

Dunsmuir Joint Union High School District

2020/2021



# Employee Handbook

Ray Kellar, Superintendent/Principal

Joint Union High School District

5805 High School Way

Dunsmuir , CA 96025

[www.dunsmuirhigh.k12.ca.us](http://www.dunsmuirhigh.k12.ca.us)

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The purpose of this handbook is to provide the staff with a document that lists and explains current procedures and guidelines for the day-to-day operation of the school. It contains many of the legal requirements and Dunsmuir Joint Union High School District Board mandates that affect us all. It is important that every staff member be informed and adheres to the established procedures set forth for Joint Union High School District. Nothing in this Handbook supersedes or takes precedence over any negotiated employee contract. You may also access District Board Policies and Administrative Regulations for further information at any time on the web site [www.dunsmuirhigh@k12.ca.us](http://www.dunsmuirhigh@k12.ca.us). You will find the link under

District – Board of Trustees . Other pertinent information may also be found under the Human Resources tab on the web site. Make yourself familiar with the **Parent/Guardian/Student Information Guide** for all items dealing with student rights responsibilities, activities, and discipline.

Your cooperation in using this handbook will improve our overall efficiency, effectiveness and accountability. It is of utmost importance to me that staff members have clear, concise and accurate information in order to meet district and school goals as well as their job responsibilities. Toward this end, I will strive to provide you with on-going communication beyond this document in a timely and effective manner. Suggestions for improving the way we do business, meet student's needs, respond to parents and involve the public are welcomed and encouraged. You may at any time submit your ideas to me in writing or stop by and visit at your convenience.

Thank you for your cooperation and responses in advance. I am looking forward to working with all of you this coming year.

Sincere wishes for a successful year,

Ray Kellar

Superintendent/Principal, Dunsmuir Joint Union High School District

### **Non-Discrimination**

The DJUHSD is committed to all activities, policies, programs, and procedures to provide equal opportunity for all to avoid discrimination (including sexual harassment) against any person regardless of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, veteran status, marital status, familial or parental status, sexual orientation, or all or if part of an individual's income is derived from any public assistance program, or protected genetic information in employment. [www.eeoc.gov](http://www.eeoc.gov)

# **Dunsmuir Joint Union High School District**

## **Board of Trustees**

**Bob Saltzgaver-President**

**William Townsend-Clerk**

**Mariella Hines**

**Jean E. Rogers**

**Jeremiah LaRue**

## **School Administration**

**Ray Kellar, Superintendent/Principal**

**Kim Vardanega, CBO/Administrative Assistant**

**Kurt Champe, Lead Teacher**

## **District Motto**

*"Paving the Way to Responsible Citizenship"*

## **Mission Statement**

The Mission and Vision of Dunsmuir High School is to provide a comprehensive, rigorous and innovative education. We strive to empower students to think critically as well as obtain and analyze information to effectively synthesize solutions for life's challenges and complexities. Students graduate from Dunsmuir High School inspired to continue learning and motivated to become responsible citizens who contribute positively to society.

DUNSMUIR JOINT UNION HIGH SCHOOL DISTRICT 20-21

Board approved 2/12/20

	Mon	Tue	Wed	Thu	Fri	
12-Aug	10	11	12	13	14	10-11-Aug Teacher Inservice
to	17	18	19	20	21	12-Aug First Day of Classes
4-Sep	24	25	26	27	28	28-Aug TWD
	31	1	2	3	4	18
7-Sep	7	8	9	10	11	7-Sep Labor Day Holiday
to	14	15	16	17	18	11-Sep TWD
2-Oct	21	22	23	24	25	21-Sep No School-available for emergency
	28	29	30	1	2	18
5-Oct	5	6	7	8	9	12-Oct Admission Day (In Lieu) Holiday
to	12	13	14	15	16	16-Oct TWD - Homecoming TBD
30-Oct	19	20	21	22	23	23-Oct TWD
	26	27	28	29	30	19
2-Nov	2	3	4	5	6	11-Nov Veteran's Day Holiday
to	9	10	11	12	13	
27-Nov	16	17	18	19	20	23-25-Nov. No School-available for emergency
	23	24	25	26	27	26-27 Nov Thanksgiving Holidays
30-Nov	30	1	2	3	4	4-Dec TWD
to	7	8	9	10	11	17-18 Dec Finals
25-Dec	14	15	16	17	18	21-23-Dec No School-available for emergency
	21	22	23	24	25	24-25-Dec Christmas Holidays
28-Dec	28	29	30	31	1	28-30-Dec No School-available for emergency
to	4	5	6	7	8	31-Dec 1-Jan New Year's Holidays
22-Jan	11	12	13	14	15	4-Jan No School Teacher Inservice
	18	19	20	21	22	15-Jan TWD
25-Jan	25	26	27	28	29	18-Jan ML King Day Holiday
to	1	2	3	4	5	5-Feb TWD
19-Feb	8	9	10	11	12	8-Feb Lincoln's Day Holiday
	15	16	17	18	19	15-Feb Washington's(President's) Holiday
22-Feb	22	23	24	25	26	
to	1	2	3	4	5	5-Mar TWD
	8	9	10	11	12	8-Mar No School-available for emergency
19-Mar	15	16	17	18	19	19
22-Mar	22	23	24	25	26	
to	29	30	31	1	2	(Spring Break)
16-Apr	5	6	7	8	9	29-Mar to 5-Apr No School-available for emergency
4/4 Easter	12	13	14	15	16	14
19-Apr	19	20	21	22	23	23-Apr TWD
to	26	27	28	29	30	
14-May	3	4	5	6	7	3-May No School-available for emergency
	10	11	12	13	14	14-May TWD
17-May	17	18	19	20	21	26-May TWD - Tiger Awards
to	24	25	26	27	28	31-May Memorial Day Holiday
2-Jun	31	1	2	3	4	2-3 June Finals June 3rd last day
						4-Jun Teacher Inservice
						4-Jun Graduation
						180 days

1st Q 16-Oct Sem 1 18-Dec  
3rd Q 12-Mar Sem 2 3-Jun

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## District Assessment Calendar

TESTS	DATES	GRADES
Annual CELDT	August 17 - October 22	9-12
Initial CELDT	August 17 - June 7	9-12
CA Physical Fitness Test	February 1 - March 17	9
PSAT/NMSQT	October 19	All 11, interested 9-10
Smarter Balanced Assessments	April 15 – May 31	11
EAP	April 8 – May 8	11

**CELDT – California English Language Development Test.** State and Federal law require Districts to administer a state test of English Language Proficiency (ELP) to:

1. newly enrolled students whose primary language is not English (Home Language Survey)
2. students who are English Learners as an Annual Assessment.

<http://www.cde.ca.gov/ta/tg/el/>

**CA Physical Fitness Test.** The physical fitness test (PFT) for students in California schools is the FITNESSGRAM®. The main goal of the test is to help students in starting life-long habits of regular physical activity. Students in grades five, seven, and nine take the fitness test. The test has six parts that show a level of fitness that offer a degree of defense against diseases that come from inactivity. The test results can be used by students, teachers, and parents.

<http://www.cde.ca.gov/ta/tg/pf/>

**PSAT/NMSQT.** College and Career Readiness benchmarks to support student success.

<https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10>

**Smarter Balanced Assessment.** The Smarter Balanced assessment system is a key part of implementing the Common Core State Standards and preparing all students for success in college and careers. Developed in collaboration with K-12 teachers and higher education faculty, these new assessments provide an academic check-up and are designed to give teachers better information to help students succeed.

<http://www.smarterbalanced.org/>

**EAP Early Assessment Program.** The Early Assessment Program (EAP) is a collaborative effort among the State Board of Education (SBE), the California Department of Education (CDE) and the California State University (CSU). The program was established to provide opportunities for students to measure their readiness for college-level English and mathematics in their junior year of high school, and to facilitate opportunities for them to improve their skills during their senior year.

<http://calstate.edu/eap/>

## **Student Learner Outcomes (SLO)**

### **Dunsmuir Joint Union High School District**

SLO's represent the most essential things that students should know and be able to do by the time they graduate. SLO's represent not only what students should know, but how they will approach their learning, and how they will relate that knowledge in the world around them. SLO's are embedded in courses that students take, and provide a focus and continuity for the students' learning experience.

- *Acquire knowledge to think conceptually and critically*
- *Listen effectively to decipher meaning, including knowledge, values, attitudes and intentions*
- *Effectively communicate ideas through multiple modalities*
- *Work independently and collaboratively in an open and responsive manner*
- *Make ethical and informed decision that benefit themselves and the community*
- *Actively participate in community through positive citizenship*
- *Develop positive practices that promote physical and emotional well being*
- *Solve problems in both conventional and innovative ways*

# Instructional Minutes

## DUNSMUIR HIGH SCHOOL 2020-21

### **REGULAR BELL SCHEDULE** (385 minutes)

Monday – Friday

60 minute periods / 5 minute passing

	8:15	
Period 1	8:20 –	9:20
Nutrition	9:20 -	9:30
Period 2	9:35 –	10:35
Period 3	10:40 –	11:40
Lunch	11:40 –	12:15
Period 4	12:20 –	1:20
Period 5	1:25 -	2:25
Period 6	2:30 -	3:30

### **TEACHER WORK DAY** (265 minutes)

Special Schedule as scheduled/ announced

Special schedule as scheduled/announced  
40 minute periods / 5 minute passing

	8:15	
Period 1	8:20 -	9:00
Nutrition	9:00 -	9:10
Period 2	9:15 -	9:55
Period 3	10:00 -	10:40
Period 4	10:45 -	11:25
Lunch	11:25 -	12:00
Period 5	12:05 -	12:45
Period 6	12:50 -	1:30

### **FINALS SCHEDULE** (280 minutes)

Special Schedule as scheduled/announced

90 minute periods / 5 minute passing

	8:15	
Period x	8:20 -	9:50
Nutrition	9:50 -	10:05
Period x	10:10 -	11:40
Lunch	11:40 -	12:15
Period x	12:20 -	1:50

### **LATE START OPTION 1** (280 minutes)

Emergency

40-45 minute periods / 5 minute passing

	9:55	
Period 1	10:00 -	10:40
Nutrition	10:40 -	10:50
Period 2	10:55 -	11:35
Period 3	11:40 -	12:20
Lunch	12:20 -	12:50
Period 4	12:55 -	1:40
Period 5	1:45 -	2:30
Period 6	2:35 -	3:20

### **LATE START OPTION 2** (240 minutes)

Emergency

40/35 minute periods / 5 minute passing

	9:55	
Period 1	10:00 -	10:40
Period 2	10:45 -	11:20
Period 3	11:25 -	12:00
Nutrition	12:00 -	12:10
Period 4	12:15 -	12:50
Period 5	12:55 -	1:30
Period 6	1:35 -	2:10
Lunch	2:10 -	2:45

