

Comprehensive School Safety Plan SB 187 Compliance Document

**2023-2024
School Year**

School: Three Rivers Charter School
CDS Code: 23655650123737
District: Three Rivers Charter School
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Date of Adoption:

Approved by:

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Senate Bill 187: Comprehensive School Safety Plan Purpose

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

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

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

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

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

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

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

A copy of the Comprehensive School Safety Plan is available for review at Three Rivers Charter School Office..

Safety Plan Vision

Three Rivers Charter School (TRCS) is an independent public charter school serving around 90 students in grades 1-8.

The teachers and support staff at TRCS provide an exemplary learning environment. Academic learning is the primary focus of the school, but commendably, the school mission recognizes that a caring environment that fosters self-worth and individual development is the best road toward realizing optimal academic achievement. The students are able to approach all facets of their learning with confidence and the assurance that this school is their home away from home. Behavioral expectations are clearly and consistently articulated, leading to self-directness and initiative. The staff welcomes the direct involvement of the parent community in these efforts. At TRCS, parents/guardians and staff work in concert to create a safe and orderly learning environment in which students interact positively with others and strive to demonstrate our REACH Goals of Respect, Empathy, Achievement, Citizenship and Hard Work.

TRCS, in order to provide an environment where students are nurtured and inspired to pursue their dreams and challenge themselves, will strive to engage in such activities as listed below in order to ensure an atmosphere on campus that promotes safety, security, and effective crisis response for students and staff.

The administration and staff will:

- Work to promote a safe work place.
- Work to prevent all work and students related accidents.

- Conduct educational exercises that promote safety and effective crisis response. (fire, earthquake, lock-down and tsunami drills)
- Enforce the campus safety and crisis response procedures and regulations as set forth.
- Develop processes in which safety hazards and accidents can be reported, investigated, and ratified or prevented.

Components of the Comprehensive School Safety Plan (EC 32281)

Three Rivers Charter School Safety Committee

Kimberly Morgan, School Director

Michael Lang, Teacher

Marcia Mollett, School Secretary

Dana Vogeles, Board Member and Parent

Roger Coy, Board Member

Assessment of School Safety

Three Rivers Charter School (TRCS) strives to provide a safe learning environment, grow responsible citizens and develop caring and nurturing relationships. TRCS serves approximately 90 students in grades one (1st) through eight (8th). We have four certificated teachers, one certificated administrator and about thirteen classified staff members.

At TRCS, our REACH values are the foundation for a positive school climate (Respect, Empathy, Achievement, Citizenship and Hard Work) and the basis of our PBIS protocols. (Positive Behavior Intervention Support.) Students earn "Osprey Bucks" for demonstrating the REACH values and there are class-wide and school wide reward programs using the Osprey Bucks. Expectation stations are organized at least twice during the year to teach/reteach students behavior expectations in class and around campus. This explicit behavior review is usually planned to occur at the beginning of the school year and when we return from breaks. TRCS has a Student Support Counselor to work with students, families and staff.

A review of responses from family and student surveys in the 22-23 school year shows that TRCS is improving on student feelings of safety at the school. When asked in a Family Survey in the 22-23 school year, parent/guardians reported the following results when asked "How safe does your student feel at school?". On a scale of 1-4 with (1) being not safe and (4) being very safe:

2% report a (2)

20% report a (3)

76% report a (4)

This year, 2023-24, in a similar survey results improved with 15% of parent/guardians rating their student's feeling of safety a (3) and 85% rating student feelings of safety a (4).

The student Suspension and Expulsion rates at TRCS continues to remain low. No students have been expelled from school in recent years. There were two (2) suspensions in the 22-23 school year, two (2) suspensions in the 21-22 school year and zero (0) in 20-21 year.

Escape procedures, safety routes, and designated gathering areas were developed for fire drills and disaster drills. Escape route maps are located in all rooms. Teachers are supplied with emergency backpacks, supplies, and informational lists to assist them in the event of an emergency.

The school's goal has been to provide a safe learning environment, grow responsible citizens and develop caring and nurturing relationships. The above information would indicate a positive move in that direction.

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

Providing a safe learning environment is a priority for staff, parents, students, and school community members. Three Rivers Charter School (TRCS) prepares students to be responsible citizens. TRCS promotes caring and nurturing relationships and works cooperatively with parents, students, and other community agencies. TRCS stresses prevention of violence on campus and prepares students to handle conflict, anger, and other threats to safety.

TRCS discipline policy provides students with behavior guidelines that are aligned to the California Education Code and district policies. School-wide rules, classroom rules, the dress code, and consequences for rule infractions provide students with clear expectations for behavior. The focus is to reduce barriers to learning as well as to build protective factors leading to student success, both academically and socially. Intervention and prevention programs focus on positive youth development. Training in Restorative Practices is provided to the staff and these practices are utilized with the students.

TRCS implements programs to create a positive school climate and promote social-emotional learning using research-based strategies. Our school culture is based around the REACH Goals (Respect, Empathy, Achievement, Citizenship, Hard Work). TRCS implements a Multi-Tiered System of Support (MTSS) for students that promotes high expectations, maintains student engagement in school, and provides systems for student success. A School Counselor is available to students and parents. TRCS provides onsite training for teachers, office staff and teacher aides in First Aid, CPR and Epipen use. In the fall of 2023, the staff participated in these in person certification trainings as well as an AVERT training (Active Violence Emergency Response). Additionally, annual online training includes courses in First Aid, CPR, Blood Borne Pathogens, Bullying Prevention, Child Abuse Reporting, Active Shooters, Sexual Harassment, Playground Supervision and other safety topics. Fire extinguishers are inspected monthly and recharged annually.

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

All school staff members actively monitor the safety and welfare of all students. Staff members understand their responsibility as child-care custodians and will immediately report all cases of known and suspected child abuse pursuant to Penal Code Section 11166. School employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

Penal Code 11166. (a) Except as provided in subdivision (d), and in Section 11166.05, a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report by telephone to the agency immediately or as soon as is practicably possible, and shall prepare and send, fax, or electronically transmit a written follow up report within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any non-privileged documentary evidence the mandated reporter possesses relating to the incident.

Plans are also completed to assure ongoing monitoring of the student. School staff work closely with police and Child Protective Services with follow up actions as needed. TRCS maintains the confidentiality of the student and employee in all cases of child abuse reporting. Copies of all written reports are maintained in a confidential file in the School Director's office.

The school staff receives annual online safety training and actively monitors the safety and welfare of all students. The staff understands their responsibilities related to student safety and immediately reports all cases of known and suspected child abuse. When a case of child abuse becomes apparent or is suspected, the employee who has knowledge of the abuse may discuss the situation with a school administrator who may offer assistance. Plans are developed to verbally report the abuse to the Mendocino County Family and Children's Services in a timely manner and to complete a written "Suspected Child Abuse Report" within 36 hours.

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

Disaster Plan (See Appendix A-D)

Teachers and support staff are trained annually on fire (evacuation), earthquake (drop and cover), lock down and off-site evacuation (tsunami) procedures.

TRCS holds drills quarterly for the Emergency Procedures.

Three Rivers Charter School General Emergency Response Plan

After Assessing the type and level of emergency, School Director (or designee in the absence of the School Director) will activate the Emergency Response in the following ways:

1. School Director notifies all staff members of the emergency via intercom system, fire alarm, and/or megaphone if appropriate identifies if it is "Evacuation", "Drop and Cover" or "Lock Down" or "Off-site Evacuation".
2. School Secretary calls 911 if appropriate.
3. School Secretary obtains Emergency Contacts Binder, student medications and Epipen, red emergency backpack from office.
4. School Director and Secretary ensure all classrooms, walkways and restrooms are empty.
5. Teachers ensure the playground is empty (far end of playground is evacuation gathering place).

6. Teachers and support staff greet, organize and comfort students outside the building at evacuation gathering place.
7. Each teacher takes role and reports the names of any missing students to the emergency crew chief and the School Director.
8. School Director or assigned person meets with emergency crews.
9. Teachers or students who need first aid are sent to an assigned location.
10. School Director determines, in consultation with the emergency crews, whether to release students to their homes or to return students to classes and makes announcement via megaphone.

