GUNN HIGH SCHOOL

STUDENT HANDBOOK

2018–2019

- 1 -
Palo Alto Unified School District
MISSION STATEMENT

All students:

- Will value creativity and independent learning as a lifelong pursuit.
- Demonstrate a respect for themselves and others.
- Strive for excellence.
- Acquire the knowledge, skills, and values necessary for meaningful participation in our democratic society and our interdependent global community.

In order to accomplish our mission:

- We shall attract and nurture a knowledgeable, capable, caring and inspiring staff, who are provided opportunities to participate in decision-making, and who receive strong educational, environmental, financial, and administrative support.
- We shall foster mutual respect, open communication, and partnership among students, staff, families, and the community.
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<th>WEDNESDAY</th>
<th>THURSDAY</th>
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<tbody>
<tr>
<td><strong>A</strong> 8:25-9:45</td>
<td><strong>D</strong> 8:25-9:45</td>
<td><strong>B</strong> 8:25-9:50</td>
<td><strong>E</strong> 8:25-9:50</td>
<td><strong>C</strong> 8:25-9:40</td>
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<tr>
<td>Brunch 9:45-10:00</td>
<td>Brunch 9:45-10:00</td>
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<td>Brunch 9:50-10:05</td>
<td>Brunch 9:40-9:55</td>
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<td><strong>B</strong> 10:00-11:15</td>
<td>Flex/SEL 10:00-10:50</td>
<td><strong>C</strong> 10:05-11:25</td>
<td>Flex/SEL 10:05-10:55</td>
<td><strong>D</strong> 9:55-11:05</td>
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<td><strong>C</strong> 11:25-12:40</td>
<td><strong>E</strong> 11:00-12:15</td>
<td><strong>D</strong> 11:35-12:55</td>
<td><strong>B</strong> 11:05-12:15</td>
<td><strong>E</strong> 11:15-12:25</td>
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<tr>
<td>PLC/ Collaboration 2:45-3:45 (Staff Only)</td>
<td>G 2:25-3:40</td>
<td>Dpmt./Staff Meetings 3:05-3:45 (Staff Only)</td>
<td>G 2:25-3:35</td>
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Dear Students and Parents/Guardians,

Welcome to Gunn High School. Gunn is a special and exciting place! By any measure, it is one of the top-performing high schools in the state and nation. I feel privileged to serve this learning community. During high school our students have multiple opportunities to develop and nurture their interests; part of our mission is to create a place where students can be who they are. Our goal at Gunn is to educate the whole student and celebrate the talents and successes of everyone.

On school days, Gunn is home to well over 2,000 students, staff, and parent volunteers, so it can feel very big. The Student Handbook you are now reading contains useful information that will help you become familiar with how this large organization works. Knowing where to turn when you need assistance will increase your level of comfort, especially if you are new to the Gunn community, so please review this handbook with your family before school begins. Freshmen will be given, and other students will have the opportunity to obtain, a Day Planner that contains a condensed version of the Student Handbook so they will have a handy reference. There are several key sections of the Handbook I’d like to draw to your attention:

**Communicating with the School**

We believe that good communication between home and school is one of the keys to student success. I encourage all of you to attend BACK-TO-SCHOOL NIGHT. If your student has special needs or there are things you would like to discuss with teachers, please call (or preferably email) them during the first few weeks of school. It is important to establish a good rapport early in the school year. We want to address all student and parent concerns in a timely fashion. Emails and phone numbers of Gunn staff are posted in the Staff Directory on the Gunn website. Email addresses are, with one or two exceptions, "initial letter of first name, full last name @pausd.org." We encourage you to call or email the person most closely related to your concern as soon as a problem surfaces. If a problem cannot be resolved at that level, please contact the person's direct supervisor (usually the Instructional Supervisor). We sometimes have problems with our spam filters directing parent communications to junk mail, so if you do not hear back from a teacher within two days, call the school and request help contacting the teacher.

**Attendance**

Regular attendance is essential for student success so one of our major school-wide goals has been to improve student attendance. We have an automatic dialer that reports period absences to you each evening. Our Attendance Policy is explained in detail in this Handbook. You will also find procedures for contacting the school regarding absences and school policies for chronic absences and/or tardies. It is KEY that students learn the importance of ATTENDANCE AND BEING ON TIME now, so these habits become part of their lifelong behavior. You can check your student's attendance on the Infinite Campus portal. To quote Shakespeare, "Better three hours too soon than a minute too late."

**Visiting & Parking**

All visitors to campus MUST check in at the Main Office. The entrance and exit at Gunn are narrow and heavily congested before and after school. Please allow plenty of time to drop off or pick up students -- remember, you are role-modelling on-time behavior. Furthermore, please obey all posted traffic signs and staff instructions. Parking at Gunn is really limited and ALL staff, students and visitors MUST have a parking permit and park in designated spaces. Visitors should go to the Main Office to pick up a free day permit. Parking regulation violators are regularly ticketed by PAPD. We are trying hard to encourage carpooling, walking, bicycling and taking public transportation as alternatives to single-car commuting. Student parking permits are sold at the Student Activities Center with all proceeds applied to student activities.
School Decision Making
Gunn is a school that serves a large and diverse community and we want parents/guardians, students, and staff to be part of decision-making at Gunn. The School Site Council that has staff, student, and parent/guardian members is responsible for the Single Plan for Student Achievement (SPSA), the School Accountability Report Card (SARC), and overall school improvement. It meets once a month and meetings are open to everyone. We encourage all parents, guardians, staff and students to join the PTSA. It meets regularly with the Principal to discuss plans, priorities for the school, and any concerns that arise. The Student Executive Committee plays an active role in planning student activities and dealing with student concerns. The Administrative Team meets weekly to address day-to-day issues, ongoing programs and calendar items. The Instructional Council includes instructional supervisors, administrators, and program directors, meeting twice a month to review issues and formulate plans concerning teaching and learning. Members of all of these groups are listed in the Handbook so you know whom to contact if you have questions.

The answers to most of your queries can be found in this Handbook or on the Gunn website, which includes the school calendar. If you cannot find what you are looking for, please call the Main Office (354-8288) and we will assist you.

I wish you a happy and successful school year and look forward very much to working with you!

Sincerely,

Kathie Laurence
Principal

School Calendar

School Year 2018-19 Begins ................................................................. Monday, August 14, 2017
Back-To-School Night ................................................................. Thursday, August 31, 2017
Labor Day .................................................................................. Monday, September 4, 2017
Student Holiday (PAUSD Staff Professional Development) .................. Friday, October 6, 2017
Veterans’ Day ............................................................................. Friday, November 10, 2017
Thanksgiving Break ................................................................. Monday-Friday, November 20-24, 2017
Semester Finals ............................................................... Tuesday-Thursday, December 19-21, 2017
Winter Break Begins ................................................................. Friday, December 22, 2017
School Resumes ................................................................. Tuesday, January 9, 2018
Martin Luther King, Jr. Day ...................................................... Monday, January 15, 2018
Student Holiday (PAUSD Staff Professional Development) .............. Friday, February 16, 2018
Washington’s Birthday Holiday ................................................ Monday, February 19, 2018
Local Holiday ............................................................................. Monday, March 12, 2018
Minimum Day ............................................................................. Friday, March 30, 2018
Spring Break Begins ................................................................. Monday, April 2, 2018
School Resumes ........................................................................ Monday, April 9, 2018
Senior Finals ............................................................................ Wednesday-Friday, May 23-25, 2018
Memorial Day ............................................................................ Monday, May 28, 2018
Graduation ................................................................................. Thursday, May 31, 2018
Last Day of School ................................................................. Friday, June 1, 2018
Last Day of School for Teachers ................................................ Monday, June 4, 2018

**Staff Development Days**

Thursday, August 10, 2017
Friday, October 6, 2017
Friday, February 16, 2018

**End of Quarters**

1st Quarter - October 13, 2017
2nd Quarter - December 21, 2017
3rd Quarter - March 9, 2018
4th Quarter – June 1, 2018
SUPERINTENDENT OF SCHOOLS

Ms. Karen Hendricks

CABINET

Dr. Robert Golton .......... Bond Program Manager
Mr. Jim Novak ............... Chief Business Official
Ms. Karen Hendricks .......... Deputy Superintendent, Human Resources
Ms. Anne Brown...........Chief Academic Officer of Elementary Education
Ms. Sharon Ofek............ Chief Academic Officer of Secondary Education
Ms. Yolanda Conaway .... Assistant Superintendent of Strategic Initiatives
Mr. Chris Kolar.................Director of Research, Assessment & Evaluation
Mr. Derek Moore..............Director of Education & Information Technology

Information ...................... This desk will either find the information for you or refer you to the proper place. Phone: (650) 329-3700

BOARD OF EDUCATION

Palo Alto Unified School District
25 Churchill Avenue
(650) 329-3737

School Board elections are held in odd-numbered years on the first Tuesday in November.
School Board meetings are generally held on the second and fourth Tuesdays of the month at 6:30 p.m. in the Board Room at 25 Churchill Avenue, Palo Alto.

President: Ms. Terry Godfrey

Term Expires

Ms. Melissa Baten Caswell..............(650) 823-1166 ........................... 2020
Mr. Todd Collins...........................(650) 403-2084 ........................... 2020
Mr. Ken Dauber..............................(650) 906-4340 ........................... 2022
Ms. Jennifer DiBrienza..............(917) 501-0930 ........................... 2020
Mr. Shounak Dharap...................... Need phone number .......................... 2022

Rev. 3-20-17
The Instructional Council is composed of Instructional Leaders from each department, coordinators of Schoolwide Task Forces, TOSAs (Teachers on Special Assignment) and the administrators. The Council discusses and resolves issues which affect teaching and learning. This year the Instructional Council includes the following:

**INSTRUCTIONAL COUNCIL**

<table>
<thead>
<tr>
<th>Activity/Role</th>
<th>Name</th>
</tr>
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<tbody>
<tr>
<td>Activities Director</td>
<td>Lisa Hall</td>
</tr>
<tr>
<td>Athletics</td>
<td>Curt Johansen</td>
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<tr>
<td>AVID</td>
<td>Danielle Whichard</td>
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<tr>
<td>Career Technical Education</td>
<td>Cindy Peters</td>
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<td>Culture &amp; Climate TOSA</td>
<td>Dave Bisbee</td>
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<td>ELL (English Language Learnings)</td>
<td>Kerstin Helbing</td>
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<tr>
<td>English</td>
<td>Paul Dunlap</td>
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<tr>
<td>Focus on Success</td>
<td>Kristen Owen</td>
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<tr>
<td>Guidance</td>
<td>Derek Johanson</td>
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<tr>
<td>Innovative Programs, AAR TOSA</td>
<td>Angela Merchant</td>
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<tr>
<td>Librarian</td>
<td>Daljeet Gill</td>
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<tr>
<td>Literacy TOSA</td>
<td>Nicole Menache</td>
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<tr>
<td>Math TOSA</td>
<td>Rachel Congress</td>
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<tr>
<td>Mathematics</td>
<td>David Deggeller</td>
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<td>Physical Education</td>
<td>Don Briggs</td>
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<td>Science</td>
<td>Laurie Pennington</td>
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<td>SEL TOSAs</td>
<td>Courtney Carlomagno, Tara Firenzi</td>
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<td>Social Studies</td>
<td>Lynne Navarro</td>
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<td>Special Education</td>
<td>Teri Lee</td>
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<td>Student Activities</td>
<td>Lisa Hall</td>
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<tr>
<td>Technology TOSAs</td>
<td>Jessica Hexsel, Josh Little</td>
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<tr>
<td>Visual &amp; Performing Arts</td>
<td>Todd Summers</td>
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<td>World Languages</td>
<td>Liz Matchett</td>
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<td>Wellness Center</td>
<td>Genavae Dixon</td>
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<tr>
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<td>Name</td>
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<tr>
<td>Principal</td>
<td>Kathie Laurence</td>
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<tr>
<td>Assistant Principal</td>
<td>Michalis Gordon</td>
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<tr>
<td>Assistant Principal</td>
<td>Pier Angeli La Place</td>
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<tr>
<td>Assistant Principal</td>
<td>Harvey Newland</td>
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<tr>
<td>Assistant Principal</td>
<td>Margaret Reynolds</td>
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Whom to Call

ABSENCE: Call the Attendance Office 354-8210 or email gunn-attendance@pausd.org on the morning of the first day of absence or doctor’s appointment. If you have an urgent request for Attendance, please call 354-8231.

ACADEMIC QUESTIONS: For academic counseling, including 504 plans, IEPs, course selection, or grade issues, contact the Guidance Office at 354-8212 or your child’s individual counselor.

ACCOMMODATIONS FOR COLLEGE BOARD, ACT TESTING: Call 354-8260

ATHLETIC PROGRAMS: Call the Athletic Director at 354-8259.

COLLEGE INFORMATION: Call the College and Career Center at 354-8219, or the Guidance Office at 354-8212.

EMERGENCIES: If you need to contact your son or daughter in a genuine emergency, call the Main Office at 354-8200.

EVENTS: For dance, music, drama, and student body information, call the Student Activities Office at 354-8229.

HEALTH PROBLEMS: Call the Health Office at 354-8211. For the safety of your students, please keep the information on Infinite Campus current.

LOST & FOUND: Call the Main Office at 354-8200.

PRIOR APPROVED ABSENCE: To obtain a Prior-Approved Absence Form, get a form from the Attendance or Main Office. Complete and return at least 72 hours before the absence.

SCHOOL POLICY OR GENERAL INFORMATION: Call the Main Office at 354-8200.

THEFT, VANDALISM, PHYSICAL HARASSMENT: Students or parents should report such incidents promptly to the Main Office at 354-8200.

TICKETS & OTHER PURCHASES: Call the Student Activities Office at 354-8229.

TRANSCRIPT REQUESTS, STUDENT RECORDS: Call the Registrar’s Office at 354-8284.

TUTORING (Paid & Unpaid): Call the Academic Center at 354-8271.

VOLUNTEERS: If you wish to volunteer assistance to teachers or the school, please call the Volunteer Coordinator, Norma Hesterman, at 354-8234 or e-mail her at nhesterman@pausd.org
Attendance Policy: The Palo Alto Unified School District recognizes that success in school is in part related to prompt and regular classroom attendance. Frequent absences or tardies, which result in a student missing all or parts of presentations, demonstrations, discussions, explanations, and/or other classroom activities, are detrimental to the individual student and the class. Further, school attendance is compulsory as per Education Code (48200); therefore, student non-attendance and/or persistent tardiness are matters of serious concern. (Board Policy: BP & AR 5113 and BP & AR 5113.1)

Attendance Expectations: Students that attend school consistently have a greater chance of thriving socially, emotionally and academically. Being present in the classroom provides students the ability to ask for clarification, engage in meaningful discussion, and take notes in preparation for examinations. Daily attendance promotes educational success and builds stronger relationships with peers and staff.

The following are the attendance expectations for all students:
- Attend school daily and on time to attain maximum academic and social success.
- Remain after school when directed by a school official to complete disciplinary or other requirements.
- Be accounted for at all times throughout the school day, to promote safety.
- Abide by district policies related to school attendance.

Reporting Absences: It is the parent/guardian’s responsibility to know when their student is not in school and to provide the reason for all absences to the school within 72 hours of the absence. Failure to do so will result in a student receiving a cut for the absence(s), possible loss of privileges and opportunity to make up work or tests.

To report an absence please send an email to the Attendance Office email address: gunn-attendance@pausd.org. Messages can also be left on the voicemail any time of the day or night at (650) 354-8210. The Attendance Office hours are 8:00 a.m. to 4:00 p.m. If you need to get in touch with the Attendance Office immediately, please call (650) 354-8231 or the Main Office at (650) 354-8200.

Only the legal parent/guardian may excuse a student’s absence or tardy. Please provide the following information:
- State and spell the name of the student.
- Provide the grade level of the student.
- State and spell your name. State your relationship to the student.
  - Give the reason for the absence and the days/periods missed.
  - Provide a valid telephone number where you may be reached.

If your student is “on campus” at the time of the absence, they will require a staff member to excuse them. If your student is ill at school and cannot attend class, they need to report to the Health Office.

Leaving Campus During the School Day: If a student must leave campus during the day, the parent/guardian needs to notify the Attendance Office by email, in person or by telephone. The Attendance Office requires advance notice, preferably the day before, if a student needs to leave campus during class or Flex time. An Off-Campus Pass must be shown to the teacher by the student to indicate permission to leave class early. The pass can either be picked up at the Attendance Office by the student or delivered to the student in the classroom. Upon returning to Gunn, students must sign in at the Attendance Office and get a Pass Slip to be admitted to class. Students who leave class without prior permission will receive a cut. Students may not be released to any individual(s) other than those listed on the student's emergency card unless written permission is given.
Absence Notification System: It is the parent/guardian’s responsibility to know when their student is not in school or class. If a student is absent from class for any reason, parents/guardians will receive an automatic notification from the Attendance Office via text, email and/or phone call. Parents/guardians can customize how they are notified. The notifications occur at 12:00 noon and (remove) 6:15 pm and indicate that an absence has occurred and has not yet been cleared. If you have already emailed to clear an absence or your student is participating in a school event, please allow 24 hours for attendance records to be updated.