*Board approved 2/12/20*



# **Staff Phone Directory**

**Available to employees**

# **Emergency Phone List**

## **Available to Employees**

## SEMS Management Information

MANAGEMENT EMERGENCY OPERATIONS SEMS ASSIGNMENTS 2/12/20			
EOC DIRECTOR: Ray Kellar ALTERNATE: Kurt Champe	P.I.O.: Kim Vardanega	SAFETY OFFICER: Jeff Ogden Alternate: Alison Howard	LIAISON: Linda Ryan
OPERATIONS	LOGISTICS	PLANNING INTELLIGENCE	FINANCE/ADMINISTRATION
Coordinator: Ray Kellar Alternate: Jake Mekeel	Coordinator: Jeff Ogden Asst. by Maint. Staff	Coordinator: Arlene Dinges	Coordinator: Kim Vardanega
Communications Team: 1. * Alysia Garcia 2. ** Kim Vardanega 3. 4.	Food/Water/Supplies Team: 1. * Jeff Capps 2. ** Linda Ryan 3. 4.	Situation Status Team: 1. * Linda Ryan 2. ** Arlene Dinges 3. 4.	Recordkeeping Team: 1. * Sandy Richardson 2. ** 3. 4.
Search and Rescue Team: 1. * Jake Mekeel 2. ** Kurt Champe 3. 4.	Transportation Team: 1. * Jeff Ogden 2. ** Mike Hardin 3. Kurt Champe 4. Alysia Garcia	Documentation Team: 1. * Sandy Richardson 2. ** 3. 4.	Other: 1. * 2. ** 3. 4.
First Aid Team: 1. * School Nurse 2. ** Jeff Cannon 3. Alison Howard 4. Arlene Dinges	Other: 1. * 2. ** 3. 4.	Other: 1. * 2. ** 3. 4.	
Assembly/Shelter Team: 1. * Jeff Cannon 2. ** Alison Howard 3. Kurt Champe 4.			
Student Safety Officers: 1. * Sandy Richardson 2. ** Alison Howard 3. Kevin Luce 4. Jeremy Tacbas			
Maintenance/Fire Team: 1. * Jeff Ogden 2. ** Michael Hardin 3. 4.		* Team Leader * * Alternate Team Leader	

EMERGENCY OPERATIONS CENTER SEMS TASKS			
<b>INCIDENT COMMANDER OR EOC DIRECTOR:</b> 1. Open EOC 2. Establish communications with all Coordinators and PIO 3. Coordinate all functions during emergency 4. Responsible for overall policy decisions and coordination of all activities 5. Communicate directly with city, county offices or OES 6. Provide legal, risk and insurance advice – may call in legal council.	<b>PRINCIPAL INFORMATION OFFICER/P.I.O.:</b> 1. Collect information 2. Disseminate information to appropriate agency or contacts 3. Prepare media statements and Liaison with news media 4. Maintain direct contact with EOM Director	<b>SAFETY OFFICER:</b> 1. Recommend measures for assuring personnel safety 2. Act as field rep for Incident management Team. 3. Arrange for shelter. Direct utility shut-off's as necessary 4. Conduct perimeter patrols. 5. Control hazardous materials. 6. Direct teams as necessary.	<b>PUBLIC AGENCY LIAISON:</b> 1. Coordinate incoming agency reps. 2. Report to EOC Director 3. Maintain direct communication with PIO 4. Act as rep to County EOC when activated
OPERATIONS	LOGISTICS	PLANNING INTELLIGENCE	FINANCE/ADMINISTRATION
<b>Coordinator</b> 1. Coordinates all operations functions directed by EOC. 2. Establish tactics quickly. 3..Request resources from Logistics officer.	<b>Coordinator:</b> 1. Know availability of all resources, including blankets, cots, mechanical and maintenance supplies and other resources. 2. Provide equipment and facilities as directed by Operations Chief and Safety officer	<b>Coordinator:</b> 1. Collect, review and analyze data and information re occurrences. 2. Maintain situation status boards and update quickly. 3. Maintain communication with Operations Coordinator and Agency Liaison. Develop and present briefings	<b>Coordinator:</b> 1. Coordinate all financial/admin functions
<b>Communications Team:</b> 1.. Establish communication links via telephone, radio and computer and messenger. 2. Maintain log of all incoming/outgoing communications 3. Report all finds to operations coord.	<b>Food/Water/Supplies Team:</b> 1. Assess food preparation facilities for students and emergency team separately if possible 2. Assess supplies status: check water supplies, 3. Control conservation of water/supplies 4. Report all needs to logistics coord.		<b>Recordkeeping Team:</b> 1. Maintain records to assist in reclaiming costs -Financial -Purchasing -Personnel Control -Volunteers -Cost Recovery -Payroll -Insurance - Misc. Claims 2. Maintain communication with Planning Coordinator and Logistics Coordinator
<b>Search and Rescue Team:</b> <b>Always in teams of 2 or more</b> 1. Conduct damage assessments 2. Conduct rescue always in teams of 2 3. Transport injured to first aid station 4. Maintain communication with PIO and student release staff 5. Determine missing persons 6. Report all finds to operations coord.	<b>Transportation Team:</b> 1. Assess transportation needs 2. Report findings to logistics coordinator 3. Provide transportation from area by bus or other as directed by Operations Coordinator. 4. Maintain communication with PIO	<b>Documentation Team:</b> With assistance from Arlene Dinges 1. Fills out paperwork for RIMS reports 2. Maintain time logs 3. Complete after-action reports	
<b>First Aid Team: Nurse if available</b> 1. Set up first aid area – students separate from others 2. Bring supplies to designated area 3. Assess injuries and provide first aid 4. Prioritize injuries (triage) 5. Complete master injury report 6. Report all finds to PIO.			
<b>Assembly/Shelter Team:</b> 1. Set up secure assembly areas 2. Provide sanitation facilities, if needed 3. Provide shelter and feeding areas			
<b>Student Safety Officers:</b> 1. Provide secure place out of the way for students and with food water and sanitary provisions. 2. Obtain injury and missing persons reports from each teacher 3. Set up secure reunion area 4. Check student emerg. Cards for authorized releases 5. Complete and update release log	<b>Maintenance/Fire Team:</b> 1. Locate all utilities and turn off if necessary 2. Conduct perimeter control 3. Do Fire/Hazardous materials control 4. Assess spill/fire-fighting needs		* Team Leader * * Alternate Team Leader

## **General Information**

### **Confidentiality and Professional Integrity:**

It is expected that all staff and faculty recognize the confidential nature of student information and the importance of not engaging in gossip, complaining or conjecture as it pertains to any and all business. All faculty and staff are expected to maintain professional integrity, language and behavior at all times while representing the school district.

### **Keys and Classrooms:**

Staff can obtain their classroom or office keys from the Superintendent's Assistant, Kim Vardanega. You are not authorized to let anyone (students or adults) borrow your keys. Do not leave your keys where they can be easily stolen. Lost or stolen keys are to be reported immediately to the Superintendent and/or the Assistant, Ms. Vardanega. You must return your keys or make arrangements to keep your keys with the Superintendent at the end of the school year, end of employment or end of season employed. Please make sure that your classroom door is locked when you are not in the room. Students should not have free access to classrooms, equipment and school information without a teacher being present in the room. At the end of the work day, staff and faculty are required to turn off all lights, computer equipment and other machines and lock all doors.

### **Personal Phone Calls:**

If staff or faculty need to make a non-school related call within reason, they may do so during their prep period, or other non-class time as necessary.

### **Lost and Found:**

All personal items found are to be turned in to the school secretary, and put into Lost and Found

- Students should be directed to that office to claim lost articles
- Textbooks found should be turned in to the issuing teacher
- Keys that are found should be turned in to the Superintendent's Assistant

### **Office Machines:**

The copy and fax machines are for staff and faculty use only. Do not send students to make copies and do not make copies during your instructional time. The business machines are for official school business.

### **Extra-Duty Assignments:**

Supervision is required for the following events: Back to School Night, Student Showcased, Community Forum, Athletic Events, Prom and Graduation and any other events that may occur during the school year. The superintendent/principal shall be responsible for assigning extra-duty assignments. All assignments will conform to the conditions of any and all contracts. In addition, several other events throughout the year require staff and faculty attendance. **Please see the Dunsmuir High School Calendar of Events for details.** Such events include but are not limited to: Student Study Teams, Individual Education Plan meetings, parent conferences, School Performances and School Dances.

### **Facility Use:**

Meetings and special events must be scheduled with the Office staff. Sponsors of student groups and/or club advisors or parent groups who wish to use any of the rooms or outdoor areas on campus for meetings, rehearsals, practices, or other activities at any time **are required** to sign up with Ms. Vardanega to obtain a Building-Use Permit with at least one week advance notice. The activities are always to be carried on under the personal supervision of the responsible adult who is also employed by the school district.

**Campus Hours:**

The school building is open for business between 7:00am and 4:00pm Monday through Friday. As part of cost savings measures, these hours will be adhered to. Only events that have been approved and have a valid building use permit will be allowed access outside of these business hours.

**Repairs and Maintenance:**

Staff members need to notify the maintenance Director and/or District Assistant if there is a need for repair and/or maintenance of any equipment or building facilities. Teachers need to submit a request to Mr. Kellar or Mr. Ogden via e-mail or written request, with at least two weeks advance notice unless an emergency.

**Lending Equipment:**

No school equipment may be lent to any individual or any organization without specific permission from the Superintendent/Principal.

**Professional Development:**

Staff will report to school One Day before and One Day after normal school calendar days for Professional Development and training. There will also be scheduled Teacher Work Days throughout the school year for additional training and development opportunities. Other off campus and on campus opportunities may become available and will need advance approval by the Superintendent/Principal for staff attendance. Please try and plan at least two weeks in advance for any training or PD requests if at all possible.

**Teacher Service Day:**

All teachers are required to arrive at school as specified by the DJUHSD contract. (8am to 4pm daily) If teachers need to leave the campus during regular duty hours, they must notify the office in writing of the Superintendent/Principal in advance, as possible. All teachers are assumed to be on campus during the service day unless administration has been notified on the appropriate forms when at all possible.

**Staff Work Day:**

All staff members are required to arrive on time and stay until the end of their normally scheduled shift. (8am to 4pm daily) If staff members need to leave campus during duty hours, except for lunch time, must notify the office of the Superintendent/Principal. Adjustments to your daily schedule must have prior approval from the Superintendent/Principal.

**Staff Announcements:**

Staff announcements can be submitted to Mrs. Davis, School Secretary. Announcements will be made during 2<sup>nd</sup> period during the first 5 minutes of class. Announcements must be emailed and/or submitted no later than 4pm of the day before if at all possible.

**Staff Emergency Card:**

Each staff member must have on file with the Superintendent's Secretary and Emergency Card. These will be redistributed at the beginning of each year for updating. It is the responsibility of each staff member to maintain current and accurate information.

**Staff Lounge:**

The Staff Lounge is the location of all staff announcements that are appropriate and relevant to the applicable bargaining units or school business. This location is for all staff and faculty and is to remain a place of professionalism. All staff and faculty who use the lounges are expected to keep the areas clean and organized.

**Staff Mailbox:**

Staff mailboxes are located in the office. Staff and Faculty should check their boxes daily for announcements and other types of communication. Students and non-staff should be restricted from browsing and taking any items staff mailboxes.

## **Faculty Meetings/Teacher Work Days:**

Regular staff meetings and Teacher Work Days are scheduled for calendared Fridays of each calendar month of the school year. The meetings will be held from 2:00 – 4:00pm. All teachers are required to attend unless the Superintendent/Principal has excused them for emergency reasons, special assignments or extenuating circumstances. Teachers are responsible for all information disseminated.

## **Routine Communication:**

Email communication is the business norm for this campus and all staff and faculty are responsible for the information delivered by email. Staff and Faculty should check their email messages multiple times each day for important and necessary information. It is recommended all employees check their e-mail during non-working days as well, as communication is a vital part of our professional duties.

