

# *Owens Valley Elementary School*

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# **Owens Valley Unified School District Mission Statement**

*We believe a balanced education provides an opportunity for students to be self-sufficient, active, productive, and responsible members of society. The Owens Valley Unified School District is committed to providing students these tools to explore their potential, to take responsibility for their own learning, and recognize that learning is a lifelong process. We shall provide a stimulating, secure, and imaginative environment, which will foster learning, self-esteem and independent thinking.*

## **Elementary Class Schedule**

7:45 – 8:00 a.m.	Arrival
8:00	Report To Class
10:00 – 10:15	Recess
12:00 – 12:20	Lunch
12:20 – 12:50	Recess
2:30	K – 8 <sup>th</sup> Dismissal
2:30 – 3:00 p.m.	Homework Club

## **School Office Schedule**

The school office is open from 7:30 a.m. until 4:00 p.m. We encourage parents to call the office with any questions or concerns they may have. The school phone number is 878-2405.

Should you have any concerns about cancellation of school and/or school activities in the event of inclement weather, announcements will be made on KIBS or KSRW radio stations.

## **Closed Campus**

All elementary students are to remain on campus at all times. Only students with a parent permission form on file in the office may leave campus at lunchtime. Students will not be allowed to leave campus for any reason without a note or phone call from their parent/guardian. An early dismissal may be issued upon parental request and only the office can issue a pass to go home. For the safety of your child, we ask that parents notify the school, in writing, if there is a change in the routine that your child normally follows when leaving school

## **Procedures for Absenteeism and Tardiness**

Regular school attendance is important for student success. Absence from school means that the lessons taught will be missed, assignments due are missed and opportunity for teacher assistance is missed. It is equally important that ill students not attend school and infect other students. Only absences that are necessary should interrupt student attendance. Appointments for doctors and dentists should be made as late in the afternoon as possible so students do not miss a whole day of school.

***1. Students absent or tardy from school must report to the office for an admission slip before reporting to class. Students are required to provide the office with a note from the parent or guardian for each absence or tardy.***

2. Students are required by state law to attend school regularly and punctually.

All students are expected to report to school daily. Presence at school is important. Much of what students learn will come from the discussions held in class and from the interaction among their fellow students.

3. All students should be in the classroom unless specifically assigned by the teacher to be elsewhere or with permission from the teacher to conduct other business. Students are not to be in the library, office, or elsewhere on campus without teacher permission.

4. For the purpose of attendance accounting the State of California no longer funds a student day if the student is out of school, no matter what the reason. This makes it extremely important that every student attend school every day. If your student needs to go to the doctor, etc., please have the student report to school first and try to make appointments later in the afternoon.

5. For truancy purposes the district accepts illness, medical or dental appointments, a death in the immediate family (one day if the death occurs within the state, three days if out of state) as excused absences. Absences for any other reason are considered unexcused absences. The school, however, recognizes the fact that there are times when a student must be out of school for personal or family reasons. If you are faced with this situation, please contact the school office. In some instances the student may be placed on a contract or Independent Study Program if the student is out 5 or more days. Credit can only be given if the family makes arrangement for a formal written contract prior to leaving.

## **Student Responsibilities – Expectations**

1. Teachers must be allowed to teach and students to learn. Students are expected to show respect for the teacher and other staff. Any behavior that disrupts instruction is inappropriate. Students must comply with the classroom rules as described by the teacher.
2. Students are allowed on campus between the hours of 7:45 a.m. and 2:30 p.m. only. Students are requested to remain off campus until after 4:00 p.m. unless involved in a school approved extracurricular activity.
3. Students are not allowed in the classroom unless the classroom teacher accompanies them.
4. Food or drink is not allowed to be consumed in the classroom except during a teacher-supervised activity.
5. Gum is not allowed on the elementary campus at any time.
6. Radios, headphones, tape players, walkmans, cell phones or pagers will not be allowed on the elementary campus.
7. All modes of transportation must be left in the designated bike rack area and not ridden on campus. This includes bicycles, scooters, skateboard, or any other mode of transportation.
8. No glass containers are allowed on campus.
9. Students will be allowed to use the telephone in the school office only for emergencies.
10. For the protection and safety of your child, we ask that parents notify the school, in writing, if there is a change in the routine your child normally follows when leaving school.
11. Hats are not allowed in the classrooms.
12. Students are to line up quietly before class in their designated places and wait for the teacher to lead them into the room.

