

# **Rock Creek Elementary**



# **Student/Parent Handbook 2019-2020**

## **Attendance**

School attendance is extremely important to every student's education. Consistent attendance enables students to grasp educational concepts and be better prepared to connect their learning to each additional concept taught.

**Absences:** When a child is absent, please call the school (885-5189) or send a note with your child on the day s/he returns to school. The note must indicate the student's full name, dates of absences, specific reason for the absence, and parent signature.

### Unexcused Absences

1st Unexcused Absence	1st Parent letter sent home
2nd Unexcused Absence	2nd Parent letter sent home
3rd Unexcused Absence	3rd letter sent and meeting with principal
4th Unexcused Absence	Referral to the Placer County Student Attendance Review Board

### Excused Absences

4th Excused Absence	1st Parent letter sent home
8th Excused Absence	2nd Parent letter sent home
12th Excused Absence	3rd letter sent home and meeting with principal
14th Excused Absence	Doctor's note <b>required</b> for each additional absence

**TARDIES:** Students arriving late to school must report to the office for a late slip before going to class. Students who are frequently late will be referred to the principal's office and will receive consequences for continued tardiness. Please remember that developing good habits, such as punctuality, begin early in life.

**POSITIVE INCENTIVES:** As a way to continually improve overall school attendance, there are trimester awards for those students/classes showing perfect or exemplary attendance. Perfect attendance is defined as a student as school and on time every day.

**BEFORE-SCHOOL DROP OFF TIME:** Students should not arrive at school prior to 8:35 a.m. There is no supervision for students who arrive at school early. School hours are 8:55 a.m. -3:10 p.m. (1:55 p.m. for TK). Students who arrive at school prior to 8:35 a.m. are not permitted to be in the playground or blacktop area.

**AFTER SCHOOL PICK UP:** Parents may use the "drive-through" in front of the school to pick up students. Students may only load from the curb. Please always use the crosswalks when visiting the school. Never park in the drive-through or bus lanes.

**TRAVEL STUDY:** When a special family trip is planned (for a minimum of 5 days), please contact your child's teacher at least a week in advance so arrangements can be made for an independent/travel study contract. Students who complete Travel Study receive credit for their work, their absences are not counted as unexcused, and it helps the school keep its funding for

the student. **If a child does not complete the work on time, students will receive unexcused absences for that time he or she missed school.**

## **CODE OF CONDUCT PLAN**

The Code of Conduct Plan is designed to assure student behavior is respectful, responsible, and safe. Through the use of a positive behavior intervention support program, students will know what the behavior expectations are in the school and what the consequences will be if not followed. This plan also provides a way for the school to gather parent and staff input.

## **SCHOOL RULES:**

There are three school rules at Rock Creek: Be safe, be respectful, and be responsible. They are defined as follows:

**Be Safe:** To behave so that no one gets hurt.

**Be Respectful:** To treat others the way you want to be treated; to be kind.

**Be Responsible:** To do what is right; to do what you are supposed to do.

Teachers take time to teach lessons on how to follow behavior expectations in every area. Lessons are developed and taught by the staff. Students will also be continually reminded by other staff members about behavior expectations throughout their school day.

## **BEHAVIOR EXPECTATIONS**

### **All Common Areas**

**Be Safe:** Walk facing forward, keep hands, feet and objects to self. Use equipment and materials properly.

**Be Respectful:** Use kind words and actions. Wait your turn. Clean up after self. Follow adults' directions. Be honest. No gum.

**Be Responsible:** Follow behavior expectations; remind others to follow expectations. Take care of personal belongings.

### **Classroom**

**Be Safe:** Stay in your seat. Walk only. Keep hands, feet and objects to yourself.

**Be Respectful:** Leave other people's property alone. Raise your hand. Follow teachers' instructions. Be kind.

**Be Responsible:** Stay on task. Complete work on time. Do your own work. Keep your area neat and clean.

### **Playground / Recess**

**Be Safe:** Walk to and from the playground. Stay within the boundaries. Be aware of activities and games around you. Keep hands and feet to yourself.

**Be Respectful:** Include everyone. Follow game rules. Use kind words. What is on the ground stays on the ground.

**Be Responsible:** Use recess bathrooms only. Return equipment properly. Get adult help if needed. Obey freeze bell. Use equipment properly.

