

Alturas Elementary School

EAGLES



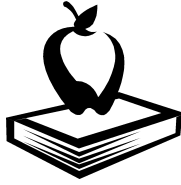
2019-2020

Parent/Student Handbook

(Revised July 26, 2019)

TABLE OF CONTENTS

School Information	3
Letter from Staff	4
Introduction to PBIS	5
Behavior Matrix	6
PBIS Parent/Student Letter	7
AVID	8
Attendance	9-10
Arrival at School & Early Release	11
School Times/PLC Minimum Days	12
Parking & Parent Permission Slips	12
Recess, Birthdays, Care of School Owned Materials	13
Change of Family Status & Child Abuse and Neglect	13
Curriculum Materials	14
Discipline, Dress & Appearance	14
Equal Educational Opportunities	14
Fire and Earthquake Drills	15
Health & Emergency, Weather and/or Disasters	15
Field Trips	16
Food, Drink, Gum	16
Homework	17-18
Working Lunch	18
Immunizations & Insurance	19
Insurance	19
Lost and Found	19
Kindergarten Attendance	19
Medications	20
SST & School Site Council	20
Parent Involvement	20
Visitors & Volunteers	21
Smoke, Tobacco and Drug Free Environment	21
Pets	22
Parents Communicating with the School	22
Problem Resolution	22-23
Referrals for Students	23
Restricted Items and Valuables	23
Classroom Communications & Money	24
Student Progress Reports and Conferences	24
Student Records	24
Telephone Use by Students	24
Messages Called in for Students	25
Transportation	25
District Bullying Process	25-28
District Sexual Harassment Policy	28-30



FOREWORD

Alturas Elementary School is part of the Modoc Joint Unified School District. This handbook is a guide for parents of children enrolled at Alturas Elementary School. It contains basic information about school procedures. It is hoped that the handbook will serve as an easy reference throughout the year. Questions that cannot be answered by this handbook may be directed to the elementary school office staff.

MISSION STATEMENT

The mission of Alturas Elementary School is to use shared decision-making by teachers, students, administrators, parents, and community members to provide a clean, caring, safe and stimulating learning environment; and to develop the potential of every child so that each child can become a successful citizen with self-respect, critical thinking skills, and an understanding of democratic ideals.

SCHOOL TELEPHONE NUMBERS

School Office	233-7201 ext. 201
School Fax	233-7607
District Office	233-7201 ext. 101

KEEPING IN CONTACT

AES's website is www.modoc.k12.ca.us

There is a school calendar on the AES website; please check the calendar periodically for updates.

Up-to-the-minute messages and reminders are posted on facebook. Be sure to search for Alturas Elementary School and "Like" the school so you have the latest information and reminders. AES also uses a phone messaging system to push reminders out to all families.

BOARD OF EDUCATION

Fernand Larranaga, President
Alan Hopkins, Vice President
Don Mason, Clerk
Karen Hays, Member
Ruth Ann Criner, Member

ADMINISTRATION

Mr. Tom O'Malley, Superintendent
Mrs. Beckie Lewis, Interim Principal

Dear Parents,

August 2019

Welcome to Alturas Elementary School! We are so excited to begin another wonderful school year. The Alturas Elementary teachers and staff are working hard to plan a thorough and rigorous educational experience for all of our students. Our goal is for every student to have a successful, safe and enriching school year!

We want to work as a team, with parents, families, and community members to create the most optimal learning environment for our students. Continuous communication between home and school is paramount to the success of our educational program. As parents and family members, you are encouraged to be actively involved in your child's education by talking to your child about school, working closely with your child's teachers, volunteering whenever possible, attending school activities and conferences, and by participating in the AES Parent Teacher Organization (PTO). This partnership will help contribute to our students' mastery of the core curriculum while shaping our young people into considerate and responsible citizens. We look forward to celebrating with you the achievements of our students.

The Alturas Elementary School Family Handbook is written to share important information regarding school policies and procedures. Please read it carefully and share the information with your child. We look forward to joining with each of you as we work to provide your child with the best possible education. Please feel free to contact us if you have questions or need more information.

Sincerely,

The Alturas Elementary School Staff

Introduction to PBIS

Positive Behavior Interventions and Supports (PBIS) is a framework for supporting a positive school climate and culture to support student learning. PBIS practices are research based and data driven. Here is a list of the things you will see as part of our PBIS program at Alturas Elementary School.

1. Clear Expectations

We set clear expectations that are consistent in all areas of the school. When students know and understand what is expected of them, they are more likely to meet expectations.

2. Explicit Teaching of expectations

We teach all students what respect, responsibility, and safety look like in all areas of the building and school campus. We teach through lessons, modeling, practice and reinforcement. Students need to be taught appropriate behavior to know how to show it.

3. Acknowledging when students meet expectations

When students meet expectations, we celebrate! We place our attention and energy on what students are doing right, rather than their mistakes. We use a variety of ways to positively reinforce student behavior.

4. Support for students who do not meet expectations

We view mistakes as learning opportunities. We use research based, proactive, and restorative solutions in working with student misbehavior.

5. Teaching of Prosocial skills

We believe in teaching the social skills necessary to succeed in school and life. When students needs are met socially and emotionally, they are better equipped to learn at high levels.

