



Davis Joint Unified
 School District
 526 B Street
 Davis, CA 95616
 530-757-5300
www.djUSD.net

PARENT/GUARDIAN/STUDENT RIGHTS AND RESPONSIBILITIES

Overview of DJUSD Policies

This Overview describes your rights and responsibilities as a parent or guardian in the Davis school district. It also has other useful information about your school and other district policies.

To look for a particular topic, see below.

Absences	2
Academic or Behavior Problems	6
Advisory Councils.....	10
Children with Special Needs.....	9
Classes	6
College Admissions.....	10
Complaints	7
Discipline.....	6
DJUSD Report Card	7
Free / Low-Cost Meals	9
Health (Healthy Schools, Confidential Medical Services, Health Screenings, Emergency Contact Information, Medication, Pesticide & Asbestos, Physical Exams, Psychological Tests, Vaccines)	3
Liability / Injuries / Insurance	11
Meetings with Your Child’s Teacher	7
Nondiscrimination	7
Open Lunch Policy	10
Privacy of Student Records and Information.....	8
School Calendar	2
School Transfers	5
Sex Offenders	9
Sexual Harassment	7
Teacher Qualifications	6
Tests (<i>Advanced Placement, High School Exit Exam, Screening tests, Standardized tests</i>).....	10
Title IX	7
Volunteer	10

School Calendar

In California, all children between 6 - 18 years old **must** go to school. Each school has a calendar that shows:

- All school days,
- Holidays,
- Minimum days, and
- Any staff development days (when the children do not go to school).

If there are any changes to the school calendar, the school will let you know at least 1 month in advance. For questions about the school calendar, go to: www.djUSD.net

Ed. Code § 48980(c)

Absences

If your child will be absent or late, you must call your child's school, and explain the reason.

The absence will **not** affect your child's grade if:

1. The absence is considered "excused" under state law. (Ed. Code §48205), and
2. Your child makes up any missed assignments or tests promptly. (The teacher must give make-up assignments or tests that are the same or similar to the ones your child missed.)

Absences may be **excused** for these reasons:

Health	Your child: <ul style="list-style-type: none"> • Is sick, • Is quarantined by a city or county health officer, • Has a medical, dental, eye, or chiropractic appointment, or • Has custody of a child who is sick or who has a medical appointment during school hours.
Funeral *	Your child may miss school to go to the funeral of a close relative. One day is allowed for funerals in California, and up to 3 days for funerals outside of California.
Jury duty or court date	Your child has to report for jury duty or other required court hearing.
Personal reasons †	If you ask for permission in writing <i>first</i> , your child may be excused for: <ul style="list-style-type: none"> • Religious events, including: holidays, ceremonies, or retreats (max. 4 hours per semester at retreats) or religious instruction (max. 4 days per month.) • Certain election precinct, employment, or educational conferences, or • A funeral for someone who is not a close relative.
Theater work ‡	If you ask for permission in writing <i>first</i> , your child may have up to 5 days per year of excused absences for: <ul style="list-style-type: none"> • Work in the entertainment industry, or • Performance or production work for an arts organization that performs to public school audiences.
Principal Permission	For absences directly related to the school mission, a student may seek to excuse an absence in writing <i>before</i> the absence occurs.

* Close relatives include the student's parent, grandparent, spouse, child, child-in-law, brother/sister, and any relative who lives in the student's home.

† The principal (or a representative) will follow the Board rules for absences due to personal reasons.

‡ You must give written proof of your child's work schedule to the principal (or the principal's assistant).

If your child has an **unexcused** absence, we will notify you as soon as possible. After three unexcused absences, the student is in violation of attendance laws. If truancy continues, the school will work with the student, parents, counselors, administration and law enforcement to give you and your child support.

Ed. Code §§ 51101(a)(4), 46014, 48205, 48321; 48225.5

Healthy Schools

Your child has the right to a safe and supportive learning environment. We have adopted these health and safety policies for our schools:

Alcohol, Drug, Gun and Tobacco-Free Schools

No Alcohol / No Drugs No employee or student may have, make, distribute, use, or be under the influence of alcohol or drugs (as defined by law). Employees and students must follow this rule before and during the school day, and any time at school, on a school bus traveling to and from school or school activities, or at a school-related activity on or off a school campus.

