

RIVERSIDE PREPARATORY ELEMENTARY SCHOOL
STUDENT/PARENT HANDBOOK



2023-2024

Welcome to Riverside Preparatory Elementary School!

Our site is dedicated to educating all students to be successful adults.

The information in our Parent/Student Handbook serves as a resource for all policies and procedures for our school site.

Please contact our main office directly with any questions about the information contained within this handbook and we would be happy to assist you.

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Vision and Mission

Educating all students to be successful adults

We will create schools where students belong, thrive and succeed. Staff will always advocate, believe and care.



Administrative Staff

Heather Vennes
Principal

Terence Murphy
Assistant Principal

Adrienne Kilzer
Assistant Principal

Reyna Chavez
Administrative Assistant

Natalie Rodriguez & Priscilla Holguin
Attendance Clerks

Address & Phone Number

19175 Third St. Oro Grande, CA 92368
Telephone: (760) 245-9260
Fax: (760) 245-1339
Website: elementary.riversideprep.net

Bell Schedules

Regular Bell Schedule

Breakfast in the Classroom	8:15-8:45am
School Begins	8:45am
4th Grade Recess	9:45-10:00am
5th Grade Recess	10:00-10:15am
3rd Grade Recess	10:15-10:30am
TK 3 & 4/Kinder Lunch	10:35-11:20am
1st Grade/TK 1 & 2 Lunch	11:05-11:50am
2nd Grade Lunch	11:35-12:20pm
3rd Grade Lunch	12:05-12:50pm
4th Grade Lunch	12:35-1:20pm
5th Grade Lunch	1:00-1:45pm
Kinder Recess	1:45-2:00pm
1st Grade Recess	2:00-2:15pm
2nd Grade Recess	2:15-2:30pm
TK Recess	2:30-2:45pm
School Ends	3:45pm

Minimum Day Bell Schedule

Breakfast in the Classroom	8:15-8:45am
School Begins	8:45am
K/1st Grade Recess	9:25-9:40am
TK Recess	9:40-9:55am
2nd/3rd Grade Recess	9:55-10:05am
4th/5th Grade Recess	10:10-10:25am
TK 3 & 4/K Lunch	10:35-11:20am
1st Grade/TK 1 & 2 Lunch	11:05-11:50am
2nd Grade Lunch	11:30-12:15pm
3rd Grade Lunch	11:55-12:40pm
4th Grade Lunch	12:20-1:05pm
5th Grade Lunch	12:40-1:25pm
School Ends	1:30pm

Admissions

State law requires that parents present evidence of immunizations listed below for each student upon enrollment. Required immunizations must be current for all students ages 4-6 and include the following:

- Poliomyelitis, “Polio”- OPV or IPV (4 doses)
 - 3 doses are okay as long as one was given **on or after 4th birthday**
- Diphtheria, Tetanus, Pertussis (whooping cough) DTaP, DTP or DT (5 doses)
 - 4 doses are okay as long as one was given **on or after 4th birthday**
- Measles-Mumps-Rubella- MMR or MMR-V (2 doses)
 - Both given **on or after 1st birthday**
- Hepatitis B- Hep B or HPV (3 doses)
- Varicella Chickenpox- VAR, MMR-V or VZV (2 doses)
 - 2nd dose must be given between 4 and 6 years of age

Starting in 2016, personal belief exemptions are no longer allowed under SB 277. Personal belief exemptions filed prior to January 1st, 2016 will be valid until the next school year, typically until kindergarten. If your child was admitted to transitional kindergarten in 2015 with a valid personal beliefs exemption for one of the required vaccines, this exemption will remain valid until the completion of 6th grade.

Individual Education Plans (IEP) and Psychological Educational Reports should be submitted along with the enrollment application, if applicable, in order for the application to be considered complete.

Completed enrollment packets should be submitted to the enrollment center, located on the high school/middle school campus at 19900 National Trails Hwy, Oro Grande, CA 92368. The enrollment office can be reached via telephone at (760) 243-5884.

Campus Procedures

Campus Safety

The Oro Grande School District has hired a district SRO (School Resource Officer) that is assigned to all three campuses throughout the duration of the school day and at before and after school events.

Closed Campus

In order to keep students in a supervised and safe environment, Riverside Preparatory Elementary is a closed campus. Students may not leave the school grounds at any time during the day unless a parent or guardian signs them out at the attendance office. **All individuals signing students out at the front office must be on the student's emergency card and must provide photo identification to the attendance clerk.** Students who leave school without authorization may be classified as truant and subject to disciplinary action and possible fines.

Arrival and Departure

The school opens for student drop off at 8:15am. Students should walk directly to the classroom after exiting the bus or being dropped off at the designated parent drop off location on Portland Street. Classes begin at 8:45am. Students entering after the start of class time, 8:45am, should check in with the attendance office to check in.

Please contact your child's teacher via email or text message no later than 2:30pm if any transportation changes arise. **Transportation changes cannot be guaranteed after 2:30pm on regular days and after 12:30pm on minimum days.** If a student needs to depart from campus earlier than the end of the day (3:45pm), parents or guardians must sign their student out in the attendance office, where they will be marked as an early out. Anyone picking a student up from campus must be 16 years of age or older, must be prepared to present valid identification, and must be listed on the student's emergency contact list.

In addition, students may not change their method of transportation during the school year without providing updated information to the transportation department and receiving confirmation that the route or stop has been changed. Students in grades TK through 3rd will be provided with a bus pick up card. This card is given to all students at the beginning of the school year. Any adult picking up a TK-3rd grade student from the bus stop must have the matching card to show the bus driver before the student will be released at the bus stop.

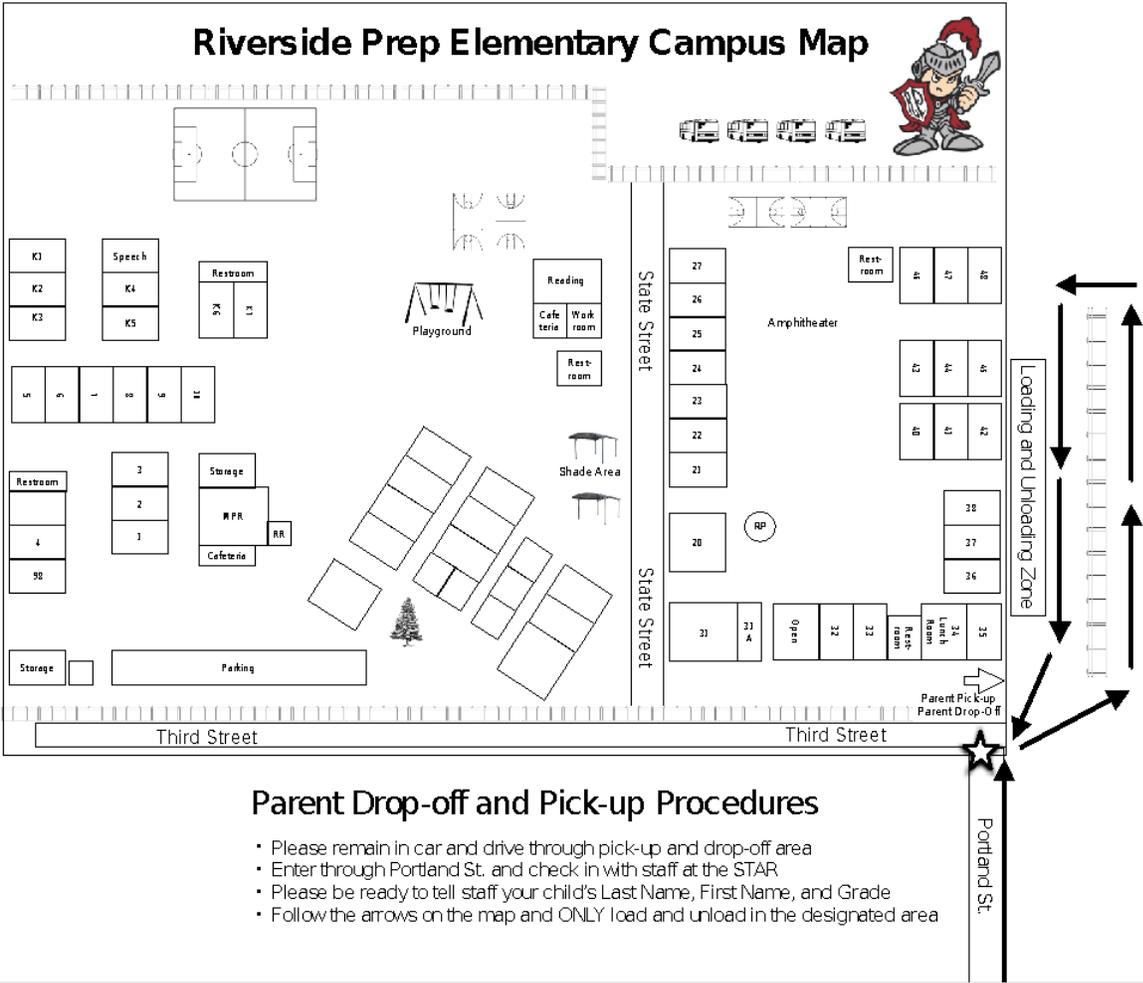
Parent Pick-up and Drop-off

We ask that all parents follow drop-off and pick-up procedures for the safety of all students, parents, and staff members.

All students should be picked up or dropped off along the south side of the elementary school campus off of Portland Street. No students should be released to the front of the school, in front of the attendance office, or in the bus drop off/pick up area either before or after school.

Any student who walks to school may not cross over National Trails Highway or the train tracks.

Students not picked up in a timely manner will be returned to the attendance office for parent pick up and parents will be contacted. If a student is not picked up by 5:30pm, the School Resource Officer (SRO) may be contacted.