AES Behavior Expectation Matrix

	Be Safe	Be Respectful	Be Responsible
Everywhere & All the Time	<ul style="list-style-type: none"> -Stay where adults can see you -Keep your hands and body to yourself -Use all equipment and materials appropriately 	<ul style="list-style-type: none"> -Use kind language -Include others -Use manners <u>-No hats in buildings</u> 	<ul style="list-style-type: none"> -Own your actions -Follow adult directions
Cafeteria	<ul style="list-style-type: none"> -Sit at assigned table until you're excused -Walk at ALL times -Keep hands, feet and personal items to yourself 	<ul style="list-style-type: none"> -Use table manners -Voice level 1-2 -Clean up after yourself 	<ul style="list-style-type: none"> -Get ALL lunch items before you sit down -Once seated, stay seated
Hallways	<ul style="list-style-type: none"> -Walk at all times -Keep your hands, feet and objects to yourself 	<ul style="list-style-type: none"> -Voice level 0 -Walk on the right side of the hallway <u>single file</u> -Use kind language 	<ul style="list-style-type: none"> -Go directly to your destination -Keep hallway clear -Walk with a purpose -Give others personal space
Classroom	<ul style="list-style-type: none"> -Use material and equipment appropriately -Walk -Stay in your personal space 	<ul style="list-style-type: none"> -Use kind language -Be considerate -Be positive -Show kindness to others -Voice level 0-2 -Enter respectfully 	<ul style="list-style-type: none"> -Allow teachers to teach and students to learn -Do quality work -Try -Be a problem solver -Be prepared
Playground	<ul style="list-style-type: none"> -Stay within boundaries -Report problems and injuries to the nearest adult -Follow safety rules 	<ul style="list-style-type: none"> -Use equipment appropriately -Use good sportsmanship -Use kind language -Voice level 0-3 	<ul style="list-style-type: none"> -Make good choices -Be a problem solver -Return to class at first signal <u>-Follow whistle language</u>
Restrooms	<ul style="list-style-type: none"> -Use water and supplies appropriately -Maintain personal space -Give privacy to others 	<ul style="list-style-type: none"> -Clean up after yourself -Voice level 0-1 -Flush the toilet 	<ul style="list-style-type: none"> -Wash your hands with soap and water -Return to class promptly
Buses	<ul style="list-style-type: none"> -Enter and exit carefully -Stay in your seat -Wear seatbelt 	<ul style="list-style-type: none"> -Follow directions -Voice level 0-2 -Keep your body and belongings to yourself 	<ul style="list-style-type: none"> -Clean up after yourself -Speak appropriately -Be ready for your stop

August 21, 2019

Dear Parents/Guardians,

Student behavior is a growing concern in Modoc County Schools. As a school, we want to be proactive in teaching our students positive behaviors. Alturas Elementary School is participating in a very important program, "Positive Behavioral Intervention and Supports" or "PBIS". We are using this program to help our students have a safe, positive learning environment and to provide consistency in all areas of our school.

What does PBIS look like at Alturas Elementary School (AES)?

We will be using three consistent school expectations:

Be Safe

Be Respectful

Be Responsible

You will see these expectations posted throughout the buildings. Teachers will be using lesson plans called "Teach-To's" to explicitly teach these three rules to our students for all areas of the school (cafeteria, playground, classroom, etc.). To reinforce these rules, your child/children will be receiving individual tickets as well as whole class rewards. These positive behavior tickets will be "cashed in" for rewards throughout the school year.

How can you be a partner in this effort?

We want you to be a partner in helping us make our school a more positive place for our children to learn. We are including the behavioral expectation matrix attached to this letter. To ensure that you as parents and your child/children as students are aware of the school expectations; we ask that you review the matrix in its entirety with your child/children. Once reviewed, please sign and return the bottom portion of the letter to your child's teacher. Additional ways to be involved are: using the expectations in your home, making sure your child/children are dressed appropriately, reminding your child/children each day before they leave of the expectations, making sure that your child/children come to school on time every day, as well as asking them if they followed the rules that day and if they received any rewards.

Thank you,

Alturas Elementary School

My child and I have reviewed the expectation matrix together.

(Parent Signature)

(Student Signature)

(Date)



AVID

Alturas Elementary School is an AVID Elementary Site. AVID is **ADVANCEMENT VIA INDIVIDUAL DETERMINATION**. It is a methodology that promotes “*best teaching*” practices to develop consistency in thinking, processing, and delivering information by both students and teachers. AVID’s mission is to close the achievement gap by preparing **ALL** students for college readiness and success in a global society. At AES, all students in each grade level receive AVID instructional strategies. These instructional strategies are referred to as WICOR strategies, (Writing, Inquiry, Collaboration, Organization, and Reading).

Look for upcoming family nights and school events that will share expectations per grade level of students and more about AVID in general.

GROWTH MINDSET

At Alturas Elementary School we want to encourage Growth Mindset in our students. Growth mindset is a scientific theory that suggests that one's intelligence can be grown or developed with persistence and hard work. What it boils down to is that we encourage our students to make mistakes and learn from them. We promote students to keep trying when the work seems too challenging, thus creating an "I can do this" attitude. You may hear a teacher praising a student for their effort, patience, and practice instead of how smart they are. We say that failing is just another word for growing and learning.



ATTENDANCE

The Alturas Elementary School believes class participation is an integral part of students' learning experiences. Parents/Guardians and students are encouraged to schedule medical appointments and vacations during non-school hours and/or scheduled days off (vacation days).

According to Section 48205 of the California Education Code, if a student is absent for one of the following reasons, the absence and/or tardy will be excused. Any other reasons for an absence or tardy will be unexcused.