### **Passing Areas (Hallways, Sidewalks)**

**Be Safe:** Keep hands, feet and objects to yourself. Stay out of red zones. Allow others to pass. Walk at all times.

**Be Respectful:** Hold the door open for the person behind you. Use a quiet voice.

**Be Responsible:** Stay on sidewalks. Go where you are supposed to go.

### **Bathrooms**

**Be Safe:** Keep feet on the floor. Keep water in the sink. Wash hands.

**Be Respectful:** Knock on stall door. Give people privacy. Use a quiet voice.

**Be Responsible:** Flush toilet after use. Return to the room properly. Use a bathroom pass. Put towels in garbage.

### **Arrival and Dismissal area**

**Be Safe:** Use crosswalks. Wait in the designated areas. Walk bikes and scooters. Avoid climbing on railings. Enter/exit on the school-side of the car.

**Be Respectful:** Use kind words and actions. Follow the adult's directions. The phone is for emergencies only. Carry skateboards always.

**Be Responsible:** Arrive on time. Leave on time. Arrange rides ahead of time.

### **Library**

**Be Safe:** Walk at all times. Keep hands, feet, and objects to yourself.

**Be Respectful:** Follow adults' directions. Use a quiet voice. Use materials properly.

**Be Responsible:** Treat books and materials with care. Return books on time.

### **Cafeteria**

**Be Safe:** Walk at all times. Sit with your bottom on the bench facing forward. Keep hands, feet and objects to yourself.

**Be Respectful:** Use a quiet voice. Follow adults' directions. Allow anyone to sit next to you. Keep your place in line.

**Be Responsible:** Eat your own food. Raise your hand. Throw away your trash. Stack trays properly.

### **Office**

**Be Safe:** Put backpacks / materials out of pathways. Stay in your seat.

**Be Respectful:** Follow adults' directions. Listen carefully. Use audience manners.

**Be Responsible:** Sit on bottom. Look for quiet hand. Be silent during presentations.

## **POSITIVE BEHAVIOR SUPPORT:**

Rock Creek School believes in recognizing students that show positive leadership. These are students that either continually follow the rules or do something extra special that is above and beyond what is expected of the student. When students are found behaving well consistently or doing something extra special, Rock Creek staff members recognize the positive behavior by giving verbal praise that acknowledges that positive effort.

Caught Ya's: A "Caught Ya" is a positive thank you for students when they do something that is extra special or out of the ordinary. Rock Creek staff members who complete a "Caught Ya" is a positive thank you for students to turn in to a noon duty supervisor at lunch on Friday for a small treat. The principal visits each classroom on Fridays in order to recognize students who receive "Caught Ya's" during the previous week. In addition, approximately four students per class are randomly drawn to receive an extra prize, such as a special pencil or a certificate for a meal from a local restaurant.

**Students of the Month:** Every month, one of various character traits (e.g. Citizenship, Fairness, Caring, etc.) is the area of focus for student behavior. Students who consistently demonstrate that character trait throughout the month are recognized at monthly Roadrunner Recognition Assemblies.

**End of the Trimester Awards Assembly:** Students who qualify receive perfect attendance and academic honor roll awards at the end of each trimester. This allows us to recognize the student for their hard work and great efforts of being at school.

### **SPECIFIC BEHAVIOR ISSUES**

**Electronic Devices/Toys from Home:** Any electronic handheld games or equipment, radios, headphones, sports equipment, cell phones, iPods, battery-operated toys, cards or other toys from home are not allowed at school. If they are brought to school and are being used during the school day, the following steps will be taken.

1. The device/toy will be taken away and the student can pick it up at the end of the school day in the office.
2. On the second offense, the device/toy will be taken to the office and a parent must come and pick it up.
3. On the third offense, the device/toy will be taken and not returned until the end of the school year.

**Energy Drinks:** Energy drinks, such as Monster, Red Bull, Rockstar, etc. are prohibited on the Rock Creek campus. Energy drinks will be confiscated and will not be returned to the student.

**Dealing with Conflict:** When two students are having a conflict, we ask that they first try to work it out with each other by talking through the situation. However, if they cannot solve it on their own, they need to find an adult to assist them. If a child is being bothered by someone, we ask that students try the following steps.