Medication

RPES follows detailed procedures to ensure the proper administration of the medication if a student needs to take medication during school hours. **An adult must bring all medication to the school in its original, labeled container** (no baggies, unmarked containers, etc.). California State law (E.C. 49423) requires that before any child is given medication at school, **we must have written permission from both the parent/guardian and the physician**; this includes any over the counter medications such as aspirin or Tylenol. The proper permission form must be filled out by the physician every academic school year. If a child has been given permission to carry an inhaler, the office must still have the proper paperwork from a physician. These forms can be obtained from the attendance office or health office upon request.

Lost and Found and Confiscated Items

Please label all items that are sent to school and include the student's first name, last name, and teacher. This will assist us in returning any lost and found items throughout the school year. All items located in the lost and found will be donated to charity at the end of each semester. Please be vigilant in locating all lost articles of clothing and items as soon as possible. Lost and found is located in the main building. Parents must check in with the attendance office and get a visitor's pass in order to view lost and found during school hours.

Birthdays/Classroom Parties

Balloons, piñatas, flowers, and other birthday gifts will not be delivered to students during the school day so as not to distract from the learning environment or risk damage to the items while in the classroom, playground, or on the bus. Parents are responsible for contacting their student's classroom teacher regarding permission and appropriate guidelines for birthday celebrations or parties within the classroom. Any items purchased for a classroom party should be dropped off at the attendance office to be delivered to the classroom. If a parent would like to deliver items for an event or celebration or assist in the classroom, they must be fingerprinted and approved as a volunteer prior to the event. Fingerprinting forms can be requested from the attendance office or front office.

Outside Food and Drinks

Any outside food and beverages for classroom celebrations or parties is required to be prepackaged. If outside food or beverages are brought to campus for a student during lunch or snack time, a parent or guardian will be required to sit with their student on the picnic benches located at the front of the school to eat, as outside food and beverages from restaurants or fast food establishments can cause a disruption to the school environment and may not adhere to established nutritional guidelines.

Tobacco Free School

Our school complies with Tobacco Free School regulations. Employees and other adults are not permitted to use tobacco on school property or in school buildings or vehicles. This includes electronic and vapor products. We thank you for your cooperation in complying with this policy.

Attendance Policies and Procedures

Attendance is an integral component of Riverside Preparatory Elementary School's Honor and Behavior Code. Parents and students are asked to follow these guidelines as part of their agreement to attend Riverside Preparatory Elementary School. Here are some helpful tips that will assist you with following the attendance guidelines:

- Please verify your child's absence through a phone call or note to the school. The Attendance Clerks handle all verifications through the attendance office and can be reached at 760-245-9260 ext. 112.
- An "excused" absence is as follows: illness, doctor/dentist/orthodontist appointment for the student (with a note from doctor), bereavement in the immediate family (1 day for funerals within California, 3 days for funerals out of state), or a court ordered appearance of the student. All excused absences **must** have documentation to support the absence (i.e., medical notes, copies of court documents, funeral programs/obituary, etc).
- 15 excused and/or unexcused absences are permitted for the entire school year. At the 3, 6, 10 absence marks, parents will receive an attendance letter in the mail. At 10 absences, parents will be asked to meet with site administration to review attendance policies and be placed on an attendance contract. At 15 absences, parents will be asked to meet with the director of CWA to review attendance policies and complete an attendance plan.
- A pattern of early removals from school may require a meeting with administration. Three early removals count as one full absence.
- A pattern of tardies may also result in a meeting with administration. Three tardies equal one full absence.
- Students who are absent for 3 or more subsequent days due to illness should provide a doctor's note to the school site by the 4th day of absence.
- RPES will follow all doctor's orders. If a student is excused from school for multiple days, they will not be able to return until the stated return date listed on the doctor's note.

Absence Verification

The preferred choice of absence verification is a phone call on the day of your child's absence. If you decide to write a note, please include the following information:

- Date you are writing the note
- Student's first and last name
- Specific reason for absence
- Date of absence(s)
- Parent name and signature – Please put relationship to student by your signature
- Name of student's teacher

Excessive absenteeism may be considered a violation of the Honor and Behavior Code and may result in a meeting with administration and/or an attendance plan. Teachers will allow one day for each day of absence to make up missed assignments. Students and parents are responsible for getting all information from their teachers to complete any missed assignments.

Absences that have not been verified by a parent/guardian **within three days** will be marked as unexcused or truant.

Tardies

Like absences, tardies are disruptive to your child's education. Please help your child arrive at school on time. Students who arrive late need to report to the attendance office to receive a tardy pass. If students do not get this pass, they will be marked as absent. Tardies will not be excused unless they are accompanied by a doctor's note. Every three tardies will equal one unexcused absence per California's attendance law. Every three tardies will also count as one absence against perfect attendance for the year.

Leaving School Early

Parents must sign their children out through the school attendance office for all early departures. It is the policy of Riverside Preparatory Elementary School to call students out of class **after** the parent/guardian has arrived at the school site. Any time a student is picked up prior to the end of the school day, it will be recorded as an early out. Every three early outs will equal one unexcused absence and will also count as one absence against perfect attendance for the school year. All students leaving school early will have to be signed out at the attendance office, and the parent/guardian picking up the student will be asked to provide identification (driver's license or parent pick up card) and will be verified on the student's emergency contact list.

Short-Term Independent Study

Parents may request short-term independent study when their student will be out of class for more than 5 subsequent days for an approved reason. Examples of activities that would necessitate placing a student on independent study include:

- A scheduled surgery or medical treatment
- Recovery from an injury or illness
- Family bereavement

Short-term independent study is a minimum of five (5) school days and a maximum of twenty (20) school days. If a student requires longer than 20 days away from instruction, a meeting will have to be held with administration to discuss additional options that may be available.

The following information applies to all requests for independent study:

- All independent study requests are handled through the assistant principal, Ms. Adrienne Kilzer, at extension 115.
- All independent study requests should be made at least **1 week** in advance whenever possible.
- All independent study contracts require a meeting with the assistant principal to sign necessary paperwork and attain all materials needed during the duration of the independent study agreement.
- All completed work from independent study should be submitted to the front office upon completion.

Disaster Preparedness

Disaster preparedness and safety is discussed and practiced with students in all classrooms. School wide drills are conducted at least once a month in order to familiarize students and staff with emergency procedures. Riverside Preparatory Elementary School has a specific emergency plan that will be followed in case of an actual emergency.

We ask that you follow these guidelines in the event of an actual emergency:

1. Please do not call the school. Telephone lines are needed to request emergency services.
2. Tune your radios to local stations. The emergency broadcast system is KFI 640 (AM). Information will also be shared via social media (Facebook, Twitter, and School Messenger) when possible.
3. The school will keep your children safe until you are able to reach them, or until it is determined that it is safe to send them home.
4. Keep updated emergency information on file at the school. Students will not be released to anyone other than those individuals whose names are on file in our office, so please be sure that that information is updated regularly.

Parents picking up students must follow these procedures:

1. Student Pick Up – Check in with the employees stationed on the corner of Portland Street and Third Street. Parents will then be directed to the second station, located on State Street
2. The employee at the State Street gate will verify that the name of the adult checking in is the person written on the emergency card as one who can pick up the child. The employee will then radio to get the child(ren) to be brought to 3rd gate, located near the corner of Golden Street. Parents will be required to sign their child(ren) out. It is important for parents to remember that the school needs to keep track of all students. If a parent is upset and anxious and take their child without following procedures, we will not be able to maintain a safe and orderly environment for all of our students and staff.
3. Proceed to gate 3 near Golden Street to receive your child/children. Once parents have received their child/children, they will make a left turn on Golden Street to exit onto First Street.

Emergency Cards

In the event of an emergency, every attempt will be made to contact parents if a student requires immediate medical attention. If a parent cannot be reached during an emergency, the emergency phone number on file in the school office will be contacted. It is very important that every student have an updated list of emergency contacts on file with the school and that all emergency contacts are 16 years of age or older. **If at any time there is a change in address, telephone, or emergency contact information, please notify the school office as soon as possible.**

School Activities and Events

A parent or legal guardian must accompany students under the age of 18 at all times when attending any event not occurring during the regular school day. Students and non-school aged children should not be left unattended to play during school-sponsored events due to safety concerns. All attendees should follow the Riverside Preparatory Elementary School Honor and Behavior Code during school-sponsored events, including observing the no gum policy as well as the dress code.

Field Trips & Sporting Events

Throughout the year, students will occasionally leave school to participate in classroom field trips or events. For proper student preparation and safety, students need to have all field trip materials (i.e., permission slips) turned in to the teacher on the due dates that are assigned. All standard rules of conduct and procedures will be observed and enforced while on field trips, including the school dress code.

Parents are welcome to volunteer to help with field trips and sporting events, but all volunteers must be fingerprinted and cleared with the district office prior to the event. Fingerprinting forms can be picked up from the main office. Parents who are willing to chaperone a field trip and who are driving their own vehicle may not take siblings from school. This will be marked as an unexcused absence and will not be cleared by the office. Parents also may not bring siblings, whether they are students at Riverside Preparatory or students in another district, on any school-sponsored field trips.

In addition, all students traveling to field trips or sporting events must travel to and from the event on the school bus or other form of district approved transportation.

Procedures for Parents

Visitors and Volunteers

Volunteers will need to be fingerprinted and pass a background check before volunteering may begin. The main office handles all volunteer requests and can be reached at extension 111, 338, or 112. The district will reimburse the cost for cleared fingerprints once a valid receipt of services is delivered to the district office.

Volunteers must sign in at the school attendance office each time they come to visit. A volunteer badge will be issued in the front office upon arrival. The badge will indicate to school personnel and students that you are authorized to be on campus. All volunteers must uphold the dress code and all other school rules while on campus. The volunteer badges are to remain on campus at all times.

