

2020
2021

HANDBOOK



HENRY M. GUNN SENIOR HIGH SCHOOL

780 Arastradero Road
Palo Alto, California 94306
Phone: 650-354-8200
www.gunn.pausd.org

PLANNING FOR SCHOOL YEAR 2020-2021

[PAUSD Return to Campus](#)

[COVID19 - Safety Protocols and Updates](#)

THE PAUSD PROMISE PAUSD CORE VALUES

STUDENTS:

Actions & Behaviors – Performance – Options

- Preparation for college and career begins with attendance and appropriate behavior
- Our student will perform at or above grade level
- Students exit PAUSD advantaged for post-secondary opportunities
- Demographics do not predict excellence

This guiding document (<https://promise.pausd.org/home>) is designed to clearly, concisely, and coherently outline our critical priority areas, provide space to explore our aspirations and determine metrics to monitor our progress.

PAUSD Superintendent of Schools,
Dr. Donald B. Austin, Ed.D.

Gunn High School's values, [goals](#), and aspirations are aligned with The Promise.

HENRY M. GUNN HIGH SCHOOL 2020-2021 DISTANCE LEARNING BELL SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
PLC Collaboration/Prep 8:30- 10 AM staff only	Prep Time/Collaboration 8:30- 8:55 AM staff only	Staff/Department Meetings 8:30-9:35 AM staff only	Prep Time/Collaboration 8:30-8:55 AM staff only	Prep Time/Collaboration 8:30-9:35 AM staff only
Period 1: 10-10:30 AM	Period 1: 9-10:15 AM	Period 5: 9:40-10:55 AM	Period 1: 9-10:15 AM	Period 5: 9:40-10:55 AM
Period 2: 10:40-11:10 AM	Period 2: 10:25-11:40 AM	Gunn Together 11:05-11:40 AM	Period 2: 10:25-11:40 AM	SELF 11:05-11:40 AM
Period 3: 11:20-11:50 AM	Lunch: 11:40-12:10 PM	Lunch: 11:40-12:10 PM	Lunch: 11:40-12:10 PM	Lunch: 11:40-12:10 PM
*Period 4: 12-12:35 PM	*Period 3: 12:20-1:40 PM	*Period 6: 12:20-1:40 PM	*Period 3: 12:20-1:40 PM	*Period 6: 12:20-1:40 PM
Lunch: 12:35-1:05 PM	Period 4: 1:50-3:05PM	Period 7: 1:50-3:05 PM	Period 4: 1:50-3:05 PM	Period 7: 1:50-3:05 PM
Period 5: 1:15-1:45 PM	Office Hours/Tutorial 3:10-3:40 PM	Office Hours/Tutorial 3:10-3:40 PM	Office Hours/Tutorial 3:10-3:40 PM	
Period 6: 1:55-2:25 PM				
Period 7: 2:35-3:05 PM				
Staff Meetings/Training 3:10-3:40 PM				

* announcements



TABLE OF CONTENTS

	<i>Page</i>
Planning for 2020-2021 & The PAUSD Promise	i
Gunn Bell Schedule	ii
Principal’s Letter	1
School Calendar	3
Key Personnel	4
Superintendent	4
Cabinet	4
Board of Education	4
Gunn Staff	5
Instructional Council	5
Administrators.....	5
Whom to Call	6
District Attendance Policy & Procedures	7
District Homework Policy	11
General School Regulations	14
Transportation Rules & Regulations	15
Accident & Auto Insurance	16
Behavior Expectations & Consequences	17
Academic Honesty Regulations	20
Suspension & Expulsion	22
Working With Police On Campus	24
Bullying	25
Conduct	32
Sexual Harassment	34
Nondiscrimination / Harassment	40
Title IX Compliance	48
Parent Concerns	49
Uniform Complaint Procedures	50
Williams Uniform Complaint.....	62
Instructional Materials.....	64
Gunn Emergency Preparedness Plan	65
Emergency Instructions	66
Emergency Evacuation Map.....	67
Counseling Services	68
Counselors.....	69
Academic Information	70
Graduation Requirements.....	70
Credits & Grades	70
Grade Point Averages (GPA)	71
Health / Mental Health Services	72
Student Activities	74
Student Executive Council.....	75
Gunn Athletics	76
Athletic Team Seasons.....	76
The InsideOut Initiative	77

Sportsmanship Policy	77
Athletic Eligibility	77
Athletic Eligibility Waiver Application	78
Special Programs	79
Work Experience	79
Exploratory Experience.....	79
Student Academic Center.....	79
English Language Learners Program (ELL)	79
Focus on Success (FOS).....	79
Advanced Authentic Research (AAR).....	79
Small Learning Community (SLC)	79
Social & Emotional Literacy & Functionality (SELF)	79
Gunn Home-School Communication	80
Volunteer Program	81
Frequently Asked Questions (FAQ)	82
Parking.....	82
Attendance.....	82
Counseling.....	83
Computers	84
Need Support.....	84
Campus Map	85



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780 Arastradero Road • Palo Alto, CA 94306
Telephone (650) 354-8200 • FAX (650) 493-7801
www.gunn.pausd.org
Wendy Stratton, Principal

Dear Students and Parents/Guardians,

Welcome to Gunn High School, a special and exciting place! By any measure, it is one of the top-performing high schools in the state and nation. I feel privileged to serve this learning community. During high school, Gunn students have multiple opportunities to develop and nurture their interests; part of our mission is to create a place where students can be who they are. Our goal at Gunn is to educate the whole student and celebrate the talents and successes of everyone.

On school days, Gunn is home to over 2,000 students, staff, and parent volunteers, so it can feel very big. The Student Handbook you are now reading contains useful information that will help you become familiar with how this large organization works. Knowing where to turn when you need assistance will increase your level of comfort, especially if you are new to the Gunn community, so please review this handbook with your family before school begins. Freshmen will be given, and other students will have the opportunity to obtain a Day Planner that contains a condensed version of the Student Handbook, so they will have a handy reference. There are several key sections of the Handbook I'd like to draw to your attention:

COMMUNICATING WITH THE SCHOOL

We believe that good communication between home and school is one of the keys to student success. I encourage all of you to attend Back-to-School Night on August 29th. If your student has special needs or there are things you would like to discuss with teachers, please call (or preferably email) them during the first few weeks of school. It is important to establish a good rapport early in the school year. We want to address all student and parent concerns in a timely fashion. Emails and phone numbers of Gunn staff are posted in the [Staff Directory on the Gunn website](#). Email addresses are, with one or two exceptions, "initial letter of first name, full last name @pausd.org." We encourage you to call or email the person most closely related to your concern as soon as a problem surfaces. If a problem cannot be resolved at that level, please contact the person's department instructional leader or their direct supervisor. We sometimes have problems with our spam filters directing parent communications to junk mail, so-if you do not hear back from a teacher within two days, please send the email again and include the Instructional Leader.

ATTENDANCE

Regular attendance is essential for student success so one of our major school-wide goals has been to improve student attendance. We have an automatic dialer that reports period absences to you each evening. Our Attendance Policy is explained in detail in this Handbook. You will also find procedures for contacting the school regarding absences and school policies for chronic absences and/or tardies. You can check your student's attendance on the Infinite Campus portal.

VISITING & PARKING

All visitors to campus must check in at the Main Office. The entrance and exit at Gunn are narrow and heavily congested before and after school. Please allow plenty of time to drop off or pick up students. Furthermore, please obey all posted traffic signs and staff instructions. Parking at Gunn is really limited and all staff, students, and visitors must have a parking permit and park in designated spaces. Visitors should go to the Main Office to pick up a free day permit. Parking regulation violators are regularly ticketed by PAPD. We encourage carpooling, walking, bicycling, and taking public transportation as alternatives to single-car commuting. Student parking permits for seniors are sold at the Student Activities Center with all proceeds applied to student activities.

SCHOOL DECISION MAKING

Gunn is a school that serves a large and diverse community, and we want parents/guardians, students, and staff to be part of decision-making at Gunn. The School Site Council that has staff, student, and parent/guardian members is responsible for the Single Plan for Student Achievement (SPSA), the School Accountability Report Card (SARC), and overall school improvement. It meets once a month and meetings are open to everyone. We encourage all parents, guardians, staff and students to join the PTSA. It meets regularly with

the Principal to discuss plans, priorities for the school, and any concerns that arise. The Student Executive Committee plays an active role in planning student activities and dealing with student concerns. The Administrative Team meets weekly to address day-to-day issues, ongoing programs, and calendar items. The Instructional Council includes instructional leaders, administrators, and program directors, meeting twice a month to review issues and formulate plans concerning teaching and learning. Members of all of these groups are listed in the Handbook so you know whom to contact if you have questions.

The answers to most of your questions can be found in this Handbook or on the [Gunn website](#), which includes the school calendar. If you cannot find what you are looking for, please call the Main Office (650-354-8200) where someone can assist you.

I wish you a happy and successful school year and look forward very much to working with you!

Sincerely,

Wendy Stratton

Principal



SCHOOL CALENDAR

<i>School Year Begins</i>	Monday, August 17, 2020
<i>Back-To-School Night</i>	Tuesday, August 20, 2020
<i>Minimum Day (District-wide)</i>	Friday, September 4, 2020
<i>Labor Day (No School)</i>	Monday, September 7, 2020
<i>Veterans' Day (No School)</i>	Wednesday, November 11, 2020
<i>Thanksgiving Break</i>	Monday-Friday, November 23-27, 2020
<i>Semester Finals</i>	Tuesday-Friday, December 15-18, 2020
<i>Minimum Day (District-wide)</i>	Friday, December 18, 2020
<i>Winter Break Begins</i>	Monday, December 21, 2020
<i>Student Holiday (PAUSD Staff Professional Development)</i>	Wednesday, January 6, 2021
<i>School Resumes</i>	Thursday, January 7, 2021
<i>Martin Luther King, Jr. Day (No School)</i>	Monday, January 18, 2021
<i>Presidents' Day (No School)</i>	Monday, February 15, 2021
<i>Local Holiday (No School)</i>	Monday, March 15, 2021
<i>Minimum Day (District-wide)</i>	Friday, April 2, 2021
<i>Spring Break Begins</i>	Monday, April 5, 2021
<i>School Resumes</i>	Monday, April 12, 2021
<i>Senior Finals</i>	Monday-Friday, May 24-28, 2021
<i>Memorial Day</i>	Monday, May 31, 2021
<i>Graduation</i>	Wednesday, June 2, 2021
<i>Last Day of School for Students</i>	Thursday, June 3, 2021
<i>Last Day of School for Teachers</i>	Friday June 4, 2021

STAFF DEVELOPMENT DAYS

Monday & Tuesday, August 10 & 11, 2020

Wednesday, January 6, 2021

END OF QUARTERS

1st Quarter – October 9, 2020

2nd Quarter – December 18, 2020

3rd Quarter – March 18, 2021

4th Quarter – June 2, 2021



PAUSD & SCHOOL BOARD

SUPERINTENDENT & CABINET

- Dr. Donald B. Austin *Superintendent of Schools*
- Dr. Robert Golton..... *Bond Program Manager*
- Ms. Carolyn Chow..... *Chief Business Officer*
- Ms. Karen Hendricks *Deputy Superintendent, Human Resources*
- Ms. Anne Brown *Assistant Superintendent Ed Services - Elementary*
- Ms. Sharon Ofek..... *Assistant Superintendent Ed Services - Secondary*
- Ms. Yolanda Conaway *Assistant Superintendent Equity & Student Affairs*
- Mr. Derek Moore *Chief Technology Officer*
- Information *This desk will either find the information for you or refer you to the proper place. Phone: (650) 329-3700.*

BOARD OF EDUCATION

Palo Alto Unified School District
 25 Churchill Avenue
 (650) 329-3737

School Board elections are held in odd-numbered years on the first Tuesday in November.
 School Board meetings are generally held on the second and fourth Tuesdays of the month at 6:30 p.m. in the Board Room at 25 Churchill Avenue, Palo Alto.

President: Mr. Todd Collins

	<u>Term Expires</u>
Ms. Melissa Baten Caswell.....(650) 823-1166	2020
Mr. Todd Collins.....(650) 403-2084	2020
Mr. Ken Dauber.....(650) 906-4340	2022
Mr. Shounak Dharap.....(650) 575-6485.....	2022
Ms. Jennifer DiBrienza.....(917) 501-0930.....	2020



HENRY M. GUNN STAFF

Administration – Main Office (650) 354-8288

The Instructional Council is composed of Instructional Leaders from each department, coordinators of Schoolwide Task Forces, TOSAs (Teachers on Special Assignment) and the administrators. The Council discusses and resolves issues which affect teaching and learning. This year the Instructional Council includes the following:

INSTRUCTIONAL COUNCIL

<i>Athletics</i>	Curt Johansen
<i>AVID</i>	Danielle Whichard
<i>Career Technical Education</i>	Cindy Peters
<i>Culture & Climate TOSA</i>	Dave Bisbee
<i>ELL (English Language Learnings)</i>	Kerstin Helbing
<i>English IL</i>	Paul Dunlap
<i>Focus on Success (FOS)</i>	Kristen Owen
<i>Guidance</i>	Jon Fidani
<i>Innovative Programs, AAR TOSA</i>	Angela Merchant
<i>Librarian</i>	Daljeet Gill
<i>Literacy TOSA</i>	Nicole Menache
<i>Math TOSA</i>	Daisy Renazco
<i>Mathematics IL</i>	David Deggeller
<i>Physical Education IL</i>	Matthew McGinn
<i>Science IL</i>	Laurie Pennington
<i>SEL TOSAs</i>	Courtney Carlomagno, Tara Firenzi
<i>Social Studies IL</i>	Jeff Patrick
<i>Special Education IL</i>	Teri Lee
<i>Student Activities</i>	Lisa Hall
<i>Technology TOSAs</i>	Jessica Hexsel, Josh Little
<i>Visual & Performing Arts IL</i>	Todd Summers
<i>World Languages IL</i>	Liz Matchett
<i>Wellness Center</i>	Genavae Dixon

ADMINISTRATORS

<i>Principal</i>	Wendy Stratton
<i>Assistant Principal</i>	Michalis Gordon
<i>Assistant Principal</i>	Pier Angeli La Place
<i>Assistant Principal</i>	Harvey Newland
<i>Assistant Principal</i>	Leonel Argumedo



WHOM TO CALL

Absence: Attendance Office 650-354-8210 or email gunn-attendance@pausd.org on the morning of the first day of absence or doctor's appointment. For an urgent attendance need, please call 650-354-8231.

Academic Questions: For academic counseling, including 504 plans, IEPs, course selection, or grade issues, contact the Guidance Office at 354-8212 or your child's individual counselor.

Accommodations for College Board Testing (ACT, SAT, PSAT, AP): 354-8260

Athletic Program: Athletic Director, Curt Johansen, at 354-8259.

College Information: College and Career Center 354-8219, Guidance Office 354-8212.

Emergencies: To contact your child in a genuine emergency, call the Main Office at 354-8200.

Event Information: Student Activities Office at 354-8229.

Health Concerns: Health Office 354-8211. For the safety of your students, please keep the emergency contact information on Infinite Campus current.

Lost & Found: Main Office at 354-8200.

Prior Approved Absence: Obtain a Prior-Approved Absence Form from the Attendance Office or the Main Office. Complete and **return at least 72 hours before the absence.**

School Policies or General Information: Main Office at 354-8200.

Theft, Vandalism, Physical Threat: Report incidents promptly to the Main Office at 354-8200.

Tickets to Events & Other Purchases: Student Activities Office at 354-8229.

Transcript Requests & Student Records: Registrar's Office at 354-8284.

Tutoring (Paid & Unpaid): Academic Center at 354-8271.

Volunteers: If you are interested in volunteering assistance to teachers or the school: Volunteer Coordinator, Norma Hesterman, at 354-8234



DISTRICT ATTENDANCE POLICY & PROCEDURES

Attendance Office (650) 354-8210
Email: gunn-attendance@pausd.org

Attendance Policy: The Palo Alto Unified School District recognizes that success in school is in part related to prompt and regular classroom attendance. Frequent absences or tardies, which result in a student missing all or parts of presentations, demonstrations, discussions, explanations, and/or other classroom activities, are detrimental to the individual student and the class. Further, school attendance is compulsory as per Education Code (48200); therefore, student non-attendance and/or persistent tardiness are matters of serious concern. (*Board Policy: BP & AR 5113 and BP & AR 5113.1*)

Attendance Expectations: Students that attend school consistently have a greater chance of thriving socially, emotionally and academically. Being present in the classroom provides students the ability to ask for clarification, engage in meaningful discussion, and take notes in preparation for examinations. Daily attendance promotes educational success and builds stronger relationships with peers and staff.

The following are the attendance expectations for all students:

- Attend school daily and on time to attain maximum academic and social success.
- Remain after school when directed by a school official to complete disciplinary or other requirements.
- Be accounted for at all times throughout the school day, to promote safety.
- Abide by district policies related to school attendance.

Reporting Absences: It is the parent/guardian's responsibility to know when their student is not in school and to provide the reasons for all absences to the school within 72 hours of the absence. Failure to do so will result in a student receiving a cut for the absence(s), possible loss of privileges and/or opportunity to make up work or tests. Students who are on campus and not in their scheduled class will receive a cut; this is not an excusable absence or tardy. (This does not include visits to the Wellness Center or the Health Office.)

To report an absence please send an email to the Attendance Office email address: gunn-attendance@pausd.org. Messages can also be left on the voicemail any time of the day or night at (650) 354-8210. The Attendance Office hours are 8:00 a.m. to 4:00 p.m. *If you need to get in touch with the Attendance Office immediately, please call (650) 354-8231 or the Main Office at (650) 354-8200.*

Only the legal parent/guardian may excuse a student's absence or tardy. Please provide the following information:

- State and spell the name of the student.
- Provide the grade level of the student
- State and spell your name. State your relationship to the student.
- Give the reason for the absence and the days/periods missed.
- Provide a valid telephone number where you may be reached.

If your student is "on campus" during a period for which you are reporting an absence, they will receive a cut. If your student is ill at school and cannot attend class, they need to report to the Health Office.

Leaving Campus During the School Day: If a student must leave campus during the day, the parent/guardian needs to notify the Attendance Office by email, in person, or by telephone. The Attendance Office requires advance notice, preferably the day before, if a student needs to leave campus during class or Flex time. An Off-Campus Pass must be shown to the teacher by the student to indicate permission to leave class early. The pass can either be picked up at the Attendance Office by the student or delivered to the student in the classroom. Upon returning to Gunn, students must sign in at the Attendance Office and get a Pass Slip to be admitted to class. Students who leave class without prior permission will receive a cut. Students may not be released to any individual(s) other than those listed on the student's emergency card unless written permission is given.

Absence Notification System: It is the parent/guardian's responsibility to know when their student is not in school or class. If a student is absent from class for any reason, parents/guardians will receive an automatic notification from the Attendance Office via text, email and/or phone call. Parents/guardians can customize how they are notified in Infinite Campus. The notification occurs at 6:15 p.m. and indicates that an absence has occurred and has not yet been cleared. If you have already emailed to clear an absence or your student is participating in a school event, please allow 24 hours for attendance records to be updated.

Attendance Reports: Detailed, up-to-date attendance information including student attendance records by course, period and day are available for both students and parents to review through the Infinite Campus Parent/Student Portal on the Gunn webpage. Attendance reports can also be requested through the Attendance Office.

As you review your attendance records please keep in mind that:

- Absences and tardies recorded by teachers will show up on the student/parent portal in real time as they are recorded. However, some teachers do not have an opportunity to record attendance electronically until the end of the day.
- If a parent or guardian calls the attendance office to clear a student absence, it may not show as cleared until the following day.
- On Infinite Campus, a personal excuse will either have a red background or a green background. A personal excuse entered as OTE (Personal Excused absence) code (green background), results from the **student filling out a Prior Approved Absence Form at least 72 hours PRIOR to the absence**. This code is used for warranted personal absences. A Warranted Absence is an absence that is educationally based, is a warranted absence recognized in California Education Code, and is at the discretion of the Administrator. **Read the Prior Approved Absence Form carefully for the process and limits.**
- The OTU (Personal Unexcused absence) code, (red background), is used to excuse personal commitment absences such as non-health related appointments or when no Prior Approved Absence form has been completed. While unexcused, the absence is NOT treated as a CUT and will NOT go on the student's transcript.
- If a student has been marked absent by mistake, the student should have his/her teacher sign a correction form (available in the Attendance Office) and return it to the Attendance Clerks to have their attendance record corrected.

Excused Absences

- **Health Absences** – This includes absences for illness, quarantine, and medical appointments.
- **Warranted Absences** – These include, but are not limited to the following: pre-arranged college visits (juniors and seniors), conference or meeting with employer, religious purposes, bereavement or funeral services for immediate family, court appearances or meetings with probation officers. **Family trips or vacations do not qualify for this excuse.**

Warranted Absence Process

1. Obtain a Prior Approval Form (administrator excused) from either the Main or Attendance Offices. Forms can also be downloaded from the Gunn website/Attendance section: <https://gunn.pausd.org/campus-life/attendance>
2. Get required signatures (student, parent, teacher and administrator) and return the form to the Attendance Office **at least 72 hours before absence**.
3. The teacher of any class from which a student is absent shall determine which assignments shall be made up and in what period of time. Upon satisfactory completion, full credit shall be granted. The tests and assignments shall be equivalent to, but not necessarily identical to, those which the student missed during the absence.

Warranted Absence Process for College Visits: Seniors and second-semester juniors, with written prior approval, may take a maximum of five days of Independent Study to visit college campuses in a school year. Students who do not complete a Prior Approval Form will receive an "other" unexcused for classes missed and may lose the opportunity to make up assignments/tests.

The prior approval process for warranted absences for college visits:

1. Obtain a Prior Approval Form from either the Main or Attendance Offices or download from: <https://gunn.pausd.org/campus-life/attendance>
2. Get required signatures (student, parent, teacher and administrators) and return form to Attendance Office at least **72 hours before departing** on college visit. Attendance Office personnel will enter a "personal unexcused absence" code.
3. Must specify the College or University visiting
4. The absence is then changed from a personal unexcused code, OTU, to an excused college visit code, CV.

Health Related Absences: The district realizes that students may experience illness or health issues (physical/mental) throughout the year, requiring them to be absent from school. In order to provide appropriate support to students with situational or chronic health issues, the following procedures apply.

In health-related cases when the student is absent 5 consecutive full days, a physician's note is required in order to excuse the absences. **With cases where the student is absent over the equivalent of 10% of class time for any individual class in the year (after state enrollment date) for health reasons, a physician's note is required in order to excuse subsequent absences.** Health-related absences may not be excused without appropriate medical documentation provided by a physician or other licensed medical provider. Chronic absences shall be referred to the health office or district nurse.

Health Appointments: Parents should make every effort to schedule appointments outside of school hours. However, if not possible, parents are urged to consider varying the times of the day during which health appointments are made in order to avoid missing the same class consistently. If a student must leave during the day for a doctor/dentist appointment, they should report to the Attendance Office prior to the first period class with a note from the parent/guardian to receive a permit to leave. If a student returns to school the same day, they are required to report to the attendance office before returning to class to provide verification of the health visit.

At the high school level, if a student needs to leave campus during the day, the procedure is as follows:

1. Notify the Attendance Office in advance via email, voicemail or in person.
2. Pick up a "Permit to Leave" pass from the Attendance Office at the beginning of the day, indicating the time of departure and the reason for leaving campus.
3. The student presents the permit to their teacher. The teacher will allow the student to leave class at the stated time.
4. If the student returns to school the same day, they are to report to the Attendance Office. The above procedure will ensure that the absence is recorded correctly.
5. If you need to remove your child from school for an unexpected reason, arrive at the Attendance Office approximately 10 minutes early and staff will assist you, or call 650-862-0531.
6. Students may not leave campus because of illness or injury without first checking with the Health Office.