If students and staff are dismissed for the day:

- a. School Secretary will send out an Urgent Alert on Parent Square, (our communications platform that will send a call, text and email to all families), notifying families to pick up students ASAP and answer all incoming calls.
 - b. Teachers will track which students have been dismissed and follow up calls will be made to families of remaining students after a reasonable amount of time.
 - c. Regular school procedure will be followed for pick-up. Only guardians or people listed as an emergency contact may pick up students unless permission is given by guardian.
 - d. Teachers will remain on campus until all of their students are picked up.
 - e. School Director will dismiss teacher and support staff when appropriate and assigned persons will be responsible for securing the building against vandalism and theft.
11. In the case that counseling services are subsequently needed by any students, the School Director and School Counselor will coordinate that effort.
 12. In the case that media coverage is an issue, School Director and an assigned person will control and organize press releases and media requests.

TRCS Evacuation Procedure

Evacuation Procedure for Fire or other need to evacuate.

1. School Director activates the General Emergency Response Plan and sounds the fire alarm.
2. Teachers announce evacuation.
3. Students line up at designated exit moving briskly but quietly.
4. Teacher brings Red Emergency Backpack and assigns last person out to close the door. Evacuation routes are posted and practiced regularly.
5. All staff and students evacuate to gathering place to follow General Emergency Response Plan.

In the event that evacuation procedure is enacted while students are at recess the following procedure will be followed:

1. Staff member on duty will get student's attention with their existing method (whistle, bell, etc.) and announce the evacuation.
2. Teacher will come out to meet her/his class with Red Emergency Backpack.
3. Students will line up at regular evacuation gathering place.

TRCS Drop and Cover Emergency Procedure

In the event of an Earthquake the following procedure will be followed:

1. Teachers announce to class to drop and cover. Students get under their desks, cover their heads, hold on to leg of table or desk.
2. Everyone remains in Drop and Cover position until School Director announces the "all clear" and all will evacuate.
3. Evacuation and General Emergency Response Plan is followed.

In the event of an earthquake while students are at recess the following procedure will be followed:

1. Students will move away from large trees or buildings and lie on the ground until the "all clear" is given.

TRCS Lock-down Procedure

To secure the school in the event of an active intruder or other threat:

1. School Director notifies teachers of Lock Down via the classroom intercom system or best method.
2. School Secretary or designee call 911.
3. School Director, School Secretary and support staff clear bathrooms, walkways and playground of all students if possible.
4. Teachers lock classroom doors and close blinds. Each classroom has a designated area to shelter the class in place.

5. Everyone remains sheltered in place until the School Director gives the all clear.

TRCS Off-site Evacuation Procedure

In the event of a Tsunami or other need to evacuate off-site the following procedure will be followed:

1. School Director announces the off-site evacuation and activates steps 1-6 of General Emergency Response Plan.
2. Students line up at designated doors moving briskly and quietly.
3. School Secretary obtains Student Emergency information binder from the office.
4. Teachers ensure they have all their students and red Emergency Backpack and evacuate to off-site evacuation gathering place in the front of the school.
5. Teachers facilitate youngest students pairing with oldest students.
6. With the staff distributed throughout the line, students walk two by two out of school parking lot, up Del Mar Drive, right onto Ocean View Drive and across Highway 1 to Boatyard Plaza parking lot.
7. School Director carries STOP sign and wears yellow safety vest.

Students with Disabilities

Specific individual plans will be made for students with disabilities that may affect following Disaster Procedures. Teachers will create such plans at the beginning of the year if a student with this need is enrolled in their class. The classroom aide will be utilized to ensure safety of all students in an emergency.

Public Agency Use of School Buildings for Emergency Shelters

TRCS operates on the Mendocino College Coast Campus. This current location does not have any available appropriate spaces to use as emergency shelters such as a gymnasium or multi-purpose room. For this reason there are no agreements in place for public agency use of school buildings for emergency shelters.

(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines

The TRCS Discipline Policy (Student Policy #: TRSC-P-5.0) outlines Suspension/Expulsion Procedures as per California Education Code Section 47605(b)(5)(J).

The Discipline Policy documents the grounds for, procedures and appeal process for suspensions and expulsions. See the full policy in the Appendix.

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

The School Director shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

Upon the receipt of the records of a new student, the records are available to teachers and Special Education staff in the school office to sign out. The cumulative records include a copy of each suspension. Each person receiving the cumulative record is to acknowledge receipt and fully review the document, submitted questions or clarifications if needed.

When the School Director receives information from the juvenile court system that a student has been convicted of a serious or violent crime requiring teacher notification, s/he will notify the teacher.

A plan will be developed with the Director, teacher and other necessary staff to ensure the safety of everyone involved.

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

Three Rivers Charter School has a Title IX, Harassment, Intimidation, Discrimination and Bullying Administrative Policy (TRCS P.2.5) in place that prohibits unlawful harassment under Title IX (20 U.S.C. § 1681 et. seq; 34 C.F.R. § 106.1 et. seq) and California state law on the basis of sex. In accordance with these existing laws, discrimination on the basis of sex in education institutions is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by TRCS.

TRCS is committed to provide a workplace and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against him/her or against another individual. Sexual harassment may include, but is not limited to:

Physical assaults of a sexual nature, such as:

- Rape, sexual battery, molestation or attempts to commit these assaults and
- Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body

Unwanted sexual advances, propositions or other sexual comments, such as:

- Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience
- Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct
- Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex

Sexual or discriminatory displays or publications anywhere in the workplace or educational environment, such as:

- Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view at work or the educational environment
- Reading publicly or otherwise publicizing in the work or educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic, and
- Displaying signs or other materials purporting to segregate an individual by sex in an area of the workplace or educational environment (other than restrooms or similar rooms)

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this Policy.

The Three Rivers Charter School Student & Parent Handbook states that In order to promote a safe school atmosphere in which all students can learn, it is essential that all students take responsibility for their behavior. Three Rivers Charter School prohibits the unlawful sexual harassment of any student by any employee, student or other person in or from the school or district, (E.C. 231.5; 5 CCR 4917). Any student who engages in the sexual harassment of anyone in or from the school or district may be subject to disciplinary action up to and including expulsion. Sexual or racial comments, threatening or bullying statements, intimidation, extortion, coercion, cyber-bullying and verbal abuse are not allowed and will result in serious disciplinary action.

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

Three Rivers Charter School has adopted a dress code (Policy #TRCS-P-5.1) as a way to support the learning environment, offer no distractions, and avoid safety hazards. Considerations for appropriate attire include being comfortable, our ever changing coastal weather, daily physical education class, and recesses. We consider school to be similar to a profession and want to teach students that there is appropriate attire for different situations. TRCS staff works hard to make our school a fun place for learning and expression; yet students must be able to comfortably and safely sit, bend over, reach, and be active to engage in the educational process. We ask families to partner with staff in supporting students to know and adhere to the TRCS Dress Code.

TRCS prohibits clothing and jewelry bearing profanity (spelled out or implied), violent messages, gang-related symbols or wording, or inappropriate or distasteful wording/symbols/logo as our Dress Code states that any print must be school appropriate in accordance with all school rules. "Gang-related" is determined by the school administration and may include caps (color, style, position), logos, jewelry, artifacts, slogans (words), symbols, colors, shapes, or any other signal that is currently identified with gang affiliation.

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

Three Rivers Charter School takes pride in providing a safe environment for all students, parents, and school employees. Our school will take measures to ensure safe ingress and egress to and from the school for pupils, parents, and school employees. Safe ingress and egress will be maintained by periodic reviews of the procedures for ingress and egress. All visitors to campus are required to sign in and out in the office as required by Administrative Policy #: TRCS-P-2.6 Promoting a Safe and Secure Learning Environment for All. The school will ensure that all passageways to and from school buildings, corridors between school buildings and emergency exits remain clear of all obstruction to allow flow of pedestrian and vehicular traffic. The school will also ensure that potential obstructions and hazards are removed from such areas. There is a specific flow of traffic pattern in the parking lot area that is highlighted with cones. Drop off and pick up procedures utilize the coned off traffic circle. The staff communicates this pattern with families through such means as the Student Parent Handbook, signage and email bulletins. Specific plans are in place for safe egress and ingress from the buildings in the event of an emergency. These plans are explained in the Disaster Plan Procedures section of this CSSP. A gathering place is identified for evacuations: The west playground field by the storage container. The school community regularly practices evacuating to the gathering place with fire and earthquake drills. The school entrance area from the parking lot is visible from both the School Director and the School Secretary's offices.