The goal of the classroom volunteer program is to reinforce the efforts of the teacher in the education of our students; therefore, teachers and parents should have a schedule set up before parents come into the class to volunteer. Volunteers will be providing students with the opportunity to work in small groups and on individual activities. The assistance of a capable adult in the classroom allows the teacher more time to use his/her professional skills in their academic areas. A volunteer's services are to support and enrich classroom programs, and the value offered to students and teachers is tremendous. Here are a few basic reminders about volunteering:

- Parents should not wear any clothing that is prohibited by the dress code.
- If parents are unable to volunteer during scheduled time, the teacher should be notified as soon as possible via email, text, or a phone call.
- Younger siblings may not accompany a parent in the classroom during instructional time. Children cannot be taken into teacher prep areas.
- Confidentiality is extremely important. School business should be left at school and not become public discussion. Student ability in lessons, behavior problems, and grades are not to be shared outside of the school.

All volunteer badges will remain valid for the entire time the student is at Riverside Preparatory Elementary School.

Parent and School Organizations: Parent Advisory Committee (PAC)

This organization is the school's parent advisory council that helps to make recommendations on how the school will improve its program, curriculum, and environment. Riverside Preparatory School PAC meets once every quarter.

Complaint Resolutions

If parents have a concern about class procedures, grades, or situations on campus, Riverside Preparatory Elementary asks that parents/guardians follow these steps:

1. Contact the classroom teacher by phone, person, or email.
2. Ask for a formal meeting to be set up with the teacher.
3. If the issue is not resolved through communication with the teacher, ask to speak with administration.
4. Set up a formal meeting with administration and the teacher.

Parent/Teacher Conferences and Report Cards

During the school year, the school will keep parents informed about student progress. Teachers communicate on an informal basis throughout the school year, and formal progress reports are prepared at the midway point in each quarter. The school will hold parent/teacher conferences to discuss academic and social growth at the end of the first and third quarters. Parents are advised to contact teachers directly to discuss concerns about their child's progress or grades. If you are concerned about your child or their progress in class, please call the teacher directly to set up an appointment time. All teachers have a school phone and are available in the evenings until 6:00 p.m. Teachers are not able to answer the telephone during instructional time.

Internet, Valuables and Electronic Devices

Expensive jewelry and other valuable personal items should not be brought to school. **The school cannot be responsible in the case of any lost or stolen valuables.** Only enough money necessary for lunch or other school related needs should be brought to school.

The use of any electronic devices is a disruption to the educational process and should not be brought to school. **The school is not responsible for the loss or damage of any electronic device brought onto campus.**

Cell Phones

We recognize that cell phones present a convenient way for families to communicate; however, cell phones can be a disruption to the teaching and learning environment. If a parent allows a student to carry a cell phone, it must remain in the off position and in a bag or backpack during all classroom time. **The school is not responsible for loss, damage or theft of any cell phones brought onto campus.**

Computer Usage

Students and parents must sign Internet Acceptable Use Permits (AUPs) stating that they will abide by the required guidelines for safe Internet usage. Any inappropriate use may result in loss of computer privileges as well as disciplinary action.

Any students/adults who do not turn in the Internet Acceptable Use Permit (AUP) will not be given access to the Internet while on the school site. *Please refer to page 21 for a copy of the Acceptable Use Permit (AUP).*

Riverside Preparatory Elementary School

Dress Code

Education Code 35183 authorizes schools to adopt dress codes. Please look carefully at the dress code prior to purchasing clothing and/or accessories for school. Violations of the Dress Code are considered violations of the Honor and Behavior Code. The Dress Code for Riverside Preparatory Elementary School is as follows:

1. Shoes should be worn at all times. Students may not wear slippers, house shoes, open-toed shoes, heels, flip-flops, or sandals on campus.
2. Colored hair must not be temporary as to run or cause discoloration if wet. i.e., kool-aid dips or temporary sprays.
3. Shirts worn by both girls and boys must cover the midriff when both arms are raised to the side of the body.
4. Halter-tops and strapless tops are not allowed. Clothing must conceal undergarments at all times. Sheer or lace shirts may not be worn unless another layer is worn underneath and no skin or undergarments are visible. All tank top straps should be at least 1" in width.
5. Oversized apparel, including baggy pants worn low on the waist (known as sagging) may not be worn at school. Ripped/torn jeans should fit all other dress code conditions and not expose undergarments.
6. Skirts, shorts, and dresses must not be shorter than 6" from the top of the knee or have an 8" inseam.
7. Clothing or accessories shall be free of writing, pictures, or any other insignia that are crude, violent, obscene, or suggestive.
8. Earrings, jewelry, or accessories that present a safety hazard to the wearer or others are not suitable for school. This includes wearing gauges, spikes, earring bars, or large hoop earrings.
9. Only prescription sunglasses with a note from the prescribing doctor may be worn inside during class. Other types of sunglasses may be worn outside. The school will not be responsible for any items lost or broken at school, including glasses or sunglasses.
10. Any apparel identified by local law enforcement or school administration as gang-related or as gang-type paraphernalia is prohibited.
11. All hats and visors must be worn with the bill in the front. Hats may not be attached to pants (i.e. to belt loops) or connected to bags.

Students in violation of the dress code will be sent to the office and parents will be contacted. Please check your student's dress before they leave for school.

Additional items may be added to this list as the need arises, and at the discretion of the administrative team. In general, any item of clothing that either distracts from the educational process or may impose on the safety of the students at Riverside Preparatory Elementary School shall be excluded.

School Bus Expectations

The school transportation service is provided for the mutual welfare of all that participate. It is important to understand that riding a school bus is a privilege and not a right, and this privilege will be revoked if necessary. Section 14103 of Title 5 of the California Administrative Code states that “Pupils transported in a school bus shall be under the authority of, and direct responsibility to, the driver of the bus.”

Rules of Conduct

Students must adhere to the following rules of conduct:

1. Obey the directions of the bus driver at all times.
2. Remain seated at all times.
3. Never throw any objects.
4. No gum, candy, or food is allowed on the bus.
5. Keep the bus aisle clear.
6. Refrain from bringing glass containers, animals, or large projects on the school bus.
7. Keep all parts of the body (hand, arm, head, etc.) inside the bus at all times.
8. Behave in an orderly manner (no wrestling, fighting, loud voices or noises).
9. Profanity or vulgar language is absolutely prohibited.
10. Students may not be in possession of any controlled substance (tobacco, alcohol, etc.).
11. Do not disturb or damage property on the bus or at the bus stop.
12. Get on/off the bus only at regular bus stops. Students who are required to cross the street or highway at a bus stop will cross in front of the bus with the red flashing lights, and under the direction of the bus driver.
13. Keep quiet at the railroad tracks.
14. Do not play with emergency exit handles or doors.
15. Student will ride the same bus route every day. Students are not able to change their bus routes or temporarily ride on a different route. Any transportation changes (i.e., as a result of moving, custody changes, etc.) must be pre-approved by the transportation office.
16. No skateboards, razor scooters or any other similar device are allowed on the bus. They may not be brought onto the bus or stored under the bus.
17. All rules of conduct apply to the bus stop and bus loading/unloading zones

Bus Discipline Procedures

Students who violate the rules of conduct are subject to having the privilege of riding the buses suspended. The discipline procedures are as follows:

Low Level Incidents 1-3: Written/Verbal warning with parent notification (bus ticket)

Low Level Incident 4+: Subject to administrative action

Bus Danger Zones

Bus drivers shall give instruction to students regarding the danger zone prior to departing on all activity trips and during the required safe riding practice instruction that is given at least once each school year. Students who are boarding and leaving school buses shall do so very carefully, walking clear of the danger zone.

If students are not met on time at the bus stop for pick up, they will be returned to the school and parents must pick them up.



OGSD Bus Expectation Review



Student Name: _____

Grade: _____ Bus Route: _____

Parent/Guardian Number: _____

School bus expectations are established to ensure students have a safe ride to and from school. Since the bus ride is an extension of the school day, appropriate behavior is expected at all times.

Be Safe, Be Responsible, Be Respectful

- Talk in a quiet voice
- Enter/exit bus in a single file line
- Keep conversations between you and the people closest to you
- Follow instructions of driver and attendant
- Remain in designated seat
- Sit with your body facing the front of the bus
- Buckle seat belt immediately upon being seated
- Share your seat with other bus riders
- Keep hands and feet to yourself
- Store personal items under the seat in front of you
- Keep food/drinks properly stored in the lunchbox, backpack, etc.
- Put trash in the garbage can upon exiting the bus
- Actively participate in bus drills
- Stand quietly in line at the bus stop, keeping hands to yourself
- All rules of conduct apply to the bus stop and bus loading/unloading zones

Administrative action for student misbehavior may include:

- Parent contact
- Restricted seating
- Removal of school privileges
- Administrator facilitation of student re-entry to bus
- Identification of social/behavior skill deficits
- Assigned to targeted skill development
- Assigned detention: before/after school, recess, lunch
- Suspension from school
- Destruction of property may result in a monetary fine

Note: Cameras may be used on the school bus at any time to record student behavior.

Student's Signature: _____

Date: ___ / ___ / ___

Parent's Signature: _____

Date: ___ / ___ / ___

Administrator's Signature: _____

Date: ___ / ___ / ___

Riverside Preparatory School

A Free Public Charter School of the

Honor and Behavior Code

Honor Code

Students at Riverside Preparatory School agree and promise not to lie, cheat, bully, use vulgarity, vandalize, or steal, nor tolerate any student that does. Students agree and promise to report to a member of the faculty any incident or suspected incident of lying, cheating, bullying, vandalism, or stealing whether such deed was done by themselves or by another. Students are expected to act within the California Education Code at all times.

Behavior Code

Students at Riverside Preparatory School agree and promise to conduct themselves as ladies and gentlemen at all times and to treat all members of the faculty, staff, student body, and community with respect. Students agree and promise to obey and follow the directions of the faculty and staff and to obey and follow all of the rules of the school. Students agree that they will study hard, maintain an attitude of academic excellence, and work diligently to achieve academic excellence.