No Tobacco No one may use tobacco products while on district property, in a district vehicle, or at a school-related activity on or off a school campus. This rule applies to all property that the district rents, leases, or owns.

No Guns Students must not have, furnish, sell, or control guns or firearms of any kind, including imitations, while at school, on the school bus, or at a school related activity on or off a school campus. A student who breaks this rule will be expelled for one year. The Board will decide the exact dates of the expulsion. There may also be criminal charges for anyone with a firearm in a school zone.

Ed. Code § 51101, Health & Safety Code § 104420; PC § 626.9, Board Policies 1116, 5131.62

Confidential Medical Services

Students in grades 7 - 12 may be excused from school to get confidential medical services without your permission.

Ed. Code § 46010.1

Emergency Contact Information

By the first day of school, you must give your child's school your emergency contact information, including:

- Your address and phone numbers,
- Contact information for a friend or relative who has permission to care for your child in an emergency, and
- Your child's health provider information.

If there is an emergency involving your child, we will use that information to contact you. If any information on that form changes, you must update the school right away. Only persons listed on the emergency card will be allowed to contact or take the child from school.

Ed. Code § 49408

Health Screening

The school provides the health screenings listed below. If you do not want your child to be screened, you must send a written statement to the school saying so.

Hearing All students in K, 2, 5, 8, 11, and all new and referred students	Scoliosis <i>(curvature of the spine)</i> All 7 th grade girls and 8 th grade boys	Vision Students in grades K, 3, 6, 9, and all new and referred students. All boys are tested for color vision in K, or when they first start school.
---	--	--

Important! If the school has a good reason to believe the child has a contagious or infectious disease, the child will not be allowed to go to school.

Ed. Code §§ 48213, 49451, 49452, 49452.5, 49455

Medication

If your child takes medication on a regular basis, you must tell the school:

- The name of the medicine,
- The dosage, and
- The contact information for the child's supervising doctor.

If you agree, the school may contact the doctor for information about possible side effects to the child's health or school performance, signs of missed dose or overdose.

If your child needs to take medication at school, you **must** provide, by law:

- A copy of your doctor's written instructions about how to take the medication,
- A letter saying you want the school to give your child the medication,
- The medication in the original prescription bottle.

Unless the school gives your child specific permission to carry the medication, the school must store it.

If your child has chronic health concerns, contact the school *before* school starts. We may need to develop a Health Maintenance Plan to meet your child's needs before your child can start school.

Ed. Code § 49423

Pesticide & Asbestos

- If pesticides will be used at your child's school, the schools must notify you and school employees first.
- If there are any materials containing asbestos in the school district, they will be handled according to the district plan. To see the plan, call the Director of Maintenance and Operations at: 757-5385. The district posts this information on our website.

Ed. Code § 17612

Physical Exams

When your child first starts school in this district (except for K), you must provide a doctor's signed certificate saying that your child received a physical exam in the last 18 months. You have 90 days after enrollment to provide the certificate. Contact your school nurse.

Your child must also have a dental check-up either in kindergarten or first grade, whichever is his or her first year in public school. Dental check-ups that have happened within the 12 months before your child enters school also meet this requirement.

Exception: If you do not want or cannot have your child examined by a doctor, you can explain that in writing and submit it instead of the doctor's certificate.

Health & Safety Code §§ 124085, 124105

Psychological Tests

Your child will not be given any psychological tests without telling you first, so you will have an opportunity to refuse the test. Your child will not be given any behavioral, mental, or emotional evaluation without your written permission.

Ed. Code § 51101(a)(13), 49091.12

Vaccines

To start school, you must show proof that your child is up-to-date on these vaccines:

- DTP (or DT)
- Hib
- Chickenpox
- Polio
- Hepatitis B
- MMR (Measles, Mumps, and Rubella)

To know which vaccines your child needs:

- Ask your health provider, or
- Go to: ww2.cdph.ca.gov/programs/immunize/Documents/IMM-231.pdf

Exceptions:

- Parents who do not vaccinate their child for religious reasons must sign a waiver.
- Parents who do not vaccinate their child for health reasons must provide a letter from their health professional stating it could be unsafe for the child.