## **Administrative Regulation**

### **Equal Employment Opportunity:**

It is the policy of the Dunsmuir Joint Union High School District to enhance the quality of education and actively promote equal employment opportunities. The Board prohibits unlawful discrimination against and /or harassment of District employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age marital status, pregnancy, physical or mental disability, medical condition, veteran status, sex gender or sexual orientation, at any District site and/or activity. The Board also prohibits retaliation against and District employee or job applicant who complains, testifies or in any way participates in the District's complaint procedures instituted pursuant to this policy.

### **Americans with Disabilities Act (ADA):**

The District will provide reasonable accommodations for employees and applicants as required by the Americans with Disabilities Act. The Human Resources Department handles all known requests for reasonable accommodations.

### **Anti-Bullying Policy:**

Every student and staff member has the right to a safe and secure school environment, free of humiliation, intimidation, fear, harassment, or any form of bullying behavior. The District's Anti-Bullying Policy outlines expectations for student, staff, and community member behavior. Employees who witness incidents of bullying at school are required by this policy to notify the Principal or Principal's designee. A specific Bullying Incident Form is available to document such available incidents, although it is not required for reporting. DJUHSD employees should be familiar with the Anti Bullying Policy and participate, as appropriate, in creating a school environment free of bullying behaviors. (Refer to School Board Policy and Administrative Regulations)

### **Complaint Procedures:**

District complaint policy recommends that every attempt be made to resolve complaints informally and at the lowest level possible. Notifying supervisor of a concern before it becomes a complaint encourages resolution.

When an informal resolution is not possible, a formal complaint process is in place for parents, students, and community members, as well as for employees. A full detailing of District complaint procedures including Board Policy on Complaints and Administrative Regulations can be found in the office and on the Dunsmuir JUHSD web site at [www.dunsmurihigh.k12.ca.us](http://www.dunsmurihigh.k12.ca.us).

## **Use of Technology:**

All Personnel E 4040(a)

### **ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (EMPLOYEES)**

The Dunsmuir Joint Union High School District authorizes district employees to use technology owned or otherwise provided by the district as necessary to fulfill the requirements of their position. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all employees to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that employees may access through the system.

The district makes no guarantee that the functions or services provided by or through the district will be without defect. In addition, the district is not responsible for financial obligations arising from unauthorized use of the system.

#### **Definitions**

*District technology* includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

#### **Employee Obligations and Responsibilities**

Employees are expected to use district technology safely, responsibly, and primarily for work-related purposes. Any incidental personal use of district technology shall not interfere with district business and operations, the work and productivity of any district employee, or the safety and security of district technology. The district is not responsible for any loss or damage incurred by an employee as a result of his/her personal use of district technology.

The employee in whose name district technology is issued is responsible for its proper use at all times. Employees shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Employees shall not gain unauthorized access to the files or equipment of others, access electronic resources by using another person's name or electronic identification, or send anonymous electronic communications. Furthermore, employees shall not attempt to access any data, documents, emails, or programs in the district's system for which they do not have authorization.



Employees are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening, or disruptive
2. Disclose or in any way cause to be disclosed confidential or sensitive district, employee, or student information without prior authorization from a supervisor
3. Engage in personal commercial or other for-profit activities without permission of the Superintendent or designee
4. Engage in unlawful use of district technology for political lobbying
5. Infringe on copyright, license, trademark, patent, or other intellectual property rights
6. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission, changing settings on shared computers)
7. Install unauthorized software
8. Engage in or promote unethical practices or violate any law or Board policy, administrative regulation, or district practice

## **Privacy**

Since the use of district technology is intended for use in conducting district business, no employee should have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses within the jurisdiction of the district. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Employees should be aware that, in most instances, their use of district technology (such as web searches or emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by an employee on district technology does not create a reasonable expectation of privacy.

## **Personally Owned Devices**

If an employee uses a personally owned device to access district technology or conduct district business, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

## Records

Any electronically stored information generated or received by an employee which constitutes a district or student record shall be classified, retained, and destroyed in accordance with BP/AR 3580 - District Records, BP/AR 5125 - Student Records, or other applicable policies and regulations addressing the retention of district or student records.

## Reporting

If an employee becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the Superintendent or designee.

## Consequences for Violation

Violations of the law, Board policy, or this Acceptable Use Agreement may result in revocation of an employee's access to district technology and/or discipline, up to and including termination. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

**Employee Acknowledgment** Each employee who is authorized to use district technology shall sign this Acceptable Use Agreement as an indication that he/she has read and understands the agreement.

*I have received, read, understand, and agree to abide by this Acceptable Use Agreement, BP 4040 - Employee Use of Technology, and other applicable laws and district policies and regulations governing the use of district technology. I understand that there is no expectation of privacy when using district technology or when my personal electronic devices use district technology. I further understand that any violation may result in revocation of user privileges, disciplinary action, and/or appropriate legal action.*

*I hereby release the district and its personnel from any and all claims and damages arising from my use of district technology or from the failure of any technology protection measures employed by the district.*

## **Student Services**

### **Attendance:**

The respective School Secretary is in charge of the Attendance process. All records and record keeping related to attendance are provided, kept, and maintained by the School Secretary. All attendance reports related to attendance are generated in the School Secretary's office. This office maintains and is the repository of official eligibility rosters. If you have any problems or questions about your attendance records, please call the School Secretary at your site immediately.

### **Auxiliary Personnel:**

Psychologist, Counselor, College Options, School Nurse, speech therapist, STEAM Coordinator and other auxiliary personnel who provide direct or indirect services to students on a regular or intermittent or upon request are under the direction of the Superintendent/Principal. Referrals for services may be made directly to the Superintendent/Principal.

### **Cafeteria:**

The Cafeteria offers a full breakfast and lunch menu, and is open during breakfast (7:30am to 8:15am) and daily lunch periods. All students receiving breakfast or lunch will obtain their meal directly from the cafeteria and are expected to remain in the designated eating areas. Students, staff and faculty are also expected to place all trash and recycle items in the appropriate receptacle. There is a free breakfast and lunch program. Please encourage our students to complete and turn in their "Household Income Data Forms" at the beginning of each school year.

### **School Wellness Policy:**

Through the WIC Reauthorization Act of 2004, to further address growing concerns about childhood obesity, Congress established a requirement that each local educational agency that participates in the U.S. Department of Agriculture's (USDA's) school meals programs establish a local wellness policy. To this end, the following food items will not be provided to students by staff and faculty as incentives or for any reason during the school day:

- High sugar snacks, candy, etc.
- Soda, energy drinks, etc.
- Processed foods high in preservatives

### **College Options/Career Café Center:**

These offices are an extension of DHS services and are located in the High School upstairs facility in the Counselor's Office, College Options Office, Library and Computer Lab as necessary.

- ♦ College/Career/Employment information.
- ♦ Career awareness, interest surveys and aptitude testing.
- ♦ Scholarship and financial assistance information.

### **Library:**

The Library is open from 8:00 a.m. to 4:00 p.m. except when librarian is absent. Students must have a valid pass from their teacher to gain entry. Staffing of the Library is not full time and teachers will need to gain access as a class group and supervise students at all times outside of the regular hours.

### **Activities Director:**

The Student Activities Director is Mrs. Garcia. She and/or Mr. Kellar are the persons to see for questions regarding activities, how to start a club, or questions regarding student activities.

### **Student Emergency Card:**

Each student will have on file an emergency card in the Attendance office. The purpose is to assist in contacting parents/guardians and relatives of students in case of an emergency. Teachers should report to the site School Secretary any new telephone number (home or work) to facilitate parent/guardian contact.

## **Curriculum and Instruction**

Dunsmuir Joint Union High School District will provide curriculum and instruction that is based on California State Standards (Common Core). Every instructional minute will be used to the utmost in order to provide a high-quality instructional program with high expectations and support for every single student to be successful. Every lesson will be directly connected to California State Standards.

### **Freedom of Speech and of Academic Instruction:**

Students should feel confident that any relevant idea will be entertained seriously, that any relevant information based on experience or reading will be welcomed. Although students and teachers are covered under the First Amendment, the following activities and materials are not permitted on public school campuses:

- A. Partisan materials are those that are prepared to present one point of view and are distributed by interested groups for their own advantage.
- B. These materials may be in the form of pamphlets, newspapers, periodicals speeches, movies, exhibits, television programs, recordings, comic books, etc.
- C. No materials of this type may be used without the specific approval of the Principal.

Teaching about various religious views and systems is essential both in following the state standards and frameworks and to producing informed citizens. Instruction and curriculum must remain neutral among religions, and between religion and no religion. Students and staff are protected under the free-speech exercise clause of the First Amendment, but school administration may put time-, place-, and manner- constraints on religious activities.

### **The Use of Non-Print Instructional Materials/Film Policy:**

In order to enhance its instructional programs with the widest variety of appropriate teaching resources available, the Joint Union High School District encourages the use of non-printed materials including films, filmstrips, slides, audio tapes, videotapes, and internet resources to assist with instruction in its classrooms. The Board regulations procedures regarding the use of these materials apply to all schools and offices, to all employees who teach or assist in the instruction of students, and to all programs and services of the District. Videos, films, and movies not owned by the district or county office, may be shown without prior approval if they are rated "G" or "PG"; any others need parent/guardian permission slips.

### **Procedures:**

- A. Copyright laws are to be observed.
- B. Commercially produced materials, materials produced by the teachers which are acquired may be used provided that advance written permission is secured from the Principal. Permission will be granted if the material is appropriate for the approved curriculum. Forms are in back of this handbook and available from your Principal.
- C. Materials that are taped from radio, television, or recordings, may be used, provided that advance permission is secured from the Principal.  
Permission will be granted if the material is appropriate for the approved curriculum, meets State Standards and its use is within the constraints of United States copyright law. Please use the form provided. Exception: News broadcasts and current events programs intended for broadcasting to a general audience may be used without securing prior permission, provided that it is appropriate for the approved curriculum and supports State Standards.
- D. Audio-visual materials are to be used to supplement and enrich the instructional program, and will not be used for entertainment purposes. To ensure suitability for the students and for the approved curriculum, all material used must be previewed by the teacher.

## **Prohibited Instruction:**

The DJUHSD is committed to all activities, policies, programs, and procedures to provide equal opportunity for all to avoid discrimination (including sexual harassment) against any person regardless of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, veteran status, marital status, familial or parental status, sexual orientation, or all or if part of an individual's income is derived from any public assistance program, or protected genetic information in employment. [www.eeoc.gov](http://www.eeoc.gov)

## **State of California Education Code:**

8451- Instruction or Entertainment Reflection upon Citizens Because of Race, Color, or Creed

No teacher giving instruction shall reflect disparagingly in any way upon citizens of the United States because of their race, color, or creed.

8452 - Means of Instruction Reflecting Upon Citizens Because of Race, Color, or Creed

No textbook, chart, or other means of instruction adopted by the state, county, city, or city and county boards of education for use in the public schools shall contain any matter reflecting disparagingly upon citizens of the United States because of their race, color, or creed.

8453 - No publication of a sectarian, partisan, or denominational character shall be distributed or used for sectarian, partisan, or denominational purposes in any school, except that nothing herein shall restrict the development and use of school library collections. No sectarian or denominational doctrine shall be taught in any school.