Attendance Reports: Detailed, up-to-date attendance information including student attendance records by course, period and day are available for both students and parents to review through the Infinite Campus Parent/Student Portal on the Gunn webpage. Attendance reports can also be requested through the Attendance Office.

As you review your attendance records please keep in mind that:

- Absences and tardies recorded by teachers will show up on the student/parent portal in real time as they are recorded, however, some teachers do not have an opportunity to record attendance electronically until the end of the day.
- If a parent or guardian calls the attendance office to clear a student absence, it may not show as cleared until the following day.
- On Infinite Campus, a personal excuse will either have a red background or a green background. A personal excuse entered as OTE (Personal Excused absence) code (green background), results from the student filling out a Prior Approved Absence Form at least 72 hours PRIOR to the absence. This code is used for warranted personal absences. A Warranted Absence is an absence that is educationally based, is a warranted absence recognized in California Education Code, and is at the discretion of the Administrator. Read the Prior Approved Absence Form carefully for the process and limits.
- The OTU (Personal Unexcused absence) code, (red background), is used to excuse personal commitment absences such as non-health related appointments or when no Prior Approved Absence form has been completed. While unexcused, the absence is NOT treated as a CUT and will NOT go on the student’s transcript.
- If a student has been marked absent by mistake, the student should have his/her teacher sign a correction form (available in the Attendance Office) and return it to the Attendance Clerks to have their attendance record corrected.

Excused Absences

- **Health Absences** – This includes absences for illness, quarantine, and medical appointments.
- **Warranted Absences** – These include, but are not limited to the following: pre-arranged college visits (juniors and seniors), conference or meeting with employer, religious purposes, bereavement or funeral services for immediate family, court appearances or meetings with probation officers. Family trips or vacations do not qualify for this excuse.

Warranted Absence Process

1. Obtain a Prior Approved Absence Form (administrator excused) from either the Main or Attendance Offices. Forms can also be downloaded from the Gunn Website / Attendance section.
2. Get required signatures (student, parent, teacher and administrator) and return form to the Attendance Office **72 hours before absence**.
3. The teacher of any class from which a student is absent shall determine which assignments shall be made up and in what period of time. Upon satisfactory completion, full credit shall be granted. The tests and assignments shall be equivalent to, but not necessarily identical to, those which the student missed during the absence.

Warranted Absence Process for College Visits: Seniors and second-semester juniors, with written prior approval, **may take a maximum of five days of Independent Study to visit college campuses in a school year**. Students who do not complete a Prior Approved Absence Form will receive an "other" unexcused for classes missed and may lose the opportunity to make up assignments/tests.

The prior approval process for warranted absences for college visits:

1. Obtain a Prior Approved Absence Form from either the Main or Attendance Offices.
2. Get required signatures (student, parent, teacher and administrators) and return form to Attendance Office **72 hours before departing** on college visit. Attendance Office personnel will enter a "personal unexcused absence" code.
3. Must specify the College or University visiting
4. The absence is then changed from a personal unexcused code, OTU, to an excused college visit code, CV.

Health Related Absences: The district realizes that students may experience illness or health issues (physical/mental) throughout the year, requiring them to be absent from school. In order to provide appropriate supports to students with situational or chronic health issues, the following procedures apply.

In health-related cases when the student is absent 5 consecutive full days, a physician's note is required in order to excuse the absences. In cases where the student is absent over the equivalent of 10% of class time for any individual class in the semester (after state enrollment date) for health reasons, a physician's note is required in order to excuse the absences. Health-related absences may not be excused without appropriate medical documentation provided by a physician or other licensed medical provider. Chronic absences shall be referred to the health office or district nurse.
Health Appointments: Parents should make every effort to schedule appointments outside of school hours. However, if not possible, parents are urged to consider varying the times of the day during which health appointments are made in order to avoid missing the same class consistently. If a student must leave during the day for a doctor/dentist appointment, they should report to the Attendance Office prior to the first period class with a note from the parent/guardian to receive a permit to leave. If a student returns to school the same day, they are required to report to the attendance office before returning to class to provide verification of the health visit.

At the high school level, if a student needs to leave campus during the day, the procedure is as follows:

1. Notify the Attendance Office in advance via voicemail or in person.
2. Pick up a "Permit to Leave" pass from the Attendance Office at the beginning of the day, indicating the time of departure and the reason for leaving campus.
3. The student presents the permit to the teacher from whose class they will be leaving, and the teacher will allow the student to leave class at the stated time.
4. If the student returns to school the same day, they are to report to the Attendance Office. The above procedure will ensure that the absence is recorded correctly.
5. If you need to remove your child from school for an unexpected reason, arrive at the Attendance Office approximately 10 minutes early and staff will assist you, or call 862-0531.
6. Students may not leave campus because of illness or injury without first checking with the Health Office.

UNEXCUSED ABSENCES

Cuts: Absences or leaving a class without parent, guardian or school approval shall be marked as cuts. Absences not cleared in 72 hours are considered cuts. Cutting class periods is considered extremely serious and detrimental to school success. Administrators and counselors will involve parents in resolving patterns of cutting class periods. Cutting classes may result in loss of school privileges including but not limited to (leaving campus, prep periods, athletic/activity participation) and referral to support as well as Truancy consequences.

Other Unexcused Absences: (Highlighted in red on Infinite Campus – OUT code). Other Unexcused Absences fall into the category of a personal absence with parent/guardian approval. They include, but are not limited to: vacation, ski trips, home but not sick, care for siblings, etc. Teachers are not obligated to grant credit for assignments or permit a student to make up tests missed for any “other unexcused” absence.

Family Trips: We realize there are times families need to travel for various reasons during the school year. However, family trips are not considered excused absences as per Education Code 48205. We want parents to understand that classroom instruction and the interactive dynamic of the classroom experience are irreplaceable. While unexcused, students may be given the opportunity to make up missed work. Teachers may assign such makeup work as necessary to ensure academic progress, not as a punitive measure. Families are required to contact teachers and make arrangements ahead of time.

Tardies: Being punctual is an important personal habit to develop to promote school success. Students who are late for class miss valuable instruction and unnecessarily interrupt their classes. A student is considered "tardy" if not in the room or at the place designated by the teacher/school staff at the beginning of each period. Students arriving late to class shall be marked tardy. All teachers will share their expectations and consequences for tardy behaviors at the beginning of each year. If a student is more than 30 minutes late to class, it is considered an unexcused absence or a “cut.”

Parents are to notify the Attendance Office when their student is going to arrive late. The parent will provide the reason for the tardy and the time of anticipated arrival. The student will report to the Attendance Office before proceeding to class. If the bus is late, the student should get a “Late Bus” pass from the Attendance Office.

Tardy Process & Procedure

- Teacher files tardy policy with Instructional Supervisor & Principal at start of year.
- At the 3rd tardy, a verbal warning is sent to the student.
- At the 5th tardy, the teacher notifies the student, parent, counselor, and Attendance Office with a Notification of Tardiness form. At 8 or more tardies, the teacher will notify the student, parent, counselor and an administrator. One or more of the
following actions may be taken: counseling referral, family meeting, loss of open-campus privileges, referral to SARB process, and/or loss of prep periods.

**Actions to Address Poor Attendance:** Given the importance of school attendance to academic success and the requirements put forth by Education Code stating that school attendance is compulsory, the district makes every effort to keep students engaged in school. The following actions may be taken to address poor school attendance:

- Parent contact/meetings to discuss school attendance.
- Referrals for support from school counselors, social worker intern, Health Office or School Resource Officer
- Loss of open campus privileges, prep period or ability to participate in school activities/sports
- Denial of work permits
- Citation and referral to Juvenile Court
- Referral to SARB (The School Attendance Review Board)

**Consequences for Unexcused Absences in Classes:** Students may not be granted credit for assignments nor may a student be permitted to make up tests/quizzes for any unexcused absence(s). Cuts are defined as absences without parent, guardian or school approval. Consequences for cuts will be as follows:

- **One, two, and three cuts:** Parents/guardians will be notified for each absence and first truancy letter will be sent after third cut.
- **Four cuts:** If a student misses their assigned consequence, they will be assigned again. If a student misses two consequences in a row, the student will receive one day of in-school suspension.
- **Sixth cut:** Second truancy letter is sent. One or more of the following may occur: Family conference, additional in-school suspensions, loss of open campus privileges, referral to counseling, School Social Worker or SROs.
- **Ten cuts:** Third truancy letter is sent. In addition to consequences denoted above the following consequences may be assigned: Referral to District Attorney, truancy citation, referral to SARB and loss of prep period or other privileges.

**Questionable/Excessive Absenteeism:** In cases of questionable or excessive absenteeism, the school district may require a variety of reasonable methods for verification of the absences, such as written excuses from parents, documentation from a physician, a Medical Plan and Release and Exchange with student’s physician other health providers, the Court or employer.

**SARB (The School Attendance Review Board):** This is a district-level committee which diverts minor students with school attendance or behavior problems from the Juvenile Court System and provides a forum where the problems affecting school adjustment can be discussed and solutions reached. To prevent students from establishing a continuing pattern of poor attendance or behavior, SARB may make dispositions which range from returning a student to the school of attendance under strict contract to making an involuntary transfer to another district program or educational option. Whereas the primary purpose is diversion, SARB is also the primary vehicle for referring students to the Juvenile Justice System once it is clear that they can no longer profit from the resources which the school district has to offer.

**Truancy:** Absences, which do not qualify as excused as defined in Education Code, shall be considered in this category.

Education Code 48260 [subdivision (a)] provides that a student is truant if that student is:

- Absent from school without valid excuse three full days in one school year, or
- Tardy or absent for more than any 30-minute period during the school day.
- Without a valid excuse on three occasions in one school year or any combination thereof.
District Homework Policy

AR 6154: Homework/Makeup Work

The principal, staff, and parents at each school shall regularly review the homework policy, which includes regulations for the assignment of homework and describes the responsibilities of students, staff, and parents/guardians.

Homework should have a positive impact on student learning and is defined as the assigned learning activities that students work on outside of the classroom. The purpose of homework is to provide students an opportunity to practice, reinforce and apply previously taught skills and acquired knowledge and prepare for future lessons, and is directly tied to classroom instruction. Assignments should have a clear purpose and be designed for completion within a reasonable time frame. Completing homework is the responsibility of the student. Parents can play a supportive role through monitoring, encouraging students’ efforts and providing a conducive learning environment.

Homework should be designed to:

- Deepen understanding and encourage a love of learning.
- Reflect individual student needs, learning styles, social-emotional health and abilities in order for students to complete their homework.
- Provide timely feedback for students regarding their learning.
- Include clear instructions and performance expectations so students can complete the work independently.
- Be assigned in reasonable amounts that can be completed within a reasonable time frame.
- Provide teachers with feedback regarding overall classroom progress toward expected outcomes.

If weekend homework is deemed necessary, the average cumulative amount of work required should not exceed a regular day’s assignment.

Students may choose to use weekends for review, voluntary work, or completion of makeup assignments.

Project-based assignments may be assigned as homework; however, these tasks should not require group meetings outside of class, significant assistance from parents, or costly materials. Teachers should monitor and be mindful of the logistical challenges of group assignments outside of the classroom.

The Winter break is intended to be a time that is free from schoolwork for students and staff. There should be no expectations on the part of students or staff that schoolwork is done over this period. No assignments should be given over the Winter break, and any long-term assignments given before Winter break should not be due during the first week back from the break.

With the exception of Advanced Placement classes, homework should not be required over the summer months.

Homework will not be assigned before or during the review days at the high schools which precede semester finals.

Besides Winter break, any homework given over school holidays should not exceed the homework given on a typical evening.

Students may choose, as a time management strategy, to allocate break time to work on assignments and projects. This should not be seen as the teacher assigning homework, but as the student employing a valid time management technique.

Homework grading practices should encourage learning and use positive motivation to promote completion of the homework. Teachers should employ homework grading practices that avoid punitive treatment of late homework, and make allowances when circumstances affect a student’s ability to complete the work on time.

Makeup Work

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Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

(Education Code 48205)
(cf. 5113 - Absences and Excuses)

Students who miss school work because of unexcused absences may be given the opportunity to make up missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

Legal Reference: EDUCATION CODE
48205 Absences for personal reasons 48913 Completion of work missed by suspended student 48980 Parental notifications
58700-58702 Tutoring and homework assistance program; summer school apportionment credit
Management Resources: SBE POLICIES

AR 6154:
Homework for High School Grades

1. Homework assignments should emphasize reading and writing across all subject areas, practice and application of key skills and concepts, research, preparation for future classes and problem-solving activities.

2. Long-term assignments should include clear checkpoints to monitor progress towards completion.

3. With the support of administration and staff, teachers should make efforts to coordinate with one another to establish deadlines, due dates for projects/assignments, and tests in an effort to minimize student over-extension.

4. During their time in high school, it is expected that students will become progressively independent and self-directed in preparation for post-secondary work and/or study.

5. As a guideline, when teachers choose to assign homework, students might reasonably be expected to devote the following amounts of undistracted, focused time to weekly homework, including time devoted to long-term projects and test review: 9-12 = 7-10 hours weekly average M-F

Note 1: While many high school classes serve students across several grade levels, students in their freshman year may reasonably expect average home workloads closer to seven hours a week. Similarly, seniors can expect loads closer to ten hours per week.

Note 2: Students who choose to enroll in Advanced Placement, Honors or accelerated courses should expect loads higher than those outlined above and should refer to class catalogs for homework expectations.

Homework Guidelines for Teachers

In assigning homework, teachers should:

1. Clearly explain objectives, timelines, suggested amount of time for completing the homework, and required materials associated with the assignment.

2. Post assignments in a manner that is clear, consistent and easily observed by the student both in and outside of the classroom. The use of online communication tools is strongly encouraged at the secondary level.

3. Encourage students to monitor their own assignments.

4. Monitor homework time requirements and feasibility of assignments using student assignments, student feedback, and parent feedback.

5. Differentiate assignments when it is determined that, despite appropriate effort and learning habits, a student is spending more than the expected time on homework.

6. Clearly communicate to parents and students the expectations regarding the amount and quality of homework required by
the student and the level of parental involvement to complete assignments.

7. Inform parents and students of opportunities for student assistance.

8. Suggest and practice techniques to help increase efficiency, such as how to allocate time wisely, meet deadlines, and develop good study habits for each subject area. Examples of this may include the use of a binder reminder or computer based tools as communication avenues between home and school.

9. Provide a process for student or parent feedback if there is a concern.

10. Work with grade and department level colleagues to promote consistent homework practices and reasonable total time requirements for each evening.
**Homework Guidelines for Site Administration**

Site administrators shall:

1. Provide professional development on homework, including overview of the policy, effective strategies and practices, and time for collaboration with grade level teams or departments to plan, as needed.

2. Be responsible for ensuring compliance with the homework policy, including the use of feedback processes to support its implementation.

3. Have on-going discussions with staff regarding effective homework strategies and practices.

4. Coordinate schoolwide resources and practices that support homework completion, e.g. use of planners, library facilities and academic support programs.

5. Ensure this policy is easily accessed (and translated as needed) on the school’s website or upon request.

6. Provide information to parents on the purpose of effective homework and sharing practices that will help families support their children (for example: newsletters, open houses, and websites).

**Makeup Work**

The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. The typical policy is to grant a one-day extension of homework deadlines for every day of absence.

Such notification shall include the full text of Education Code 48205.

*(Education Code 48980)*

*(cf. 5121 - Grades/Evaluation of Student Achievement)*

*(cf. 5145.6 - Parental Notifications)*

Regulation approved by Palo Alto Unified School District: 06.12.12 & 06.15.12
Gunn High School
General School Regulations

The following rules and regulations have been designed with the safety and welfare of the students and staff at Gunn High School in mind. Your cooperation is expected and appreciated. The following regulations reflect the more general concerns and issues that might arise. For specific information regarding conduct expectations, infractions, penalties and processes, see the sections below.

**Visitors on Campus:** All visitors are required, upon arriving to the campus, to register at the Main Office. All visitors must declare their reason for the visit. If appropriately related to the school day, the visit will be granted and a visitor parking pass issued if a car was driven on the campus. Visitors on campus are approved at an administrator’s discretion.

**Guests on Campus:** Guests under 19 visiting school with a Gunn student must have a Student Visitor Pass, which should be arranged at the Main Office at least 48 hours in advance of the visit. Requests for Student Visitor Passes should be accompanied by a note from the parent/guardian. In order to bring non-Gunn guests to a school dance, a permission slip, which may be picked up at the Student Activities Office, must be completed and approved prior to the day of the dance.