UNEXCUSED ABSENCES

Cuts: Absences or leaving a class without a parent, guardian or school approval shall be marked as cuts. Absences not cleared within 72 hours are considered cuts. Cutting class periods is considered extremely serious and detrimental to school success. Administrators and counselors will involve parents in resolving patterns of cutting class periods. Cutting classes may result in loss of school privileges including but not limited to (leaving campus, prep periods, athletic/activity participation) and referral to support as well as Truancy consequences.

Other Unexcused Absences: (*Highlighted in red on Infinite Campus – OTU code*). Other Unexcused Absences fall into the category of a personal absence with parent/guardian approval. They include, but are not limited to: vacation, ski trips, home but not sick, care for siblings, etc. Teachers are not obligated to grant credit for assignments or permit a student to make up tests missed for any "other unexcused" absence.

Family Trips: We realize there are times families need to travel for various reasons during the school year. However, **family trips are not considered excused absences as per Education Code §48205.** We want parents to understand that classroom instruction and the interactive dynamic of the classroom experience are irreplaceable. While unexcused, students *may* be given the opportunity to make up missed work. Teachers *may* assign such makeup work as necessary to ensure academic progress, not as a punitive measure. Families are required to contact teachers and make arrangements ahead of time.

Tardies: A student is considered "tardy" if not in the room or at the place designated by the teacher/school staff at the beginning of each period. Students arriving late to class shall be marked tardy. All teachers will provide students and parents with their expectations and consequences for tardy behaviors at the beginning of the year. **If a student is more than 30 minutes late to class, per Ed Code §48260, it is considered an unexcused absence or a "cut."**

Parents are to notify the Attendance Office when their student is going to arrive late. The parent will provide the reason for the tardy and the time of anticipated arrival. The student will report to the Attendance Office before proceeding to class. If the bus is late, the student should get a "Late Bus" pass from the Attendance Office.

Actions to Address Poor Attendance: Given the importance of school attendance to academic success and the requirements put forth by Education Code stating that school attendance is compulsory, the district makes every effort to keep students engaged in school. The following actions may be taken to address poor school attendance, including progressive sanctions to truancy (per Ed Code: §48264.5):

- Meeting with Counselor
- Meeting with Counselor and Administrator
- Parent contact and meetings to address school attendance
- Attendance Contract and Weekly Teacher Check-in process
- Referrals for support from school counselors, social worker intern, Health Office or School Resource Officer
- Home Visits to partner with parents on solutions
- Parent Project Recommendation
- Loss of open campus privileges, prep period or ability to participate in school-sponsored activities/sports (e.g. dances, extra-curricular activities, games)
- Denial of work permits
- Citation and referral to Juvenile Court
- Referral to SARB (The School Attendance Review Board) Process

Consequences for Unexcused Absences in Classes: Students may not be granted credit for assignments nor may a student be permitted to make up tests/quizzes for any unexcused absence(s). Cuts are defined as absences without parent, guardian or school approval. Habitual truancy is defined in Ed Code §48262 as a student who has been reported as truant three or more times in a school year.

Consequences for cuts will be as follows:

- **One, two, and three cuts:** Parents/guardians will be notified for each absence and *a first truancy letter will be sent after the third cut.*
- **Sixth cut:** Second truancy letter is sent. One or more of the following may occur: Family conference, loss of open campus privileges, loss of participation in school-sponsored activities, referral to counseling, School Social Worker or SROs.
- **Ten cuts:** Third truancy letter is sent. In addition to consequences denoted above the following consequences may be assigned: Referral to District Attorney, truancy citation, referral to SARB and loss of prep period or other privileges.

Questionable/Excessive Absenteeism: In cases of questionable or excessive absenteeism, the school district may require a variety of reasonable methods for verification of absences, such as written excuses from parents, documentation from a physician, a Medical Plan and Release and Exchange with student's physician other health providers, the Court or employer.

SARB (The School Attendance Review Board): This is a district-level committee that works with students, parents, support staff, and community agencies to find solutions to student truancy and attendance concerns. The SARB is designed to provide a forum where circumstances affecting school attendance can be discussed and solutions reached. To support students in establishing a productive pattern of good attendance, a SARB process may result in agreements which range from a student returning to their school of current attendance under an Attendance Contract to a student making an involuntary transfer to another district program or educational option.

Truancy: (Use link to Ed Code instead?)

Absences, which do not qualify as excused as defined in the Education Code, shall be considered in this category. Education Code §4826(a) provides that a student is truant if that student is:

- Absent from school without valid excuse three full days in one school year, or
- Tardy or absent for more than any 30-minute period during the school day.
- Without a valid excuse on three occasions in one school year or any combination thereof.



DISTRICT HOMEWORK POLICY

AR 6154: Homework/Makeup Work

The principal, staff, and parents at each school shall regularly review the homework policy, which includes regulations for the assignment of homework and describes the responsibilities of students, staff, and parents/guardians.

Homework should have a positive impact on student learning and is defined as the assigned learning activities that students work on outside of the classroom. The purpose of homework is to provide students an opportunity to practice, reinforce and apply previously taught skills and acquired knowledge and prepare for future lessons, and is directly tied to classroom instruction. Assignments should have a clear purpose and be designed for completion within a reasonable time frame. Completing homework is the responsibility of the student. Parents can play a supportive role through monitoring, encouraging students' efforts and providing a conducive learning environment.

Homework should be designed to:

- Deepen understanding and encourage a love of learning.
- Reflect individual student needs, learning styles, social-emotional health and abilities in order for students to complete their homework.
- Provide timely feedback for students regarding their learning.
- Include clear instructions and performance expectations so students can complete the work independently.
- Be assigned in reasonable amounts that can be completed within a reasonable time frame.
- Provide teachers with feedback regarding overall classroom progress toward expected outcomes.

If weekend homework is deemed necessary, the average cumulative amount of work required should not exceed a regular day's assignment.

Students may choose to use weekends for review, voluntary work, or completion of makeup assignments.

Project-based assignments may be assigned as homework; however, these tasks should not require group meetings outside of class, significant assistance from parents, or costly materials. Teachers should monitor and be mindful of the logistical challenges of group assignments outside of the classroom.

The Winter break is intended to be a time that is free from schoolwork for students and staff. There should be no expectations on the part of students or staff that schoolwork is done over this period. No assignments should be given over the Winter break, and any long-term assignments given before Winter break should not be due during the first week back from the break.

With the exception of Advanced Placement classes, homework should not be required over the summer months.

Homework will not be assigned before or during the review days at the high schools which precede semester finals.

Besides Winter break, any homework given over school holidays should not exceed the homework given on a typical evening.

Students may choose, as a time management strategy, to allocate break time to work on assignments and projects. This should not be seen as the teacher assigning homework, but as the student employing a valid time management technique.

Homework grading practices should encourage learning and use positive motivation to promote completion of the homework. Teachers should employ homework grading practices that avoid punitive treatment of late homework, and make allowances when circumstances affect a student's ability to complete the work on time.

MAKEUP WORK

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

Students who miss school work because of unexcused absences may be given the opportunity to make up missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

HOMEWORK FOR HIGH SCHOOL GRADES

1. Homework assignments should emphasize reading and writing across all subject areas, practice and application of key skills and concepts, research, preparation for future classes and problem-solving activities.
2. Long-term assignments should include clear checkpoints to monitor progress towards completion.
3. With the support of administration and staff, teachers should make efforts to coordinate with one another to establish deadlines, due dates for projects/assignments, and tests in an effort to minimize student over-extension.
4. During their time in high school, it is expected that students will become progressively independent and self-directed in preparation for post-secondary work and/or study.
5. As a guideline, when teachers choose to assign homework, students might reasonably be expected to devote the following amounts of undistracted, focused time to weekly homework, including time devoted to long-term projects and test review: 9-12 = 7-10 hours weekly average M-F

NOTE 1: While many high school classes serve students across several grade levels, students in their freshman year may reasonably expect average home workloads closer to seven hours a week. Similarly, seniors can expect loads closer to ten hours per week.

NOTE 2: Students who choose to enroll in Advanced Placement, Honors or accelerated courses should expect loads higher than those outlined above and should refer to class catalogs for homework expectations.

HOMEWORK GUIDELINES FOR TEACHERS

In assigning homework, teachers should:

1. Clearly explain objectives, timelines, suggested amount of time for completing the homework, and required materials associated with the assignment.
2. Post assignments in a manner that is clear, consistent and easily observed by the student both in and outside of the classroom. The use of online communication tools is strongly encouraged at the secondary level.
3. Encourage students to monitor their own assignments.
4. Monitor homework time requirements and feasibility of assignments using student assignments, student feedback, and parent feedback.
5. Differentiate assignments when it is determined that, despite appropriate effort and learning habits, a student is spending more than the expected time on homework.
6. Clearly communicate to parents and students the expectations regarding the amount and quality of homework required by the student and the level of parental involvement to complete assignments.
7. Inform parents and students of opportunities for student assistance.
8. Suggest and practice techniques to help increase efficiency, such as how to allocate time wisely, meet deadlines, and develop good study habits for each subject area. Examples of this may include the use of a binder reminder or computer based tools as communication avenues between home and school.
9. Provide a process for student or parent feedback if there is a concern.
10. Work with grade and department level colleagues to promote consistent homework practices and reasonable total time requirements for each evening.

HOMWORK GUIDELINES FOR SITE ADMINISTRATION

Site administrators shall:

1. Provide professional development on homework, including overview of the policy, effective strategies and practices, and time for collaboration with grade level teams or departments to plan, as needed.
2. Be responsible for ensuring compliance with the homework policy, including the use of feedback processes to support its implementation.
3. Have on-going discussions with staff regarding effective homework strategies and practices.
4. Coordinate schoolwide resources and practices that support homework completion, e.g. use of planners, library facilities and academic support programs.
5. Ensure this policy is easily accessed (and translated as needed) on the school's website or upon request.
6. Provide information to parents on the purpose of effective homework and sharing practices that will help families support their children (for example: newsletters, open houses, and websites).



GENERAL SCHOOL REGULATIONS

The following rules and regulations have been designed with the safety and welfare of the students and staff at Gunn High School in mind. Your cooperation is expected and appreciated. The following regulations reflect the more general concerns and issues that might arise. For specific information regarding conduct expectations, infractions, penalties and processes, see the sections below.

GENERAL REGULATIONS

Visitors on Campus: All visitors are required, upon arriving to the campus, to register at the Main Office. All visitors must declare their reason for the visit. If appropriately related to the school day, the visit will be granted and a visitor parking pass issued if a car was driven on the campus. Visitors on campus are approved at an administrator's discretion.

Student Guests on Campus: Guests under 20 years of age visiting school with a Gunn student must have a completed and approved Student Visitor Pass, which **should be arranged at the Main Office at least 72 hours in advance of the visit**. Requests for Student Visitor Passes require the completion of a parent/guardian signed Student Visitor Guest form. This *Student Guest Visitor form can be obtained in the office*.

Student Guests at Dances: In order to bring non-Gunn guests to a school dance, a permission slip, which may be picked up at the Student Activities Office, must be completed and approved by the principal or designee 72 hours prior to the day of the dance. *Guests must be accompanied by the Gunn Student for entry to the dance and must have valid photo identification for admission*. See [Student Activities](#) for more information.

Distribution of Printed Materials: All printed materials distributed on school property shall bear the name of the sponsoring organization or individual and must be approved by the Student Activities Office. Materials may be distributed provided that no substantial disruption of the orderly operation of the school results. Prohibited materials include, but are not limited to: material which is obscene, libelous or which incite students so as to create a clear and present danger of imminent commission of unlawful acts or of the substantial disruption of the orderly operation of the school.

Dogs on Campus: Gunn follows the District policy for the presence of dogs on campus during school hours and activities. Please contact the District for the most updated policy. Dogs are not permitted on campus unless recognized as registered and licensed support animals.

Textbook Tracking System: Our textbook tracking system uses barcodes and scan and check out books to students during the first week of school using their student body ID cards. Each student is responsible for the textbook issued to him/her. If the book is lost or damaged, it must be paid for. Lost books should be returned to the respective department.

Textbook Responsibilities

1. You are responsible for any book issued to you. You will be charged for any graffiti or damage to the book. Any lost book(s) must be paid for at the full replacement price.
2. You will be charged \$5.00 if the barcode in the book you are issued is removed, damaged, or changed.
3. **If you have overdue books or fines, Gunn HS may withhold your privilege to attend dances and/or other extracurricular activities. You may also lose access to the Infinite Campus portal.**
4. Your I.D. number will be needed to check out a textbook.
5. You are responsible for checking EACH of your textbooks. If you find any damage not already noted, you have two weeks from the date of issue to report this damage to the library/textbook room. Failure to do so will result in your being charged for the damages after the book is returned.

TRANSPORTATION RULES & REGULATIONS

TRAFFIC REGULATIONS

Basic speed law and Rules of the Road apply. **To promote student safety, Gunn High School gives first priority to alternative modes of travel (walking, biking, taking a bus and carpooling).**

- Campus speed limit is 15 mph.
- Automobiles must yield to bicycles and stop at all posted stop signs.
- Pedestrians have right-of-way over all vehicles and bicycles.
- Strictly observe one-way traffic in parking lanes and follow directional arrows.
- Bicycles, skateboards and other “wheeled” items are not allowed on the inner campus while school is in session and for half an hour before and after school. (Exception: appropriately used wheelchairs)

Persons found violating these rules or operating in an unsafe or reckless manner will lose their driving and parking privileges on campus and may be reported to the police.

PARKING

Parking Permits – \$125 per permit: In order to obtain a permit, you must pick up a registration form in the Student Activities Center (SAC) and take it home for your parents to sign. Return to the SAO with the completed form, your driver’s license, your student body card, and a check for \$125 made out to Gunn High School. You may only purchase your permit in the SAC once you have submitted the correct paperwork and license verification. Due to limited spaces, parking permits are only available to seniors. Permits are sold in the following order:

- **August 26 - September 6:** Seniors who live past El Camino, Foothill, Page Mill, and Adobe Creek can get permits.
- **September 9th on:** Any seniors can get permits after that if there are any left.
- Juniors who have a special circumstance that requires them to be able to drive to school will have limited ability to purchase remaining permits on a case-by-case basis. Please submit requests to the Assistant Principal of Facilities.

Beginning on September 16, parking enforcement begins! Do not drive to school unless you have a permit or you risk getting a ticket. Be sure to buy your permit by the day before.

Single Driver Permit: If you drive by yourself, you may not park in any spot marked for staff. Be sure to hang your tag from your mirror and don’t forget to take it with you if you switch cars. If you cannot hang it from your mirror – put it next to your VIN number on your dashboard.

Parking Enforcement on Campus: Parking will be monitored weekdays by the Palo Alto Police Department. There are no warnings. Students who park in the staff lot or do not have a permit will be ticketed. If your tag is not in the proper spot on a day of PAPD enforcement, you will get a ticket. All tickets need to be cleared through the PAPD. Gunn cannot excuse tickets for students, parents, or visitors.

Miscellaneous Permit Information: If you forget your permit one day, you may request a temporary permit from the Main Office.

The SAC is not responsible for lost or stolen permits nor fire/theft/damage/vandalism of your vehicle. If you lose your permit or it is stolen, you will have to buy a new one.

Student Drop-off & Pickup Regulations

- *Student Drop-off:* Please follow the flow of traffic around the back parking lot to the drop-off area at the covered walkway.
- *Georgia Gate:* For the safety of cyclists and pedestrians going to Gunn and Fletcher, refrain from using this area for drop-off and pickup.
- *Miranda Drop-off:* Student drop-off is available at the turnaround. Do not proceed into staff parking lot. Please note that the EXIT requires a “Right Turn” only. Per traffic signs and laws, a left turn is illegal.

BICYCLES, SKATEBOARDS, ETC.

Bicycle Regulations

- Operate your bicycle in a safe manner at all times. Ride according to the rules of the road. Be visible and predictable. Wear a helmet.
- The bike path through the north parking lot (near tennis courts) minimizes bike/car traffic at intersections.
- All bikes must be walked on campus and on pedestrian walkways on campus.
- **LOCK YOUR BIKE** with a thick cable or U-lock by securing the frame and wheels to a rack/fixed object. Racks are provided throughout campus. Gunn is not responsible for lost, stolen, or vandalized bicycles.
- All bicycles must be stored in designated bike storage areas. They may not be attached to columns or other items outside classrooms.
- Report thefts to the Main Office.

Skateboards, Rollerblades, Roller Skates, Hoverboards & Scooters: If used on campus, skateboards, rollerblades, roller skates, and scooters (or any other inappropriately used “wheeled” item) will be confiscated by any staff member. No bicycles are to be ridden on campus in areas of pedestrian traffic.

ACCIDENT & AUTO INSURANCE

The PAUSD offers an opportunity for parents to purchase low-cost accident insurance protection for students. Details are available at registration or in the Main Office. Students participating in inter-school athletics are required to have accident insurance.

PAUSD policy on using private vehicles for transporting students: Drivers must have a minimum liability/bodily injury insurance limit of \$100,000/\$300,000. Students must have school permission and written parental consent on file to be allowed to drive themselves to a school-sponsored activity. **Students may not drive other students on to sporting events or on field trips.** Drivers park in the parking lots at their own risk. The school is not responsible for any damage to cars parked on the school property.



BEHAVIOR EXPECTATIONS & CONSEQUENCES

The following pages contain several important board policies.
To view all policies, please visit: <https://www.pausd.org/policies - /browse>

PHILOSOPHY

The goals of the policies related to student behavior are to provide a safe learning environment for all students and staff.

Since the chief purpose of the school is the education of all students, any behavior and/or attendance problems which interfere with the educational program of the district or which are inimical to the welfare of the other students will not be tolerated. A central effort of the school shall be promoting cooperative efforts among staff, students and parents in improving students' abilities to use personal responsibility and ethical decision-making, as well as determining the most appropriate external interventions when needed.

When the student's behavior fails to protect the rights of others and/or the basic welfare of the individual student, the school shall intervene and impose necessary action to bring about a change in the student's behavior support for future decision-making. When students are found fighting, committing acts of hazing, possessing, using, or selling alcohol or controlled substances, in possession other dangerous or disruptive objects, suspensions and/or alternative consequences will result.

Every effort will be made to afford the student, parent, and staff member their rights of due process in determining the consequences for inappropriate behavior. Standards of conduct have been established to ensure fair and impartial treatment of students; each case will be treated individually to the extent possible and judged on its own merits. Variations in dispositions will be based on the seriousness of the offense, the conditions under which it occurred, and the student's past school record.

NOTE: If you feel that a staff member is wrong, you are still to abide by their request/directive. Mistakes can occur. At a later time, you can speak with an administrator regarding your concerns. Administrative Responsibility and Discretion: The site administration reserves the right to make determinations regarding student behavior not specifically outlined in this handbook.

BEHAVIOR EXPECTATIONS

Appearance & Dress: The Palo Alto secondary schools have established a dress code in keeping with the purpose of the schools and one which is acceptable to the community.

Appearance and dress must be within the limits of decency, cleanliness, and appropriateness for school, and shall not interfere with teaching and learning. Some form of footwear must be worn on the campus. Any profanity, sexually implicit or explicit wording and/or graphics as well as drug and/or alcohol insignia apparel may not be worn at school. Students may be asked to change into appropriate clothing.

Excessive Affection: Socializing with others is an important component of high school life. However, excessive affection is neither appropriate nor permitted at any time during class, out of class, or related to any school event.

Leaving Campus: *Is a link necessary? Where should it link to?* The Gunn campus is an open campus. However, students are encouraged to stay on campus until the end of the student's school day unless a parent or a legal guardian has pre-arranged through the attendance office for the student to leave the campus. If students leave campus during the lunch or prep periods, it is important for parents to know that the Education Code reads as follows: "No school staff member or employee of the district shall be responsible or in any way liable for the conduct or safety of any pupil of the public schools at any time when such pupil is not on school property unless the district, board, or the person has undertaken to provide transportation for such pupil to and from the school premises, has undertaken a school-sponsored activity off the premises of such school or otherwise specifically assumed such responsibility."

Students who leave campus during class time will be required to obtain a permit to leave from the Attendance Office. Upon return from a leave, the student is to obtain an admit for all classes missed. A permit to leave does not automatically clear an absence.

Loitering: Loitering is not permitted in restrooms, parking lots, autos, Physical Education locker rooms, halls and/or surrounding areas. Loitering is also not permitted on the path areas including, but not limited to, the Hetch Hetchy property and the adjoining City of Palo Alto property.

Electronic Device Use Policy & Any ECDs (Electronic Communication Devices): By default the use of ECDs are not permitted in any class unless otherwise permitted in each classroom's policies and procedures. The use of electronics may vary from class to class based on need. Students should be aware of and follow the policies and procedures in each of their classes. Students who do not follow the policies and procedures are subject to the consequences in the class where the violation occurred. Electronic devices may include, but are not limited to video/auditory recording devices, computers, cell phones, smart phones, smart watches, and cameras.

Some classroom policies and procedures may change based on educational need and the advancement of technology.

Cell phones should **NOT** be used during an emergency unless authorized by staff to avoid overloading the network.

Students bring electronic items to school at their own risk Gunn is not responsible for any lost, stolen, or broken items.

Loss, Theft, Vandalism: All thefts and vandalism, including graffiti, and incidents of tampering with personal or school property should be reported to the Main Office. Students should complete a *Loss or Theft Report* in the main office. Students found to be responsible for such actions will be subject to disciplinary action and a referral to the police. Unattended backpacks, unlocked bicycles, and bicycles not parked in the enclosed Bike Cage are particularly vulnerable to theft. Students are urged to keep or wear backpacks and to secure bikes inside the Bike Cage with adequate locks. Students can borrow a bike lock from the main office for the day. See the front office secretaries or a campus supervisor.

Alcohol & Drugs: *Is a link necessary? Where should it link to?* The district recognizes its responsibility to provide reasonable protection for all students from the influence of persons who might encourage the use of mind-altering chemicals. Resource information is available at the school.

Students may not use, be under the influence of, buy, sell, or give intoxicants or dangerous drugs to others. Violation of this rule results in immediate disciplinary action, which may range from suspension to possible expulsion from the school district. A lengthy suspension may be reduced, at the discretion of the Administration, with the agreement that the student participate and complete a substance abuse intervention program. Alcohol or drug related incident may be referred to the police.

Appropriate action will be taken at the school site level to eliminate possession, use, provision, or sale of illegal substances and related paraphernalia in any situation in which the school is responsible for the well-being of all students. Students involved in the possession and/or use of chemical substances, including tobacco, shall be subject to immediate disciplinary procedures that may result in suspension or expulsion. (Secondary schools: If the final disposition is reinstatement on campus, every effort will be made to provide a referral to a substance abuse intervention program.)

Tobacco Products, Vapes: *Is a link necessary? Where should it link to?* In order to support and reinforce the District's educational efforts to prevent student tobacco use through adult modeling, the Board of Education established on July 1, 1992 a Board Policy and Administrative Regulation (BP/AR 5131.62) declaring Palo Alto Unified School District tobacco-free. It is the responsibility of all staff and community members to implement this policy in school buildings and school-owned vehicles, on school grounds, and at school-sponsored events off campus. A student may be suspended or recommended for expulsion from the school in which the student is enrolled if the student has violated California Education Code, Section 48900, as follows: Possessed or used tobacco or products containing tobacco or nicotine. Consequences may range from a warning to suspension or expulsion.

