

**ANNA YATES STUDENT-FAMILY**  
**HANDBOOK**  
**2017-2018**



**E.U.S.D. GUIDING PRINCIPLES**

- 1. We Hold High Academic, Social, and Professional Expectations*
- 2. We Create a Sense of Family*
- 3. We Inspire and Support Innovation to End Racist and Classist Practices*

“Education is the passport to the future, for tomorrow belongs to those who prepare for it today.”  
-**Malcolm X**

Anna Yates Elementary School  
1125 53<sup>rd</sup> Street  
Emeryville, CA 94608  
510-601-4917/4918

Emery Unified School District  
4727 San Pablo Ave.  
Emeryville, CA 94608  
510-601-4000

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## **Welcome Students and Families!**

**Anna Yates Student-Family Handbook is offered to assist your understanding of the expectations for your success during the 2017-2018 school year. Students and families are responsible for knowing the information in this handbook, so please take the time to review it carefully.**

## **SCHOOL HOURS & VISITS**

### **School Hours:**

Building and Office Hours

8:00am -- 4:00pm: Anna Yates Office open for business - Monday through Friday

### **Daily Class Schedule:**

8:27am: First bell rings

8:30am -- 3:00pm: 1<sup>st</sup> – 8<sup>th</sup> Grades -- Monday, Tuesday, Thursday, Friday

8:30am -- 1:30pm: Transitional Kindergarten & Kindergarten -- Monday-Friday

1:30pm: Dismissal for All Grades -- Wednesday

### **School Visits & Appointments:**

Parents are always encouraged to visit the school—either to meet with staff or to check in on their child’s learning. In order to ensure that these visits are productive for parents and also non-disruptive to school staff and students, please follow the guidelines below:

- **Visitors:** All visitors must report to the Main Office to obtain a visitor’s pass before they visit any office or classroom. In order to minimize classroom disruptions, visitors cannot meet with teachers during instructional time. Student visitors—other than prospective students and appointed ESS high school volunteers—are generally not permitted.
- **Teachers/Staff:** The best way to meet with staff members is to contact them directly. Staff email addresses can be found on the EUSD website at [www.emeryusd.k12.ca.us](http://www.emeryusd.k12.ca.us). Staff members can also be contacted through the main office at (510) 601-4917/4918.
- **Principals:** Please call the main office at (510) 601-4917/4918 to schedule an appointment with the principals regarding issues or concerns.

### ***Administrative information:***

Samantha Carter, Principal

(510) 601-4917/4918

Eddie Scruggs Smith, Principal

(510) 601-4917/4918

Marcia Parham, Office Support Specialist

(510) 601-4917, [marcia.parham@emeryusd.org](mailto:marcia.parham@emeryusd.org)

Mary McGruder, Office Support Specialist

(510) 601-4918, [mary.mcgruder@emeryusd.org](mailto:mary.mcgruder@emeryusd.org)

## **DRESS FOR SUCCESS**

### **TRANSITIONAL KINDERGARTEN-5<sup>TH</sup> GRADE** **SCHOOL UNIFORM**

Students in grades transitional kindergarten through fifth grade are required to wear uniforms and wear appropriate attire. Contact **Bancroft Uniforms if you would like to purchase** monogrammed Anna Yates polo shirts, sweaters, and sweater vests. Address: 590 Dutton Ave, San Leandro, CA 94577, (510) 638-1622 OR [www.bancroft-uniforms.com](http://www.bancroft-uniforms.com)

#### **TRANSITIONAL KINDER-5TH GRADE STUDENTS UNIFORMS**

##### **TOPS:**

**Colors:** white, navy blue and light blue (SOLID COLORS ONLY - NO PATTERN SHIRTS OR T-SHIRTS).

**Types:** **collared** button down shirts or polo shirts, turtlenecks, sweater vests, Anna Yates sweat shirts, or Anna Yates t-shirts.

##### **BOTTOMS:**

**Colors:** navy blue or khaki colored (SOLID COLORS ONLY) - black is not a uniform color.

**Types:** pants, walking shorts, skirts, skorts, jumpers, Capri-pants, corduroys, sweat pants.

##### **SHOES:**

Students must wear closed toe and heel shoes for safety.