8454 - Propaganda and Solicitations of Funds

(a) No bulletin, circular, or other publications of any character whose purpose is to spread propaganda or to foster membership in or subscriptions to the funds of any organization not directly under the control of the school authorities.

(b) No pupils of the public school shall be solicited by teachers, or others, to subscribe to the funds of, or work for, any organization not directly under the control of the school authorities.

(c) No instruction shall be given through lectures or other means unless the material contained in the bulletin, circular, or publication, or the purpose of the subscription or instruction has been approved by the California State Board of Education, or by the county board of education, or by the governing board of the school district in which the school is situated.

7851 -Training of Pupils in Morality and Citizenship

Each teacher shall endeavor to impress upon the minds of the pupils the principles of morality, truth, justice, patriotism, and a true comprehension of the rights, duties, and dignity of American citizenship, to teach them to avoid idleness, profanity, and falsehood, and to instruct them in manners and morals and the principles of a free government.

## **State of California Administrative Code:**

Title 5 -Education

24. Moral Supervision.

Principals and teachers shall exercise careful supervision over the moral conditions in their respective schools. Gambling, immorality, profanity, frequenting public pool rooms, the use of tobacco, narcotics, and intoxicating liquors on the school grounds, or elsewhere on the part of the pupils shall not be tolerated.

## **Benchmarks:**

Joint Union High School District administers three benchmarks in English Language Arts, math, science and social science. The benchmark results will be used to analyze student mastery of standards.

## **PowerSchool:**

Power School is our student information software program. Access and view most student information (demographic, grades, attendance, discipline, test results etc.) with Power School. Take attendance and record student grades in Power School.

## **Testing:**

Under No Child Left Behind (NCLB), all students are required to take standardized tests.

Students need to take these tests to show whether they have mastered the standards that they are expected to learn in each course and at each grade level according to the State of California. These tests are also an indication of academic performance level of our school. To that end, every person employed by Dunsmuir Joint Union High School District and every stakeholder in our community is responsible for student achievement.

## **California State University – Early Assessment Program (CSU-EAP)**

The EAP is a voluntary program designed to provide students, their families, and high schools with early signals about students' readiness for college level English and mathematics. Students must complete an essay for the English portion prior to the CST tests. Students must also answer addition 15 questions in the math and English portions of the CSTs.

## **CELDT**

The CELDT is given to newly enrolled students whose primary language is not English and to English learners as an annual assessment. The CELDT has three purposes: (1) to identify students who are limited English proficient; (2) to determine the level of English language proficiency of students who are limited English proficient; and (3) to assess the progress of limited English proficient students in acquiring the skills of listening, reading, speaking, and writing in English.

## **Benchmark Exams**

The Benchmark Exams are district and site specific formative assessments and are used to assess how students are doing toward achieving mastery of the California Content Standards. We will administer three benchmarks for 2014-2015

## **Graduation Requirements:**

Refer to current Board Policy.

## **General Information:**

The grading system exists to inform parents/guardians and students about the student's achievement in a particular subject. The teacher is the sole determiner of the final grade as described in Section 49066 of the California Education Code. Grades are issued at the quarter and at the end of the semester. Grades given at the quarter are for information only; grades given at the end of the semester are final grades that are recorded on the student's official transcript.

Teachers should keep in mind that the goal-centered curriculum is designed to allow each student to succeed. Course standards, which are to be consistent within the department, should be set so that if a student is properly motivated and working within his/her capacity, he/she will succeed. Students and families will be kept informed of student progress. Learning and evaluation are continuous; therefore, opportunity for grade improvement will be provided. It is important to recognize that there are two separate grades given -- "scholarship" and "citizenship." Documentation of grading is required and will be updated in Power School for family access every other Friday starting at the beginning of the school year. A classroom atmosphere should be provided whereby students have opportunities for continuous development and growth of desirable citizenship attributes as well as scholarship achievement.

## **Grading Requirements:**

Each teacher is to prepare grading requirements for each class, duplicate these requirements, and distribute them to every student on the first day of school and/or of attendance. Be specific. It is essential that each teacher have a system, understood by all and applied equally. These requirements are to be shared with families and delivered to attendees at Back to School Night.

The departments are to work with the Principal in developing and implementing consistent department grading standards. Recording grades is as important as having a grading system. Whenever a grade is challenged, the administration must apply the following from the Education Code, State of California: 49066:

(a)"When grades are given for any course of instruction taught in a school district, the grade given to each pupil shall be the grade determined by the teacher of the course, and the determination of the pupil's grade by the teacher, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.

(b)"No grade of a pupil participating in a physical education class, however, may be adversely affected due to the fact that the pupil does not wear standardized physical education apparel where the failure to wear such apparel arises from circumstances beyond control of the pupil. The determination of mistake, fraud, bad faith, or incompetence can only be determined by examination of the grading system used by the teacher applied to the recorded grades for all pupils in that class by the teacher. It is clear that the teacher with few exceptions, is the final determiner of grades and with that authority has the responsibility to use an understandable, complete, and fair grading system.

It is the responsibility of the teacher to make sure students are successful. Evidence of extra support offered, home visits, phone calls home, strategies for student improvement, appropriate classroom management and engaging lessons will be required before a failing grade will be entered. Failing students should be the last possible choice.

Grades which Impacts Eligibility and Requests for Grade Changes:

Teachers who request that the Registrar make grade changes in order to accommodate athletic eligibility need to consider the impact this can have on the student's individual welfare and on High School's academic program. Students are not mature enough to weigh the short-term gain of temporary eligibility against the academic challenges and achievement they will need to succeed in the future. Board/ District Policy (5097 – Students/Instruction) is clear on the requirements of a 2.0 grade point average and a 90% attendance rate for eligibility. The Registrar has been instructed to inform the principal if any teacher requests a grade change for athletic considerations. If a teacher has questions, they should be addressed to the Principal.

### **Notice of Impending Failure:**

Students and their parents/guardians must be notified of impending failure in any course. The teacher is responsible for issuing the Notice of Impending Failure to the student; the student is responsible for taking the notice home to the parent/guardian.

Report Cards: Report cards are issued four times during the school year.

### **Explanation of Scholastic Marks:**

A" Very High Achievement, Excellence

B" High Achievement

C" Moderate Achievement

D" Low Achievement

F" Course Objectives Not Met

"Inc"- Incomplete Work

## **Procedures for Unique Grades:**

### **Incomplete**

In extreme cases, a teacher may use the incomplete grade when judgment indicates that the student needs additional time to complete minimum course requirements. A written contract denoting time and objectives to be met should be agreed upon by teacher, student and must be approved by the Principal. If the student does not meet the time and objectives, the grade shall become the one predetermined by the teacher, and the grade must be recorded and placed on the student's Continuous Guidance Report to replace the incomplete. Copies of the written contract must be completed on or before the date the semester grade report is due and given to the student and appropriate school personnel as specified by the school administrator. Contract shall not exceed two weeks in duration. When the conditions of an incomplete contract are met, the teacher immediately is to make arrangements to see that a new grade is recorded on the Continuous Guidance Report.



## Operational Procedures and Policies

### **Absence (Staff):**

There are many reasons, including illness, for an employee to be absent from the job.

The need for a leave may vary from one day to an extended period of time. Since leaves fall into many categories with unique requirements, it is imperative that employees follow appropriate procedures. For example, when required or whenever possible, sufficient lead-time should be given to secure a substitute. Also, the person requesting a leave should acquaint him/herself as to whether the leave days are paid or not, and/or whether they are charged against the allotted yearly sick leave. Each contract specifically addresses the topic of leaves.

### **Requesting a Substitute and Reporting of an Absence:**

1. In case of absence due to illness or accident, employees shall notify the appropriate person as soon as possible, BUT NOT LATER THAN 6:30 AM OF THE DAY NEEDED AND NOT AFTER 9:00 PM THE NIGHT BEFORE except in the case of an emergency.
2. **IMPORTANT:** Do not assume if you leave a message on an answering machine or email that you will be covered for the day absent. If your message has not been confirmed by 6:30 am of the day of leave, please contact the alternate contact person as soon as possible.

### **(IF ALL ELSE FAILS, YOU HAVE A COPY OF THE SUBSTITUTE NUMBERS)**

3. If a teacher is going to be absent a second consecutive day or more, he/she needs to contact the appropriate contact or designee by 3:00 pm so that substitutes may be notified that they will be needed for additional days. If the employee is absent and no arrangements have been made, the substitute's services will be terminated without any notification from the regular employee. Inability to return to work on the following day shall require the employee to report again to the secretary or the designee of his/her intended absence.
4. Notification of an absence should be as far in advance as possible.
5. **Three (3) days of Emergency lesson plans should be on file in the office before the first day of the school year and updated if they are used.**
5. When a teacher knows that he/she is going to be gone, he/she shall leave his/her lesson plans and grade book in the office or make arrangements for family or friends to get the required materials to the office by 8:00 am of the day absent or the emergency plans will be used.
6. Grade books or a current list of students (as an emergency lesson plan) shall be on campus at all times.

### **Preparation for a substitute teacher:**

Lesson plans shall be left on the teacher's desk, placed in the teacher's mailbox, or left in the front office when a substitute is expected. They may also be e-mailed to Marci Davis or Kim Vardanega or faxed to the school at 235-0040. Lesson plans are essential. A substitute cannot be expected to do a job without them.

### **Helping substitute teachers:**

One of the most difficult assignments in education is that of a substitute. For this reason, teachers are expected to offer them assistance. The department personnel, in whose department the substitute is serving, shall provide assistance to the greatest degree reasonably possible. Feedback on substitute teacher services:

Substitute teachers are requested to complete a survey indicating their feelings about how the day went. Regular teachers have the opportunity to complete a survey on how they feel about services provided by a substitute. Forms are available upon request in the office of the Principal.

## **Teacher substitute:**

On occasion when a substitute does not show, the administration will request teachers on preparation period to cover a class. See Master Contract provisions.

## **Accident to Staff Member:**

Staff members are covered by Workers' Compensation Insurance for any injury that might occur while in the pursuit of their duties. As soon as possible, staff members must report to any injury no matter how slight. To insure protection, staff members must complete a required report within 24 hours should later complications arise.

## **Attendance Marking:**

Taking accurate attendance is very critical for three reasons: 1) Attendance record is a legal and confidential document; 2) Attendance determines our ADA (Actual Daily Attendance), which generates revenues for the district; and 3) some parents and students will challenge your attendance record in the Power School database. Please follow the following attendance taking procedures:

- Mark students "tardy" for all late students up to the 10th minute of the class.
- Send all students who arrived in class after the 10th minute without a valid excuse to the office.
- Mark all students tardy to class with "excused tardy" slip present.
- No students, including TA's are authorized to take attendance.

Extra-curricular absences-

- Teachers mark student absent per live body marking.
- Athletic Director and teachers (field trip) provides rosters to the Site Secretary.
- Site Secretaries mark attendance of the students.
- Athletic Director or teacher provides a list of students who are on the list that were absent from the trip or game.
- AD or teacher needs to provide the actual roster of students attending before they take off to the Site Secretary

## **Re-Admit:**

Students who are absent from class have a three-day grace period in which to obtain a re-admit slip from the Attendance Office upon their return to class. Parent/Guardians are urged to call the site secretary to expedite the readmit process when reporting their student absence. The Site Secretary will be verifying notes dropped off in the morning; re-admits will be ready for pick-up the following school day in most cases.