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

Component:

Increase frequency of unannounced safety drills (fire, earthquake, lock-down). After teaching students the procedures and practicing with announced drills, the administration will hold at least 25% of the safety drills without announcing to staff in advance.

Element:

School Safety

Opportunity for Improvement:

Historically at TRCS, staff is aware of all drills in advance. After learning and practicing the procedures drills will be more effective for staff if they do not know in advance that it is a drill.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Throughout the school year, TRCS will continue to hold safety drills and 25% will not be announced to the staff in advance.	1. Schedule all fire, earthquake and lock down drills for the year and review procedures with each drill with staff and students. After implementing each drill, review performance and set goals for improvement. After all drill versions are practiced, hold unannounced drills.	TRCS Student & Parent Handbook, TRCS Emergency Preparedness Policy- Administrative Policy #TRCS-P-2.3, Emergency Drill Schedule.	School Director	Schedule Created, Drills held and documented by Director, discussed at Staff Meeting as evidenced by meeting notes.

Component:

Emergency Red Backpacks

Element:

Health & Safety

Opportunity for Improvement:

Emergency Red Backpacks are in the four classrooms and school office. Some are incomplete, need to be replenished and additional Emergency Backpacks are needed in other learning spaces.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Provide each classroom with sufficient supplies to support students and staff in an emergency.	Safety Committee to perform a safety inspection in all classrooms and side rooms which includes inspection of Emergency Red Backpacks. Items needed are identified and ordered. System for periodic check developed.	Emergency Red Backpack Checklist, Current Rosters, backpack items: first aid kit, flashlight, water bottle, etc.	School Director, Safety Committee	Backpacks are fully stocked and replenished with supplies.

Component:

A safe physical and emotional learning environment will be established and maintained at Three Rivers.

Element:

School Climate

Opportunity for Improvement:

By the end of each school year all TRCS students will be able to identify the REACH Goals: Respect, Empathy, Achievement, Citizenship and Hard Work.

Objectives	Action Steps	Resources	Lead Person	Evaluation
<p>By the end of the school year all TRCS students will be able to identify the REACH Goals: Respect, Empathy, Achievement, Citizenship and Hard Work.</p>	<p>Teachers will share and define each of the five goals. Goals will be posted in each classroom. Learning activities about the REACH goals completed in each classroom.</p> <p>Students demonstrating REACH goals will be rewarded with Osprey Bucks as part of the Positive Behavior Intervention Support (PBIS) program. Each classroom has an age-appropriate system for students to use Osprey Bucks in addition to school wide drawings for prizes.</p> <p>REACH Assemblies are held on the First Friday of each month. Each assembly focuses on a specific REACH goal and include cross age team building activities or service projects.</p>	<p>Classroom instructional time, Behavioral expectation signage, Osprey Bucks, REACH Assemblies.</p>	<p>School Director, Teachers, Support Staff</p>	<p>Increase in amount of Osprey Bucks given out this year. Decrease in behavioral issues as evidenced by decreased number of Behavior Incident Report forms completed by staff.</p>

(I) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)

Three Rivers Charter School Student Conduct Code

Discipline Policy: Student Policy #: TRCS-P-5.0

Conduct Code Procedures

Student Policy #TRCS-P-5.0 identifies school-wide standards for student discipline. TRCS believes that a peaceful orderly school environment is essential to a quality education. In order to ensure an optimum learning climate, these school site expectations for pupil discipline are to be enforced fairly, uniformly and consistently.

In addition to our Discipline Policy, TRCS puts a significant emphasis on restorative practices with the involvement of our Student Support Counselor and training provided by the school. Visuals with tools for students and messaging are posted around the school such as posted behavior expectations, a formula for using "I Statements" and language and information about "Body Boundaries".

Rules and a comprehensive description of conduct and student behavior expectations are distributed to families each year in the TRCS Student/Parent Handbook.

The following rules for conduct apply to all students in grades 1-8 unless otherwise noted and violation of the rules could result in consequences as described. In most cases the teacher is granted the authority to exercise his/her good judgment in applying the range of consequences described. When appropriate, as defined below, the School Director will make the final decisions regarding consequences.

It is the responsibility of the student to follow school policies during the following times indicated in Section 48900 of the California Educated Code:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period and all breaks.
4. During, or while going to or coming from, a school sponsored activity.

Discipline less than suspension/expulsion

Discipline less than suspension/expulsion shall be based on the following inappropriate conduct:

- Dishonesty or Cheating – including plagiarism, copying or doing another student's work,
- Use of computers in any of the following ways is prohibited:
- Unauthorized copying
- Harassing, cyber-bullying, changing someone else's material, impersonating someone, visiting unauthorized sites, inappropriately changing settings
- Harassment or bullying (please see TRCS Harassment Policy). Sexual or racial comments, threatening statements, intimidation, extortion, coercion and verbal abuse are not allowed.
- Physical Fighting
- Use of Inappropriate language
- Disruption of Learning Environment
- Use or possession of tobacco on school grounds
- Inappropriate use of cell phones - Cell phones may be used only after school outside in front of the school office. This device is to be turned off and not to be taken out or used in any way during class time or passing time between classes. Students using their phone outside of the prescribed time and place will have it confiscated and parents will be asked to pick them up in the front office.
- CD Players/IPods & Other Electronic Devices are not allowed on campus at any time unless a student has received special specific permission. Such items will be confiscated if brought to school without specific permission. The devices will only be returned to parents.
- Displays of Affection - Prolonged embracing or kissing and other forms of personal affection are not acceptable at school. Students will be warned of unacceptable behavior when noticed by a staff member. Continued demonstration of this type of behavior will be considered defiance of authority and will be referred to an administrator

Procedures for discipline less than suspension/expulsion:

Step 1:

Teacher, aide, yard duty supervisor, or School Director applies the appropriate level of discipline.

Step 2: Detention may be applied to the student if warranted

Detentions

Teachers and staff may assign detentions as a consequence for inappropriate behavior in and out of the classroom. Detentions occurs at lunch or on Friday afternoon. Transportation arrangements must be made by parents and students if an after-school detention for Friday Afternoon School is assigned. The student or the teacher will contact the parents to inform them of assigned Friday Afternoon School detentions, and at least one day will be given to make arrangements (unless parent gives the OK for student to serve the detention on the same day). Lunchtime detentions last from 15-40 minutes. Friday Afternoon School is from 12:30 PM to 2:00PM. Failure to serve detentions will lead to additional detentions or progressively serious consequences.

Referrals

Students who are repeatedly or severely disruptive will be referred to the School Director.

The referral will explain the situation and the consequences assigned.

Parents/guardians may be asked to meet with the School Director and the student when referrals occur. Consequences for referrals will become progressively more serious.

Students not serving assigned detentions will have their punishment doubled. If then those detentions are not served than the student is subject to suspension.

Parent Responsibilities

If a meeting is required to set disciplinary action and the parents are invited and do not attend, then the meeting will continue and disciplinary action will be set without parent input.

(J) Hate Crime Reporting Procedures and Policies

As stated in Three Rivers Charter School Administration Policy – TRCS P.2.5, school programs and activities shall be free from discrimination, including harassment, with respect to the based on the actual or perceived characteristics of disability, pregnancy, gender, gender identity, gender expression, nationality, ancestry, race or ethnicity, religion, religious affiliation, sexual orientation, childbirth or related medical conditions, marital status, age, or association with a person or group with one or more of these actual or perceived characteristics or any other basis protected by federal, state, local law, ordinance or regulation. In order to create a safe learning environment for all students, TRCS desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society.

Grievance Procedures

1. Reporting

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by Administration Policy – TRCS P.2.5 to intervene as soon as it is safe to do so, call for assistance, and report such incidents. TRCS requires staff to follow the procedures in this Policy for reporting alleged acts of misconduct prohibited by this Policy.