Important! If there is an outbreak of a contagious disease, unvaccinated children may have to stay at home until the district or health official says it is safe to return to school.

Ed. Code §§ 48213, 49403, 49451

School Transfers

Your child can go to the assigned school or your child can apply to transfer to another school. (See *Transfer Options below.*) You may also observe a class at a school that your child may transfer to, if you:

- Ask to observe in writing,
- Agree to follow school and class rules, and
- Do not interfere with school activities.

Ed. Code §§ 48980,49091.10(b), 51101

Transfer Options

1 Transfer to another school in the district (intradistrict transfer)

Ed. Code §§ 35160.5, 48980(j), 58501

You can apply to another school in the district during open enrollment (March 1–31), including one of these alternative schools:

- Spanish Immersion (Grades K-6). For information, call:
César Chávez Elementary School: 757-5490 – or – Marguerite Montgomery Elementary School: 759-2100.
- Davis School for Independent Study (Grades K-12). Call the school for more information: 757-5333.
- Martin Luther King, Jr. High School (Grades 10-12). Call the school for more information: 757-5425.
- Montessori Program. For information, call: Birch Lane Elementary School: 757-5395.
- Fairfield Elementary School. Call Patwin Elementary school for more information: 757-5383.

The district will follow Board Policy 5116.1 when reviewing applications.

2 Transfer to a school in another district (interdistrict transfer)

Ed. Code §§ 48204(f), 46600- 46601.5

We may allow students who live in our district to go to schools outside the district. We may also allow students from outside the district to go to schools in our district. We do not encourage transfers into our district when our schools are overcrowded. We will follow Board Policy 5117 when reviewing applications.

3 Transfer to a district where the child's parent or guardian works

Ed. Code §48204

We may allow your child to transfer to our district if:

- You or your spouse works in our district, and
- Your work schedule coincides with regular school hours.

We give special consideration to the children of our district's employees.

4 Transfer to another district for temporary Home Hospital instruction

Ed. Code §§ 48206.3, 48207, 48208

This program is for students with a temporary disability that prevents them from leaving their homes and going to their school. If your child is confined to your home for an extended period of time because of illness, contact the school administrator, counselor, or nurse. If your child is in a health facility that is not in this district, the district where the health facility is located must provide instruction. It is your responsibility to contact them.

Notice of Alternative Schools

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or a separate class group within a school which is operated in a manner designed to:

- a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- b) Recognize that the best learning takes place when the student learns because of his desire to learn.
- c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.
- d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- e) Maximize the opportunity for students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event that any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

Ed. Code §§ 58501

Classes

Each secondary school must publish a list of all classes offered for that school year. The list will include class descriptions and learning goals for each class. The classes reflect local and state standards.

Ed. Code §§ 48070.5, 49063, 49091.14, 51101

To see the list of classes, state standards, homework policy, and the academic expectations for your child, go to the school or district office. Or view them online at: www.djUSD.net/.

You may ask a teacher for a list of all teaching materials used for a class. The teacher will produce the list promptly according to the school district's policies.

Ed. Code §§ 49091.10, 51101

There may be lessons or classes that conflict with your or your child's beliefs. Your child will not be expected to adopt any particular political, religious, or personal belief. But your child must still complete the regular classroom assignments and follow school policies.

Here are examples:

- Animal dissection, or other activity that involves animals. The student may ask for an alternative assignment.
- Sexual Health Education and HIV/AIDS Prevention Education: Parents may ask to see the class materials before instruction. The school will find a reasonable time and place to show those materials to the parent. Parents who ask in writing may have their children excused from the parts of the classes that they object to.
- Sexual Health Education and HIV/AIDS Prevention Education may be provided by an outside organization or guest speaker. You will be notified at least 10-14 days before this happens. The school or district office can also give you copies of Ed. Code §§ 51930 – 51939 on these topics.