##### **HATS/ SCARVES:**

Students may wear baseball hats outdoors for sun protection. However, baseball hats are not allowed indoors. Ski hats can be worn indoors and outdoors during cold weather. Girls may wear stylish scarves during a “bad hair” day or when they are in the process of taking down or putting in braids.

# **DRESS FOR SUCCESS**

## ***MIDDLE SCHOOL UNIFORM-6<sup>th</sup>-8<sup>th</sup>***

### **MIDDLE SCHOOL UNIFORMS (6th-8th):**

Middle school students have an option to wear gold polo shirts (not yellow) with their uniform bottoms. These shirts can only be purchased at Bancroft Uniform.

### **TOPS:**

**Colors:** gold, white, navy blue or light blue (SOLID COLORS - NO PATTERN SHIRTS OR T-SHIRTS).

**Types:** collared button down shirts or polo shirts, turtlenecks, sweater vests, Anna Yates sweat shirts, or Anna Yates T-shirts.

### **BOTTOMS:**

**Colors:** navy blue or khaki colored (SOLID COLORS ONLY).

**Types:** pants, walking shorts, skirts, skorts, jumpers, Capri-pants, corduroys, Anna Yates sweat pants.

### **SHOES:**

Students must wear closed toe and heel shoes for safety. Boots should be worn below the knee.

### **HATS/SCARVES:**

Students may wear baseball hats outdoors for sun protection. However, baseball hats are not allowed indoors. Ski hats can be worn indoors and outdoors during cold weather. Girls may wear stylish scarves during a “bad hair” day or when they are in the process of taking down or putting in braids.

### **INAPPROPRIATE UNIFORM-GRADES K-8:**

1. **Black uniform shirts or bottoms are not the uniform colors.**
2. No denim of any kind, except jackets. Students should not wear jean pants, jean shorts, jean jumpers, etc.
3. Athletic Wear - Students can only wear sweat pants and shirts that are solid in color (navy blue). Athletic wear that are highlighted with stripes, NBA logos, and designer logos. Basketball, football, hockey, or any sports jerseys are not allowed and are not a part of the school uniform.
4. Pants that have writing on the bottoms (buttocks area) of pants are not acceptable.

### **Free Dress Days-Grades TK-8:**

Free dress days are scheduled on the last Friday of each month and during the last week of school. Students are expected to dress in appropriate uniform attire.

### **Inappropriate Free Dress Attire -Grades TK-8:**

1. Saggy/Baggy jeans or oversized t-shirts
2. Open toe shoes, sandals, heels, slippers, mules, shoes with wheels, and boots that meet or extend the knees

3. Clothing depicting drugs, alcohol beverages, tobacco, violence, bullying, or ethnic/racial slurs
4. See-through, halter, half or spaghetti strap tops
5. Beach or summer clothing such as short shorts, tiny mini-skirts or tank tops
6. Pajama pants or tops

**\*\*To prevent student injuries during recess and physical education students should not wear long acrylic nails, big bangles, large earrings, and boots that meet or exceed the knee.**

## ATTENDANCE

Regular attendance is essential for school success. Please be aware that the school takes chronic unexcused absences very seriously. It is the student's legal guardian's responsibility (along with the student's) to ensure that the student arrives to school on time every day. Every absence or tardy must be accounted for by the teacher. A student must return with an absent note when returning in order for the absence to be excused, pending the reason for the absence. You can also email the office at [marcia.parham@emeryusd.org](mailto:marcia.parham@emeryusd.org). A doctor's note is required for absences due to illness that are 3 days or more. Whenever possible, medical and dental appointments should be made outside of school hours. **It is the responsibility of the student/family to complete missed assignments.**

### Clearing Absences and Tardiness:

Students who are absent from school are required to have a note with them upon return. Parents may also call the school to provide information about their child's absence. All notes and calls must contain the following information:

1. First and last name of student
2. Teacher's name
3. Date(s) of absence(s)
4. Specific reason for absence
5. Daytime telephone number where a parent can be reached
6. Parent's signature

### Please note:

1. **Every 3 unexcused absences = a letter will be mailed home**
2. **After 6 unexcused absences = a SART meeting will occur with the Principal**
3. **After 9 unexcused absences = parents may be required to appear before a School Attendance Review Board (SARB) at the Emeryville Police Department.**

**Definition of Excused Absence:** The teacher will allow a student to make up the work during an excused absence; to the extent it is possible. Students will have the same number of days that they were absent from school to make up their work. Education Code 48205 states that:

Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
7. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

***The reasons listed above are the only absences that will be marked as excused.***

**Definition of Unexcused Absence:** Listed below are the most common reasons given for absences which will be considered as unexcused.