1. Try to ignore it.
2. Ask the person to stop.
3. Find an adult to help.

### **BEHAVIOR CONSEQUENCES:**

When a student does not follow the Roadrunner Rules, they receive consequences. These consequences for inappropriate behavior may include one or some of the following:

- Warning
- Time-out in classroom/office/another classroom
- Recess Time-out (either outside or at another location during recess)
- Parent contact (either by note or by phone)
- Referral to the office
- In-school suspension
- Off-campus suspension

### **Rock Creek Roadrunner Behavior Report**

When a student engages in a problem behavior, he or she will receive a Rock Creek Roadrunner Behavior Report. This report determines the location, time, and nature of the

problem behavior. The problem behaviors are defined as major and minor offenses. Students receive consequences based on the nature of their problem behavior. In terms of documentation, information from Behavior Reports is entered into a computerized documentation system, and the white copy of the Behavior Report is brought home, signed by a parent/guardian, and then returned to school.

## **SCHOOL-WIDE CONTINUUM OF POSITIVE BEHAVIOR SUPPORT**

Rock Creek students are expected to follow the behavior expectations for all areas of the school. Through the use of positive reinforcement, most students are able to demonstrate appropriate interventions to ensure that their behavior is appropriate. As a result, students will be given the level of support necessary to provide an opportunity to be successful. Student behaviors fall into one of the three tiers of support.

### **Tier I Prevention**

Students in this level of support are able to behave appropriately with positive reinforcement through words and occasionally receiving a Behavior Report. Consequences for inappropriate behavior usually help students change their behavior.

### **Tier II Intervention**

Students who participate in this level of intervention are those who are showing at-risk behaviors, such as repeated Tier I Infractions or committing frequent major offenses, in this program students will participate in programs such as:

Check-in and Check-out: Students arrive at school and check in with a designated individual who reminds them of what is needed to be successful and makes sure they are ready for the day. Students show that they have completed their homework, have the appropriate school supplies for the day, have any necessary permission slips, and make a plan for a successful day. The students check out with that same staff member at the end of the day to make sure they have had a good day, deal with any issues that arose, and ensure that the students have the work they need to complete at home. The parent is also a part of the process and checks in with the student to make sure they get started and complete their homework for the next day.

School Based Mentor - A staff member acts as a mentor to a particular student who is having difficulty. This staff member is not the student's classroom teacher, and generally has an established positive rapport with the student prior to being assigned as a staff mentor. The staff mentor checks in with the student on a regular basis to provide another positive role model and source of support, and helps the student understand what is needed to be successful. Staff mentors also help the student access resources to help resolve any difficult issues with which they may be dealing.

Targeted Instruction in Behavioral Skills - This strategy is implemented when a student or students are continually demonstrating a particular behavior. Students will receive an in-depth explanation of why they need to change their behavior and then students physically practice properly participating in that behavior with which they have had a problem. This process requests parent involvement, along with all the staff members with whom the students interact with during the school day.

### **Tier III Intensive Intervention**

Students who participate in this level of intervention receive support within and beyond the school. These are students who need intensive one-on-one behavior support and need additional outside resources to provide opportunities to correct their problem or destructive behavior. Oftentimes these students also receive support based on specific assessment results related to their behavior.

### **Suspensions and Expulsion**

Education Code 48900 and 48915 identifies the student actions that are grounds for suspension and/or expulsion. Students may be suspended or expelled from school depending upon the behavior. Grounds for suspension and expulsion include but are not limited to:

- Attempting or threatening action that causes physical injury to another.
- Unauthorized possession of a dangerous object (or imitation) such as a firearm, knife, or explosive material.
- The use, sale or possession of a prohibited substance, such as alcohol, tobacco or another drug.
- Committing or attempting to commit robbery or extortion, or knowingly receiving stolen property.
- Causing or attempting to cause damage to school or private property.
- Committing an obscene act, or habitual vulgarity or profanity.
- Disrupting school activities or willfully defying school personnel.
- Committing or attempting sexual assault.
- Harassment or intimidation of other students.
- Causing, threatening, attempting or participating in an act of hate violence.

