

# Woodcreek High School

## Student Handbook



### General Information

#### Visitors

WHS is a closed campus during the school day. All visitors check-in at the front office with a valid ID where they will be given a WHS provided visitor's pass to wear at all times.

#### Permission To Leave Campus

WHS is a closed campus. Students must have permission to leave campus during the school day. Please follow these procedures:

- Send a note with your student in the morning and have them drop it off at the attendance office before school.
- They should return during the passing period prior to the class they are leaving from to pick up their pass to leave with.
- Or you may come in and sign your student out. It could take up to ½ hour or more for us to get them out of class, especially during both lunches and intervention. Staff may not be able to retrieve your student if the request is made within 20 minutes prior to the end of the school day.
- If your student contacts you and indicates they are not feeling well please direct them to go to the nurse's office so that we may monitor them while they wait for you to arrive.
- Failure to secure a pass before leaving campus may result in a truancy discipline. A parent calling or sending a note after a student leaves without permission will not absolve the student of discipline consequences.

#### Attendance

##### Absence Accounting and Reporting

To clear an absence send a note with your student the day they return and have them drop it off at the attendance office or call the Attendance Clerk at 916-771-6565 ext. 4045.

The note or call and must include the following information:

- Date and time of the absence
- Specific reason for the absence (see below for allowable excused absence guidelines)
- Signature of the parent or guardian
- Daytime phone number of the parent or guardian
- Notes must be written in ink

Notes should be dropped in the box in the attendance office. Students who do not bring a note by the third school day following an absence will be marked truant.

Forgery of a note, a phone call, or any other school document or official communication is grounds for discipline up to and including suspension.

## **Excused Absences**

[Education Code Section 48205](#) or [Staff Rule 5113.1](#) have well defined lists of excusable absences.

A student may be excused legally from school when the absence is due to:

- Personal illness or injury
- Medical, dental, optometric, or chiropractic services rendered.
- Attendance at funeral services for a member of the immediate family (1 day in state, 3 days out of state).
- Jury duty in the manner provided by law.
- Pupil is the custodial parent of a child who is ill or has a medical appointment during school.
- Exclusion for failure to present evidence of immunization (Education Code 48216)
- Exclusion from school because student is either the carrier of a contagious disease or not immunized for a contagious disease ([Education Code 48213](#))
- Pupils in grades 7-12 who leave school (with prior approval of the Principal or his/her designee) to obtain confidential medical services. The pupil is to return a copy of the medical professional's appointment verification form.
- Suspension

Upon written request of the parent or guardian and prior approval of the Principal or his/her designee and pursuant to board policy, a student's personal justifiable absence may be excused. Reasons include, but are not limited to:

- Appearance in court.
- Observation of a holiday or ceremony of his/her religion.
- Attendance at religious retreats not to exceed four (4) hours per semester.
- Employment interview or conference.
- Attendance at funeral services (for other than the immediate family)

Makeup work for excused absences. [Board Policy 6154](#), [Education Code Section 48205](#)

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. (Education Code 48205)

## **Unexcused Absences**

Makeup work for unexcused absences. [Board Policy 6154](#), [Education Code Section 48205](#)

Students who miss school work because of unexcused absences shall 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.

## **Tardy Policy**

Students are expected to be in their seats and prepared for class before the bell rings. Repeated tardies could result in detentions, Saturday School and referral to the Student Attendance Mediation (SAM) process. Tardy accumulation resets at each grading period. Below is the progressive discipline steps for tardies:

1-3	Teacher Warning
4-6	Lunch Detention/ Admin Contact Home/No Go List
7-9	Parent Meeting
10+	Wellness/District Referral

## Truancy

A period truancy is defined as a student missing 30 minutes or more in a period without a valid excuse. Truancy can be defined as both a student cutting school, but also for a parent verified, but unexcused absence.

If a student is identified as being truant, the following steps may be implemented:

### Truancy Letter 1

- Issued when a student has 3 unauthorized absences.
- Action: Letter mailed home, student may be disciplined.