**Distribution of Printed Materials:** All printed materials distributed on school property shall bear the name of the sponsoring organization or individual and must be approved by the Student Activities Office. Materials may be distributed provided that no substantial disruption of the orderly operation of the school results. Prohibited materials include, but are not limited to: material which is obscene, libelous or which incite students so as to create a clear and present danger of imminent commission of unlawful acts or of the substantial disruption of the orderly operation of the school.

**Dogs on Campus:** Gunn follows the District policy for the presence of dogs on campus during school hours and activities. Please contact the District for the most updated policy. Dogs are not permitted on campus unless recognized as registered and licensed support animals.

**Textbook Tracking System:** Our textbook tracking system uses barcodes and scan and check out books to students during the first week of school using their student body ID cards. Each student is responsible for the textbook issued to him/her. If the book is lost or damaged, it must be paid for. Lost books should be returned to the respective department.

**Textbook Responsibilities**
1. You are responsible for any book issued to you. You will be charged for any graffiti or damage to the book. Any lost book must be paid for at the full replacement price.
2. You will be charged $5.00 if the barcode in the book you are issued is removed, damaged, or changed.
3. If you have overdue books or fines, Gunn HS may withhold your privilege to attend dances and/or other extracurricular activities. You may also lose access to the Infinite Campus portal.
4. Your I.D. number will be needed to check out a textbook.
5. You are responsible for checking EACH of your textbooks. If you find any damage not already noted, you have two weeks from the date of issue to report this damage to the library/textbook room. Failure to do so will result in your being charged for the damages after the book is returned.
Transportation Rules & Regulations

Traffic Regulations

Basic speed law and Rules of the Road apply. To promote student safety, Gunn High School gives first priority to alternative modes of travel (walking, biking, taking a bus and carpooling)

- Campus speed limit is 15 mph.
- Automobiles must yield to bicycles and stop at all posted stop signs.
- Pedestrians have right-of-way over all vehicles and bicycles.
- Strictly observe one-way traffic in parking lanes and follow directional arrows.
- Bicycles, skateboards and other "wheeled" items are not allowed on the inner campus while school is in session and for half an hour before and after school. (Exception: appropriately used wheelchairs)

Persons found violating these rules or operating in an unsafe or reckless manner will lose their driving and parking privileges on campus and may be reported to the police.

Parking Permits – $125 per permit

In order to obtain a permit you must pick up a registration form in the Student Activities Center (SAC) and take it home for your parents to sign. Return to the SAO with the completed form, your driver’s license, your student body card, and a check for $125 made out to Gunn High School. You may only purchase your permit in the SAC, once you have submitted the correct paperwork and license verification. Due to limited spaces, parking permits are only available to seniors. Permits are sold in the following order:

- August 27 – September 7: Senior carpoolers and single-occupant drivers who live past El Camino, Foothill, Page Mill, and Adobe Creek can get permits
- September 10th on - any seniors can get permits after that if there are any left.
- Juniors who have a special circumstance that requires them to be able to drive to school will be able to purchase a permit on a case-by-case basis. Please see the Assistant Principal of Facilities with requests

Beginning on September 17th, Parking Enforcement begins! Do not drive to school unless you have a permit or you risk getting a ticket - buy your permit the day before.

Types of Permits

- **Carpool Permit**: If you regularly drive one or more people to Gunn High School, you are eligible for a red hang tag that allows you to park in the designated spaces of the student lot (marked with “carpool”) in addition to the regular spaces in the student lot.
  
  o NOTE: Driving a younger sibling to their school and then driving to Gunn by yourself does not count as carpooling to Gunn. Driving your sibling to Gunn and making them walk back to their school also does not count.
  
  o You are responsible for knowing where the Carpool spaces are located – designated spots are marked! If you are not carpooling on a particular day, do not park in the carpool lot, but instead park in the regular student parking.

- **Single Driver Permit**: If you drive by yourself, you may park in any spot not marked for carpool. At no time may you park in a carpool space, even if you happen to carpool.

  For either permit: Be sure to hang your tag from your mirror and don’t forget to take it with you if you switch cars. If for some reason you cannot hang it from your mirror – put it next to your VIN number on your dash.

Parking Enforcement on Campus
Parking will be monitored weekdays by the Palo Alto Police Department. There are no warnings. Students who park in the staff lot, who do not have a permit, or who park in the carpool lot without the proper permit will be ticketed. If your tag is not in the proper spot on a day of PAPD enforcement, you will get a ticket. All tickets need to be cleared through the PAPD, not Gunn.

**Miscellaneous Permit Information**

If you forget your permit one day, you may request a temporary permit from the Main Office.

The SAC is not responsible for lost or stolen permits or fire/theft/damage/vandalism of your vehicle. If you lose your permit or it is stolen, you will have to buy a new one.
Student Drop-off & Pick-up Regulations

- **Carpool Drop-off:** Carpools with two or more students may use the CARPOOL DROP-OFF AREA in front of the Main Office.
- **Non-Carpool Drop-off:** Vehicles with fewer than two students will follow the flow of traffic to the back parking lot, down the driveway past the tennis courts, to the DROP-OFF AREA at the covered walkway. Vehicles will exit via the main driveway.
- **Georgia Gate:** For the safety of cyclists and pedestrians going to Gunn and Terman, refrain from using this area for drop-off and pickup.
- **Miranda Drop-off:** Student drop-off is available at the turnaround. Do not proceed into staff parking lot. Please note that the EXIT requires a “Right Turn” only. Per traffic signs and laws, a left turn is illegal.

Bicycle Regulations

- Operate your bicycle in a safe manner at all times. Ride according to the rules of the road. Be visible and predictable. Wear a helmet!
- The bike path through the north parking lot (near tennis courts) minimizes bike/car traffic at intersections.
- All bikes must be walked on campus and on pedestrian walkways in front of the main office.
- Lock your bike with a thick cable or U-lock by securing the frame and wheels to a rack/fixed object. Racks are provided throughout campus.
- All bicycles must be stored in designated bike storage areas. They may not be attached to columns or other items outside classrooms.
- Report thefts to the Main Office.

Skateboards, Rollerblades, Roller Skates, Hoverboards & Scooters

If used on campus, skateboards, rollerblades, roller skates, and scooters (or any other inappropriately used “wheeled” item) will be confiscated by any staff member. No bicycles are to be ridden on campus in areas of pedestrian traffic.

Accident & Auto Insurance

The PAUSD offers an opportunity for parents to purchase low-cost accident insurance protection for students. Details are available at registration or in the Main Office. Students participating in inter-school athletics are required to have accident insurance.

PAUSD policy on using private vehicles for transporting students: Drivers must have a minimum liability/bodily injury insurance limit of $100,000/$300,000. Students must have school permission and written parental consent on file to be allowed to drive themselves to a school-sponsored activity. **Students may not drive other students on to sporting events or on field trips.** Drivers park in the parking lots at their own risk. The school is not responsible for any damage to cars parked on the school property.
Gunn High School

Behavior Expectations & Consequences

PHILOSOPHY

The goals of the policy related to student behavior are to maintain order and decorum in the schools, to educate our youth to observe accepted rules of conduct, and to develop self-discipline while simultaneously protecting the rights of others.

Since the chief purpose of the school is the education of all students, any behavior and/or attendance problems which interfere with the educational program of the district or which are inimical to the welfare of the other students will not be tolerated. A central effort of the school shall be promoting cooperative efforts among staff, students and parents in improving students’ abilities to use self-discipline, as well as determining the most appropriate external interventions when needed. When the student’s self-discipline fails to protect the rights of others and/or the basic welfare of the individual student, the school shall intervene and impose necessary disciplinary action to bring about a change in the student’s behavior. When students are found fighting; committing acts of hazing; possess, use, or sell alcohol or controlled substances; in possession of/throwing eggs, water balloons, paint balls or other dangerous or disruptive objects, automatic suspensions will result.

Every effort will be made to afford the student, parent and staff member their rights of due process in determining the consequences for inappropriate behavior. Standards of conduct have been established to ensure fair and impartial treatment of students; each case will be treated individually to the extent possible and judged on its own merits. Variations in dispositions will be based on the seriousness of the offense, the conditions under which it occurred; and the student’s past school record.

NOTE: If you feel that a staff member is wrong, you are still to abide their request/directive. At a later time, you may speak with an Administrator. Mistakes can occur, however, if you fail to follow a staff member’s directions, you may be suspended for defiance. If it is found that the staff member is wrong, the situation will be immediately rectified. The place for resolving disputes is in the Administrator’s office.

Administrative Responsibility & Discretion: The site administration reserves the right to make determinations regarding student behavior not specifically outlined in this handbook.

BEHAVIOR EXPECTATIONS

Appearance & Dress: The Palo Alto secondary schools have established a dress code in keeping with the purpose of the schools and one which is acceptable to the community.

Appearance and dress must be within the limits of decency, cleanliness and appropriateness for school, and shall not interfere with teaching and learning. Some form of footwear must be worn on the campus. Any profanity, sexually implicit or explicit wording and/or graphics as well as drug and/or alcohol insignia apparel must not be worn at school. Students may be asked to change into appropriate clothing.

Excessive Affection: Socializing with others is an important component of high school life. However, excessive affection is neither appropriate nor permitted at any time during class, out of class, or related to any school event.

Leaving Campus: The Gunn campus is an open campus. However, students are encouraged to stay on campus until the end of the student’s school day unless a parent or a legal guardian has pre-arranged through the attendance office for the student to leave the campus. If students leave campus during the lunch or prep periods, it is important for parents to know that the Education Code reads as follows: “No school staff member or employee of the district shall be responsible or in any way liable for the conduct or safety of any pupil of the public schools at any time when such pupil is not on school property unless the district, board, or the person has undertaken to provide transportation for such pupil to and from the school premises, has undertaken a school-sponsored activity off the premises of such school or otherwise specifically assumed such responsibility. In the event of
such a specific undertaking such as a field trip, the district, board, or person would be liable or responsible for conduct or safety of the pupil only while such pupil is or should be under the immediate and direct supervision of any employee of such district."

Students who leave campus during class time will be required to obtain a permit to leave from the Attendance Office. Upon return from a leave, the student is to obtain an admit for all classes missed. A permit to leave does not automatically clear an absence.

**Loitering:** Loitering is not permitted in restrooms, parking lots, autos, Physical Education locker rooms, halls and/or surrounding areas. Loitering is also not permitted on the path areas including, but not limited to, the Hetch Hetchy property and the adjoining City of Palo Alto property.

**Electronic Policy & Any ECDs (Electronic Communication Devices):** Any student using electronic equipment in a classroom without expressed consent from a staff member (video/auditory recording, cell phone, camera, and any other inappropriate electronic device) may have the item confiscated by the teacher. A referral will be written and entered into Infinite Campus. The first infraction will result in a warning. On a second offense a parent will be contacted and told to collect the item on the following school day. Any additional occurrences will be considered defiance and will result in more serious consequences such as being turned in to the main office where students collect their item from an administrator at the end of the school day.

Cell phones should NOT be used during an emergency unless authorized by staff to avoid overloading the network.

Students bring electronic items to school at their own risk, since they are very vulnerable to theft and breakage.

**Loss, Theft, Vandalism:** All thefts and vandalism, including graffiti, and incidents of tampering with personal or school property should be reported to the Main Office. Students should complete a Loss or Theft Report. Students found to be responsible for such actions will be subject to disciplinary action and a referral to the police. Unattended backpacks, unlocked bicycles, and bicycles not parked in the enclosed Bike Cage are particularly vulnerable to theft. Students are urged to keep or wear backpacks and to secure bikes inside the Bike Cage with adequate locks. Students can borrow a bike lock from the main office for the day. See the front office secretaries or a campus supervisor.

**Alcohol & Drugs:** The district recognizes its responsibility to provide reasonable protection for all students from the influence of persons who might encourage the use of mind-altering chemicals. Resource information is available at the school.

Students may not use, be under the influence of, buy, sell, or give intoxicants or dangerous drugs to others. Violation of this rule results in immediate disciplinary action, which may range from suspension to possible expulsion from the school district. A lengthy suspension may be reduced, at the discretion of the Administration, with the agreement that the student participate and complete a substance abuse intervention program. Alcohol or drug related incident may be referred to the police.

Appropriate action will be taken at the school site level to eliminate possession, use, provision, or sale of illegal substances and related paraphernalia in any situation in which the school is responsible for the well-being of all students. Students involved in the possession and/or use of chemical substances, including tobacco, shall be subject to immediate disciplinary procedures that may result in suspension or expulsion. (Secondary schools: If the final disposition is reinstatement on campus, every effort will be made to provide a referral to a substance abuse intervention program.)

**Tobacco:** In order to support and reinforce the District’s educational efforts to prevent student tobacco use through adult modeling, the Board of Education established on July 1, 1992 a Board Policy and Administrative Regulation (BP/AR 5131.62) declaring Palo Alto Unified School District tobacco-free. It is the responsibility of all staff and community members to implement this policy in school buildings and school-owned vehicles, on school grounds, and at school-sponsored events off campus. A student may be suspended or recommended for expulsion from the school in which the student is enrolled if the student has violated California Education Code, Section 48900, as follows: Possessed or used tobacco or products containing tobacco or nicotine. Consequences may range from a warning to suspension or expulsion.

**Weapons/Dangerous Objects/Other Inappropriate Objects:** Firearms, knives, explosives, lighters, matches, fireworks, sharp objects such as a straight edge or box cutter, BB, Pellet or look-alike guns, paintball guns or any other
dangerous objects may not be brought onto campus. School actions include suspension, police notification, and a recommendation for expulsion from the school district.

Other objects that are not directly related to a classroom project or assignment and approved by a staff member are not permitted on campus. This may include, but is not limited to: sharp objects, laser pointers, noise makers, water balloons, squirt guns, paintballs, eggs, pepper spray, poppers, firecrackers, spray cans of any type, etc. The presence of inappropriate objects can create a disruption. A student who brings an object to the campus is responsible for the object brought onto the campus and is subject to disciplinary action. The school cannot assume responsibility for lost/stolen personal items.

**Throwing Objects:** Throwing any object can create an unsafe environment and can be considered trashing the campus. Throwing of any object is not permitted at any time except during an approved activity with an approved object.

**Pranks:** Behavior, including speech, which is disruptive to the educational process is prohibited; and activities which are dangerous, destructive, disruptive, disrespectful, or demeaning are not acceptable on campus. Streaking is considered a disruptive activity. Students involved in such activities are subject to disciplinary action. Police may be called to investigate illegal activities. When there is a cost involved in a senior “prank” and the school is unable to determine the individuals involved, the cost is charged to the senior class. As a consequence for being involved in such activities, individual students may be barred from participation in field trips, extra-curricular activities, other senior privileges, and school functions, including commencement and graduation activities.

**Harassment/Hazing/Cyberbullying:** Every student at Gunn High School has the right to attend school free from harassment. Harassment of any form is prohibited. Harassment includes, but is not limited to, the use of inflammatory and derogatory language, intimidation, instigation of a fight, unwanted jokes or teases, name calling, unwanted comments, disrespect for another’s property, hazing, cyberbullying, and/or any discriminatory behavior that is ethnic and/or gender-based. Hazing is disruptive, degrading and a form of harassment. Students can report incidents to any adult on campus. An administrator will be notified and will conduct an investigation. Any student who is found to be involved in these activities may be suspended and/or expelled. In addition, depending on the severity of the offense, the Palo Alto Police department may investigate activities of a harassing nature as hate crimes. See page 40, “AB 537.”

Cyberbullying is defined as harassment that occurs in the digital medium. It can occur through the use of the district internet system or use of personal digital devices, not limited to, cell phones, digital cameras, personal computers, while on campus. Cyberbullying activities that occur off-campus become the prevue of the school if the activities cause a student to feel uncomfortable on campus or impact the educational process. If necessary, school officials will apply disciplinary actions to ensure students’ safety and maintain a safe learning environment.

**Fights:** Fights create an unsafe and disruptive environment. Students who engage in a fight will be suspended from school.

### Consequences

**Minor Violations:** Minor violations are those that are not deemed serious in nature, but are disruptive and/or disrespectful. In the classroom, a minor violation is most often handled by the teacher first. Outside of the classroom, a minor violation is handled by any observing staff member. Persistent or repetitive occurrences that fail to be corrected through staff intervention should be referred to an administrator. An accumulation of minor violations constitutes a major violation if there is clear indication that attempts to resolve the problem have been unsuccessful.

Consequences may include but are not limited to:

- Counseling by teacher
- Parent notification
- Detention/work detail
- Teacher, parent, student conference
- Referral to Counselor
- Weekly progress reports
- Teacher suspension
- Referral to administrator
- Restorative research project and presentation
Important Notes

deliberate act of deception.

**Definition:**
A teacher may suspend a student from their class for the day of a violation and the next day for disruptive and/or disrespectful behavior for school violations. The teacher is to immediately notify the office and administration before sending the student to the office for supervision. The teacher is to contact the parent to inform them of the incident and suspension as soon as possible.

**Major Violations:** Major violations are those which are serious enough to require administrative intervention either at the site or the district level. Offenses and consequences for major violations shall be cumulative throughout the student's career to ensure that consequences are progressive (when appropriate), sequential and based on the frequency of the offenses. A serious violation may be deemed a Major Violation and not require progressive disciplinary steps.