1. Illness
2. Quarantine directed by county or city health officer
3. Medical, dental, optometric, or chiropractic appointment
4. Attendance at funeral services of a member of the student's immediate family, so long as the absence is not more than one day if the service is conducted in California, and not more than three days if the service is conducted outside California

Absences excused for justifiable personal reasons include the following items. It is the policy of Alturas Elementary School that the student must request permission from the principal in writing prior to the absence.

1. An appearance in court
2. Attendance at a funeral service
3. Observance of a holiday or ceremony of the student's religion
4. Attendance at a religious retreat (not to exceed four hours per semester)

Please note that vacations, car trouble, inclement weather, and train or traffic delays are not reasons for excused tardies or absences. We appreciate your efforts in getting students to school on time and working with us to minimize the negative impact unexcused absences and tardies have on a child's learning.

Parents/Guardians must contact the elementary office when they know their child(ren) will be absent. This can be accomplished with a telephone call to the office staff or a note sent with your child when s/he has been absent. It is our district's board policy that we must require a doctor's note for 10 or more absences due to illness.

➤ Make-up Work

The student is responsible for making up all class work and assignments missed during absences; thus students' grades may be affected by excessive absences. If students are absent from school, it is extremely important for them to get their assignments and have their work completed when they return to school.

➤ Absence and attending Extra-Curricular Events

It is recommended that students who are ill not attend evening activities at the high school, middle school, or elementary school. If they are too ill to be in school, we recommend they be at home resting, so they can attend school the following day.

➤ Absence and Field Trips

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year (AR 5113.1) The school may withhold field trips when a student is deemed chronically absent per (AR 5113.1)

State law requires attendance at school of pupils between the ages of 6-18. Modoc Joint Unified School District complies with the California Compulsory Attendance Laws. Regular and prompt attendance is important to success in school.

On-time daily attendance is an integral part of your child's education. Valuable instructional time is lost when your child misses school. Moreover, your child's late arrival disrupts the classroom and the other students' instructional time. Any student arriving late to class is considered tardy. If the child is late, s/he will need a late slip from the office. It is the responsibility of the parent/guardian to see that students report to school on time. If your child is late, please send a note with your child explaining the reason for being tardy. All students arriving late to campus must report to the office before reporting to class. Habitual tardiness will be investigated by school personnel and referral may be made to the School Attendance Review Board (SARB).

If your child has three unexcused absences and/or tardies, s/he will be considered truant. After four or more unexcused absences or tardies, cases will be considered for a referral to the SARB.

It is necessary for parents to provide a reason for each child's absence on a daily basis. Therefore, when your child is absent, please phone or email the school office prior to 9:30 AM on the day of the absence. If a child is absent, and the school has not received notification of the absence, office personnel will call home. Parental assistance in notifying the school of an absence will help us account for each child in an efficient and timely manner.

EXTENDED ABSENCE

If a child will be absent for five or more days, an Independent Study Contract is necessary at least ONE WEEK PRIOR to the absence allowing the teacher time to prepare make-up work. This contract allows the child to complete work that will be assigned during the absence and credit can be given for attendance. The contract work must be returned to the school office immediately upon returning. If contract work is not returned within one week, all absences will remain unexcused and your student's work will receive no credit.

TARDIES

Students arriving after 8:20 AM should be escorted to the office and signed in. Please understand that state regulations require students with excessive absences or tardies be reported to county agencies. When excessive tardies or absences occur, attendance letters will be sent home and attendance meetings may be scheduled. If attendance concerns continue, more stringent enforcement will take place. The California State Truancy Laws require schools to enforce .

ARRIVAL AT SCHOOL

The school day for elementary students begins at **8:20 AM**. The cafeteria will be open for breakfast at 7:50 AM. Only students planning to eat breakfast should arrive at 7:50 AM. All other students should not arrive until 8:00 AM, as there is no supervision outside until 8:00 AM. For safety reasons, it is the parents' responsibility to see that children do not arrive earlier than 8:00 AM. Bus students are supervised from the time they arrive at 8 AM.

Upon arrival, students in transitional and regular kindergarten should report to the classroom, and 1st through 5th graders should report to the playground or cafeteria. We realize that sometimes both parents/guardians go to work early. If this is the case, please make arrangements for your child(ren) to go to a relative, daycare, neighbor, or friend's house and come to school later. Please don't just drop them off at the school.

During inclement weather we will have the school open at 8:00 a.m. and the students who enter the building will be asked to go to their respective classrooms.

If your child needs to come into the building early for a particular health reason, please contact the office to make special arrangements. A medical note will need to be provided for health reasons. Also, please see that your child(ren) are dressed for the conditions of the weather outside.

At the end of the school day students should proceed directly to the buses, or the parent pick up tree for boarding. Students walking home should honor crosswalks and follow the guidelines set forth by the crossing guard. Children should not remain at school after their regular departure times. Supervision is not available unless the student is participating in a scheduled after-school activity. If this causes a difficulty, please consider enrolling your child in the Latchkey or SEALS After School Program. Student attending after school programs should report directly to the program after school. Parents should communicate all after school information to their child, so they clearly understand the directions and location.