## **Lunch Program and Period**

The school provides lunches for those students wishing to buy at the cost of \$2.75. Free and reduced price lunches are available for eligible students. Applications, information, and income eligibility guidelines will be sent to each family prior to the beginning of each new school year and will be available in the school office.

1. The lunch period is from 12:00 to 12:20, recess will follow till 12:40
2. Students who go home for lunch and return before 12:20 must report to the eating area, after 12:20 students should report to the playground.
3. Students will remain seated while eating lunch and wait to be dismissed.
4. No one may leave the eating area until dismissed by the supervisor.
5. Students will be responsible for keeping the eating area and playground neat and clean.
6. The decision regarding eating inside/outside is at the discretion of the lunch supervisor.

## **Playground Safety Rules**

1. Walk in the corridors and on the sidewalks.
2. Do not play around or in the bathrooms.
3. Don't throw balls against the buildings.
4. Any objects, such as rocks or small hard balls, are not to be thrown.
5. Do not play rough games such as tackle.
6. Use the playground equipment correctly. Students are not to sit on top of the playground equipment. No tag inside the playground safety zone.
7. Softball and kickball are to be played past the end of the building.
8. Hard balls are not permitted during the regular school day.
9. Students are not to climb over/under the fence or on the roofs.
10. Playground supervisor must be informed at all times if a student is to leave the playground.
11. Standing up, spinning, bailing, pushing, using two swings at one time, swinging double are never allowed on the swings.
12. Playing in the safety zone where children are swinging is prohibited.
13. Swing facing south in a straight line and be considerate of others.

## **Gymnasium Rules**

1. Pupils are restricted from the dressing rooms, stage and behind the bleachers.
2. Playing on the bleachers is prohibited.
3. Only regulation footwear will be worn on the gym floor.
4. Rough games or horseplay are prohibited.
5. Only organized games will be permitted on the courts.
6. No hard balls are to be used in the gym.
7. Balls are not to be thrown against the walls.

## **Religious Exercises**

With written consent of parent/guardian, a pupil may be excused from any part of instruction which conflicts with religious training and belief or personal moral convictions of the parent or student.

## **Family Life Education (Fifth/Sixth Grade)**

If instruction is offered in which human reproductive organs and their functions and processes are described, illustrated, or discussed, the parents or guardians shall be notified and provided the opportunity to request in writing that their child not attend the class. Such requests shall be valid for the school year, but may be withdrawn at any time. No student may attend a class if the school has received a request that he/she not attend the class.

## **Textbooks**

Textbooks and reference materials are loaned to students with allowance for reasonable wear. Loss or damage will be charged to the student. This also holds true for uniforms and all other property checked out to students.

## **Student Body Cards**

The receipts from student body cards help to finance student government and athletic activities. The cards allow students to participate in student activities, athletic contest and weekend skiing at reduced prices. The student body cards sales and prices will be announced early in the school year.

## **Medication**

Students may not have medications of any kind on campus. If a student is required to take medication during the school day ordered by a physician the following requirements must be met:

1. The parent/guardian must bring the medication to the office, in its original container with a signed statement requesting school personnel to assist the student in taking the medication. It should not be sent to school with students, or placed in any other type of container.
2. A note from the student's physician must accompany the medication stating:
  - a. What type of medication the student is taking.
  - b. What is the medication being taken for and method of administration.
  - c. How often and how much is to be administered each time.
  - d. Any other specific instructions or precautions.
3. The same procedure must be followed for non-prescription medications being taken daily under the supervision of a health care provider. This includes aspirin and other non-prescription pain relievers. The office does not stock or supply these medications to students.

## **Student Insurance**

The school carries student insurance for injuries that occur during school or participation in a school sponsored activity. Student insurance is secondary to any other insurance the student may be covered under and cannot be billed until the office receives remittance advice from other insurance(s). If the student is not covered under any other insurance the medical care provider may contact the school for information on our student insurance coverage.