Ed. Code §§ 51240, 32255-32255.6, 49091.12(a), 51933-51938

Academic or Behavior Problems

You have the right to be notified of your child's classroom performance and standardized test scores, if your child has been identified as being at risk of retention.

You also have the right to be informed of school rules, attendance policies, dress codes, school visiting procedures, and the person you should contact if there are problems with your child.

Ed. Code §§ 48980, 48070.5; 51101

Discipline

Students will be held responsible for their actions and how those actions may affect other people. Each school office has a copy of the discipline rules at the school. We attach our standards of student behavior to the website and a printed copy is available at every school site.

We do not allow corporal punishment at our district, but if it is necessary to protect others, physical restraint may be used.

If your child is suspended, you may be required to go to your child's class during the school day.

Ed. Code §§ 35291, 48900, 48900.1, 49001

Teacher Qualifications

Parents have the right to request information on teacher qualifications from the Associate Superintendent of Human Resources.

(20 USC 6311)

DJUSD Report Card

To see how DJUSD performed compared to other districts, see our accountability report card at the district office or online at: www.djUSD.net

Ed. Code § 35256

Meetings with Your Child's Teacher

You have the right to meet with your child's teacher and principal, if you give reasonable notice.

Ed. Code § 51101

Nondiscrimination

Our Board is committed to equal opportunity, and promotes programs that eliminate discrimination in all district activities. Our district programs and activities must not discriminate on the basis of: sex, sexual orientation, gender, race, color, nationality or national origin, ethnicity, religion, age, physical disability, mental disability, marital or parental status, the perception of these characteristics or any other unlawful consideration.

Our district programs and facilities, as a whole, are accessible. Our Superintendent makes information about our programs, facilities, and activities available to everyone, including those with impaired vision and hearing.

Talk to your school principal if you believe we are not complying with this policy. If the principal does not agree, you may appeal to the Student Support Services Office. You may ask the school site or district for complaint procedures.

*Ed. Code §§200-220; Board Policy 0410
20 USC 1681-1688, 20 USC 1400-1487; 42 USC 2001d-2001d-7; 34 CFR 106.9;*

Title IX

No person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. If you have questions or a complaint related to sex discrimination, contact the district and ask for a copy of the complaint procedures.

Board Policy 0410; 42 USC 2000h-2000h-6; 34 CFR 106.1-106.61; 45 CFR Part 86

Sexual Harassment

According to our state Educational Code, sexual harassment means: 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 these conditions:

- Submitting to the harassment is explicitly or implicitly made a condition of an individual's academic status or progress;
- Submitting to, or rejecting, the conduct impacts academic decisions affecting the individual;
- The harassment has a negative impact upon the individual's academic performance, or creates an intimidating, hostile, or offensive educational environment; and
- Submitting to, or rejecting, the conduct impacts decisions affecting the individual regarding benefits and services, honors, programs, or activities made available by the educational institution.

A copy of our policy against sexual harassment as it relates to students is attached.

Ed. Code §§212.5, 231.5, 48980(g); Board Policy 5145.7

Complaints

Our Board encourages you to notify the district if you have concerns or complaints related to the district. Our Board hopes for early and informal resolution of each complaint starting at the lowest appropriate level. If you have a concern or complaint, your first step (informal complaint) is to discuss it with the site principal. If the matter is not solved, you have the right to file a written complaint to the Executive Director of Student Services. The Executive Director of Student Services or a designee will investigate and resolve the complaint by following our complaint

DJUSD

8/2009

procedures. If you disagree with the resolution, there is an appeals process. A copy of the District's complaint procedure is available at the district office or our website.

It's also our job to make sure we are following state and federal laws and regulations. You may file a complaint under the Uniform Complaint Procedures if you believe we have violated a state or federal law or if one of our programs is discriminatory. If you disagree with the resolution, you may appeal to the Department of Education or seek civil law remedies. A copy of the District's Uniform Complaint (BP/AR 1312.2) is available at the district office or on the website.