EARLY RELEASE OF STUDENTS

To maintain the flow of instruction, leaving school early is discouraged. We realize, however, there are times when leaving early are unavoidable. If an early dismissal is required, students must be picked up by a parent and signed out in the office. Teachers are instructed not to release a child unless told to do so by the office. Students may be released only to parents or an authorized representative of the parents. Authorization must be in writing or via a phone call to the school. Adults picking up students during the regular school day are asked to do so through the school office. Office personnel will call the child's classroom and the student will be dismissed to meet the adult in the school lobby. It is not reasonable for us to release a child to walk home alone during school hours. If a child is ill or has an appointment, we expect an authorized adult to pick him or her up at school and sign them out.

SCHOOL TIMES

Office Hours are from 7:45 AM until 4:00 PM each day school is in session.

	<u>Begin</u>	<u>Dismiss</u>
K-3	8:20 AM	2:10 PM
4-5	8:20 AM	2:45 PM
TK	8:20 AM	11:40 AM
Minimum Day Schedule	8:20 AM	1:19 PM

**Kindergarten will be on a shortened day and dismissed at Noon until 9/30/19*

PLC Minimum Days

Minimum days are scheduled to provide time for teachers to collaborate with one another regarding curriculum and/or best practices. Time spent collaborating as a staff can provide valuable insights between and across grade level teams. The professional development opportunities provided through minimum days support our efforts toward continually increasing student achievement. Scheduled minimum days are posted on our District Calendar. On minimum days, all classes are dismissed at 1:19 PM.

PARKING – FOR STUDENT SAFETY

We kindly ask that visitors to the school use the parking spaces in parking lot. There is no parking along yellow curbs, in the bus loop, or in front of the office. Do not drop off or pick up your student in the drive through areas of the parking lot. Please allow plenty of time for dropoff/pick-up of students. Remember that handicap parking is reserved for vehicles with authorized handicapped permits only. Handicapped parking is not to be used, even as a drop off area, except for those who display a handicapped license plate or placard.



PARENT PERMISSION SLIPS

Please write a note and send it to school for the following situations:

- Your child is riding a different bus
- Your child will leave school early
- Your child is staying with someone or is having someone staying at home with them
- Your child is walking home
- Someone else is picking your child up from school
- Your child is going home with someone else

Once students arrive at school, they cannot leave without permission. All students who are arriving and leaving during the school day must sign in and out at the office. **Students will not be called to the office until a parent/guardian is here in the office to sign them out.**

Please make these arrangements before school begins for the day to avoid disruption to the education of all the students.

RECESS

Children will be expected to go outside for recess. Please dress your child appropriately for daily weather conditions.



BIRTHDAYS

In order to maximize instructional time and to celebrate every child's birthday through the year, birthday parties are held in classrooms at the end of the day. All birthday treats must be store bought or prepared in a certified kitchen. If your child is having a birthday party away from school, please find a way to extend the invitations other than passing them out at school. Children are very sensitive at this stage and those who do not receive an invitation may feel left out.



CARE OF SCHOOL-OWNED MATERIALS

Students are expected to respect school property including all equipment inside and outside of the building. If children should willfully or accidentally damage property, the parents/guardians will be called to confer with the staff. At that time, the type or amount of restitution will be decided. Parents/guardians will be asked to replace books or materials which are lost or damaged beyond repair.



CHANGE OF FAMILY STATUS

Please inform the school immediately of changes in your family status, such as changes in address, phone numbers, parent/guardian workplace, or parent/guardian marital status. Current information is essential for us to contact parents effectively.

CHILD ABUSE AND NEGLECT

All adult school personnel are required by law to report any suspected case of child abuse or neglect to the appropriate law enforcement agencies.

CURRICULUM MATERIALS

All print or non-print curriculum materials are available for parents/guardians to review. Please contact the AES office if you wish to examine curriculum material(s).



DISCIPLINE

AES uses the Progressive Consequence Matrix. Copies of this are available in the office or on our website mjuds-ca.schoolloop.com.

DRESS AND APPEARANCE

Appropriate attire is to be used in order to keep the school environment purposeful, practical, and meaningful. Student dress and appearance shall not be hazardous to the health and safety of anyone in the school community, nor shall it have a negative effect or be disruptive to the educational process.

Students must be dressed appropriately for school activities and to meet the existing weather conditions. They should have winter boots, hats, gloves, or mittens to wear for outdoor play during the winter season. Also, encourage students to layer sweaters and sweatshirts because of the variation in room temperatures.

The following regulations apply to student dress:

- Footwear must be worn at all times; all shoes must have back straps. Flip flops and heels over 1" are prohibited
- No caps/hats may be worn in the building during the school day
- Outer garments such as coats and jackets may not be worn in the classroom
- No clothing may be worn that depicts any form of illegal activity, advertises a drug or tobacco product or contain obscene writing, profanity, suggestive phrases/pictures, or promotes violence
- No spaghetti straps less than 1"
- No makeup

The office staff will call families if a student's dress or appearance disrupts the class or learning activities so that appropriate clothing can be brought to school for the child.

EQUAL EDUCATIONAL OPPORTUNITIES

Every pupil of this district has equal educational opportunities regardless of race, religion, gender, national origin, age, socioeconomic status, or disability. No student shall be excluded on such basis from participation in or access to educational opportunities, counseling, or extracurricular activities.

FIRE AND EARTHQUAKE DRILLS

California state law requires public schools conduct fire and earthquake drills each school year. It further requires that directions to the nearest safe exit be posted in each classroom.