Weapons/Dangerous Objects/Other Inappropriate Objects: *Is a link necessary? Where should it link to?* Firearms, knives, explosives, lighters, matches, fireworks, sharp objects such as a straight edge or box cutter, BB, Pellet or look-alike guns, paintball guns or any other dangerous objects may not be brought onto campus. School actions include suspension, police notification, and a recommendation for expulsion from the school district.

Other objects that are not directly related to a classroom project or assignment and approved by a staff member are not permitted on campus. This may include, but is not limited to: sharp objects, laser pointers, noise makers, water balloons, squirt guns, paintballs, eggs, pepper spray, poppers, firecrackers, spray cans of any type, etc. The presence of inappropriate objects can create a disruption. A student who brings an object to the campus is responsible for the object brought onto the campus and is subject to disciplinary action. The school cannot assume responsibility for lost/stolen personal items.

Throwing Objects: Throwing any object can create an unsafe environment and can be considered trashing the campus. Throwing of any object is not permitted at any time except during an approved activity with an approved object.

Pranks: Behavior, including speech, which is disruptive to the educational process is prohibited; and activities which are dangerous, destructive, disruptive, disrespectful, or demeaning are not acceptable on campus. Streaking is considered a disruptive activity. Students involved in such activities are subject to disciplinary action. Police may be called to investigate illegal activities. When there is a cost involved in a senior “prank” and the school is unable to determine the individuals involved, the cost is charged to the senior class. As a consequence for being involved in such activities, individual students may be barred from participation in field trips, extra-curricular activities, other senior privileges, and school functions, including commencement and graduation activities.

Harassment/Hazing/Cyberbullying: *Is a link necessary? Where should it link to?* Every student at Gunn High School has the right to attend school free from harassment. Harassment of any form is prohibited. Harassment includes, but is not limited to, the use of inflammatory and derogatory language, intimidation, instigation of a fight, unwanted jokes or teases, name calling, unwanted comments, disrespect for another’s property, hazing, cyberbullying, and/or any discriminatory behavior that is ethnic and/or gender-based. Hazing is disruptive, degrading and a form of harassment. Students can report incidents to any adult on campus. An administrator will be notified and will conduct an investigation. Any student who is found to be involved in these activities may be suspended and/or expelled. In addition, depending on the severity of the offense, the Palo Alto Police department may investigate activities of a harassing nature as hate crimes. For more information see [Board Policy](#). *What BP should it link to?*

Cyberbullying is defined as harassment that occurs in the digital medium. It can occur through the use of the district Internet system or use of personal digital devices, not limited to, cell phones, digital cameras, personal computers, while on campus. Cyberbullying activities that occur off-campus become the purview of the school if the activities cause a student to feel uncomfortable on campus or impact the educational process. If necessary, school officials will apply disciplinary actions to ensure students’ safety and maintain a safe learning environment.

Fights: Fights create an unsafe and disruptive environment. Students who engage in a fight will be suspended from school.

CONSEQUENCES

Minor Violations: Minor violations are those that are not deemed serious in nature, but are disruptive and/or disrespectful. In the classroom, a minor violation is handled by the teacher first. Outside of the classroom, a minor violation is handled by any observing staff member. Persistent or repetitive occurrences that fail to be corrected through staff intervention should be referred to an administrator. An accumulation of minor violations constitutes a major violation if there is clear indication that attempts to resolve the problem have been unsuccessful.

Consequences may include but are not limited to:

- Counseling by teacher
- Parent conversation (email, phone call +email)
- Detention/work detail
- Teacher, parent, student conference
- Referral to Counselor
- Weekly progress reports
- Suspension from class written referral to administrator
- Restorative research project and presentation
- Assignment to community service
- Loss of privileges-school activities (including senior activities), dances, field trips, extracurricular participation
- Restitution

Suspension from Class: A teacher may suspend a student from their class for the day of a violation and the next day for disruptive and/or disrespectful behavior for school violations. The teacher is to immediately notify the office and administration before sending the student to the office for supervision. The teacher is to contact the parent/guardian to inform them of the incident and suspension as soon as possible.

Major Violations: Major violations are those which are serious enough to require administrative intervention either at the site or the district level. Offenses and consequences for major violations shall be cumulative throughout the student’s career to ensure that consequences are progressive (when appropriate), sequential, and based on the frequency of the offenses. A serious violation may be deemed a Major Violation and not require progressive disciplinary steps.

Consequences may include but are not limited to:

- Suspension from class
- Behavior Contract
- Modification of schedule or shortened day
- Administrative suspension from school one to five days
- Referral to Drug or Alcohol Counseling
- Referral to the Police Department
- Recommendation for expulsion
- Involuntary Transfer
- Referral to Community agencies
- Referral to District level committee
- Juvenile court referral
- Restitution

ACADEMIC HONESTY

Honesty in any class is critical to your success as a student. Gunn is committed to maintaining the highest ethical standards possible related to student academic performance while participating in distance learning.

As a Gunn student, when you are given access to Schoology, our online learning management system (LMS), you are expected to keep your username and password confidential and to never allow anyone else to log-in to your account. Sharing access or passwords to your Schoology account is considered a breach of academic integrity and could result in an administrative review.

When you log-in to Schoology, you do so with the understanding and agreement to produce your own work, to complete course activities yourself, and to take course exams, tests or quizzes without the assistance of others unless otherwise directly specified by the teacher.

Allowing others to complete your course work or to take your quiz, test, and exams is considered cheating and could result in a review by your teacher followed by consequences. If you have questions about your work in an online course, be sure to ask your teacher.

Definition of Academic Honesty: The faculty at Gunn wishes to help our students maintain the highest academic standards of honesty; therefore, it is expected that a student's academic work be of his/her own making. In spite of the increased use of collaborative learning and other forms of group work (e.g., labs, study groups, group projects), it is important that each student remain accountable for his/her own work, whether it be individual work or group assignments or tests. We recognize that the vast majority of students maintain highly ethical work standards; however, failure to abide by this standard of conduct is considered to be academic dishonesty.

Types of Academic Honesty

- Copying from others on a quiz, test, examination, or assignment ('cheating')
- Allowing another student to copy one's work on a quiz, test, exam, or assignment
- Having others take any exam instead of taking the exam oneself
- Buying or using an essay or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as one's own
- Excessive revising or editing by another that substantially alters the student's final work
- Giving other students information that allows the student an undeserved advantage on an exam, such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class
- Taking and using the words, work, or ideas of others and presenting any of these as one's own work is **plagiarism**. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional, but it must be avoided at all cost

To Avoid Plagiarizing, You Must:

- Submit only your own work
- Appropriately cite sources used

- Appropriately paraphrase or summarize another’s ideas or language and acknowledge the source according to set academic standards by your teacher
- Document all verbatim borrowing from another according to set academic standards by your teacher
- Document any use of a format, method, or approach originated by others; If a student is unclear as to what constitutes academic dishonesty, they should consult with their teacher

Violation of Academic Honesty

1. The first inadvertent act of academic dishonesty will not be considered a disciplinary matter. The teacher will notify the counselor, and both will work with the student to help him/her understand the nature of the offense and how to correct it. After the first act of inadvertent plagiarism, it is in the student’s own best interest, and his/her responsibility, to learn to correctly cite sources since future acts of inadvertent plagiarism are considered disciplinary infractions and will be recorded as such.
2. A deliberate act of dishonesty will be treated as a disciplinary matter. Using a ‘cheat sheet’ during a test or helping someone else cheat are examples of deliberate acts of dishonesty. The incident will be dealt with by an administrator and appropriate consequences assigned, with consideration of the severity of the offense. Possible consequences are listed below.

Procedures & Consequences: When a student is found to be in violation of the Honor/Integrity Code, in one of his/her classes, the procedures and consequences for each instance are as follows:

- a. In any instance of cheating, the teacher will confer with the student and is required to contact parents.
- b. The teacher will notify the guidance counselor and an administrator.
- c. The student will receive an “F” for the assignment/exam, and/or
- d. May have the quarter mark lowered one full letter grade.
- e. The student will be suspended for one to five days, depending on the severity of the act, and will be expected to spend time researching and writing on the topic of integrity and what the student should have done differently so as not to break the rules. The student is expected to turn in this paper as part of the consequence for dishonesty.
- f. If a new violation occurs in the same class the student may be dropped from the course with an “F” for the semester.
- g. If the act of academic dishonesty or cheating occurs outside the classroom setting, the incident will be dealt with by an administrator and appropriate consequences assigned.
- h. Repeated instances of cheating will result in a progression of consequences.
- i. An egregious act of dishonesty is subject to suspension and possible expulsion. Examples of an egregious act are computer hacking to change grades or working in collusion with other students to set up a system of ongoing cheating.

BE AWARE: Gunn MAY BE REQUIRED TO REPORT academic dishonesty as part of the application process, if students apply to a 4-year college, trade school, gap year programs, other post-secondary schooling as well as those who wish to join the military.

Teacher Responsibilities

1. Make your policy and personal philosophy known to all students. Be specific about your expectations for students during distance learning in regards to:
 - a. Tests
 - b. Papers
 - c. Homework
2. Be fair to all students by:
 - a. Prepare students for and give notice of tests.
 - b. Be available to students before work is due.
 - c. Observe school’s dead week policy.
3. Provide constant and consistent communication related to academic honesty.

Student Responsibilities

1. **Tests or Quizzes:**
 - a. Manage time so you have adequate time to study.
 - b. Take responsibility to find out what material will be covered on the test or quiz.

- c. During the test make sure work cannot be seen by anyone else; keep your eyes on your own screen or paper; do not talk or communicate with others if asked to test alone – ask teacher, for questions or clarification.
 - d. After the test or quiz, do not discuss questions with other students until all students have taken it.
2. **Fairness:** Students are reminded that cheating is unfair, in that it threatens the grades of all classmates, especially in courses which are graded on a curve. In fairness to all, students are urged to make the teacher aware if cheating is taking place, including the kind of cheating and the methods used.
 3. **Homework:** Do not copy others' homework; do not work with other students on assignments unless the teacher gives instructions to do so or unless the teacher tells the entire class to work together.
 4. **Papers:** Do not copy from or paraphrase others without a footnote and appropriate punctuation.

Parent Responsibilities

1. Reinforce the values you believe in. Make sure that your child understands that your moral values apply every day.
2. Reduce the pressure for “success at any cost.” Give your child support even when his or her best effort doesn’t earn an “A.”
3. Be aware of homework. Help your child protect study time. Provide a good study environment (desk, good light, quiet, etc.) Be sensitive to your child’s need for study time. When he/she says he/she needs to study, he/she probably means it. Students commonly cheat because “there wasn’t enough time.”

Right to Appeal: The parents and pupil have the right to request a meeting with the school site administrator pursuant to Section 48904 of the California Education Code if they feel that due process has not been followed.

I am aware of the procedures and consequences at Gunn High School if I am found again in violation of academic dishonesty for the entirety of my enrollment at Gunn High School.

Student Name _____

Guardian Name _____

Date _____

Date _____

Signature _____

Signature _____

SUSPENSION & EXPULSION

The policy of the Palo Alto Unified School District regarding suspension and expulsion recognizes that maintaining an educational environment which maximizes learning and protects the health, safety and welfare of all students sometimes requires the removal of a student from regular classroom instruction for a period of time deemed necessary to correct the behavior of that student. Any exclusion of a student from school is used as a last resort and with the exception of specific serious major offenses, this method shall be used only when other alternatives for correcting the student’s behavior have failed to bring about the desired conduct.

Any student who is suspended from school may not return to the campus during the suspended time unless administrative approval is granted and the student is then accompanied by the parent/guardian. A suspended student may not participate in any school sponsored events during the period of suspension. (This includes, but is not limited to field trips, after school sports, band, choir, clubs, and activities.) Any student who is expelled shall be referred to an alternative education placement during the expulsion.

Actions falling under school jurisdiction must relate to school activities or attendance and may take place at any time including, but not limited to, any of the following: 1) on school grounds, 2) while going to and from school, 3) during the lunch period, whether on or off campus, or 4) during, or while going to or coming from a school-sponsored activity.

Causes for Suspension & Expulsion: The Education Code 48900 specifically outlines the causes for suspension and expulsion.

SUSPENSION OF STUDENT FOR MISCONDUCT

Suspension & Expulsion – Mandatory

A student shall be immediately suspended by the Superintendent or Principal/designee and recommended for expulsion by the Superintendent or Principal if the student commits any of the following acts at school or at a school activity off school grounds:

- Possessing, selling or otherwise furnishing a firearm. A School District employee must verify possession of the firearm.
- Brandishing a knife at another person. {"Knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3-1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade. *Education Code 48915(g)*}
- Selling a controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code.
- Committing or attempting to commit a sexual assault or committing a sexual battery.
- Possession of an explosive. {"Explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code. *Education Code 48915(h)*} *Education Code/48915(c)*

First Offense Suspension – Possible Expulsion Recommendation

A student shall be suspended by the Superintendent or Principal/designee and recommended for expulsion by the Superintendent or Principal if the student commits any of the following acts at school or at a school activity off school grounds, unless the Principal or Superintendent finds that expulsion is inappropriate due to particular circumstances:

- Causing serious physical injury to another person, except in self-defense.
- Possession of any knife or other dangerous objects of no reasonable use to the pupil.
- Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 11053) if Division 10 of the Health and Safety Code, except for the first offense or the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- Offered, arranged or attempted to sell of look-alike substance represented to be a drug or alcohol.
- Robbery/Extortion
- Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee. *Education Code 48915(a)*

*A decision to expel shall be based on a finding or one or both of the following: a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; b) Due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the student or others. *Education Code 48915(b)**

First Offense – Possible Suspension

A student may be suspended by the Superintendent or Principal/designee and may be recommended for expulsion by the Superintendent or Principal if the student commits any of the following acts (including, but not limited to) at school or at a school activity off grounds, unless the Principal or Superintendent finds that expulsion is inappropriate due to particular circumstances.

- Academic Dishonesty
- Alcohol
- Damage to Property
- Disruption/Defiance
- Drug Paraphernalia
- Fighting
- Forgery/Altering a School Document
- Gambling
- Gang Related Activity
- Harassment of a Witness
- Hate Violence
- Hazing/Initiation
- Hostile Educational Environment
- Imitation Firearm Possession

- Inciting a Fight or other inappropriate behavior
- Obscenity/Profanity/Vulgarity
- Receipt of Stolen Property
- Sexual Harassment
- Site specific violations noted in Site Discipline Plan
- Terrorist Threat
- Theft
- Threat, Harassment, or Intimidation
- Tobacco
- Vandalism/Tagging/Graffiti
- Violation of Behavior Contracts
- Violation of Computer Use Agreement
- Violation of Suspension

Education Code 48900

Pursuant to Education Code 48900.5 (a): Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

(b) Other means of correction include, but are not limited to, the following:

- (1) A conference between school personnel, the pupil's parent or guardian, and the pupil.
- (2) Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
- (3) Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.
- (4) Referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
- (5) Enrollment in a program for teaching prosocial behavior or anger management.
- (6) Participation in a restorative justice program.
- (7) A positive behavior support approach with tiered interventions that occur during the school day on campus.
- (8) After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.
- (9) Any of the alternatives described in Section 48900.6.

It is our practice to suspend for five days all students who are under the influence of, use, possess or sell drugs or alcohol while at school or any school related activity. For first offenses, consent to attend drug and alcohol/substance abuse counseling can result in a reduction of days of suspension served.

A decision to expel shall be based on a finding or one or both of the following: a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; b) Due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the student or others. *Education Code 48915(b)*

WORKING WITH POLICE ON CAMPUS

Police Officers Talking to Students on Campus: In addition to visiting school to build positive relationships with students, staff, and families, from time to time, law enforcement personnel come onto the Gunn campus to conduct investigations. The school may not interfere with law enforcement in these cases. A student may be pulled out of class or spoken with on the campus by law enforcement, after which the convening officer is to contact the parent/guardian.

A school official is not legally obligated to contact a parent when a police officer questions a student on campus.

If parents are not contacted prior to the police interview, school staff may contact the parents after the interview.

Regulations for police officers in Palo Alto require that the officer contact the parents immediately after interviewing a student on campus.

Education Code 48906 requires that a school official take immediate steps to notify the parent, guardian, or responsible relative of the student when a student is removed from campus by an officer. The school official must also notify the parent as to the location of the student, if known. The exception to this is in cases of child abuse. In that situation, a judgment must be made concerning notification to parents concerning the removal and/or the location of the student.

Calling Police: Calling the police is mandatory in all cases where there is student involvement with alcohol, drugs, imitation drugs, weapons, stolen property, vandalism, or a fight where a student has sustained significant injury. A school official must notify the police if a student violates Section 245 of the Penal Code (Assault with a deadly weapon).

A school official must notify the police within one school day **if a student violates Section 48900 subdivision (c) or (d).**

- (c) *Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.*
- (d) *Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.*

A school official must notify the police **if a student commits acts involving the possession or sale of narcotics or a controlled substance in violation of the Penal Code.**

BULLYING

AR 5131.2: BULLYING COMPLAINT PROCEDURES

The district is committed to resolving issues of bullying as quickly as possible to minimize disruption to the educational process. Efforts to resolve bullying, other than discriminatory harassment based on protected status, shall be resolved at the school site using the bullying complaint procedures whenever possible. If concerns and/or complaints are not resolved at this level, the parent/guardian may forward their concerns to the district Student Services Coordinator.

School staff who witness acts of bullying as defined within District policy shall immediately intervene to stop the incident when it is safe to do so.

If the complaint alleges unlawful discrimination based on a protected status, the administrator shall utilize, and/or direct the individual to utilize, the uniform complaint procedures specified in AR 1312.3 – Uniform Complaint Procedures.

Bullying Definitions

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

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

“Electronic act” means the transmission, 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:

- (i) A message, text, sound, or image.

- (ii) A post on a social network internet website including, but not limited to:
- Posting to or creating a burn page. "Burn page" means an Internet website created for the purpose of having one or more of the effects listed above
 - Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed 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.
 - Creating a false profile for the purpose of having one or more of the effects listed 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.

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

(Education Code 48900(r))

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

(Education Code 48900(s))

Indicators of Bullying Behavior

Behaviors may include, but are not limited to, the following:

- **Verbal:** Hurtful name-calling, teasing, gossiping, making threats, making slurs or epithets, making rude noises, or spreading hurtful rumors.
- **Nonverbal:** Posturing, making gang signs, leering, staring, stalking, destroying property, insulting or threatening notes, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
- **Physical:** Hitting, punching, pushing, shoving, poking, kicking, tripping, blocking egress, strangling, hair pulling, fighting, beating, pinching, slapping, "pantsing," biting, spitting, or destroying property.
- **Emotional (Psychological):** Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, shunning, ostracizing, using peer pressure, or rating or ranking personal characteristics.
- **Cyber-bullying:** Sending insulting or threatening messages by phone, email, websites, or any other electronic or written communication. This policy pertains to cyberbullying that is related to school activity or attendance and is directed toward a pupil or school personnel.

Notifications

Students, parents, employees, agents of the Board of Education, and the general public shall be informed annually, through student handbooks and/or other appropriate means, of district and school rules related to bullying, mechanisms available for reporting bullying incidents, and the consequences for alleged aggressors of bullying.

A copy of the district's bullying prevention policy and regulation shall:

- Appear in any school or district publication that sets forth the schools or district's comprehensive rules, regulations, procedures and standards of conduct.
- Be included in the notifications that are sent to parents/guardians at the beginning of each school year.
- Be posted in all schools and offices, including staff lounges and student government meeting rooms.
- Be provided to employees and employee organizations.

Procedures

All complaints of bullying behaviors as defined within this policy shall be handled in accordance with the following procedures, and shall be investigated and resolved within fifteen (15) school days of the receipt of the complaint, regardless of whether the alleged bullying behavior occurred on or off campus.

The principal or designee shall maintain a log of complaints received and a summary of actions taken to resolve the complaint.

A. Reporting a Complaint

At each school, the principal or designee is responsible for receiving oral or written complaints alleging bullying that are not based on a protected status.

Any student (or parent/guardian on behalf of the student who is a minor) who believes he/she is a target of bullying, has witnessed an act of bullying, or has knowledge of any incidents of bullying is encouraged to report the incident(s) to a school official.

Any member of the school community who may have credible information about an act of bullying may report the incident either as a witness or a target.

A bullying incident report form may be filed anonymously from the district website. Formal disciplinary action shall not be based solely on an anonymous report.

A staff member who witnesses bullying behaviors or receives a complaint of bullying shall within one (1) school day report the complaint to the principal or designee. If a complainant is unable to report a complaint due to conditions such as a disability or illiteracy, a staff member may assist him/her in filing a complaint.

When the circumstances involve cyber-bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyber-bullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

If the individual making the complaint does not want to be identified or does not give names of the alleged aggressors, the school may still respond depending upon the seriousness of the allegations and the risk of future harm to the student or others.

B. Documenting a Complaint

At each school, the principal or designee shall document all complaints of bullying, whether the original report is made verbally or in writing. Documentation of complaints and their resolution shall be maintained for two years. Copies of documentation shall be passed on to the Coordinator of Student Services to compile district data.

C. Interim Measures

After a report or complaint is made, the principal or designee shall determine whether interim measures are necessary to stop, prevent or address the bullying behaviors during the ensuing investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher. Interim measures will be implemented in a manner that minimizes the burden on the individual who was the alleged target.

Though an incident of alleged bullying as defined within this policy may occur off campus, if the effects of the off-campus incident result in bullying at school that is sufficiently serious to interfere with or limit the targeted student's ability to participate in or benefit from the education program, the school must respond promptly and effectively to eliminate the bullying that occurs at school, prevent its recurrence, and address its effects. Such response may include discipline of the alleged aggressors.

D. Investigating a Complaint

The principal/designee shall document all complaints of bullying in writing and/or through the appropriate data system to ensure that problems are addressed in a timely fashion. This process is to be followed with all anonymous complaints as well. Although this Policy encourages students to use the formal written complaint process, school officials should investigate all complaints and reports of harassment, whether or not the complaint is in writing.

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

Complaint Investigation Procedures

1. The principal/designee shall investigate all allegations of bullying that are not based on a protected status.
2. The investigator may not be the alleged aggressor or the alleged target.
3. The principal/designee or appropriate administrator shall begin a thorough investigation with the alleged target and accused as soon as possible upon receiving a notification of complaint. The school administrators/designees will provide immediate notification to the parents/guardians of both the alleged target and the alleged aggressor.
4. During the investigation, the principal/designee or appropriate administrator may take any action necessary to protect the complainant, alleged target, other students or employees consistent with the requirements of applicable regulations and statutes.

- a. Interviews of the alleged target, alleged aggressors, and all relevant witnesses are conducted privately, separately, and are confidential. Each individual (alleged target, alleged aggressor, and witnesses) will be interviewed separately and at no time will the alleged aggressor and alleged target to be interviewed together.
 - b. At no time during the investigation will the name of the complainant be revealed by the investigator.
 - c. In general, student complainants and/or alleged targets will continue attendance at the same school and pursue their studies as directed while the investigation is conducted and the complaint is pending resolution. Any legal order of a court will prevail.
 - d. When necessary to carry out the investigation or for other good reasons, and consistent with federal and state privacy laws, the principal/designee or appropriate administrator also may discuss the complaint with any school district employee, the parent of the alleged target, the parent of the complainant or accused, if one or both is a minor (or has given consent or is an adult who has been determined to be incompetent or unable to give informed consent due to disability), and/or child protective agencies responsible for investigating child abuse.
 - e. During the investigation where an employee is the accused, the principal/designee or the appropriate administrator may recommend to the Associate Superintendent for Human Resources any action necessary to protect the complainant, the alleged target, or other students or employees, consistent with the requirements of applicable statutes, Board of Education Policies, and collective bargaining agreements.
5. Within fifteen (15) school days of receipt of the complaint, the Principal/Designee or appropriate administrator shall complete the investigation and provide the complainant and the alleged aggressor with notice of the decision. If either party disagrees with the administrator's decision, s/he may appeal the decision to the Student Services Coordinator within 15 calendar days of resolution of the initial complaint.
 6. No retaliation of any kind is permitted in connection with an individual's having made a bullying complaint and if it occurs, it shall be deemed an additional act of bullying as stated herein this Policy.
 7. Record of all complaints, including documentation of witness interviews and complaint resolutions shall be maintained by the school site administrator.
 8. A student who has been determined by school personnel to have been the alleged target of an act of bullying shall be given priority and/or additional consideration for an inter-district transfer if the parent/guardian of that student requests such a transfer.

