or activities, which receive state or federal funding, or a written complaint of unlawful discrimination as set forth in Section 4610, with the District's Uniform Complaint Officer:

Assistant Superintendent-Educational  
Services 4034 Irving Place  
Culver City, CA  
90232 (310) 842-  
4220, Ext. 4213

If a complainant is unable to put a complaint in writing, District staff will help them file the complaint.



CULVER CITY UNIFIED SCHOOL DISTRICT  
State and Federal Programs  
4034 Irving Place Culver City, California 90232-2848  
310-842-4220 extension 4239

*For Culver City Unified School District's (CCUSD) students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties.*

The Culver City Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

Culver City Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our school board. These procedures include complaints which allege unlawful discrimination, harassment, intimidation, or bullying on the basis of actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race, ethnicity, religion, sex or sexual orientation; 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, in any program or activity conducted by the District. Furthermore, no pupil enrolled in a public school shall be required to pay a pupil fee for participation in an educational activity.

The UCP shall also be used when addressing a pupil enrolled in a public school from being required to pay a pupil fee for participation in an educational activity as well as complaints alleging failure to comply with state and/or federal laws in Adult Education, Consolidated Categorical Aid Programs, Migrant Education, Career Technical and Technical Education and Training Programs, Child Care and Developmental Programs, Child Nutrition Programs, Special Education Programs, and Safety Planning Requirements. Furthermore, the UCP shall be used in to address any complaints regarding the Local Control Funding Formula and the Local Control and Accountability Plan.

Complaints must be filed in writing with the following compliance officer: Tracy Pumilia, Assistant Superintendent of Educational Services, 4034 Irving Place, Culver City, CA 90232

Complaints alleging discrimination must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the superintendent or his designee.

Complaints will be investigated and a written report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The District person responsible for investigating the complaint shall conduct and complete the investigation in accordance with California Code of Regulations, Title 5, sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal CCUSD's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the District's Decision. The appeal must include a copy of the complaint filed with CCUSD and a copy of the Decision.

Civil law remedies may be available under state or federal discrimination laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the School District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of Culver City Unified School District's UCP policy and complaint procedures shall be available free of charge.

Sincerely,

Tracy Pumilia  
Assistant Superintendent of Educational Services

## Williams Complaint Procedures

The District shall not illegally discriminate against employees on any basis. Uniform complaint procedures are established to address allegations of unlawful discrimination, as well as complaints alleging violation of state and federal laws and the Williams Settlement. Employees and members of the public may file complaints regarding insufficiency of instructional materials, facilities conditions that pose a threat to health or safety, as well as teacher mis-assignments. The Governing Board designates the Assistant Superintendent-Educational Services, as the uniform complaint compliance officer to receive and investigate all complaints and ensure compliance with law. Employees may contact the school office or the District office to obtain a copy of the District's complaint procedures. Procedures are also located in the appendix.

### NOTICE TO PARENTS/GUARDIANS/PUPIL/TEACHERS

#### IMPORTANT INFORMATION ABOUT YOUR COMPLAINT RIGHTS

*Williams Uniform Complaint Process, Education Code Section 35186(f)*

This notice is provided to inform you of the following:

1. Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use in class and to take home or use after class.
2. School facilities must be clean, safe, and maintained in good repair.
3. Each class should be assigned a teacher and not a series of substitutes or other temporary teachers. The teacher should have the proper credential and subject matter training to teach the class, including training to teach English Learners, if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. Pupils, including English Learners, who have not passed one or both parts of the high school exit examination by the end of the 12<sup>th</sup> grade are provided the opportunities to receive intensive instructions and services for up to two consecutive academic years after the completion of grade 12.
4. A complaint form may be obtained at the school office, Principal's office, district office, or downloaded from the school's Web site at [www.ccusd.org](http://www.ccusd.org). You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc/>

**Students**  
**BULLYING**

**BP 5131.2(a)**

The Governing Board 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 cyber bully, cause bodily injury to, or commit hate violence against any other student or school personnel.

(cf. 5131 -Conduct)

(cf. 5136 -Gangs)

(cf. 5145.3 -Nondiscrimination/Harassment)

(cf. 5145.7 -Sexual Harassment)

(cf. 5145.9 -Hate-Motivated Behavior)

**Bullying/Harassment**

The Board of Education affirms the right of every student to attend a school that is safe and secure. Therefore, the district, schools, students, parents/guardians and community have an obligation to promote mutual respect and safe, harmonious relations that support dignity and equality. To that end, the district has in place policies, procedures, and practices that are designed to reduce and eliminate discrimination, intimidation, harassment, and bullying as well as processes and procedures to address incidents of discrimination, intimidation, harassment, and bullying when they occur.

These policies and procedures must be disseminated annually to staff, students, and parents/guardians. These policies shall be publicized to students, parents, employees, agents of the governing board, and the general public.