HEALTH AND EMERGENCY

Parents and guardians must complete an emergency card and keep their child's/children's emergency information updated throughout the year with any changes in phone numbers and emergency contacts. In case of accident, injury or any other emergency, children will only be released to persons specified in the emergency contact information of the Aeries Database. If this person is identified as an emergency contact, but unknown to school personnel, he or she will be asked to show identification.

Since students often become ill during the day and are not able to stay in school, it is essential that each parent/guardian fill out an emergency card, so the school personnel know where to reach a parent or other contact person during the school day. It is important that arrangements are made with a neighbor or relative to pick up the child and care for him/her if a parent cannot be reached. This person must be listed on the emergency card.

During an actual emergency, you may not be able to reach the school by phone, as all staff will be involved in caring for the needs of the students. In the event of a local disaster or school emergency, school closure or evacuation, you will be notified by a Modoc Joint Unified School District staff member or the MJUSD message service as to where to reunite with your child.

Even though statistics continue to show that a school is still among the safest places to be, we take the safety of the children entrusted to our care with the utmost seriousness. In order to prepare the staff and students at AES for the safe procedures and policies in place for such emergencies, we practice selected drills every month. Many drills are scheduled, but we also practice drills at unscheduled times. Should you enter the campus during a drill you may be asked to return to the parking lot or remain in the office. Should you be in the classroom, you are asked to follow the procedures under the direction of the classroom teacher. Emergency plans are important and taken seriously.

WEATHER AND/OR DISASTER EMERGENCIES

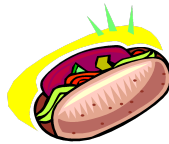
In the event of a weather or disaster emergency, parents/guardians should tune to 94.5 FM for announcements.



FIELD TRIPS

Field trips serve as valuable educational experiences, offering students the opportunity for learning outside of the classroom. They also serve as a reward to students who demonstrate appropriate school behavior both academically and socially. Students who do not demonstrate appropriate school behavior will not be allowed to attend field trips and will remain at the school site with an alternative assignment. The same rules of conduct apply on field trips that normally apply in the classroom and on the bus. Unpaid fees toward the end of the school year may result in loss of field trip privileges.

Parents/Guardians will be notified of the date, time, place, and purpose of each field trip and will have the right to request their child be excluded. Children not attending field trips will be supervised at school.



FOOD, DRINK, AND GUM

No food or drinks will be allowed outside of the cafeteria except in the case of school parties and as allowed by food services, the classroom teacher, or the principal. Gum is not permitted anywhere on the school grounds.

AES has adopted the practice of providing a universal breakfast in the cafeteria. All students have the option of eating breakfast with their peers in the cafeteria each morning at no cost. If you would like your child excluded from this program, please contact the office.

Treats brought to the school for your child's class to share on his/her birthday must be store bought or prepared in a certified kitchen. For more information about birthday celebrations at school, please see the section above titled Monthly Birthday Parties.

A Medical Statement to Request Special Meals and/or Accommodations form is available in the office if your child has food allergies or other dining needs of which the school should be aware.

School lunches are available at Alturas Elementary School. The Local student wellness policy can be viewed in any site office as well as on the Parents page of the MJUSD website. Rates are as follows:

	<u>Full Pay</u>	<u>Reduced</u>	<u>Extra Milk</u>
Regular Daily Lunch	\$2.35	\$.40	\$.35
Adult Lunch	\$3.75		

Parents/Guardians should contact the Food Services Department or the school office to receive forms for free or reduced lunch eligibility. There may only be charges up to \$15 for overdue lunch balances. All cafeteria bills must be paid by the end of the school year.

Students bringing a sack lunch for their meal may bring \$.35 for a carton of milk.

HOMEWORK



Homework is an essential part of our instructional program. It helps students learn responsibility and reinforces and enriches the students' learning through an extension of class activities. The purpose of homework is to provide an opportunity for the student to practice and review concepts that have already been taught in the classroom. However, if your child does not understand the assignment, or fails to accomplish the task because of difficulty, please write a note to the teacher informing him/her of the problem. Parents will be notified if incomplete homework becomes a problem. Individual student capabilities, and demands upon time, are factors to consider when applying the following suggested homework-time guidelines (approximately 10 minutes per grade level). These suggested times are in addition to independent reading (picture or chapter books) that may be assigned by individual teachers. Students should read or be read to at least 20 minutes a day. Please call your child's teacher if your child continually says that s/he does not have homework.

Helpful Homework Guidelines:

Home and school do not operate independently. Staff believes the following guidelines will help your child gain the maximum benefit from his/her school experience and from the schoolwork brought home. Homework requires an investment in time, effort, and energy to work effectively. We encourage you to make this investment, as it will result in more quality learning and improved school performance.

1. **Set a definite time for study each school day which meets these conditions:**
 - a. Primary age children should have parental help with homework assignments.
 - b. Plan a time that will not be interrupted.
 - c. Set both a starting and an ending goal time. Some children may find using a timer helpful.
 - d. Have other materials available, such as reading books, for use when a child completes his/her assignments prior to the end of the established time. Children must be working from the start to the end of the established time avoiding the temptation to rush through work to do something else.
 - e. Keep the child's attention span in mind when planning the length of study time. Young children may do better with two short study periods as opposed to one long one.
 - f. Give the child some relaxation time after school prior to the start of the study session.
2. **Provide a proper place for study.**
 - a. All students need a work area that is well lit and has a hard surface upon which to write.
 - b. Research shows that some children produce their best homework when low levels of background music are present in the work area. This music should not be loud enough to disturb their concentration.
3. **Provide materials needed for completing assignments.**
 - a. Pens/pencils, paper, a ruler, graph paper, crayons/markers, a thesaurus, etc. depending on the child's age and ability.