Any employee or student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator:

Kimberly Morgan
School Director
Three Rivers Charter School
707-964-1128
director@trcschool.org

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights.

While submission of a written report is not required, the reporting party is encouraged to submit a written report to the Coordinator. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Students are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses. Any student who feels she/he is a target of such behavior should immediately contact a teacher, counselor, the School Director, Coordinator, a staff person or a family member so that she/he can get assistance in resolving the issue in a manner that is consistent with this Policy.

TRCS acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This includes keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to carry out the investigation and/or to resolve the issue, as determined by the Coordinator or administrative designee on a case-by-case basis.

TRCS prohibits any form of retaliation against any reporter in the reporting process, including but not limited to a reporter's filing of a complaint or the reporting of instances of misconduct prohibited by this Policy. Such participation shall not in any way affect the status, grades, or work assignments of the reporter.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

2. Investigation

Upon receipt of a report of misconduct prohibited by this Policy from a student, staff member, parent, volunteer, visitor or affiliate of TRCS, the Coordinator or administrative designee will promptly initiate an investigation. In most cases, a thorough investigation will take no more than seven (7) school days. If the Coordinator, or administrative designee determines that an investigation will take longer than seven (7) school days, he or she will inform the complainant and any other relevant parties and provide an approximate date when the investigation will be complete.

At the conclusion of the investigation, the Coordinator or administrative designee will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, in no case may the Coordinator or administrative designee reveal confidential information related to other students or employees, including the type and extent of discipline issued against such students or employees.

All records related to any investigation of complaints under this Policy are maintained in a secure location.

3. Consequences

Students or employees who engage in misconduct prohibited by this Policy will be subject to disciplinary action.

4. Uniform Complaint Procedures

When harassment or bullying is based upon one of the protected characteristics set forth in this Policy, a complainant may also fill out a Uniform Complaint Procedures ("UCP") complaint form at any time during the process, consistent with the procedures laid out in the Student/Parent Handbook.

5. Right of Appeal

Should the Complainant find the Coordinator's resolution unsatisfactory, he/she may, within five (5) school days, file an appeal with the Designated Appeals Committee. In such cases, the Designated Appeals Committee will consist of at least three (3) certificated School employees who have been previously designated and trained for this purpose that shall be assembled to conduct a confidential review of the Complainant's appeal and render a final decision.

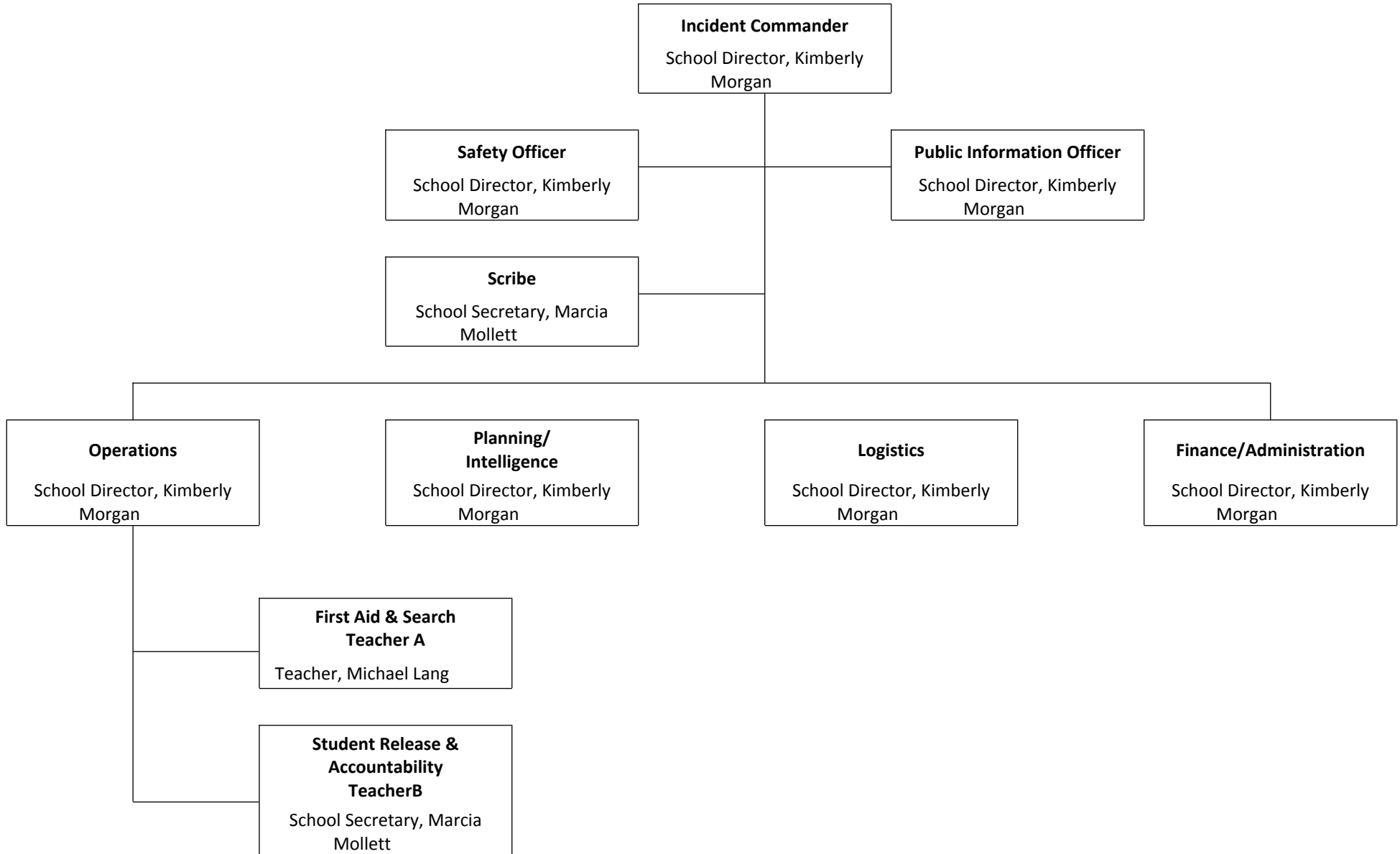
Safety Plan Review, Evaluation and Amendment Procedures

1. The Comprehensive School Safety Plan (CSSP) is drafted by the School Safety Committee.
2. Draft CSSP is reviewed by TRCS staff and Board of Directors and evaluated.
3. School Safety Committee revises draft accordingly.
4. Local emergency response agencies (fire and police) are consulted for input.
5. School Safety Committee revises draft accordingly to create final version of CSSP.
6. CSSP is submitted to TRCS Board of Directors for approval.
7. CSSP is submitted to charter school authorizer, Fort Bragg Unified School District.

Safety Plan Review, Evaluation and Amendment Procedures

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time
CSSP reviewed and revised by Safety Committee and TRCS staff	January 2024
CSSP reviewed and revised by TRCS Board of Directors	January 2024
Public Hearing to review CSSP (Regular Board Meeting)	April 16, 2024
Consultation with local Emergency Responders	April 2024
Final CSSP approved by TRCS Board of Directors	May 21, 2024
CSSP submitted to charter school authorizer, Fort Bragg Unified School District	May 22, 2024

Three Rivers Charter School Incident Command System



Incident Command Team Responsibilities

Standardized Emergency Response Management System Overview

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

Management

During an emergency, the Incident Commander (**School Director**) directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

Planning & Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.

Operations

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

Logistics

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

Finance & Administration

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

Emergency Response Guidelines

Step One: Identify the Type of Emergency

All classrooms have emergency exit charts posted near the door(s). In the case of an emergency, every adult is aware of her/his role and responsibilities and follow the designated procedures.

School Director assesses the situation to identify type of emergency.

Step Two: Identify the Level of Emergency

School Director assesses the situation to identify level of emergency.

Step Three: Determine the Immediate Response Action

School Director determines immediate response action.

Step Four: Communicate the Appropriate Response Action

School Director notifies all staff members of the emergency via intercom system, fire alarm, and/or megaphone if appropriate identifies if it is "Evacuation", "Drop and Cover" or "Lock Down" or "Off-site Evacuation".

School Secretary calls 911 if appropriate.