The district will not tolerate discrimination, intimidation, harassment, bullying or any behavior that infringes on the safety or well-being of students, staff, or any other persons within the district's jurisdiction whether directed at an individual or group. This includes, but is not limited to, discrimination, intimidation, harassment, and bullying based on actual or perceived characteristics and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. (Education Code 48900.2, 48900.3, and 48900.4)

The Board recognizes that some acts of discrimination, intimidation, harassment, and bullying may be isolated and/or unintentional incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may indicate a larger pattern of discrimination, intimidation, harassment, or bullying that require a response either at the classroom, school site, or district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of discrimination, intimidation, harassment, or bullying may range from behavioral intervention and education up to and including suspension or expulsion. This policy applies to all acts related to school activity or attendance occurring within a school under the jurisdiction of the Superintendent of the district.

In addition to the grounds specified in Education Code sections 48900, sections 48900.2, 48900.3, and 48900.4 provide additional authority to discipline a pupil for conduct that amounts to bullying. (Education Code 48900, 48900.2, 48900.3 and 48900.4)

Reporting Violations of this Policy

The principal or principal's designee at each school shall be responsible for receiving complaints alleging violations of this policy. All staff is expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of discrimination, intimidation, harassment, or bullying, to immediately intervene when safe to do so, call for assistance, and report such incidents. The Board requires that staff follow district and school procedures for reporting alleged acts of bullying.

All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form *is* not required, the reporting party *is* encouraged to use the report form available from the principal of each school or at the District Office. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Prompt and reasonable investigation of alleged acts of discrimination, intimidation, harassment, or bullying is expected.

Students are expected to report all incidents of discrimination, intimidation, harassment, bullying, teasing, or other verbal or physical abuse. Any student who feels she/he is a target of such behavior should immediately contact a teacher, counselor, principal, or staff person. If the student who was bullied believes the situation has not been remedied, she/he may file a complaint in accordance with district procedures.

Students and parents are to be informed annually of the process by which they may make reports of bullying or harassment.

Complaints and Investigation

When a student *is* reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyber bullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

- (cf. 3515.4-Recovery for Property Loss or Damage)
- (cf. 5137-Positive School Climate)
- (cf. 5131.5 -Vandalism, Theft, and Graffiti)
- (cf. 5144.1 -Suspension and Expulsion/Due Process)
- (cf. 5144.2 -Suspension and Expulsion/Due Process - Students with Disabilities)
- (cf. 5145.3 -Nondiscrimination/Harassment)
- (cf. 5145.7 -Sexual Harassment)
- (cf. 5145.9 -Hate-Motivated Behavior)

**Students**  
**BULLYING (Continued)**

**BP 5131.2(c)**

Legal Reference

EDUCATION CODE

200-262.4 - Prohibition of discrimination on the basis of sex

- Additional grounds for suspension or expulsion; sexual harassment

- Additional grounds for suspension or expulsion; Hate Violence

- Additional grounds for suspension or expulsion; harassment, threats or intimidation

48904 - Liability of parent/guardian for willful student misconduct

48980 - Notice at beginning of term

Policy

Reviewed: June 12, 2012

Policy Adopted: June 26, 2012

CULVER CITY UNIFIED SCHOOL DISTRICT  
Culver City, California

Bullying - Harassment

School behavior standards shall be coordinated district-wide, with particular attention to applying the standards for discrimination, intimidation, harassment, and bullying behavior fairly and consistently among schools at the same grade level. Schools will follow district guidelines and policies according to the Education Code and school rules pertaining to related matters such as discrimination, intimidation, harassment, bullying, suspension and expulsion.

Definitions

"Bullying" is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils that constitutes sexual harassment, hate violence or creates an intimidating or hostile educational environment, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience a substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience a substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

"Electronic act" is defined as the transmission of a communication, including, but not limited to, a message, text, sound, or image, or post on a social network Internet Website, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

(cf. 5145.2 -Freedom of Speech/Expression)

"Reasonable pupil" is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs. (Education Code 48900(r))

The school district has jurisdiction to respond to bullying behavior that is related to school activity or school attendance and that occurs at any time, including, but not limited to, while on school grounds, at a school sponsored activity, while traveling to or from school, on a school bus, or during the lunch period whether on or off campus. (Education Code 48900(s))

Indicators of Discriminating, Intimidating, Harassing, and Bullying Behavior

- Behaviors may include, but are not limited to, the following:
  - Verbal: Hurtful name-calling, teasing, gossiping, making threats, making slurs or epithets, making rude noises, or spreading hurtful rumors.
  - Nonverbal: Posturing, making gang signs, leering, staring, stalking, destroying property, insulting or threatening notes, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
  - Physical: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, pinching, slapping, "panting", biting, spitting, or destroying property.
  - Emotional (Psychological): Actively rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, shunning, ostracizing, using peer pressure, or rating or ranking personal characteristics.
  - Cyber bullying: Sending insulting or threatening messages by phone, e-mail, websites, or any other electronic or written communication. This policy pertains to cyber bullying that is related to school activity or attendance and is directed toward a pupil or school personnel.