In order to bill student insurance a student injury report must be on file at the school. Occasionally students are injured and do not report it to the teacher or office. Should your child advise you of any injury that occurred at school please notify the office immediately so that an injury report can be completed in a timely manner. Without the proper procedures being followed student insurance may deny the claim and the costs then become the responsibility of the parent.

## **Dress Code**

In cooperation with teachers and students, the administration shall regularly review the following dress policy and may establish additional school rules governing dress and grooming. The principal, staff, students and parent/guardians may establish reasonable dress regulations for times when students are engaged in extracurricular or other special school activities. Physical education teachers may establish reasonable dress regulations for times when students are in physical education class. The following guidelines shall apply to all regular school activities:

1. Shoes or sandals with back straps across the heel must be worn at all times.
2. Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profanity, sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol.
3. Clothes shall be sufficient to conceal undergarments at all times. See through or fish-net fabrics, halter tops, off the shoulder, revealing low cut tops, bare midriffs or tank tops straps less than an inch in width are prohibited. The Superintendent or designee shall make final determination on all dress issues. *Policy Adopted: 10/18/94*

## **Extracurricular Activities**

In order for an elementary student to participate in sports, skiing or other extracurricular activities the student shall maintain a grade of "C" or better in all subject areas. Students must also maintain satisfactory citizenship and have fewer than 6 tardies per quarter. Eligibility is evaluated on the first day of each week. A student determined to be ineligible will be reevaluated after one week. If grades and citizenship are satisfactory the student will regain eligibility beginning Monday.

A student must attend a full day of school the day of a sports activity or on Friday before a sports activity on Saturday, or have prior approval for the absence from the Principal to be eligible to participate or travel to a sport activity. Students must also attend the full day before and after each scheduled activity. Students must be eligible to participate in the sports activity in order to be excused from class or attend any away activity.

## **Athletic Team Rules**

Athletes will attend all practices and games unless he/she has prior authorization of the coach for missing. A student must attend school in order to practice that day. Reasons for non-attendance are student illness, death or serious illness in the family that conflict with the game schedule. In all instances the student is obligated to inform and receive authorization from the coach. Verification from the parents is also required.

All rules established by the coach will be followed. Students are not allowed to leave practice without permission. Report all injuries or illness immediately. Do not use profanity. All equipment checked out to you must be returned in good condition or paid for by you before participating in the next sport.

During a game or practice never argue with an official, respect all calls and don't goof off for the audience. Drinking, smoking, or the uses of controlled substances at any time are prohibited and use will result in immediate suspension from the team.

Students will be well groomed and dress neatly for all games, home and away and follow all directives from adults accompanying the team. Do not cause or be a part of any type of disturbance on or off the bus. Don't leave the school building without permission of a coach, before or after a game. Girls and boys may be required to sit in separate seats. Players are to ride on the bus to all games. A player may return with his parents only if the parent provides a written request prior to the bus leaving for the game. Violation of the above section may result in immediate suspension from the team.

For any school year, a student shall lose eligibility to play interscholastic sports for Owens Valley U.S.D. for one school year if more than once he/she is dismissed from a team for disciplinary reasons.

Willful defiance of the coach or his/her authority shall result in immediate suspension from the team.

## **Student Rights**

Students have rights, as do all citizens, under the Constitution, as well as State law and District policy. Among those rights are:

1. Education in a safe and clean environment.
2. Being presented the state adopted curriculum via effective instructional methodologies.
3. Fair, respectful, and consistent treatment by staff and other pupils.

Parents and pupils should feel free to bring concerns and questions to the attention of the principal. In Order to maximize educational opportunity, the Owens Valley School District strives to maintain a positive educational atmosphere. We believe that the most important activities occur in the classroom and that mutual respect and adherence to standards are explained, reinforced, and modeled by all staff. The school's rules derive from the goals of respect for self, for others, and property. Part of the learning process is the realization that all acts have consequences, both positive and negative, and that appropriate behavior and self-discipline are essential traits of citizenship.

