



4002 C

Training and Notice

Regulation 4002 C

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Effective Date: 09/05/2018

I. PURPOSE

The purpose of this regulation is to provide guidance for the necessary training of employees, students and other personnel of the District, and the giving of notice of the District policy prohibiting harassment and violence based on the target's status as a member of a protected class.

II. TRAINING

- A. The Office of Equality and Civil Rights shall be responsible for developing or obtaining, and making available the training for prevention, identification, fact-finding and discipline related to unlawful harassment and violence prohibited in Policy 4002.
 1. The *District Procedures for Investigating Complaints of Discrimination, Harassment, Violence, Bullying or Retaliation* manual or other written guidance issued by the District's Office of Equality and Civil Rights, shall provide the basis for this training.
 - a. Training requirements and timelines shall be established.
 - b. Principals, site administrators and other supervisory personnel shall be trained on its contents.
- B. Training on the policy shall be included in the orientation of newly hired employees, approved community based organizations and volunteers.
- C. Principals are responsible to provide for the training of their students.

III. NOTICE

- A. Notice of the policy shall be included in any student handbook produced by a school.
- B. Parents shall be notified of the policy and its terms annually.
- C. Notification of the Responsible Authority for any facility shall be posted annually. The principal or site administrator of each school or District facility shall provide for the periodic examination of any required postings to assure the continued presence of the posting.