Administrative Responsibilities

- Communicate and ensure staff, students, and parents/guardians are informed annually of the district policy and school procedures regarding discrimination, intimidation, harassment, and bullying, and all other related policies.
- Develop and incorporate anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying procedures into behavior or discipline codes. Review and revise these annually, as appropriate.
- Create an environment where the school community understands that discrimination, intimidation, harassment, and bullying are inappropriate and will not be tolerated.
- Develop interventions to address discrimination, intimidation, harassment, and bullying at all levels, school-wide, classroom, and individual.
- Provide staff training to certificated and classified staff to ensure that staff is able to identify the indicators of discrimination, intimidation, harassment, and bullying and understand their individual responsibilities to appropriately intervene and report discrimination, intimidation, harassment, and bullying behavior.
- Provide training for new staff, as needed, on identification of and response to discrimination, intimidation, harassment, and bullying as well as on the use of district adopted materials related to discrimination, intimidation, harassment, bullying and violence prevention.
- Designate a site coordinator/district committee for oversight of the anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying program, including student instruction, implementation of prevention and intervention strategies, and dissemination of discrimination, intimidation, harassment, and bullying information to students, staff, and parents. The coordinator/district committee shall act as a contact for reporting incidents of discrimination, intimidation, harassment, and bullying and serve as a liaison for district-wide efforts to promote respect and a positive school climate in our schools.
- Enforce discrimination, intimidation, harassment, and bullying procedures for disciplinary action fairly and consistently per the school behavior expectations and CCUSD discipline matrixes.

- Assess or collect information from students regarding the extent of discrimination, intimidation, harassment, and bullying they witness or experience at school (e.g., anonymous survey, focus group input, or incident report analysis).

The district may 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.

(cf. 6163.4-Student Use of Technology)  
(cf. 6142.8 -Comprehensive Health Education) (cf.  
6142.94 -History/Social Science Instruction)

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

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

#### Staff Responsibilities

- Create an environment where students understand that discrimination, intimidation, harassment, and bullying are unacceptable and will not be tolerated.
- Discuss with all students all aspects of the discrimination, intimidation, harassment, and bullying policy and strategies to prevent discrimination, intimidation, harassment, and bullying.
- Encourage students to report discrimination, intimidation, harassment, and bullying incidents.
- Learn to recognize the indicators of discrimination, intimidation, harassment, and bullying behavior.
- Intervene immediately when safe to do so and take corrective action when discrimination, intimidation, harassment, and bullying are observed. (Education Code 2341.1)
- Understand individual responsibility not only to intervene when discrimination, intimidation, harassment, and bullying are observed, but also, to report incidents and actions to appropriate administrators, the district office, or outside agencies, as required.

#### Student Responsibilities

- Take responsibility for helping create a safe school environment.
- Do not engage in or contribute to discrimination, intimidation, harassment, and bullying behaviors, actions, or words.
- Treat everyone with respect. Be sensitive to how others might perceive your actions or words.
- Report all incidents of discrimination, intimidation, harassment, and bullying, or other verbal or physical abuse.

- Understand the discrimination, intimidation, harassment, and bullying policy and guidelines and model them for others.
- Report discrimination, intimidation, harassment, and bullying behavior directed at oneself or others to a trusted adult.
- Never engage in retaliatory behavior or ask of, encourage, or consent to anyone's taking retaliatory actions on your behalf.
- Learn ways to protect oneself from discrimination, intimidation, harassment, and bullying and how to help others who have been bullied.

Parent Responsibilities

- Understand, discuss, and support this policy and school rules with your child.
- Report incidents of discrimination, intimidation, harassment, and bullying to your student's teacher, counselor, principal, or principal's designee.
- Learn the warning signs that your child might be a target or perpetrator of discrimination, intimidation, harassment, or bullying.

Responding to Discrimination, Intimidation, Harassment, and Bullying Complaints

- The district's response to discrimination, intimidation, harassment, and bullying shall be comprehensive and involve staff, students, parents/guardians, and the community, as appropriate, in order to address discrimination, intimidation, harassment, and bullying at all school levels.
- A complaint may be made to any site or district level staff person, as appropriate. Targets of discrimination, intimidation, harassment, or bullying are encouraged to file their complaint in writing, using the Bullying Complaint Form (E 5131.2). However, oral complaints will be accepted.
- All discrimination, intimidation, harassment, and bullying complaints shall be investigated and resolved within 15 business days of the filing of a complaint.
- The response shall:
  - Take reports of bullying seriously.
  - Provide all parties involved with assurances regarding district policies on confidentiality and non-retaliation in the complaint investigation.
  - Encourage individuals who witness discrimination, intimidation, harassment, or bullying to report such incidents per the district report procedures.
  - Obtain specific information relevant to any discrimination, intimidation, harassment, or bullying complaint such as: the date, time, location, witness(es), and whether this was an isolated incident or related to previous incidents.
  - Obtain a written statement from the complainant. If the complainant is unable to provide a written statement, school personnel shall assist in writing a statement as dictated by the complainant. It is important to note that any oral report of discrimination, intimidation, harassment, or bullying is to be considered a complaint and, as such, must be investigated.
  - Obtain a written statement from the student alleged to have committed the discriminating, intimidating, harassing, or bullying act. If the student is unable to provide a written statement, school personnel shall assist in writing a statement as dictated by the student.
  - Obtain statements from any witnesses, as appropriate.
  - Assure the student reporting discrimination, intimidation, harassment, or bullying that steps will be taken to monitor that the behavior does not continue. Provide the