1. Family vacations and extended weekend trips
2. Oversleeping
3. Cutting school
4. Car trouble
5. **Any absence considered excused which is not cleared by a parental or doctor's note within 48 hours of returning to school.**

**Early Dismissal:**

There will be no verbal permission given to students for an early dismissal. A request to have a student excused from class early should be:

Elementary and middle school students are not permitted to leave campus before dismissal without a legal guardian or person(s) on emergency card formally signing the student out from the and taking the student with them.

To ensure students' safety, please adhere to the following procedure for early pick-up.

- The student will remain in class until the office notifies the teacher that the parent has arrived in the main office to pick up the student.
- The parent or authorized person picking the student up must report to the main office to sign the student out. Students may not be picked up at the exit doors or in front of the school.

**Tardy:**

Students are tardy if not seated and ready to work by 8:30am.

**Independent Study:**

Independent Study is an optional educational alternative for students who are out of school for a minimum of 5 days and a maximum of two weeks. Parents must inform and request an Independent Study Contract from their child's classroom teacher at least two weeks in advance of the child's departure. Parents/guardians will get a call from the school Office Support Specialist or the classroom teacher if the Independent Study Contract is denied.

Parents are responsible for ensuring students complete the work assigned in the contract. Grades and attendance are negatively impacted when the Independent Study Contract is not completed thoroughly and/or turned in to the classroom teacher or main office by the completion date.

Please contact the Principal if an extended Independent Study Contract is requested.



## **SCHOOL SERVICES**

### **Library:**

The Anna Yates library is for the enjoyment and use of all students and staff. The library hours are Monday, Tuesday, Thursday and Fridays from 8:00 a.m. to 3:00 p.m. The librarian is available daily, outside of library instruction time to assist students in finding books and other materials which students might need. Materials may be checked out for a two-week period with the privilege of renewal, unless on reserve for a class or in demand for use by other students. To ensure that all students benefit from this facility, library rules are:

- No food or drinks allowed
- Keep the noise level down
- Take proper care of all library materials
- Return all library materials on time

### **Lost and/or Damaged Books:**

According to Education code section 48904(b), the parent or guardian of a minor shall be liable to a school district for all property belonging to a school district loaned to the minor and not returned upon demand of an employee of the district authorized to make the demand. This includes library materials. Students must pay for damaged and/or lost library and textbooks. If a book is lost or stolen, it must be paid before a new copy is issued to the student. If a book is found within the school year, students may get a refund upon presenting a receipt. Report card and student files will be put on hold until payment is taken care of.

### **Health Services:**

Students who become ill will report to the **office** with a pass from their teacher. Arrangements will be made with the legal guardian/family member for the student to be picked up. Under no circumstances should the student leave campus without permission. If a parent cannot be contacted and school officials deem it an emergency, 911 will be called to obtain medical assistance.

### **Medication:**

**We do not encourage students having medication at school, but if your child is under the care of a physician and must take medication for a specific medical diagnosis or condition, we wish to assist you as needed. A medically untrained person most often performs this function.** Consequently, it would be best, with the help of your physician, to work out a schedule to give medication outside school hours. All medication brought to school must be stored in the office and be administered only after the district medical permission form is completed and on file. Children are not permitted to have medication in their possession at school. This practice provides for the safety of all students on campus. The only exception is when a student's well-being is in jeopardy unless the medication, such as an inhaler for asthma, is carried on his/her person. In compliance with *California Education Code 49423*, when an employee of the school district gives medication to a student, the employee must be acting in accordance with the written directions of a physician and with the written permission of the child's parent or legal guardian. These authorizations must be renewed whenever the prescription changes and at the beginning of each school year. The prescription label on the container is not acceptable as a physician's statement.