E. Factors in Reaching a Resolution

In reaching a decision about the complaint, the principal or designee may take into account:

- a. Statements made by the complainant, the individual accused, and other persons with knowledge relevant to the allegations of bullying.
- b. The details and consistency of each person's account.
- c. Evidence of how the alleged target reacted to the alleged bullying incident.
- d. Evidence of any past instances of bullying behaviors by the alleged aggressor and the type, frequency, and duration of these bullying behaviors.
- e. The relationship between the alleged aggressor and the alleged target.

F. Resolution

The administrator, along with the alleged target and the accused/student, may agree to informally resolve the complaint. Each party's agreement to Informal Resolution must be in writing.

Within fifteen (15) school days of receipt of the complaint, the principal or designee shall complete the investigation and provide the complainant and the alleged aggressor with notice of the resolution. If either party disagrees with the administrator's decision, he/she may appeal the decision to the Student Services Coordinator within 15 calendar days of receiving the resolution for the initial complaint.

G. Remedial Action

Remedial action will be designed to end the bullying behaviors, to prevent their recurrence, and to address any effects on the target.

Examples of appropriate action include:

1. Interventions for the individual who engaged in the bullying behaviors, such as parent or supervisor notification, discipline, counseling, or training.

2. Interventions for the target of the bullying behaviors, such as counseling, academic support, and information on how to report further incidents of bullying.
3. Separating the alleged aggressor and the target, provided the separation does not penalize the target.
4. Follow-up inquiries with the target and witnesses to ensure that the bullying behaviors have stopped and they have not experienced any retaliation.
5. Training or other interventions for the larger school community to ensure that students, staff, and parents understand the types of behavior that constitute bullying, that the District does not tolerate it, and how to report it.

H. Disciplinary Action

Students who are found to have engaged in bullying behaviors may be subject to discipline up to and including expulsion. Disciplinary action may include oral warnings, written warnings, mandatory training, counseling, suspension, transfer, or expulsion for students. Such disciplinary action shall be in accordance with Board Policy and state law. Suspension and recommendations for expulsion must follow applicable law.

In identifying appropriate disciplinary action, repeated incidents and/or multiple alleged targets may result in more severe penalties.

Individuals who knowingly file false complaints of bullying shall be subject to discipline by measures up to and including suspension, expulsion, and/or dismissal, as shall any individual who is found to have retaliated against another in violation of this policy.

Enforcement

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

Regulation approved: 06.03.14

PALO ALTO UNIFIED SCHOOL DISTRICT, Palo Alto, CA

BP 5131.2: BULLYING PREVENTION

The Board of Education is committed to creating a safe learning and working environment for all students and employees. The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or groups of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

(cf. 5131 – Conduct)

(cf. 5136 – Gangs)

(cf. 5145.3 – Nondiscrimination/Harassment)

(cf. 5145.7 – Sexual Harassment)

(cf. 5145.9 – Hate-Motivated Behavior)

Bullying Definition

Under California law, "Bullying" is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils that constitutes sex harassment, hate violence or creates an intimidating or hostile educational environment, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following as per 48900(r):

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 a school.

Cyberbullying includes the transmission of harassing communications, 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.

Penal Code 653.2 makes it a crime for a person to distribute personal identity information electronically with the intent to cause harassment by a third party and to threaten a person's safety or that of his/her family (e.g., placing a person's picture or address online

so that he/she receives harassing messages). Penal Code 288.2 makes it a crime to send a message to a minor if the message contains matter that is sexual in nature with the intent of seducing the minor (i.e., sexting).

(cf. 5145.2 - Freedom of Speech/Expression)

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

(cf. 0420 – School Plans/Site Councils)

(cf. 0450 – Comprehensive Safety Plan)

(cf. 1220 – Citizen Advisory Committees)

(cf. 6020 – Parent Involvement)

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for alleged aggressors of bullying.

(cf. 5137 – Positive School Climate)

(cf. 6164.2 – Guidance/Counseling Services)

The district is committed to providing students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 – Comprehensive Health Education)

(cf. 6142.94 – Alternative Programs/Curriculum)

(cf. 6163.4 – Student Use of Technology)

Such instruction shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, and any other individual bias or prejudice.

The district is committed to providing school staff with related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

(cf. 4131 – Staff Development)

(cf. 4231 – Staff Development)

(cf. 4331 – Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate, the Superintendent or designee shall notify the parents/guardians of alleged targets and alleged aggressors. He/She also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints & Investigation

All complaints alleging bullying based on a protected status such as the actual or perceived characteristics of race or ethnicity, color, nationality, national origin, immigration status, ethnic group identification, age, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics shall utilize the Uniform Complaint Process AR- 1312.3.

If such reports or complaints of bullying based on protected status are reported to the site level, they will be forwarded to the district within two days and investigated and resolved by the District Compliance Officer within 60 calendar days of the district's receipt of the complaint. The District Compliance Officer can provide information about filing complaints under the UCP and can be contacted as follows:

Associate Superintendent – Educational Services
25 Churchill Avenue, Palo Alto, CA 94306
(650) 329-3709

All complaints alleging bullying based on a non-protected status (i.e. weight), shall be investigated and resolved at the site-level. At each school location, the principal/designee is responsible for providing information about complaints alleging violations of this policy to the complainant.

All members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Prompt and reasonable investigation of alleged acts of bullying is expected and the site-level administrator shall take action reasonably calculated to stop the bullying, stop it from reoccurring, and provide interim interventions, as needed, to support the alleged target.

If the complaint is about the principal or a staff member's direct supervisor, then the Superintendent/Designee or appropriate administrator shall be asked to address the complaint.

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

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

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

Discipline

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

(cf. 5138 – Conflict Resolution/Peer Mediation)

(cf. 5144 – Discipline)

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

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

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

Retaliation against a student because the student has filed a complaint or assisted or participated in a bullying investigation is also prohibited. Students who knowingly file false complaints of bullying or give false statements in an investigation shall be subject to discipline by measures up to and including suspension and expulsion, as shall any student who is found to have retaliated against another in violation of this policy.

(cf. 5144 - Discipline)

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

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

Consequences and appropriate remedial actions for a student who commits an act of discrimination, intimidation, harassment, or bullying may range from behavioral intervention and education up to and including suspension or expulsion. This policy applies to all acts related to school activity or attendance occurring within a school under the jurisdiction of the superintendent of the school district.

(cf. 5145.3- Nondiscrimination/Harassment)

(cf. 5145.7 – Sexual Harassment)

(cf. 5411. –Discipline)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

PENAL CODE

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

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Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

Bullying at School, 2003

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

Dear Colleague Letter: Harassment and Bullying, October 2010

WEBSITES

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

California Cybersafety for Children: <http://www.cybersafety.ca.gov>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

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

National School Safety Center: <http://www.schoolsafety.us>

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

BP 5131: CONDUCT

The Board of Education believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, while at school activities, or while using district transportation.

Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers.

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation.

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with [BP/AR 5145.12-Search and Seizure](#).

The Board of Education believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, while at school activities, or while using district transportation.

(cf. 5112.5 - *Open/Closed Campus*)

(cf. 5131.1 - *Bus Conduct*)

(cf. 5137 - *Positive School Climate*)

(cf. 6145.2 - *Athletic Competition*)

Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers.

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including but not limited to, physical violence, possession of a weapon, or terrorist threats.

(cf. 0450 - *Comprehensive Safety Plan*)

(cf. 5131.7 - *Weapons and Dangerous Instruments*)

(cf. 5142 - *Safety*)

2. Conduct that disrupts the orderly classroom or school environment

(cf. 5131.4 - *Student Disturbances*)

3. Discrimination, harassment, and/or intimidation of students or staff, including bullying, sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption.
(cf. 5131.2 - Bullying)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

4. Damage to or theft of property belonging to students, staff, or the district
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 5131.5 - Vandalism and Graffiti)

The district shall not be responsible for students' personal belongings, which are brought on campus or to a school activity and are lost, stolen, or damaged.

5. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose
(Penal Code 417.27)

Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.

6. Obscene acts or use of profane, vulgar, or abusive language.
(cf. 5145.2 - Freedom of Speech/Expression)

7. Plagiarism or dishonesty on schoolwork or tests
(cf. 5131.9 - Academic Honesty)
(cf. 6162.54 - Test Integrity/Test Preparation)
(cf. 6162.6 - Use of Copyrighted Materials)

8. Inappropriate attire
(cf. 5132 - Dress and Grooming)

9. Tardiness or unexcused absence from school
(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)

10. Failure to remain on school premises in accordance with school rules
(cf. 5112.5 - Open/Closed Campus)

11. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.62 - Tobacco)
(cf. 5131.63 - Steroids)

12. Use of a cellular/digital telephone or other mobile communications devices during instructional time.

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee. Any device with camera, video, or voice recording function shall not be used in any way that infringes on the privacy rights of any other person.

If a disruption occurs or a student uses any mobile communications device for illegal or unethical activities such as cheating on assignments or tests, a school employee shall direct the student to turn off the device and/or shall confiscate it.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health.
(Education Code 48901.5)

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation.

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12-Search and Seizure.
(cf. 5145.12-Search and Seizure)

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or co-curricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during non-school hours, which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school.

Policy adopted: 01.12.10 and 06.03.14

PALO ALTO UNIFIED SCHOOL DISTRICT, Palo Alto, California

BP 5145.7: SEXUAL HARASSMENT

It is the policy of the Palo Alto Unified School District to provide a school environment free from all forms of harassment, including sexual harassment, and to maintain an environment in which all students and adults model this behavior and are treated with dignity and respect. Therefore, no student shall be subjected to sexual overtures or conduct, either verbal, visual or physical, which is intimidating, hostile, offensive, or unwelcome. Such conduct by adults or students is deemed unacceptable behavior and will not be tolerated by the school district.

For purposes of this policy, “sexual harassment” is defined for student-to-student interaction as unwelcome sexual advances, requests for sexual favors and other verbal, visual and physical conduct of a sexual nature. “Sexual harassment” is defined for adult-to-student interaction as any sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature. “Sexual harassment” is also defined as conduct of a sexual nature which affects an individual’s employment, academic status or progress; which has a negative impact on an individual’s work or academic performance; which creates a work or educational environment that is intimidating, hostile or offensive; or which affects benefits, services, honors, programs or activities available to an individual in the education setting.

The Board of Education considers sexual harassment a major offense. Violation of this policy will constitute cause for disciplinary action. Specific disciplinary action shall be related to the severity of the incident and/or the degree to which repeated incidents have occurred. Such disciplinary actions for employees may include, but are not limited to, verbal warnings, letters of reprimand, suspension with or without pay and dismissal, along with possible reporting to police if actions mandate. Such disciplinary actions for students may range from counseling to suspension or expulsion.

The Superintendent is directed to establish due process procedures which provide a person accused of sexual harassment the opportunity to respond to allegations and to provide an appropriate defense. The Superintendent is also directed to develop administrative regulations which will ensure adequate communication of this policy to all students, parents and employees and to provide appropriate complaint and resolution procedures.

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment against students in the educational setting by an employee, student or third party. Under federal and state law, the term sexual harassment includes sexual violence. The Board also prohibits retaliatory behavior or action against any person who reports, testifies about, files a complaint, or otherwise participates in a District complaint, investigation or grievance process.

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

(cf. 1312.3 - Uniform Complaint Procedures)

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

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5157 - Gender Identity and Access)

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

Scope and Definitions Related to Sexual Harassment Complaints

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex and under any of the following conditions:

(Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment; or under Title IX a hostile environment has been created if the unwelcome conduct of a sexual nature is sufficiently serious that it denies or limits the student's ability to participate in or benefit from the educational program.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

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

The district will review and address any report or complaint of sexual harassment involving a student, employee or third party against another student, employee or third party. Specifically:

- a. Any sexual harassment or sexual violence report or complaint involving a student complainant or a student respondent shall be addressed under BP 5145.7 and the Uniform Complaint Procedures, and it will not be addressed under BP/AR 1312.1, 4119.11/4219.11/4319.11, or AR 4031. Any other report or complaint of unlawful discrimination involving a student complainant or a student respondent shall be addressed through BP/AR 5145.3 and the Uniform Complaint Procedures.
- b. Any sexual harassment or sexual violence report or complaint, between employees or between employees and third parties, but not involving student complainants or student respondents, shall be addressed through BP/AR 4119.11/4219.11/4319.11 and AR 4031.
- c. Any sexual harassment or sexual violence report or complaint between third parties which took place in the educational setting shall be referred to the District Compliance Officer to determine how to appropriately address the complaint.
- d. Though an incident of sexual harassment may occur off campus or unrelated to school activity, if the effects of the incident may result in harassment, intimidation, or bullying at school or at a school activity, which is sufficiently serious to interfere with or limit the targeted student's ability to participate in or benefit from the education program, the District Compliance Officer or Principal/designee shall, under these Uniform Complaint Procedures, promptly investigate, determine what occurred, eliminate any harassment, intimidation, or bullying that occurs at school or at a school activity, prevent its recurrence, and address its effects.

A "report" or "complaint" is defined as any oral or written communication to a school district employee or administrator which alleges behavior or misconduct that may constitute sexual harassment or sexual violence. A report or complaint may include an oral report, an email, a text message or other message conveyed to a school district employee or administrator. The report or complaint does not have to be on a particular form or use specific words to identify the law which may have been violated.

An "educational setting" includes participation in educational programs and activities of the school or district, including all the academic, educational, extracurricular, athletic, and other programs and activities of the school, whether those programs or activities take place in a school's facilities, on a school bus, or at a class or training program sponsored by the school at another location.

A "third party" includes someone who is connected to the school or the district for educational, business or extra-curricular purposes. For example, a third party may include a vendor, volunteer, coach, or other person who is on school or district grounds during the hours of operation or who is present in the educational setting.

Examples

Examples of types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Unwelcome or demeaning conduct or comments of a sexual nature directed at or about an individual related to actual or perceived gender, gender identity and gender expression, sex, sexual behavior, sexual orientation, or other related personal characteristics
4. Graphic verbal comments about an individual's body or overly personal conversation
5. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature

6. Spreading sexual rumors
7. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
8. Massaging, grabbing, fondling, stroking, or brushing the body
9. Touching an individual's body or clothes in a sexual way
10. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
11. Displaying sexually suggestive objects
12. Sexual violence, including, but not limited to, sexual assault or sexual battery as defined in Education Code 48900(n), or sexual coercion
13. Dating violence, stalking, and relationship abuse
14. An employee engaging in, soliciting, or encouraging a sexual relationship or sexual activity with a student(s) based on written, verbal, and/or physical contact or fraternization with a student(s). In some circumstances, an employee's physical contact with a student may also take on sexual connotations and rise to the level of sexual harassment. For example, an employee's behavior, such as repeatedly hugging and putting their arms around a student under inappropriate circumstances, could rise to the level of unwelcome touching of a sexual nature.
(cf. 4119.21/4219.11/4319.21-Professional Standards)
15. Sexual relationships between employees and students.
(cf. 4119/21/4219.11/4319.21- Professional Standards)
16. Sexual relationships between employees and former students if the employee pursued an intimate or sexual relationship with the former student while the student was enrolled in the District and while the employee was employed with the District.
(cf. 4119.21/4219.21/4319.21 – Professional Standards)
17. Sexual relationships between employees and students or former students may also violate Title IX.
(cf. OCR 2001 Guidance on Sexual Harassment)

Instruction/Information

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

1. What acts and behavior constitute sexual harassment and sexual violence, including the fact that sexual harassment and sexual violence could occur between people of the same sex
2. A clear message that students do not have to endure sexual harassment or sexual violence
3. Encouragement for a student to immediately contact a teacher, the Principal/designee or any other available employee if the student has been subjected to sexual harassment by a student, employee, or a third party in the educational setting
4. Explanation that, when a report of sexual harassment is made to a Principal/designee, that administrator shall inform the student and/or parent/guardian of the right to file a written complaint through the District's Uniform Complaint Procedures, BP/AR 1312.3, and also explain how to access those procedures
5. Encouragement for student bystanders to report observed instances of sexual harassment, even where the target of the harassment has not complained
6. Information about the District's procedure for investigating sexual harassment complaints under BP 5145.7 and the Uniform Complaint Procedures 1312.3 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 criminal complaint or an OCR complaint, as applicable

Complaint Process/Grievance Procedure

Uniform Complaint Procedures. All reports and complaints alleging sexual harassment or sexual violence shall be addressed immediately in accordance with this policy and the Uniform Complaint Procedures - BP/AR 1312.3.

District Compliance Officer. The following individual is designated to handle complaints under the Uniform Complaint Procedures regarding sexual harassment prohibited by BP 5145.7 and to answer inquiries regarding the District's sexual harassment policies. This individual is also the District's Title IX Coordinator:

District Compliance Officer
25 Churchill Avenue, Palo Alto, CA 94306
(650) 833-4262
complianceofficer@pausd.org

Student Reports. Any student who believes they have been subjected to sexual harassment or who has witnessed sexual harassment may report the conduct to any school employee.

School Employee Observation and Reports. Within one school day of receiving a sexual harassment report or complaint from a student, parent/guardian or other person, the school employee shall report it to the site Principal/designee.

Any school employee who observes an incident of sexual harassment involving a student shall immediately intervene when safe to do so and shall, within one school day, report the conduct to the Principal/designee, whether or not the target of the harassment makes a report or files a complaint. (Education Code 234.1)

Reports about Principal/designee. Where a sexual harassment report or complaint involves the Principal/designee to whom the report would ordinarily be communicated, the employee who receives the report or who observes the incident shall instead report to the District Compliance Officer within one school day.

Principal Actions after Receiving a Report. The Principal/designee shall, within one school day of receiving the report from a student, an employee or a third party, forward the complaint itself or a transcription of the oral report to the District Compliance Officer.

The Principal/designee shall also inform the student and/or student's parent/guardian of the right to file a written complaint through the Uniform Complaint Procedures, BP/AR 1312.3. The Principal/designee shall provide a free copy or a link to the Uniform Complaint Procedures. The Principal/designee shall document when and how they informed the student and/or the parent/guardian.

Reports about Adult Sexual Relationships with Students. In all allegations of an employee or third party adult engaging in a sexual relationship with a student or a former student, the District Compliance Officer shall assess whether a referral is necessary to either law enforcement or other appropriate agency.

Notification of Factual Findings from other Entities. If the District is on notice of a factual finding that a District employee engaged in behavior with a student, (including a student from a different school or district), which may constitute sexual harassment or sexual violence as defined in this policy, the District Compliance Officer shall investigate the circumstances surrounding the factual finding.

If the District is on notice of a factual finding that a student engaged in behavior with another student, (including a student from a different school or district), which may constitute sexual harassment or sexual violence as defined in this policy, the District Compliance Officer shall investigate the circumstances surrounding the factual finding.

If the District Compliance Officer is able to determine that the factual finding rises to the level of harassment in violation of this policy, the District shall promptly eliminate the harassment in the educational setting, prevent its recurrence in the educational setting, and address its effects in the educational setting.

For the purposes of this section, a "factual finding" includes a finding of fact made by another public or private school, a law enforcement agency, a child protection agency, a court, the Commission on Teaching Credentials or any other finding of fact provided to the District which indicates that an employee or student engaged in behavior which may constitute a violation of this policy and poses a risk to the safety of the District's students.

Other Complaint Options. A student may also file a sex discrimination complaint with the Office for Civil Rights (OCR) of the United States Department of Education. Instructions for filing a complaint can be found at:

<https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce the District's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
(cf. 5131.5 - Vandalism and Graffiti)
2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
3. Disseminating and/or summarizing the District's policy and regulation regarding sexual harassment
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
5. Taking appropriate disciplinary action as set forth below or in Section I of AR 1312.3
6. Taking appropriate remedial actions including, but not limited to, those listed in Section H of AR 1312

Disciplinary Action

If it is determined that an employee has violated this policy by engaging in sexual harassment, sexual violence, a sexual relationship with a student, or retaliation, the District shall take action to address the violation and any substantiated risk, including appropriate disciplinary action. Disciplinary action may include action to dismiss the employee, in accordance with law, board policy, and applicable collective bargaining agreements.

(cf. AR 4218 –Dismissal/Suspension/Disciplinary Action; Education Code sections 44932 et seq.)

Any student who engages in sexual harassment or sexual violence in the educational setting, 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. Suspensions and recommendations for expulsion shall follow applicable law.

(Education Code sections 48900 et seq.)

Students who knowingly file false complaints of sexual harassment or sexual violence or give knowingly false statements in an investigation shall be subject to discipline by measures up to and including suspension and expulsion, as shall any student who is found to have retaliated against another student in violation of this policy.

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

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

When disciplinary action is recommended after the uniform complaint process is complete, the District Compliance Officer shall promptly determine the appropriate sanction and forward the matter to the Principal/designee and/or appropriate District administrator who will promptly implement any disciplinary process.

Confidentiality

All complaints and allegations of sexual harassment or sexual violence shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)15]

(cf. 5125 - Student Records) [16

However, when a complainant notifies the District of the harassment but requests confidentiality, the Principal/designee or the District Compliance Officer shall inform the complainant that the request may limit the District's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the District will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant notifies the District of the harassment but requests that the District not pursue an investigation, the District will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

Record-Keeping

The District Compliance Officer, in consultation with the Superintendent or designee, shall maintain a record of all reported cases of sexual harassment and sexual violence to enable the District to monitor, address, and prevent repetitive harassing behavior in the educational setting.

Notifications

A copy of the District's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)
(cf. 5145.6 - Parental Notifications)
2. Be displayed on the District website, in a prominent location in the main administrative building and in other areas where notices of District rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
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 231.5)
4. Appear in any school or District publication that sets forth the school's or District's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
5. Be included in the student handbook
6. Be provided to employees and employee organizations

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

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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

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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

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Management Resources:

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Dear Colleague Letter Sexual Violence, April 4, 2011 *Sexual Harassment: It's Not Academic*, September 2008 *Revised Sexual Harassment Guidance*, January 2001

WEBSITES

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>

Adopted: Tuesday, February 11, 2014; Tuesday, December 8, 2015; Tuesday, September 12, 2017



NONDISCRIMINATION/ HARASSMENT

BP 5145.3: NONDISCRIMINATION / HARASSMENT

The Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic 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/or bullying of any student, based on actual or perceived characteristics of race or ethnicity, color, nationality, national origin, immigration status, ethnic group identification, age, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on 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)

Unlawful discrimination includes discriminatory harassment, intimidation, or bullying, consisting of physical, verbal, nonverbal, or written conduct, based on one of the categories listed above, 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. Prohibited discrimination also includes different treatment of students with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

Discriminatory harassment under Board Policy 5145.3 includes harassment on the basis of gender, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

While sexual harassment and sexual violence are forms of discrimination and discriminatory harassment on the basis of sex, this policy shall not be used to address sexual harassment or sexual violence complaints. All sexual harassment and sexual violence reports or complaints involving students shall be addressed through BP 5145.7 and BP/AR 1312.3.