- o individual with the names of school personnel who can help if the situation continues, escalates, or arises again.
- o Determine what type of action or consequences will resolve the situation. o Follow the school behavior guidelines.
- Consequences for a student who commits an act of discrimination, intimidation, harassment and bullying shall be appropriate according to:
  - o The nature of the behavior.
  - o The developmental age of the student.
  - o The student's history of problem behaviors and performance.
  - o Consistent with related Board policies and schools' codes of conduct.
- Inform the parents/guardians of both the target and the child who allegedly committed the act of discrimination, intimidation, harassment, or bullying of the following:
  - o The nature of the incident.
  - o The results of the investigation.
  - o The type of action(s), consequences, and follow-up that will be taken to resolve the situation (as appropriate to ensure confidentiality).

#### Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

(cf. 5138 -Conflict Resolution/Peer Mediation) (cf. 5144-Discipline)

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

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

(cf. 6159.4 -Behavioral Interventions for Special Education Students)

#### Other Considerations

- If the student who suffered discrimination, intimidation, harassment, or bullying (or parent/guardian on behalf of the student) disagrees with the resolution of the complaint, she/he may file an appeal to the Assistant Superintendent for Educational Services. An appeal must be filed within 15 calendar days of resolution of the initial complaint.
  - If the student who suffered discrimination, intimidation, harassment, or bullying (or parent/guardian on behalf of the student) disagrees with the resolution of the appeal, she/he may file a complaint in accordance with district Uniform Complaint Policy and Procedures. Students and parents/guardians are to be informed annually of the process by which they may make a report of discrimination, intimidation, harassment, or bullying or file a Uniform Complaint.
- It is important to note that discrimination, intimidation, harassment, or bullying may, at times, be part of a continuum of violence and that some discrimination, intimidation, harassment, or bullying actions can and do constitute other categories of misconduct such as sexual harassment, hate-motivated behavior, assault, or child abuse, and as such, they would violate other district policies. When discrimination, intimidation, harassment, or bullying behavior does escalate to the level of violating other district policies, district personnel are obligated to adhere to appropriate district reporting guidelines and protocols and may be required to report to one or more offices or outside agencies, as appropriate.

**Students**  
**BULLYING (Continued)**

**AR 5131.2(f)**

Legal Reference: EDUCATION  
CODE

200-262.4 -Prohibition of Discrimination  
35181 -Governing Board policy on responsibilities of students  
35291-35291.5 - Rules  
48900-48925 -Suspension or expulsion PENAL  
CODE

647 -Use of camera or other instrument to invade person's privacy; misdemeanor  
647.7 -Use of camera or other instrument to invade person's privacy; punishment  
653.2 -Electronic communication devices, threats to safety  
UNITED STATES CODE, TITLE 47

254 -Universal service discounts (e-rate) COURT  
DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F. Supp. 2d 1094 Lavine v.  
Blaine School District, (2002) 279 F.3d 719

Management Resources: CSBA  
PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy brief, April 2010  
Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007 CALIFORNIA  
DEPARTMENT OF EDUCATION PUBLICATIONS  
Health Education Content Standards for California Public Schools: Kindergarten Through Grade  
Twelve, 2008  
Bullying at School, 2003  
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS Dear  
Colleague Letter: Harassment and Bullying, October 2010

WEBSITES

CSBA: <http://www.csba.org>  
California Cybersafety for Children: <http://www.cybersafety.ca.gov>  
California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss>

Regulation  
Reviewed: June 12, 2012  
Regulation Adopted: June 26, 2012

CULVER CITY UNIFIED SCHOOL DISTRICT  
Culver City, California

**Students**  
**SUICIDE PREVENTION**

**BP 5141.52(a)**

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

(cf. 1020 - Youth Services)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

(cf. 6142.8 - Comprehensive Health Education)

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

## Students

BP 5141.52(b)

### SUICIDE PREVENTION (Continued)

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

#### Legal Reference:

##### EDUCATION CODE

215 Student suicide prevention policies

32280-32289 Comprehensive safety plan

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

##### GOVERNMENT CODE

810-996.6 Government Claims Act

##### PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act

##### WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5850-5883 Mental Health Services Act

##### COURT DECISIONS

Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

#### Management Resources:

##### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008

SUICIDE PREVENTION (Continued)