- ◆ Students and the parents/guardians of students at Riverside Preparatory School acknowledge, understand, and agree to follow the Honor and Behavior Code of the school.
- ◆ Students and the parents/guardians of students at Riverside Preparatory School acknowledge, understand, and agree that a failure to follow the Honor and/or Behavior Code is an indicator that Riverside Preparatory School may not be the best educational placement for the student.
- ◆ Students and parents/guardians understand that the Honor and Behavior Code and school rules apply to students as soon as they leave their house to start school until they enter their house after school, including all school sponsored activities.
- ◆ Students and parents/guardians of students at Riverside Preparatory School acknowledge, understand, and agree that the final decision in all matters regarding the Honor and Behavior Code rests with the school district's cabinet.
- ◆ Students and the parents/guardians of students at Riverside Preparatory School acknowledge, understand, and agree that any violation of the Honor Code or Behavior Code may result in the discipline of the student up to and including dismissal from the school on the grounds that the student is not properly benefiting from placement in the school's program.

Student: I agree to follow the honor and behavior codes as stated above.

Parent(s)/Guardian(s): I (we) agree to support the faculty as they enforce the terms of the honor and behavior codes. I (we) agree to abide by the decision of the Executive Committee should my (our) child violate either the Honor Code or the Behavior Code and I (we) acknowledge and agree that the decision of the cabinet is final.

Student

Parent/Guardian

Parent/Guardian



Internet Acceptable Use Policy (AUP)

ORO GRANDE SCHOOL DISTRICT

COMPUTER AND TECHNOLOGY ACCEPTABLE USE POLICY AGREEMENT

Oro Grande School District (“OGSD”) promotes the use of networked electronic devices in its instructional program in order to facilitate learning and teaching. Towards this end, students may be provided with an electronic device for educational activities at school and home. An electronic device may include, but is not limited to, a Chromebook, iPad, Windows Laptop. OGSD will make every effort to ensure that students use OGSD electronic devices and information technology services responsibly. Students are expected to act in a responsible, ethical and legal manner in accordance with this Agreement, accepted rules of network etiquette, and Federal and State law. This Computer and Technology Acceptable Use Policy Agreement (“Agreement”) provides an ethical framework for students’ use of the OGSD electronic devices in a positive and constructive manner.

STUDENT RESPONSIBILITIES

Use of the OGSD Computer and Technology:

OGSD includes, but are not limited to, the following prohibitions in regards to the use of OGSD electronic devices and technology:

- To facilitate illegal activity;
- For commercial or for-profit purposes;
- For non-school related work;
- For product advertisement or political lobbying;
- For cyberbullying, hate mail, discriminatory remarks, and offensive or inflammatory communication;
- For unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials;
- To access obscene or pornographic material;
- To transmit inappropriate language or profanity on the internet;
- To transmit material likely to be offensive or objectionable to recipients;
- To intentionally obtain or modify files, passwords, and data belonging to other users.
- To impersonate another user;
- To load any games, programs, files, or other electronic media to the laptop’s hard drive;
- To disrupt the work of other users;
- To destroy, modify, or abuse OGSD network/internet hardware and software;
- To create links to other websites whose content or purpose would tend to violate these guidelines;
- To attempt to circumvent OGSD data protections measures;
- To attempt to gain unauthorized access to restricted areas or files on the OGSD computer system; and
- To attempt to damage or bypass any OGSD firewall and/or filtering system.

Use of the OGSD electronic devices and technology in a prohibited manner may lead to disciplinary and/or legal action against the student.

Safekeeping of OGSD Electronic Devices:

Students shall:

- Never leave the device unattended;
- Never loan the device to other individuals;
- Know where the device is at all times;
- Store the device in any provided protective gear such as cases, sleeves, and/or carrying bag;
- Store and use the laptop in a safe location and environment to avoid loss or damage to the device;
- Not remove the Asset Tag or other school property identifiers;
- Charge the device's battery to increase lifespan of battery;
- Keep food and beverages away from the device to avoid liquid or food damage;
- Not disassemble any part of the device or attempt any repairs;
- Not place decorations (such as stickers, markers, etc.) on the device;
- Understand that the device is subject to inspection at any time without notice and remains the property of OGSD;
- Notify OGSD by the next school day in the event of loss or damage to the device;
- File a police report in case of theft, vandalism, and other acts covered by OGSD's insurance;
- Return the device to OGSD when requested by the Technology Department for maintenance and upgrades;
- Return the device and accessories upon demand, upon termination of enrollment and/or at the expiration of the school year in good working condition;
- Be aware that OGSD's insurance provider may deny coverage for damage to a laptop resulting from "user abuse." Examples of "user abuse" include, but are not limited to, the following: leaving cables plugged in when storing the laptop in the carrying case which can cause broken connectors or ports; using the carrying case/sleeve for carrying textbooks, etc.; eating or drinking while using the laptop, resulting in damage to the laptop.

Pursuant to Education Code Section 48904, the parent or guardian of a minor student shall be liable for the replacement cost for the device or other OGSD property loaned to the student that the student fails to return or that are willfully cut, defaced or otherwise damaged, adjusted annually for inflation. A student 18 years of age or older shall be liable for the same.

- Chromebook or iPad Replacement Value: \$350.00
- Windows Laptop Replacement Value: \$700.00
- Replacement Charger Value: \$50.00

WAIVER OF PRIVACY RIGHTS

Users of the OGSD electronic device and technology services expressly waive any right of privacy in anything they create, store, send, or receive on the OGSD electronic device or through the Internet or any other network. Users consent to allowing OGSD to access and review all materials users create, store, send, or receive on the electronic device or through the Internet or any other network. Users understand that OGSD monitors the use of its electronic devices and network resources.

DISCLAIMER

Electronic information available to students does not imply endorsement of the content by OGSD, nor can OGSD guarantee the accuracy of information obtained on the Internet.

OGSD makes no warranties of any kind, whether expressed or implied, with respect to the information technology services it provides. OGSD will not be responsible for damages resulting from the use of OGSD electronic devices and OGSD information technology services, including, but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions.

OGSD shall not be responsible for any charges or fees resulting from access to the internet or internet resources which are not authorized in writing by OGSD.

Important Information Regarding Internet Content Filtering: The OGSD electronic device has content filtering installed to help meet Children’s Internet Protection Act (CIPA) compliance rules. Each family is encouraged to place any appropriate restrictions on the use of the internet and programs on the OGSD electronic device.

* * * *

I have read and understand the Computer and Technology Acceptable Use Policy Agreement. I understand that use of the OGSD electronic devices in a prohibited manner may result in disciplinary and/or legal action.

Student name: _____ (Please Print)

Student signature: _____ Date: _____

I have read the Computer and Technology Acceptable Use Policy Agreement and reviewed the Agreement with my child. I understand that I will be responsible for monitoring my child’s use of the OGSD electronic device. I understand that I shall be liable for my child’s willful damage to school property or failure to return school property, Pursuant to Education Code Section 48904, adjusted annually for inflation.

Parent/Guardian name: _____ (Please Print)

Parent/Guardian signature: _____ Date: _____

ABI Parent Link – Connecting Parents to School Information

Welcome to ABI Parent Link, your connection to grades, attendance, and homework information. To create a student or parent account, please follow the instructions below. If you have trouble creating an account or accessing information, please contact

What you will need:

- Internet-connected computer (Windows only)
- Microsoft Explorer 5.0 or newer
- Primary telephone number, with area code
- Student permanent ID number
- Verification code

Create Your Account to Begin: Go to the ABI Parent Link web site:

<https://www.accessmystudent.com/orogrande/>

You will see the screen to log in. Click on *Create New Account* (located at the bottom of the screen)

Step 1: Select Account Type

Click on Parent then click *Next*.

Step 2: Enter e-mail address and select a password

Enter your e-mail address twice for verification.

Think of a password that's secure and hard to guess. Enter it in *Choose Password* and Retype Password. You will use this password to access your account.

Step 3: Respond to the e-mail message from ABI Parent Link

When you click Next in Step 2 above, a message will be sent to your e-mail. Open your e-mail program, open the message from ABI Parent Link, and follow the instructions. If you do not get an e-mail message, please repeat Step 2 and check the spelling of your e-mail address carefully.

Step 4: Enter student verification information

Note: If your e-mail address is already in our database, this step happens automatically, and you can follow the screen prompts to finish the account set up process. If your email address is not in our database, you will need the student permanent ID number (from the letter), your home telephone number with area code, and the verification code (from the letter). Enter the information and click *Next*.

Step 5: Connect your e-mail account to the student's contact information

Our database stores all of a student's emergency contact people as separate records. This step connects your e-mail address to the right person in that set of records.

To Finish: Go to the ABI Parent Link log on screen

Enter the address <https://www.accessmystudent.com/orogrande/> into Explorer. You will see the log on screen again, but instead of clicking on Create New Account, use the e-mail address you used to create your account, plus the password you created, to access student information.

When you are finished using ABI Parent Link, please log out and close Explorer. If you wish to continue using the Internet, re-launch Explorer.