### Truancy Letter 2

- Issued when a student has 3 (6 total) unauthorized absence after receiving Truancy Letter 1.
- Action: Letter mailed home, parent contacted, and student may be disciplined.

### Truancy Letter 3

- Issued when a student has 3 (9 total) unauthorized absences after receiving Truancy Letter 2
- Any further absences must be cleared by a doctor or the school nurse.
- Students may be restricted from attending extra-curricular activities.
- Action: Letter mailed home, parent contacted and student may be disciplined. Student and parent may be served a notice to appear at a Student Attendance Review Team (SART) Meeting at Woodcreek High School led by the Assistant Principal over Attendance. The School Resource Officer will be notified and may participate in the SART Meeting. The student may be disciplined and/or put on an attendance contract.
- Further action: If absences continue, student and parent will be served notice to appear to an additional Student Attendance Review Team (SART) Meeting. If truancy continues following the Student Attendance Review Team (SART) Meetings, the student and parent may be referred to the Placer County Student Attendance Review Board (SARB).

## Excessive Absences ([Board Policy/Staff Rule 5113.1](#))

Excessive absences and/or truanies are defined as patterns of student non-attendance at school due to prolonged or repeated illnesses and/or truant conduct including, but not limited to:

1. Absences and/or truant conduct of 10 or more school days in a school year for illness without written verification by a school or medical professional;
2. Absences and/or truant conduct in excess of 10% when the total number of days absent is divided by the total number of days enrolled (Education Code §60901); and
3. Any pattern of repeated absences and/or truanies that adversely affects the student's academic progress.

When a student has reached nine full or partial days of the same period missed during any school year, a letter will be sent home to the parent/guardian notifying the parent/guardian that he/she will no longer be able to excuse an absence without a note from a school or medical professional. Absences without a note from a school or medical professional will be reported as unexcused absences/truanies and may result in disciplinary and legal action.

## Chronic Absenteeism Letters

This letter informs parent/guardian of excessive absences for the same school period(s). The student has missed at least 12 full days of school during the current school year for any reason (excused, unexcused, suspended). **The parent/guardian will no longer be able to excuse the student from school without a note from a school or medical professional.** Absences without a note from a school or medical professional will be reported as unexcused absences/truancies and may result in additional school or district action or intervention. Chronic Absenteeism letters will be sent out once a student reaches 12, 15, and 18 full day absences.

## Deliveries

Due to the volume of requests and multiple classroom interruptions, we cannot accommodate nonessential personal messages or deliveries. Door Dash and other food deliveries will not be allowed on campus. Items may be left on the designated table in front of the office. Students may check the table during non-instructional time. All items left for student pickup are left at the risk of the person delivering. Thank you for understanding and recognizing that interruptions disrupt the educational process.

## Student ID Card

Students must carry or have access to their current student ID card or 5 star digital ID when at school and at all school activities (dances, games, performances). Lost cards can be replaced in the attendance office for \$5.00. Student ID's are also used for library checkout. Students must show their student ID to receive the discount student rate for tickets to athletic events.

Students with unscheduled periods, ROP, or other off-campus classes, must show their student body ID with affixed off-campus stickers as they exit the front gate during school hours.

## Athletics

Athletes and their parents/guardians need to read the [WHS Athletic Handbook](#) in its entirety. Athletes are responsible for reading the information and following the rules. Woodcreek High School's athletic program is run under the authority of the [California Interscholastic Federation](#) (CIF). WHS is in the [Sac-Joaquin Section](#), and the [Capital Valley Conference](#). Please read the WHS Athletic Handbook for more details.

Questions regarding athletic eligibility, academic probation, residential eligibility, athletic clearance, training, conduct or other athletic issues should be addressed to the Athletic Director, Mr. Guensler, at 771-6565 ext. 4418 or the assistant principal in charge of athletics, Ms. Donnell at 771-6565 ext. 4011. See a complete list of sports, the WHS Athletic Handbook and the athletic packet on our website.