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003  
CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS  
School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009  
NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS  
Preventing Suicide, Guidelines for Administrators and Crisis Teams, 2015  
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS  
Preventing Suicide: A Toolkit for High Schools, 2012  
National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012  
WEB SITES

American Association of Suicidology:

<http://www.suicidology.org> American Foundation for Suicide

Prevention: <http://afsp.org> American Psychological Association:

<http://www.apa.org>

American School Counselor Association: <http://www.schoolcounselor.org> California

Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh> California

Department of Health Care Services, Suicide Prevention Program:

<http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx>

Centers for Disease Control and Prevention, Mental Health:

<http://www.cdc.gov/mentalhealth> National Association of School Psychologists:

<http://www.nasponline.org>

National Institute for Mental Health: <http://www.nimh.nih.gov>

Trevor Project: <http://thetrevorproject.org>

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services

Administration: <http://www.samhsa.gov>

New Board Policy

Reviewed: June 13, 2017

California New Board Policy Adopted: June 27, 2017

CULVER CITY UNIFIED SCHOOL DISTRICT

Culver City,

### Staff Development

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students at the secondary level. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors

(cf. 5131.6 - Alcohol and Other Drugs)

3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a person's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

7. District procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide

#### Instruction

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources such as the Sandy Segal Youth Health Center, and/or community crisis intervention resources such as Didi Hirsch Mental Health Services and the 24-hour Crisis Line of the Suicide Prevention Center at (877) 727-4747 where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

(cf. 1020 - Youth Services)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.6 - School Health Services)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6164.2 - Guidance/Counseling Services)

#### Intervention

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, he/she shall promptly notify the principal or school counselor.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when he/she has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

(cf. 5141 - Health Care and Emergencies)

A school employee shall act only within the authorization and scope of his/her credential or license. An employee is not authorized to diagnose or treat mental illness unless he/she is specifically licensed and employed to do so. (Education Code 215)

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 5141 - Health Care and Emergencies)

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

(cf. 5125 - Student Records)

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether he/she is required, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

## SUICIDE PREVENTION (Continued)

## Re-Entry Procedure

For students returning to school after a mental health crisis (e.g., suicide attempt or psychiatric hospitalization), a school employed mental health professional, the principal, or designee will meet with the student's parent or guardian, and if appropriate, meet with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

1. A school employed mental health professional or other designee will be identified to coordinate with the student, their parent or guardian, and any outside mental health care providers.
2. The parent or guardian will provide documentation from a mental health care provider that the student has undergone examination and that they are no longer a danger to themselves or others.
3. The designated staff person will periodically check in with student to help the student readjust to the school community and address any ongoing concerns.

## Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. He/she shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

(cf. 1112- Media Relations)

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

New Regulation

Reviewed: June 13, 2017

New Regulation Adopted: June 27, 2017

CULVER CITY UNIFIED SCHOOL DISTRICT

Culver City, California

## **Work Place Bullying Policy**

Workplace bullying is defined as severe or egregious conduct by a person or group directed against an individual that a reasonable person would find hostile, offensive, humiliating, threatening, disparaging, coercive, belittling, sabotaging, or an abuse of authority, even if unrelated to conduct governed by Board Policy 4119.11, Sexual Harassment. Such actions may be verbal or nonverbal, in person or online, acts of commission or omission, direct or indirect, covert or overt, or incidents of aiding or abetting.

The District strives to provide a positive workplace climate, free of all forms of violence, intimidation, abuse, and retaliation for all permanent and temporary employees (classified and certificated), volunteers, volunteers, and administrators. Workplace bullying undermines the positive workplace climate and is unacceptable.

The work environment should be characterized by positive interpersonal relationships among coworkers, between employees and students, and between employees, students, parents, and other stakeholders. Employee conduct should enhance the integrity of the district and advance the goals of the educational programs. All staff are expected to serve as role models for students by demonstrating positive, professional attitudes and respect toward other staff members and students.

Employees who believe they are subject to such behavior should raise their concerns with the appropriate manager or supervisor as soon as possible, preferably within ninety (90) days from the occurrence of the incident.

## **Sexual Harassment Policy**

Sexual harassment is considered to be any unwanted, unwelcome, or unsolicited sexual conduct imposed on a person who regards it as offensive or undesirable. The key word in defining sexual harassment is unwelcomed. (BP 4119).

Employee to Employee: How do you know it is Sexual Harassment?

If someone's words or actions:

- Are unwelcome or offensive to you
- Make you feel uncomfortable or threatened
- Affect your job performance

Then it may be Sexual Harassment and should be reported to your immediate supervisor for investigation.

- Employee to Student Sexual Harassment is not tolerated and may lead to disciplinary action.
- Student to Student Sexual Harassment should be reported to the site administrator.
- Contact your immediate supervisor or the Office of Human Resources if the harassment involves your supervisor.