**Consequences may include but are not limited to:**
- Teacher suspension
- Behavior Contract
- Modification of schedule or shortened day
- Administrative suspension from school one to five days
- Referral to Site Disciplinary Team or Alternative Placement Review Team
- Referral to the Police Department
- Recommendation for expulsion
- Involuntary Transfer
- Referral to Community agencies
- Referral to District level committee
- Juvenile court referral
- Restitution

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**ACADEMIC HONESTY**

**Philosophy:** The primary goals of any educational institution should be to enhance the learning environment and to promote the pursuit of intellectual excellence. The Palo Alto Board of Education believes that the public school should reinforce the values of our democratic society, teach citizenship, and provide an environment conducive to ethical behavior. Our Henry M. Gunn High School community believes that the school should maintain a climate in which honesty, courtesy, consideration integrity, and a concern for others are highly valued.

Cheating is an obstacle to achieving these goals. Factors that contribute to cheating include pressure for grades, not enough time to finish all the required homework, students taking advantage of teachers who do not monitor their classes closely, unrealistic parent expectations, and inefficient study skills. None of these reasons makes cheating acceptable. In any of its forms, for whatever reason, cheating denies the value of education. Our teaching staff strives to put the importance of learning above the importance of grades and to convince students that their best efforts are all that anyone should expect.

**Definition:** Cheating is taking (or lending), at inappropriate times a person's work, information, ideas, research, and documentation, without properly identifying the originator, and/or acting dishonestly or unfairly in order to gain an advantage - a deliberate act of deception.

**Important Notes**
- The first inadvertent act of plagiarism will not be considered a disciplinary matter. The teacher will notify the counselor, and both will work with the student to help him/her understand the nature of the offense and how to correct it. After the first act of inadvertent plagiarism, it is in the student’s own best interest, and his/her responsibility, to learn to correctly cite sources since future acts of inadvertent plagiarism are considered disciplinary infractions and will be recorded as such.
A deliberate act of dishonesty will be treated as a disciplinary matter. Using a “cheat sheet” during a test or helping someone else cheat are examples of deliberate acts of dishonesty. The incident will be dealt with by an administrator and appropriate consequences assigned, with consideration of the severity of the offense. Possible consequences are listed below.

Procedures & Consequences: When a student is found to be in violation of the Honor/Integrity Code, in one of his/her classes, the procedures and consequences for each instance are as follows:

a. In any instance of cheating, the teacher will confer with the student and is required to contact parents.

b. The teacher will notify the guidance counselor and an administrator.

c. The student will receive an “F” for the assignment/exam, and/or may have the quarter mark lowered one full letter grade.

d. The student may be suspended for one to five days, depending on the severity of the act, and will be expected to spend time researching and writing on the topic of integrity and what the student should have done differently so as not to break the rules. The student is expected to turn in this paper as part of the consequence for dishonesty.

e. If a new violation occurs in the same class the student may be dropped from the course with an “F” for the semester.

f. If the act of academic dishonesty or cheating occurs outside the classroom setting, the incident will be dealt with by an administrator and appropriate consequences assigned.

g. Repeated instances of cheating will result in a progression of consequences.

h. An egregious act of dishonesty is subject to suspension and possible expulsion. Examples of an egregious act are computer hacking to change grades or working in collusion with other students to set up a system of ongoing cheating.

PLEASE NOTE: Students applying to 4-year college, trade school, gap year programs, other post-secondary schooling as well as those who wish to join the military, MAY BE REQUIRED TO REPORT academic dishonesty and/or suspensions as part of the application process.

TEACHER RESPONSIBILITIES
1. Make your policy and personal philosophy known to all students. Be specific as to:
   a. Tests
   b. Papers
   c. Homework

2. Be fair to all students.
   a. Prepare students for and give notice of tests.
   b. Be available to students before work is due.
   c. Observe school’s dead week policy.

3. Provide constant and consistent supervision during test period; proctor actively.

STUDENT RESPONSIBILITIES
1. Tests or Quizzes:
   a. Manage time so you have adequate time to study.
   b. Take responsibility to find out what material will be covered on the test or quiz.
   c. During the test make sure paper cannot be seen by anyone else; keep your eyes on your own paper; do not talk – ask teacher, not neighbor, for questions of clarification.
   d. After the test or quiz, do not discuss questions with other students until all students have taken it.

2. Fairness: Students are reminded that cheating is unfair, in that it threatens the grades of all classmates, especially in courses which are graded on a curve. In fairness to all, students are urged to make the teacher aware if cheating is taking place, including the kind of cheating and the methods used.

3. Homework: Do not copy others’ homework; do not work with other students on assignments unless the teacher gives instructions to do so or unless the teacher tells the entire class to work together.

4. Papers: Do not copy from or paraphrase others without a footnote and appropriate punctuation.
1. Reinforce the values you believe in. Make sure that your child understands that your moral values apply every day.
2. Reduce the pressure for “success at any cost.” Give your child support even when his or her best effort doesn’t earn an “A.”
3. Be aware of homework. Help your child protect study time. Provide a good study environment (desk, good light, quiet, etc.) Be sensitive to your child’s need for study time. When he/she says he/she needs to study, he/she probably means it. Students commonly cheat because “there wasn’t enough time.”

**Right to Appeal:** The parents and pupil have the right to request a meeting with the school site administrator pursuant to Section 48904 of the California Education Code if they feel that due process has not been followed.
Suspension & Expulsion

The policy of the Palo Alto Unified School District regarding suspension and expulsion recognizes that maintaining an educational environment which maximizes learning and protects the health, safety and welfare of all students sometimes requires the removal of a student from regular classroom instruction for a period of time deemed necessary to correct the behavior of that student. Any exclusion of a student from school is used as a last resort and with the exception of specific serious major offenses, this method shall be used only when other alternatives for correcting the student's behavior have failed to bring about the desired conduct.

Any student who is suspended from school may not return to the campus during the suspended time unless administrative approval is granted and the student is then accompanied by the parent/guardian. Any student who is expelled shall be referred to an alternative education placement during the expulsion.

Actions falling under school jurisdiction must relate to school activities or attendance and may take place at any time including, but not limited to, any of the following: 1) on school grounds; 2) while going to and from school; 3) during the lunch period, whether on or off campus; or 4) during, or while going to or coming from a school-sponsored activity.

Causes for Suspension & Expulsion
The Education Code 48900 specifically outlines the causes for suspension and expulsion.

SUSPENSION OF STUDENT FOR MISCONDUCT

Suspension & Expulsion—Mandatory

A student shall be immediately suspended by the Superintendent or Principal/designee and recommended for expulsion by the Superintendent or Principal if the student commits any of the following acts at school or at a school activity off school grounds:

- Possessing, selling or otherwise furnishing a firearm. A School District employee must verify possession of the firearm.
- Brandishing a knife at another person. (“Knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3-1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade. Education Code 48915(g))
- Selling a controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code.
- Committing or attempting to commit a sexual assault or committing a sexual battery.
- Possession of an explosive. (“Explosive” means “destructive device” as described in Section 921 of Title 18 of the United States Code. Education Code 48915(h)) Education Code/48915(c)

First Offense Suspension – Possible Expulsion Recommendation

A student shall be suspended by the Superintendent or Principal/designee and recommended for expulsion by the Superintendent or Principal if the student commits any of the following acts at school or at a school activity off school grounds, unless the Principal or Superintendent finds that expulsion is inappropriate due to particular circumstances:

- Causing serious physical injury to another person, except in self-defense.
- Possession of any knife or other dangerous objects of no reasonable use to the pupil.
- Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 11053) if Division 10 of the Health and Safety Code, except for the first offense or the possession of not more than oneavoirdupois ounce of marijuana, other than concentrated cannabis.
- Offered, arranged or attempted to sell of look-alike substance represented to be a drug or alcohol.
- Robbery/Extortion
- Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee. Education Code 48915(a)
A decision to expel shall be based on a finding or one or both of the following: a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; b) Due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the student or others.  

**Education Code 48915(b)**

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### First Offense – Possible Suspension

A student may be suspended by the Superintendent or Principal/designee and may be recommended for expulsion by the Superintendent or Principal if the student commits any of the following acts (including, but not limited to) at school or at a school activity off grounds, unless the Principal or Superintendent finds that expulsion is inappropriate due to particular circumstances.

- Academic Dishonesty
- Alcohol
- Damage to Property
- Disruption/Defiance
- Drug Paraphernalia
- Fighting
- Forgery/Altering a School Document
- Gambling
- Gang Related Activity
- Harassment of a Witness
- Hate Violence
- Hazing/Initiation
- Hostile Educational Environment
- Imitation Firearm Possession
- Inciting a Fight or other inappropriate behavior
- Obscenity/Profanity/Vulgarity
- Receipt of Stolen Property
- Sexual Harassment
- Site specific violations noted in Site Discipline Plan
- Terrorist Threat
- Theft
- Threat, Harassment, or Intimidation
- Tobacco
- Vandalism/Tagging/Graffiti
- Violation of Behavior Contracts
- Violation of Computer Use Agreement
- Violation of Suspension

**Education Code 48900**

Pursuant to Education Code 48900.5 (a): Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil’s record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil’s presence causes a danger to persons.

(b) Other means of correction include, but are not limited to, the following:

1. A conference between school personnel, the pupil’s parent or guardian, and the pupil.
2. Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
(3) Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.

(4) Referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).

(5) Enrollment in a program for teaching prosocial behavior or anger management.

(6) Participation in a restorative justice program.

(7) A positive behavior support approach with tiered interventions that occur during the school day on campus.

(8) After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.

(9) Any of the alternatives described in Section 48900.6.

It is our practice to suspend for five days all students who are under the influence of, use, possess or sell drugs or alcohol while at school or any school related activity. For first offenses, consent to attend drug and alcohol/substance abuse counseling can result in a reduction of days of suspension served.

A decision to expel shall be based on a finding or one or both of the following: a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; b) Due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the student or others. *Education Code 48915(b)*

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**Working With Police On Campus**

**Police Officers Talking to Students on Campus**

From time to time, law enforcement personnel come onto the Gunn campus to conduct investigations. The school may not interfere with law enforcement in these cases. A student may be pulled out of class or spoken with on the campus by law enforcement, after which the convening officer is to contact the parent/guardian.

A school official is not legally obligated to contact a parent when a police officer questions a student on campus. If parents are not contacted prior to the police interview, school staff may contact the parents after the interview.

Regulations for police officers in Palo Alto require that the officer contact the parents immediately after interviewing a student on campus.

Education Code 48906 requires that a school official take immediate steps to notify the parent, guardian, or responsible relative of the student when a student is removed from campus by an officer. The school official must also notify the parent as to the location of the student. The exception to this is in cases of child abuse. In that situation, a judgment must be made concerning notification to parents concerning the removal and/or the location of the student.
CALLING POLICE

Calling the police is mandatory in all cases where there is student involvement with alcohol, drugs, imitation drugs, weapons, stolen property, vandalism, or a fight where a student has sustained significant injury. A school official must notify the police if a student violates Section 245 of the Penal Code (Assault with a deadly weapon).

A school official must notify the police within one school day if a student violates Section 48900 subdivision (c) or (d).

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

A school official must notify the police if a student commits acts involving the possession or sale of narcotics or a controlled substance in violation of the Penal Code.
AR 5131.2: BULLYING COMPLAINT PROCEDURES

The district is committed to resolving issues of bullying as quickly as possible to minimize disruption to the educational process. Efforts to resolve bullying, other than discriminatory harassment based on protected status, shall be resolved at the school site using the bullying complaint procedures whenever possible. If concerns and/or complaints are not resolved at this level, the parent/guardian may forward their concerns to the district Student Services Coordinator. (c.f. 5137 – Positive School Climate)

School staff who witness acts of bullying as defined within District policy shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

If the complaint alleges unlawful discrimination based on a protected status, the administrator shall utilize, and/or direct the individual to utilize, the uniform complaint procedures specified in AR 1312.3 – Uniform Complaint Procedures.

(c.f. 1312.3 – Uniform Complaint Procedures)

Bullying Definitions

Under California law, “Bullying” is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils that constitutes sex harassment, hate violence, or creates an intimidating or hostile educational environment, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
(B) Causing a reasonable pupil to experience a substantially detrimental effect on her or her physical or mental health.
(C) Causing a reasonable pupil to experience a substantial interference with his or her academic performance.
(D) Causing a reasonable pupil to experience a substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic act” means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including but not limited to, any of the following:

(i) A message, text, sound, or image.
(ii) A post on a social media/network internet website including, but not limited to:
   a. Posting to or creating a burn page. “Burn page” means an Internet website created for the purpose of having one or more of the effects listed above
   b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
   c. Creating a false profile for the purpose of having one or more of the effects listed above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

“Reasonable pupil” is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(Education Code 48900(r))

The school district has jurisdiction to respond to bullying behavior that is related to school activity or school attendance and that occurs at any time, including, but not limited to, while on school grounds, at a school sponsored activity, while traveling to or from school, on a school bus, or during the lunch period whether on or off campus.

(Education Code 48900(s))
Indicators of Bullying Behavior
Behaviors may include, but are not limited to, the following:

- **Verbal**: Hurtful name-calling, teasing, gossiping, making threats, making slurs or epithets, making rude noises, or spreading hurtful rumors.
- **Nonverbal**: Posturing, making gang signs, leering, staring, stalking, destroying property, insulting or threatening notes, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
- **Physical**: Hitting, punching, shoving, shoving, berating, blocking egress, strangling, hair pulling, fighting, beating, pinching, slapping, "pantsing", biting, spitting, or destroying property.
- **Emotional (Psychological)**: Rejecting, terrorizing, extortion, defaming, intimidating, humiliating, blackmailling, manipulating friendships, isolating, shunning, ostracizing, using peer pressure, or rating or ranking personal characteristics.
- **Cyberbullying**: Sending insulting or threatening messages by phone, e-mail, websites, or any other electronic or written communication. This policy pertains to cyberbullying that is related to school activity or attendance and is directed toward a pupil or school personnel.

Notifications
Students, parents, employees, agents of the Board of Education, and the general public shall be informed annually, through student handbooks and/or other appropriate means, of district and school rules related to bullying, mechanisms available for reporting bullying incidents, and the consequences for alleged aggressors of bullying.

A copy of the district’s bullying prevention policy and regulation shall:

a. Appear in any school or district publication that sets forth the schools or district’s comprehensive rules, regulations, procedures and standards of conduct. 

b. Be included in the notifications that are sent to parents/guardians at the beginning of each school year.

c. Be posted in all schools and offices, including staff lounges and student government meeting rooms.

d. Be provided to employees and employee organizations.

Procedures
All complaints of bullying behaviors as defined within this policy shall be handled in accordance with the following procedures, and shall be investigated and resolved within fifteen (15) school days of the receipt of the complaint, regardless of whether the alleged bullying behavior occurred on or off campus. The principal or designee shall maintain a log of complaints received and a summary of actions taken to resolve the complaint. The principal or designee shall maintain a log of complaints received and a summary of actions taken to resolve the complaint.

A. Reporting a Complaint

At each school, the principal or designee is responsible for receiving oral or written complaints alleging bullying that are not based on a protected status.

Any student (or parent/guardian on behalf of the student who is a minor) who believes he/she is a target of bullying, has witnessed an act of bullying, or has knowledge of any incidents of bullying is encouraged to report the incident(s) to a school official.

Any member of the school community who may have credible information about an act of bullying may report the incident either as a witness or a target.

A bullying incident report form may be filed anonymously from the district website. Formal disciplinary action shall not be based solely on an anonymous report.

A staff member who witnesses bullying behaviors or receives a complaint of bullying shall within one (1) school day report the complaint to the principal or designee. If a complainant is unable to report a complaint due to conditions such as a disability or illiteracy, a staff member may assist him/her in filing a complaint.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.
If the individual making the complaint does not want to be identified or does not give names of the alleged aggressors, the school may still respond depending upon the seriousness of the allegations and the risk of future harm to the student or others.

B. Documenting a Complaint
At each school, the principal or designee shall document all complaints of bullying, whether the original report is made verbally or in writing. Documentation of complaints and their resolution shall be maintained for two years. Copies of documentation shall be passed on to the Coordinator of Student Services to compile district data.

C. Interim Measures
After a report or complaint is made, the principal or designee shall determine whether interim measures are necessary to stop, prevent or address the bullying behaviors during the ensuing investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher. Interim measures will be implemented in a manner that minimizes the burden on the individual who was the alleged target.

Though an incident of alleged bullying as defined within this policy may occur off campus, if the effects of the off-campus incident result bullying at school that is sufficiently serious to interfere with or limit the targeted student’s ability to participate in or benefit from the education program, the school must respond promptly and effectively to eliminate the bullying that occurs at school, prevent its recurrence, and address its effects. Such response may include discipline of the alleged aggressors.