- b. Older students may need to make trips to the library or access the Internet to locate resource materials.
4. **Help your child organize school materials.**
 - a. Provide some type of organizational tool such as a notebook, folders, storage containers, etc.
 - b. Have your child keep all returned assignments until you check them.
5. **Help your child make a daily list of homework assignments.**
 - a. Provide a specific place for your child to list all homework assignments.
 - b. Parents should develop the habit of checking this list daily.
 - c. Provide a blank calendar for older children who will have to contend with long range assignments such as book reports or projects.
6. **Provide support when your child becomes discouraged.**
 - a. Help your child find the solutions to difficult assignments without telling him/her the correct answers.
 - b. Sometimes a short break in the midst of a difficult assignment will help to clarify the problem.
 - c. Do not hesitate to contact the teacher should your child have repeated problems with the difficulty of homework assignments.
7. **Help your child to understand the difference between studying a subject and completing an assignment.**
 - a. Help your child read and reread textbook materials to gain basic information.
 - b. Have children correct errors on returned work, quizzes, or tests.
 - c. Encourage older children to take notes during class sessions.
 - d. Have children review problems, work sheets, notes, and text information before taking quizzes or tests. Do not wait until the last minute to prepare for tests/quizzes. Studying in small doses several consecutive nights is recommended.
 - e. Emphasize to your child that there is more to studying and learning than completing assignments and turning them in.
8. **Encourage your child to read for pleasure at every opportunity**

WORKING LUNCH

Students (except transitional kindergarten and kindergarten students) who have incomplete or missing assignments will get their lunches and then will be escorted to the assigned room by their teacher. There, students will eat their lunch and work on/receive assistance with incomplete or missing assignments. When a student has completed all incomplete or missing assignments, the student will be dismissed to the playground for the remainder of the lunch time. If a student does not finish, s/he will have the opportunity to finish at home. As long as a student has incomplete or missing assignments, the student will continue to be assigned to Working Lunch.

Working Lunch is a program designed to support students who need additional time or assistance to complete incomplete or missing assignments only. It is not a punishment, and can be avoided completely by keeping current with assignments. Parents/Guardians may opt their children out of the working lunch program by returning the opt-out form to the school.

IMMUNIZATIONS



According to California law, immunizations must be current for school entry. The required immunizations are: Polio, DTP (Diphtheria, Tetanus, and Pertussis), MMR, Hepatitis B, and Varicella. These requirements can be individually waived by a licensed medical doctor with reasons for exemption.

Students transferring from another school district need proof of immunization at the time of enrollment. California law requires schools to deny entrance to new students who do not have the proper immunizations.

INSURANCE

The school district does not provide any type of accident insurance for injuries incurred by students at school. Parents/Guardians are encouraged to review their present health and accident insurance program to determine its adequacy. The school district has accident insurance available through Myers Stevens. This plan will provide benefits for medical expenses incurred because of an accident. An explanation of the costs and benefits of this plan is available in the office.



LOST AND FOUND

Please consider marking all clothing and school supplies with your child's name. Misplaced articles will be placed in the school's Lost & Found area by the west entrance to the main building. Please have your child check regularly for lost items. Clothing and supplies that are unclaimed will be donated at the end of each month. Please help your child keep track of personal belongings.



KINDERGARTEN ATTENDANCE

Children who are five years of age on or before September 1st may attend kindergarten. Children who turn five between September 2nd and December 1st are eligible to attend transitional kindergarten. If you have questions about sending your child to transitional kindergarten or kindergarten, it is strongly recommended that you make an appointment to talk to one of the kindergarten teachers or the principal regarding this important educational decision.

The kindergarten year begins on the first day of school. The students in transitional kindergarten and kindergarten begin the school year with a shortened day. The school day for kindergarteners

will be lengthened on September 30th. Please refer to the calendar to determine the hours of attendance for your child.



MEDICATION POLICY

Without exception, children are not allowed to self-administer medication at school. This includes over-the-counter medications such as cough syrup, antacids, etc. All medication must be brought to the office by a parent/guardian and must be accompanied by an Authorization for Medication Administration form filled out by the doctor with full instructions. These forms must be renewed each year. The School Nurse and/or the office staff members will then administer the medication at the prescribed time and in the prescribed dosage. All over-the-counter medication must be in the original container. Prescription medication must have the prescription label on the container.

Parents who wish for their child to carry an EpiPen or asthma inhaler must make prior arrangements with the office and meet the qualifications. Please check with the office for the necessary forms. If a student knowingly gives medication to another student, s/he will be subject to disciplinary measures up to and including suspension and/or expulsion. If a student loses his/her medication or has someone stolen it, the student must report this to the office immediately or the student may be subject to disciplinary measures up to and including suspension.

Student Success Team (SST):

Students having any kind of difficulty (learning, behavioral, attendance, making friends, etc.) may be referred to Alturas Elementary School's Student Success Team by teachers. The student's parents may also request an SST meeting. The SST consists of teachers, the principal, the nurse, parents, and the psychologist (depending on the needs of the student).