## Sexual Harassment Takes Many Forms

<u>Verbal</u>	<u>Non-Verbal</u>	<u>Physical</u>
threats or insults	gestures/looks	cornering
offensive comments	staring/leering	pinching
offensive jokes	posters/photos	grabbing
pressure for dates	drawings of sexual nature	touching
propositions	e-mails	assault
suggestions of a sexual nature	cartoons	hugging
		kissing

Be careful, you may never know who is offended by your comments or action. Nothing employees do at work is really ever "private" including: conversations, telephone calls, websites visited, email that are sent.

### **Complaint Procedure**

If any employee perceives comments, gestures or actions deemed offensive from any other employee, including supervisors or members of management, the employee should notify the immediate supervisor or the Assistant Superintendent of Human Resources. Immediate supervisors will promptly report any complaint to the Director of Human Resources. No employee is required to file any complaint with the alleged harasser. The complainant may present such complaint orally or in writing. However, if the complaint is not resolved informally, the complainant must present such complaint in writing to the Assistant Superintendent of Office of Human Resources. The statement shall be a clear, concise statement of the complaint and the circumstances involved. The District will promptly and thoroughly investigate any complaints of harassment, and will take immediate action to resolve such complaints (BP 4119.11/AR4119.1 1).

## **Industrial Accident Reporting Workers' Compensation**

- If a life-or limb-threatening injury, call 911 immediately.
- Report all injuries to your supervisor/administrator immediately.
- Supervisor/administrator will assist with contacting Company Nurse (see E-Z Reference Guide attached).
- If medical attention is required, you will be instructed by Company Nurse where to seek treatment.
- After your initial doctor visit, immediately return to the District Office with your Work Status Report (provided by treating physician) so that you can complete the appropriate workers' compensation documentation.
- You may pre-designate a qualifying personal physician to treat you in the event of a work-related injury (LC 4600; see below) provided that a predestination is on file 30 days prior to your date of injury. Written verification that your personal physician meets the requirements and agrees to be pre-designated must be provided.
- Claims for workers' compensation are managed by a third party administrator, Keenan & Associates.
  - Keenan & Associates
  - P.O. Box 2707
  - Torrance, California 90509
  - (310) 212-0363
- Contact Mary Soto, Business Services Department, via email at [marysoto@ccusd.org](mailto:marysoto@ccusd.org) or by calling (310) 842-4220, Ext. 4217, for further information.

### **Workers' Compensation: Pre-Designation of Personal Physician Form**

If you are injured on the job, you have the right to be treated by your personal physician if you notify your employer, in writing, prior to the injury. Per Labor Code 4600, to qualify as your pre-designated, personal physician, the physician must agree in writing, to treat you for a work-related injury, must have previously directed your medical care and must retain your medical history and records. Your pre-designated physician must be a general practitioner, family practitioner, board certified or board eligible internist, pediatrician, obstetrician-gynecologist, or multi-specialty medical group, whose practice is predominantly for non-occupational injuries or illnesses.

Pre-designation is optional. Pre-designations remain in effect until such time as an alternate pre-designation is received. It is not necessary to repeat the pre-designation on an annual basis if your physician remains the same and continues to meet the stated requirements.

## CULVER CITY USD E-Z REFERENCE GUIDE

### COMPANY NURSE® INJURY REPORTING

**NOTE: *If life- or limb-threatening injury only, call 911!! Then report the injury / incident after the employee is stabilized.***

#### **Step 1**

#### MAKE THE CALL BEFORE SEEKING TREATMENT

- Notify supervisor of the injury/incident
- In a quiet place, employee and/or supervisor call Company Nurse at **(877) 518-6702**
- You will be asked to provide the following information during the call:
  1. Search Code: **SLF04**
  2. Employer name and/or worksite
  3. Employee personal information
  4. Injury details: Who? What? When? Where?
- Possible Outcomes as a result of the Call:
  - Self-care or basic first aid, OR
  - Referral to medical facility by a Nurse – Occ Health or Urgent Care or ER
- **IMPORTANT!**
  - *Translators are available for more than 170 different languages*
  - *Be prepared to write down a Call Confirmation Number*

#### **Step 2**

#### REPORT DISTRIBUTION AFTER THE CALL

- Report of Injury is emailed or faxed to Business Services
- If injured employee is referred for medical treatment, an Alert will be sent immediately to the medical provider to expect the employee at their facility

#### **Step 3**

#### FOLLOW-UP CALL

- Additional Nurse Advice: Employees who were triaged by a nurse but not initially referred, are welcome to call our nurses again if injuries become worse or new symptoms develop for which they may require additional nurse advice or injury triage services and a possible referral for medical treatment.