Types of Emergencies & Specific Procedures

Animal Disturbance

In the event of an animal disturbance on campus the following steps will be taken:

- 1) Teacher or support staff currently supervising students outside will move all students inside to safe area.
- 2) School Director will assess situation.
- 3) School Director or School Secretary will call appropriate entities if appropriate such as Animal Control or Department of Fish and Wildlife.
- 4) Students will be kept inside until threat has ended.

Armed Assault on Campus

In the event of an armed assault on campus the following steps will be taken:

- 1) School Director will assess the situation.
- 2) School Director will activate the "Lock Down" procedures.

Biological or Chemical Release

In the event of a Biological or Chemical Release the following steps will be taken:

If Indoors:

1. Block or rope off area – DO NOT TOUCH ANYTHING.
2. Evacuate room and TURN OFF heating system.
3. Notify School Director or Secretary of the incident - contact 911 if necessary.
4. Custodian should check for chemical safety data to determine clean up procedure.

If Outdoors:

1. Upon hearing of a chemical leak (usually from the fire department or other city office) the School Director will determine if students should be evacuated.
2. Move away from buildings, poles and overhead wires.
3. Close doors and windows and TURN OFF heating system.
4. If it is necessary to leave the site, move crosswind, never move directly with or against the wind, which may carry fumes.
5. Give first aid.

Staff to follow General Emergency Response Plan

Bomb Threat/ Threat Of violence

Bomb Threat

There are two primary ways a bomb threat may arise. One is through a phone call or written letter in which a bomb is discussed. The other is through a sighting of a suspicious object. Threats should be handled quickly and efficiently as if they were real and life threatening.

If there is a phone call or written threat of a bomb on campus, the person who took the call or read the note will:

1. Notify School Director immediately.
2. Try to obtain information from the caller such as where the bomb is, where it is set to explode, what it looks like, what kind of bomb it is, why it is there and who the caller is. Note any identifying features about the caller (i.e. gender, speech patterns).

If there is a citing of a suspicious object, the person would:

1. Notify School Director immediately.
2. Do not touch the object but note any identifying features to describe it to the School Director and emergency crews.

In all cases:

1. If School Director determines to evacuate, staff follows emergency procedures previously described.
2. Before emergency crews are on campus, do not search for any bomb, or explosive. Search only for people who should be evacuated.

3. If you see any suspicious object, steer clear of it and report it to the School Director and the emergency crew chief. Follow all emergency crew and bomb squad directives.
Use radios, walkie-talkies and phones only if absolutely necessary as the frequencies may set off the bomb(s).

Staff to follow the General Emergency Response Plan

Earthquake

TRCS Earthquake Emergency Procedure

In the event of an Earthquake the following procedure will be followed:

1. Teachers announce to class to drop and cover. Students get under their desks, cover their heads, hold on to leg of table or desk.
2. When shaking is over School Director activates the Emergency Response Plan.
3. Everyone remains in Drop and Cover position until School Director announces to evacuate.
4. Evacuation and General Emergency Response Plan is followed.

In the event of an earthquake while students are at recess the following procedure will be followed:

1. Students will move away from large trees or buildings and lie on the ground until the "all clear" is given.

Explosion or Risk Of Explosion

In the event of an explosion or perceived risk of an explosion the following steps will be taken:
School Director or teacher will activate "Drop and Cover Procedures".

Fire in Surrounding Area

In the event of a fire in the surrounding area the following steps will be taken:

1. School Director will determine the location of the fire.
2. Based on this information School Director will determine if:
 - a) Families should be contacted and students to be picked up ASAP by following the outlined procedure. Students to remain in the building until they are picked up to prevent smoke inhalation.
 - b) Students should be evacuated off site following offsite evacuation procedure or to another location determined by authorities.

Fire on School Grounds

In the event of a fire on school grounds the School Director will activate the "Evacuation Procedures".

School Director will determine if planned evacuation gathering place is upwind of smoke or if a different location needs to be determined and communicated to staff.

Flooding

Warnings of severe weather are usually received via public radio or the State Warning Center. If time and conditions permit, students may be sent home using procedures outlined in General Emergency Response Plan. However, if the weather conditions develop during school hours, without sufficient warning, students should be held at school.

Loss or Failure Of Utilities

In the event of a power outage the following steps will be taken:

1. School Director and/or custodian notify the electrical company (PG&E) at 800-743-5000.
2. Office staff and classroom teachers unplug computers and other equipment that might be damaged by a power surge when the service is restored.
3. School Secretary will hook up non-electric land-line telephone or transfer the phone line to a cell phone using MCN Fusion Service.
4. Students will remain in classrooms. If power remains out, School Director will close the school after one hour. (septic system will not function without power)
5. School Secretary will send out a Parent Square Urgent Alert notifying families to pick up students ASAP and answer all incoming calls.

6. Teachers will track which students have been dismissed and follow up calls will be made to families of remaining students after a reasonable amount of time.
7. Teachers will remain on campus until all of their students are picked up.
8. School Director will dismiss teacher and support staff when appropriate and assigned persons will be responsible for securing the building against vandalism and theft.

Suspected Contamination of Food or Water

If contamination of water is suspected the following steps will be taken

1. Person suspecting contamination will move students away from drinking fountains and sinks.
2. Notify school office.
3. School Director will instruct teachers to keep students away from fountains and sinks.
4. School Director will have the water shut off.

TRCS Comprehensive School Safety Plan Appendices

A . Emergency Contact Numbers

Utilities, Responders and Communication Resources

Type	Vendor	Number	Comments
Law Enforcement/Fire/Paramedic	Fort Bragg Police Department	911	Non-Emergency:(707)961-2800
Law Enforcement/Fire/Paramedic	Fort Bragg Volunteer Fire Department	911	Non-Emergency:(707)961-2831
Law Enforcement/Fire/Paramedic	Mendocino County Sheriff Office	(707) 463-4411	FB Specific: (707)961-2421
Public Utilities	Pacific Gas and Electric	1 (800) 743-5000	1 800 PGE-5000
Local Hospitals	Mendocino Coast District Hospital	(707) 961-1234	
City Services	City of Fort Bragg	(707) 961-2823	
School District	Fort Bragg Unified School District	(707) 961-2850	
Radio Station	KOZT the Coast	(707)-964-7277	
Other	Mendocino College-Operations Supervisor	707-961-2200	Direct line 707-468-3616

B. Emergency Evacuation Map



C. Emergency Drill Procedure Schedule

2023-24 TRCS Emergency Drill Schedule

- Fire Drill (On-site Evacuation): September 26, 2023
- Earthquake Drill (Duck & Cover, Evacuation): October 3, 2023
- Tsunami Drill (Off-site Evacuation): October 17, 2023
- Lock Down Drill (Active shooter/intruder): November 7, 2023
- Unannounced Fire Drill: TBD
- Unannounced Lockdown Drill: TBD

D. Emergency Supply List

TRCS School Emergency Supplies

Emergency supplies will be stored for use at three levels.

Level 1: Each classroom will have supplies for daily use to be available in the event of evacuation.

Red Emergency Backpack containing:

- Class List
- Student pull out schedules
- First Aid Kit
- Bottle of water
- Flashlight
- Walkie-talkie

Level 2: The school office will have supplies for daily use and in the event of evacuation.

Red Emergency Backpack containing:

- Class List
- Student pull out schedules
- First Aid Kit
- Bottle of water
- Flashlight
- Walkie-talkie
- Epipen
- School Wide Emergency Contacts Binder
- Basic First Aid Supplies for daily use:
 - Band-aids, bandages
 - Ointment and antiseptic
 - Tweezers, scissors, nail clippers
 - Battery Operated Radio



Level 3: Emergency supplies for use if there is a lock down for an extended period of time will be kept in two locations:

The "Art Closet" in the front building for access by 5/6th classroom

The Jr. High classroom side room (#308) to be accessed through interior doors by Jr. High, and two adjoining elementary classrooms.