SCHOOL SITE COUNCIL

The Alturas Elementary School Site Council (SSC), a governing body within our school is composed of parents, school employees (both certificated and classified), and members of the community who are elected for a two-year term of office. The main purpose of the SSC is to collaboratively develop the Single Plan for Student Achievement (SPSA) and to modify it if necessary in order to provide the best possible program for students.

PARENT INVOLVEMENT

The staff recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and a positive school environment. We acknowledge that each student's future success depends on the education s/he receives today, and we strive to create a partnership to provide conditions which allow a child to be successful.



VOLUNTEERS

Volunteers play a valuable role, enriching the educational program, enhancing supervision of students, and contributing to school safety while strengthening the school's relationship with the community. All parents/guardians, as well as community members, are encouraged to become a part of our volunteer program. Volunteers can assist teachers in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the teacher to whom the person is assigned, may be performed by a person not licensed as a classroom teacher.

Anyone wishing to volunteer in a classroom should contact the teacher and pick up a volunteer packet in the school office or on our website. Volunteers may be required to be fingerprinted, complete a volunteer packet which includes a copy of a valid ID and a TB assessment and all volunteers must be approved by the Board of Trustees. Once this process has been completed, the volunteer will remain on the eligible list until such time as his/her name is removed from eligibility at the discretion of our Board or the volunteer. All volunteers will follow district policies, regulations, and school rules. Volunteers will be assigned meaningful responsibilities that capitalize on their skills and expertise to maximize their contribution to the educational program.

VISITORS AND VOLUNTEERS

Anywhere on School Property

AES is a closed campus. At no time should visitors or volunteers be on campus without a visitor's badge. Except for drop-off and pick-up, all visitors must take the most direct route from the parking lot to the front office and report to the school secretary for a visitor's badge before going anywhere else on campus.

Parent/Guardian Visitors

Parents/Guardians are welcome to visit their child's classroom throughout the school year. Parents/Guardians must pre-arrange their visit with the classroom teacher to avoid any scheduling conflicts. Please check in at the school office for a visitor's badge prior to going to the classroom.

Student Visitors

Student classroom visits are not permitted without special invitation from the classroom teacher and principal. A student who is considering or will be enrolling in the school may visit the school on a prearranged basis with the approval of the principal.



SMOKE AND DRUG/TOBACCO FREE ENVIRONMENT

Alturas Elementary School is a smoke and drug/tobacco-free environment. Usage of any of these substances is prohibited.

PETS

At Alturas Elementary School, the staff recognizes that animals can be an effective teaching aid. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures.

Students bringing animals to school must first obtain consent from their classroom teacher and their parent/guardian. All animals brought to school must be:

- ✓ in good physical condition
- ✓ vaccinated against transmittable diseases
- ✓ in clean, safe, and suitable cages or containers or otherwise appropriately controlled

PARENTS COMMUNICATING WITH THE SCHOOL

Parents are urged to communicate with the school. When you are pleased with the actions of a staff member, let him or her know. Conversely, if you have a problem regarding your child, every effort should be made to resolve the problem directly with the teacher involved. If the problem cannot be resolved, the matter should be referred to the principal (refer to “Problem Resolution” below).

PROBLEM RESOLUTION

The following information outlines the process you should use to resolve any problems you or your child may have related to school personnel, your child's grades or academic concerns, curriculum or instructional materials. If you follow this process, it should assist you in solving concerns more quickly and efficiently. It is important to work through problems together for the benefit of the child.

- 1) Contact the teacher. Set up a time for a conference with him or her as soon as possible to discuss your concerns. Put your concerns in writing before you attend the conference so that all issues may be addressed. Most problems can be resolved at this level. If you have a concern regarding non-teaching staff, please contact the school secretary for guidance and procedures.
- 2) If you feel your concerns have not been addressed, set up a meeting with the site or department administrator (principal, director, etc.) and the employee if it is a personnel matter.
- 3) If the matter is still not resolved, obtain a Complaint Form and Procedures for Filing a Complaint from either the school site or the district office. Fill out the form and return it to the district office. This must be filed within 60 days of the act or event.
- 4) Your complaint will be investigated and the superintendent or designee will be contacting you to discuss your complaint.
- 5) Once the superintendent or designee has rendered a decision, you still have the right to appeal the decision to the Board of Trustees if you do not agree with the decision.
- 6) The Board will review your appeal and render a decision. The Board's decision is final.

Animals cannot be brought to school on school buses without permission of the principal or designee. This permission is not required for seeing-eye dogs or service dogs needed by students.

Students cannot bring poisonous or wild animals to school. If wildlife specimens are used in a science class, protective gloves and a face shield will be worn by anyone handling these specimens and the animals' saliva and neurological tissue shall be treated as infectious.

Animals brought to school by students will generally be taken home the same day they are brought to school. With the consent of the principal or designee, animals may remain at school longer under specific conditions. Please contact the office for the specific guidelines.

Please do not bring dogs on campus when visiting, dropping off or picking up children, except as described above.

REFERRALS FOR STUDENTS

Parents/Guardians with specific academic and/or social/emotional concerns for their child may seek further school assistance by referring the child for special services. Parents/Guardians are advised to contact the child's teacher or the principal for assistance and appropriate paperwork.