2023-2024 School Calendar

Riverside Preparatory School / Oro Grande Elementary

2023-2024 School Calendar

4 - 4th of July
26-27 New Teacher Work Day
28-31 Teacher Work Day

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 - Teacher Work Day
2 - First Day of School

August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

22

4 - Labor Day
29 - Last Day of 1st Quarter
27-29 Parent Conferences/Minimum Days
29 - Last Day of 1st Quarter

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

20

2-6 Fall Break
9 - First Day of 2nd Quarter

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

17

10 - Observance of Veteran's Day
20-24 Thanksgiving Break
23-24 Observance of Thanksgiving

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

16

12-15 Minimum Days
15 - Last Day of 1st Semester
18-29 Winter Break
25-26 Observance of Christmas

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

16

1-2 - Observance of New Year's
1-8 Winter Break
15 - MLK Jr. Holiday
8 - Teacher Work Day

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19

16 - Observance of Lincoln's Birthday
19 - President's Day

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16

13-15 Parent Conference/Minimum Days
15 - Last Day of 3rd Quarter
18-22 Spring Break

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

21

27 - Memorial Day
28-29 Minimum Days
30 - Last Day of School/Minimum Day
31 - Teacher Work Day

June

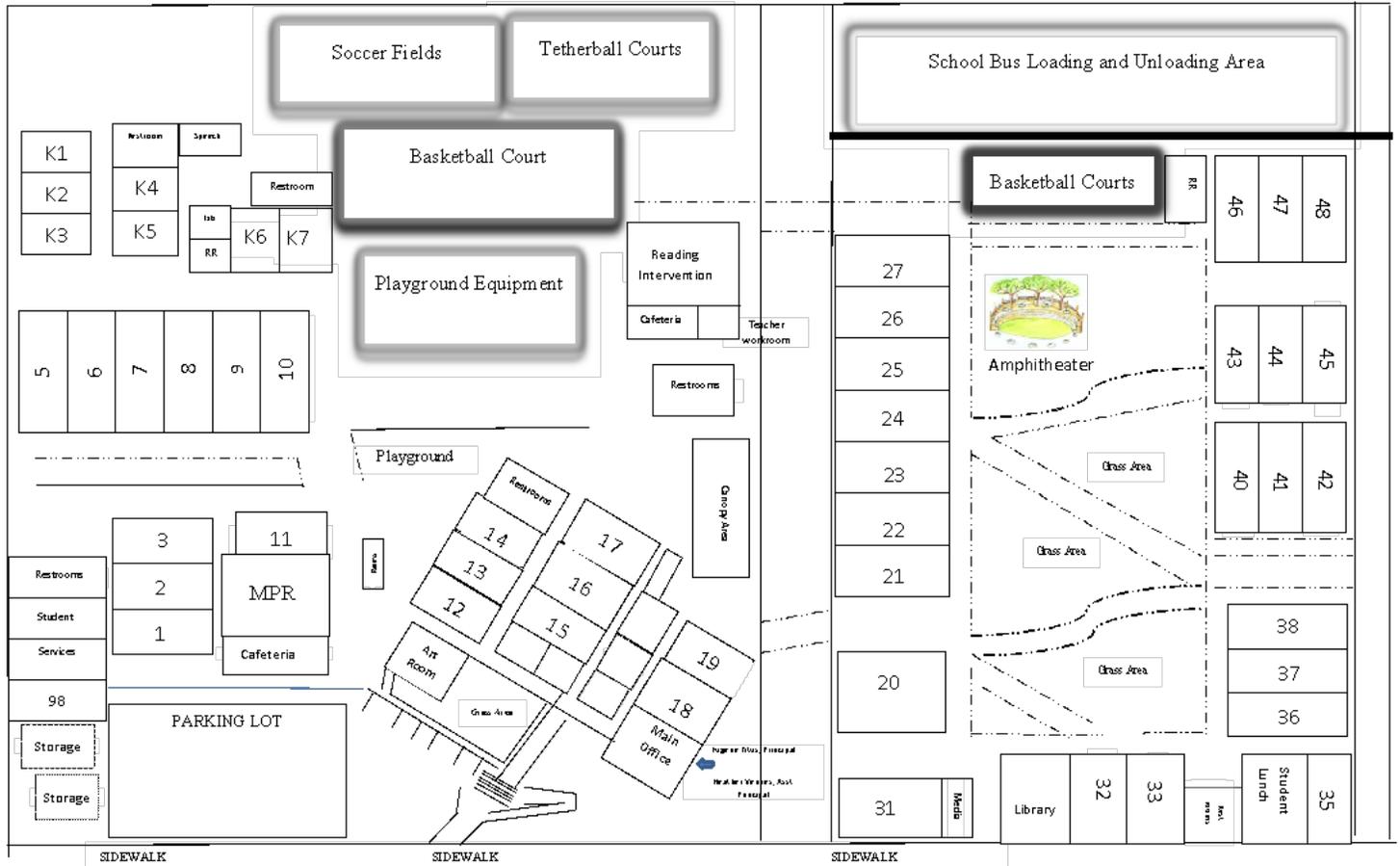
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

19 - Observance of Juneteenth

First/Last Day of School **Teacher Work Days/Non-Student Day** **Minimum Days** **Student Vacation Days** **Holiday**

01.11.2023

Campus Map



Room Reference Plan
 Oro Grande Elementary School / Riverside Preparatory School

Map not to scale
 Revised 06-14-2017

Student Learning Outcomes

Riverside Preparatory's Student Learning Outcomes

Effective Language Skills

- *Students can read, comprehend, and analyze instructional, informational and literary materials.
- *Students can effectively communicate ideas in writing while using appropriate formats, grammar and tone for their grade level.
- *Students can verbally communicate ideas to groups and individuals in a manner appropriate to audience and purpose.

Effective Science and Technology Skills

- *Students can properly create an experiment to test a hypothesis by analyzing quantitative data.
- *Students can analyze a problem and use engineering practices to design a solution.
- *Students understand the connections between Earth and Space Science, Physical Science, and Life Science.
- *Students demonstrate an understanding of technology and computer programs, including navigation of the Internet and familiarity with a variety of documents.

Effective Science and Technology Skills

- *Students demonstrate the ability to analyze data and make logical conclusions.
- *Students demonstrate proficiency in basic algebra, geometry, statistics, and probability skills which are the underlying principles in problem solving.
- *Students demonstrate mastery of content by peer/self evaluation.
- *Students utilize a variety of methods to model problems including but not limited to, graphs, pictures, and manipulatives.

Effective Social Science Skills

- *Students demonstrate understanding and responsibility of political process in the context of local, regional, national and international settings.
- *Students can identify the course of history that formed our current form of government along with differences in other major forms of government.
- *Students demonstrate an understanding of cultural diversity, its causes and how diversity affects interpersonal relationships.

Effective Life Skills

- *Students can set goals and actualize these goals.
- *Students can identify the benefits of maintaining good health, good exercise habits, and positive life choices.
- *Students can identify their own individual strengths and weaknesses and seek methods to develop them further.
- *Students demonstrate the skills and processes needed to seek employment and higher education.
- *Students demonstrate honesty and respect for themselves, their peers and their community.

Effective Life Skills

MUSIC:

- *Students can demonstrate the ability to read and notate music.
- *Students can perform on instruments or sing, alone and with others, a varied repertoire of music.
- *Students can demonstrate the ability to listen to, analyze, describe and evaluate music and music performances.

VISUAL ARTS:

- *Students will have an understanding of music in relation to history and culture.
- *Students will be able to understand and apply media, techniques, and processes.
- *Students are able to choose and evaluate a range of subject matter, symbols and ideas.
- *Students can demonstrate the ability to reflect upon and assess the characteristics and merits of their work and the work of others.



Legal Notices

Pupil Discipline: Suspension and Expulsion

The following discipline guidelines will be used at the discretion of the school administration when decisions are made regarding individual incidents. These guidelines pertain to incidents, which occur at school, going to or from school, during lunch period, and during or while going to or coming from a school-sponsored activity.

Education Code	Possible Interventions/Consequences
<p>48900(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.</p> <p>48900(a)(2) Willfully used force or violence upon the person of another, except in self-defense.</p> <p>48900(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.</p> <p>48900(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.</p> <p>48900(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to another person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.</p> <p>48900(e) Committed or attempted to commit robbery or extortion.</p> <p>48900(f) Caused or attempted to cause damage to school property or private property.</p> <p>48900(g) Stole or attempted to steal school property or private property.</p> <p>48900(h) Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.</p> <p>48900(i) Committed an obscene act or engaged in habitual profanity or vulgarity.</p> <p>48900(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.</p> <p>48900(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.</p> <p>48900(l) Knowingly received stolen school property or private property.</p> <p>48900(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.</p> <p>48900(n) Committed or attempted to commit a sexual assault or a sexual battery.</p> <p>48900(o) Harassed, threatened or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.</p> <p>48900(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.</p> <p>48900(q) Engaged in, or attempted to engage in, hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil.</p> <p>48900(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined by</p>	<p style="text-align: center;">Possible Interventions</p> <ul style="list-style-type: none"> ● Provide corrective feedback, re-teach/practice identified behavior skills, facilitate student re-entry ● Observe environmental dynamics to rule out contributing factors to student misbehavior ● Meet with parent/guardian to review behavioral interventions ● Restorative justice practices ● Assign a mentor ● Behavior contract ● Meet with School Resource Officer ● Other means of correction as deemed applicable by school administration <p style="text-align: center;">Possible Removal/Notifications</p> <ul style="list-style-type: none"> ● Detention ● In-school suspension ● Assign 1-5 day suspension ● Possible recommendation for dismissal ● Extension of suspension ● Possible recommendation for expulsion

<p>subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.</p> <p>48900(t) Aided or abetted, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person. A pupil who has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).</p> <p>48900.2 Committed an act of sexual harassment that is sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. (Excludes pupils enrolled in kindergarten and grades 1 to 3, inclusive).</p> <p>48900.3 Caused or attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233.</p> <p>48900.4 Engaged in harassment, threats, or intimidation directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.</p> <p>48900.7 a pupil may be suspended from school or recommended for expulsion if the pupil has made terroristic threats against school officials or school property, or both.</p>	<p style="text-align: center;">Possible Interventions</p> <ul style="list-style-type: none"> ● Provide corrective feedback, re-teach/practice identified behavior skills, facilitate student re-entry ● Observe environmental dynamics to rule out contributing factors to student misbehavior ● Meet with parent/guardian to review behavioral interventions ● Restorative justice practices ● Assign a mentor ● Behavior contract ● Meet with School Resource Officer ● Other means of correction as deemed applicable by school administration <p style="text-align: center;">Possible Removal/Notifications</p> <ul style="list-style-type: none"> ● Detention ● In-school suspension ● Assign 1-5 day suspension ● Possible recommendation for dismissal ● Extension of suspension ● Possible recommendation for expulsion
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Laser Pointers (P.C. 417.27)

No student shall possess a laser pointer on any elementary or secondary school premises unless possession of a laser pointer is for a valid instructional or other school related purpose.