## Fan Behavior

We encourage all students and members of the WHS community to support WHS by attending athletic events. Appropriate fan behavior is expected. Direct your comments and support to our teams. Derogatory or unsportsmanlike behavior directed to the opponent, coaching staff, or the officials is unacceptable. Students and adults may lose attendance privileges and may face discipline procedures if behavior at athletic and other school events is disrespectful of the participants and/or attendees. Participants in *The Pack* are expected to abide by the same expectations as all fans.

## Campus Policies

Students will be asked to leave the WHS grounds 15 minutes after the close of the school day unless they are in a supervised academic or athletic environment (tutoring, athletic practice, library, etc.)

Students must be picked up within 15 minutes of the end of a school sponsored event (game, dance, etc.).

The WHS campus is closed during weekends and school holidays. The athletic fields are closed from one half hour before sunset to one half hour after sunrise every day.

## Clubs

To form a club at WHS, students need to obtain a faculty advisor who is willing to supervise club meetings and help run the club. Prior to holding meetings or events, a club constitution must be submitted to Student Government for approval. Clubs may open a club account in the Finance office. Additional details of the process of forming a club are available through the Activities Director. See the WHS website for a list of active clubs.

Clubs must have written permission from both the ASB and the site administration for any fundraising event. Fundraiser request forms are available from Student Government or from the front office. All club fundraisers, meetings, and activities must be supervised by the faculty advisor, another school staff member, or an adult cleared through the official school process.

## Parking and Transportation

Parking is available for students in the main lot, the Aquatics Center and the auxiliary lot across from the Aquatics Center. Designated visitor parking is available in the main lot. Please note that anything you bring in your car you are bringing onto campus. Vehicles in the school parking lots (which includes the Roseville Aquatic Center parking lot) are subject to search. Students are not permitted in the parking lot during the school day. Students may not park in staff, visitor, or marked senior parking spaces. Cars parked in a manner that could create a safety hazard or block access will be ticketed and towed. Students must drive safely and slowly in the parking lot. Students who drive in a manner that could endanger the safety or property of others may have their parking and driving privileges revoked in addition to other disciplinary action. WHS does not accept responsibility for theft or damage to vehicles parked in the school's parking lot.

Please refrain from skateboarding, riding bicycles or scooters, or any other non-sanctioned wheeled transportation on campus. Bicycles, skateboards and scooters must be locked to bike racks in designated areas. WHS is not responsible for lost, stolen, or damaged bikes, skateboards, scooters, etc.

**PARENTS:** Please help us keep the parking lot safe. Please pull all the way through the entrance to the parking lot into the pickup/drop off zone before stopping. Cars stopped in the entrance create a serious safety hazard.

## Posting Signs/Distribution of Literature

All signs, flyers, etc. need to be approved and stamped for posting by the school administration or their designee. Painters tape is the only allowable manner to post signs.

Please note that the policy prohibits the distribution of commercial advertising and flyers advertising parties.

## Emergency Student Information

Student information in Homelink must be updated by the parent during the Information Verification window each summer and at any time that the information changes during the school year. This information includes:

- Parent/guardian home and work telephone numbers
- Names and phone numbers of persons authorized by the parent/guardian to be called in case of accident or illness (students will not be released to an unauthorized person)
- Emergency instructions in case of accident or illness

Parent Contact Policy: Staff contact home will be made in the order listed in Aeries. Once a contact has been reached, additional contacts will not be called.

## Student Insurance

The school does NOT carry any accident insurance for students. It is the responsibility of the parent or guardian to provide insurance coverage. Information for the purchase of student insurance may be obtained on the [RJUHSD website](#)..

## **Academics**

### Program Planning Guide

Please use this resource for more information about grading periods, course and program options, 4 year planning and the scheduling process.

[Click Here](#)

### Contacting Teachers

If you have a question or concern regarding a class please contact the teacher first. If you need further assistance after speaking with the teacher please contact your grade level Assistant Principal.