## **Early Dismissals:**

An early dismissal is a permit issued by the Attendance Office personnel upon verification for the student to leave campus for the following reasons: doctor/dentist/medical appointment, illness, family emergency, religious function, and/or discipline. All early dismissal notes will be verified. Students, who leave campus without an early dismissal or enter class 10 minutes after the tardy bell without a readmit, will be marked truant and subject to detention. There is no make-up work or tests given for any truancy. Students who have been absent from any class must present a readmit/ early dismissal slip within three-days of their return to class.

## **Extra-curricular Activity Absences:**

Extra-curricular activities are school-sponsored field trips: performing arts, academic, and athletic performances/competitions; FFA and FHA and student government- related events. Teachers will receive the official team roster and the official season schedule and work with the students to make up missed assignments/tests. The student is responsible for notifying the teacher about absences due to competition. The student is responsible for requesting assignments and completing them according to the teacher's timeline.

## Tardy / Truancy Policy:

Refer to Parent/Guardian/Student Guide

### Field Trip:

Any school trip or visit by Dunsmuir students away from the campus is considered a *field trip and must be aligned with California State Standards if the trip is scheduled during instructional hours*. You can pick up a field trip packet from the Site Secretary. The teacher is responsible for adhering to all procedures and deadlines if planning a field trip. If a teacher submits a field-trip request past the deadline for submission, he should understand that it might not be approved. **All transportation must be district approved.** Any exception must be specifically authorized in writing by the Principal. Teachers cannot assign students to drive other students on a field trip. A written statement detailing which teachers will cover any classes you might miss or, if applicable, the name of requested substitute must be submitted to the Principal. All Over-Night trips need an Itinerary listing the events of the trip, and have Board approval.

The field trip check-list must be followed accurately in order to meet district requirements.

### The following forms are required for each Field Trip

1. Field Trip Request Form (*Submit for Approval*)

Field Trip Office form for trips scheduled through that office

2. Field Trip Roster (*Submit for Approval*)

On day of trip - updated Field Trip Roster of all students and adults going on the trip should be submitted to the school office, provided to driver and forwarded to the School Principal.

3. Parent Permission for Student Field Trip form (*Carried by Teacher on Trip*)

### Methods of Transportation

1. **Bus** - Only buses licensed to carry school children can be used. Check with

Transportation Services for availability or a list of approved bus companies for rental information. Complete vehicle request form.

2. **Van** - Vehicles designed to hold more than 9 people, including the driver are not allowed regardless of the number of people riding. Nor will there be any secondary liability coverage by the district or their insurers for any such vehicles. Complete vehicle request form.

### Special Requirements

1. **Trips involving water or water activities including swimming or wading:** All

Certificated employees and adults associated with the trip are to be familiar with District policies/regulations related to "Swimming Activities" – See School-Sponsored Trips information section.

2. **Unusual Activities, water or high risk activities** (examples: rafting, snorkeling, rock climbing, skiing, etc.) a special parent waiver may be required. **(1)** Submit a copy of contract or waiver to the Superintendent for review and approval before signing.

**3. Out-of-State or Out-of-Country Trips:** To be forwarded to Superintendent **(Six Weeks prior to trip)** along with the Field Trip Request form: **(1) Completed** Out-of-State/Out-of-Country Form **(2)** pertinent information required for completion of the agenda item: reason for trip, itinerary, accommodation information including facility name, address, phone number, etc. and funding source for cost of trip and transportation. All Approved forms will be returned by the Superintendent.

### **Outside Guest Speakers:**

When a teacher decides that the purpose of instruction would be furthered by inviting an outside guest to address the class (s) he/she shall notify the Principal **seven (7) days in advance**. No speaker shall be scheduled until the general topic and the speaker have been approved. The guest speaker's topic must align with California State Standards.

**Teachers must notify the front office of any scheduled guests for their classrooms.**

### **Visitors:**

**No non-employee or non-student is allowed on campus without a visitor's pass.**

*No one will be issued a pass to visit a classroom or to be on campus without specific permission from the Principal.* Students will not be allowed guests on campus except in special circumstances. Teachers should refer all guests to the Principal's office. Teachers are not to allow non-registered students to remain in their classes.

### **Volunteer:**

Teachers, coaches, club sponsors, and support staff are responsible for an overwhelming number of duties that are essential inside and outside the class. Many parents/guardians and community members are very willing to provide valuable assistance to us if asked to do so. Board approval is necessary.

**Volunteer Guidelines** Teachers and other school staff who have volunteers to work with them are expected to follow these guidelines:

1. **Tuberculosis test prior to beginning volunteering.** This applies only to those who have regular, on-going contact with students.
2. A completed Application reviewed by the Principal that is signed and dated.
3. Education Code section 35021 provides "... that person required to register as sex offenders (or convicted of felony) **may not** supervise pupils ...or serve as non-teaching volunteer aides."
4. Volunteers shall act in accordance with district policies, regulations and school rules. At his/her discretion a staff member who supervises volunteers may ask any volunteer who violates school rules to leave the campus. Staff members must confer with the Principal regarding any such volunteers. The Principal shall be responsible for investigating and resolving complaints regarding volunteers. If there are any questions, the staff member should see the Principal.

## **Home and Hospital Teaching:**

Home and hospital instruction is extended to students who will be absent in excess of six weeks for long-term illness. The classroom teacher is not obliged to provide home or hospital instruction. This instruction, for which teachers are paid, is limited in scope. Home and hospital teaching is arranged by the Principal or Assistant Principal.

## **Campus Supervision:**

All members of the staff are responsible for campus supervision at all times. **Part of campus supervision includes teachers standing outside their classrooms during passing periods and before the first bell rings and after the last bell rings.** Each staff member must be vigilant. Staff members are responsible for reporting any situation that is in violation of school rules. Staff should call the Secretary to the Principal for assistance or to report an urgent problem. If necessary a incident report should also be completed and filed with the Principal's office. Students are not to be in any of the buildings after 4:00 p.m. unless under the direct supervision of a teacher/sponsor. Students should never be left to work alone after the teacher leaves.

## **Student Supervision:**

During class time, **no** students may be dismissed to other sections of the building or allowed to be in situations where teachers do not have direct supervision. **No staff member** should give students keys to the building for evenings or weekends at times when a responsible adult/school employee is not present. Under no condition may a class or students be dismissed early without specific permission from the administration. There shall be no exceptions to this rule.

## **Passing Period Supervision:**

All high school teachers are assigned to supervise the hallways by standing outside their doors during passing periods. If a problem occurs which requires additional help, teachers should call the Site Secretary.

## **First Aid:**

Any student who becomes ill is to be sent to either of the Site Secretaries with an escort or a pass. If a serious accident occurs, call an administrator to secure the services needed to help the student. The teacher will remain with the student until assistance arrives but not attempt to move a student who is seriously injured. The teacher must fill out the form Report of Student Accident, which is obtained from the Site Secretary, before leaving campus for the day.

## **911 Calls:**

Only the Site Secretary or Superintendent Secretary is to make a 911 call during school hours of operation. This policy will alleviate multiple calls to 911 and allow for one person to be the contact with emergency services personnel. If you have an emergency, contact the School Principal or designee immediately.

## **Intruder/Unauthorized Person on Campus:**

No one other than students and regular staff are allowed on the campus without a pass.

If staff members observe a person on campus whom they believe is a non-student, they should ask to see the Dunsmuir photo ID card or visitor's pass. If such identification cannot be produced, then that unauthorized person is to be told to leave the campus immediately or to go to the office of the Principal. If that individual refuses to cooperate, then staff member should notify the Principal. Give a description of the individual (i.e., male/female, ethnicity, description of clothing, hair color and length, and height, etc.). Persons loitering on campus must be reported to an administrative office.

## **Mandated Reporting**

### **Reporting Suspected Child Abuse and Neglect:**

All certificated employees are mandated CPS reporters. Child abuse must be reported by school staff if the staff person has knowledge of or otherwise observes a child within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse and/or neglect (Penal Code 11166[a]). Under the law, when the victim is a child (a person under the age of 18) and the perpetrator is any person (including a child), the following types of abuse must be reported by all legally mandated reporters:

- physical abuse, unlawful corporal punishment or injury;
- general and severe neglect;
- sexual abuse, sexual assault, sexual exploitation;
- Willful cruelty or unjustifiable punishment, emotional maltreatment.

Mandated reporters must make a report immediately (or as soon as practically possible) by phone to Siskiyou County Child Protective Service. **To report the suspected abuse of a child call 530-841-4200 during business hours or call the afterhours hotline at 530-842-7009.** The Suspected Child Abuse and Neglect Incident form must be completed and sent to CPS within 36 hours of receiving the information regarding the incident. Forms are available in the office.

If you are uncertain as to whether something should be reported and/or would like guidance in how to complete the reporting form, please consult an administrator, or school nurse. In every case, school policy mandates that the principal must be notified that a CPS report has been made.

### **Report Form:**

The Department of Justice form SS8572 Suspected Child Abuse Report is required. These report forms can be obtained from a Site Secretary or by accessing [http:// caag.state.ca.us/child abuse/forms.htm](http://caag.state.ca.us/child%20abuse/forms.htm).

### **Abuse Reporting Form:**

1. The reporting party should fill in the form completely, using the address and telephone number of their work site.
2. Submit one copy to the child protective agency to which the telephone report was made.
3. Submit one copy to the Principal within one working day to be maintained in a confidential file.

**NO OTHER COPIES ARE TO BE KEPT ON SITE OR FOR PERSONAL RECORDS.**

**The report will be typed.**

**For reports sent to Children's Protective Services,** the reporting party should receive a written response from the investigating social worker. The written response should be forwarded to the Principal

### **Confidential Mandates:**

Interviews at School: When a representative of Children's Protective Services deems it necessary, a suspected victim of child abuse or neglect may be interviewed at school.

The child is given option of being interviewed in private or selecting any adult school employee or volunteer aide to be present during interview. The purpose of having staff member at the interview is to lend support to the child and help him/her feel as comfortable as possible. The staff member cannot participate in the interview or discuss facts or circumstances of the case with the child, and is subject to confidentiality requirements. (Penal

Code Section 11174.3) Identity of Mandated Reporter: The identity of all persons who are mandated reporters who report child abuse or neglect shall be confidential and disclosed only among: agencies receiving or investigating mandated reports, the district attorney in a criminal prosecution or an action initiated under Welfare & Institutions Code Section 602 arising from alleged child abuse, counsel appointed pursuant to Welfare and Institutions Code Section 317 (c), county counsel or district attorney in a proceeding under Family Code Section 7800 or Welfare and Institutions Code Section 300, a licensing agency when abuse or neglect in out-of-home care is reasonably suspected, or when the mandated report(s) waive confidentiality, or by court order.

Reports of Suspected Child Abuse or Neglect: Required reports of suspected child abuse or neglect and the information contained in the reports are confidential and may be disclosed only to: persons or agencies to whom disclosure is permitted under Penal Code Section 11170(b). A violation of any of these confidentiality provisions is a misdemeanor punishable by up to six months in jail or by a fine of \$500.00, or both. (Penal Code Section 11167.5.)

Failure to Report: The mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect is guilty of a misdemeanor punishable by up to six months in jail or by a fine of \$ 1000.00, or both. (Penal Code Section 11166 (b)).