To ensure the success of students, staff and parents must communicate effectively and work together cooperatively. All school staff is responsible for modeling and teaching students the expected behavioral standards and parents support students by seeing that they attend school regularly, complete homework, and follow school rules.

## **Discipline**

Discipline should be based on the worth and dignity of each individual as a positive form of guidance rather than a punishing device. Any form of discipline that impairs the student's self-respect should be avoided. The teacher's role is one of a strong leader helping students grow toward self-discipline and self-direction. A dynamic school program that is adapted to the needs and interests of the students will help keep discipline problems to a minimum.

Classroom detention may be held after school at the discretion of the teachers. Students will be given a copy of the detention notice and a copy will be forwarded to the office and parents will be notified. If the detention is to be served on the same day assigned and the parent cannot be reached, then the detention shall be served on the next available day.

There will be no tardies to detention. Students reporting late will be considered absent from detention. If a student misses an assigned detention, he/she will need to serve that detention during the next detention period, and will be assigned an additional detention as well. The elementary staff shall review special circumstances for missed detentions.

If a student fails to attend make-up detentions, he/she will receive an Office Referral for Disruptive Behavior A. Any student who receives a total of 3 detentions per quarter may be referred to the office for a conference among the parents, student, principal, and teachers involved.

## **Student Discipline Code**

### **Disruptive Behavior A**

Cheating	Cutting class (Tardy more than 10 min.)
Disrespect to other students	Continued Tardiness –(3 unexcused)
Disruption of class	Disruptive behavior
Loitering	Bully behavior
Disrespect to staff members	Unsafe acts
Verbal harassment	Cutting Make-up detention
Destruction/defacing property (parent subject to payment/replacement)	
Offensive acts or language	

#### **Sequence of action:**

1 Referral	Parent-teacher conference/contact.
2 Referrals	Parent/principal conference.
3 Referrals	1 day suspension or 2 days in-school suspension, a 1 week loss of school privileges and taken home for remainder of day.
4 Referrals	1–3 day suspension with parent/principal conference.
5 or more referrals	3-5 day suspension.



## **Bus Rules**

1. Students should arrive at the bus stop 5 minutes before the scheduled departure time.
2. Students must comply with directions or instructions given by the bus driver or other supervising individual on the bus.
3. Students should demonstrate courtesy and respect toward the driver and others riding on the bus.
4. General rules pertaining to student conduct at school apply to students not only when riding the school buses, but also when they are walking to and from home and when they are waiting at the bus stops. (Reminder, Parents are responsible and liable for their children's behavior at all times.)
5. Eating, drinking, and gum chewing are not permitted on the bus. The bus driver may however make exceptions to this rule when he/she considers it's appropriate.
6. No glass items or containers are to be brought on the bus.
7. Students are to remain seated and must keep hands and all objects inside bus window.
8. Normal conversation with persons nearby is appropriate, but shouting is not permitted. There is no use of profane language or gestures.
9. Students may be assigned to a particular seat if the bus driver feels it is necessary.
10. Keep the bus clean and do not be destructive.
11. Smoking, using chew or dipping is not allowed at school or on the bus.
12. Inappropriate student behavior may result in the driver stopping the bus and issuing a ticket to the student. Parents may be required to transport their children if riding privileges are lost due to inappropriate behavior.  
When infractions occur the driver will submit a Bus Violation Report to the parents including: student's name, date of occurrence, nature of misconduct, bus/route number or name, driver's signature, parent's signature, and parent's telephone number.
13. Students are warned not to leave the bus stop with any person other than their parents or the bus driver and to report to the driver any stranger who approaches them at the bus stop.

## **Bus Safety Guide**

Although school buses are the safest form of highway transportation in the United States, there are specific steps that you and your children can take to improve their safety. This guide will provide you with the information you will need to help your child learn the rules.

The District provides transportation for students residing beyond 1 mile of walking distance. On days when weather might cause a problem, the school will call and let you know if we are unable to pick up your child/children or you may call the school at 878-2405. School buses can only stop at designated bus stops to load/unload students. Don't try to flag the bus down and make it stop. Don't have your child run to get the bus. If your child misses the bus, there are not many alternatives other than to drive your child to school, or to bring them to another bus stop. If there is a problem, such as the bus running late please allow at least 15 minutes before taking action. School buses have to endure the same traffic conditions that plague all other drivers. A traffic problem, or longer than scheduled loading at a previous bus stop can easily throw your bus 10-15 minutes off schedule. If at the end of fifteen minutes your bus still has not arrived, you may wish to call the school.