Though an incident of alleged harassment, intimidation, and/or bullying as defined within this policy may occur off campus, if the effects of the off-campus incident result in harassment, intimidation, or bullying at school or a school activity that is sufficiently serious to interfere with or limit the targeted student's ability to participate in or benefit from the education program, the school shall respond promptly and effectively to investigate the complaint, determine what happened, eliminate any harassment that occurs at school or a school activity, prevent its recurrence, and address its effects. Such response may include discipline of the alleged harasser in accordance with applicable law and as provided in Board Policy (BP) and Administrative Regulation (AR) 5144. Other possible responses include, but are not limited to, those listed in AR 1312.3.

The Board also prohibits retaliatory behavior or action against any person who reports, testifies about, files a complaint, or otherwise participates in a District complaint, investigation or grievance process relating to an incident of discrimination, including discriminatory harassment, intimidation, or bullying.

The Board is committed to providing age-appropriate training and information to students, parents/guardians, and employees regarding unlawful discrimination, including discriminatory harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents and to whom such reports should be made. Staff and administrators will also receive training on their responsibilities for responding to reports or complaints of discrimination under the District's Uniform Complaint Procedure.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.

(cf. 1240 - Volunteer Assistance)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.2 - Guidance/Counseling Services)

The Principal/designee shall develop a plan to provide students with appropriate interim remedies when necessary for their protection from actual or threatened discriminatory harassment or other discriminatory behavior.

Students who engage in discrimination, including discriminatory harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

Any school district employee who observes an incident of discrimination, including discriminatory harassment, intimidation, or bullying shall immediately intervene when safe to do so and report the conduct to the Principal/designee or District Compliance Officer within one school day. (Education Code 234.1)

(cf. 4118 - Suspension/Disciplinary Action)

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

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

(cf. 5131 - Conduct)

(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)

Grievance Procedures

All reports or complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, and/or bullying involving a student complainant or a student respondent shall be addressed in accordance with the District's Uniform Complaint Procedures in BP/AR 1312.3. (cf. 1312.3 - Uniform Complaint Procedures)

The following individual is designated to handle complaints under the Uniform Complaint Procedures regarding unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on the protected categories identified above, and to answer inquiries regarding the district's nondiscrimination policies:

District Compliance Officer

25 Churchill Avenue, Palo Alto, CA 94306

(650) 833-4262

complianceofficer@pausd.org

Upon receiving a complaint of discrimination, including discriminatory harassment, intimidation, or bullying, the District Compliance Officer shall immediately address and investigate the complaint in accordance with the Uniform Complaint Procedures in BP/AR 1312.3.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, including discriminatory harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district website or any other location that is easily accessible to students.

(cf. 1113 - District and School Websites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 6163.4 - Student Use of Technology)

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language. Additionally, when otherwise necessary to provide access to information for limited English proficient students and parents/guardians, as required by federal law, the complaint forms shall be translated into the student's or parent/guardian's primary language.

A student may also file a discrimination complaint with the Office for Civil Rights (OCR) of the United States Department of Education. [Instructions for filing a complaint](https://www2.ed.gov/about/offices/list/ocr/docs/howto.html) can be found at <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

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
 PENAL CODE
 422.55 Definition of hate crime
 422.6 Crimes, harassment
 CODE OF REGULATIONS, TITLE 5
 4600-4687 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
 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
 CODE OF FEDERAL REGULATIONS, TITLE 34
 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
 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
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010
 CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES
California Student Safety and Violence Prevention - Laws and Regulations, April 2004
 FIRST AMENDMENT CENTER PUBLICATIONS
Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006
 NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS
Dealing with Legal Matters Surrounding Students' Sexual Orientation and Gender Identity, 2004
 U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter: Harassment and Bullying, October 2010
Notice of Non-Discrimination, January 1999
 WEBSITES
 CSBA: <http://www.csba.org>
 California Department of Education: <http://www.cde.ca.gov>
 California Safe Schools Coalition: <http://www.casafeschools.org>
 First Amendment Center: <http://www.firstamendment.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>

AP 5145.3: NONDISCRIMINATION / HARASSMENT

The district designates the individual identified below as the employee responsible for coordinating the district's efforts to comply with state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual shall also serve as the compliance officer specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints regarding unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual race, color, ancestry, national origin, immigration status, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Sexual harassment includes sexual violence, pursuant to Title IX of the Education Amendments of 1972, 38 U.S.C. §1681. (Education Code 234.1; 5 CCR 4621)

The District Compliance Officer(s) may be contacted at:

District Compliance Officer
25 Churchill Avenue, Palo Alto, CA 94306
(650) 833-4262
complianceofficer@pausd.org bpausd.org

(cf. 1312.3 - Uniform Complaint Procedures)

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, intimidation, retaliation, and bullying of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the District Compliance Officer's contact information, to students, parents/guardians, employees, volunteers, and the general public and post them on the district's website and other prominent locations and provide easy access to them through district-supported social media, when available. (Education Code 234.1)
(cf. 1113 - District and School Websites)
2. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the alleged target of any such behavior. (Education Code 234.1)
3. Annually notify all students and parents/guardians of the district's nondiscrimination policy. The notice shall inform students and parents/guardians that consistent with federal and state law and education codes, students shall have the right to participate in gender-segregated school programs or activities and access gender segregated facilities based on their gender identity.
(cf. 5145.6 - Parental Notifications)
4. The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.
5. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include guidelines for addressing issues related to transgender and gender-nonconforming students.
(cf. 1240 - Volunteer Assistance)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
6. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying against a student is required to intervene if it is safe to do so, and shall, within one school day, report the conduct to the Principal/designee, whether or not the alleged target makes a report or files a complaint. (Education Code 234.1)
7. At the beginning of each school year, inform each Principal/designee of the district's responsibility to provide appropriate assistance or resources to protect students' privacy rights and to ensure their safety from threatened or potentially discriminatory behavior.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 -Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
(cf. 5131.5 - Vandalism and Graffiti)
2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination

4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to students, parents/guardians, and the community
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
5. Taking appropriate disciplinary action against perpetrators and anyone determined to have engaged in wrongdoing, including any student who is found to have made a complaint of discrimination that the student knew was not true
(cf. 4118 - Suspension/Disciplinary Action)
(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. 6159.4 - Behavioral Interventions for Special Education Students)

Process for Initiating and Responding to Complaints

Any student who feels or has been subjected to unlawful discrimination, including discriminatory harassment, intimidation, retaliation or bullying is encouraged to immediately contact the Principal/designee or any other staff member. In addition, any student who observes any such incident should report the incident to the Principal/designee or any other staff member whether or not the alleged target makes a report or files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation or bullying or to whom such an incident is reported shall immediately report the incident within one school day to the Principal/designee, whether or not the alleged target files a complaint.

The Principal/designee shall notify the District Compliance Officer of the report or complaint within one school day.

Any report of unlawful discrimination involving the Principal/designee, the District Compliance Officer, or any other person to whom the complaint would ordinarily be reported or filed shall instead be submitted to the Superintendent or designee.

A "report" or "complaint" is defined as any oral or written communication to a school district employee or administrator which alleges behavior or misconduct that may constitute unlawful discrimination. A report or complaint may include an oral report, an email, a text message or other message conveyed to a school district employee or administrator. The report or complaint does not have to be on a particular form or use specific words to identify the law which may have been violated.

When any report or complaint of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is submitted to or received by the Principal/designee or the District Compliance Officer, one or both of those administrators shall inform the student complainant and/or parent/guardian of the right to file a written complaint under the District's Uniform Complaint Procedures in AR 1312.3 as well as the other information, options and documentation set forth in AR 1312.3 subsection A.ii.

Upon receiving a written complaint under the Uniform Complaint Procedures, the District Compliance Officer or designee shall immediately investigate the complaint in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures. Even if the student chooses not to file a written complaint under the Uniform Complaint Procedures, the Principal/designee or District Compliance Officer shall address the report of discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, as explained in AR 1312.3 subsection E. The parties that would have been the complainant and respondent shall receive a written notice of outcome within the timelines described in AR 1312.3.

The District shall take any needed interim measures, promptly investigate, determine what occurred, end any discrimination, prevent its recurrence and address its effects in order to ensure all students have access to the educational program and a safe school environment.

Transgender and Gender-Nonconforming Students

Additional guidance regarding Gender Identity and Access can be found at Board Policy/Administrative Regulation 5157.

BP 0410: NONDISCRIMINATION IN DISTRICT PROGRAMS & ACTIVITIES

Philosophy, Goals, Objectives, and Comprehensive Plans

The Board of Education is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on 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; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

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

(cf. 6145.2 - Athletic Competition)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

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

(cf. 6178 - Career Technical Education)

(cf. 6200 - Adult Education)

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

(cf. 3540 - Transportation)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5145.13 - Response to Immigration Enforcement)

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

Annually, the Superintendent or designee shall review district programs and activities to ensure the removal of any barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, including the use of facilities. S/he shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

(cf. 1330 - Use of Facilities)

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 – Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Notification

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted on the district's web site and social media and in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

(cf. 1312.3 – Uniform Complaint Procedures)

(cf. 4031 – Complaints Concerning Discrimination in Employment)

(cf. 4112.9/4212.9/4312.9 – Employee Notifications)

(cf. 5145.6 – Parental Notifications)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

(cf. 6163.2 - Animals at School)

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

The Superintendent or designee shall ensure that the district provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, note takers, written materials, taped text, and Braille or large print materials.

(cf. 6020 - Parent Involvement)

Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program, or meeting.

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Deputy Superintendent

25 Churchill Ave., Palo Alto, CA 94306

(650) 329-3958

khendricks@pausd.org

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

51007 Legislative intent: state policy

GOVERNMENT CODE

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

2301-2415 Carl D. Perkins Vocational and Applied Technology Act

6311 State plans

6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

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

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

Management Resources:

CSBA PUBLICATIONS

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

Interim Guidance Regarding Transgender Students, Privacy, and Facilities, September 27, 2013

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

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

Protecting Students from Harassment and Hate Crime, January, 1999

Notice of Non-Discrimination, January, 1999

Nondiscrimination in Employment Practices in Education, August, 1991

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

2010 ADA Standards for Accessible Design, September 2010

WEB SITES

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

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

Safe Schools Coalition: <http://www.safeschoolscoalition.org>

Pacific ADA Center: <http://www.adapacific.org>

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

U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act: <http://www.ada.gov>



TITLE IX COMPLIANCE

Title IX of the Civil Rights Act provides that “no person...shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance.”

[20 U.S.C. §1681(a)]

Title IX Coordinator provides information about nondiscrimination policy and complaint procedures; ensures that appropriate training is provided on a frequent and regular basis; and monitors District actions in response to allegations of sexual harassment.

Title IX laws cover a range of potential discrimination based upon gender, sex, sexual orientation, etc. The links below are to Board Policies under which Title IX protections exist.

[BP 5157: Gender Identity and Access](#)

[BP 5145.3: Nondiscrimination/Harassment](#)

[Sexual Harassment](#)

What BP/AR should this link to?

[Athletic Competition](#)

What BP/AR should this link to?

Information on Uniform Complaint Procedures

[AR 4144/4244/4344: Complaint Procedures](#)

[BP 1312.3: Uniform Complaint Procedures](#)

[AR 1312.3: Uniform Complaint Procedures](#)

[AR 1312.4: Williams Uniform Complaint](#)

District Compliance Coordinator: For Title IX information, a copy of the Procedures for Complaints and Resolutions, or assistance in filing a complaint, please contact the District Compliance Coordinator for Title IX Regulations:

Megan Farrell

Palo Alto Unified School District

25 Churchill Avenue

Palo Alto, CA 94306

(650) 833-4248

ComplianceOfficer@pausd.org



PARENT CONCERNS

Concerns raised by parents/guardians about school district personnel should be resolved as quickly as possible. Therefore, parents or guardians of students in the Palo Alto Unified School District are urged to discuss their concerns directly with the employee(s) in question when concerns surface.

If the concern is not resolved with the employee(s) at this first level, the parent/guardian should then put the concern in writing and direct it to the employee's immediate supervisor who will attempt to find a resolution in the matter. If the concern is not put into writing at this stage (second level), the district will be unable to respond.

If the resolution is unsatisfactory, the parent/guardian may request that the matter (including initial document and the supervisor's response) be forwarded to the Superintendent or his/her designee. This request must also be in writing. The Superintendent or his/her designee shall respond in writing within twenty (20) working days after receipt of the written request (and documentation) to the parties with his/her resolution of the concern.

For more information regarding addressing Parent/Guardian concerns, including Instructional Materials (Williams), Sexual Harassment, school district personnel, etc., please refer to the district website for [complaint procedures](#).



UNIFORM COMPLAINTS PROCEDURES

BP 1312.3: UNIFORM COMPLAINT PROCEDURES

The Board of Education recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.

The district's Uniform Complaint Procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR 4610)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5148 - Child Care and Development)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)
2. Any complaint alleging the occurrence of unlawful discrimination, including discriminatory harassment, (such as sexual harassment, sexual violence or harassment based on a protected characteristic), intimidation, or bullying against any person in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 [12] or 220 [13], Government Code 11135 [14], or Penal Code 422.55 [15], or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610).

Scope and Definitions Related to Unlawful Discrimination Complaints

The district will review and address any report or complaint of unlawful discrimination involving a student, employee or third party against another student, employee or third party. Specifically:

- a. Any sexual harassment or sexual violence report or complaint involving a student complainant or a student respondent shall be addressed through BP 5145.7 and the Uniform Complaint Procedures. Any other report or complaint of unlawful discrimination involving a student complainant or a student respondent shall be addressed through BP/AR 5145.3 and the Uniform Complaint Procedures.
- b. Any unlawful discrimination report or complaint, including sexual harassment or sexual violence complaints, between employees or between employees and third parties, but not involving student complainants or student respondents, shall be addressed through BP/AR 4119.11/4219.11/4319.11 and AR 4031.
- c. Any unlawful discrimination report or complaint, including sexual harassment or sexual violence complaints, between third parties which took place in the educational setting shall be referred to the District Compliance Officer to determine how to appropriately address the complaint.

A "report" or "complaint" is defined as any oral or written communication to a school district employee or administrator which alleges behavior or misconduct that may constitute unlawful discrimination. A report or complaint may include an oral report, an email, a text message or other message conveyed to a school district employee or administrator. The report or complaint does not have to be on a particular form or use specific words to identify the law which may have been violated.

A “third party” is defined as someone who is connected to the school or the district for educational, business or extra-curricular purposes. For example, a third party may include a vendor; volunteer; coach; or other person who is on school or district grounds during the hours of operation or who is present in the educational setting.

“Educational setting” includes all educational programs and activities of the school or district, including all the academic, educational, extracurricular, athletic, and other programs and activities of the school, whether those programs or activities take place in a school’s facilities, on a school bus, or at a class or training program sponsored by the school at another location .

(cf. 5145.7 - Sexual Harassment)

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

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 5145.3 - Nondiscrimination/Harassment)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)
(cf. 5146 - Married/Pregnant/Parenting Students)
4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)
(cf. 3260 - Fees and Charges)
(cf. 3320 - Claims and Actions Against the District)
5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)
(cf. 0460 - Local Control and Accountability Plan)
6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district’s educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)
(cf. 6173.1 - Education for Foster Youth)
7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)
(cf. 6173 - Education for Homeless Children)
8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)
(cf. 6152 - Class Assignment)
9. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)
(cf. 6142.7 - Physical Education and Activity)
10. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
11. Any other complaint as specified in a district policy

Retaliation and Confidentiality

The Board prohibits any retaliatory behavior or action against any person who reports, testifies about, files a complaint or otherwise participates in a District complaint, investigation or grievance process under the Uniform Complaint Procedures. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant. An individual who believes he or she has been subjected to retaliation defined herein may also file a complaint under the Uniform Complaint Procedures.

In investigating complaints, the confidentiality of the parties involved shall be protected, as required by law. As appropriate for any complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, the District shall keep confidential the identity of all parties except when the Principal/designee or the District Compliance Officer has a duty to share the parties’ identifying information as necessary to gather a response to the complaint, in order to take subsequent corrective action if misconduct is found to have occurred, and/or to conduct ongoing monitoring. When a complainant requests confidentiality, the Principal/designee or the District Compliance Officer shall notify the complainant that the request may limit the District’s ability to investigate the harassment or take other necessary action. An intentional breach of the complainant’s confidentiality by a student or employee may be considered a violation of this policy or a retaliatory act.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

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

The Superintendent or designee shall maintain records of all UCP complaints, the investigations of those complaints, and the resolution of the complaints in confidential complaint files for a minimum of two years. All such records shall be maintained and/or destroyed in accordance with applicable state law and district policy.

(cf. 5125 - Student Records)
(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency. However, the District may still be obligated to address and investigate any complaint alleging child abuse or neglect of a student by an employee or third party which took place in the educational setting.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing. The District Compliance Officer or Human Resources manager shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following :

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and misassignments
4. Deficiency in the district's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32289 School safety plan, uniform complaint procedure

35186 Williams uniform complaint procedure

37254 Intensive instruction and services for students who have not passed exit exam

41500-41513 Categorical education block grants

48985 Notices in language other than English

49010-49013 Student fees

49060-49079 Student records

49490-49590 Child nutrition programs

52160-52178 Bilingual education programs

52300-52490 Career-technical education

52500-52616.24 Adult schools

52800-52870 School-based coordinated programs

54000-54028 Economic impact aid programs

54100-54145 Miller-Unruh Basic Reading Act
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56867 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process
GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act
CODE OF REGULATIONS, TITLE 5
3080 Application of section
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
PENAL CODE

422.6 Interference with constitutional right or privilege

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

6301-6577 Title I basic programs

6601-6777 Title II preparing and recruiting high quality teachers and principals

6801-6871 Title III language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act

7201-7283g Title V promoting informed parental choice and innovative programs

7301-7372 Title V rural and low-income school programs

Management Resources:

WEBSITES

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/index.html>

AR 1312.3: UNIFORM COMPLAINT PROCEDURES

Except as the Board of Education may otherwise specifically provide in other Board policies, these Uniform Complaint Procedures shall be used to investigate and resolve complaints alleging (1) unlawful discrimination, including discriminatory harassment, (such as sexual harassment, sexual violence or harassment based on a protected characteristic), intimidation, bullying, and retaliation, and (2) violations of other state and federal laws and regulations. The steps for each type of complaint are explained below.

District Compliance Officer

The following individual shall be responsible for receiving and coordinating the District's response to complaints, investigating or delegating the investigation of complaints, and ensuring district compliance with the law:

District Compliance Officer

25 Churchill Avenue, Palo Alto, CA 94306

(650) 833-4262

complianceofficer@pausd.org

The Superintendent or designee shall ensure that the District Compliance Officer and those designated to investigate or otherwise resolve complaints have received training and are knowledgeable about the laws and programs for which they are responsible. This should include knowledge and training about the applicable laws governing the program, including federal and state anti-discrimination laws, the district's grievance procedures, the appropriate steps for investigating and documenting investigations, the applicable legal standards for reaching decisions on such complaints, and appropriate corrective measures. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 9124 - Attorney)

Avoiding Conflict

The District Compliance Officer, a designee, or an outside consultant shall not be designated to investigate a uniform complaint if that person (1) is named as being involved with the underlying facts of the complaint or (2) has a conflict of interest that would prohibit that person from fairly and impartially investigating the complaint.

For the purposes of an investigation under the Uniform Complaint Procedures, a conflict of interest includes a personal, professional, or financial interest that has the potential to compromise or bias the professional judgment or objectivity of the holder of the interest. The investigator assigned to investigate shall disclose to the Superintendent or designee any potential conflicts of interest, including a relationship or familiarity with the complainant, respondent, and/or individuals who are likely to be witnesses, as well as any interest the

investigator might have in the outcome of the matter. Because the Board of Education is obligated to provide and/or hire an investigator for uniform complaints, the act of paying the investigator's salary or fee is not considered to be an impermissible financial conflict of interest.

If the Superintendent or designee determines that an assigned investigator has a conflict of interest, the complaint and investigation shall be delegated to an impartial, trained, and available administrator or outside investigator.

Any complaint filed against or implicating the District Compliance Officer or other assigned investigator may instead be filed with the Superintendent or designee.

Notifications

The Superintendent or designee shall annually provide written/online notification of the district's Uniform Complaint Procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The district's Uniform Complaint Procedures under Board Policy and Administrative Regulation 1312.3 shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code 234.1, 48985) Additionally, when otherwise necessary to provide access to information for limited English proficient students and parents/guardians, as required by federal law, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into the student's or parent/guardian's primary language.

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth, homeless students, and former juvenile court school students to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622).

(cf. 0460 - School Plans/Site Councils)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 1220 - Citizen Advisory Committees)

(cf. 3260 - Fees and Charges)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

(cf. 6173 - Education of Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.3 - Education for Juvenile Court School Students)

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district website and may be provided through district-supported social media, if available. (cf. 1113 - District and School Websites) (cf. 1114 - District-Sponsored Social Media)

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Explain any civil law remedies that may be available to a victim of discrimination under state or federal discrimination laws, if applicable
3. Describe the appeal process, including, if applicable, a complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies. A respondent to an unlawful discrimination complaint may also file an appeal with the CDE in the same manner as the complainant.
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days of the district's receipt of the complaint. This time period may be extended by written agreement of the complainant and respondent.
 - c. A complaint alleging retaliation or unlawful discrimination, including discriminatory harassment, intimidation, or bullying should be filed not later than six months from the date it occurred or six months from the date the complainant first obtained knowledge of the facts unless the time for filing is extended in writing by the Superintendent or designee for up

to 90 calendar days following the expiration of the six month time period, for good cause upon written request by the complainant setting forth the reasons for the extension. (e.g., 5 CCR §4630.)

- d. A complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision. A respondent to an unlawful discrimination complaint also shall have the right to file an appeal with the CDE in the same manner as the complainant.
- e. The appeal to the CDE shall include a copy of the complaint filed with the district and a copy of the district's decision.
- f. Copies of the district's Uniform Complaint Procedures are available free of charge.
- g. While it is the District's intent to notify a parent/guardian about a Title IX report involving their student, the District must consider any student request not to notify a parent/guardian based on the law.
(cf. 5145.6 - Parental Notifications)
- h. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
- i. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
- j. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.
- k. A foster youth, homeless student, or former juvenile court school student who transfers into a district high school or between district high schools as applicable shall be notified of the district's responsibility to: (1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed (2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency (3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1

Complaint Procedures/Grievance Procedures

- I. **Complaints Alleging Unlawful Discrimination, Including Discriminatory Harassment, Intimidation and/or Bullying**
All complaints alleging unlawful discrimination, including conduct prohibited by the District's Nondiscrimination/Harassment Policy – BP 5145.3, and Sexual Harassment Policy– BP 5145.7, as well as other discriminatory intimidation, harassment, or bullying shall be addressed in accordance with the following procedure and shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631) Such complaints shall be investigated using this procedure regardless of whether the alleged harassment occurred on or off campus.

Recordkeeping: The District Compliance Officer shall maintain a log of complaints received, providing each with a code number and a date stamp. The District Compliance Officer shall also maintain a record of actions taken by the District in response to each complaint. The record shall include documentation of the steps taken during an investigation, including interview summaries and all information required for compliance with 5 CCR 4631 and 4633.