D. Investigating a Complaint
The principal/designee shall document all complaints of bullying in writing and/or through the appropriate data system to ensure that problems are addressed in a timely fashion. This process is to be followed with all anonymous complaints as well. Although this Policy encourages students to use the formal written complaint process, school officials should investigate all complaints and reports of harassment, whether or not the complaint is in writing.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student’s educational performance.

Complaint Investigation Procedures
1. The principal/designee shall investigate all allegations of bullying that are not based on a protected status.
2. The investigator may not be the alleged aggressor or the alleged target.
3. The principal/designee or appropriate administrator shall begin a thorough investigation with the alleged target and accused as soon as possible upon receiving a notification of complaint. The school administrators/designees will provide immediate notification to the parents/guardians of both the alleged target and the alleged aggressor.
4. During the investigation, the principal/designee or appropriate administrator may take any action necessary to protect the complainant, alleged target, other students or employees consistent with the requirements of applicable regulations and statutes.
   a. Interviews of the alleged target, alleged aggressors, and all relevant witnesses are conducted privately, separately, and are confidential. Each individual (alleged target, alleged aggressor, and witnesses) will be interviewed separately and at no time will the alleged aggressor and alleged target be interviewed together.
   b. At no time during the investigation will the name of the complainant be revealed by the investigator.
   c. In general, student complainants and/or alleged targets will continue attendance at the same school and pursue their studies as directed while the investigation is conducted and the complaint is pending resolution. Any legal order of a court will prevail.
   d. When necessary to carry out the investigation or for other good reasons, and consistent with federal and state privacy laws, the principal/designee or appropriate administrator also may discuss the complaint with any school district employee, the parent of the alleged target, the parent of the complainant or accused, if one or both is a minor (or has given consent or is an adult who has been determined to be incompetent or unable to give informed consent due to disability), and/or child protective agencies responsible for investigating child abuse.
   e. During the investigation where an employee is the accused, the principal/designee or the appropriate administrator may recommend to the Associate Superintendent for Human Resources any action necessary to protect the complainant, the alleged target, or other students or employees, consistent with the requirements of applicable statutes, Board of Education Policies, and collective bargaining agreements.
5. Within fifteen (15) school days of receipt of the complaint, the Principal/Designee or appropriate administrator shall
complete the investigation and provide the complainant and the alleged aggressor with notice of the decision. If either party disagrees with the administrator's decision, s/he may appeal the decision to the Student Services Coordinator within 15 calendar days of resolution of the initial complaint.

6. No retaliation of any kind is permitted in connection with an individual's having made a bullying complaint and if it occurs, it shall be deemed an additional act of bullying as stated herein this Policy.

7. Record of all complaints, including documentation of witness interviews and complaint resolutions shall be maintained by the school site administrator.

8. A student who has been determined by school personnel to have been the alleged target of an act of bullying shall be given priority and/or additional consideration for an inter-district transfer if the parent/guardian of that student requests such a transfer.

E. Factors in Reaching a Resolution

In reaching a decision about the complaint, the principal or designee may take into account:

a. Statements made by the complainant, the individual accused, and other persons with knowledge relevant to the allegations of bullying.

b. The details and consistency of each person's account.

c. Evidence of how the alleged target reacted to the alleged bullying incident.

d. Evidence of any past instances of bullying behaviors by the alleged aggressor and the type, frequency, and duration of these bullying behaviors.

e. The relationship between the alleged aggressor and the alleged target.

F. Resolution

The administrator, along with the alleged target and the accused/student, may agree to informally resolve the complaint. Each party's agreement to Informal Resolution must be in writing.

Within fifteen (15) school days of receipt of the complaint, the principal or designee shall complete the investigation and provide the complainant and the alleged aggressor with notice of the resolution. If either party disagrees with the administrator's decision, he/she may appeal the decision to the Student Services Coordinator within 15 calendar days of receiving the resolution for the initial complaint.

G. Remedial Action

Remedial action will be designed to end the bullying behaviors, to prevent their recurrence, and to address any effects on the target.

Examples of appropriate action include:

1. Interventions for the individual who engaged in the bullying behaviors, such as parent or supervisor notification, discipline, counseling, or training.

2. Interventions for the target of the bullying behaviors, such as counseling, academic support, and information on how to report further incidents of bullying.

3. Separating the alleged aggressor and the target, provided the separation does not penalize the target.

4. Follow-up inquiries with the target and witnesses to ensure that the bullying behaviors have stopped and they have not experienced any retaliation.

5. Training or other interventions for the larger school community to ensure that students, staff, and parents understand the types of behavior that constitute bullying, that the District does not tolerate it, and how to report it.

H. Disciplinary Action

Students who are found to have engaged in bullying behaviors may be subject to discipline up to and including expulsion. Disciplinary action may include oral warnings, written warnings, mandatory training, counseling, suspension, transfer, or expulsion for students. Such disciplinary action shall be in accordance with Board Policy and state law. Suspension and recommendations for expulsion must follow applicable law.

In identifying appropriate disciplinary action, repeated incidents and/or multiple alleged targets may result in more severe penalties.
Individuals who knowingly file false complaints of bullying shall be subject to discipline by measures up to and including suspension, expulsion, and or dismissal, as shall any individual who is found to have retaliated against another in violation of this policy.

**Enforcement**
The Superintendent or designee shall take appropriate actions to reinforce the district’s bullying prevention policy.

Regulation approved: 06.03.14
PALO ALTO UNIFIED SCHOOL DISTRICT, Palo Alto, CA

**BP 5131.2: BULLYING PREVENTION**

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

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

(cf. 5131 – Conduct)
(cf. 5136 – Gangs)
(cf. 5145.3 – Nondiscrimination/Harassment)
(cf. 5145.7 – Sexual Harassment)
(cf. 5145.9 – Hate-Motivated Behavior)

**Bullying Definition**

Under California law, “Bullying” is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils that constitutes sex harassment, hate violence or creates an intimidating or hostile educational environment, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following as per 48900(r):

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
(B) Causing a reasonable pupil to experience a substantially detrimental effect on her or his physical or mental health.
(C) Causing a reasonable pupil to experience a substantial interference with his or her academic performance.
(D) Causing a reasonable pupil to experience a substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

Penal Code 653.2 makes it a crime for a person to distribute personal identity information electronically with the intent to cause harassment by a third party and to threaten a person’s safety or that of his/her family (e.g., placing a person’s picture or address online so that he/she receives harassing messages). Penal Code 288.2 makes it a crime to send a message to a minor if the message contains matter that is sexual in nature with the intent of seducing the minor (i.e., sexting).

(cf. 5145.2 – Freedom of Speech/Expression)

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

(cf. 0420 – School Plans/Site Councils)
(cf. 0450 – Comprehensive Safety Plan)
(cf. 1220 – Citizen Advisory Committees)
(cf. 6020 – Parent Involvement)
Bullying Prevention

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

(cf. 5137 – Positive School Climate)
(cf. 6144 – Guidance/Counseling Services)

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

(cf. 6142.9 – Comprehensive Health Education)
(cf. 6142.94 – Alternative Programs/Curriculum)
(cf. 6163.4 – Student Use of Technology)

The district is committed to providing school staff with related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

(cf. 4131 – Staff Development)
(cf. 4231 – Staff Development)
(cf. 4331 – Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate, the Superintendent or designee shall notify the parents/guardians of alleged targets and alleged aggressors. He/She also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints & Investigation

All complaints alleging bullying based on a protected status such as the actual or perceived characteristics of race or ethnicity, color, nationality, national origin, ethnic group identification, age, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics shall utilize the Uniform Complaint Process AR-1312.3.

If such reports or complaints of bullying based on protected status are reported to the site level, they will be forwarded to the district within two days and investigated and resolved by the District Compliance Officer within 60 calendar days of the district’s receipt of the complaint. The District Compliance Officer can provide information about filing complaints under the UCP and can be contacted as follows:

Office of Associate Superintendent – Educational Services
25 Churchill Avenue, Palo Alto, CA 94306
(650) 329-3709

All complaints alleging bullying based on a non-protected status (i.e. weight), shall be investigated and resolved at the site-level. At each school location, the principal/designee is responsible for providing information about complaints alleging violations of this policy to the complainant.

All members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Prompt and reasonable investigation of alleged acts of bullying is expected and the site-level administrator shall take action reasonably calculated to stop the bullying, stop it from re-occurring, and provide interim
interventions, as needed, to support the alleged target.

If the complaint is about the principal or a staff member’s direct supervisor, then the Superintendent/Designee or appropriate administrator shall be asked to address the complaint.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

**Discipline**

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

(cf. 5138 – Conflict Resolution/Peer Mediation) (cf. 5144 – Discipline) (cf. 5144.1 – Suspension and Expulsion/Due Process) (cf. 5144.2 – Suspension and Expulsion/Due Process (Students with Disabilities) (cf. 6159.4 – Behavioral Interventions for Special Education Students)

Retaliation against a student because the student has filed a complaint or assisted or participated in a bullying investigation is also prohibited. Students who knowingly file false complaints of bullying or give false statements in an investigation shall be subject to discipline by measures up to and including suspension and expulsion, as shall any student who is found to have retaliated against another in violation of this policy.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Consequences and appropriate remedial actions for a student who commits an act of discrimination, intimidation, harassment, or bullying may range from behavioral intervention and education up to and including suspension or expulsion. This policy applies to all acts related to school activity or attendance occurring within a school under the jurisdiction of the superintendent of the school district.

(cf. 5145.3 – Nondiscrimination/Harassment) 
(cf. 5145.7 – Sexual Harassment) (cf. 5411. – Discipline)

Legal references:

- **200-262.4 Prohibition of discrimination**
- **32282 Comprehensive safety plan**
- **35181 Governing board policy on responsibilities of students**
- **35291-35291.5 Rules**
- **48900-48925 Suspension or expulsion**
- **48995 Translation of notices**

**PENAL CODE**

- **647 Use of camera or other instrument to invade person's privacy; misdemeanor**
- **647.7 Use of camera or other instrument to invade person's privacy; punishment**
- **653.2 Electronic communication devices, threats to safety**

**UNITED STATES CODE, TITLE 47**

- **254 Universal service discounts (e-rate)**

**COURT DECISIONS**


**Management Resources:**

- **CSBA PUBLICATIONS**
- **Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011**
- **Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010**
- **Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007**

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

- **Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008**
- **Bullying at School, 2003**

**U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS**
Dear Colleague Letter: Harassment and Bullying, October 2010

WEBSITES
CSBA: http://www.csba.org
California Cybersafety for Children: http://www.cybersafety.ca.gov
California Department of Education, Safe Schools Office: http://www.cde.ca.gov/fs/ss
Center for Safe and Responsible Internet Use: http://cyberbully.org
National School Boards Association: http://www.nsba.org
National School Safety Center: http://www.schoollensafety.us
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

Policy adopted: 06.03.14

PALO ALTO UNIFIED SCHOOL DISTRICT, Palo Alto, California

Conduct

BP 5131: CONDUCT

The Board of Education believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, while at school activities, or while using district transportation.

(cf. 5112.5 - Open/Closed Campus)
(cf. 5131.1 - Bus Conduct)
(cf. 5137 - Positive School Climate)
(cf. 6145.2 - Athletic Competition)

Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers.

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including but not limited to, physical violence, possession of a weapon, or terrorist threats.
   (cf. 0450 - Comprehensive Safety Plan)
   (cf. 5131.7 - Weapons and Dangerous Instruments)
   (cf. 5142 - Safety)

2. Conduct that disrupts the orderly classroom or school environment
   (cf. 5131.4 – Student Disturbances)

3. Discrimination, harassment, and/or intimidation of students or staff, including bullying, sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption.
   (cf. 5131.2 - Bullying)
   (cf. 5131.2 - Bullying)
   (cf. 5145.3 - Nondiscrimination/Harassment)
   (cf. 5145.7 - Sexual Harassment)
   (cf. 5145.9 - Hate-Motivated Behavior)

4. Damage to or theft of property belonging to students, staff, or the district
   (cf. 3515.4 - Recovery for Property Loss or Damage)
   (cf. 5131.5 - Vandalism and Graffiti)
   The district shall not be responsible for students’ personal belongings, which are brought on campus or to a school activity and are lost, stolen, or damaged.

5. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose
   (Penal Code 417.27)
   Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain
6. Obscene acts or use of profane, vulgar, or abusive language.
   (cf. 5145.2 - Freedom of Speech/Expression)
7. Plagiarism or dishonesty on schoolwork or tests
   (cf. 5131.9 - Academic Honesty)
   (cf. 6162.54 - Test Integrity/Test Preparation)
   (cf. 6162.6 - Use of Copyrighted Materials)
8. Inappropriate attire
   (cf. 5132 - Dress and Grooming)
9. Tardiness or unexcused absence from school
   (cf. 5113 - Absences and Excuses)
   (cf. 5113.1 - Chronic Absence and Truancy)
10. Failure to remain on school premises in accordance with school rules
    (cf. 5112.5 - Open/Closed Campus)
11. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs
    (cf. 5131.6 - Alcohol and Other Drugs)
    (cf. 5131.62 - Tobacco)
    (cf. 5131.63 - Steroids)
12. Use of a cellular/digital telephone or other mobile communications devices during instructional time.
    Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee. Any device with camera, video, or voice recording function shall not be used in any way that infringes on the privacy rights of any other person, including taking pictures of other students without their knowledge or permission for any purpose.

    If a disruption occurs or a student uses any mobile communications device for illegal or unethical activities such as cheating on assignments or tests, a school employee shall direct the student to turn off the device and/or shall confiscate it.

    A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

    No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation.

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12-Search and Seizure.
   (cf. 5145.12-Search and Seizure)

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or co-curricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

   (cf. 1020 - Youth Services)
   (cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
   (cf. 5020 - Parent Rights and Responsibilities)
   (cf. 5127 - Graduation Ceremonies and Activities)
   (cf. 5138 - Conflict Resolution/Peer Mediation)
   (cf. 5144 - Discipline)
   (cf. 5144.1 - Suspension and Expulsion/Due Process)
   (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
   (cf. 6020 - Parent Involvement)
   (cf. 6145 - Extracurricular and Co-curricular Activities)
Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during non-school hours, which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school.

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
32280-32289 Comprehensive safety plan
35181 Governing board authority to set policy on responsibilities of students
35291-35291.5 Rules
44807 Duty concerning conduct of students
46900-46925 Suspension and expulsion
51512 Prohibition against electronic listening or recording device in classroom without permission

CIVIL CODE
1714.1 Liability of parents and guardians for willful misconduct of minor

PENAL CODE
288.2 Harmful matter with intent to seduce
313 Harmful matter
417.25-417.27 Laser scope or laser pointer
647 Use of camera or other instrument to invade person's privacy; misdemeanor
653.2 Electronic communication devices, threats to safety

VEHICLE CODE
23123-23124 Prohibitions against use of electronic devices while driving

CODE OF REGULATIONS, TITLE 5
300-307 Duties of students

UNITED STATES CODE, TITLE 42
2000h-2000h6 Title IX, 1972 Education Act Amendments

COURT DECISIONS
LaVine v. Blaine School District, (2000, 9th Cir.) 257 F.3d 981
Bethel School District No. 403 v. Fraser, (1986) 478 U.S. 675

Management Resources:
CSBA PUBLICATIONS
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010
Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Bullying at School, 2003

WEBSITES
CSBA: http://www.csba.org
California Department of Education, Safe Schools Office: http://www.cde.ca.gov/fs/ss
Center for Safe and Responsible Internet Use: http://cyberbully.org
National School Boards Association: http://www.nsba.org
National School Safety Center: http://www.schoolday.org
Policy adopted: 01.12.10 and 06.03.14

PALO ALTO UNIFIED SCHOOL DISTRICT, Palo Alto, California
SEXUAL HARASSMENT – Students

It is the policy of the Palo Alto Unified School District to provide a school environment free from all forms of harassment, including sexual harassment, and to maintain an environment in which all students and adults model this behavior and are treated with dignity and respect. Therefore, no student shall be subjected to sexual overtures or conduct, either verbal, visual or physical, which is intimidating, hostile, offensive, or unwelcome. Such conduct by adults or students is deemed unacceptable behavior and will not be tolerated by the school district.

For purposes of this policy, “sexual harassment” is defined for student-to-student interaction as unwelcome sexual advances, requests for sexual favors and other verbal, visual and physical conduct of a sexual nature. “Sexual harassment” is defined for adult-to-student interaction as any sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature. “Sexual harassment” is also defined as conduct of a sexual nature which affects an individual’s employment, academic status or progress; which has a negative impact on an individual’s work or academic performance; which creates a work or educational environment that is intimidating, hostile or offensive; or which affects benefits, services, honors, programs or activities available to an individual in the education setting.

The Board of Education considers sexual harassment a major offense. Violation of this policy will constitute cause for disciplinary action. Specific disciplinary action shall be related to the severity of the incident and/or the degree to which repeated incidents have occurred. Such disciplinary actions for employees may include, but are not limited to, verbal warnings, letters of reprimand, suspension with or without pay and dismissal, along with possible reporting to police if actions mandate. Such disciplinary actions for students may range from counseling to suspension or expulsion.