Pupil Discipline: Duty Concerning Conduct of Pupil

Education Code 44807 states that every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his/her duties

of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning. The provisions of this section are in addition to and do not supersede the provision of Section 48900.

Vandalism/Graffiti – Students (Board Policy 5131.5)

The Administration shall suspend and may recommend expulsion of any student, K-12, who has placed graffiti or in any way participated or written on school property without specific permission of the school authorities, or placed graffiti on district or private property while going to and from school. Consequences for graffiti cover may include expulsion, a mandatory work program and full restitution by student or parents for the damage to property.

Asbestos Management Plan

Code of Regulations, Title 40, states that each school site in the district has an AHERA Report (Asbestos Hazard Emergency Response Act), which identifies where asbestos is located at the school and the conditions of those areas. A copy of the school report is available at the school site

Bullying

Students Board Policy 5131.2(a) BULLYING

The Governing Board 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 the district 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 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 school and the community and to provide services for alleged victims and perpetrators of bullying.

(cf. 1020 - Youth Services)

Bullying Prevention

To the extent possible, the district 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 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.

BP 5131.2(b)

BULLYING 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.

Parents can file a bullying-related complaint on the district website. The form can be found at [Harassment, Bullying and Intimidation Report](#)

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)

Legal Reference: EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students 35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan PENAL CODE

BP 5131.2(e)

422.55 Definition of hate crime

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

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

653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062
J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094
Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender- Nonconforming Students, Policy Brief, February 2014

Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007 CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California's Social and Emotional Learning: Guiding Principles, 2018

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008
Bullying at School, 2003
CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California K-12 Schools in Responding to Immigration Issues, April 2018
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Guidance to Schools: Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013
Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability, October 26, 2010
Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

CSBA: <http://www.csba.org>
California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>
California Office of the Attorney General: <http://oag.ca.gov>
Center on Great Teachers and Leaders: <https://gtlcenter.org>
Collaborative for Academic Social and Emotional Learning: <https://casel.org>
Common Sense Media: <http://www.commonsensemedia.org>
National School Safety Center: <http://www.schoolsafety.us>
Partnership for Children and Youth: <https://www.partnerforchildren.org>
U.S. Department of Education: <http://www.ed.gov>

Policy **ORO GRANDE SCHOOL DISTRICT** adopted: November 7, 2018 Oro Grande, California

UNIFORM COMPLAINT PROCEDURE

Extracted From AR 1312.3 Community Relations

The Governing Board designates the following compliance officers to receive and investigate complaints and ensure district compliance with law:

Minda E. Stackelhouse
Executive Director of Risk Management 19900 National Trails Highway
Oro Grande, CA 92368 minda-stackelhouse@orogrande.org

The Superintendent Designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with applicable state and/or federal laws and regulations and/or alleging discrimination in adult education, consolidated categorical aid programs, migrant education, career technical education and training programs, child care and development programs, child nutrition programs, special education programs, school safety planning requirements, pupil fees, juvenile court schools and preschool health and safety issues. (Title 5 California Code of Regulations [5 CCR 4610(b)]).

The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on, actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any program or activity that receives or benefits from state financial assistance. [Government Code 11135, Education Code 200, Education Code 220, 5 CCR 4610(b)]

The District shall have the primary responsibility to insure compliance with applicable state and federal laws and regulations. [5 CCR 4620]

The District shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination, and seek to resolve those complaints in accordance with the District's Uniform Complaint Procedures. [5 CCR 4610, 4620, and 4621]

There will be annual dissemination of a written notice of the District's complaint procedures to students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties. [5 CCR 4622]. Additionally, the district shall use uniform complaint procedures to address complaints regarding insufficiency of instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and/or teacher vacancy or mis-assignment issues as provided in Administrative Regulation 1312.4. The District shall use

uniform complaint procedures to address complaints regarding noncompliance with requirements related to accommodations for lactating students, educational rights of foster youth and homeless students, assignment of students to courses without educational content for more than one week per semester or to courses they have previously completed, and physical educational instructional minutes in elementary schools.

Notifications

The Superintendent Designee shall meet the notification requirements of Title 5 California Code of Regulations 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. The Chief Human Resource Officer, Human Resource Services shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies.

Complainants will receive written acknowledgement identifying the person(s), employee(s), or agency position(s), or unit(s) responsible for receiving complaints, investigating complaints and ensuring District compliance. The written acknowledgement will also include a statement that ensures that such person(s), employee(s), position(s), or unit(s) responsible for compliance and/or investigation shall be knowledgeable about the laws/programs that he/she is assigned to investigate. [5 CCR 4621, 4631].

Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Title 5 California Code of Regulations 4632. All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than one year from the date when the alleged discrimination occurred, except for complaints of unlawful discrimination, harassment, intimidation or bullying, which must be filed within six months of the date of alleged violation. For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by the LEA. [5 CCR 4630(a)&(b)].

A LEA Decision is now referred to as a LEA Investigation Report. [5 CCR 4600(n) and 4631(a)].

If the LEA finds merit in a complaint, it must impose corrective actions, including for complaints involving pupil fees, courses of study, instructional minutes for physical education and local control and accountability plans, and a remedy to all affected pupils, parents and guardians. [5 CCR 4631(e)(3)].

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint. The signature on a complaint may be handwritten, typed (including in and email) or electronically-generated. [5 CCR 4600(a)&(e)]. A complaint filed on behalf of an individual student may only be filed by that student or that student's duly authorized representative. [5 CCR 4600(e)].

Step 2: Mediation

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate mediation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. [5 CCR 4631]

Step 3: Investigation of Complaint

The compliance officer shall make all reasonable efforts to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative and the district's representatives shall have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. [5 CCR 4631]

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstructions of the investigation, may result in the dismissal of the complaint because of lack of evidence to support the allegations. [5 CCR 4631]

Refusal by the District to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. [5 CCR 4631]

Step 4: Response

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below unless the complainant agrees in writing to an extension of time. [5 CCR 4631]

Step 5: Final Written Decision

The report of the district's decision shall be in writing and sent to the complainant. [5 CCR 4631]

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member of the complainants choosing will interpret it for the complainant.

The report will contain the following elements [5 CCR 4631]:

1. The findings of fact based on the evidence gathered.
2. Conclusion of law.
3. Disposition of the complaint.
4. The rationale for such a disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal the District's decision to the California

Department of Education (CDE).

7. Procedures to be followed for initiating an appeal to CDE.

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. The District ensures that complainants are protected from retaliation and that the identity of a complainant alleging discrimination will remain confidential as appropriate, except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis. [5 CCR 4621]

The Board prohibits retaliation in any form for participation in complaint procedures, including but not limited to the filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 30 days of receiving the district's decision. [5 CCR 4632(a)]. The CDE will not process an appeal if it is untimely or if it fails to include this information required by 4632(b) and (c). For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. [5 CCR 4652]. When appealing to the California Department of Education, the complainant must specify and explain the basis for the appeal, including at least one of the following [5 CCR 4632(b)]:

1. The LEA failed to follow its complaint procedures, and/or
2. Relative to the allegations of the complaint, the LEA Investigation Report lacks material findings of fact

necessary to reach a conclusion of law, and/or
3. The material findings of fact in the LEA Investigation Report are not supported by substantial evidence,

and/or
4. The legal conclusion in the LEA Investigation Report is inconsistent with the law, and/or
5. In a case in which the LEA found noncompliance, the corrective actions fail to provide a proper remedy.

LEA'S

to provide a timely and complete response may result in CDE ruling on the appeal without considering information from the LEA. [5 CCR 4633(a)].

shall provide the investigative file to CDE within 10 days of notification of an appeal. An LEA's failure

If the CDE finds merit in an appeal, it must issue corrective actions as appropriate and including a remedy to the affected pupil, or in the case of complaints involving pupil fees, courses of study, instructional minutes for physical education and local control and accountability plans, a remedy to all affected pupils, parents and guardians. [5 CCR 4633(a).]

The CDE must issue an appeal Decision within 60 days, unless extended by written agreement with the Appellant, or the CDE documents exceptional circumstances and informs the Appellant, or the CDE receives notice that the matter has been resolved at the local level, or the CDE receives notice that the matter has been judicially decided. [5 CCR 4633(h)].

The California Department of Education may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of

Education may also intervene in those cases where the district has not taken action within 60 calendar days of the date the complaint was filed with the district.

Reconsideration of an Appeal

Within 30 days of the date of the CDE's appeal Decision, either party may request reconsideration. [5 CCR 4635(a)].

On reconsideration, the CDE will not consider new information unless it was known during the appeal and could not have become known with due diligence. [5 CCR 4635(b)].

The CDE must act on the reconsideration request within 60 days. During the reconsideration period, the CDE appeal Decision remains in effect and enforceable, unless stayed by a court. [5 CCR 4635(c)].

Direct State Intervention

The CDE may at its discretion directly intervene without waiting for an LEA investigation in certain enumerated situations. [5 CCR 4650(a)].

The CDE must directly intervene if the complaint alleges that an agency that is not an LEA violated laws relating to a Child Care and Development program. [5 CCR 4650(b)].

When the CDE declines direct intervention in an anonymous complaint, the CDE will not forward the complaint to the LEA without the complainant's permission. [5 CCR 4651(b)].