CULVER CITY UNIFIED SCHOOL DISTRICT  
Electronic Resources  
Guidelines

Required Signatures - District Staff Section  
Acceptable User Policy Sections

(Please initial that you have read each section)

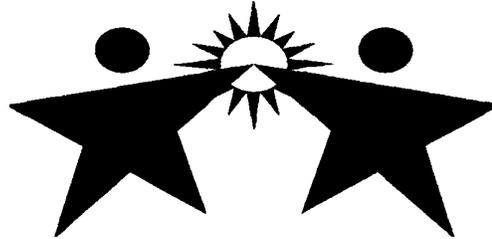
- Personal Responsibility
- Acceptable Use
- Privileges
- Network Etiquette and Privacy
- Services
- Security
- Vandalism
- Cell Phone Policy

I understand and will abide by the provisions and conditions of this Electronic Acceptable Use Policy. I understand that any violations of the stated provisions may result in disciplinary action, the revoking of my user account and appropriate legal actions. As an employee, I agree to instruct students on acceptable use of the network and proper network etiquette. I also agree to report any misuse of the information system to the Culver city Unified School District system administrator.

Staff Member Name (please print): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Please return to site supervisor**

Culver City Unified School District  
Culver City, California



"Lifelong learning...  
filling the future with options"

**Acceptable Use Policy  
For Electronic Resources  
District Employees**

Office of Human Resources

## **Information: Electronic Acceptable Use Policy**

The Culver City Unified School District has electronic information services that are available to students and staff in our district. The Culver City Unified School District strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning in our district.

Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The district will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Please read this document carefully. When signed by you, it becomes a legally binding contract. We must have your initials where indicated before we can provide you without continue your access account.

Listed in this pamphlet are the provisions of this contract. Users who violate these provisions will be denied access to information services and subject to appropriate disciplinary actions.

### **Terms and Conditions of This Policy**

#### **Personal Responsibility**

As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or requested that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described in this document. All rules of conduct described in the District publication entitled "Rules of Conduct" apply when you are on the network.

#### **Acceptable Use**

The use must be in support of education and research with the educational goals and objectives of the Culver City Unified School District (Board Policy/Administrative Regulation 4040). I am personally responsible for this provision at all times when using the electronic information service. In addition, the following restrictions apply:

Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.

- Use of commercial activities by for-profit institutions is generally not acceptable.
- Use of product advertisement or political lobbying is also prohibited.
- Use of someone else's network account is unacceptable.
- Use of access for non-school related activities is not acceptable.
- Use of unauthorized copies of commercial software is not acceptable.
- Copying commercial software is not acceptable.
- Attempting to access unauthorized or inappropriate resources is not acceptable.
- Use of a network account to harass someone is not acceptable.
- Use of another organization's network or computer resources must comply with rules appropriate to that network.

## **Acceptable Use (continued)**

I am aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws and that I can be prosecuted for violating those laws.

### **Privileges**

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of privileges. Each employee who receives an account will participate in an orientation or training course with a Culver City Unified School District employee as to the proper behavior and use of the network. The Culver City Unified School District system administrator (operating under the aegis of the Board of Education and the Superintendent) will decide what appropriate use is and his/her decision is final.

The system administrator may close an account at any time deemed necessary. The administration, staff, or faculty of the Culver City Unified School District may request that the system administrator deny, revoke, or suspend specific user accounts.

### **Network Etiquette and Privacy**

**Be polite.** Never send, or encourage others to send abusive messages.

Use **appropriate, respectful language.** Remember that you are a representative of the Culver City Unified School District on a public system. Always use appropriate and respectful language in your messages that you know is appropriate.

**Privacy:** Do not reveal your home address or personal phone number or the address and phone numbers of another person. Report to a system administrator or district staff member any person who asks you for personal information.

**Information:** The information accessed by the use of electronic services may or may not be accurate. The Culver City Unified School District makes no guarantees of any kind concerning the accuracy of information obtained on-line.

**Electronic Mail:** Electronic mail is not private. Electronic mail can be monitored to insure that it is appropriate and access can be canceled if guidelines are not followed. Messages relating to, or in support of illegal activities must be reported to the authorities.

### **Services**

The Culver City Unified School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, missed deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. The district specifically disclaims any responsibility for the accuracy of information obtained thoughts services.

## **Security**

The Security on any computer system is a high priority. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system.

## **Vandalism**

Vandalism is defined as any malicious attempt to harm or destroy data of another user on any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

## **Updating**

The information service may occasionally require new registration and account information from you to continue the service. You must notify the information system of any changes in your account information.

## **Penalties**

I understand that the use of the Culver City Unified School District electronic information services is a privilege and inappropriate use will result in the loss of that privilege. Any user who is found to be in violation of these rules may be subject to the following consequences:

- Suspension and/or termination of computer use privileges
- Suspension and/or expulsion from school
- Referral to law enforcement authorities for criminal prosecution
- Other legal action, including action to recover damages and penalties

## **Guidelines on the Acceptable use of Electronic Information**

Information resources offer access to computers and people throughout the world. Students and staff will have access to electronic and college and university libraries, information and news from a variety of sources and research institutions, software of all types, and discussion groups on a wide variety of topics, and much more.