**Educators who fail to report may also risk loss of their license or credential (Education Code Section 44421.) In addition, a failure to report may result in personal civil liability. (Landeros v. Flood (1975) 17 Cal3d 399.)**

When two or more mandated reporters have knowledge of a known or suspected instance of child abuse or neglect, the telephone and written reports may be made by one person selected by mutual agreement. However, if the selected person fails to report, then the other person is responsible for reporting. (Penal Code Section 11166(f).) The reporting duties are individual. No supervisor or administrator may impede or inhibit the reporting duties and no person making a report shall be subject to any sanctions for making the report. Reporting possible child abuse or neglect to an employer, supervisor, principal, assistant principal, nurse, counselor, Coworker, or other person does not substitute for making a mandated report. (Penal Code Section 11166(g).)

**Immunity from Civil or Criminal Liability for Mandated Reporters:**

No mandated reporter shall be civilly or criminally liable for any required report. Any other person reporting known or suspected Child abuse or neglect shall not incur civil or criminal liability unless it can be proven that a false report was made and the person knew that the report was false or was made with reckless disregard for the truth or falsity of the report, in the event, the person is liable for any damages caused. (Penal Code Section 11172.)



## **Professional Adult/Student Boundaries**

### **Purpose**

The purpose of this policy is to provide all staff, students, volunteers and community members with information to increase their awareness of their role in protecting children from inappropriate conduct and failure to maintain appropriate boundaries by adults. All adults are expected to maintain professional, moral, and ethical relationships with students that are conducive to an effective, safe learning environment. The provisions of this policy apply to all district staff, volunteers and community members relative to their conduct with students (“adults”) in District schools and programs.

This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also boundary-blurring and grooming behaviors that undermine the professional adult/student relationship and can lead to misconduct or the appearance of impropriety.

### **General Standards**

The Governing Board expects adults to maintain the highest professional, moral and ethical standards in their interaction with students. Adults are required to maintain an atmosphere conducive to learning, through consistently and appropriately applied discipline and establishing and maintaining professional boundaries.

The interactions and relationships between adults and students should be based upon mutual respect and trust, and an understanding of the appropriate boundaries between adults and students in and outside of the educational setting. Relationships between adults and students should also be consistent with the educational mission of the schools.

Adults will not intrude on a student’s physical and emotional boundaries unless the intrusion is necessary to serve a legitimate educational purpose. For purposes of this policy, the term “legitimate educational purpose” includes matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration, or other purposes within the scope of the adult’s employment duties.

### **Appearances of Impropriety**

Adults are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other adults when interacting with students.

Even though the intent of the adult may be professional and there is a legitimate educational purpose for the conduct, the following activities can create the appearance of impropriety.

1. Being alone with an individual student out of the view of others;
2. Inviting or allowing individual students to visit the adult’s home;
3. Remaining on campus with student(s) after the last administrator leaves the school site; and/or
4. Visiting a student’s home unless home visits are a required and expected duty of the adult.



Whenever possible, adults should avoid these situations. If unavoidable these activities should be preapproved by the appropriate administrator. If not pre-approved, the adult must report the occurrence to the appropriate administrator as soon as possible.

### **Electronic Communications**

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic and other communications with students shall be for legitimate educational purposes only. Adults shall not maintain personal contact with a student outside of school by phone, letter, electronic communication, or other means (beyond legitimate educational purposes) without including the parent/guardian and/or school principal.

When available, District email and District communication devices shall be used when communicating electronically with students. The use of District email or other District communication devices shall be in accordance with District policies and procedures.

Adults shall not communicate with students, for any reason, through use of a medium that is designed to eliminate all traces or records of the communication (e.g. "Snapchat"). All electronic communications from coaches and advisors to team or club members shall concern only legitimate educational interests and shall be sent in a single communication to all participating team or club

members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the school principal.

Adults shall not follow or accept requests from current students or non-adult former students to be friends or connections on personal social networking sites and shall not create or participate in any networking site for communication with students other than those provided by the District for this purpose, without the prior written approval of the school principal.

### **Boundary Violations**

A boundary violation is an act or omission by an adult that does not have a legitimate educational purpose and has the potential to abuse the adult/student relationship. Examples of adult conduct that violate professional adult/student boundaries include but are not limited to the following:

1. Singling out a particular student or students for personal attention and friendship beyond the professional staff-student relationship.
2. For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships.

If a student initiates such discussions, adults are expected to refer the student to appropriate guidance/counseling staff. In either case, adult involvement should be limited to a direct connection to the student's school performance.

3. Addressing students or permitting students to address staff members with personalized terms of endearment, pet names or otherwise in an overly familiar manner.

4. Maintaining personal contact with a student outside of school by phone, e-mail, instant messenger or Internet chat rooms, social networking websites, such as Facebook, or letters beyond homework or other legitimate school business without including the parent/guardian. This prohibition specifically includes “friending” or “following” students on social media unless the social media page is dedicated to legitimate school business. This also specifically includes the posting of student images or other personally identifiable information of students on an adult’s personal website.
5. Exchanging personal gifts, cards or letters with an individual student for which it is directly or implicitly suggested that a student is to say or do something in return.
6. Touching students or initiating inappropriate physical contact without a legitimate educational purpose, i.e., initiating hugs. Legitimate purposes could include the following: (a) assisting an injured student; (b) assisting a student with special needs who requires assistance with toileting or other physical assistance; (c) appropriate coaching instruction; (d) appropriate music instruction; or (e) to protect the safety of students or staff.
7. Socializing or spending time with students (including but not limited to activities such as going out for beverages, meals or movies, shopping, traveling and recreational activities and visiting the student’s home) outside of school-sponsored events, except as participants in organized community activities.
8. Transporting student(s) in a personal vehicle in a non-emergency situation and without proper written authorization forms in advance.
9. Being alone with a student without a legitimate educational purpose.

### **Boundary Violations Constituting Serious Misconduct**

A boundary violation that constitutes serious misconduct is an act, omission, or pattern of such behavior by an adult that does not have a legitimate educational purpose; and results in abuse of the staff/student professional relationship.

#### **A. Romantic or Sexual Relationships**

Adults are prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student, regardless of the student's age.

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact;
2. Romantic flirtation, propositions, or sexual remarks;
3. Sexual slurs, leering, epithets, sexual or derogatory comments;
4. Personal comments about a student's body;
5. Sexual jokes, banter, innuendo, notes, stories, drawings, gestures or pictures;
6. Spreading sexual or romantic rumors;
7. Touching a student's body or clothes in a sexual or intimate way or in a manner that is not age appropriate;
8. Restricting a student's freedom of movement in a sexually intimidating or provocative manner;
9. Displaying or transmitting sexual objects, pornography, pictures, or depictions to a student; or
10. Any type of conduct that would be considered harassment under Board Policy.

## **B. Social and Other Interactions**

Adults are prohibited from engaging in social and other interactions with students which abuse the student/staff professional relationship.

Prohibited social and other interaction involving students includes, but is not limited to:

1. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose;
2. Furnishing alcohol, drugs or tobacco to a student, or being present where any student is consuming these substances;
3. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students;
4. Sharing personal secrets with a student;
5. Unnecessarily invading a student's privacy (e.g. walking in on the student in the bathroom);
6. Taking a student out of class without a legitimate educational purpose;
7. Giving a student a ride alone in a vehicle in a non-emergency situation without prior notification to and/or approval from the school principal as described above;
8. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations; or
9. Unnecessarily invading a student's privacy

### **Exceptions**

An emergency situation or a legitimate educational purpose may justify deviation from professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There may be circumstances where there is an appropriate pre-existing personal relationship between an adult and a student's family that exists independently of the adult's position with the District (e.g., when their children are friends). This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that adults may be involved in other roles in the community through civic, religious, athletic, scouting or other organizations and programs whose participants may include District students. This policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

### **Duty to Report**

An adult who observes or has knowledge of another adult's violation of this policy shall immediately report the information to the site supervisor. If the supervisor is the subject of the report, the adult will report instead directly to the Executive Director of Talent Management in Human Resources. The supervisor who receives a

report must document, in writing, the concern and provide a copy of the documentation to the District's Executive Director of Talent Management.

When an adult observes conduct by another adult that creates a reasonable suspicion of child abuse (including sexual abuse), the adult shall report the conduct to San Francisco's Family and Children's Services in accordance with state law and District policy and Administrative Regulation 5141.4 - Child Abuse Prevention and Reporting. (cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)

### **Investigation**

Whenever the District receives a report concerning a possible boundary violation, the site supervisor and the assigned Talent Management Director will conduct a prompt investigation utilizing the procedures for investigations of allegations of serious misconduct. The investigation shall include a review the full history of concerns relating to the subject of the concern/complaint.

Immediate intervention shall be considered and implemented when necessary to protect student safety and/or the integrity of the investigation.

### **Disciplinary Action**

Any employee who is found to have engaged in conduct in violation of law, this or other Board policy shall be subject to disciplinary action up to and including dismissal. In the case of a certificated employee, the employee may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

(cf. 4117.7/4317.7 - Employment Status Reports)

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

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline. A volunteer, student teacher, independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in District schools and programs for an appropriate period of time or permanently, as determined by the Superintendent or designee.

### **Confidentiality and Retaliation**

The District prohibits retaliation against anyone who files a complaint under this policy. Any employee who retaliates against any such complainant, reporter, or other participant in the District's complaint process shall be subject to discipline.

Reporting adults are specifically advised of the following:

1. Reporting adults are neither permitted nor responsible for investigating whether the conduct is inappropriate;
2. Reporting adults are required to maintain confidentiality.

Confidentiality protects both the student(s) and the adult who is the subject of the report. Failure to maintain confidentiality may impede the investigation and foster untrue and potentially harmful rumors. Nothing in this policy shall prevent any represented employee from consulting with his/her exclusive representative.

## **Discipline and School Rules**

The Dunsmuir Joint Union High School District Campus Community will work together to create a positive, productive, safe environment that will foster growth, responsibility and high educational expectations. Students are expected to know and comply with the standards of behavior in their classrooms, school and the Dunsmuir Joint Union High School

District. Students are expected to respond and follow directions of school staff including administrators, teachers, counselors, campus monitors/instructional aides, clerks, custodians and other support staff in the performance of their duties.

### **Rights and Responsibilities:**

#### **Students' Rights:**

- ♦To receive appropriate education program
- ♦To be informed about school and district rules and regulations pertaining to students.
- ♦To attend school and classes unless removed under due process as specified in the Education Code and District procedures.
- ♦To attend school in an academic and social climate that is free from fear and violence.
- ♦To receive fair and reasonable treatment from those who are responsible for enforcing standards for student contact.

#### **Students' Responsibilities:**

- ♦To be on time to each class, be prepared to work, bring required materials and assignments to class.
- ♦To be quiet and cooperative in class, remaining in seat and refraining from improper physical contact with others.
- ♦To behave in such a way that it does not disrupt the learning of others.
- ♦To refrain from cheating/plagiarism.
- ♦To refrain from personal grooming in class (including using lotions, lipstick, brushes, combs, etc.).
- ♦To bring appropriate information to school when absent or late.
- ♦To know and obey school rules and follow directions and requests of school personnel.
- ♦To be courteous and respectful to school staff, other students and the public.
- ♦To behave in such a way that it does not disrupt the learning of others.
- ♦To dress appropriately at school and at all school events.
- ♦To respect public and personal property.
- ♦ To keep the campus clean and to dispose of all litter/trash properly.