Teacher telephones do not ring in the classroom during the school day. Because of this email is the most efficient way to contact teachers.

In most cases, staff email addresses are the person's first initial and last name, plus the district's mail address. For example, to email Tom Smith, the address would be [tsmith@rjuhsd.us](mailto:tsmith@rjuhsd.us). See website for complete [listing of staff](#).

## **Aeries Parent Portal (Homelink)**

[Homelink](#) gives parents access to their student's attendance, grades, class schedule, teacher email, fines, and additional information. Parents must visit the Homelink site and create a Homelink account and choose their own password using the email address provided to Woodcreek during registration. Students create a Homelink account using their district email, **firstname.lastname@student.rjuhsd.us**, and their student ID number as the password for their initial log in.

## **Chromebook Log-in**

Student username format for chromebook login is as follows:

student first name.student last [name@student.rjuhsd.us](#)

## **Incomplete Grades**

Incomplete grades (I) are given because of extended illness, justifiable absence, or extenuating circumstances. The incomplete grades must be made up within two weeks after the end of the reporting period for which the grade was assigned.

## **Credit Recovery**

Credit Recovery is available to recover credits in most core classes after earning an F in a course on a priority basis. When available, these courses will be offered at Pathways High School and are based on mastery learning. Students must complete the entire course. Contact your counselor for more information.

## **Advanced Learning Opportunities**

WHS offers a comprehensive range of Advanced Placement and Dual Enrollment classes. AP classes are designed to prepare students for university work and earn weighted credit on the student's transcript. Dual Enrollment courses are college courses taught on the high school campus for college credit. For a complete listing please visit the [course catalog](#).

## **Valedictorian and Salutatorian Selection**

Valedictorian(s) shall be the student(s) with the highest cumulative weighted grade point average at the end of the third quarter of the graduation year. Salutatorian(s) shall be the student(s) with the next highest cumulative weighted grade point average. The cumulative weighted GPA shall be based on whatever courses students have completed through the third quarter of the year in which they are graduating. The principal shall appoint a committee to review unique individual student situations that warrant the selection of additional valedictorians and the selection of the salutatorian(s). The committee shall include the counseling and guidance administrator, one counselor, and three teachers.

## **Graduation Attire and Regalia**

Students shall be permitted to wear tribal regalia or objects of religious or cultural significance as an adornment to the customary ceremonial attire, as long as the adornment does not cause a substantial disruption of, or material interference with, the graduation ceremony. Students may not decorate or adorn their caps.

Additional recognition and adornment will be determined by the Administrative team in consultation with the school leadership team.

[Board Policy 5127](#)

## **Student Conduct**

### **The Woodcreek Way - We Protect the Pack**

Woodcreek High School conduct is focused on three behavior expectations that are positively stated and easy to remember. Those expectations are:

- We are Safe
- We are Proactive
- We are Respectful

We call this the "**Woodcreek Way**".

Students are rewarded for their positive behavior when they exhibit the Woodcreek Way using the 5 star pack points. Pack points are redeemed monthly for prizes and rewards.

### **Restroom Behavior**

Only one student may be in a stall at any given time. If two or more students are in a restroom stall together, they may be searched. This is to ensure the safety of our school.

### **Dress Code**

At Woodcreek High School we value and respect all students. We believe students should come to school dressed appropriately for the educational setting. Our dress code is designed to provide equitable educational access. School staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our values are:

- All students should be treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, household income, body type/size, religion, and personal style.
- All students should feel comfortable in what they're wearing without fear of unnecessary discipline or body shaming.
- All students should understand that they are responsible for managing their own personal distractions without regulating individual students' clothing/self expression.
- Student dress code enforcement should not result in unnecessary barriers to learning.
- School staff should be trained and be able to use student/body-positive language to explain the code and to address code violations.