A. Reports and Complaints:

A "report" or "complaint" is defined as any oral or written communication to a school district employee or administrator which alleges behavior or misconduct that may constitute unlawful discrimination. A report or complaint may include an oral report, an email, a text message or other message conveyed to a school district employee or administrator. The report or complaint does not have to be on a particular form or use specific words to identify the law which may have been violated.

Any student, parent/guardian, third party, or other individual or organization who believes that an individual or group has been subjected to unlawful discrimination, including discriminatory harassment, intimidation and/or bullying, or who has witnessed such conduct, whether the conduct initially occurred on or off campus, is encouraged to report the conduct to any school district employee or administrator, and/or file a written uniform complaint under these procedures.

The following requirements apply to school district employees or administrators:

- i. **Reporting Up**
 - a. A school district employee who receives a report or complaint of discrimination, including discriminatory harassment, intimidation and/or bullying, shall, within one school day of receiving the report, notify the Principal/designee. In

addition, any school district employee who observes any incident of unlawful discrimination, including discriminatory harassment, intimidation and/or bullying involving a student shall, within one school day, report this observation to the Principal/designee, whether or not the victim makes a report.

- b. The Principal/designee shall, within one school day of receiving a report or complaint of unlawful discrimination, including discriminatory harassment, intimidation and/or bullying, notify the District Compliance Officer of the report or complaint.
 - c. When a report or complaint of unlawful discrimination, including discriminatory harassment, intimidation and/or bullying is made against the Principal/designee to whom the report would ordinarily be communicated, the school district employee who receives the report or who observes the incident shall instead report to the District Compliance Officer within one school day.
- ii. Information, Options and Documentation Provided to Reporting Individuals and Complainants
- a. Either the Principal/designee or the District Compliance Officer shall, within one school day of receiving a report or complaint, inform the reporting individual or complainant of the resolution options under these procedures and the differences between these options (such as appeal rights and different types of written outcome.) The options include (1) the right to proceed under the Uniform Complaint Procedures; (2) the option to pursue resolution through an informal resolution process as described below in subsection D; or (3) the right to request that the District not take steps to investigate or pursue the complaint, with the understanding that the District may still have a duty to address the matter after a District-initiated investigation described in subsection E, below, depending on the seriousness of the allegations and the risk of future harm to students or others. If a District-initiated investigation proceeds, the Principal/designee or the District Compliance Officer shall inform the reporting individual or complainant in writing of the District's decision to proceed. After the District has investigated the matter and determined the outcome, the Principal/designee or the District Compliance Officer shall provide a written notice of outcome to the parties who would have been the complainant and respondent. The notice of outcome shall state that the party who would have been the complainant may pursue a Uniform Complaint at a later date, but the District reserves the right to enforce the six to nine-month time line constraints for filing a Uniform Complaint as set forth in 5 CCR §4630(b). If a District-initiated investigation does not proceed, the reporting individual or complainant shall be informed of the right to proceed under the Uniform Complaint Procedures at a later time by making a request in writing to the District Compliance Officer.
 - b. If an individual who wants to proceed and submit the allegations in writing, but is unable to do so due to conditions such as a disability or illiteracy, district staff shall assist the individual in the writing the information related to the allegations. (See, e.g., 5 CCR 4600) The district may offer a Uniform Complaint Form for the complainant to place the uniform complaint in writing.
 - c. The Principal/designee or District Compliance Officer shall also inform the reporting individual or complainant that the identity of all parties of a complaint shall be kept confidential except when the District has a duty to share the parties' identifying information as necessary to gather a response to the complaint, in order to take subsequent corrective action if misconduct is found to have occurred, and/or to conduct ongoing monitoring.
 - d. If the reporting individual or complainant insists on not being identified or does not give names of the alleged perpetrators, the individual shall be informed by the Principal/designee or the District Compliance Officer that the request may limit the District's ability to investigate or take other necessary action.
 - e. This discussion and any decisions based on the discussion shall be reduced to writing and submitted to the reporting individual or complainant. The Principal/designee shall forward a copy of the document to the District Compliance Officer. A copy of the document shall be maintained in a confidential complaint file with the Principal/designee and with the District Compliance Officer.

B. Interim Measures:

After a report or complaint is received, the responsible administrator (Principal/designee and/or the District Compliance Officer) shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the responsible administrator shall implement measures to stop, prevent or address the effects of the alleged discrimination, including discriminatory intimidation or retaliation, harassment, or bullying during and pending any informal resolution and/or investigation. The interim measures may include actions such as no-contact directives, increased supervision, placing students in separate classes, or transferring a student to a class taught by a different teacher. To the extent possible, interim measures will be implemented in a manner that minimizes the burden on the individual who was the target of the alleged discrimination.

C. Off-Campus Incidents or Incidents Unrelated to School Activity:

Though an incident of unlawful discrimination, including discriminatory harassment, intimidation, or bullying may occur off campus or unrelated to school activity, if the effects of the incident result or may result in harassment, intimidation, or bullying at school or at a school activity, which is sufficiently serious to interfere with or limit student(s)' ability to participate in or benefit from the education program, the District Compliance Officer or Principal/designee shall, under these Uniform Complaint Procedures, promptly investigate, determine what occurred, eliminate any harassment, intimidation, or bullying that occurs at school or at a school activity, prevent its recurrence, and address its effects.

D. Optional Informal Resolution Process at the Site Level:

Except in complaints alleging sexual violence, when a complaint alleging unlawful discrimination, including discriminatory harassment, intimidation and/or bullying against an individual is submitted under these procedures, the site Principal/designee may, after gathering evidence related to the complaint, engage in informal efforts to resolve the complaint after obtaining the signed, written consent of the complainant, the complainant's parent/guardian, the respondent, and the respondent's parent/guardian. The Principal/designee shall notify the District Compliance Officer that the complainant and respondent have consented to an informal resolution process and submit a copy of the signed consent documents to the District Compliance Officer. The District Compliance Officer shall develop a template for the Principal/designee to use to facilitate written consent by the parties.

Before the parties consent to engage in an informal resolution process, the Principal/designee shall inform the complainant, the respondent and their respective parents/guardians of the following: (1) The complainant or the complainant's parent/guardian will not be asked or required to meet directly with the respondent as part of the informal resolution process; (2) The informal resolution process shall be completed within 10 calendar days of the district's receipt of the complaint; (3) The differences between the informal resolution process and the process set forth under subsections D-H below shall be explained; (4) The right of either party to terminate an informal resolution process at any time and request that the District Compliance Officer proceed with the investigation of the uniform complaint under subsections F-H within the timelines set forth in this AR 1312.3; and (5) the informal resolution process, if successful, will result in a signed, written agreement between the parties which includes a waiver of any appeal rights set forth in AR 1312.3 and acknowledgement that the complainant cannot pursue another Uniform Complaint regarding the same allegations discussed and resolved between the parties.

At the conclusion of 10 calendar days, the informal resolution process shall cease, and the Principal/designee shall create a written report to memorialize the information gathered during the informal process, the procedures used during the informal process, whether an agreement was reached by the parties, and the terms of any agreement. A copy of this report shall be sent to the District Compliance Officer.

If an agreement is reached between the parties, the parties, with the assistance of the Principal, shall reduce the agreement to writing, and the parties shall sign the document only if they agree with the terms of the agreement. The District Compliance Officer shall create an agreement template which the parties shall use to memorialize their agreement. The agreement shall include, among other things, a waiver of appeal rights set forth in AR 1312.3 and a statement that the complainant is precluded from filing another complaint regarding the same allegation(s). The complainant, respondent, their respective parents/guardians and the District Compliance Officer shall receive a copy of the signed agreement. The Principal's written report and the signed agreement shall be maintained in a confidential complaint file with the Principal/designee and with the District Compliance Officer.

If the informal resolution process did not result in an agreement within the 10 calendar days or if the informal process is stopped by either party, the District Compliance Officer shall immediately proceed with the investigation under subsections F-H below. The investigation process shall be concluded within 60 calendar days of the district's receipt of the complaint.

E. District-Initiated Procedures to Address a Report

If the Principal/designee and/or the District Compliance Officer has determined to pursue a District-Initiated investigation, the investigation will follow procedures in subsection F, below, except the investigation does not need to be initiated within 10 calendar days of receipt of the report, refusal of the complainant to participate does not dismiss the report or complaint, and the District does not need to re-describe the UCP to the reporting individual or complainant.. In any matter involving discrimination, including discriminatory harassment, intimidation and/or bullying, the expectation is to complete the process within 60 calendar days of the date the district received the initial report. The individuals who would have been the complainant and respondent shall receive a written notice of outcome within the 60 calendar days, unless there is good cause to extend the time, which will be explained to the parties in writing.

F. Investigation

- i. Initiation of Investigation

The District Compliance Officer shall initiate an impartial investigation of an allegation of unlawful discrimination, including discriminatory harassment, intimidation and/or bullying, within five school days of receiving a complaint under this procedure. The time may be extended if informal resolution is undertaken pursuant to subsection D, above. However, in all cases the investigation shall begin within 10 calendar days of the district's receipt of the initial complaint unless the District Compliance Officer has confirmed that the complaint has been resolved informally to the satisfaction of complainant, respondent and their respective parents/guardians, under subsection D, above.

When a student is reported to be engaging in unlawful discrimination, including discriminatory harassment, intimidation, and/or bullying, against an individual off campus, the District Compliance Officer shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the complainant's educational performance.

If the District Compliance Officer receives an anonymous complaint or media report about alleged unlawful discrimination including discriminatory harassment, intimidation and/or bullying, the District Compliance Officer shall determine whether it is appropriate to pursue an investigation considering the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and/or other information related to the allegations in the complaint. (5 CCR 4631)

The District Compliance Officer shall keep the complaint and allegation(s) confidential, except as necessary to carry out the investigation or take other necessary action. (5 CCR 4964)

ii. Initial Interview with the Subject of the Complaint:

At the beginning of an investigation, the District Compliance Officer shall describe the uniform complaint procedures to the complainant and the complainant's parent or guardian, and discuss what actions and remedies are being sought in response to the complaint. The complainant shall have an opportunity to describe the incident, identify witnesses who may have relevant information and provide other evidence or information leading to evidence of the alleged conduct.

iii. Additional Interviews and Gathering of Evidence:

The District Compliance Officer shall interview individuals who have information relevant to the investigation, including, but not limited to, the complainant and, where appropriate, the complainant's parents/guardians, the respondent, anyone who witnessed the reported conduct, and anyone mentioned as having relevant information.

When interviewing the respondent, the District Compliance Officer shall describe the Uniform Complaint Procedures to the respondent and the respondent's parent/guardian, if applicable. The respondent shall have the opportunity to respond to the allegations, identify witnesses who may have relevant information, and provide other evidence or information leading to evidence related to the allegations.

The District Compliance Officer will also locate and review any available records, notes, documents, electronic information or statements related to the complaint and may take other steps such as visiting the location where the conduct is alleged to have taken place.

Information about a complainant's past or current sexual relationship with individuals other than respondent shall be excluded from the investigation process.

When necessary to carry out his/her investigation or to protect student safety, and consistent with federal and state privacy laws, the District Compliance Officer also may discuss the complaint with the Superintendent or designee, the parent/guardian of the respondent if the respondent is a student, a teacher or staff member whose knowledge of the students involved may help in determining the facts, law enforcement and/or child protective services, and district legal counsel or the district's risk manager.

Interviews of the complainant, the respondent, and all relevant witnesses are conducted privately, separately, and are confidential. At no time will the complainant and respondent be interviewed together.

Interviews, evidence and other information gathered will be documented and maintained in confidential complaint files. Confidential complaint files shall be maintained for a minimum of two years or as otherwise required by district policy and shall be destroyed in accordance with state law and district policy.

(cf. 5125 – Student Records)
(cf. 3580 – District Records)

iv. **Factors in Reaching a Determination:**

The District Compliance Officer shall apply a “preponderance of the evidence” standard in determining the veracity of the factual allegations in a complaint. The standard is met if the allegation is more likely or not to have occurred.

In reaching a decision about the complaint, the District Compliance Officer may take into account:

- a. Statements made by the complainant, the respondent, and other persons with knowledge relevant to the allegations
- b. The details, consistency and/or corroboration of each person's account
- c. Evidence of how the complainant and respondent reacted to and felt about the incident, if it was found to have occurred
- d. Evidence of any past instances of unlawful discrimination, including discriminatory harassment, intimidation and/or bullying or other misconduct by the respondent
- e. Evidence that the complainant or respondent filed a complaint or cross-complaint alleging unlawful discrimination, including discriminatory harassment, intimidation and/or bullying which was found to be a knowingly false complaint or cross-complaint or to have included knowingly false statements made by the complainant or respondent.

To judge the severity of the unlawful discrimination, including discriminatory harassment, intimidation and/or bullying, the District Compliance Officer may take into consideration:

- a. How the misconduct affected the complainant and/or the complainant's access to education and education programs and activities
- b. The type, frequency, and duration of the misconduct
- c. The age of the complainant and respondent and the nature of the relationship between them
- d. The number of persons engaged in the alleged conduct
- e. The size of the school, location of the incidents, and context in which they occurred
- f. Other incidents of discrimination, harassment, intimidation or bullying at the school

G. Written Report of Findings and Decision:

Within 60 calendar days of the district's receipt of the complaint, the District Compliance Officer shall conclude the investigation and prepare a written report of findings and decision, as described below. This timeline may be extended by written agreement of the complainant and the respondent.

The district's decision shall be in writing and sent to the complainant and respondent. (5 CCR 4631) The decision shall maintain any applicable confidentiality rights of the parties and be issued in consideration of any legal limitations based on such confidentiality.

The district's decision shall be written in English and, when required by Education Code 48985, in the complainant's primary language. Additionally, when otherwise necessary to provide access to information for limited English proficient students and parents/guardians, as required by federal law, the decision shall be translated into the student's or parent/guardian's primary language.

For all complaints, the decision shall include: (5 CCR 4631)

- a. The findings of fact based on the evidence gathered
- b. As to each allegation, the District's conclusion(s) of law
- c. Rationale for such conclusion(s)
- d. Corrective actions, if warranted, which may include consequences imposed on the individual found to have engaged in the discriminatory conduct that relate directly to the complainant, as required by law, such as requiring that the individual found to have engaged in the discrimination stay away from the complainant, prohibiting the individual from attending school for a period of time, or transferring the individual to other classes or another school.

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

Individual remedies, if warranted, which were offered or provided to the complainant, such as counseling, academic remedies, or other measures taken to eliminate any hostile environment, prevent retaliation and prevent the discrimination from recurring. The remedies offered and provided to the complainant shall not be revealed to the respondent unless required by law or district policy.

Systemic measures the school has taken or will take to eliminate a hostile environment and prevent recurrence, including counseling and academic support services for other affected students, training for faculty and staff, revisions to the school's policies, and campus climate surveys.

- e. Notice that the complainant and/or the complainant's parent/guardian should immediately report any reoccurrence of the conduct or retaliation to the District Compliance Officer or Principal/designee. Notice that the respondent and/or the respondent's parent/guardian should also immediately report any retaliation to the District Compliance Officer or Principal/designee.
- f. Notice of the complainant's and respondent's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal.

Any decision concerning a complaint of discrimination, including discriminatory harassment, intimidation, and/or bullying shall include a notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing state law civil law remedies. (Education Code 262.3)

H. Remedial Action

Remedial action will be designed to end the discriminatory conduct, to prevent its recurrence, and to address its effects on the complainant. Examples of remedial actions, as appropriate, include, but are not limited to, the following:

1. Interventions for the respondent who engaged in the discrimination, such as parent or supervisor notification, discipline (discussed below), counseling, or training.
2. Interventions for the subject of the complaint such as counseling, academic support, and information on how to report further incidents of discrimination.
3. Separating the subject of the complaint and the respondent who engaged in the discrimination, provided the separation does not penalize the subject of the complaint.
4. Follow-up inquiries with the subject of the complaint and witnesses to ensure that the discriminatory conduct has stopped and that they have not experienced any retaliation. Follow-up inquiries with the respondent who engaged in the discrimination to ensure that the respondent understands what behavior is expected and/or appropriate after the investigation.
5. Training or other interventions for the larger school community to ensure that students, staff, and parents understand the types of behavior that constitute discrimination, that the District does not tolerate it, and how to report it.

In addition, the District Compliance Officer shall ensure that the individual who was the target of discrimination and/or the individual's parent/guardian are informed of the procedures for reporting any subsequent problems. The District Compliance Officer shall make follow-up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.

I. Disciplinary Action

Students who are found to have engaged in discriminatory conduct may be subject to discipline up to and including expulsion. Disciplinary action may include oral warnings, written warnings, mandatory training, counseling, suspension, transfer, or expulsion for students. Such disciplinary action shall be in accordance with Board Policy, Administrative Regulation and state law. Suspension and recommendations for expulsion shall follow applicable law.

Staff members who are found to have engaged in discriminatory conduct toward students shall be subject to discipline up to and including dismissal. Disciplinary action may include oral warnings, written warnings, mandatory training, counseling, suspension, transfer, demotion, or termination of employees. Such disciplinary action shall be determined by site and District Administration in accordance with applicable policies, laws, and/or collective bargaining agreements.

(cf. AR 4218 – Dismissal/Suspension/Disciplinary Action; Education Code 44932 et seq.)

In identifying appropriate disciplinary action, repeated incidents and/or multiple victims will result in more severe penalties.

Individuals who knowingly file false complaints of discrimination, including discriminatory harassment, intimidation, and/or bullying or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, and or dismissal, as shall any individual who is found to have retaliated against another in violation of this policy.

II. Complaints Alleging Noncompliance with Other Federal or State Laws

A complaint alleging district violation or noncompliance with federal or state laws or regulations governing specific educational programs, such as adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)

Any complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may also be filed under this procedure or may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

If a complaint alleging noncompliance with federal or state laws or regulations governing specific educational programs or the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians, subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075.)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. Education Code 49013 and 5 CCR 4600.

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's decision under this procedure, may file an appeal in writing with the CDE within 15 days of receiving the district's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.2, 51228.3, 52075; 5 CCR 4600)

The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

In any complaint alleging unlawful discrimination including discriminatory harassment, (such as sexual harassment, sexual violence or harassment based on a protected characteristic), intimidation or bullying, the respondent also shall have the right to file an appeal with the CDE in the same matter as the complainant if the respondent is dissatisfied with the district's decision.

Upon notification by the CDE that the complainant or respondent has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 calendar days of the date the complaint was filed with the district.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For complaints alleging discrimination, including discriminatory harassment, intimidation, bullying, or sexual harassment based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of the right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law.

Complaints alleging discrimination based on race, color, national origin, sex/gender, disability or age may also be filed with the U.S. Department of Education, Office for Civil Rights. [Instructions for filing a complaint](https://www2.ed.gov/about/offices/list/ocr/docs/howto.html) can be found at <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. Such complaints must generally be filed within 180 calendar days of the alleged discrimination

AR 1312.4: WILLIAMS UNIFORM COMPLAINT

The district shall use the following procedures described in this administrative regulation only to investigate and resolve complaints when the complainant alleges that any of the following has occurred:

(Education Code [2]35186; [2] 5 CCR 4680-1, 4682, 4683)

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that:
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, having missing pages, or are unreadable due to damage.
(cf. 6161.1 - Selection and Evaluation of Instructional Materials) [3]
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that:
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
(cf. 4112.22 - Staff Teaching Pupils of Limited English Proficiency) [4]
3. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186 [2]; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

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

(Education Code 35186; [2] 5 CCR 4600)

(cf. 4112.2 - Certification) [5]

(cf. 4113 - Assignment) [6]

3. Complaints regarding the condition of school facilities, including any complaint alleging that:
 - a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to or staff; structural damage creating a hazardous or uninhabitable condition, or any other condition deemed appropriate.

(Education Code [7]17592.72) [7]

2. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5) [8]

Open restroom means the school has kept all restrooms open during school hours when students are not in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs.

(Education Code [8]35292.5) [8]
(cf. 3514- Environmental Safety) [9]
(cf. 3517- Facilities Inspection) [10]

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days.

(Education Code 35186 [2]; 5 CCR 4680)

Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received.

(Education Code 35186 [2]; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her at the mailing address indicated on the complaint form within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the Superintendent or designee.

(Education Code 35186 [2]; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed.

(Education Code 35186) [2]

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Board of Education at a regularly scheduled meeting.

(Education Code 35186 [2]; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in the section "Types of Complaints" item #3a above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632.

(Education Code 35186 [2]; 5 CCR 4687)

All complaints and written responses shall be public records.

(Education Code 35186 [2]; 5 CCR 4686)
(cf. 1340 - Access to District Records) [11]

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meetings and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.

(Education Code [2]35186 [2]; 5 CCR 4686)

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint.

(Education Code 35186; [2]5CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes.

(Education Code 35186) [2]

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186.

(Education [2] [2]Code [2] 35186) [2]

Adopted: Tuesday, August 31, 2010; Tuesday, August 25, 2015
PALO ALTO UNIFIED SCHOOL DISTRICT, Palo Alto, California

INSTRUCTIONAL MATERIALS

The Board of Education uses a comprehensive process to adopt district instructional materials that is based on selection criteria established by law and Board policy and includes opportunities for the involvement of parents/guardians and community members. Complaints concerning the content or use of instructional materials, including textbooks, supplementary instructional materials, library materials, or other instructional materials and equipment, shall be properly and fairly considered using established complaint procedures.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 - Library Media Centers)

Parents/guardians are encouraged to discuss any concerns regarding instructional materials with their child's teacher and/or the school principal. If the situation remains unresolved, a complaint may be filed using the process specified in the administrative regulation.

The district shall accept complaints concerning instructional materials only from staff, district residents or the parents/guardians of children enrolled in a district school.

When deliberating upon challenged materials, a review committee established for this purpose shall consider the educational philosophy of the district, the professional opinions of teachers of the subject and of other competent authorities, reviews of the materials by reputable bodies, the teacher's stated objectives in using the materials, community standards, and the objections of the complainant.

Complainants are encouraged to accept the review committee's decision. However, if the complainant finds that decision unsatisfactory, he/she may appeal the decision to the Board.

(cf. 9322 - Agenda/Meeting Materials)

The district's decision shall be based on educational suitability of the materials and the criteria established in Board policy and administrative regulation.

(cf. 6144 - Controversial Issues)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

When any challenged instructional material is reviewed by the district, it shall not be subject to further reconsideration for 24 months, unless the Superintendent determines that reconsideration is warranted.

Complaints related to sufficiency of textbooks or instructional materials shall be resolved pursuant to the district's Williams uniform complaint procedure at AR 1312.4.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

18111 Exclusion of books by governing board

35010 Control of district; prescription and enforcement of rules

35186 Williams Uniform Complaint Procedures

44805 Enforcement of course of studies; use of textbooks, rules and regulations

51501 Subject matter reflecting on race, color, etc.

60000-60005 Instructional materials, legislative intent

60040-60048 Instructional requirements and materials

60119 Public hearing on sufficiency of materials

60200-60206 Elementary school materials

60226 Requirements for publishers and manufacturers

60400-60411 High school textbooks

60510-60511 Donation of sale of obsolete instructional materials

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES

1002.90 Selection of Instructional Materials, CIL: 90/91-02

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Standards for Evaluation of Instructional Materials with Respect to Social Content, 1986 edition, revised 2001

WEB SITES

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

California Department of Education, Curriculum and Instruction: <http://www.cde.ca.gov/ci>



EMERGENCY PREPAREDNESS PLAN

Gunn High School has developed a detailed Emergency Preparedness Plan and will continue to refine procedures. The following is a brief outline of steps to be taken in the event of a disaster.

The school shall establish a Command Center near the football field and will keep in touch with the district through a two-way radio. The Principal or his/her designee will be the Site Manager.