To recap:

1. Medication must be brought to school by the parent or adult representative.
2. Medication must be brought to school in the original pharmacy container.

3. The district medical form must be renewed whenever the prescription and/or dosage changes and at the beginning of each school year.
4. Parent or adult representative must pick up unused medication at the end of the school year or when the medication order expires. Unclaimed medications will be disposed of safely.
5. Medication must be stored in the office. Medications stored in classrooms or backpacks are not permitted
6. Medication that needs to be carried by a student for emergency use, such as an asthma inhaler or Epipen, is permitted only if the district medical form is completed and on file in the school office.
7. Over –the-counter medication must be approved by the district nurse and stored in the main office.

**Lost and Found:**

Lost and found articles will be kept in the atrium next to the main office. Lost books may be found in the school library. Students may look for lost articles before or after school and during recess.

**Phone calls and messages:**

Students shall not be called from classes for phone calls, except in emergencies. Students may only use the office phone with permission given by office staff. Students are permitted to use the classroom telephones during emergencies and with the permission of their teacher.

## **SCHOOL CELEBRATIONS**

### **Gifts:**

We understand the importance of recognizing a special day or event for our students, but receiving gifts at the school is not permitted as it disrupts the learning environment. Should flowers, balloons, etc., be received at school for delivery to a student, they will be sent to, and held, in the main office. Deliveries of gifts will not be made to the classrooms. Students may pick up gifts in the office at the end of the school day. Students are not allowed to walk around campus with balloons or bouquets during the normal school hours.

### **Birthday Parties:**

Birthday parties are not permitted at Anna Yates Elementary– there are no exceptions! Birthday parties take away from instructional time and encourage sugar junk foods. Cupcakes, cake and sugar treats are not allowed at school and cannot be distributed to students on campus. Students can bring goodie bags to the main office (please leave out small toys and candy) for the teacher to distribute at the end of the day. Please inform your child's teacher in advance.

\*\*\*School-wide notices will be sent home to inform families of special celebrations (ex: The end of the year classroom parties).\*\*\*

# ACADEMIC POLICIES

## **Grading Policies: Elementary School**

Students earn academic grades based on the timely completion of class work, homework, projects, assessments and class participation. Work/Study Skills and Social Growth/ Life Skills grades are determined by the student's work and study habits as well as their behavior.

Academic Rubric: **4** (excellent progress toward year-end standard), **3** (good progress toward year-end standard), **2** (satisfactory progress toward year-end standard), **1** (limited progress towards grade level standard)

Work/Study Skills Rubric: **E** (Excellent), **G** (Good behavior), **S** (Satisfactory), **N** (Needs improvement), **U** (Unsatisfactory)

Social Growth/Life Skills Rubric: **E** (Excellent), **G** (Good behavior), **S** (Satisfactory), **N** (Needs improvement), **U** (Unsatisfactory)

There are several formal opportunities for families to meet with teachers regarding their child's academic and social growth. Family Conferences are one way in which families can dialogue with teachers regarding academic and social growth. Families can also contact teachers via email or the main office to schedule an appointment.

## **Grading Policies: Middle School**

Middle School grades will be determined based on the level to which you prove you have learned the grade-level standards and key concepts instructed by the teacher. Level of mastery will be determined through four types of work: culminating projects (ex. multi-step essays, presentations, major projects), summative assessments (ex. unit tests), formative assessments (ex. quizzes, short answer questions) and classwork.

## **Grading Scale & Weighting: Middle School**

All Emery teachers will use the following grading scale:

A+	97 – 100	
A	93 – 96	
A–	90 – 92	<b>A</b> = Exceeds course level mastery
B+	87 – 89	
B	83 – 86	
B–	80 – 82	<b>B</b> = Meets course level mastery
C+	77 – 79	
C	73 – 76	
C–	70 – 72	<b>C</b> = Approaches course level mastery
D+	67 – 69	
D	63 – 66	
D–	60 – 62	<b>D</b> = Does not meet course level mastery
F	0 – 59	<b>F</b> = Far from meeting course level mastery

### **Homework/Study Time**

Homework provides students an opportunity to practice what has been taught in class. It is also an excellent opportunity for parents to dialogue with their child about what they have learned and areas of challenge. To ensure student success during homework time, parents and guardians should assume responsibility and make sure that students have a quiet, designated area for study. We strongly encourage families to structure mandatory reading/study time each night regardless of whether or not homework is assigned.