To read the full dress code please use this [link](#)

## Bus Conduct

Students riding buses are required by law to be orderly and quiet in order to protect the safety of the riders and adhere to all rules established by the district. The same standards of behavior expected of students in the classroom are expected of students on the bus. Students not following student handbook rules while on the bus will be disciplined. Bus passes must be purchased from Transportation. Please call the Transportation Department at 786-2723 or [their website](#) for more information.

## Electronic Devices

Electronic devices (cell phone, handheld gaming device, earphones, etc.) may not be used during class time unless the use is pre-approved by the teacher.

- First Violation: Electronic device taken to the office and returned to the student at the end of the school day.
- Second Violation: Electronic device taken to the office and must be picked up by a parent.
- Third Violation: Electronic device taken to the office and must be picked up by a parent. A parent conference will take place with the student, parent and Assistant Principal.

**WHS is not responsible for lost, stolen, and/or damaged electronic devices; students who bring an electronic device to school do so at their own risk.**

## Bullying

The Roseville Joint Union High School District believes that all students have a right to a safe and healthy school environment. The District, schools and community have an obligation to promote mutual respect, tolerance and acceptance. The Roseville Joint Union High School District will not tolerate behavior related to school activity or attendance that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact such as hitting or shoving, verbal assaults such as teasing or name calling, social isolation or manipulation, and cyber bullying. Students who engage in bullying related to school activity or attendance are in violation of this policy and are subject to corrective and/or disciplinary action up to and including expulsion.

The Roseville Joint Union High School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Students may request that their names be kept in confidence to the extent allowed by law. Staff are expected to intervene immediately when they see a bullying incident occur. Each complaint of bullying should be investigated promptly and resolved in accordance with site-level procedures. To prevent bullying on school campuses, the Roseville Joint Union High School District may provide staff development training that addresses bullying prevention, early warning signs of harassing/intimidating behaviors, and effective prevention and intervention strategies. The District will also endeavor to cultivate acceptance and understanding in all students and staff so as to build each school's capacity to maintain a safe and healthy learning environment.

## Cyberbullying

Cyberbullying includes, but is not limited to, the posting of harassing messages on the Internet, social networking sites or other digital technologies which may include social cruelty, direct threats or other

language or expression unprotected by law. Cyberbullying may also include breaking into another person's Internet account and assuming that person's identity in order to damage that person's reputation or friendships.

When a student is suspected of, or reported to be, using electronic or digital communications to engage in cyberbullying against other students or staff or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and a determination of the relationship with, and the impact or potential impact on, school activity or school attendance. Students should be encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a teacher, principal or other employee so the matter may be investigated. Students who engage in cyberbullying related to school activity or attendance are in violation of this policy and are subject to corrective and/or disciplinary action up to and including expulsion.

Cyberbullying, regardless of the location and equipment used to perpetuate it, may be subject to discipline in accordance with the law, district policies and regulations. If a student is using a social networking site or service that has terms of use that prohibit posting harmful material, the Superintendent or designee may also file a complaint with the Internet site or service to have the material removed. Students may be disciplined for conduct related to school activity or attendance that occurs at any time including, but not limited to, while on school grounds, while going to or coming from school or school activities, while at school activities whether on or off campus, during lunch period and while on district transportation.

## **Conduct at School Functions**

Students are expected to follow the same code of behavior at school functions that applies to the regular school day. Students suspended from school may not be on campus or at any off campus school activity during the period of suspension. Some dances and other activities are held on Saturdays, if a student was on suspension the Friday previous to the Saturday event they may not attend. The rules for Saturday activities are the same as for regular school days. School functions include events held at venues other than the WHS campus.

## **Dances**

Doors to the dance close for entrance one hour after the start time of the dance. Dance tickets are sold during lunch. **Tickets are not sold at the door.** Students should have all fines cleared prior to purchasing a dance ticket.