- Flashlights
- Batteries
- Portable bucket toilet
- Hand sanitizer
- Toilet paper
- 100 Bottled water
- 100 Sealed packaged snack bars

E. Promoting a Safe and Secure Environment for All - Administrative Policy P.2.6

	Three Rivers Charter School
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	1211 DEL MAR DRIVE, SUITE 301 FORT BRAGG CA 95437
	

Promoting a Safe and Secure Learning Environment for All Administrative Policy #: TRCS-P-2.6

1. Collecting and Retaining Student Information

TRCS (Three Rivers Charter School) shall maintain in writing policies and procedures for gathering and handling sensitive student information and appropriate personnel shall receive training regarding those policies and procedures.

If TRCS possesses information that could indicate immigration status, citizenship status, or national origin information, then TRCS shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending school.

If parents or guardians choose not to provide information that could indicate their or their children's immigration status, citizenship status, or national origin information, TRCS shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.

TRCS shall not allow school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity, or national origin.

2. Inquiries Regarding Immigration Status, Citizenship Status, and National Origin Information

TRCS personnel shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.

Where any law contemplates submission of national origin related information to satisfy the requirements of a special program, TRCS personnel shall solicit that documentation or information separately from the school enrollment process.

Where permitted by law, the School Director of TRCS shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status, or national origin, and that do not reveal information related to citizenship or immigration status.



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Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or this policy, TRCS' procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this policy.

3. Inquiries About Social Security Numbers or Cards

TRCS shall not solicit or collect entire Social Security numbers or cards.

TRCS shall solicit and collect the last four digits of an adult household member's Social Security number only if required to establish eligibility for federal benefit programs.

When collecting the last four digits of an adult household member's Social Security number to establish eligibility for a federal benefit program, TRCS shall explain the limited purpose for which this information is collected, and clarify that a failure to provide this information will not bar the student from enrolling in or attending the school.

TRCS shall treat all students equitably in the receipt of all school services, including, but, not limited to, the gathering of student and family information for the free and reduced lunch program, transportation and educational instruction.

4. Information Sharing

TRCS shall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by Family Educational Rights and Privacy Act (FERPA).

TRCS personnel shall take the following action steps upon receiving an information request related to a student's or family's immigration or citizenship status:

- Notify the School Director about the information request.
- Provide students and families with appropriate notice and a description of the immigration officer's request.
- Document any verbal or written request for information by immigration authorities.
- Unless prohibited, provide students and parents/guardians with any documents issued by the immigration-enforcement officer.

Except for investigations of child abuse, child neglect, or child dependency, or when the subpoena served on the local educational agency prohibits disclosure, TRCS shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.



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TRCS shall require written parental or guardian consent for release of student information, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information to immigration authorities for immigration-enforcement purposes; no student information shall be disclosed to immigration authorities for immigration-enforcement purposes without a court order or judicial subpoena.

The TRCS request for written or parental or guardian consent for release of student information must include the following information: (1) the signature and date of the parent, guardian, or eligible student providing consent; (2) a description of the records to be disclosed; (3) the reason for release of information; (4) the parties or class of parties receiving the information; and (5) if requested by the parents, guardians or eligible student, a copy of the records to be released. TRCS shall permanently keep the consent notice with the record file.

The parent, guardian, or eligible student is not required to sign the consent form. If the parent, guardian or eligible student refuses to provide written consent for the release of student information that this not otherwise subject to release, TRCS shall not release the information.

5. Annual Information Notice to Parents and Guardians

General Information Policy

TRCS must provide an annual notice to parents and guardians of the school's general information policies that includes:

- Assurances that TRCS will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.
- A description of the types of student records maintained by TRCS.
- A list of the circumstances or conditions under which TRCS might release student information to outside people or entities.
- A statement that, unless the [local educational agency] is providing information for a legitimate educational purpose under FERPA and the California Education Code or directory information, the [local educational agency] shall notify parents or guardians and eligible students—and receive their written consent—before it releases a student's personally identifiable information.

Directory Information Policy

If TRCS decides to release directory information, TRCS shall provide an annual notice to parents and guardians, and "eligible students" in attendance, of TRCS' directory information policy that includes:

- The categories of information that TRCS has classified as public directory information that may be disclosed without parental consent and which should only include the information specifically identified in Education Code section 49061, subdivision (c).



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- A statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where TRCS receives consent as required under state law).
- The recipients of the directory information.
- A description of the parent's or guardian's abilities to refuse release of the student's directory information, and how to refuse release.
- The deadline in which the parent, guardian or student must notify the school in writing that he or she does not want the information designated as directory information.

6. Monitoring and Receiving Visitors onto Campus

No outsider—which would include immigration-enforcement officers—shall enter or remain on school grounds of the TRCS during school hours without having registered with the principal or designee. If there are no exigent circumstances necessitating immediate action, and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit, the officer must provide the following information to the principal or designee: Name, address, occupation;

- Age, if less than 21;
- Purpose in entering school grounds;
- Proof of identity; and
- Any other information as required by law.

TRCS shall adopt measures for responding to outsiders that avoids classroom interruptions, and preserves the peaceful conduct of the school's activities, consistent with local circumstances and practices.

TRCS shall post signs at the entrance of its school grounds to notify outsiders of the hours and requirements for registration.

TRCS personnel shall report entry by immigration-enforcement officers to any on-site school police or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus.

7. Responding to On-Campus Immigration Enforcement

As early as possible, TRCS personnel shall notify the School Director of any request by an immigration-enforcement officer for school or student access, or any requests for review of school documents (including for the services of lawful subpoenas, petitions, complaints, warrants, etc.).



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In addition to notifying the School Director, TRCS personnel shall take the following action steps in response to an officer present on the school campus specifically for immigration-enforcement purposes:

1. Advise the officer that before proceeding with his or her request, and absent exigent circumstances, school personnel must first receive notification and direction from the School Director.
2. Ask to see, and make a copy of or note, the officer's credentials (name and badge number). Also ask for and copy or note the phone number of the officer's supervisor.
3. Ask the officer for his/her reason for being on school grounds and document it.
4. Ask the officer to produce any documentation that authorizes school access.
5. Make a copy of all documents provided by the officer. Retain one copy of the documents for school records.
6. If the officer declares that exigent circumstances exist and demands immediate access to the campus, [local educational agency] personnel should comply with the officer's orders and immediately contact the School Director.
7. If the officer does not declare that exigent circumstances exist, respond according to the requirements of the officer's documentation. If the immigration-enforcement officer has:
 - **an ICE (Immigrations and Customs Enforcement) administrative warrant**, TRCS personnel shall inform the agent that he or she cannot consent to any request without first consulting with the [local educational agency's counsel or other designated agency official].
 - **a federal judicial warrant (search-and-seizure warrant or arrest warrant)**, prompt compliance with such a warrant is usually legally required. If feasible, consult with the [local educational agency's legal counsel or designated administrator] before providing the agent access to the person or materials specified in the warrant.
 - **a subpoena for production of documents or other evidence**, immediate compliance is not required. Therefore, TRCS personnel shall inform the TRCS' legal counsel or other designated official of the subpoena, and await further instructions on how to proceed.
8. While TRCS personnel should not consent to access by an immigration-enforcement officer, except as described above, he/she should not attempt to physically impede the officer, even if the officer appears to be exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, TRCS personnel shall document his or her actions while on campus.
9. After the encounter with the officer, TRCS personnel shall promptly take written notes of all interactions with the officer. The notes shall include the following items:
 - List or copy of the officer's credentials and contact information;
 - Identity of all school personnel who communicated with the officer;
 - Details of the officer's request;



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- Whether the officer presented a warrant or subpoena to accompany his/her request, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge;
- TRCS personnel's response to the officer's request;
- Any further action taken by the agent; and
- Photo or copy of any documents presented by the agent.

10. TRCS personnel shall provide a copy of those notes, and associated documents collected from the officer, to the School director who will provide those documents to TRCS legal counsel.

11. In turn, the TRCS legal counsel shall submit a timely report to the TRCS governing board regarding the officer's requests and actions and TRCS' response(s).

12. E-mail the *Bureau of Children's Justice* in the *California Department of Justice*, at BCJ@doj.ca.gov, regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes.

8. Parental Notification of Immigration-Enforcement Actions

TRCS personnel must receive consent from the student's parent or guardian before a student can be interviewed or searched by any officer seeking to enforce the civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge, or presents a valid, effective court order.