Students who choose to violate Education Code 48900 or 48915 are referred to the principal or his/her designee. At the time of the suspension, a staff member will contact the student's parent/guardian regarding the suspension, and notify the parent/guardian of the suspension in writing. The school may request to meet with the parent/guardian about the suspension. Under state law (Education Code 48914), the parent is then obligated to meet with the school staff without delay. A suspension from school shall not be for more than five days, unless the student is recommended for expulsion.

### **DRESS CODE**

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

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

The school district board policy requires that a student shall be neat, clean and observe the general style of dress, hair, and grooming which the principal and teachers consider to be appropriate for the gender, age level, a classroom or playground activities. Personal appearance standards for students are defined in the following dress code.

- Students may not wear clothing or jewelry that contains any inappropriate pictures or wording that may include but not be limited to gangs, sexual content, drugs, alcohol, tobacco, or violence.
- Clothing must be sufficient to conceal all undergarments at all times. Sagging pants or shorts are prohibited.
- Halter-tops, bare midriffs, spaghetti straps, low cut or revealing tops, mesh or see-through sheer tops, bareback tops, crop tops and half-shirts are prohibited. Straps on blouses must be at least one inch wide.
- Any clothing that is purposely ripped, torn, or frayed is prohibited.
- Hats may not be worn inside any building at school. While at school, hats must be worn with the bill facing forward, not backwards or sideways.
- Flip-flops, clogs, or open backed sandals are not allowed. Shoes should be closed and appropriate for walking and running, and cannot interfere with the planned P.E. program activities. A shoe with a heel greater than two inches is prohibited.
- Make-up is not allowed.
- Any kind of accessory that is deemed inappropriate is prohibited. This includes but is not limited to walled chains, spikes, and handcuffs.
- Any type of hair or dress style that is disruptive to school activities is prohibited.

Students wearing inappropriate attire or footwear will be sent to the office, and will first call their parent or guardian. Parents will also be given the option to have their child change into appropriate clothing at school. Students who repeatedly violate the dress code will receive consequences including a Rock Creek Discipline Report and/or suspension.

## **PARENT PARTICIPATION**

**PARENT/TEACHER CONFERENCE:** Conferences are scheduled in the fall and spring of each school year. Regular parent-teacher communication is strongly encouraged. If you would like to discuss a problem or concern regarding your child, please call the teacher to arrange an appointment. Report cards are issued shortly after the end of each trimester.

**PARENT VOLUNTEERS:** Parents are encouraged to volunteer at Rock Creek. If you have time to help out your child's teacher, please call to see how you can help. You may also call the school office for more information about volunteer opportunities.

**PARENT/TEACHER CLUB:** The Parent Teacher Club (PTC) consists of parents working together in various ways for the benefit of our children and school. These benefits are accomplished by supporting school activities, class programs, fundraisers, and sharing time and ideas. All parents are welcome to attend the meetings and are encouraged to participate in PTC activities and take an active part in shaping the educational environment of Rock Creek School. You will meet new friends, have fun in the process, and your participation will be greatly appreciated.



**SCHOOL SITE COUNCIL:** The School Site Council is a governing body within our school. It is composed of parents, teachers, classified staff, and community members. All members are elected for a two-year term. The School Site Council has the responsibility of helping to decide how our funding is spent. Although only elected members may vote, all interested parents are welcome to attend. Refer to your Parent Newsletter for meeting dates and times.

### **The Parent' Role in School Success-Five Ways You Can Make a Difference This Year**

As a parent, you are your child's first teacher. Even while your child is in school, you still teach important lessons every day. Here are some suggestions from The Parent Institute on ways you can make a difference in your child's education. All they require is your time.

1. **Read to your child regularly.** Long after your children learn to read for themselves, they love this special time with an adult. Kids who are read to want to read on their own.
2. **Join PTC (Parent-Teacher Club).** When parents and teachers work together, schools improve.
3. **Volunteer.** The more help parents give teachers, the more time teachers can spend with students. Working full-time: There are still ways to help. Ask your child's teacher what you can do.
4. **Let your children know school is important.** Ask about their homework. Attend school events. Talk about how you use what you learned in school and/or in your job.
5. **Recognize your child's special gifts.** Each child has special talents. Perhaps the most important thing you can do is help your child see how he or she is special. That boosts confidence and sets the stage for learning.