## **Dance Regulations**

- Once a student or guest has left the dance, they may not return.
- Smoking, drinking, possessing or having consumed drugs, alcohol, or tobacco is prohibited.
- Only students with valid Student Identification will be allowed into the dance.
- Students shall dress in accordance with the WHS dress code (see the dress code in this handbook). In particular for dances please note the following [WHS Dance Dress Code](#).
- Clothing may not be changed, removed or altered once the student has entered the dance.
- Any sexually explicit or unsafe dancing is prohibited and may result in suspension of dance privileges and/or at the discretion of the administration, the dance may be closed down early.
- Students must leave campus or be picked up from campus by fifteen (15) minutes after the conclusion of the dance.

## **Dance Bids**

Dance bids are available for some WHS dances. Dance bids allow non-WHS guests to attend a WHS dance. The WHS student secures a dance bid from the office on which he/she names the guest the student wishes to invite to the dance. Dance bids must be turned in to the attendance office by the deadline on the bid. **NO LATE BIDS WILL BE ACCEPTED—NO EXCEPTIONS.** If the dance bid is approved by the administration, the student may then invite his/her guest.

The following guidelines must be followed when using a dance bid:

- All guests must have proper identification (valid student identification from the student's home school and/or valid driver's license).
- The WHS student and guest must enter the dance together.
- All guests must be at least high school age and no older than 20 years in order to be invited.
- WHS students are responsible for informing their guests of all dance rules including the dress code.
- Entrance to the dance requires the dance bid, a ticket for each person, and valid identification for each person.
- Former WHS students will only be approved to attend the dance if they were in good standing while at WHS.
- All guests will be reviewed by WHS admin and/or the school resource officer.
- Students with five (5) day suspensions within the last twelve (12) months will not be allowed to request bids for a guest to attend.

## **Dance Bids for WHS student to attend a dance at another school**

Dance bids for a WHS student to attend a dance at another school must be presented to the WHS assistant principals' office 24 hours before it is needed. Students must have fines cleared and be in good discipline standing for the bid to be signed.

## **Dance Eligibility**

In order for students to be eligible to attend school dances, they must meet the following requirements:

- Have no behavior incidents (suspensions) within 3 weeks of the dance.
- Have no more than 5 tardies within 6 weeks of the dance
- Have no more than 20 period absences within 6 weeks of the dance.

If a student does not meet any of the requirements listed above, a "No Go" icon will be added to their student ID card through 5 Star. Refunds will not be issued to students who have already purchased a ticket and fail to meet the requirements.

## **Public Displays of Affection**

Students should remember that the school campus is a public environment. Students are to refrain from excessive public displays of affection while on campus or at a school sponsored event.

## **Technology Expectations**

Computers on campus, or any other devices connected to the school network, are to be used for educational purposes only. Any inappropriate use of technology on campus will be considered a violation of the Student Technology Acceptable Use Policy (AUP) and may result in disciplinary actions, including but not limited to, loss of student network account, school discipline, and civil/legal consequences. The complete Student Technology AUP is available at [www.rjuhsd.us/aup](http://www.rjuhsd.us/aup). Unsafe or inappropriate content is flagged using our Go Guardian system.

## Student Behavior

All students are provided with the opportunity to experience positive and worthwhile learning experiences at WHS. Students are expected to demonstrate high personal standards and adhere to the Woodcreek Way.

### Restorative Practices

Whenever possible WHS attempts to use restorative practices to address concerning behavior and repair relationships.

### Other Interventions and Consequences

- Parent Conference
- Wellness Support
- Counseling
- Detention
- No Contact Contract
- Suspension
- Behavior Contract
- Letter of Conditional Enrollment (contract to stay enrolled at WHS)
- Transfer to Alternative Education
- Expulsion

Any school disruption may result in school consequences. Please refer to the following Ed Code for violations that may result in suspension or expulsion ([California Ed. Code 48900-48915](#)):

The following violations require a mandatory recommendation for expulsion (**California Ed. Code 48915**):

- Possession/furnishing a firearm
- Brandishing a knife
- Sale of a controlled substance
- Sexual assault/battery
- Possession of an explosive
- Causing serious physical injury
- Possession of a knife or dangerous object
- Possession of a controlled substance
- Robbery or extortion
- Assault or battery on school personnel

### Suspension

Suspension absence is granted when school authorities suspend a student in order to improve his/her behavior or for the protection of other students and/or school property. **Students are expected to complete all work missed during the absence.** Students may not attend extra-curricular activities including clubs, dances, performances, sporting events and practices or be on any school campus until they have completed their first day back from suspension.