The Superintendent is directed to establish due process procedures which provide a person accused of sexual harassment the opportunity to respond to allegations and to provide an appropriate defense. The Superintendent is also directed to develop administrative regulations which will ensure adequate communication of this policy to all students, parents and employees and to provide appropriate complaint and resolution procedures.

(Government Code, Section 12940(i)), (Education Code, Section 200, 212.5, 220 and 230) and AB 537

Administrative Procedures

1. Dissemination of Policy. In order to ensure that all students, employees and parents have knowledge of this policy and administrative procedure, the administration will:
   b. Provide copies of the Sexual Harassment Policy to all students and parents.
   c. Provide appropriate in-service regarding the Sexual Harassment Policy for all administrators and supervisors.
   d. Encourage annual review of the Sexual Harassment Policy and administrative procedure as part of student and staff orientation activities.

2. Confidentiality. Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints handled under this process are confidential and therefore will only be discussed on a need-to-know basis as a means of investigating and resolving the matter.

3. Retaliation. The district forbids retaliation against anyone who reports sexual harassment.

4. Examples of Conduct which may be Considered Inappropriate:
   a. Verbal or written conduct: Making derogatory comments, including epithets, slurs, jokes, etc.; sexual propositions; graphic commentary about an individual’s body; sexually degrading words used to describe and individual; suggestive or obscene letters, notes or invitations; spreading sexual rumors.
   b. Visual conduct: Leering; making sexual gestures; displaying sexually suggestive objects, pictures, books, magazines, posters or cartoons.
   c. Physical conduct: Inappropriate touching or impeding one’s movement; assault.

5. Procedures for Complaints and Resolutions

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a. **Step One** – Students who feel aggrieved because of conduct that may constitute sexual harassment should directly inform the person engaging in such conduct that such conduct is offensive and must stop. If students do not feel comfortable doing this or are unable to do so, they shall make their concerns known to a school counselor, assistant principal, principal or another staff member at the site, who will inform the person that the offensive behavior must stop.

b. **Step Two** – If actions taken by the student or school official do not cause the offensive behavior to cease or if the behavior is of a severe nature or if the offensive behavior is from adult to student, the school official shall immediately inform the principal, or if the situation demands, the principal’s supervisor, who will within ten days, if possible, complete an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The principal shall consult with the Coordinator of Health and Human Services about the allegations and the investigation prior to taking corrective action. If deemed appropriate by the principal, the students’ parents/guardians shall be notified.

c. **Step Three** – If the complaint is not resolved in Step Two, students may appeal to the Superintendent or designee by filing the complaint, the corrective action taken by the principal and any written response by the student in the Office of the Superintendent. The Superintendent or designee shall hear this appeal within ten (10) days of receipt of any written complaint and render a decision promptly. Both parties shall be afforded a full and fair opportunity to present their side of the issue in a hearing with the Superintendent or designee. The decision of the Superintendent shall be final.

### AB 537: The California Student Safety & Violence Prevention Act of 2000

**THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:**

**SECTION 1.** This bill shall be known, and may be cited, as the California Student Safety and Violence Prevention Act of 2000.

**SEC. 2.** (a) The Legislature finds and declares all of the following:

1. Under the California Constitution, all students of public schools have the inalienable right to attend campuses that are safe, secure, and peaceful. Violence is the number one cause of death for young people in California and has become a public health problem of epidemic proportion. One of the Legislature's highest priorities must be to prevent our children from the plague of violence.

2. The fastest growing, violent crime in California is hate crime, and it is incumbent upon us to ensure that all students attending public school in California are protected from potentially violent discrimination. Educators see how violence affects youth every day; they know first hand that youth cannot learn if they are concerned about their safety. This legislation is designed to protect the institution of learning as well as our students.

3. Not only do we need to address the issue of school violence but also we must strive to reverse the increase in teen suicide. The number of teens who attempt suicide, as well as the number who actually kill themselves, has risen substantially in recent years. Teen suicides in the United States have doubled in number since 1960 and every year over a quarter of a million adolescents in the United States attempt suicide. Sadly, approximately 4,000 of these attempts every year are completed. Suicide is the third leading cause of death for youths 15 through 24 years of age. To combat this problem we must seriously examine these grim statistics and take immediate action to ensure all students are offered equal protection from discrimination under California law.

**SEC. 3.** Section 200 of the Education Code is amended to read: 200. It is the policy of the State of California to afford all persons in public schools, regardless of their sex, ethnic group identification, race, national origin, religion, mental or physical disability, or regardless of any basis that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code, equal rights and opportunities in the educational institutions of the state. The purpose of this chapter is to prohibit acts which are contrary to that policy and to provide remedies therefore.

**SEC. 4.** Section 220 of the Education Code is amended to read: 220. No person shall be subjected to discrimination on the basis of sex, ethnic group identification, race, national origin, religion, color, mental or physical disability, or any basis that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code in any program or activity conducted by an educational institution that receives, or benefits from, state financial assistance or enrolls pupils who receive state student financial aid.
SEC. 5. Section 221 of the Education Code is renumbered to read: 220.5. This article shall not apply to an educational institution which is controlled by a religious organization if the application would not be consistent with the religious tenets of that organization.

SEC. 6. Section 241 is added to the Education Code, to read: 241. Nothing in the California Student Safety and Violence Prevention Act of 2000 requires the inclusion of any curriculum, textbook, presentation, or other material in any program or activity conducted by an educational institution or postsecondary educational institution; the California Student Safety and Violence Prevention Act of 2000 shall not be deemed to be violated by the omission of any curriculum, textbook, presentation, or other material in any program or activity conducted by an educational institution or postsecondary educational institution.

SEC. 7. Section 66251 of the Education Code is amended to read: 66251. It is the policy of the State of California to afford all persons, regardless of their sex, ethnic group identification, race, national origin, religion, mental or physical disability, or regardless of any basis that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code, equal rights and opportunities in the postsecondary institutions of the state. The purpose of this chapter is to prohibit acts that are contrary to that policy and to provide remedies therefore.

SEC. 8. Section 66270 of the Education Code is amended to read: 66270. No person shall be subjected to discrimination on the basis of sex, ethnic group identification, race, national origin, religion, color, or mental or physical disability, or any basis that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code in any program or activity conducted by any postsecondary educational institution that receives, or benefits from, state financial assistance or enrolls students who receive state student financial aid.

SEC. 9. Section 66271 of the Education Code is renumbered to read:

66270.5. This chapter shall not apply to an educational institution that is controlled by a religious organization if the application would not be consistent with the religious tenets of that organization.

SEC. 10. Notwithstanding Section 17610 of the Government Code, if the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code. If the statewide cost of the claim for reimbursement does not exceed one million dollars ($1,000,000), reimbursement shall be made from the State Mandates Claims Fund.

SEXUAL HARASSMENT – Staff

It is the policy of the Palo Alto Unified School District to provide a work environment free from all forms of discrimination, including sexual harassment. No student or employee shall be subjected to unsolicited or unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work setting under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s employment, status, or promotion.
2. Submission to or rejection of the conduct by the individual is used as a basis of employment or as a basis for any decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s work or performance or of creating an intimidating, hostile, or offensive work environment.

The Board of Education considers sexual harassment a major offense. Violation of this policy will constitute just and reasonable cause for disciplinary action.

Specific disciplinary action shall be related to the severity of the incident and/or the degree to which repeated incidents have incurred. Such disciplinary actions may include but are not limited to verbal warnings, letters of reprimand, suspension with or without pay, and dismissal.

The Superintendent is directed to establish due process procedures which provide a person accused of sexual harassment the opportunity to respond to allegations and provide an appropriate defense.
The Superintendent is also directed to develop administrative regulations which will ensure adequate communication of this policy to all employees and provide appropriate complaint and resolution procedures.

Administrative Procedures

1. **Dissemination of Policy** – In order to ensure that all employees have knowledge of this policy and administrative procedure, the administration will:
   - Include the Sexual Harassment Policy in the Board Policy Manual.
   - Provide copies of the Sexual Harassment Policy to all employees.
   - Provide appropriate in-service regarding the Sexual Harassment Policy for all administrators and supervisors.
   - Encourage annual review of the Sexual Harassment Policy and administrative procedure as part of staff orientation activities.

2. **Confidentiality** – Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints handled under this process are confidential and therefore will only be discussed on a need-to-know basis as a means of investigating and resolving the matter.

3. **Complaint and Resolution Procedures:**
   a) **Step One – Informal Level:** Employees who feel aggrieved because of conduct they believe constitutes sexual harassment are encouraged to inform the person engaging in such conduct that this conduct is offensive and must stop. If this is not effective or possible, the employee may proceed to Step 2.
   b) **Step Two – Formal Level:** As soon as possible or within six months of the alleged incident of sexual harassment, the complainant shall report the incident to his/her immediate supervisor. If the accused is the supervisor, the complainant shall report the incident to the supervisor at the next level.

   Within ten days after presentation of the complaint, the immediate supervisor shall investigate the allegations and take appropriate corrective action.

   c) **Step Three – Associate Superintendent:** If the complaint is not resolved in Step Two, it shall be stated in writing within ten days of the decision rendered in Step Two, signed by the complainant, and submitted to the Associate Superintendent – Human Resources/ Administration. The complaint shall provide the following information:
   - Name of individual involved.
   - The facts giving rise to the complaint, including, if relevant, a pattern of behavior leading up to the alleged incident.
   - The specific relief being sought. Within ten days after receiving the written complaint, the Associate Superintendent shall investigate, give a written response and take appropriate action, including possible disciplinary measures.
   d) **Step Four – Superintendent:** If the complaint is not resolved in Step Three, either party may, within five days of receipt of the Associate Superintendent’s answer, appeal to the Superintendent by filing the complaint, the Associate Superintendent’s answer, and any written response of the complainant, in the Office of the Superintendent.

   The Superintendent shall hear the appeal within ten days after receipt of any written complaint properly filed and shall render a decision in writing within ten days of the hearing.

   Both parties shall be afforded a full and fair opportunity to present evidence relevant to the facts and the issues raised and may be represented by counsel at the hearing with the Superintendent.

   Both parties shall be furnished a copy of the decision of the Superintendent. The decision of the Superintendent shall be final.

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**BP 5145.7: SEXUAL HARASSMENT**

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

The Superintendent or designee shall ensure that all district students receive age appropriate instruction and information on sexual harassment. Such instruction and information shall include:
1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender.
2. A clear message that students do not have to endure sexual harassment.
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained.
4. Information about the person(s) to whom a report of sexual harassment should be made.

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

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

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

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

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

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

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

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in District complaint processes.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex and under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(cf. 5131 - Conduct)
Examples of types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

**Instruction/Information**

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the District's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

**Complaint Process/Grievance Procedure**

Any student who believes he/she has been subjected to sexual harassment or who has witnessed sexual harassment may report the conduct orally to any school employee and/or file a formal written complaint. Within one school day of receiving such a report, the school employee shall report it to the site Principal/designee.

All reports and complaints alleging conduct prohibited by this policy shall be handled in accordance with the District's Uniform Complaint Procedures AR 1312.3.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment of students are immediately investigated in accordance with the Uniform Complaint Procedures AR 1312.3. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

Where a report is made of sexual harassment involving the Principal/designee to whom the report would ordinarily be communicated, the employee who receives the report or who observes the incident shall instead report to the District Compliance Officer within one school day.

Any school employee who observes an incident of sexual harassment shall immediately intervene when safe to do so and shall, within one school day, report the conduct to the Principal/designee, whether or not the victim makes a report or files a complaint. *(Education Code 234.1)*

Though an incident of alleged harassment, intimidation, and/or bullying as defined within this policy may occur off campus, if the effects of the off-campus incident result in harassment, intimidation, or bullying at school that is sufficiently serious to interfere with
or limit the targeted student’s ability to participate in or benefit from the education program, the school must respond promptly and effectively to eliminate the harassment that occurs at school, prevent its recurrence, and address its effects. Such response may include discipline of the alleged harasser in accordance with applicable law and as provided in Board Policy (BP) and Administrative Regulation (AR) 5144. Other possible responses include, but are not limited to, those listed in AR 1312.3 Section G – Remedial Action.

The following position is the District's Compliance Officer designated to handle complaints under the Uniform Complaint Procedures regarding sexual harassment prohibited by BP 5145.7 and/or any behavior prohibited by District's Nondiscrimination/Harassment Policy, BP 5145.3, and to answer inquiries regarding the District's nondiscrimination and harassment policies:

Associate Superintendent – Educational Services
25 Churchill Avenue, Palo Alto, CA 94306
(650) 329-3709

**Enforcement of District Policy**

The Superintendent or designee shall take appropriate actions to reinforce the District's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti *(cf. 5131.5 - Vandalism and Graffiti)*
2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond *(cf. 4131 - Staff Development)* *(cf. 4231 - Staff Development)* *(cf. 4331 - Staff Development)*
3. Disseminating and/or summarizing the District's policy and regulation regarding sexual harassment
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school’s response to parents/guardians and the community *(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)* *(cf. 5125 - Student Records)*
5. Taking appropriate disciplinary action

In addition, disciplinary measures may be taken against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.


**Notifications**

A copy of the District's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year *(Education Code 48980; 5 CCR 4917)* *(cf. 5145.6 - Parental Notifications)*
2. Be displayed in a prominent location in the main administrative building or other area where notices of District rules, regulations, procedures, and standards of conduct are posted, including school websites *(Education Code 231.5)*
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session *(Education Code 231.5)*
4. Appear in any school or District publication that sets forth the school's or District's comprehensive rules, regulations, procedures, and standards of conduct *(Education Code 231.5)*
5. Be included in the student handbook
6. Be provided to employees and employee organizations

**Disciplinary Action**

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.
Students who knowingly file false complaints of sexual harassment or sexual violence or give false statements in an investigation shall be subject to discipline by measures up to and including suspension and expulsion, as shall any student who is found to have retaliated against another in violation of this policy.
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Confidentiality & Record-Keeping
All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.
(5 CCR 4964)
(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)

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

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
48900 Grounds for suspension or expulsion
48900.2 Additional grounds for suspension or expulsion; sexual harassment
48904 Liability of parent/guardian for willful student misconduct
48980 Notice at beginning of term
CIVIL CODE
51.9 Liability for sexual harassment; business, service and professional relationships
1714.1 Liability of parents/guardians for willful misconduct of minor
GOVERNMENT CODE
12950.1 Sexual harassment training
CODE OF REGULATIONS, TITLE 5
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1681-1688 Title IX, discrimination
UNITED STATES CODE, TITLE 42
1983 Civil action for deprivation of rights
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
CODE OF FEDERAL REGULATIONS, TITLE 34
106.1-106.71 Nondiscrimination on the basis of sex in education programs
COURT DECISIONS
Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:
CSBA PUBLICATIONS
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010
OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter: Sexual Violence, April 4, 2011
Sexual Harassment: It's Not Academic, September 2008
Revised Sexual Harassment Guidance, January 2001
WEBSITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr
Policy approved: 02.11.14
PALO ALTO UNIFIED SCHOOL DISTRICT, Palo Alto, California
BP 5145.3: NONDISCRIMINATION / HARASSMENT

The Board of Education desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including harassment, intimidation, and/or bullying of any student, based actual or perceived characteristics of race or ethnicity, color, nationality, national origin, ethnic group identification, age, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Discrimination includes harassment, intimidation, or bullying, consisting of physical, verbal, nonverbal, or written conduct, based on one of the categories listed above, that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities. Prohibited discrimination also includes different treatment of students with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

Though an incident of alleged harassment, intimidation, and/or bullying as defined within this policy may occur off campus, if the effects of the off-campus incident result in harassment, intimidation, or bullying at school that is sufficiently serious to interfere with or limit the targeted student's ability to participate in or benefit from the education program, the school must respond promptly and effectively to eliminate the harassment that occurs at school, prevent its recurrence, and address its effects. Such response may include discipline of the alleged harasser in accordance with applicable law and as provided in Board Policy (BP) and Administrative Regulation (AR) 5144. Other possible responses include, but are not limited to, those listed in AR 1312.3 Section G – Remedial Action.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, including discriminatory harassment, intimidation, or bullying.

The Board is committed to providing age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, including discriminatory harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents and to whom such reports should be made. Staff and administrators will also receive training on their responsibilities for responding to reports and complaints of discrimination under the District’s Uniform Complaint Procedure.

In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.

Rev. 3-20-17
The principal or designee shall develop a plan to provide students with appropriate interim remedies when necessary for their protection from actual or threatened discriminatory harassment or other discriminatory behavior.

Students who engage in discrimination, including discriminatory harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

Any school employee who observes an incident of discrimination, including discriminatory harassment, intimidation, or bullying shall immediately intervene when safe to do so and report the conduct to appropriate administrators.

(Education Code 234.1)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131 - Conduct)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
(cf. 5145.2 - Freedom of Speech/Expression)

Grievance Procedures

All complaints alleging conduct prohibited by this policy shall be handled in accordance with the District’s Uniform Complaint Procedures AR 1312.3.