When the CDE directly intervenes, the CDE must issue a Department Investigation Report within 60 days, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant, or the matter has been resolved at the local level or judicially decided. [5 CCR 4664(b)].

Reconsideration of a Direct Intervention

Within 30 days of the date of the CDE's Investigation Report, either party may request reconsideration. [5 CCR 4665(a)].

On reconsideration, the CDE will not consider new information unless it was unknown during the investigation and could not have become known with due diligence. [5 CCR 4665(b)].

The CDE must act on the reconsideration request within 60 days. During the reconsideration period, the CDE Investigation Report remains in effect and enforceable, unless stayed by a court. [5 CCR 4665(c)].

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with Title 5 California Code of Regulations 4622.

Program Administrators

To obtain further information and forms regarding Uniform Complaint Procedures, please contact:

Compliance Officer:

Minda E. Stackelhouse
Executive Director of Risk Management 19900 National Trails Highway
Oro Grande, CA 92368 minda-stackelhouse@orogrande.org

UNIFORM COMPLAINT (UC) PROCEDURES SHALL BE AVAILABLE FREE OF CHARGE:

Contact: Executive Director of Risk Management (Revised: 1-31-23)

Title IX

TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING POLICY

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with students' ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, Oro Grande School District ("OGSD") prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means.

As used in this policy, discrimination, sexual harassment, harassment, intimidation, and bullying are described as the intentional conduct, including verbal, physical, written communication or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of mental or physical disability, sex (including pregnancy and related conditions, and parental status), sexual orientation, gender, gender identity, gender expression, immigration status, nationality (including national origin, country of origin, and citizenship), race or ethnicity (including ancestry, color, ethnic group identification, ethnic background, and traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twist), religion (including agnosticism and atheism), religious affiliation, medical condition, genetic information, marital status, age or association with a person or group with one or more of these actual or perceived characteristics or based on any other characteristic protected under applicable state or federal law or local ordinance. Hereafter, such actions are referred to as "misconduct prohibited by this Policy."

To the extent possible, OGSD will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address and report on such behaviors in a timely manner. OGSD school staff who witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so.

Moreover, OGSD will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with whom OGSD does business, or any other individual, student, or volunteer. This Policy applies to all employee, student, and volunteer actions and relationships, regardless of position or gender. OGSD will promptly and thoroughly investigate and respond to any complaint of misconduct prohibited by this Policy in a manner that is not deliberately indifferent and will take appropriate corrective action, if warranted. OGSD complies with all applicable state and federal laws and regulations and local ordinances in its investigation of and response to reports of misconduct prohibited by this Policy.

OG/Riverside Prep	Mojave River Academy
<p>Scott Heitman <i>Executive Director of Student Services</i> 19900 National Trails Hwy, Oro Grande Ca, 92368 760-243-5884 x233 sheitman@orogrande.org</p>	<p>Kari Hemsley <i>Executive Director of Mojave River Schools</i> 13911 Park Ave Victorville Ca, 92392 (760) 245-3222 khemsley@mojaveriver.net</p>
<p>Kyla Rivera <i>Executive Director of Curriculum and Accountability, OG/Riverside Prep</i> 19900 National Trails Hwy, Oro Grande Ca, 92368 760-243-5884 x 108 Kyla_rivera@orogrande.org</p>	<p>Dr. Robert Hill <i>Executive Director of Curriculum and Accountability, Mojave River Schools</i> 13911 Park Ave Victorville Ca, 92392 (760) 245-3222 rhill@mojaveriver.net</p>

Definitions

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs.
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work or school because of sex, race or any other protected basis.
- Retaliation for reporting or threatening to report harassment.
- Deferential or preferential treatment based on any of the protected characteristics listed above.

Prohibited Unlawful Harassment under Title IX

Title IX (20 U.S.C. § 1681 *et seq.*; 34 C.F.R. Part 106) and California state law prohibit discrimination and harassment on the basis of sex. Under Title IX, “sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or

- “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

In accordance with Title IX and California law, discrimination and harassment on the basis of sex in education institutions, including in the education institution’s admissions and employment practices, is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination and harassment in education programs or activities conducted by OGSD.

OGSD is committed to providing a work and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be referred to the Coordinators, the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Sexual harassment consists of conduct on the basis of sex, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct on the basis of sex, regardless of whether or not the conduct is motivated by sexual desire, when: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, education, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of employment, educational or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against themselves or against another individual.

Sexual harassment may include, but is not limited to:

- ● Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults.
 - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another’s body, or poking another’s body.
- ● Unwanted sexual advances, propositions or other sexual comments, such as:
 - Sexually oriented gestures, notices, remarks, jokes, or comments about a person’s sexuality or sexual experience.
 - Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.

- Subjecting or threats of subjecting a student or employee to unwelcome sexual attention or conduct or intentionally making the student's or employee's performance more difficult because of the student's or the employee's sex.
- Sexual or discriminatory displays or publications anywhere in the work or educational environment, such as:
 - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view in the work or educational environment.
 - Reading publicly or otherwise publicizing in the work or educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic.
 - Displaying signs or other materials purporting to segregate an individual by sex in an area of the work or educational environment (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this Policy.

Prohibited Bullying

Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student or group of students that may constitute sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable student ¹ or students in fear of harm to that student's or those students' person or property.

¹ "Reasonable student" is defined as a student, including, but not limited to, an exceptional needs student, who exercises care, skill and judgment in conduct for a person of the student's age, or for a person of the student's age with the student's exceptional needs.

2. Causing a reasonable student to experience a substantially detrimental effect on the student's physical or mental health.
3. Causing a reasonable student to experience a substantial interference with the student's academic performance.
4. Causing a reasonable student to experience a substantial interference with the student's ability to participate in or benefit from the services, activities, or privileges provided by OGSD.

Cyberbullying is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, video or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device.

Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Electronic act means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

1. A message, text, sound, video, or image.
2. A post on a social network Internet Web site including, but not limited to:
 1. Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in the definition of "bullying," above.
 2. Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in the definition of "bullying," above. "Credible impersonation" means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
 3. Creating a false profile for the purpose of having one or more of the effects listed in the definition of "bullying," above. "False profile" means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.
3. An act of "Cyber sexual bullying" including, but not limited to:
 - a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in definition of "bullying," above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - b. "Cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
4. Notwithstanding the definitions of "bullying" and "electronic act" above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

Formal Complaint of Sexual Harassment means a written document filed and signed by a complainant who is participating in or attempting to participate in OGSD's education program or activity or signed by a Coordinator alleging sexual harassment against a respondent and requesting that OGSD investigate the allegation of sexual harassment. At the time of filing a formal complaint of sexual harassment, a complainant must be participating in or attempting to participate in OGSD's education program or activity.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Bullying and Cyberbullying Prevention Procedures

OGSD has adopted the following procedures for preventing acts of bullying, including cyberbullying.

1. Cyberbullying Prevention Procedures

OGSD advises students:

1. To never share passwords, personal data, or private photos online.
2. To think about what they are doing carefully before posting and by emphasizing that comments cannot be retracted once they are posted.
3. That personal information revealed on social media can be shared with anyone including parents, teachers, administrators, and potential employers. Students should never reveal information that would make them uncomfortable if the world had access to it.
4. To consider how it would feel receiving such comments before making comments about others online.

OGSD informs its employees, students, and parents/guardians of OGSD's policies regarding the use of technology in and out of the classroom. OGSD encourages parents/guardians to discuss these policies with their children to ensure their children understand and comply with such policies.

2. Education

OGSD employees cannot always be present when bullying incidents occur, so educating students about bullying is a key prevention technique to limit bullying from happening. OGSD advises students that hateful and/or demeaning behavior is inappropriate and unacceptable in our society and at OGSD and encourages students to practice compassion and respect each other.

OGSD educates students to accept all student peers regardless of protected characteristics (including but not limited to actual or perceived sexual orientation, gender identification, physical or cognitive disabilities, race, ethnicity, religion, and immigration status) and about the negative impact of bullying other students based on protected characteristics.

OGSD's bullying prevention education also discusses the differences between appropriate and inappropriate behaviors and includes sample situations to help students learn and practice appropriate behavior and to develop techniques and strategies to respond in a non-aggressive way to bullying-type behaviors. Students will also develop confidence and learn how to advocate for themselves and others, and when to go to an adult for help.

OGSD informs OGSD employees, students, and parents/guardians of this Policy and encourages parents/guardians to discuss this Policy with their children to ensure their children understand and comply with this Policy.

3. Professional Development

OGSD annually makes available the online training module developed by the California Department of Education pursuant Education Code section 32283.5(a) to its certificated employees and all other OGSD employees who have regular interaction with students.

OGSD informs certificated employees about the common signs that a student is a target of bullying including:

- ● Physical cuts or injuries
- ● Lost or broken personal items
- ● Fear of going to school/practice/games
- ● Loss of interest in school, activities, or friends
- ● Trouble sleeping or eating
- ● Anxious/sick/nervous behavior or distracted appearance
- ● Self-destructiveness or displays of odd behavior
- ● Decreased self-esteem

OGSD also informs certificated employees about the groups of students determined by OGSD, and available research, to be at elevated risk for bullying. These groups include but are not limited to:

- ● Students who are lesbian, gay, bisexual, transgender, or questioning youth (“LGBTQ”) and those youth perceived as LGBTQ; and
- ● Students with physical or learning disabilities.

OGSD encourages its employees to demonstrate effective problem-solving, anger management, and self-confidence skills for OGSD’s students.