It is important to understand that riding the school bus is a privilege. This privilege can and will be suspended when serious misconduct occurs or when minor infractions occur repeatedly. Refusal of the District to provide transportation under these conditions does not excuse parents from their responsibility of having their children in school. While waiting for the bus to arrive, it is very important for you to be safely parked at the bus stop. Remember to keep the bus stop clear for the bus, and driveways and roadways clear for other motorists.

**The Danger Zone** is the space all around the school bus. It goes out 10 feet. The school bus driver cannot see children in this zone, especially around the wheels. It is dangerous for anyone to be in this area. If the bus driver cannot see you, you may be hit by the bus, resulting in serious injury. Being very careful whenever getting on or off the bus is important.

Here are some important rules for you child that must be followed for "Danger Zone" avoidance:

- 1. Do not cross between two or more parked buses. Never try to get anything that is dropped around the bus. Tell the driver or a teacher.**
- 2. Tell the bus driver if you have to cross the street after being dropped off. California has special laws for this.**

Students should not bring animals, radios, tape recorders, skateboards, roller skates or boards, outdoor play equipment such as balls, bats or any items that may interfere with loading or unloading of the bus.

Help your child to leave home early enough to arrive at the bus stop five minutes prior to scheduled bus arrival time. Beginning at home, plan your time so you can leave home at the same time everyday and get to the bus stop with 5 minutes to spare without hurrying. Don't be too late, other people are waiting and the bus driver can't wait around for you. Don't be too early because the edge of a busy road is no place to fool around or to be spending a lot of time. Stay off people's property and don't litter. Help your child avoid rushing to catch the bus. Hurrying makes for carelessness. He/she may get injured when crossing the street or when approaching the bus.

Whenever you cross any streets going to and from home or to /from the school bus, remember to stop, look and listen left, right and left again before crossing. Wait for your school bus in a safe place. Playing around the bus is not safe, you could be hurt. Be nice, don't push or shove. Form a single line facing the direction from which the bus will approach the bus stop. Wait at least six feet back from the edge of the roadway until the bus has come to a complete stop and the front door has opened.

When you arrive at your school or school bus stop, follow these rules:

- 1 Stay seated until the bus comes to a full stop. The driver will tell you when to go.
2. Let those closest to the front off first, it's faster than if everyone tries to get off at once. Line up on the way out. Use the front door unless the driver says otherwise.
3. Always use the handrail going up and down the steps to protect you from slips and trips.
4. Watch your step. Don't jump off the bus.
5. Move away from the bus door quickly. Stay clear of the wheels. Don't go after anything that rolls or falls under or in front of the bus, tell the driver about it. Never reach back into the bus through the windows. Observe safety procedures and be alert for traffic after leaving the school bus.
6. The bus stops in the Owens Valley U.S.D. are established to eliminate the need for your student whenever possible to cross the roadway to wait for the bus.

Stress the importance of remaining seated while the bus is moving and remain quiet at all railroad crossing. California law requires each pupil to be seated while the bus is in motion. Take your seat, face forward, and remain seated at all times on the bus. Be courteous to your school bus driver and to fellow students. California law requires school buses with passengers aboard to stop at all railroad crossings. Students are to remain silent at the railroad crossings so the driver can look and listen for approaching trains.

Children should always show respect to school bus drivers and obey them. Bus drivers need to give as much attention as possible just to the task of driving the bus. A disciplinary problem could distract them. Courtesy is also important. Bus drivers are in charge of each pupil's safety while riding the bus.

Although emergencies are rare, make certain your child participates in the emergency evacuation training. This includes the pupil who may ride on a school bus only once in a year for a field trip or an athletic event. Different types of buses have variations in size, position of emergency doors, type of door release, etc. The pupil will be instructed on emergency evacuation procedures on the bus that is very similar to the one in which he/she rides. The bus driver is in charge on the bus. Different situations may call for different procedures.