The following position is the District Compliance Officer designated to handle complaints under the Uniform Complaint Procedure regarding discrimination, including discriminatory harassment, intimidation, or bullying, based on the protected categories identified above, and to answer inquiries regarding the district’s nondiscrimination policies:

Associate Superintendent – Educational Services
25 Churchill Avenue, Palo Alto, CA 94306
(650) 329-3709
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)

Upon receiving a complaint of discrimination, including discriminatory harassment, intimidation, or bullying, the Compliance Officer shall immediately investigate the complaint in accordance with the Uniform Complaint Procedures specified in AR 1312.3 – Uniform Complaint Procedures.

Procedures

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, including discriminatory harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district’s policy shall also be posted on the district website or any other location that is easily accessible to students.

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language. Additionally, when otherwise necessary to provide access to information for limited English proficient students and parents/guardians, as required by federal law, the complaint forms shall be translated into the student's or parent/guardian's primary language.

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
48900.3 Suspension or expulsion for act of hate violence
48900.4 Suspension or expulsion for threats or harassment
48904 Liability of parent/guardian for willful student misconduct
48907 Student exercise of free expression
48950 Freedom of speech
48955 Translation of notices
49020-49023 Athletic programs
51500 Prohibited instruction or activity
51501 Prohibited means of instruction
60044 Prohibited instructional materials

Rev. 3-20-17
Unlawful Discrimination Notice 2014–2015

The district will not tolerate discrimination, including discriminatory harassment, intimidation, bullying or any other behavior that infringes on the safety or well-being of students, staff, or any other persons within the district's programs and activities whether directed at an individual or group. This includes but is not limited to discriminatory harassment, intimidation, and/or bullying based on actual or perceived characteristics of race or ethnicity, color, nationality, national origin, ethnic group identification, age, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

(Education Code 234.1)

Reporting & Intervention

Any student who believes he or she has been subjected to unlawful discrimination, including discriminatory harassment, intimidation or bullying or any other individual who believes that a student has suffered unlawful discrimination is encouraged to notify school
staff immediately. In addition, an anonymous reporting link is on the district website as a means of affording individuals a way to report any incidents of bullying confidentially. (http://pausd.org/parents/BullyingPrevention/index.shtml)

School staff who witness unlawful discrimination are required to immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1) Staff is also required to report the incident to the Principal or designee.

The Principal or designee must notify the parents/guardians of the individuals involved in the incident. He/she also may involve school counselors, mental health counselors, and/or law enforcement where appropriate.

**Complaints & Investigation**

The district is committed to conducting a prompt investigation of all complaints of unlawful discrimination. Any student, parent/guardian, third party or other individual or organization who believes that he/she or another student or group has been subjected to unlawful discrimination, or who has witnessed such conduct, may report the conduct orally to any school employee or administrator, and/or file a formal written complaint with District Compliance Officer pursuant to AR1312.3 - Uniform Complaint Procedure (“UCP”).

Complaints under the UCP will be resolved within 60 days of receipt of the complaint.

The following position is the designated Compliance Officer to handle UCP complaints regarding unlawful discrimination and to answer inquiries regarding the district's nondiscrimination policies:

- Associate Superintendent – Educational Services
- 25 Churchill Avenue, Palo Alto, CA 94306
- (650) 329-3709

**Discipline**

Students who engage in discrimination, including discriminatory harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline in accordance with applicable law and as provided in Board Policy (BP) and Administrative Regulation (AR), up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

Other possible responses include, but are not limited to, those listed in AR 1312.3 Section F– Remedial Action, such as counseling and academic support for the subject of the complaint, separating the subject of the complaint and the individual who engaged in the discrimination, and follow-up inquiries to ensure that the discriminatory conduct has stopped. Steps may also include training or other interventions for the larger school community.

Though an incident of alleged discriminatory harassment, intimidation, and/or bullying may occur outside a district program or activity, if the effects of the incident result in discriminatory harassment, intimidation, or bullying in a district program or activity that is sufficiently serious to interfere with or limit the targeted student’s ability to participate in or benefit from the program or activity, the school must respond promptly and effectively to eliminate the harassment that is occurring in the district program or activity, prevent its recurrence, and address its effects. Such response may include discipline of the alleged harasser and interventions for the targeted student, as described above.

**Prohibition Against Retaliation**

Retaliation against a student, parent/guardian or other individual because he or she has filed a complaint or assisted or participated in an unlawful discrimination proceeding, or who has otherwise acted to assert the rights of students to be free from unlawful discrimination is also prohibited. Any student or employee found to have retaliated against another in violation of this policy will be subject to discipline as described above.

Students who knowingly file false discrimination complaints or give false statements in an investigation will be subject to consequences including discipline measures up to and including suspension and expulsion.
Title IX of the Civil Rights Act provides that “no person…shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance.” [20 U.S.C. §1681(a)]

Title IX Coordinator provides information about nondiscrimination policy and complaint procedures; ensures that appropriate training is provided on a frequent and regular basis; and monitors District actions in response to allegations of sexual harassment.

District Compliance Coordinator for Title IX Regulations:
Office of the Associate Superintendent, Educational Services
Palo Alto Unified School District Office
25 Churchill Avenue, Palo Alto, CA  94306
Phone: (650) 329-3709

For Title IX information, a copy of the Procedures for Complaints and Resolutions, or assistance in filing a complaint, please call the office of the Associate Superintendent, Educational Services at (650) 329-3709.
PARENT / GUARDIAN CONCERNS
REGARDING SCHOOL DISTRICT EMPLOYEES

Concerns raised by parents/guardians about school district personnel should be resolved as quickly as possible. Therefore, parents or guardians of students in the Palo Alto Unified School District are urged to discuss their concerns directly with the employee(s) in question when concerns surface.

If the concern is not resolved with the employee(s) at this first level, the parent/guardian should then put the concern in writing and direct it to the employee's immediate supervisor, the principal at the elementary school, the instructional supervisor, and the principal at the secondary level. The immediate supervisor shall give a copy of the document to the employee(s) and shall review the concern with the employee(s) to attempt a resolution in the matter. If the concern is not put into writing at this stage (second level), the district will be unable to respond.

If the concern is put into writing, the supervisor shall respond in writing within ten (10) working days of receipt of the document. The response shall be directed to the employee(s), the parent/guardian and, at the secondary level, to the principal, and shall state the proposed resolution.

If the resolution is unsatisfactory, the parent/guardian may request that the matter (including initial document and the supervisor's response) be forwarded to the Superintendent or his/her designee. This request must also be in writing. The Superintendent or his/her designee shall respond in writing within twenty (20) working days after receipt of the written request (and documentation) to the parties with his/her resolution of the concern.

Appeals of the Superintendent's decision may be made to the Board of Education.

(Education Code, Section 35160.5) (10/84)
(Revised 11/87; Reviewed 01/03)

ADMINISTRATIVE PROCEDURE
Informal Level
Step One: Concerns/complaints against District personnel raised by a parent/guardian shall be resolved as quickly as possible. The first step in resolving all concerns/complaints shall be for the parent/guardian to meet with the employee to try to resolve the identified issue. It is expected that the majority of differences between a parent/guardian and an employee will be resolved at this first meeting.

Step Two: If concerns are not resolved with the employee at step one, the parent/guardian shall meet with the employee’s immediate supervisor to try to resolve the identified issue. If no resolution is reached with the supervisor, the complaint may proceed to the formal level.

Formal Level
Step Three: The parent/guardian shall put the complaint in writing and submit to the site principal. The principal shall investigate the concern/complaint and shall respond in writing within ten (10) working days of receipt of the written complaint lodged against a school employee by a parent/guardian.

Step Four: If the parent/guardian finds the principal's proposed resolution to be unsatisfactory, an appeal may be made to the superintendent's designee. The parent/guardian shall submit the written complaint and the principal’s written response along with a relevant documentation to the superintendent’s designee. The Superintendent’s designee shall respond in writing to the parent/guardian, the principal, and the employee with ten (10) working days.

Step Five: If the response of the Superintendent’s designee is unacceptable to the parent/guardian, an appeal may be submitted to the Superintendent who will respond in writing to the parent/guardian, the principal, and the employee within twenty (20) working days. The decision of the Superintendent may be appealed to the Board of Education.
Annual Notice to Students of Uniform Complaint Procedures

The Palo Alto Unified School District maintains a uniform complaint procedure for investigating complaints of: (1) discrimination, including discriminatory harassment, intimidation, or bullying on the basis of actual or perceived characteristics of age, sex, sexual orientation, ethnic group identification, race, ancestry, nationality, national origin, religion, color, or mental or physical disability, gender, gender identity, gender expression, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics; and (2) complaints of violations of the laws and regulations governing consolidated categorical aid programs, Adult Education, Career/Technical Education, Child Development, Special Education and Nutrition services. The District has the primary responsibility to ensure compliance with the applicable state and federal laws and regulations governing educational programs. The District has designated the Associate Superintendent of Educational Services as the Compliance Officer to receive and investigate uniform complaints that fall within these categories and ensure District compliance with law.

Any individual, public agency or organization may file a written complaint of noncompliance. Complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying shall be initiated not later than six months from the date the alleged discrimination occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination. Copies of the complaint procedures and form are available from the school or District office free of charge. After filling out the complaint form, it should be directed to the Compliance Officer listed above. The Compliance Officer will investigate the complaint and provide a written report of the investigation and decision within sixty (60) calendar days.

If dissatisfied with the District’s decision, the complainant may also appeal in writing to the California Department of Education within 15 days of receiving the District’s decision. The appeal to the California Department of Education must include a copy of the complaint filed with the district and a copy of the district’s decision.

A complainant may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a state or federal court include, but are not limited to injunctions and restraining orders. In a complaint of unlawful discrimination, complainant may seek civil law remedies no sooner than sixty (60) days from the filing of an appeal with CDE, except that such time limitation does not apply to injunctive relief.

Additionally, any individual, public agency, or organization may file complaints about specified situations pertaining to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancies or misassignments. Such complaints are subject to a different complaint procedure. A complaint may be filed anonymously. The complaint shall be filed with the Principal of the school or his or her designee. The Principal or appropriate District official will remedy valid complaints within thirty (30) working days from the date the complaint was received and shall complete a written report within forty-five (45) working days of the initial filing.

A complainant not satisfied with the resolution of the Principal or appropriate District official has the right to describe the complaint to the Board during a regularly scheduled hearing. If the complaint involves a condition of a facility that poses an emergency or urgent threat, a complainant who is not satisfied with the resolution proffered by the Principal or appropriate District official has the right to file an appeal to the Superintendent of Public Instruction within fifteen (15) days of receiving the District’s decision.

For complete information concerning the filing of uniform complaints, please see Board Policy 1312.3 – Uniform Complaint Procedures and Administrative Regulation 1312.3- Uniform Complaint Procedures.
AR 1312.4: WILLIAMS UNIFORM COMPLAINT

Any individual, public agency or organization may file complaints about specified situations pertaining to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, teacher vacancies or misassignments, and deficiency in instruction and/or services to any student, by completion of grade 12, has not passed one or both parts of the high school exit exam. Such complaints are subject to a different complaint procedure. A complaint may be filed anonymously. The complaint shall be filed with the Principal of the school or his or her designee. The Principal or appropriate District official will remedy valid complaints within thirty (30) working days from the date the complaint was received and shall complete a written report within forty-five (45) working days of the initial filing.

A complainant not satisfied with the resolution of the Principal or appropriate District official has the right to describe the complaint to the Board during at a regularly scheduled hearing. If the complaint involves a condition of a facility that poses an emergency or urgent threat, a complainant who is not satisfied with the resolution proffered by the Principal or appropriate District official has the right to file an appeal to the Superintendent of Public Instruction within fifteen (15) days of receiving the District’s decision.

For more information concerning the filing of uniform complaints, copies of the Board Policies and Administrative Regulations pertaining to these complaint procedures are available upon request at the school or District offices or at http://pausd.org/community/board/Policies/1000.shtml.
Gunn Emergency Preparedness Plan

Gunn High School has developed a detailed Emergency Preparedness Plan and will continue to refine procedures. The following is a brief outline of steps to be taken in the event of a disaster.

The school shall establish a Command Center near the football field and will keep in touch with the district through a two-way radio. The Principal or his/her designee will be the Site Manager.

The staff will mobilize itself immediately by evacuating all buildings and assembling on the football field. Students will assemble by B period teachers. Those who have a B period prep must report to the field to check in with the staff person in charge of students on prep. A container is kept permanently stocked with emergency supplies and water and first aid stations will be established. The Search Team will search every room throughout the campus for trapped persons. The Transport Team will transport injured staff or students to First Aid station. The Food and Water Team will see to it that our emergency supplies of water and food are rationed out in an orderly and equitable manner. The Utilities and Hazard Team will determine the need for shutting off gas, electricity, and water mains. The Sanitation Team will provide privacy and a means of waste disposal. The First Aid Team will set up for triage and injury support.

Emergency Procedure – Disaster Drill – Student Instructions

1. Students will hear either the fire alarm sound or school bell sounds for at least 30 seconds.
2. Students will duck and cover.
3. Students will remain in a quake-safe position for 60 seconds.
4. Students will exit the building and head to the track field.
5. When students reach the track field, they will line up with their B period teacher on the track, not on the field.
6. Line up according to your B teacher’s last name. Signs with B period teacher names will be held up with teachers ringing the field area in alphabetical order. See field arrangement map on subsequent page.
7. Students should remain on the track area that is located between the stands and the field. They should not go into the stands or assemble on the field.
8. Students should check in with their B teacher and be checked off on the roll sheet.
9. Students should stay with their B period teacher for the entire drill until an administrator announces the “end of the drill.”

Student Release Procedures

Students are to remain on campus unless safety conditions preclude our holding them here. The school staff will look after the safety and welfare of all students and will cooperate with district and public safety officials regarding the release of students.

Parents wishing to pick up their students will need to report to the courtyard of Bow Gym. Members of the Student Release Team will station themselves in the courtyard of Bow Gym with copies of student schedules to facilitate locating students. They will keep a record of every student who is released to a parent or parent designee. For that purpose, we will require anyone picking up a student to fill out a Student Release Form and present photo identification. On your child’s emergency card, please list the names of all persons to whom we may release your son or daughter. Also, please be sure the information on Infinite Campus is correct for your child and that you have a photo ID for pickup confirmation purposes.

We will send students home or will have them return to class when we receive official word that it is safe to do so.
Emergency Instructions

RUN..HIDE.. DEFEND (CODE RED - immediate threat on campus)
• Students and staff go to closest available shelter.
• Lock doors, build door and internal barricades, cover windows, turn off lights and be silent.
• Turn off cell phones to maintain silence and help prevent confusion and delay emergency responders.
• Only call 9-1-1 if you know the location, description, or identity of the threat or need immediate medical help.

CODE BLUE (danger in surrounding area)
• Go inside immediately.
• Shut and lock windows, doors, and blinds.
• Remain quiet and wait for instructions.

EARTHQUAKE
• If inside, take cover, sheltering head and neck. If outside, move away from windows and buildings.
• After shaking stops, evacuate to field.

FIRE
• When fire alarm sounds or you smell/see smoke follow evacuation procedures.

EVACUATION (as directed or when a fire alarm sounds)
• Get red go backpack.
• Begin evacuating to the football field having students calmly exit, leaving personal items and cell phones.
• Lock room and place red card on window if there are victims inside.

ON THE FIELD
• Get and hold up B period Teacher signs so that students can find their B period teachers. (See diagram)
• Students line up alphabetically and sit on track by last name in their B period teacher locations. (See diagram)
• Take roll quickly, make a note of any injuries, missing or additional students.
  • Put a red card in your sign if you have any missing or injured people.
  • Put a green card in your sign if all students are present and uninjured.
• Counselors will collect attendance sheets prioritizing red cards for the Search, Transport, and First Aid teams.
EVACUATION PROCEDURES – STAFF INSTRUCTIONS

1. Alarm or announcement

2. Staff/Students
   a. Evacuate if fire alarm. Duck and cover if disaster.
   b. Take red Go Packs, secure the room/office spaces.
   c. Evacuate students to the football field to meet their B period classes/teachers.
   d. B period teachers take attendance using rosters in signs or red Go Packs.
   e. Place green card in window if all students are safe and accounted for.
   f. Place red card in window if students are missing or injured.
   g. Students and staff sit and remain together in their assigned location.

3. Emergency Teams Response
   Incident Command – Direct response.
   Communications – Make evacuation announcement and communicate location of alarm on walkie.
   a. Track buildings as they are radioed clear.
   b. Track radio communications and clearing of campus.
   c. Communicates to district with two-way radio.
   d. Parent message should be sent through Blackboard https://pausd.parentlink.net/

Traffic Control and Campus Security head to parking lot entrances to inform and direct anyone arriving and expedite emergency responders.