Grievance Procedures

1. Scope of Grievance Procedures

OGSD will comply with its Uniform Complaint Procedures (“UCP”) policy when investigating and responding to complaints alleging unlawful harassment, discrimination, intimidation or bullying against a protected group or on the basis of a person’s association with a person or group with one or more of the protected characteristics set forth in the UCP that:

1. Are written and signed;
2. Filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying, or by one who believes any specific class of individuals has been subjected to discrimination, harassment, intimidation or bullying based on a protected characteristic, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying; and
3. Submitted to the OGSD UCP Compliance Officer not later than six (6) months from the date the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

The following grievance procedures shall be utilized for reports of misconduct prohibited by this Policy that do not comply with the writing, timeline, or other formal filing requirements of a uniform complaint. For formal complaints of sexual harassment, OGSD will utilize the following grievance procedures in addition to its UCP when applicable.

2. Reporting

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this Policy, to intervene when safe to do so, call for assistance, and report such incidents. The Board of Trustees requires staff to follow the procedures in this policy for reporting alleged acts of misconduct prohibited by this Policy.

Any student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to a Coordinator.

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights. Civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to complainants.

While submission of a written report is not required, the reporting party is encouraged to submit a written report to a Coordinator. OGSD will investigate and respond to all oral and written reports of misconduct prohibited by this Policy in a manner that is not deliberately indifferent. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Students are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses. Any student who feels they are a target of such behavior should immediately contact a teacher, counselor, administrator, Coordinator, a staff person or a family member so that the student can get assistance in resolving the issue in a manner that is consistent with this Policy.

OGSD acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible. This includes keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to comply with the law, carry out the investigation and/or to resolve the issue, as determined by a Coordinator or administrative designee on a case-by-case basis.

OGSD prohibits any form of retaliation against any individual who files a report or complaint, testifies, assists, participates, or refuses to participate in any investigation or proceeding related to misconduct prohibited by this Policy. Such participation or lack of participation shall not in any way affect the status, grades, or work assignments of the individual. Individuals alleging retaliation in violation of this Policy may file a grievance using the procedures set forth in this Policy. Knowingly making false statements or knowingly submitting false information during the grievance process is prohibited and may result in disciplinary action.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff, and any individual designated as a coordinator, investigator or decision-maker and any person who facilitates an informal resolution process will receive sexual harassment training and/or instruction concerning sexual harassment as required by law.

3. Supportive Measures

Upon the receipt of an informal or formal complaint of sexual harassment, a Coordinator will promptly contact the complainant to discuss the availability of supportive measures. The Coordinator will consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint of sexual harassment, and explain the process for filing a formal complaint of sexual harassment.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint of sexual harassment or where no formal complaint of sexual harassment has been filed. Such measures are designed to restore or preserve equal access to OGSD's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or OGSD's educational environment, or deter sexual harassment. Supportive measures available to complainants and respondents may include but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. OGSD will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of OGSD to provide the supportive measures.

4. Investigation and Response

Upon receipt of a report of misconduct prohibited by this Policy from a student, staff member, parent, volunteer, visitor or affiliate of OGSD, a Coordinator (or administrative designee) will promptly initiate an investigation. In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the Coordinator (or administrative designee) determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the Coordinator (or administrative designee) will inform the complainant of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.

At the conclusion of the investigation, the Coordinator (or administrative designee) will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, the Coordinator (or administrative designee) will not reveal confidential information related to other students or employees.

For investigations of and responses to formal complaints of sexual harassment, the following grievance procedures will apply:

- ● Notice of the Allegations
 - Upon receipt of a formal complaint of sexual harassment, the Coordinator will give all known parties written notice of its grievance process, including any voluntary informal resolution process. The notice will include:
 - ■ A description of the allegations of sexual harassment at issue and to the extent known, the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident;
 - ■ A statement that the respondent is presumed not responsible for the alleged conduct until a final decision is reached;
 - ■ A statement that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence; and
 - ■ A statement that OGSD prohibits an individual from knowingly making false statements or knowingly submitting false information during the grievance process.
- ● Emergency Removal

○ OGSD may place a non-student employee respondent on administrative leave during the pendency of a formal complaint of sexual harassment grievance process in accordance with

OGSD's policies.

○ OGSD may remove a respondent from OGSD's education program or activity on an emergency basis, in accordance with OGSD's policies, provided that OGSD undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

○ This provision may not be construed to modify any rights under the IDEA, Section 504, or the ADA.

● Informal Resolution

○ If a formal complaint of sexual harassment is filed, OGSD may offer a voluntary informal resolution process, such as mediation, to the parties at any time prior to reaching a determination regarding responsibility. If OGSD offers such a process, it will do the following:

▪ Provide the parties with advance written notice of:

- The allegations;
- The requirements of the voluntary informal resolution process including the circumstances under which the parties are precluded from resuming a formal complaint of sexual harassment arising from the same allegations;

● The parties' right to withdraw from the voluntary informal resolution process and resume the grievance process at any time prior to agreeing to a resolution; and

● Any consequences resulting from participating in the voluntary informal resolution process, including the records that will be maintained or could be shared; and

▪ Obtain the parties' advance voluntary, written consent to the informal resolution process. o OGSD will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student. ● Investigation Process

o The decision-maker will not be the same person(s) as the Coordinators or the investigator. OGSD shall ensure that all decision-makers and investigators do not have a conflict of interest or bias for or against complainants or respondents.

o In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the investigator determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the investigator will inform the complainant and any respondents in writing of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.

o The parties will be provided with an equal opportunity to present witnesses, to inspect and review any evidence obtained that is directly related to the allegations raised, and to have an advisor present during any investigative meeting or interview.

o The parties will not be prohibited from discussing the allegations under investigation or to gather and present relevant evidence.

o A party whose participation is invited or expected at an investigative meeting or interview will receive written notice of the date, time, location, participants, and purpose of the meeting or interview with sufficient time for the party to prepare to participate.

o Prior to completion of the investigative report, OGSD will send to each party and the party's advisor, if any, a copy of the evidence subject to inspection and review, and the parties will have at least ten (10) days to submit a written response for the investigator's consideration prior to the completion of the investigation report.

o The investigator will complete an investigation report that fairly summarizes all relevant evidence and send a copy of the report to each party and the party's advisor, if any, at least ten (10) days prior to the determination of responsibility.

● Dismissal of a Formal Complaint of Sexual Harassment

o If the investigation reveals that the alleged harassment did not occur in OGSD's educational program in the United States or would not constitute sexual harassment even if proved, the formal complaint with regard to that conduct must be dismissed. However, such a dismissal does not preclude action under another applicable OGSD policy.

o OGSD may dismiss a formal complaint of sexual harassment if:

- ■ The complainant provides a written withdrawal of the complaint to the Coordinator;
- ■ The respondent is no longer employed or enrolled at OGSD; or
- ■ The specific circumstances prevent OGSD from gathering evidence sufficient to reach a decision on the formal complaint or the allegations therein.
 - o If a formal complaint of sexual harassment or any of the claims therein are dismissed,

OGSD will promptly send written notice of the dismissal and the reason(s) for the dismissal simultaneously to the parties.

- **Determination of Responsibility**

- The standard of evidence used to determine responsibility is the preponderance of the evidence standard.
- Determinations will be based on an objective evaluation of all relevant evidence and credibility determinations will not be based on a person's status as a complainant, respondent, or witness.
- OGSD will send a written decision on the formal complaint to the complainant and respondent simultaneously that describes:
 - ■ The allegations in the formal complaint of sexual harassment;
 - ■ All procedural steps taken including any notifications to the parties, interviews with

5. Consequences

Parties and witnesses, site visits, and methods used to gather other evidence;

- ■ The findings of facts supporting the determination;
- ■ The conclusions about the application of OGSD's code of conduct to the facts;
- ■ The decision and rationale for each allegation;
- ■ Any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant; and
- ■ The procedures and permissible bases for appeals.

Students or employees who engage in misconduct prohibited by this Policy, knowingly make false statements or knowingly submit false information during the grievance process may be subject to disciplinary action up to and including expulsion from OGSD or termination of employment. The Coordinator is responsible for effective implementation of any remedies ordered by OGSD in response to a formal complaint of sexual harassment.

6. Right of Appeal

Should the reporting individual find OGSD's resolution unsatisfactory, the reporting individual may, within five (5) business days of notice of OGSD's decision or resolution, submit a written appeal to the Superintendent, who will review the investigation and render a final decision.

The following appeal rights and procedures will apply to formal complaints of sexual harassment:

- ● The complainant and the respondent shall have the same appeal rights and OGSD will implement appeal procedures equally for both parties.

- ● Within five (5) business days of OGSD’s written decision or dismissal of the complaint, the complainant or respondent may submit a written appeal to the Coordinator.
- ● The decision-maker(s) for the appeal will not be the same person(s) as the Coordinators, the investigator or the initial decision-maker(s).
- ● The complainant and respondent may appeal from a determination regarding responsibility, and from OGSD’s dismissal of a formal complaint or any allegations therein, on the following bases:
 - Procedural irregularity that affected the outcome of the matter;
 - New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- ● OGSD will notify the other party in writing when an appeal is filed.
- ● The decision-maker for the appeal will: 1) give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome; 2) issue a written decision describing the result of the appeal and the rationale for the result; and 3) provide the written decision simultaneously to both parties.

7. Recordkeeping

All records related to any investigation of complaints under this Policy are maintained in a secure location.

OGSD will maintain the following records for at least seven (7) years:

- ● Records of each sexual harassment investigation, including any determination of responsibility; any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent; and any remedies provided to the complainant.
- ● Records of any appeal of a formal sexual harassment complaint and the results of that appeal.
- ● Records of any informal resolution of a sexual harassment complaint and the results of that informal resolution.
- ● All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.
- ● Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment

Williams Complaint Classroom Notice

ORO GRANDE SCHOOL DISTRICT

Notice to Parents, Guardians, Pupils, and Teachers

Pursuant to California *Education Code* § 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

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

4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at www.orogrande.net You may also download a copy of the California Department of Education complaint form in English and in other languages from the following Web site: <http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

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