The staff will mobilize itself immediately by evacuating all buildings and assembling on the football field. Students will assemble by 2nd period teachers. Those who have a 2nd period prep must report to the field to check in with the staff person in charge of students on prep.

Emergency Procedure – Disaster Drill – Student Instructions

1. Students will hear either the fire alarm sound or school bell sounds for at least 30 seconds.
2. Students will duck and cover.
3. Students will remain in a quake-safe position for 60 seconds.
4. Students will exit the building and head to the track field.
5. When students reach the track field, they will line up with their 2nd period teacher on the track, not on the field.
6. Line up according to your 2nd period teacher's last name. Signs with 2nd period teacher names will be held up with teachers ringing the field area in alphabetical order. See field arrangement map on subsequent page.
7. **Students should remain on the track area that is located between the stands and the field. They should not go into the stands or assemble on the field. Unless conditions prohibit doing so, students should sit on the track with their 2nd period class.**
8. Students should check in with their 2nd period teacher and be checked off on the roll sheet.
9. **Students should stay with their 2nd period teacher for the entire drill until an administrator announces the "end of the drill."**

Student Release Procedures: Students are to remain on campus unless safety conditions preclude our holding them here. The school staff will look after the safety and welfare of all students and will cooperate with district and public safety officials regarding the release of students.

Parents/guardians wishing to pick up their students will need to report to the courtyard of Bow Gym. Members of the Student Release Team will station themselves in the courtyard of Bow Gym with copies of student schedules to facilitate locating students. They will keep a record of every student who is released to a parent or parent designee. For that purpose, we will require anyone picking up a student to fill out a Student Release Form and present photo identification. On your child's emergency card, please list the names of all persons to whom we may release your son or daughter. Also, please be sure the information on Infinite Campus is correct for your child and that you have a photo ID for pickup confirmation purposes.

We will send students home or will have them return to class when we receive official word that it is safe to do so.

EMERGENCY INSTRUCTIONS

RUN...HIDE...DEFEND (*"Code Red"- immediate threat on campus*)

- Students and staff go to nearest available shelter.
- Lock doors, build door and internal barricades, cover windows, turn off lights and remain silent.
- Turn off cell phones to maintain silence and help prevent confusion and delay emergency responders.
- Only call 9-1-1 if you know the location, description, or identity of the threat or need immediate medical help.

SHELTER IN PLACE (*"Code Blue"- danger in surrounding area*)

- Go inside immediately.
- Shut and lock windows, doors, and blinds.
- Remain quiet and wait for instructions.

EARTHQUAKE

- If inside, take cover, sheltering head and neck. If outside, move away from windows and buildings.
- After shaking stops, evacuate to field.

FIRE

- When fire alarm sounds or you smell/see smoke, follow evacuation procedures.

EVACUATION (*as directed or when a fire alarm sounds*)

- Get red go backpack.
- Begin evacuating to the football field having students calmly exit, leaving personal items and cell phones.
- Lock room and place red card on window if there are victims inside.

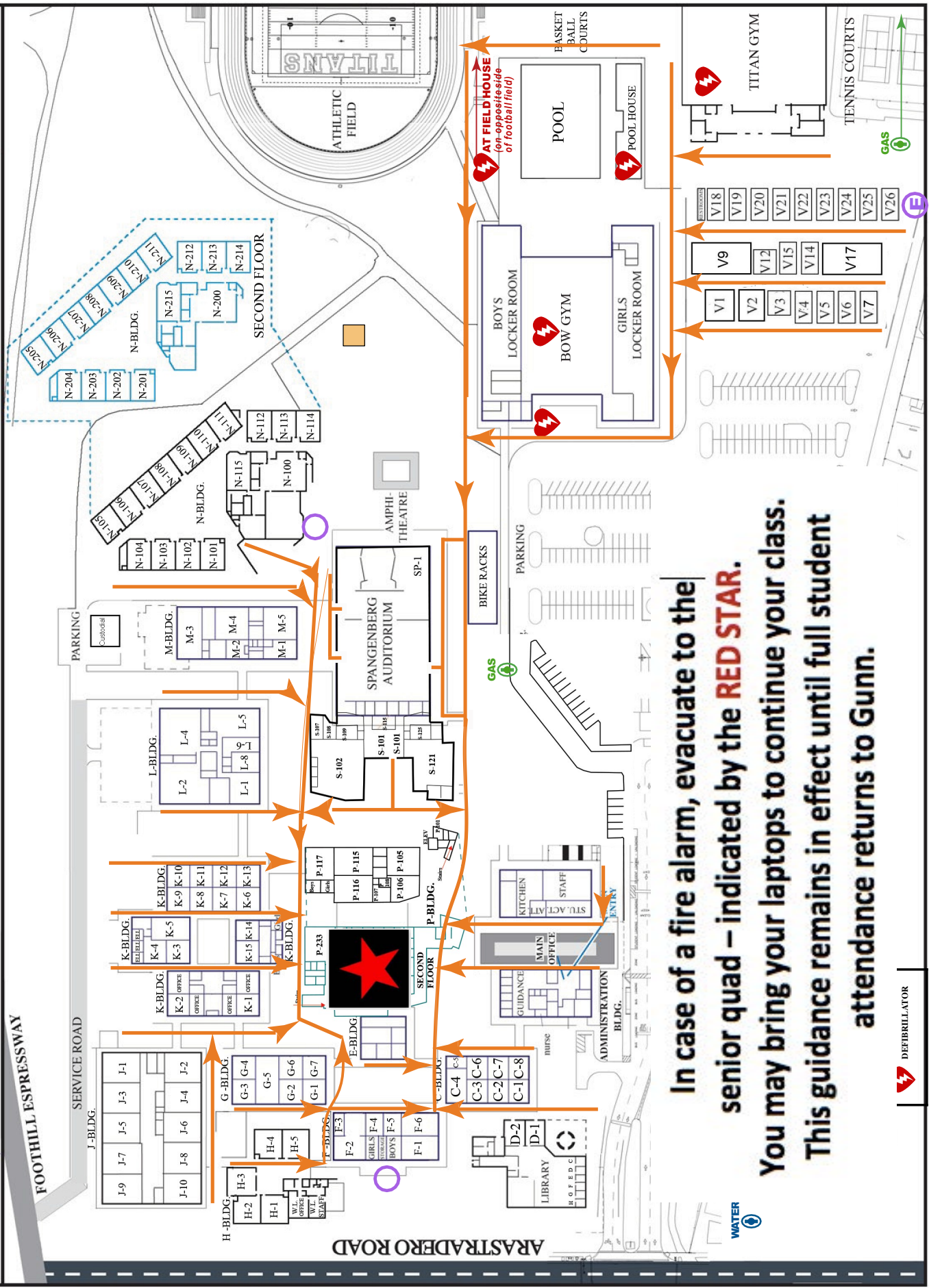
ON THE FIELD

- Get and hold up teacher **2nd period** teacher signs so that students can find their 2nd period teachers. (See diagram)
- Students **line up alphabetically**, three across, and **sit on track by last name** in their 2nd period teacher locations. 2nd period prep students meet under south goal post. (See diagram)
- Take roll quickly, make a note of any injuries, missing, or additional students. Report any missing or injured students to Command staff, Principal, or designee.
- Counselors will collect attendance sheets prioritizing reported absences for the Search, Transport, and First Aid teams.

780 ARASTRADERO ROAD
PALO ALTO, CA 94306

SCHOOL NAME: HENRY GUNN HIGH SCHOOL

SITE MAP



In case of a fire alarm, evacuate to the senior quad – indicated by the RED STAR. You may bring your laptops to continue your class. This guidance remains in effect until full student attendance returns to Gunn.



DEBRILLATOR



COUNSELING SERVICES

The Counseling Staff Assists Students & Parents in Numerous Ways

The primary objectives of the Gunn Counseling program are:

- To help students make effective decisions regarding themselves, their educational plans, their vocational futures, and their personal lives.
- To support school staff in meeting the educational and social-emotional needs of all Gunn students.

Drop-in Hours: Students are welcome to drop-in to meet with their counselor before school, during brunch, lunch, preps, and after school. Students wishing to meet with their counselor during class must first schedule an appointment.

Making an Appointment with your Guidance Counselor:

- Drop in and make an appointment for later. Pink appointment forms are on your counselor's door. Leave it in the box on the door of your counselor. He/she will call you in at one of the days/times that you have said are good for you (if possible).
- Email to make an appointment

Information: The Counseling office is open from 8:00 a.m.– 3:30 p.m. daily. During this time, counselors and counseling staff are available to meet with students and families to support your academic, personal, and college/career needs.

Individual Counseling: Students are assigned to a counselor for administrative purposes and to ensure that each student has a qualified school counselor to maintain records and monitor each student's progress in school. Counselors meet with students individually and in groups each year. Students may sign up to visit their counselor at any time they have a need. Students may speak to any counselor for assistance if their assigned counselor is not available. Parents who wish to meet with their child's counselor are encouraged to e-mail or call the counselor for an appointment. You can also call the Counseling Tech in the counseling office for assistance (354-8212).

Counselors staff also work with students regarding their behavior, physical health concerns, anxiety and stress-related concerns, as well as other mental health related issues. Referrals for off-campus support services are also available. Students or parents are encouraged to make an appointment with a member of the counseling staff if they think a conference might be helpful.

Counselors also attend Student Support Team meetings, IEP meetings, and are the **504 case managers** for the students on their caseload.

Individual & Support Group Counseling: Therapeutic support is available to students with physical health or mental health issues through our counselors and Wellness Center.

Group Counseling: Counselors and other staff members schedule group meetings to help students assimilate the available information. Parent information evenings are held throughout the year. These meetings are based on the child's year in school and will be published in Titan Talk, the Gunn Connection and on the Counseling Department link of the Gunn website.

The Academic Center is a drop-in study center located in the Library. Textbooks are available for checkout for use in the Center, and there is also a drop-in computer lab with printing capabilities. Students can also sign up for tutoring from community volunteers or peer tutors with the Academic Center Supervisor. Additionally, there is a list of paid tutors and tutoring services available from the A.C. Supervisor and on the [Academic Center link](#) on the Gunn website. Mock SAT and ACT tests with prep classes are also offered throughout the year. Check in the Academic Center for more on dates and times for these. Teachers also arrange with the A.C. Supervisor to proctor missed exams. Academic Center hours are currently 7:45 a.m. until 4:00 p.m., Monday – Friday. (354-8271)

The College & Career Center has available to students and parents catalogued files of information and web-based materials relating to scholarships, colleges, vocations, and local and national testing programs. Please call the College and Career Info Specialist at 354-8219 for assistance.

Focus On Success is a study skills class for students who need added support to be successful at Gunn. The class curriculum includes time management, organization and test-taking strategies, as well as goal setting. Homework support is also provided. Students who receive Special Education services are not eligible since these services supplant Focus on Success. See your counselor if you are interested in learning more about FOS.

Student Study Team: An Assistant Principal, school psychologists, school counselor, student and parents are the core members of the Student Study Team. Other members may include teachers and a nurse technician. A Student Study Team meeting is convened when a student is experiencing prolonged difficulty academically, socially, emotionally, and/or having discipline or truancy issues.

504 Management: Your counselor is the case manager if you have a 504 Plan. He/she will monitor your plan at Gunn, inform teachers of your accommodations, and, at the end of the year, track what accommodations were used. If you have questions or concerns regarding your 504, please contact your counselor.

Naviance Student is a web-based service designed especially for planning and exploring college options. Visit or contact Gunn's College and Career Center for login information to activate your account.

Gunn Counselors Contact Information	
Derek Johanson, Counselor.....	djohanson@pausd.org
Jorge Chavez, Counselor.....	jchavez@pausd.org
Jonathan Fidani, Lead Counselor	jfidani@pausd.org
David Leftwich, Counselor.....	dleftwich@pausd.org
Erin Reyes, Counselor	ereyes@pausd.org
Cora Ross, Counselor	cross@pausd.org
Myesha Dickson, Counselor.....	mdickson@pausd.org
Linda Kirsch, College & Career Counselor.....	lkirsch@pausd.org
Liz Libbey, Counseling Technician.....	llibbey@pausd.org or (650) 354-8282
Leighton Lang, College & Career Center	llang@pausd.org or (650) 354-8219



ACADEMIC INFORMATION

Graduation Requirements: Students are required to have a minimum of 220 semester credits for graduation. For any subject taken in grades 9-12, **10** credits are granted for successfully completing a course that meets for a school year; **5** credits are granted for a semester course.

I. Subject Requirements: The number of credits in each subject area listed below must be earned to satisfy graduation requirements.

Subject Area	Units	Information
<i>Social Studies</i>	40	Including 10 credits of World History, 5 credits of Contemporary World, 5 credits of US Government, 10 credits of US History, 5 credits of Economics, and 5 Social Studies elective
<i>English</i>	40	
<i>Science</i>	20	10 credits of Biology; 10 credits of Physical Science
<i>Mathematics</i>	30	Including one year of Algebra or its equivalent
<i>Physical Education</i>	20	
<i>Visual & Performing Arts</i>	10	Drama, Art, Photo, or Music
<i>Career Technical Ed.</i>	10	Business, Industrial Arts, Home Economics, Computer Science, Work Experience, or Exploratory Experience
<i>Living Skills</i>	5	
<i>General Elective Credits</i>	25	
<i>World Languages</i>	20	Through Level 2
TOTAL	220	

II. General Elective Credit Requirement: Additional electives are needed to fulfill the minimum 220 credits required for graduation from high school. These credits may come from any subject area.

Credits & Grades: Students will receive a grade of A, B, C, D or P (Pass) and five credits for each semester class or an F (Fail) or NM (No Mark). Students should carefully review their credits on each grade card and transcript. Pluses and minuses will appear on student transcripts for some courses but will not be used in computing grade point averages.

Report Cards – Progress Grades: Progress grades are mailed to each student following the end of the first and third quarters. Permanent grades are mailed to each student following the end of each semester. The final semester grades will appear on the student’s transcript and will be averaged together with all high school grades to compute a cumulative GPA.

Pass, Credit/NM, No Credit: A mark of “P” (PASS-CREDIT) be given at the discretion of the teacher. A mark of "P" is not used for the calculation of the GPA, but students do receive credit for the course taken. The teacher must complete the Pass/Fail form and return it to the Principal or designee, AP of Student Services for approval prior to the close of the first quarter in each semester.

A mark of “NM” (NO MARK) may be given when it is inappropriate to make an evaluation. Credit will not be given. A student who enrolls in a given course at least four weeks prior to the close of a grade-reporting period is entitled to a mark (including NM).

Incompletes: At the end of first semester only, teachers have the option of giving students an Incomplete when the teacher feels the student has not completed the quarter’s work. The student must then make a contract with the teacher outlining the work to be completed and the time limit allowed. Upon completion of the work, the teacher will award a grade for the class. **If the contract is not fulfilled in the first 6 weeks of second semester, the Incomplete will revert to an F.** An Incomplete may not be given as a second semester final mark.

Notes to Parents: Midway into each quarter, teachers may send Progress Reports to communicate a student’s progress to parents. Progress Reports may include commendations as well as information of unsatisfactory work. Parents are urged to contact the teacher involved to gain further information regarding the note.

Grade Point Averages – GPA: To compute the Grade Point Average (GPA):

1. List each of the semester grades
2. Convert the letter grades to numbers, as follows: A=4, B=3, C=2, D=1, F=0
3. Add all the numbers
4. Divide by the number of semester grades
5. A grade of P or NM is not used in computing the GPA.

CUR. GPA (Current Grade Point Average) Changed to GPA on Transcripts: The number following CUR. GPA, which appears on your high school transcript, refers to Current Grade Point Average. This is the average of all courses taken that one semester figured like the example above. Subjects graded a P for Pass, or NM for No Mark are not included in the total.

GPA (Grade Point Average): Starting with the second semester of the ninth grade, a GPA appears on your transcript. The unweighted cumulative Grade Point Average is the average of all courses since the beginning of the ninth grade.

State Colleges GPA: California State Universities have adopted a 1-7 pattern of course requirements similar to the University of California A-F pattern, including Honors and AP weighting. They also will require a state GPA (grades 10 and 11 without PE) available from the registrar or your counselor. State GPA appears on the transcript beginning with the first semester of 10th grade. See your counselor for more details.

University of California GPA: The University of California requires a very special kind of GPA. Only grades in the A through G courses count toward admission. At present the U.C. will weight up to eight semesters of Honors or AP work done in the last two years of high school (A=5, B=4, C=3). A list of courses used in the A-F GPA can be obtained from your counselor.

Other Colleges: For GPA and course requirements for admission, look in the college catalog, or look up the specific college in college handbooks found in the College and Career Center, or on the Internet.

Elective Credits Towards Graduation from an Institution Outside of PAUSD

1. Of the elective units required to meet the 220-unit graduation requirements, no more than 40 credits may result from off-campus credit-producing courses.
2. Any course from an off-campus credit-producing institution that you intend to bring back onto the Gunn transcript for credit must be approved PRIOR to taking the course. There is a form in front of the Registrar's office and it requires two signatures. It is VERY IMPORTANT to talk with your guidance counselor or the assistant principal of guidance before signing up for a course. **NOT ALL CREDIT-PRODUCING COURSES ARE ELIGIBLE FOR GUNN CREDIT.**
3. Summer educational experiences will be granted credit only if they are taken at an accredited school. Prior permission is needed from the Assistant Principal of Student Services. Contact the Instructional Supervisor for World Languages for a list of accredited language schools.
4. College courses: Prior permission is needed from the Assistant Principal of Student Services. Students granted permission may bring the credits onto the high school transcript (see below) or for college credit. A course taken for college credit (not brought onto the Gunn transcript) can be recognized by 4-year colleges and universities, to which the student is applying, by sending the college transcript directly to those schools as part of the application process.
If the course is approved, credit for college courses will be granted on the following basis. For colleges on the quarter system, units will be doubled. For colleges on the semester system, credits will be tripled.
5. Online courses: Credit from online courses will only be granted from officially accredited institutions. Prior approval is needed from the Assistant Principal of Student Services.

Athletic Eligibility: To be eligible to participate on a Gunn sports team, a student must: 1) be enrolled in at least 5 classes; 2) earn a 2.0 GPA or better in the previous regular grading period, and 3) have completed 20 or more semester credits in the previous regular grading period. Additional information can be found on page 46. See your guidance counselor with questions or Assistant Principal of Athletics.

Maximum Graduation Credits per School Year: A student may earn a maximum of 80 units of credit in any given school year. The school year begins the summer BEFORE regular classes begin and ends in June.



HEALTH/MENTAL HEALTH SERVICES

BOARD POLICY – Student Wellness

Phone: (650) 354-8211

Staffing: The Health Office (HO) is staffed during school hours from 8:20 a.m. until 3:30 p.m.

Location: The HO is located in the Administration building. Health reading materials are located outside of the office.

POLICIES & PROCEDURES

- Students who sustain an injury or who feel ill should go to the Health Office. Teachers will also refer students for treatment or inquiry. An injured or sick student who doesn't attend class or leaves campus without checking out at the Attendance office or Health office, will record an unexcused absence for those periods missed.
- Minor problems will be treated and the student will then return to class with a slip signed by the health technician. (An electronic record is kept of each visit should verification be needed.) Visits to the Health Office are "excused" absences from class.
- The Health Technician will call the parent in the event that a student is deemed too ill to remain at school and request that an authorized adult come and pick the student up.
- District policy does not allow us to give out medications whatsoever, without a signed note from both the parent and physician.
- Excess health absences will be followed up by the health technician and will warrant a note from a physician.
- Parents should consult with the nurse technician for the following:
 - Known allergies requiring an EpiPen
 - Seizure disorders requiring medication
 - Diabetes that is insulin dependent
 - Asthma needing an inhaler

PLEASE NOTE: PAUSD requires additional information for some of these conditions. Please consult the health technician for more information.

- Major medical problems: Students with major medical problems should parents contact the nurse technician to ensure a clear understanding of the condition and what protocols or standards of service can be managed by school personnel.
- Health Insurance: Low cost health insurance information is available from the Health Office.

MENTAL HEALTH SERVICES

- Our school psychologists, school counselors, administrators and counselors work together to address mental health issues in consultation with the Mental Health and Wellness Coordinator.
- CASSY is a non-profit agency contracted by the school district to provide confidential, on-campus counseling to students at Gunn.
 - CASSY has a team of master's level Marriage and Family Therapists and Social Work associates to provide weekly counseling to students with mental health needs. All services are conducted on a voluntary basis and require parental consent. For more information, please call (650) 354-8214.
- AACI is also a non-profit agency contracted by the school district to provide confidential counseling services to students and families in Mandarin.
 - AACI provides services with a master's level Marriage and Family Therapist or Social Work associate for our site one day per week. All services are conducted on a voluntary basis and require parental consent. For more information, please call (650) 354-8214.
- CASSY has a team of master's level Marriage and Family Therapists and Social Work associates to provide weekly counseling to students with mental health needs. All services are conducted on a voluntary basis and require parental consent. For more information, please call (650) 354-8214.

- Referrals to outside agencies and mental health professionals are made as warranted. Your HMO/PPO may provide ongoing therapy, but may need to be initiated by your pediatrician. Consultation with the mental health and wellness coordinator can support you with the process.

WELLNESS CENTER

The Wellness Center works with the Counseling Department to coordinate and expand mental health support services for students. While we are in distance learning, the virtual wellness center can be accessed [here](#) and the virtual calming room can be accessed [here](#). When we return to on campus learning, students will be able to access the wellness center on campus from 8:00 a.m. – 4:00 p.m. daily for breaks, snacks/tea, wellness calming activities, as well as access to a trained mental health professional.

Referrals to the Wellness Center are made through a student's school counselor or students can self-refer using the [Wellness Virtual Support Form](#) while we are in distance learning. When school resumes in person instruction, students may “drop in” into the wellness center and self-refer. Wellness offers relevant health education in classrooms and coordinates schoolwide events.

RESOURCES FOR A CRISIS

The following is a list of available resources in our community:

Uplift Family Services Mobile Crisis Unit	(408) 379-9085
KARA (grief support).....	(650) 321-5272
Family and Children's Service	(650) 326-6576
Center for Living with Dying.....	(408) 980-9801
Suicide and Crisis Hotline.....	(650) 494-8420
Teenline/Crisis Intervention/Counseling	(408) 279-8288
Alcohol and Drug Hotline.....	(650) 573-3950
Parental Stress Hotline	(408) 279-8228
Covenant House Nineline	(800) 999-9999
Bill Wilson Center	(888) 247-7717

More resources available on the [Gunn Crisis Wellness Resources](#) page on the website.



STUDENT ACTIVITIES

<http://www.gunnsec.org/>

STUDENT ACTIVITIES CENTER

Distance Learning Hours

Wednesday and Friday, 1:00 p.m. – 4:00 p.m.
(for pick-up of purchased items only at the SAC)

To Reach Student Activities Office Staff During Distance Learning

Please email:

Lisa Hall (lhall@pausd.org) – Student Activities Director
Leslie Kousnetz (lkousnetz@pausd.org) – ASB Budget Secretary

ONCE WE RETURN TO CAMPUS YOU CAN ALSO CALL (650) 354-8229

The Student Activities Center (SAC) is the place to come for information about all activities, ASB events and clubs on campus. If we are not running the event, we can tell you who is! Visit our front desk when we return to school, or visit the Webstore <https://tinyurl.com/TitanWebStore> to buy Gunn Gear, a yearbook, support school and club programs, or buy your ASB Card!

Once we return to campus, the SAC will also be the place to buy tickets to school performances, Parking Permits (seniors only) and Monthly VTA Bus Passes for the subsidized price of \$20.00! More information about VTA bus routes and daily fees can be found at <https://www.vta.org/>.