### **HOMEWORK**

In order for homework to be effective, it must be a joint responsibility of the home and school. Parent help is providing the right conditions for a child to complete the homework is very important. Parents can assist their children in developing good homework habits by:

- 1) **Helping your child see homework as a valuable activity.**
- 2) **Setting up a comfortable place with the necessary supplies.**
- 3) **Setting a specified daily homework time.**
- 4) **Reinforce the idea that homework is a student's personal responsibility-but that you are always there to help.**
- 5) **When your child does ask for help, make sure you both understand the assignment.**
- 6) **When you help your child, try to guide him or her through the work without giving the answers.**

### **STUDENT SUPPORT SERVICES**

**BOYS AND GIRLS CLUB:** The Boys & Girls Club of Auburn offers an after school program for Rock Creek students enrolled in first through fifth grades. Students are offered a snack, and receive help with homework. Registrations are accepted on a space available basis. Before a child can begin the program, the parents are encouraged to attend an orientation meeting at the

Rock Creek Boys and Girls Club. Please call the Boys & Girls Club at 889-2273 for complete information.

**STUDENT SUCCESS TEAM:** The purpose of the Student Study Team is to develop additional intervention for students who are struggling with the level of support that they are receiving at school. The group is made up of the child's teachers, parents, school psychologist, learning center teacher, Title 1 teacher and principal. Parents may request a Student Success Team meeting if they have concerns about their child's progress.

## **GENERAL INFORMATION**

**SCHOOL MEALS:** Nutritionally balanced breakfasts and lunches are sold in the cafeteria. Menus are distributed at the end of each month. Lunch accounts are maintained electronically. Funds are credited to each student's individual account and may be deposited daily, weekly or monthly in the school cafeteria each morning before school, beginning at 8:35 a.m. Although the Food Services Department assists with stamping the hand to indicate his/her account balance is getting low, it is the responsibility of the family to keep track of the lunch account. Eligible families must complete a Free and Reduced Lunch Application Form for each school year.

**CLASSROOM INTERRUPTIONS:** In an effort to cut down on classroom interruptions, we are asking you to help us by making every effort to set your day's plans with your children before sending them to school each day. We ask you to help us by:

- Not calling the office to relay messages to your child unless it is an emergency
- Informing your children before they leave for school in the morning about the plans for after school, such as:
  - Do they need to ride the bus or walk?
  - Do they need to go to daycare, or to the Boys and Girl Club?
  - Do they have their homework?
  - What do they do if it rains?

Making sure lunch is taken care of by:

- Seeing that they take their lunch with them to school.
- Checking if they have enough credit on file for hot lunch that day.

**CLOSED CAMPUS:** Much of the campus is closed and the gates are locked during the school day. This includes the back gate along Education Avenue. Parents coming from north of Rock Creek will need to walk up to Professional Drive and enter the school grounds from Bell Road. This is to ensure the safety of our children while on school grounds. We know for some this will be an inconvenience, but we feel that for the safety of your children, it is worth it. **Upon arriving at school, all visitors are required to first sign in at the office and wear a visitor's badge while on campus.** We ask the parents to meet their children in front of the school or on the playground after school. Waiting by the classroom door can cause distractions.

**COMPUTER LAB:** Rock Creek School is proud of its Computer Lab. Students from each grade level may participate in the lab with the classroom teacher. Younger students begin by learning

the keyboard and mouse. Older students advance to become familiar with the search engines, the web and report writing. Parents are welcome to visit the computer lab with their children's class. See your children's teacher for the dates and times they will visit the lab.

**EMERGENCY CARDS:** Please be sure that Emergency Cards are kept current. In the event that your child becomes ill or injured at school, we need to have a phone number where we can reach you or a designated person who we can call. Remember to update this information as you change employers, addresses or phone numbers.

**EMERGENCY DRILLS:** Emergency drills are conducted periodically to allow students to become familiar with procedures in each of their classes. During a drill, students are expected to behave appropriately, and to walk single file without talking to the designated area so that all instructions can be heard.

**FIELD TRIPS:** Students are responsible for returning field trip permission slips to school whenever field trips are planned. **Students who do not have written permission may not go on the field trip.**

**HONOR ROLL FOR 4TH AND 5TH GRADERS:** Student with a "B" average (Principal's List) and with an "A" average (Superintendent's List) are recognized during an Awards Assembly at the close of each trimester, Honor Roll names are also published in our parent newsletter.