### Anti-Discrimination Policy

The Roseville Joint Union High School District prohibits discrimination, intimidation, harassment (including sexual harassment) and bullying based on a person's actual or perceived race, color, ancestry, national origin, immigration status, ethnicity, ethnic group identification, age, religion, marital status, parental

status, pregnancy, reproductive health decision-making, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, medical information, genetic information, or association with a person or group with one or more of these actual or perceived characteristics. The RJUHSD nondiscrimination policy applies to any violations as they relate to school activities or school attendance within a school under the jurisdiction of the superintendent of the RJUHSD. For questions or complaints, contact Equity Compliance Officer & Title IX Coordinator: Rob Hasty, Executive Director, Human Resources, 1750 Cirby Way Roseville, CA 95661, 916-782-8663, [rhasty@rjuhsd.us](mailto:rhasty@rjuhsd.us). For questions or inquiries related to 504's, please reach out to our Section 504 Coordinator: Craig Garabedian, Executive Director of Special Services, 1750 Cirby Way, Roseville, CA. 95661, 916-771-6570 [cgarabedian@rjuhsd.us](mailto:cgarabedian@rjuhsd.us)

### **Definition of Sexual Harassment**

- The Title IX regulations define sexual harassment as conduct, performed on the basis of sex, that satisfies one or more of the following:
  1. A District employee conditioning the provision of an aid, benefit, or service of the District on a student or individual's participation in unwelcome sexual conduct;
  2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or,
  3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 1229(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30). These definitions are also available in AR 5145.7.

California Education Code section 212.5 defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

---

### **How to File a Title IX Complaint**

Individuals who believe they have been discriminated against in violation of Title IX may file a complaint with the District or the Office for Civil Rights (OCR). If a crime is involved, such as sexual assault, individuals may also file a report with the local police department. A person may pursue one or all of these avenues at the same time. Below is a summary of each process.

District Complaint: Title IX complaints may be filed using the District's uniform complaint procedures Board Policy & Administrative Regulation 1312.3. All district Board Policies and Administrative Regulations can be found at (RJUHSD District Website) [www.rjuhsd.us](http://www.rjuhsd.us)

Time Requirement: A complaint with the District must be filed within six (6) months of the discrimination occurring or your awareness of the discrimination. (5 CCR 4630(b).) Upon written request setting forth the reasons for an extension, the Superintendent or designee may extend the time for filing a discrimination complaint for good cause. (5 CCR 4630(b).) If you have any questions about this time limit or if you believe, your complaint may be outside this time requirement but want to explore other options, please contact the Title IX Coordinator: Rob Hasty, Executive Director of Human Resources 1750 Cirby Way, Roseville, CA. 95661 or directly at (916) 786-2051 ex.1042 or via email at [rhasty@rjuhsd.us](mailto:rhasty@rjuhsd.us)

Investigation Procedure: Upon receipt of any complaint related to a potential Title IX violation, the District will ensure every allegation is investigated promptly, adequately and impartially. The District will also take steps to protect complainants from retaliation and ensure all parties are treated fairly throughout the District's investigation process. As part of its Title IX obligations, the District also takes steps to prevent recurrence of any unlawful discrimination, harassment, or sexual violence and remedy discriminatory effects on the complainant and others, as appropriate. The District's procedure for investigating a Title IX complaint can be found in Board Policy & Administrative regulation 5145.7 and Administrative Regulation 5145.71. All RJUHSD Board Policies & Administrative Regulations can be found on the district website at [www.rjuhsd.us](http://www.rjuhsd.us) Please contact the Title IX Coordinator if you have any questions.