ASB STUDENT EXECUTIVE COUNCIL

The Student Executive Council (SEC) consists of the ASB student officers who represent the interests of the student body at Gunn. SEC meets during 1st period Student Government Class (A UC approved "G" elective) to organize student social events, discuss student policy, administer student body funds, and promote good student/ staff relations. Freshman President/ Vice President and Site Council Rep Elections are held during the second week of school and general elections are held in the spring. All offices are held for one year.

The ASB Officers for the 2020-2021 school year are:

STUDENT BODY PRESIDENT
Andrew Kim

STUDENT BODY VP
Charlize Chu

ASB SECRETARY
Belinda Li

ASB TREASURER
Kelvin Jiang

SCHOOL BOARD REP
Thomas Li

DANCE COMMISSIONER
Boris Bukchin

SPECIAL EVENTS
Suhani Sethi
Jeannie Chung
Jack Poon

SPIRIT COMMISSIONER
Arlene Chu

SPORTS COMMISSIONER
Pooja Bucklin

PUBLICITY COMMISSIONERS
Clarine Kim
Amy Suh

WELLNESS COMMISSIONER
Kate Williams

ORACLE REPRESENTATIVE
Annika Bereny

OLYMPIAN REPRESENTATIVE
Eileen Guo

DIVERSITY COMMISSIONER
Inés García

VISUAL MEDIA COMMISSIONERS
Rohan Bhava
Scott Lee

Class Officers & Faculty Advisors

SENIOR PRESIDENT
Lauryn Nakamitsu

SENIOR CLASS VP
Mark Berlaga

SENIOR SITE COUNCIL REP
Arunim Agarwal

Senior Class Advisors:
Mark Hernandez & Adriana Aro

JUNIOR PRESIDENT
Irene Kim

JUNIOR CLASS VP
Steve Cho

JUNIOR SITE COUNCIL REP
Ethan Zhang

Junior Class Advisors:
Laurel Howard & Jeff Patrick

SOPHOMORE PRESIDENT
Jerome Wu

SOPHOMORE CLASS VP
Juno Kim

SOPHOMORE SITE COUNCIL REP
Ethan Liang

Sophomore Class Advisors:
Marcus Jamison & Terence Kitada

FRESHMAN PRESIDENT
Ruth Jaquette

FRESHMAN CLASS VP
Antonia Minion

FRESHMAN SITE COUNCIL REP
Jazmin Rodrigo

Freshman Class Advisor:
Maria Powell

STUDENT ACTIVITIES DIRECTOR
Lisa Hall



Curt Johansen, Athletic Director
(650) 354-8257
cjohansen@pausd.org

For information on Gunn Athletics see the website: www.gunn.pausd.org/campus-life/athletics

FALL SPORTS

(mid-August through mid-November)

Boys' Sports

Football
Cross-Country
Water Polo

Girls' Sports

Volleyball
Cross-Country
Tennis
Water Polo
Golf

WINTER SPORTS

(early November through late February)

Boys' Sports

Basketball
Soccer
Wrestling

Girls' Sports

Basketball
Soccer
Wrestling

SPRING SPORTS

(early February through mid-May)

Boys' Sports

Badminton
Baseball
Golf
Swimming/Diving
Tennis
Track/Field
Lacrosse

Girls' Sports

Badminton
Softball
Lacrosse
Track/Field
Swimming/Diving

THE INSIDEOUT INITIATIVE

Gunn High School believes that participation in high school athletics can help to build strong physical bodies as well as solid, positive personal character. We believe in an Education-based Athletic Program with human growth and development as its main purpose.

We have adopted the [InsideOut](#) philosophy, a program of athletic and character development sponsored by the NFL, developed by Joe Ehrmann and Jody Redman. Both are former high school and collegiate athletes. Joe played several years in the NFL as well. The InsideOut Initiative is predicated on the belief that Education-based Athletic Programs serve a greater purpose in shaping the lives of young women and men in positive ways.

At its basic level, the goal of sports is winning while having fun and developing athletic performance skills, however, the purpose of education-based athletics is much greater than winning. The purpose of high school athletics is to provide opportunities for young men and women to develop sound moral character skills, such as perseverance, grit, cooperation, resiliency, empathy, and to expand their interpersonal and intrapersonal skills.

The program emphasizes a transformational relationship between coaches and athletes rather than a “win at all costs” transactional relationship.

Learn more about InsideOut at each season’s Athletic Program Parent meeting.

SPORTSMANSHIP POLICY

Gunn High School believes strongly in good sportsmanship at all athletic endeavors that involve our student-athletes. From the players and coaches to the fans in the stands, it is the expectation that everybody who plays, coaches and watches the games will conduct him or herself in a civil fashion.

In recent years, there has been an increase in student rooting sections at many schools. Students who cheer on their team take on the responsibility of conducting their actions in a positive manner. Gunn High School, the Palo Alto Unified School District, the Central Coast Section and the California Interscholastic Federation mandate student/fan conduct for all Gunn athletic events.

The following behaviors are prohibited:

- Yelling insults at players/coaches/referees/fans
- Obscene language/gestures
- Interfering with or disruption to play or officials

Any fan involved in the aforementioned behaviors will be told to stop immediately. Teams, their standings, and ability to compete may also be jeopardized by the behavior of spectators. If a fan is uncooperative, either the school or the police will take disciplinary actions. If continued or severe disruptions occur, all involved will be subject to ejection.

ATHLETIC ELIGIBILITY

A student shall be eligible for participation in school athletics if he/she is currently enrolled in five classes for a minimum of 25 credits, and has earned at least 20 credits, with a minimum GPA of 2.00 in the previous grading period. As a general rule, students may not participate at the same time on outside teams in the same sport on which they are competing in high school. *Any student who transfers from another high school to Gunn High School must fill out appropriate paperwork with the Athletic Director before s/he is eligible to compete on a Gunn team.*

Summary about participation in athletics at Gunn:

Academic Eligibility

1. Must have passed 20 units of work in the previous grading period with a minimum of 2.0 GPA.
2. Must be enrolled as a full-time student during his/her sport season.
3. Student must maintain minimum progress towards graduation
4. Students not complying with the district’s attendance policy jeopardize their participation in after school athletics.

Rules: Students must:

1. Travel with the team on school transportation
2. Return school equipment in satisfactory condition
3. Use appropriate language
4. Contribute positively to the reputation of the team and school
5. Not use drugs, steroids, performance-enhancing drugs, alcohol, or tobacco unless by prescription from a doctor
6. Follow the rules of the team on which they are participating

Consequence: Note first that all violations are cumulative, and if the consequences are not fulfilled during one season, they will be carried over to the next sports season. The following consequences are the minimum penalties for violating the athletic rules above.

If a violation occurs on the way to/from school, at school, or during any school-sponsored event, the student will be referred to an administrator and may have further consequences imposed.

Alcohol & Drug Violations: In addition to school-imposed consequences, first time (1) the students lose eligibility for one week and attend at least three sessions regarding alcohol and drug abuse. Second Time (2) the students lose eligibility for three weeks or seven contests (whichever is fewer), must continue participating on the team, and attend at least six sessions regarding alcohol and drug abuse.

Third and subsequent times (3) Lose eligibility for the remainder of the season, and if a participant in alcohol/drug program under his/her own volition they may be certified for reinstatement in activities after a minimum of six weeks (this recommendation must be issued by the director or counselor of the treatment center and given to the site core team).

For more detailed information on participation in athletics, see the Gunn webpage: <https://gunn.pausd.org/campus-life/athletics>

Palo Alto Unified School District Athletic Eligibility Waiver Application Process: In order for an athlete to be eligible to participate on a school sports team, s/he must be enrolled in five classes, at least four of which receive a letter grade (as opposed to "PASS") and s/he must have a 2.0 minimum GPA for the most recent grading period. All freshmen entering high school are on probationary status until the end of the first grading period.

If an athlete becomes athletically ineligible, s/he may opt to complete an ***Athletic Eligibility Waiver Application***. **An athlete can receive a Waiver only once in his/her entire time in high school. No exceptions. The Athletic Eligibility Waiver requires a process to be completed and requires the approval of the Assistant Principal for Athletics.**

We understand that occasionally extreme circumstances lead students to become ineligible, and we wish to support students in remaining part of their athletic team, thus students have this one-time chance to demonstrate their ability to recover their grades and remain active in their sport.

All elements of the application (application, grade report, attendance print out, schedule, plan for raising D/F grades, resource plan) **must be submitted to the Assistant Principal of Athletics**, who will then review the materials and get input from relevant staff, the guidance department, coach, and Athletic Director, and make a recommendation regarding approval. The school principal will make the final determination for each application. Final decisions cannot be appealed and will not be reconsidered. Incomplete application materials will not be considered.

Because decisions are final and the opportunity is available only once, students are cautioned to carefully consider if they are able to meet the agreements of the waiver.

If a student does not follow one of these agreements, s/he will immediately revert back to ineligibility on the date of the waiver violation. For example, if a student receives a "cut" for attendance or is suspended during this probationary period, the waiver will be revoked starting the day of the cut or suspension.

Students on a Waiver MUST submit the Weekly Progress Report and attendance printout to the Assistant Principal for Athletics, or designee, no later than the Monday morning of the following week. Failing to submit these will cause the Waiver to be immediately revoked.



Work Experience: Put cash into your pocket and credits on your transcript. Work experience is an excellent opportunity for students to learn about the world of work. Eleventh and twelfth graders who are 16 years of age may sign up for the Work Experience Program. Get your own job or let us help you find one. Variable credit is based on the number of hours worked per semester. Work Experience class may be taken without a job for 1.5 credits. Class meets only on Tuesdays at Gunn from 6:00-7:00 or at Paly from 3:05-4:05. Students may attend either school. For information, see Heather Johanson. Students may earn credits toward the Career-Vocational Education graduation requirement during Semester 1 or 2 or all year. Most students select both semesters and may earn up to 10 credits.

Exploratory Experience: Exploratory Experience is an unpaid off-campus course that provides students with an opportunity to explore their specific career interests by direct observation and hands-on experience. Professionals or individuals with established expertise serve as mentors for students (grades 10-12). Students must complete a semester in one particular field and will earn 5 credits toward their Vocational Education requirement. See Rachael Kaci in Room E-1 for additional details.

Student Academic Center: Students receive free tutoring through the Academic Center. We match students who need academic support with community volunteers and peer tutors. Students also study in the Academic Center during their prep periods and after school in a relaxed environment. We provide class textbooks, computers with net access and printing capabilities, also supplies such as calculators, glue, scissors, and rulers. Call 354-8271 for more information.

English Language Learners Program (ELL) – Gunn: The English Language Learners program offers individual and group instruction to meet the needs of international students with limited English proficiency. Students are prepared for mainstream classes after a program of English instruction which includes individual tutoring and primary language assistance.

In addition, we offer ELL social studies courses which are taught by teachers in the Social Studies Department and are open to international students only. The University of California grants admission credit for all of the ELL social studies courses and for one year of advanced ELL (English LL 28).

Because our international students contribute a welcome diversity to our campus, we encourage them to participate in school activities and clubs. This not only promotes cross-cultural understanding, but also helps students maintain a positive self-concept.

International students who do not yet speak, read, and write fluent English and who plan to graduate are urged to enroll in the ELL program at Gunn High School. This program is designed to serve all high school students in the school district.

English Language Proficiency testing may be arranged by appointment by calling the Department Secretary.

Focus On Success (FOS): Focus on Success is a study skills class for students who need added support to be successful at Gunn. The class curriculum includes time management, organization and test-taking strategies, as well as goal setting. Homework support is also provided. Students who receive Special Education services are not eligible since these services supplant Focus on Success. See your counselor if you are interested in learning more about FOS.

Advanced Authentic Research (AAR): Advanced Authentic Research gives high school students an opportunity to investigate an authentic research topic of their choosing.

The Small Learning Community (SLC): Gunn's Small Learning Community provides 24 ninth graders an integrated curriculum, outdoor adventure and opportunity to grow as leaders.

The SELF (Social and Emotional Literacy and Functionality) Program: The Social and Emotional Literacy and Functionality Program at Gunn focuses on the core SEL competencies of social awareness, self-awareness, self-management, social responsibility, social engagement and self-efficacy, and draws heavily from the nationally renowned School-Connect curriculum. At the heart of the program are the relationships that students will build with their teacher-mentors and their peers.



HOME-SCHOOL COMMUNICATION

Gunn Webpage is at www.gunn.pausd.org. It contains information such as the school calendar, the daily student announcements, and upcoming college visits. Students can visit the [Gunn Library website](#) to access research databases not available for free to the general public on the Internet.

Infinite Campus – Parent/Student Portal: Infinite Campus is a tool for parents and students to access online timely information regarding student class schedules, attendance, report cards, fee obligations and, for some classes, grade and assignment information. School and district notifications will also be sent to students and parents through this system. In the fall, parents of new students will be mailed an activation code that will allow them to create a secure online account linked to their student's information. Students will be given access information through their classes. Continuing students and parents will be able to use the account that they set up last year. Parents and students can access this site by clicking on the link from the Gunn webpage. Questions about account access can be answered by sending an email to infinitecampus@pausd.org

Schoology is the learning management system (LMS) selected by the district and used by all Gunn teachers. All assignments, quizzes and tests will be placed on the Schoology calendar to assist students with time management.

Titan Talk is our weekly counseling update that provides families with details about upcoming events and timelines from the counseling office and Wellness team.

Gunn Connection is the e-Mail newsletter sent about twice each week to those who subscribe. It contains reminders about information printed in the *Spotlight*, as well as items which didn't make the *Spotlight* deadlines. It also publishes results of some sports events, and various community events of interest to Gunn families.

To subscribe to the list, go to the Gunn webpage and click on Gunn Connection or email gunnconnection@paloaltopta.org



VOLUNTEER PROGRAM

Gunn High School has a program of volunteer services which provides structure for the high level of participation on the part of parent and community volunteers. The volunteer program exists to support and enrich the school programs. It provides services unavailable within the school budget.

Students experience individual assistance, improved academic performance, program enrichment, and caring and role modeling provided by volunteers. Volunteers experience personal growth, friendships with students and staff, and familiarity with the school program. The services of volunteers cover a very broad range of activities including individual or group tutoring, staffing an office, serving as a guest speaker, improving the physical plant, serving alone or with others on a small, one-time project, and working on or chairing a large all-school function.

If you wish to participate, please contact the Coordinator of Volunteer Services at nhesterman@pausd.org or 354-8234 or 948-0118. You may also make arrangements directly with a teacher or department, however all volunteers must have their names, addresses, and phone numbers on file in the Volunteer Office.

Volunteer drivers must complete a form required by the district and provide proof of adequate insurance.



F.A.Q. (FREQUENTLY ASKED QUESTIONS)

PARKING

Q: How do I get a parking permit?

A: Parking permits can be purchased in the SAO **by Seniors only**. Carpoolers have priority during the first week of sales, followed by single drivers who live on the other side of El Camino. After that, the remaining permits will be sold until they run out. Upon payment and completion of parking registration, a student will receive a parking sticker which must be hung from the mirror of your car with the number facing out.

Q: What types of permits are available?

A: There are two types of permits: carpool and regular. Carpool permits require a minimum of two occupants inside the vehicle and require proof of possession of a driver's license for one year or more. Carpoolers may park in the carpool lot, which is designated by signs. Regular permits allow students to park in the regular lot. Both permits cost \$125.

Q: What do I do if I drive a different car to school?

A: If you forget to bring your permit to school, come to the SAO to obtain a temporary permit. Make sure to take care of this immediately when you arrive on campus.

Q: What happens if I try to park illegally?

A: Parking at Gunn High School is enforced randomly all school day by the PAPD. Anyone parking in the wrong lot or without a permit visible will be ticketed. (*NOTE: Gunn cannot intervene once ticket has been issued.*)

ATTENDANCE

Q: What is the school's tardy policy?

A: Being tardy is defined as not being in the classroom when the tardy bell rings. After the third tardy, your teacher may warn you or impose consequences. After the fifth tardy if the teacher requests it, your guidance counselor and an administrator will receive written notification, your parents will be notified, and the student will be given school consequences. Please review the section on Attendance for more details.

Q: What is the school's absence policy?

A: If you miss one or more classes, your family receives notification from the Attendance Office at 12:00 and 6:15 each day. To excuse an absence of any length, your parent/guardian must email or call the attendance office. The parent/guardian should include your name and grade, his or her name and relationship to you, the periods or days of the absence, and the reason. You have 72 hours to clear an absence before it is considered a "cut" and subject to consequences. After three "cuts," a truancy letter will be sent to your parents/guardians. Students with four or more cuts are required to complete a school consequence. Additional unexcused absences can result in a loss of privileges, including the ability to participate in school sports, activities or preparation periods. Students with habitual attendance problems will be referred to truancy support and consequences.

Q: What do I do if I feel sick while I am at school?

A: If you're in class, ask your teacher to excuse you. Go to the Health Office in the main administration building and sign in on the computer next to the door. Tell the health technicians your problem. (The school secretaries will assist you in their absence. Remember that school personnel cannot give any medications unless special forms have been completed.) You can stay there for up to 20 minutes, after which you will need to either go back to class or call your parents or an emergency contact for permission to go home. Obtain either a pass to go back to class or a permit to leave campus.

Q: What is a “Warranted Absence” and when do I need to get one?

A: If you must be out of school for a reason other than your health (such as a conference or tournament), you need to go to the [Gunn website](#), Attendance or Main Office to get a Prior Approval Form. The form must be signed by you, your guardian, an administrator and all of your teachers, and turned in to the Attendance Office or emailed to gunn-attendance@pausd.org. This form allows you to get homework assignments and make up tests. If teachers do not believe it is a good idea for you to miss class, they will indicate this on the form.

COUNSELING

Q: What is the role of my guidance counselor, and how do I set up a meeting?

A: Gunn’s guidance counselors perform many functions. They help you choose appropriate classes, approve schedule changes, advise you on personal problems, help you search for colleges, counsel you on academic problems, write college recommendations, set up conferences with your parents, and provide information on summer programs and scholarships. If you want to talk to your counselor, go to the Counseling Office (next to the Main Office). If you have a brief question, try to catch your counselor before or after school or during brunch or lunch. To make an appointment, go to your counselor’s office and fill out a pink appointment slip, then put it in the mailbox pocket located on your guidance counselor’s door. A prep period is a good time to meet. You will receive a call slip to see your counselor. You can also ask a question or schedule an appointment by email.

Q: What is the procedure for changing my schedule?

A: Go to the Counseling Office and pick up a “Student Schedule Change Petition” form from the wire basket on the counter. Fill out the requested information. To add a class or section, you must get the signature of the department’s instructional supervisor (a list of supervisors is on the back of the form.) To drop a class, first check with your counselor to make sure that dropping won’t affect your school enrollment or your ability to meet graduation requirements. Get the signature of the teacher whose class you want to drop, as well as a parent’s. Make a photocopy in case the form gets misplaced. Then place the form in your guidance counselor’s “in” basket (ask a clerk where that is). Your counselor will enter the change Infinite Campus; you and your teachers will be notified when it takes effect.

Q: How do I get help if I am having academic problems?

A: First, let your teacher or counselor know you are having problems. They will give you advice. Also take advantage of the resources of the Academic Center, next to the Library. It provides a quiet place to study and can arrange for free tutoring, either by peers or adults.

Q. What do I do if I need financial aid to take part in school activities?

A: Financial need should not stand in the way of participating in Gunn’s many extracurricular activities. If you need financial assistance with any of the following: transcript fees, PE uniform, AP testing fees, dances, yearbook, grad night, senior picnic or panoramic pictures, get a *PAUSD Application for Financial Aid* form from your guidance counselor or Mrs. Wheeler. For financial assistance on standardized tests (such as mock SATs, ACTs and SATs), contact Mr. Lang in the College and Career Center. Free or reduced-fee school lunches are also available. Applications can be downloaded from the PAUSD website. Approval for free or reduced lunch will automatically qualify a student for financial aid, but a *PAUSD Application for Financial Aid* form must still be completed.

Q: Do I need a work permit? How do I get one?

A: If you’re between 14 and 18 and you want to work you need a work permit, unless you’ve already graduated from high school. Each time you get a new job you must get a new permit. Pick up a “Request for Work Permit” from the Work Experience Office. Fill out the appropriate spaces. Have your prospective employer fill out the “Employer” section, and then obtain your parent’s signature. Bring the completed form back to the Work Experience Office in E-1. You will receive your permit within 0-3 days. You must then sign it and give it to your employer.

During the summer, obtain the form from the Summer School Office (at whichever high school is hosting summer school).

State and federal laws limit the number of hours and the time of day that 14- and 15-year-olds can work. All work permits expire five days after the start of the school year and must be re-issued.

COMPUTERS

Q: Can I use computers at Gunn to do my homework?

A: Yes. Computers are available for student use in the library and Academic Center. Laptop computers are available for short term (1-2 hour) checkout from the library. Here are some guidelines for you to remember:

- You must sign an "Appropriate Use Agreement" before you use computers on campus. All freshmen and students new to Gunn must review this document online as part of the registration process:
<http://pausd.org/Policies/Technology/downloads/StudentTechnologyUseHandbook.pdf>
- Students are encouraged to print documents at home. However, should you need to print a document, printers are available for student use in the Academic Center.
- Students are expected to respect the equipment and the privilege of access. Students who do not follow the guidelines set forth in the Student Technology Use Handbook may have their access restricted or revoked and/or may be subject to disciplinary action.

Q: Can I use my own laptop or smart phone to access Gunn's Wireless Network?

A: Yes. There is a student wireless network available that allows access for 1-2 hours at a time. Students must enter a password and review the Student Wireless Agreement in order to gain access. Please stop by the library technology office (LB2C) or ask the librarian in order to obtain the password.

NEED SUPPORT

Q: What do I do if someone is bullying/harassing me?

A: Harassment is a crime, as well as grounds for suspension and possibly expulsion. If someone is calling you names, threatening to fight you, making inappropriate comments, or sexually harassing you, in person or online tell him or her that the behavior is offensive and must stop. If speaking to the person directly is difficult for you or the harassment continues despite your objections, tell any adult on campus: your guidance counselor, a favorite teacher, or an assistant principal. An administrator will investigate the situation and take action on your behalf. To file a complaint alleging violation of federal or state laws go to: <https://www.pausd.org/about-us/policies-procedures/formal-complaint-procedures>

Q: How do I get help with personal problems or if I simply feel "stressed out"?

A: At Gunn, the health and wellness of students is our highest priority. We offer a variety of resources for students to ensure their mental and emotional well-being. Students experiencing stress are encouraged to visit the Wellness Center, which provides a safe, supportive environment that promotes student wellness and healthy habits. School counselors can also help with stress-related issues, and are always willing to talk or just be a listening ear. In addition, students have access to free counseling services through Adolescent Counseling Service (ACS). ACS counselors are at Gunn to help you with a wide range of issues, including communication with parents, conflict with friends, academic stress, relationships, depression, and substance abuse.

Q: What do I do if I have a substance abuse problem?

A: You are not alone. Help is readily available. Try one or more of the following:

- Call the "24-7" information line, 1-888-247-7717 for confidential information regarding health, substance use, family and relationship concerns 24 hours a day.
- Go to the Health Office for confidential information and advice. You'll find a large number of pamphlets and informational packets.
- Talk to your counselor.

Q: What is the role of the school psychologist?

A: As a member of the IEP Team, the school psychologists assist in determining eligibility for special education services. He/she also consults with teachers and parents on learning characteristics and behavioral and emotional issues of students. In addition, he/she can provide referrals to private therapists or mental health agencies. Contact him/her at 354-8216.