Mandatory homework Mon-Thurs (teacher's discretion on Fridays and school breaks) K-3<sup>rd</sup> graders: at least 30 minutes of homework per night  
4<sup>th</sup>-6<sup>th</sup> graders: at least 60 minutes of homework per night  
7<sup>th</sup>-8<sup>th</sup> graders: at least 60-80 minutes of homework per night

### **Student Planners (4<sup>th</sup> -8<sup>th</sup>)**

Students in grades 4-8 are required to use the Student Planner provided by the school. The planner provides a consistent place for students to record their homework. The planners are designed to help students with organization and allow families to view the homework assignments and read and write notes to teachers. Please contact the main office if your child misplaces their Student Planner. A new copy of the Student Planner will be issued for a fee of \$5.00.

### **Student Success Team (SST):**

The Student Success Team meets once a week to discuss concerns around students' academics and/or social skills. The SST is comprised of teachers, school psychologist, speech therapist, principal and the student's parents/ legal guardians/family. Classroom teachers recommend students for SST based on the need.

### **Retention:**

General education students who do not make the academic progress expected during the school-year will be scheduled for an SST. Parents/legal guardians will be notified of their child's retention status on the second trimester report card.

### Academic Recognition

<b>GPA (Overall)</b>	<b>Criteria</b>	<b>Recognition – In effect 3<sup>rd</sup> trimester reporting period</b> Students are permitted to participate in all school activities.
4's or A's	4's in ALL Academic, Life Skills and Work/Study Skills (for at least one trimester)	<b>SCHOOL HONOR ROLL</b>
3's & 4's or A's & B's	3's and 4's in ALL Academic, Life Skills and Work/Study Skills (for at least one trimester)	<b>CLASS HONOR ROLL</b>
	E/G or A/B grades only	<b>LIFE SKILLS/CITIZENSHIP HONOR ROLL</b>
	Daily Attendance	<b>PERFECT ATTENDANCE</b>

### Academic Concerns

<b>GPA (Overall)</b>	<b>Consequence – In effect at each trimester/Quarter reporting period</b>
2's or C's	<ul style="list-style-type: none"> <li>√ SST (If determined by the teacher or principal)</li> <li>√ Inter-District Transfer (IDT) Permit Re-Evaluated</li> <li>√ Possible Learning Center Support</li> </ul>
1's or D/F	Students are not permitted to participate in extra-curricular, non-academic after school activities if they receive a majority grade of "1" on progress reports or report cards
1's or D/F	<ul style="list-style-type: none"> <li>√ SST (If determined by the teacher or principal)</li> <li>√ Possible Learning Center Support</li> <li>√ Inter-District Transfer (IDT) Permit Re-Evaluated</li> <li>√ Grade Level Retention</li> </ul>

### Trimester Report Cards & Progress Report Dates

<b>Report Cards &amp; Progress Reports</b>	<b>Dates</b>
Progress Report #1	9/29/2017
<b>Report Card 1</b>	11/17/2017
Progress Report #2	1/26/2018
<b>Report Card 2</b>	3/16/2018
Progress Report #3	5/4/2018
<b>Report Card 3</b>	6/15/2018

### Middle school

Throughout the school year, students receive four progress reports, two quarter report cards, and two semester report cards. Please see the grading period and semester finals dates below.

- Progress Report Period 1 End Date: October 7
- Quarter 1 End Date: October 28
- Progress Report Period 2 End Date: December 16
- Fall Semester End Date: January 27
- Progress Report Period 3 End Date: March 17
- Quarter 3 End Date: April 7
- Progress Report 4 End Date: May 8
- Spring Semester End Date: June 15

## **STUDENT DISCIPLINE**

Our goal at Anna Yates is to maintain a positive learning environment where both students and staff can focus on teaching and learning. Lions are expected to **Be Respectful, Be Responsible, and Be Safe!** As a school community we want our students to thrive academically as well as socially emotionally be successful as we prepare them for high school graduation, college, and 21st Century Skills. Examples of how we as a community can follow the 3 BE's:

### **BE RESPECTFUL**

- Use kind words with your peers and staff. NO DESTRUCTIVE LANGUAGE.
- Treat AY scholars and staff the way you would want to be treated
- Consider the impact of our actions on others and the environment
- Be solution oriented when faced with an obstacle
- Take care of school property and keep our school beautiful

### **BE RESPONSIBLE**

- Have a pass in the hallway
- Be on time to class and prepared to learn
- Follow directions and simple request
- Electronics are used without disruption or creating a dangerous situation

### **BE SAFE**

- Follow emergency procedures: fire, earthquake, and lockdown
- Walk calmly and in the right direction through the halls
- Keep hallways and classrooms free of debris
- Encourage your fellow scholars by being polite and positive

***The Discipline Policy covers students during the following times:***

1. while on school grounds;
2. while going to or coming from school;
3. while school is in session
4. during, or while going to or coming from, a school-sponsored activity.

### **Proactive Intervention:**

Student academic achievement is our goal and the responsible and respectful presence of a student in the classroom is key. We will use a variety of resources and strategies such as school- based counseling, parent teacher conferences, parent shadow, phone calls, conflict mediation, and support plans to ensure behavior concerns do not interfere with the learning process.

### **Discipline Referrals:**

Both students and teachers have the right to an orderly and respectful classroom. Disruptive students will receive a warning for disruptive behavior. If a second warning is warranted, students may sit in a designated area in the classroom for reflection and the teacher will check in with them. Teachers will also call parents for support. Students will be provided support to redirect the behavior. A referral to the principal will be the last resort.

#### Consequence:

- The student's parent/guardian will be called.
- In the case of severe behavior concerns, such as physical confrontation, gross insubordination or theft, a student will be receiving a referral immediately.
- Suspensions will always warrant a parent conference upon return to the school.
- The principal will take any further action as necessary.

### **Digital/Electronic Devices**

Digital devices that belong to the students should not be visible on the school campus and during the hours of 8-3p.m. These digital devices include cellphones, iPads, Tablets, headphones, gaming devices, etc. Anna Yates is not responsible for lost or stolen devices.

#### Consequence:

- Confiscated devices will be held in the main office until the end of the day and parents may be required to pick it up.

### **Food, Drink**

Students are encouraged to eat healthy snacks in the classroom during a time determined by the teacher. Food and drinks are not allowed on the yard at any time to help keep our school safe, clean and beautiful. Students should use the water fountains on the main yard for drinking during recess and P.E.

### **Hall Passes**

**Students must have a pass in the hallways at all times. Passes will not be given out during the first or last 15 minutes of class.** Students found out of class without a hall pass will be sent to the office to notify the teacher. Students who are found repeatedly without a pass will be counseled and parents will be contacted.

### **Hate Crimes**

Hate Crime is discrimination based on race, gender, national origin, sexual orientation and/or religion. Hate crimes or any unwelcome physical, verbal or written statement or adverse conduct are not allowed.

#### Consequence:

Any student who engages in hate crime against anyone in or from the district will be subject to disciplinary action up to and including expulsion.



## **Litter**

Students are expected to clean their own garbage and use trash receptacles. We share a common space and should show respect for ourselves by respecting our environment.

## **Sexual Harassment**

Sexual Harassment is any unwelcome physical, verbal or written word or statement, or adverse conduct, which threatens student status, personal well-being, an employee's or student's job security, professional advancement, salary, benefits, work or class assignment, or other conditions of employment. Any incident should be reported to staff members immediately.

### *Consequence:*

- Any student who engages in sexual harassment of anyone in or from the district will be subject to disciplinary action up to and including expulsion.

## **Bullying**

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

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

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

(cf. [5136](#) - Gangs)

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

(cf. [5145.7](#) – Sexual/Gender-Based Harassment)

(cf. [5145.9](#) - Hate-Motivated Behavior)

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

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

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

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

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

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

(cf. [1400](#) - Relations Between Other Governmental Agencies and the Schools)

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

### **Bullying Prevention**

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

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

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

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

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

(cf. [6142.8](#) - Comprehensive Health Education)

(cf. [6142.94](#) - History-Social Science Instruction)



**Have a great year!**

**Go Lions!!!!!!**