**Fire in the bus engine****Gas fire****Head/rear collision**

Use the farthest exit from danger. Possibly only one door will be clear. Pupils will need to get away from the bus quickly.

**Side collision****Stall on railroad tracks**

Uses of both exits may be the best in this case, depending on the position of the school bus in relation to other dangers such as traffic.

**Flat tire****Stall on street/highway****Illness of bus driver****Bus has skidded off road****Bus has overturned**

Depending on the position of the bus to outside dangers, the pupils may be safer remaining in their seats. If evacuation is necessary the procedure will dictate by the situation. The pupils must get off the bus safely and be safe after they get off.

Pupils must know where to go and what to do as they leave the bus. Panic in an emergency can be disastrous. Impress on your student the importance of being quiet and orderly.

In case of an emergency stay clam. Stay in your seat until the driver tells you what to do. Don't move around without thinking. Don't touch emergency equipment or safety releases until told to by the bus driver. Older students can be helpful by sitting next to the emergency doors so they can be the first ones off the bus and remain outside the doors to help smaller children.

If you have to use an emergency exit don't crowd. Let those closest to the exit go first. Wrap loose clothing around you so you won't get caught. Keep your hands free leaving everything behind. Duck your head as you go out and bend your knees if it's a big jump down. Get away from the exit so others can get out too.

In the event that your student's bus stop necessitates a Red Light Escort and/or Crossing, the following procedure is to be followed by your child:

1. The student will notify their driver that he/she needs to cross the street. Remember this is only for bus stops that do not have stops on both sides on the roadway.
2. The bus driver must do several preliminary procedures prior to the student exiting the bus.
3. The students will line up to exit the bus.
4. The driver, when ready to disembark the bus, will be the first to exit, regardless of whether a student in the front of the line needs to cross.
5. The student disembarking that does not cross the roadway will do so and move away from the bus.
6. Students are not to cross the roadway until the driver tells them to.
7. If the student has forgotten anything on the bus or dropped something in the roadway, they are not to run back into the roadway once they have crossed.
8. Listen to verbal directions from the driver and cross between the bias and the driver.

If something happens to the bus driver older students riding the bus will be instructed on what to do. They will know how to apply the parking brake. Students riding in front of the bus will know where the first aid kit and fire extinguisher are located. Students sitting next to exits are instructed on how to open the exits and help with the evacuation of the younger students if

necessary. They will also be instructed in the important fact that they must never play with the doors or to attempt to open them except in an actual emergency or is so instructed by the driver.

When appropriate the front entrance/exit door becomes an emergency exit. In the overhead of the driver's compartment is an emergency release for the air pressure.

On the left side of the bus, from about the center of the bus to the rear of the bus is a side emergency door, marked emergency exit with open arrows.

If the bus is turned on it's side, the rear window can be opened and used as emergency exits. Side windows also become emergency exits.

The windshield can be used as an emergency exit by pushing at the corners.

## **SEXUAL HARASSMENT**

Though infrequent, sexual harassment can occur at the elementary grade level. If students are considered able to understand what they are doing is of a sexual nature, they are subject to the policy. Such behavior is prohibited by law. For clarification, the district's sexual harassment policy is included on the following pages.

### **BOARD POLICY AR 5145.7(a)**

#### **SECTION: Students**

#### ***TITLE: Sexual Harassment***

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Education Code §212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. 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 school.

### ***Sexual Harassment continued***

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

### **AR 5145.7(b)**

#### Notification

A copy of the district's sexual harassment policy shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year. (Education Code §48980)
2. Be displayed in a prominent location near each school principal's office. (Education Code §212.6)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session. (Education code §212.6)
4. Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures and standards of conduct. (Education Code §212.6)

#### Enforcement

The principal or designee shall take appropriate actions to reinforce the district's sexual harassment policy. These actions may include:

1. Removing vulgar or offending graffiti.
2. Providing staff in-service and student instruction or counseling.
3. Taking appropriate disciplinary action as needed.

Regulation Approved: April 20, 1993