TRCS personnel shall immediately notify the student's parents or guardians if a law-enforcement officer requests or gains access to a student for immigration-enforcement purposes, unless such access was in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the parent or guardian.

9. Model Policies for Responding to the Detention or Deportation of a Student's Family Member

TRCS shall encourage that families and students have and know their emergency phone numbers and know where to find important documentation, including birth certificates, passports, Social Security cards, doctors' contact information, medication lists, lists of allergies, etc., which will allow them to be prepared in the event that a family member is detained or deported.

TRCS shall permit students and families to update students' emergency contact information as needed throughout the school year, and provide alternative contacts if no parent or guardian is available.

- TRCS shall ensure that families may include the information of an identified trusted adult guardian as a secondary emergency contact in case a student's parent or guardian is detained.



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- TRCS shall communicate to families that information provided within the emergency cards will only be used in response to specified emergency situations, and not for any other purpose.

In the event a student's parent/guardian has been detained or deported by federal immigration authorities, TRCS shall use the student's emergency card contact information and release the student to the person(s) designated as emergency contacts. Alternatively, TRCS shall release the student into the custody of any individual who presents a Caregiver's Authorization Affidavit on behalf of the student. TRCS shall only contact Child Protective Services if TRCS personnel are unsuccessful in arranging for the timely care of the child through the emergency contact information that the school has, a Caregiver's Authorization Affidavit, or other information or instructions conveyed by the parent or guardian.

10. Responding to Hate Crimes and Bullying

Adopting and Publicizing Anti-Bullying and Anti-Harassment Policy

TRCS shall adopt and publicize policies that prohibit discrimination, harassment, intimidation, and bullying on the basis of a student's actual or perceived nationality, ethnicity, or immigration status. Those policies must be translated in the student's primary language if at least 15 percent of the students enrolled in the school speak a single primary language other than English.

TRCS shall notify parents and guardians of their children's right to a free public education, regardless of immigration status or religious beliefs.

- This information shall include information related to the "Know Your Rights" immigration enforcement established by the Attorney General (see Appendix G of that document).
- The TRCS shall inform students who are victims of hate crimes of their right to report such crimes.

Processing Complaints of Harassment and Bullying

TRCS shall adopt a process for receiving complaints of and investigating complaints of discrimination, harassment, intimidation, and bullying based on any of the following actual or perceived characteristics:

- disability
- gender
- gender identity
- gender expression
- nationality
- race or ethnicity



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- religion
- sexual orientation
- association with a person or group with one or more of the aforementioned characteristics
- immigration status

The complaint process must include, but is not limited to, the following steps:

- A requirement that, if school personnel witness an act of discrimination, harassment, intimidation, or bullying, they shall take immediate steps to intervene when safe to do so;
- A timeline to investigate and resolve complaints of discrimination, harassment, intimidation, or bullying that shall be followed by all schools under the jurisdiction of the local educational agency; and
- An appeal process afforded to the complainant should he or she disagree with the resolution of a complaint.
- TRCS shall ensure that complaint procedures contain confidentiality safeguards for immigration status information.
- TRCS shall prohibit retaliation against a person who submits a complaint of discrimination, harassment, intimidation, or bullying.

Training Students, Teachers, and Staff on Anti-Bullying and Anti-Harassment Policy

TRCS shall educate students about the negative impact of bullying other students based on their actual or perceived immigration status or their religious beliefs or customs.

TRCS shall also train teachers, staff, and personnel to ensure that they are aware of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment based on the actual or perceived characteristics noted above. Such training should, at minimum, provide agency personnel with the skills to do the following:

- Discuss the varying immigration experiences among members of the student body and school community;
- Discuss bullying-prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims;
- Identify the signs of bullying or harassing behavior;
- Take immediate corrective action when bullying is observed; and
- Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.

F. TRCS Discipline Policy - Student Policy P.5.0

Suspension and Expulsion Procedures

TRCS Discipline Policy

Student Policy #: TRSC-P-5.0

Grounds for Suspension

Students may be suspended or expelled for the following acts (whether completed, attempted or threatened) when it is determined the pupil:

- Caused physical injury to another person or willfully used force or violence upon the person of another, except in self-defense
- Possessed, sold or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from an authorized certificated school employee, with the Director or designee's written concurrence
- Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code sections 11053-11058 (including, but not limited to, opiates, hallucinogenic substances, stimulants, depressants and narcotic drugs), alcoholic beverage or intoxicant of any kind.
- Unlawfully offered, arranged or negotiated to sell any controlled substance as defined in Health and Safety Code sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented the same as a controlled substance, alcoholic beverage or intoxicant
- Committed robbery or extortion
- Caused damage to school property or private property
- Stole school property or private property
- Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel
- Committed an obscene act or engaged in habitual profanity or vulgarity
- Unlawfully possessed or offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code section 11014.5
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials or other school personnel engaged in the performance of their duties
- Knowingly received stolen school property or private property
- Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm
- Committed a sexual assault as defined in Penal Code sections 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code section 243.4
- Harassed, threatened or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness
- Made terrorist threats against school officials and/or school property

- Committed sexual harassment
- Caused or participated in an act of hate violence
- Committed hazing
- Committed vandalism/malicious mischief
- Violated academic ethics
- Falsified or misinterpreted notes or phone calls of parents or guardians
- Falsely activated fire alarm
- Habitually violated the dress code
- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment.

The above list is not exhaustive and depending upon the offense, a pupil may be suspended for misconduct not specified above. Other offenses to be referred for suspension will be those that present a serious or persistent violation of the Discipline Policy.

Procedures Required to Suspend

The Director shall be the primary person responsible for adhering to the following procedures for all cases where suspension is necessary.

1. The Director or designee shall investigate the incident and determine whether or not it merits suspension.
2. The Director or designee shall conference with the student to provide notice of the charges against the student and an explanation of the evidence that supports the charges and be given an opportunity to present his/her side of the story.
3. The Director determines the appropriate length of the suspension (up to 5 days unless waiting for a Disciplinary Hearing.)
4. The Director fills out a Notice of Suspension Form that includes all required information.
5. Notification of the suspension is provided to the student and to the student's parent/guardian.

Appeal Process

A student or the student's parent/guardian may appeal disciplinary actions, other than expulsion, imposed upon a student for his/her School related offenses. Appeals must be made first in writing at the School level, and should be directed to the Director within five days of the School sending the notice of discipline to the parent/guardian and the student. The Director will attempt to resolve the appeal with a written response within ten school days of receiving the written appeal. After appeal at the School level, if further appeal is desired, the student or his/her parent/guardian should appeal in writing to the TRCS Board of Directors, within 10 days of the date of the School level written response and should direct it to the President of the Board for final resolution within 15 school days. If any appeal is denied, the student, his/her parent/guardian may place a written rebuttal to the action in the student's file.

Expulsion

Expulsion means involuntary dis-enrollment from the charter school.

Authority

A student may be expelled by the TRCS Board of Directors following a hearing. If the board decides to uphold the recommendation for expulsion they must determine the length of the expulsion up to one year in length.

Grounds for Expulsion**Category I Expulsions – Mandatory Recommendation for Expulsion**

A student who has committed one or more of the following acts must be immediately suspended and recommended for expulsion.

- Possessing, selling or otherwise furnishing a firearm when a school employee verifies firearm possession, unless the student obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or his/her designee
- Brandishing a knife at another person
- Unlawfully selling a controlled substance
- Committing or attempting to commit a sexual assault or committing a sexual battery
- Possession of an explosive

Category II Expulsions

A student who has committed one of the following acts of misconduct must be recommended for expulsion, unless particular circumstances render it inappropriate.

- Causing physical injury to another person, except in self-defense
- Possession of any knife, explosive or other dangerous object of no reasonable use to the student
- Unlawful possession of any controlled substance, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis
- Robbery or extortion
- Assault or battery on a school employee

Other offenses to be referred for expulsion will be those that present a serious or persistent violation of the Discipline Policy.