Board Policy 1312.3 and 1312.1; 5 CCR 4620-4622

Privacy of Student Records

A student record is an item of information directly related to a pupil which is maintained by a school district. We keep the following types of records for each student:

Immunization	Discipline
Assessments	Attendance
Standardized Testing	Academic Counseling
Grades	

These records are kept at school sites, in the electronic student-information system, and at the district office. The Directors of Student Services and Special Education are responsible for the records. Special Education records are microfilmed. All general education records except immunization records and final transcripts are destroyed 3 years after graduation.

Student records are generally confidential. However, federal and state laws say the following people can have full access to student records:

- Parents/guardians of students age 17 or younger,
- Parents/guardians of students age 18 or older, if the student is a dependent for tax purposes, and
- Students age 16 or older, or who have completed 10th grade.

The people listed above have the right to:

- See all of the student's records (ask the principal).
- Get copies of the student's records at a reasonable per-page cost.
- See the list or log of all people who have reviewed the student's records.
- Have the principal get answers to any questions you have about the records.

A legitimate educational interest is an interest by school officials or employees which requires them to have access to student records in order to meet their duties and responsibilities to the district. "School officials and employees" are employees of the district or district contractors whose duties or responsibilities require that access in the course of regular work and also under special circumstances.

If you feel the records contain information that is inaccurate, misleading, or invades the student's privacy, notify the principal. The Superintendent or designee must decide if that information will be removed. Contact the school district for policies about reviewing and removing information in the student's records.

If the student is moving to a new district, the student records will be sent to the new district upon request of that district. At that time, you may challenge, review or receive a copy of the requested records (for a reasonable fee).

For questions about the district's privacy policies and procedures, contact the principal or his/her representative. If you believe the school district is not in compliance with federal regulations regarding privacy, you may file a complaint to the Director of Student Services or with the U.S. Department of Health, Education and Welfare.

Ed. Code §§49061, 49063, 49064, 49068, 49070, 51101

Privacy of Student Directory Information

Federal and state laws say some information in the student directory may be shared with certain agencies. Our District has determined that only these items will be shared:

Board Policy 5125.1

- Name
- Address
- Phone number
- Parent email address

The federal law, Family Educational Rights and Privacy Act, says schools must share certain student information with colleges, prospective employers, and military recruiters, if asked to. The information that can be shared includes: names, addresses, and phone numbers of high school students.

If you do not want your child's information to be shared, except to certain agencies, sign the Release of Information Form found on our website or at your school site. Please submit the form within 30 calendar days of receipt of this notice. Your child may also ask to withhold the same information if s/he is 18 or older.

Directory information may **not** be provided to private, profit-making entities, except employers, prospective employers, or representatives of the news media.

Ed. Code §§ 49060-49078; 51101

Sex Offenders

To protect students at or near our schools or at school-related activities, we work closely with law enforcement to stay informed about registered sex offenders living or working within our district boundaries.

We follow these procedures:

- If law enforcement notifies us that a sex offender is living or working within our District boundaries, we immediately notify all appropriate staff.
- If a known sex offender is seen near school grounds or around any student, staff will immediately contact the appropriate district official. A staff member may also immediately inform local law enforcement about the sex offender's presence.
- If we believe that parents/guardians should be notified of the presence of either a "high risk" or "serious" sex offender in our community, we will ask local law enforcement to make a broader notification. It is law enforcement's responsibility to assess the relative danger of an offender and to decide how to notify the public.
- If local law enforcement refuses to notify the public, we may, after consultation with our lawyer, notify parents/guardians about the sex offender's presence.

For more information:

- Contact your local law enforcement agency and ask about the 900 Sex Offender Identification Line, and Megan's Law CD-ROM
- Write to: Department of Justice, P. O. Box 944255, Sacramento, CA 94244-2550, or
- Visit the Attorney General's web site: www.caag.state.ca.us

Children with Special Needs

Our district follows federal and state law regarding the rights of people with disabilities:

- We do not discriminate against an individual with disabilities in programs, activities, or use of facilities.
- We will tell you about our district's programs and about your child's right to receive a free and appropriate education, at no cost to you.
- We will consult with you about your child's placement and assessments.

If your child has exceptional needs, as defined by Ed. Code §56026, or needs special accommodations, contact the principal or the Special Education Office (530) 757-5300 x 113.