#### **Parents' Rights:**

- ♦To be informed of district policy and school rules and regulations related to your student.
- ♦To visit the school and participate in conferences with teachers or counselors regarding the academic and behavioral status of your student.
- ♦To inspect your student's records with the assistance of a certified staff member.
- ♦To be informed of significant facts and school action related to your student's behavior and academic progress.

#### **Parents' Responsibilities:**

- ♦To complete an emergency notification card that includes the name and phone number of another adult who can be contacted in the event of an emergency.
- ♦To be reachable by school staff during the day by providing current phone numbers to the school, (home, work, and emergency).

- ♦To cooperate with the school staff in helping your student when discipline, attendance or progress in school becomes a concern.
- ♦To assure that your student is in school and on time every day. To notify the school the same day of any absences stating the reason for your student's legitimate absence or when he/she must leave campus during the school day.
- ♦To phone or send a note immediately with the date and reason of absence.
- ♦To assist your student in being prepared for school by providing proper nutrition, adequate sleep, and a quiet place to study.

#### **Teachers' Rights:**

- ♦To expect students to follow established rules and behave in a manner which will not interfere with education for them or for other students.
- ♦To have the right to teach in an atmosphere where interruptions are held to a minimum.
- ♦To receive parental support related to academic and social progress of students.
- ♦To suspend students from class for misconduct within the limits of the law.
- ♦To be informed of a student's record of behavior when the student is administratively transferred for disciplinary reasons.
- ♦To receive administrative support when enforcing rules designed to provide an appropriate classroom climate.
- ♦To expect students to come to class with provided materials prepared to carry out activities as instructed.

#### **Teacher Responsibilities:**

- ♦To provide appropriate instruction following the course of studies designed to meet the individual needs all the students.
- ♦To communicate regularly with parents concerning the students progress. To notify the student and parents as soon as possible if the student is in danger of failing the course.
- ♦To conform to and model school rules and procedures, and to take appropriate action if students behavior is unacceptable.
- ♦To inform administrators and parents when students behavior is unacceptable.
- ♦To maintain a safe, well-organized classroom/school environment that is conducive to learning.
- ♦To be a positive and professional role model for students.
- ♦To show respect to all employees, pupils, and parents.

#### **Administrators' Rights:**

- ♦To expect students to behave in a manner which will not interfere with the educational programs and related student activities offered by the school.
- ♦To receive parental support to academic and social progress of students.
- ♦To receive support from all school employees and parents in maintaining campus control.
- ♦To assign detention, suspension, exclusion, and recommend expulsion within the limits of the law when appropriate.

#### **Administrators' Responsibilities:**

- ♦To be firm, but fair to students to ensure due process.
- ♦To inform staff, students and parents about school discipline standards and procedures.
- ♦To implement the campus discipline plan consistently and fairly.
- ♦To counsel with students and parents regarding disciplinary matters.
- ♦To establish and implement a plan to inform parents of any illegal absences.
- ♦To supervise efforts to maintain the academic standards adopted by the Board of Education.

♦To provide leadership that will establish, encourage and promote effective Standards Based teaching and learning.

♦To be a positive role model for the school and community.

## **Discipline Codes, Rules and Consequences:**

### **Disciplinary Referral Process:**

Take a pro-active and positive approach when dealing with student discipline. Create a positive, clear and effective classroom management policy and post them in a visible location in the classroom. The standard rule of thumb is to establish less than 5 classroom rules. In addition, create clear rituals and routines (Harry Wong) to create the best possible environment for student success. Establish parents/guardian communication at the beginning of the year, semester or student enrollment. Have a student conference(s) and parent conference before referring the student to the Principal. Follow the following process when you absolutely must send a student out. A referral to the Principal should be well after all classroom management steps have been followed.

1. Complete the disciplinary referral form. The Principal will not see students without a disciplinary referral.

a. Write the student Last Name and First Name clearly.

b. Write your name at "Referred by" line clearly.

c. Describe as clearly and as precise as you could in the "Describe Incident" space. It is difficult for the Principal to take actions when they have to guess what happened.

d. Check what prior actions "Other corrective steps taken to date" you had taken.

2. Do not sign where it says "Signature." That is for the Principal to sign.

3. "Action Taken" boxes are for the Principal to inform you of what actions were taken.

**Educational Code 48900(r):** A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school sponsored activity.

### **Definition of Discipline Consequences:**

#### **PROGRESSIVE DISCIPLINE CONSEQUENCES**

Refer to the Parent/Guardian/Student Guide Behavioral Matrix.

### **Teacher Detention:**

Teachers, by law, may detain a student up to one hour after school per day after making parent contact and giving a 24 hour notice to parent/guardian. Teachers must notify the parent before a child will be allowed to stay after school. Failure to serve teacher detention will result in disciplinary referral to the Principal.

### **In-House Suspension: Students sent to Community Day School**

The In-House Suspension is an alternative to Out-of-School Suspension. In-House Suspension allows the student to continue to do work while being removed from classes for behavior adjustment. Students are expected to work on class assignments for the duration of their stay in In-House. The student's regular teacher(s) need to forward the student's assignments to the In-House teacher. Teachers, Instructional Aides (via teacher) and other school staff may refer a student to the Principal for any of the listed infractions. Only the administrator may assign the students to the In-House suspension.



## **Teacher Suspension: Students sent to Community Day School**

Education Code 48910 (a) - A teacher may suspend any pupil from **class** (not from school), for any of the acts enumerated in Section 48900, for the day of the suspension and the day following; one period at the high school. The teacher shall immediately report the suspension to the principal of the school by following the discipline steps: Call site secretary for student pick-up, have referral completely filled out and have student work ready to go. Remember, this step is after all class steps have been followed including contacting the parent/guardian. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension.

## **Out-of-School Suspension:**

Suspension is the exclusion of a student from the school for disciplinary reasons for a defined period of time by a school administrator. A principal or a designee may suspend a student from school for up to five consecutive days. A suspension may be extended under certain conditions. A suspended student is excluded from all regular school and all extracurricular activities for the duration of the suspension and will be placed on the "NO-GO List" for the time prescribed for the number of days suspended. The student will also not be allowed to come on campus for the duration of the suspension. Teachers **may**, not required, provide a suspended student with class work at his/her own discretion.

The parent or guardian of a student who has been suspended by a teacher may be required to attend a portion of a school day in his or her child's class. (Education Code 48900.1)

## **Special Education students:**

Students with disabilities are to be treated with special care because of unique rules and procedures. Some disciplinary actions require A-B-C process, IEP, manifestation determination and/or functional analysis. Special education teachers – please make sure that all the legal documents and process are current.

## **Community Service:**

In some instances, the administration "may require a student to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's non-school hours" instead of a suspension.

A "community service may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs" (Education Code 48900.6).

## **Behavior Hearing:**

Students who commit a serious offense or chronically violate school rules and policies will be taken to a District behavior hearing to determine if alternative education or school is needed. Students who have accumulated 10 or more days of suspension will be required to go to a Behavior Hearing. Students referred to another school must return to the Hearing Office if the student wishes to return to Dunsmuir High.

## **Expulsion:**

An expulsion is the removal of a student from all schools in the Dunsmuir Joint Union High School District for violating the California Education Code as ordered by the Board of Education. The expulsion is for a defined period of time, but an application for readmission must be considered within a specified time period.



## **Campus Rules and Regulations**

In addition to the items listed in the Discipline Chart, there are specific rules that are unique to a teacher's classroom, an SLC, or Dunsmuir High School in general. These rules are necessary for us to ensure the most productive and safe learning environment for our students. Most of these rules can be classified under EC48900 (k).

### **Class Passes:**

Students are not to be given a pass to leave the classroom during the first 10 minutes of the period or the last 10 minutes of the period.

### **Plagiarism/Cheating:**

At Dunsmuir Joint Union School District, we define plagiarism as using someone else's words, work, or product as your own without crediting the original source using the proper form. All information that is not common knowledge must be cited. Examples of plagiarism include but are not limited to using someone's words verbatim without citing the quote or rewording someone else's words or ideas without citing the source.

Students participating in an act of cheating will receive disciplinary action. Cheating examples could include, but are not limited to, copying from another student's paper during a quiz or test, allowing another student to copy from your paper during a quiz or test, or utilizing any electronically obtained and/or transmitted test questions or answers.

Students who violate these ethical principles of the Dunsmuir Joint Union High School District Discipline Code will be subject to disciplinary action. Consequences for such misconduct include are not limited to 1st offense is a warning, 2nd offense is a zero on the assignment, and

Third and subsequent is an "F" grade for the term. The teacher(s) will also notify parents.

### **Bathroom Privileges:**

Teachers **MAY NOT** withhold bathroom privileges from students when the student states that they have an emergency. Teachers are encouraged to contact parents to inform them and gain knowledge of the student's health needs. Should you notice a student request to go to the bathroom frequently without a medical reason, please notify his/her parents and the school administrator.

### **Hall Regulations:**

Students are not allowed in the hallways or in any other part of the campus during class time without a valid hall pass. Students loitering in the hallway without a valid pass are considered to be cutting class. Students are to leave the school grounds immediately after their last class unless they are participating in a supervised, school sponsored activity. No teacher or staff member may keep a student from the next class period without the expressed permission of the receiving teacher. Teachers or other staff members may not excuse a student from another teacher's class. Students are to be considered truant by the receiving teacher.

**Electronic Devices (EC 48901.5):** Refer to the Parent/Guardian/Student Guide.

**Dress Code:** Refer to the Parent/Guardian/Student Guide.

## **Extra-Curricular Activities**

### **Student Organizations:**

To assure the success of all recognized activity groups and to meet California Education Code requirements, the following policies have been established. If a sponsor or group has any questions, they should be addressed to the student activities director.

### **Clubs/Classes:**

To be recognized as a club/class at this school, following steps must be completed:

1. A copy of the club constitution including its purpose;
2. Eligibility requirements, the title and responsibility of officers;
3. The name of staff adviser
4. The documents must be on file in the Principal's office and with the Student Activities Advisor. Since

clubs are continuing entities, once the above has been placed on file it is not necessary to file again. Only officially recognized clubs by the Board of Trustees are eligible to raise money in the name of their group. Class government organizations are recognized via the Dunsmuir Student Association Constitution.

### **Fund Raising:**

All **fund-raisers** are to be pre-approved and conducted through the Student Activities Advisor. All summer fund-raising activities must be pre-approved before the last day of the school year. Additionally, all fund-raisers will be placed on the Master Calendar within a 24 hour period.

### **Funds Raised:**

All funds raised by an activity group must be deposited in the high school office safe within a 24 hour period for accounting purposes.

### **Funds Spent:**

Monies to be spent must first be approved by the club or group. A requisition requesting expenditure may be obtained from the District Office. The advisor and an officer of the group must sign the requisition.

### **Policy Violation:**

Activity groups in violation of this policy will be given one warning. A second violation will result in the suspension of the group as a recognized entity at this school.

### **Faculty/Student Physical Contact:**

All physical contact with students must be appropriate and it is always recommended to think carefully before engaging in any physical contact. Shaking hands, and "side" hugs are generally considered to be acceptable. Just the same, it is imperative to know of any concerns students may have either personally or culturally. It needs to be understood that the only time staff or faculty may physically interject is when the student becomes a danger to oneself or others. Do not attempt to physically (hands-on) stop a student from exiting an area and follow all necessary communication protocols to request assistance.