Procedures to Expel a Student

1. The Director investigates the incident and determines whether the offense results in an expulsion. The Director follows the same procedures as for suspension.
2. The School shall send a letter to the student and parent/guardian regarding the expulsion and the pending expulsion hearing. The letter shall include the following regarding the due process right of the student:
 - The date and place of the expulsion hearing;
 - A statement of the facts, charges and offenses upon which the proposed expulsion is based;
 - A copy of the School's disciplinary rules relating to the alleged violation;

- Notification of the student's or parent/guardian's obligation to provide information about the student's status at the School to any other school district or school to which the student seeks enrollment;
- The opportunity for the student or the student's parent/guardian to appear in person and/or to employ and be represented by counsel or an advocate;
- The right to inspect and obtain copies of all documents to be used at the hearing;
- The opportunity to confront and question witnesses who testify at the hearing;
- The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witness testimony.

3. The Director shall maintain documents that may be used at the hearing and make them available for review by the student and/or his/her parent/guardian.

4. An expulsion hearing shall be held before the TRCS Board of Directors. A record of the hearing shall be made and maintained by the School Director.

5. The decision of the TRCS Board of Directors to expel or not to expel shall be in the form of a written recommendation and provided to the parent/guardian no less than 5 days prior to the removal of the student.

6. The school shall maintain records of all student suspensions and expulsions at the school site. As permitted by law, such records shall be made available for Fort Bragg Unified School District's review upon request.

Students who are expelled from TRCS shall be given a rehabilitation plan upon expulsion as developed by the Board of Directors which may include, but is not limited to, a periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to the school for readmission. Suspended or expelled students shall be excluded from all school-related, extracurricular activities unless otherwise agreed, during the period of suspension or expulsion. If a student is expelled, TRCS shall notify the superintendent of the school district of the student's last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the student, including report cards or a transcript of grades, and health information.

No student shall be involuntarily removed by TRCS for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five school days before the effective date of the action. The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder, and shall inform him or her of the right to initiate the procedures specified above before the effective date of the action. If the student's parent, guardian, or educational rights holder initiates the procedures specified above, the student shall remain enrolled in TRCS and shall not be removed until the charter school issues a final decision. For purposes of this clause, "involuntarily removed" includes dis-enrolled, dismissed, transferred, or terminated, but does not include suspensions specified in clauses (i) and (ii).

G. Title IX, Harassment, Intimidation, Discrimination and Bullying Policy- Administrative Policy P.2.5



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TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING POLICY

Administration Policy – TRCS P.2.5

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with students' ability to learn and negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, Three Rivers Charter School ("TRCS") prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means.

As used in this policy, discrimination, sexual harassment, harassment, intimidation, and bullying are described as the intentional conduct, including verbal, physical, written communication or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of disability, pregnancy, gender, gender identity, gender expression, nationality, ancestry, race or ethnicity, religion, religious affiliation, sexual orientation, childbirth or related medical conditions, marital status, age, or association with a person or group with one or more of these actual or perceived characteristics or any other basis protected by federal, state, local law, ordinance or regulation. In addition, bullying encompasses any conduct described in the definitions set forth in this Policy. Hereafter, such actions are referred to as "misconduct prohibited by this Policy."

To the extent possible, TRCS will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address and report on such behaviors in a timely manner. TRCS school staff that witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so.

Moreover, TRCS will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with which TRCS does business, or any other individual, student, or volunteer. This policy applies to all employee, student, or volunteer actions and relationships, regardless of position or gender. TRCS will promptly and thoroughly investigate any complaint of such misconduct prohibited by this Policy and take appropriate corrective action, if warranted.

Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator ("Coordinator"):

Three Rivers Charter School
Adopted/Ratified: July 18, 2017
Revision Date:

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Kimberly Morgan
School Director
Three Rivers Charter School
707-964-1128
director@trcschool.org

Definitions

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis
- Retaliation for reporting or threatening to report harassment
- Deferential or preferential treatment based on any of the protected classes above

Prohibited Unlawful Harassment under Title IX

Title IX (20 U.S.C. § 1681 *et. seq.*; 34 C.F.R. § 106.1 *et. seq.*) and California state law prohibit harassment on the basis of sex. In accordance with these existing laws, discrimination on the basis of sex in education institutions is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by TRCS.

TRCS is committed to provide a workplace and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.



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It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against him/her or against another individual.

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults and
 - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body

- Unwanted sexual advances, propositions or other sexual comments, such as:
 - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience
 - Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct
 - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex

- Sexual or discriminatory displays or publications anywhere in the workplace or educational environment, such as:
 - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view at work or the educational environment
 - Reading publicly or otherwise publicizing in the work or educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic, and
 - Displaying signs or other materials purporting to segregate an individual by sex in an area of the workplace or educational environment (other than restrooms or similar rooms)

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this Policy.



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Prohibited Bullying

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. Bullying includes one or more acts committed by a student group or group of students that may constitute as sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil* or pupils in fear of harm to that pupil's or those pupils' person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience a substantial interference with his or her academic performance.
4. 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 TRCS.

* "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.

Cyberbullying is an electronic act that 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. Cyberbullying 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 means the creation and transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

1. A message, text, sound, video, or image.
2. A post on a social network Internet Web site including, but not limited to:
 - a. Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in the definition of "bullying," above



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- b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in the definition of “bullying,” above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated
 - c. Creating a false profile for the purpose of having one or more of the effects listed in the definition of “bullying,” above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 3. An act of “Cyber sexual bullying” including, but not limited to:
 - a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in definition of “bullying,” above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - b. “Cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
 4. Notwithstanding the definitions of “bullying” and “electronic act” above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet

Grievance Procedures

1. Reporting

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this Policy, to intervene as soon as it is safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this policy for reporting alleged acts of misconduct prohibited by this Policy.



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Any employee or student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the coordinator:

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School Director
Three Rivers Charter School
707-964-1128
director@trcschool.org

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights.

While submission of a written report is not required, the reporting party is encouraged to submit a written report to the coordinator. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Students are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses. Any student who feels she/he is a target of such behavior should immediately contact a teacher, counselor, the Principal, Coordinator, a staff person or a family member so that she/he can get assistance in resolving the issue in a manner that is consistent with this Policy.

TRCS acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This includes keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to carry out the investigation and/or to resolve the issue, as determined by the coordinator or administrative designee on a case-by-case basis.

TRCS prohibits any form of retaliation against any reporter in the reporting process, including but not limited to a reporter's filing of a complaint or the reporting of instances of misconduct prohibited by this Policy. Such participation shall not in any way affect the status, grades, or work assignments of the reporter.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years



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thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

2. Investigation

Upon receipt of a report of misconduct prohibited by this Policy from a student, staff member, parent, volunteer, visitor or affiliate of TRCS, the Coordinator or administrative designee will promptly initiate an investigation. In most cases, a thorough investigation will take no more than seven (7) school days. If the Coordinator, or administrative designee determines that an investigation will take longer than seven (7) school days, he or she will inform the complainant and any other relevant parties and provide an approximate date when the investigation will be complete.

At the conclusion of the investigation, the Coordinator or administrative designee will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, in no case may the Coordinator or administrative designee reveal confidential information related to other students or employees, including the type and extent of discipline issued against such students or employees.

All records related to any investigation of complaints under this Policy are maintained in a secure location.

3. Consequences

Students or employees who engage in misconduct prohibited by this Policy will be subject to disciplinary action.

4. Uniform Complaint Procedures

When harassment or bullying is based upon one of the protected characteristics set forth in this Policy, a complainant may also fill out a Uniform Complaint Procedures (“UCP”) complaint form at any time during the process, consistent with the procedures laid out in this Handbook.

5. Right of Appeal

Should the Complainant find the Coordinator’s resolution unsatisfactory, he/she may, within five (5) school days, file an appeal with the Designated Appeals Committee. In such cases, the Designated Appeals Committee will consist of at least three (3) certificated School employees who have been previously designated and trained for this purpose that shall be assembled to conduct a confidential review of the Complainant’s appeal and render a final decision.



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THREE RIVERS CHARTER SCHOOL

**TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION & BULLYING
COMPLAINT FORM**

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize TRCS to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

_____ Date: _____



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Signature of Complainant

Print Name

To be completed by Three Rivers Charter School:

Received by: _____ Date: _____

Follow up Meeting with Complainant held on: _____