RESTRICTED ITEMS AND VALUABLES

No baseballs/hard balls, bats, electronic devices, toys, trading cards, or mechanical toys (including fidget spinners) will be allowed in school unless the student has advance permission from the classroom teacher and/or the principal. Bicycles and scooters may be ridden to school, but must be walked on campus. They should be locked in the designated area on the south side of the main building. By law, students under 18 must use a helmet when riding a bike. Skateboards, roller blades, and/or roller shoes are not to be used on campus. Bicycles, roller skates, etc. are not allowed on the sidewalks, playground, or parking lot. Motor driven vehicles such as mini-bikes, Go-Carts, motorcycles, etc. are subject to police action if ridden on school property. The school is not responsible for lost or stolen items.

The school cannot accept responsibility for any personal items brought to school. Students should not bring items of value, such as cameras, radios, cell phones, CD Players, video games, iPods, jewelry, toys, and cash, since these items cannot be properly secured at school or on the bus. Items such as baseball gloves, tennis shoes, toys, etc. should be permanently marked for identification.



CLASSROOM COMMUNICATIONS AND MONEY

Parents/Guardians should make a habit of asking their children if they have notes or papers which are supposed to be given to them. As the year progresses, parents/guardians should expect children to take responsibility for giving them school notices. However, we realize children forget from time to time. If all else fails, the telephone or school's website are the next best ways to find out information related to school. You may call or email your child's teacher or the office if you have any questions.

When sending money to school with children (for pictures, lunch, book orders, etc.), please put it in a sealed envelope marked with the child's name, grade, teacher, amount, and purpose for which the money is intended.



STUDENT PROGRESS REPORTS AND CONFERENCES

At the end of each quarter, progress reports are issued to each student. Parent-Teacher conferences are scheduled once during the school year and occur in late October or early November. Mid-term reports will be mailed home for students in 4th-5th grades each quarter. Parents/Guardians may request a conference at any other time with their child's teacher. Parents/Guardians also have access to their child's academic progress on the ABI program and on the MJUSD app. Please see the office if you would like login information to the ABI program.

STUDENT RECORDS

Certain information about students is considered public under state and federal laws and school district policy. All other student records are considered private and are open only to parents and to school personnel with a legitimate interest.

TELEPHONE USE BY STUDENTS

The school telephone may be used by students for important school business or emergencies. The principal's office and classroom teacher reserve the right to determine what constitutes an emergency or important school business. Children are not to use the telephone for social calls, to ask to stay overnight at a friend's house, etc. These arrangements are to be made in advance at the parent's/guardian's home and with their knowledge. Forgetting homework, lunch, instruments, etc. is not an emergency. Students may not use cellular phones during school hours; devices must be turned off and stored in backpacks. If students ignore this rule, their phone will be taken from them and their parent/guardian must come to the office to claim it. The school is not responsible for personal electronic devices being lost or stolen.

MESSAGES CALLED INTO STUDENTS

Please try and make every effort to make arrangements in the morning with your child as to where they are to go after school to avoid disruptions of notes being delivered to the classroom. We make every effort to get notes to your child. However, there may be a circumstance where the note does not get delivered.

TRANSPORTATION



Busing

The school district owns and operates its own buses for transporting students to and from school. You may find out the times and drop-off/pick-up locations by checking the schedule on the district website at www.modoc.k12.ca.us or by calling the transportation department at 233-7201 ext. 108.

School Bus Safety and Conduct Rules

Students will follow the school bus safety and conduct rules as put forth by the Modoc Joint Unified School Board of Education and the California Department of Transportation. Repeated misbehavior may result in loss of transportation privileges.

Board Policies

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects 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 individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any 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)

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code [48900](#). Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. [5145.2](#) - Freedom of Speech/Expression)

(cf. [6163.4](#) - Student Use of Technology)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the

comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

(cf. [0420](#) - School Plans/Site Councils)

(cf. [0450](#) - Comprehensive Safety Plan)

(cf. [0460](#) - Local Control and Accountability Plan)

(cf. [1220](#) - Citizen Advisory Committees)

(cf. [6020](#) - Parent Involvement)

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

(cf. [1020](#) - Youth Services)

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote 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 engaging in bullying.

(cf. [5137](#) - Positive School Climate)

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution 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](#) - History-Social Science Instruction)

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, or any other individual bias or prejudice.

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

(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 an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code [234.1](#))

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement. The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code [48900.9](#))

(cf. [6164.2](#) - Guidance/Counseling Services)

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. [1312.3](#) - Uniform Complaint Procedures)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code [48900](#), 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)

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

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

(cf. [4119.21/4219.21/4319.21](#) - Professional Standards)

(cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)

Policy MODOC JOINT UNIFIED SCHOOL DISTRICT

Adopted: August 13, 2017 Alturas, California

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

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

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

(cf. [1312.1](#) - Complaints Concerning District Employees)

(cf. [5131](#) - Conduct)

(cf. [5131.2](#) - Bullying)

(cf. [5137](#) - Positive School Climate)

(cf. [5141.4](#) - Child Abuse Prevention and Reporting)

(cf. [5145.3](#) - Nondiscrimination/Harassment)

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

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

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

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

(cf. [1312.3](#) - Uniform Complaint Procedures)

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

(cf. [5144](#) - Discipline)

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

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

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

(cf. [4117.7](#) - Employment Status Report)

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

(cf. [4218](#) - Dismissal/Suspension/Disciplinary Action)

(cf. [4119.11/4219.11/4319.11](#) - Sexual Harassment)

Record-Keeping

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

(cf. [3580](#) - District Records)

Policy MODOC JOINT UNIFIED SCHOOL DISTRICT

adopted: August 8, 2017 Alturas, California