**LIBRARY BOOK / TEXTBOOK DAMAGE OR LOSS:** Students are expected to pay for damages to the library/school books or for the loss of books. Students who do not meet the obligation will lose further borrowing privileges and report cards will be held until the obligations have been met.

**LOST AND FOUND:** Parents are strongly encouraged to label their children's belongings. Found articles will be kept in the Lost & Found box in the cafeteria. Periodically, unclaimed items will be donated to charity.

**MEDICATION AT SCHOOL:** The school is not able to dispense medication (either prescription or over the counter) without the signed permission of a licensed physician. When such permission is on file in the office, the medication must be stored and administered in the office. An adult needs to pick up all unfinished medication at the end of the school year, as medications cannot be stored at school over the summer break.

**PERSONAL PROPERTY:** Please do not bring personal property, including toys, balls, games, or electronic games from home. The school cannot assume responsibility for lost or stolen personal items.

**SNACKS:** Students are welcome to bring a snack to school. Snacks may be consumed at either recess in the appropriate area. Please make sure to send healthy, nutritious snacks.

**STUDENT MESSAGES:** The office will make attempts to deliver emergency messages if you after school plans change. Please limit your student messages, as each message may cause a disruption in class. It is very difficult to ensure message delivery late in the day.

**TELEPHONE:** The use of the school phone is limited to emergency use only. Please make every attempt to communicate after school plans before school.

**SARC (SCHOOL ACCOUNTABILITY REPORT CARD):** By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF), all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC. The SARC may be viewed on our website or you may request a hard copy in the school office.

### **TRANSPORTATION**

Durham Transportation, Inc. provides transportation for the Auburn Union School District. Specific concerns or questions may be directed to Durham at (530) 887-9909. The bus fee schedule and procedure will be sent home for the first week of school. **Please make arrangements for any changes in transportation needs before your child comes to school.** All bus riders (even friends coming over) need to have a bus pass or a bus ticket. **NOTE: No transportation to home is available for kindergarten students.**

Bus Pass Application and payment may be brought or mailed to the District Office at Auburn Union School District, 255 Epperle Lane, Auburn, CA 95603. For additional information, call the district office at (530) 885-7242.

### **Rules & Regulations for Bus Riders**

All existing policies are rules regarding safety, student behavior, and discipline on school buses will remain in effect. Please read and go over the student responsibilities with your child.

To ensure safe and orderly rides for all students, video cameras may be used on the busses at any time in conjunction with the following "Assertive Discipline Plan".

The following rules must be observed on the bus:

1. Remain seated and facing forward at all times during the bus ride.
2. Be courteous and considerate at all times.
3. No profane language or gestures.
4. Do not chew gum, eat, or drink on the bus.
5. Keep the bus clean. Use the trash box.
6. Do not throw objects out of the window.
7. No spitting.

8. Remain seated until the front door is opened.
9. No use or possession of tobacco, drugs, or alcohol.
10. Do not destroy property; costs will be billed to students/parents.
11. No live animals, reptiles, birds, or pets of any kind.
12. No glass jars, bottles, etc.
13. Do not cross the street behind the bus.
14. No firearms, knives, explosives or other dangerous objects.
15. No child will refuse to share a seat with another child.
16. No fighting or roughhousing.
17. No extending of any body part, including hair, out of the bus.
18. The driver will stop to discharge passengers only at designated bus stops. (State Law)
19. Be at your designated bus stops five minutes prior to bus arrival.
20. Respect the 10-foot danger zone around the bus.
21. No flying missiles - skateboards, bike wheels.
22. No radios, headphones, tape players, or records are permitted on the bus.
23. Attempting to ride any bus after receiving a no-ride citation will result in further discipline.
24. No student will be allowed to damage, deface or tamper with the bus.
25. Lighting of matches, lighters, or firecrackers is strictly prohibited.
26. All passengers are to be quiet at railroad crossings.
27. Other unauthorized or unsafe actions are prohibited.
28. Students will not be allowed to get off at a stop other than that which is stated on the Transportation Application without a note signed by a parent or guard and verified by the school office.