Ed. Code §§ 48980(b), 56000, 56301

Free / Low-Cost Meals

Eligible students can get free or reduced-price meals by filling out the attached application.

Ed. Code § 49510, et seq.

Tests

Your child may take screening tests in speech, language, and academic subjects. Your child may also take standardized achievement tests at school. When this happens, we will:

- Explain how you can help your child and the school improve his/her test performance,
- Notify you of the test scores,
- Give you a general explanation of what the test scores mean, and
- Invite you to contact the school where your child is enrolled to get more information about the tests.

Ed. Code § 51101

College Admissions

Each secondary school gives parents/guardians information about college admission requirements at high school grade-level orientation meetings with both students and parents. The secondary Course Catalogs include this information along with a planner, and counselors meet individually with students to plan for high school graduation and college entrance.

Ed. Code § 52229

Advanced Placement Exams

Students who want to qualify for college credit or advanced university placement may take Advanced Placement exams. There are exams in 26 different subjects. The exams take place at Davis Senior High School in May. Each exam costs about \$80, but low-income students may qualify for the AP Test Fee Payment Program. (See the school counselor.) Students do not have to be enrolled in AP courses to take the exams.

Ed. Code § 52244

High School Exit Exam

To graduate from high school, all students completing the 12th grade must:

- Pass Algebra I (or equivalent class), and
- Pass the California High School Exit Exam (CAHSEE).

The state schedules the exam date; students have multiple opportunities to take the test and the school is responsible for providing preparation/instructions.

Ed. Code §§ 60850-60851

Volunteer

Each school has a plan that describes volunteer opportunities for parents. For more information about how you can volunteer, contact your school office or school PTA.

Ed. Code § 51101

Advisory Councils

You have the right to participate (according to the organization's membership rules) as a member of a:

- School site council
- Parent/guardian advisory council
- School climate committee
- Site management leadership team
- Superintendent's Parent Advisory
- Site English Language Advisory Committee
- GATE Advisory
- Ad hoc committee

Ed. Code § 51101

Open Lunch Policy

The governing board of DJUSD has decided to permit students at the high school to leave the school grounds during the lunch period. Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds.

The district is not responsible for our high school students who leave the campus during the lunch hour. When it is not lunch hour, the students are not allowed to leave campus without permission. However, students are accountable for meeting the Standards of Student Behavior during lunch, either on or off campus.

Ed. Code § 44808.5

Liability / Injury / Insurance

The district is not responsible for personal property. Encourage your child to bring only school-related items to school.

If your minor child's willful misconduct results in injury or death to any person related to school you shall be responsible (liable) for all damages caused by the child. Similarly, if your child's willful misconduct results in damage to any property related to school you are liable.

The District takes appropriate steps to protect your child from injuries. Even so, accidents can and do happen during the normal activities that take place on campus, on school trips and during extra-curricular activities and sports. If your child is injured at school or a school-related activity, **you** must pay any medical bills. The school will not pay those bills. If you do not have health insurance, the school has information about low-cost health insurance plans. You may buy student insurance to help you pay costs that your other health insurance does not cover. Children who play school sports **must** have health insurance.

Ed. Code §§ 48904; 49472; Civil Code § 1714.1

Davis Joint Unified School District

Board Policy

Sexual Harassment

BP 5145.7

Students

The Board of Education is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

cf. 4119.11/4219.11/4319.11 – Sexual Harassment
cf. 5141.4 – Child Abuse Prevention and Reporting
cf. 5145.3 – Nondiscrimination/Harassment

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

cf. 1312.1 - Complaints Concerning District Employees

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made

cf. 5131.5 – Vandalism, Theft and Graffiti
cf. 5137 – Positive School Climate
cf. 5145.3 – Nondiscrimination/Harassment
cf. 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction

Complaint Process

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the Superintendent or designee.

Disciplinary Measures

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 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.

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 its schools.

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

cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information
Legal Reference: Ed. Code – Prohibition of discrimination on the basis of sex

Policy Davis Joint Unified School District
adopted: April 2, 2009
Davis, California