## **Inappropriate Use**

While electronic information resources offer tremendous opportunities of educational value, they also may be used for illegal and unethical purposes. The following represent some of the inappropriate uses that may occur:

- Using the network for commercial advertising;
- Using copyrighted materials in reports without permission;
- Using the network to lobby for votes;

## **Inappropriate Use (continued)**

- Using the network to access a file that contains pornographic material;
- Using the network to send or receive messages that are racist;
- Using the network to send inflammatory messages;
- Creating a computer virus and placing it on the network;
- Using the network to send a message that is inconsistent with the school's or District's code of conduct;
- Using the network to send or request materials that are sexist and/or contain obscenities;
- Using the network to provide addresses or other personal information that others may use inappropriately;
- Using the network to make purchases or conducting other personal business;
- Using the network for sending and receiving a large number of personal messages.

All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws. Violations can lead to prosecution and dismissal.

## **Cell Phone Use Policy**

The goal of this policy is to establish guidelines for use of cellular telephones by staff that will ensure that cellular telephone use will not infringe on either the instructional process or on the rights of others. The purpose is to ensure the continuation of a positive learning environment which is free from unnecessary disruptions.

The guidelines for possession and use of private cellular telephones (including texting and e-mail messaging), accessories and other paging devices on school campuses shall be:

1. Except in the case of an immediate emergency, staff shall not use cellular telephones, accessories and other paging devices in classrooms or in a setting which may interfere with any school program.
2. All cellular telephone devices should be turned off or in a vibrate (non-auditory) mode when in a classroom or at a school activity where students are present.
3. Staff are encouraged to use cellular telephone and or cellular devices during their free time, except in an emergency situation.

Recognizing that staff may be in possession of cellular telephones on school campuses, the District does not assume liability if such devices are damaged, lost or stolen.

### **Board of Education**

Kelly Kent, Ph.D., President  
Summer McBride, Vice President  
Steven Levin, Pd.D., Clerk  
Tashon McKeithan, Ph.D., Member  
Anne Allaire, Member

### **District Administration**

Leslie J. Lockhart  
Superintendent  
Assistant Superintendent – Human Resources

Robert Quinn  
Assistant Superintendent - Business Services

Tracy Pumilia  
Assistant Superintendent - Educational Services

Veronica Montes  
Director of School and Family Support Services

Diana Fannon  
Director of Special Education

Frank Villalobos  
Director of Technology

**Culver City Unified School District**  
**ABI USE AGREEMENT**

**Employee Name** \_\_\_\_\_ **Work Site** \_\_\_\_\_

The district operated Web Interface (ABI) to Aeries is a centralized database containing personal, demographic, disciplinary, grade, testing and other pertinent confidential student information. In order to allow the broadest use of ABI, to protect the integrity of the information and ensure the protection of privacy for all involved, employees wishing to access ABI are requested to read and sign this Use Agreement.

1. The Site Administrator or Department Director will first authorize user access prior to the District granting system privileges.
2. The system contains privileged information regarding students. Information will be used only for official school business.
3. Users will not furnish their password and access to anyone else.
4. Students and unauthorized personnel will not be allowed access to the system.
5. If any user becomes aware of any erroneous information contained in the system, he/she will alert the site administrator or site designee.
6. When leaving any computer through which the user has accessed ABI, he/she will lock the computer in order to help avoid unauthorized access.

I, \_\_\_\_\_, accept the terms of the ABI Use Agreement. I understand that access and use of information for personal or other than official district business constitutes misuse of the system and may be grounds for disciplinary action. In the case of support agency personnel, misuse may be grounds for severance of access privileges.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Site Administrator/Department Director**

\_\_\_\_\_  
Date



CULVER CITY  
Unified School District

**Mandatory for K – 12 Certificated Teachers**

**Sign and return.**

### CONFIDENTIALITY AGREEMENT

You are hereby granted access to AERIES so that you may review the attendance of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the Education Code subdivisions, except subdivision (H), of Section 48900.

You are being notified that the students marked with an asterisk (\*) on the attached list and in Aeries are enrolled in your class and have previously been suspended or expelled during the last three years or are currently placed on formal probation. You have the right to view your students' discipline information through the student information system, Aeries, in which you will have read only access or by accessing the students' cum file.

Please mark if you would like to view the information on the students' previous suspension/expulsion/probation.

I wish to view the suspension/expulsion/probation information (contact your site administrator on how to access this information).

I do not wish to view the suspension/expulsion/probation information

By signing below you are acknowledging you have been informed of your rights as stated in AB 29 and Ed. Code 49079.

Teacher \_\_\_\_\_

Date \_\_\_\_\_

Principal/Designee \_\_\_\_\_

Date \_\_\_\_\_