## **Communication**

### **Student Bulletins:**

These will be delivered through the intercom system every morning and copies will be distributed to ALL STAFF who should POST them for student reference. They are also posted on the web site. Items will be of pertinent information such as school-release dates, shortened days, testing dates, and co- and extra-curricular activities. Prior to being submitted all notices must be signed by the Club Advisor or Student Activities Director. Items for inclusion are to be submitted to the librarian to the Principal no later than 8:00 noon the day preceding each weekly bulletin. The writer must proofread items because they will be typed as submitted. Items are to be no longer than three lines. All items submitted should be considered very important.

### **Parent Communication:**

Parent communication is an important and a necessary part of our operation. Teachers should have regular communication with parents to inform them of positive and negative things. A regular positive communication with parents will minimize discipline problems. Teachers are encouraged to meet with parents and family members to become familiar with cultural differences, strengths, and goals for their children.

### **Telephone Conference/Contact:**

Teachers should call a parent/guardian for the following:

- To establish a rapport
- To complement the student
- Repeated violation of classroom rules
- Chronic tardiness
- Absenteeism
- Refusal to bring materials to class
- Any significant changes in classroom behavior

### **Telephone Contact Script:**

Be prepared: Before you sit down to make a phone call home, make sure you do the following:

A." Get the full name of the parent/guardian and the home or work phone numbers. Parents may have a different name than the student. Get this information from the student at the beginning of the year as part of a *getting to know you* assignment or check the emergency card.

B." Assemble and review appropriate academic and/or behavioral information. How many tardies/truancies/absences does the student have? [An attendance printout Attendance Office is often quite helpful.] What is the most recent grade? Test grades? Missing assignments? What are the exact particulars of the discipline problem/s you are having with this student? Do you have a solution you can recommend? Even if you are calling home for a discipline issue, it is still helpful to have attendance and grade information with you as well. Parents will likely ask about these items and you will look and feel professional if you have them.

**NOTE:** *Whenever possible, reporting students exact words is being specific about a problem.*

C. " Find a quiet and at least semi-private place to make your call. Rehearse what you are going to say and how you are going to say it. Adopt an attitude of concern in both outlook and tone of voice; you will feel calmer or more confident than if you seem angry.

**Script:**

"Hello. This is Mr. /Miss/Mrs. *Name* from Dunsmuir High School. I am *student names [English]* teacher. May I speak to *parent's* name? I am calling because I am concerned about *student's* behavior/attendance/progress in my class. ..."

**In case of extreme hostility while on the phone:**

If the parent becomes combative, end the conversation as quickly as possible and maintain professionalism. Advise the parent to contact the Administrator, and provide the appropriate telephone number. Then, as soon as possible, speak with that person to whom you directed the parent.

**Suggestion:**

"I feel that this issue cannot be resolved now. I suggest you call the Principal so that we can meet and resolve this matter. Thank you."

*Also, speak with a senior member of your staff for additional advice.*

**Parent-Teacher Conference:**

At parent/guardian request and as arranged by the Superintendent/Principal, conferences will be scheduled to discuss concerns and problems regarding students. It is imperative for teachers to attend all scheduled conferences. Teachers are expected to establish procedures to keep parents/ guardians informed of classroom policies and student progress. Teachers will update grades in Power School.

*It is the responsibility of the teacher to be knowledgeable about the status of each student and to be able to make specific suggestions to the student and parent/guardian for performance improvement.*

Teachers will be informed when parents/guardians call to request information.

Teachers are expected to contact the parent/guardian at their earliest convenience.

# FIRE ALARM PROCEDURES

## ACTION: LOCKDOWN EVALUATE EVACUATE

### EMERGENCY PROCEDURES

If you see a fire or smoke, or if the fire alarm sounds:

- Immediately pull the fire alarm if it hasn't already sounded.
- Go to a safe location and call 9-911.
- Give a name, address, and details of fire emergency.

When the fire alarm sounds, all students and staff are to immediately LOCKDOWN the building.

### LOCKDOWN – EVALUATE - EVACUATION PROCEDURES

You hear the alarm – LOCKDOWN – WAIT FOR FUTHER INSTRUCTIONS

After evaluation, then EVACUATE

- Elevators are not to be used during a fire alarm - use the stairs
- Follow designated exit routes which are posted in each classroom
- If the designated exit way is blocked, go to the nearest available exit.
- If the alarm sounds between classes, use the nearest available exit.
- The last person out of the room shall verify that the room is empty and close the door
- If the teacher is in the room he/she should be the last one out of the room
- Teachers should take their roll books in order to take roll at the evacuation site.
- The doors are to be closed **but unlocked**.
- Go to the outside court by the field. Keep the roadway clear for emergency vehicles.
- Assist special needs persons as necessary.
- Teachers are to have their students together with them and take roll.
- Teachers should stress to students that evacuations are to be conducted in a brisk, quiet, and orderly manner.
- Teachers should notify the Administration or the fire fighters immediately if anyone is unaccounted for and advise of their last known location.

### ADMINISTRATIVE PROCEDURES

- The fire alarm system is not to be silenced unless approved by the Fire Department (or the Administration in the case of a drill).
- No one is to reenter the building until fire officials (or administration in the case of a drill) give their approval.

**Treat a drill as if it were a true emergency.**

## **Blackout Procedures: All Staff**

Don't panic; remain calm. Others will find confidence in your calm professional manner. Remain with your students in your classroom.

1. **THE ADMINISTRATION WILL NOTIFY FACILITIES MAINTENANCE** of power outage.
2. If you're emergency lights do not come on, move occupants to a safe location.

This may be their assigned classroom or a common area such as the Cafeteria, Multipurpose room or Gymnasium. **Do not change classes at the end of instructional period.**

3. Evacuate shop, crafts, industrial arts, home economics, and etc., classes to a safe location (Cafeteria). These areas listed could be dangerous when power is restored. Power to the classroom underlined should be cut.

### **Administration and other facilities personnel will**

1. Conduct site walk-through – look for stranded, lost or injured individuals. **Keep in mind special needs students and areas that do not have emergency lighting.**
2. Lock restrooms. Provide escorted access as necessary.
3. Turn off or unplug as many appliances and equipment as possible to eliminate a spike/surge when power is restored, especially shop tools and auto lifts.
4. Avoid opening refrigerator and freezer as much as possible.
5. Do not use alternative heating methods. No candles, ovens or gas (propane, kerosene, etc.) heaters.
6. Conduct needs assessment. Notify administration, they will contact Facilities Manager of any special needs.
7. Consider traffic control issues around school sites.
8. Once power has been restored, turn on and plug in all appliances and equipment that had been previously turned off or unplugged. Report all failures to administration, they will notify Facilities Manager.

### **Emergency Evacuation Routes**

Personnel will exit by the routes posted around the building and in the classrooms to the field unless otherwise directed. In the event of actual (as opposed to drills) emergency, teachers may be redirected to areas a maximum or safer distance from the buildings or designated areas.

Teachers take roll to ensure all students are accounted for. Report accountability status of students upon request from sector administrator.

**All teachers are to remain with and directly supervise their classes during the entire drill or emergency. Similarly, all staff members who may be working with/supervising students shall be responsible for them.**

Teachers are legally required to keep and maintain an accurate attendance record for each class; therefore, teachers must keep a roll book as well as a grade book. (These records may be combined.)

# Safe Ingress and Egress

There is one road leading to and away from the school and is to be kept open at all times for emergency vehicles.

Vehicles should only be parked in appropriately marked parking spaces.

Vehicles should not at any time, loading or unloading student/s, block the driveway or in NO PARKING zones

Faculty and Staff are to remain in possession of their keys at all times while on campus.

In case of an emergency all faculty staff must accompany students in school vehicles and staff with them until all are safely released.

All building entrance doors are to remain locked to outside entrance at all times except the main office door and the main front doors.

All parents, visitors, and vendors/solicitors and repair persons must check into the main office upon arrival and departure.

During an emergency situation do not come to the school campus unless instructed to by incident commander.

Primary evacuation route is to the field north of the main building.

Alternate routes may be implemented depending on the situation: could include hiking uphill to the power line or downhill to Oak or Willow between main building and Annex building/tennis court. (see map Emergency Evacuation Route)

Rendezvous points will be Dunsmuir Supermarket (Dunsmuir Ave. and Willow Street) and Ken's Payless (Dunsmuir Ave. and Oak Street)

## **Title IX**

Refer to the Parent/Guardian/Student Guide

### **Educational Equity**

See the web site at [dunsmuirhigh.k12.ca.us](http://dunsmuirhigh.k12.ca.us)

### **Risk Management**

See the web site at [dunsmuirhigh.k12.ca.us](http://dunsmuirhigh.k12.ca.us)

### **Tobacco-Free Regulation**

#### **Employee Notifications:**

The governing board recognizes the health hazards associated with tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the districts instructional programs.

In accordance with state and federal law, smoking is prohibited in all district facilities and vehicles. (*20 USC 6083, Labor Code 6404.5*)

(*cf. 5131.62 – Tobacco*)

(*cf. 6142.8 – Comprehensive Health Education*)

(*cf. 6143 – Courses of Study*)

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The Board further prohibits the use of tobacco products at all times on district grounds. This prohibition applies to all employees, students and visitors at any activity or athletic event on property owned, leased or rented by or from the district. The Superintendent or designee shall inform students, parents/guardians, employees and the public about this policy and related procedures.

(*cf. 4118 – Suspension/Disciplinary Action*)

(*cf. 4218 – Dismissal/Suspension/Disciplinary Action*)

(*cf. 5144.1 – Suspension and Expulsion/Due Process*)

Signs prohibiting the use of tobacco shall be prominently displayed at all entrances to school property. The Superintendent or designee shall maintain a list of clinics and other resources which may assist individuals who wish to stop using tobacco products. (*cf. 4159/4259/4359 – Employee Assistance Programs*)

#### **Legal Reference:**

*Education Code*



**Emergency Closure/Distance Learning Needs/Alternative Schedules:**

In the event of emergency necessity that would have prolonged change on the normal operating procedures of Dunsmuir High School, all guidelines established by the governing agencies involved would be followed by all staff. Necessary arrangements would be made to alter the educational process for the benefit of the students, staff and community.

**Employee Notifications:**

The Superintendent or designee shall notify employees of the districts tobacco-free schools policy. The notification shall also inform them of:

1. Their need to abide by district policy as a condition of employment.
2. The dangers of tobacco use in the workplace, including its threat to the health and safety of employees, students and the public.
3. Available resources which may help employees stop using tobacco.
4. Possible disciplinary actions in accordance with Board policy, state law and applicable collective bargaining agreements.

**Enforcement Procedures for Visitors:**

A visitor who smokes on district property shall be informed of the districts tobacco free schools policy and asked to refrain from smoking. If the person fails to comply with this request, the following actions may ensue:

1. The matter may be referred to the Superintendent or designee responsible for the area or the event.
  2. The Superintendent or designee may direct the person to leave school property.
  3. If necessary, the Superintendent or designee may request local law enforcement assistance in removing the person from school premises.
  4. If the person repeatedly violates the tobacco-free schools policy, the Superintendent or designee may prohibit him/her from entering district property for a specified period of time.
- (cf. 3515.2 – Disruptions)*