If a student chooses to break a rule, the following consequences will be applied:

- 1st Incident: Verbal Warning by Driver
- 2nd incident: Step "A" Citation = Written Warning
- 3rd Incident: Step "B" Citation = Suspension
- 4th Incident: Parent/Principal/Agency/Student Conference

**IN CASES OF SEVERE AND/OR CONTINUOUS BEHAVIOR PROBLEMS, THE STUDENT MAY IMMEDIATELY LOSE BUS PRIVILEGES.**

### **NONDISCRIMINATION/HARASSMENT**

District programs and activities shall be free from discrimination, including harassment, with respect to ethnic group, religion, gender, color, race, national origin and physical or mental disability.

- The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, design procedures, and other activities. Eligibility for various groups shall be determined solely on the basis of objective competencies. School Staff and volunteers

shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

- The Board prohibits intimidation or harassment of any student by an employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct, which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.
- Students who harass other students shall be subject to appropriate counseling and discipline, up to and including expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.
- Any student who feels that s/he is being harassed should immediately contact the principal or designee. A complaint can be filed in accordance with administrative regulations. The Superintendent or designee shall determine which complaint procedure is appropriate.

### **AUBURN UNION SCHOOL DISTRICT NONDISCRIMINATION STATEMENT**

The Auburn Union School District does not allow discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived race, color, ancestry, nationality/national origin, immigration status, ethnic group identification/ethnicity, age, religion, marital status/ pregnancy/ parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, medical information or association with a person or group with one of more of these actual or perceived characteristics. For questions or complaints, contact Equity Officer and Title IX Compliance Officer: Michelle Lucci Garcia, Director of Curriculum & Instruction, 255 Epperle Lane, Auburn, CA 95603 (530) 885-7242, [mluccigarcia@auburn.k12.ca.us](mailto:mluccigarcia@auburn.k12.ca.us).

Please reference Auburn Union School District's Board Policy and Administrative Regulation 5145.3, Students; Nondiscrimination/Harassment, attached below.

#### **IMPORTANT PHONE NUMBERS:**

Rock Creek School (530) 885-5189

Boys & Girls Club on RC Campus (530) 888-7234

Durham Transportation (530) 887-9909

Auburn Union School District Office (530) 885-7242

## Auburn Un SD | BP 5145.3 Students

### **Nondiscrimination/Harassment**

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6164.6 - Identification and Education Under Section 504)

This policy shall apply to all acts related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also includes the creation of a hostile environment through prohibited conduct that is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. He/she shall provide training and information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the

implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. He/she shall report his/her findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1330 - Use of Facilities)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.2 - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5144 - Discipline)

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

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

(cf. 5145.2 - Freedom of Speech/Expression)

#### Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

(cf. 3580 - District Records)

#### Legal Reference:



## EDUCATION CODE

200-262.4 Prohibition of discrimination

48900.3 Suspension or expulsion for act of hate violence

48900.4 Suspension or expulsion for threats or harassment

48904 Liability of parent/guardian for willful student misconduct

48907 Student exercise of free expression

48950 Freedom of speech

48985 Translation of notices

49020-49023 Athletic programs

51500 Prohibited instruction or activity

51501 Prohibited means of instruction

60044 Prohibited instructional materials

## CIVIL CODE

1714.1 Liability of parents/guardians for willful misconduct of minor

## GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

## PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

## CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

## UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

## UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

## UNITED STATES CODE, TITLE 42

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

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

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Prohibition of discrimination based on age

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

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

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, Fact Sheet, August 2010

WEB SITES

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

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

California Safe Schools Coalition: <http://www.casafeschools.org>

California Office of the Attorney General: <http://oag.ca.gov>

First Amendment Center: <http://www.firstamendmentcenter.org>

National School Boards Association: <http://www.nsba.org>

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

Policy AUBURN UNION SCHOOL DISTRICT

adopted: June 27, 2018 Auburn, California

Auburn Un SD | BP 5145.7 Students

## Sexual Harassment

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

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

### Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

#### Complaint Process and Disciplinary Actions

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

(cf. 1312.3 - Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

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

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

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7/4317.7 - Employment Status Report)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

#### Record-Keeping

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

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

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

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

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

#### CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Board of Trustees to Ensure Student Success, 2011

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

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

#### WEB SITES

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

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

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

#### Policy AUBURN UNION SCHOOL DISTRICT

adopted: May 9, 2018 Auburn, California