Campus Supervisors
   a. One campus supervisor heads to shed to get signs and supplies. Triages red cards and communicates missing or injured to First Aid and Attendance.
   b. One campus supervisor gets cart and goes to entrance of campus to help direct traffic and meet emergency responders and inform them of location or take them to area.
   c. One campus supervisor goes to the incident to support response.
   d. All campus supervisors assist on football field with supervision and maintaining perimeter.

   Custodial Staff responds to investigate alarm and report findings to Communications.

   Health Tech grabs medical supplies and meets First Aid Team at Amphitheatre behind Spangenberg.

   Search Team clears their areas and radios findings as they evacuate.

   Transportation Team secures mobile carts and meets at Amphitheatre to assist in evacuation of students/staff with limited mobility.

LONG-TERM EMERGENCY LOCATIONS
   Incident Command Team (front office administrators) meets on football field for Fire Drill or Emergency Drill/Evacuation
   Communications Team (front office secretaries) meets in front office for Fire Drill or football field for Emergency Drill/Evacuation
   First Aid Team (health tech, athletic trainer, communicator) meets near amphitheatre for Fire Drill or basketball court/tennis courts for Emergency Drill/Evacuation.
   Search Team meets on football field after buildings are cleared for Fire Drill or Emergency Drill/Evacuation.

Traffic Control Team (campus supervisor, registrar, budget secretary) meets on Arastradero Entrance and Miranda Side for Fire Drill or Emergency Drill/Evacuation.

Transportation Team (Special Ed. instructional supervisor) secures carts for Fire Drill or assists in evacuation of people with limited mobility for Emergency Drill/Evacuation.

Supervision Team (teachers/aides, campus supervisors, staff) meets classes on track for Fire Drill or Emergency Drill/Evacuation.

Release and Reunification Team (attendance counselors, social workers, wellness coordinator) meets on football field near gates for Fire Drill or Emergency Drill/Evacuation.

- 65 -
Utility, Hazard and Sanitation Team (custodial staff) responds to incident and manages gas, water and electricity as well as field house for Fire Drill or Emergency Drill/Evacuation.

Food and Water Team (kitchen staff) meets at shed for Emergency Drill/Evacuation to secure supplies and assist with food/water distribution.

Shelter Team meets at shed to assist with signs and collecting attendance for Fire Drill or sets up canopies and assists with food/water distribution for Emergency Drill/Evacuation.
Gunn Emergency Evacuation Staging

Bring your attendance sheet to the counselors table on the field nearest your quadrant. When all clear is announced, you will be released by quadrant. Quadrants 3 and 4 exit through the main gate. Everyone must check out with attendance before exiting.
Counseling Services

The primary objectives of the Gunn Guidance Program are:
- To help students make effective decisions regarding themselves, their educational plans, their vocational futures, and their personal lives.
- To support the school staff in meeting the educational and social-emotional needs of all Gunn students.

Drop-in Hours: Counselors are available every school day in the Counseling Office to answer your questions as soon as possible. Drop-ins are encouraged before or after school and during Brunch and Lunch daily.

Making an appointment with your guidance counselor:
- Drop in and make an appointment for later. Pink appointment forms are on your counselor’s door. Leave it in the box on the door of your counselor. He/she will call you in at one of the days/times that you have said are good for you (if possible).
- Email to make an appointment

COUNSELING DEPARTMENT SERVICES

The Counseling staff assists students and parents in numerous ways:

Information: Students’ individual records (school marks, grade point averages and test results) are on file and may be reviewed with a counselor. Students and their parents desiring assistance in locating the information are asked to contact the Counseling Office, 354-8212, between 8:00 a.m. and 3:30 p.m. each day.

Individual Counseling: Students are assigned to a counselor for administrative purposes and to ensure that each student has a qualified guidance counselor to maintain records and monitor each student’s progress in school. Counselors will meet with students individually and/or in groups each year. Students may sign up to visit their counselor at any time they have a need to do so. Students may speak to any counselor for assistance if their own counselor is not available. Parents who wish to meet with their child’s counselor are encouraged to E-mail or call the counselor for an appointment. You can also call Mrs. Francesconi in the Counseling Office for assistance (354-8212).

Counselors and guidance staff also work with students regarding their behavior, physical health concerns, anxiety and stress-related concerns, as well as other mental health related issues. Referrals for off-campus support services are also available. Students or parents are encouraged to make an appointment with a member of the counseling staff if they think a conference might be helpful.

Counselors also attend Student Support Team meetings, IEP meetings, and are the 504 case managers for the students on their caseload.

Individual & Support Group Counseling: Counseling is also offered to students with physical health or mental health issues through our counselors and Wellness Center.

Group Guidance: Counselors and other staff members schedule group meetings to help students assimilate the available information. Parent information evenings are held throughout the year. These meetings are based on the child’s year in school and will be published in Titan Talk, the Gunn Connection and on the Counseling Department link of the Gunn website.

The Academic Center is a drop-in study center located in the Library. Textbooks are available for checkout for use in the Center, and there is also a drop-in computer lab with printing capabilities. Students can also sign up for tutoring from community volunteers or peer tutors with the Academic Center Supervisor. Additionally, there is a list of paid tutors and tutoring services available from the A.C. Supervisor and on the Academic Center link on the Gunn website. Mock SAT and ACT tests with prep classes, are also offered throughout the year. Check in the Academic Center for more on dates and times for these. Teachers also arrange with the A.C. Supervisor to proctor missed exams. Academic Center hours are currently 7:45 a.m. until 4:00 p.m., Monday
The College & Career Center has available to students and parents catalogued files of information and web-based materials relating to scholarships, colleges, vocations, and local and national testing programs. Please call Mr. Lang at 354-8219 for assistance.

Focus On Success is a study skills class for students who need added support to be successful at Gunn. The class curriculum includes time management, organization and test-taking strategies, as well as goal setting. Homework support is also provided. Students who receive Special Education services are not eligible since these services supplant Focus on Success. See your counselor if you are interested in learning more about FOS.

Independent Study is not a choice program. Eligible students are those who have missed extensive periods of school due to serious illness, students who are missing graduation requirements due to entering Gunn as an 11th or 12th grader, and credit recovery. Only the counselor initiates referrals for this program, and it must be signed off by the Assistant Principal of student services. No self-referrals are accepted.

Student Study Team: An Assistant Principal, school psychologists, guidance counselor, student and parents are the core members of the Student Study Team. Other members may include teachers and a nurse technician. A Student Study Team meeting is convened when a student is experiencing prolonged difficulty academically, socially, emotionally, and/or having discipline or truancy issues.

504 Management: Your counselor is the case manager if you have a 504 Plan. He/she will monitor your plan at Gunn, inform teachers of your accommodations, and, at the end of the year, track what accommodations were used. If you have questions or concerns regarding your 504, please contact your counselor.

Family Connection (formerly Naviance) is a web-based service designed especially for planning and exploring college options. Visit or contact Gunn's College and Career Center for login information to activate your account.

<table>
<thead>
<tr>
<th>Gunn Counselors Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michaelis Gordon, AP of Student Services</td>
</tr>
<tr>
<td>Derek Johanson, Lead Counselor</td>
</tr>
<tr>
<td>Jorge Chavez, Counselor</td>
</tr>
<tr>
<td>Betty Chen, Counselor</td>
</tr>
<tr>
<td>Jon Fidani, Counselor</td>
</tr>
<tr>
<td>Shannon Flaskeud, Counselor</td>
</tr>
<tr>
<td>David Leftwich, Counselor</td>
</tr>
<tr>
<td>Erin Reyes, Counselor</td>
</tr>
<tr>
<td>Cora Ross, Counselor</td>
</tr>
<tr>
<td>Myesha Compton, Outreach Counselor</td>
</tr>
<tr>
<td>Linda Kirsch, College &amp; Career Counselor</td>
</tr>
<tr>
<td>Robin Francesconi, Guidance Technician</td>
</tr>
<tr>
<td>Leighton Lang, College &amp; Career Center</td>
</tr>
</tbody>
</table>
Graduation Requirements

Students are required to have a minimum of 220 semester credits for graduation. For any subject taken in grades 9-12, ten credits are granted for successfully completing a course that meets for a school year; five credits are granted for a semester course.

I. Subject Requirements: The number of credits in each subject area listed below must be earned to satisfy graduation requirements.

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Units</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Studies</td>
<td>40</td>
<td>Including 10 credits of World History, 5 credits of Contemporary World, 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>credits of US Government, 10 credits of US History, 5 credits of Economics,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and 5 Social Studies elective.</td>
</tr>
<tr>
<td>English</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>20</td>
<td>10 credits of Biology; 10 credits of Physical Science</td>
</tr>
<tr>
<td>Mathematics</td>
<td>30</td>
<td>Including one year of Algebra or its equivalent</td>
</tr>
<tr>
<td>Physical Education</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Visual &amp; Performing Arts</td>
<td>10</td>
<td>Drama, Art, Photo, or Music</td>
</tr>
<tr>
<td>Career Technical Ed.</td>
<td>10</td>
<td>Business, Industrial Arts, Home Economics, Computer Science, Work Experience,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or Exploratory Experience</td>
</tr>
<tr>
<td>Living Skills</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>General Elective Credits</td>
<td>25</td>
<td>Including 10 credits in World Languages, as of Class of 2016</td>
</tr>
<tr>
<td>World Languages</td>
<td>20</td>
<td>Through Level 2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>220</strong></td>
<td></td>
</tr>
</tbody>
</table>

II. General Elective Credit Requirement: Additional electives are needed to fulfill the minimum 220 credits required for graduation from high school. These credits may come from any subject area.

III. Units Shy Seniors: A senior who is within 10 credits of completing diploma requirements may participate in the graduation ceremony but must attend summer school immediately following their final semester at Gunn to finish remaining requirements. The PAUSD Summer School runs a “Units Shy” program for seniors needing to complete diploma requirements. Depending on the course, students may also complete these credits through other accredited institutions with prior permission from the principal or her designee, the assistant principal of counseling.

Credits & Grades

Students will receive a grade of A, B, C, D or P (Pass) and five credits for each semester class or an F (Fail) or NM (No Mark) or NC if the student is dropped from a class for non-attendance. Students should carefully review their credits on each grade card and transcript. Pluses and minuses will appear on student transcripts but will not be used in computing grade point averages.

Report Cards – Progress Grades

Progress grades are mailed to each student following the end of the first and third quarters. Permanent grades are mailed to each student following the end of each semester. The final semester grades will appear on the student's transcript and will be averaged together with all high school grades to compute a cumulative GPA.

Pass, Credit/NM, No Credit

A mark of "P" (PASS-CREDIT) be given at the discretion of the teacher. A mark of "P" is not used for the calculation of the GPA, but students do receive credit for the course taken. The teacher must complete the Pass/Fail form and return it to the Principal or her designee, AP of Student Services for approval prior to the close of the first quarter in each semester.

A mark of “NM” (NO MARK) may be given when it is inappropriate to make an evaluation. Credit will not be given. A student who enrolls in a given course at least four weeks prior to the close of a grade-reporting period is entitled to a mark (including NM).

Incompletes
At the end of first semester only, teachers have the option of giving students an Incomplete when the teacher feels the student has not completed the quarter’s work. The student must then make a contract with the teacher outlining the work to be completed and the time limit allowed. Upon completion of the work, the teacher will award a grade for the class. **If the contract is not fulfilled in the first 6 weeks of second semester, the Incomplete will revert to an F.** An Incomplete may not be given as a second semester final mark.

**Notes to Parents**
Midway into each quarter, teachers may send Progress Reports or warning notes to communicate a student’s progress to parents. Progress Reports may include commendations as well as information of unsatisfactory work. Parents are urged to contact the teacher involved to gain further information regarding the note.

**Grade Point Averages – GPA**
To compute the Grade Point Average (GPA):
1. List each of the semester grades
2. Convert the letter grades to numbers, as follows: A=4, B=3, C=2, D=1, F=0
3. Add all the numbers
4. Divide by the number of semester grades
5. A grade of P or NM is not used in computing the GPA.

**EXAMPLE**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>A = 4</td>
</tr>
<tr>
<td>Spanish</td>
<td>B = 3</td>
</tr>
<tr>
<td>Social Studies</td>
<td>C = 2</td>
</tr>
<tr>
<td>P. E.</td>
<td>A = 4</td>
</tr>
<tr>
<td>Math</td>
<td>B = 3</td>
</tr>
<tr>
<td>Science</td>
<td>F = 0</td>
</tr>
</tbody>
</table>

\[ \frac{16}{6} = 2.67 \text{ GPA} \]

**CUR, GPA (Current Grade Point Average) Changed to GPA on Transcripts**
The number following CUR. GPA, which appears on your high school transcript, refers to Current Grade Point Average. This is the average of all courses taken that one semester figured like the example above. Subjects graded a P for Pass, or NM for No Mark are not included in the total.

**GPA (Grade Point Average)**
Starting with the second semester of the ninth grade, a GPA appears on your transcript. The unweighted cumulative Grade Point Average is the average of all courses since the beginning of the ninth grade.

**State Colleges GPA**
California State Universities have adopted a 1-7 pattern of course requirements similar to the University of California A-F pattern, including Honors and A.P. weighting. They also will require a state GPA (grades 10 and 11 without PE) available from the registrar or your counselor. State GPA appears on the transcript beginning with the first semester of 10th grade. See your counselor for more details.

**University of California GPA**
The University of California requires a very special kind of GPA. Only grades in the A through G courses count toward admission. At present the U. C. will weight up to 4 units (eight semesters) of Honors or AP work done in the last two years of high school (A=5, B=4, C=3). (This policy is under review). A list of courses used in the A-F GPA can be obtained from your counselor.

**Other Colleges**
For GPA and course requirements for admission, look in the college catalog, or look up the specific college in college handbooks found in the College and Career Center, or on the Internet.

**Tutorial Period**
Every Thursday, with the exception of those with an alternate schedule, a tutorial period is built into the schedule from 2:35 -3:35 p.m. Every teacher is available on campus in his/her classroom or office so that students may get assistance in any subjects they feel they need help with. Tutorial periods are also a great time to do make-up tests, quizzes, or other assignments and to get to know teachers.

Attendance at tutorial is not compulsory, but all students are HIGHLY encouraged to attend.
Elective Credits Towards Graduation from an Institution Outside of PAUSD

1. Of the elective units required to meet the 220 unit graduation requirements, no more than 40 credits may result from off-campus credit-producing courses.

2. Any course from an off-campus credit-producing institution that you intend to bring back onto the Gunn transcript for credit must be approved PRIOR to taking the course. There is a form in front of the Registrar's office and it requires 2 signatures. It is VERY IMPORTANT to talk with your guidance counselor or the assistant principal of guidance before signing up for a course. NOT ALL CREDIT-PRODUCING COURSES ARE ELIGIBLE FOR GUNN CREDIT.

3. Summer educational experiences will be granted credit only if they are taken at an accredited school. Prior permission is needed. Contact the Instructional Supervisor for World Languages for a list of accredited language schools.

4. College courses: Prior permission is needed. Students granted permission may bring the credits onto the high school transcript (see below) or for college credit. A course taken for college credit (not brought onto the Gunn transcript) can be recognized by 4-year colleges and universities, to which the student is applying, by sending the college transcript directly to those schools as part of the application process.

   If the course is approved, credit for college courses will be granted on the following basis. For colleges on the quarter system, units will be doubled. For colleges on the semester system, credits will be tripled.

5. Online courses: Credit from online courses will only be granted from officially accredited institutions. Prior approval is needed.

Athletic Eligibility
To be eligible to participate on a Gunn sports team, a student must: 1) be enrolled in at least 5 classes; 2) earn a 2.0 GPA or better in the previous regular grading period, and 3) have completed 20 or more semester credits in the previous regular grading period. Additional information can be found on page 72. See your guidance counselor.

Maximum Graduation Credits per School Year
A student may earn a maximum of 80 units of credit in any given school year. The school year begins the summer BEFORE regular classes begin and ends in June.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 5, 2018</td>
<td>All schedules released online at 8:00 p.m.</td>
</tr>
<tr>
<td>August 6-7, 2018</td>
<td>Schedule changes: errors only</td>
</tr>
<tr>
<td>August 13, 2018</td>
<td>First Day of First Semester</td>
</tr>
<tr>
<td>August 24, 2018</td>
<td>Last day to add a class for credit in first semester (current students only)</td>
</tr>
<tr>
<td>September 14, 2018</td>
<td>First progress/warning notice period ends</td>
</tr>
<tr>
<td></td>
<td>Notices due Tuesday September 18, 8pm</td>
</tr>
<tr>
<td>October 12, 2018</td>
<td>End of first quarter</td>
</tr>
<tr>
<td></td>
<td>Grades due Tuesday, October 16, 8pm</td>
</tr>
<tr>
<td>November 9, 2018</td>
<td>Second progress/warning notice period ends</td>
</tr>
<tr>
<td></td>
<td>Notices due Weds. Nov. 14 (due to Veteran’s Day)</td>
</tr>
<tr>
<td>November 16, 2018</td>
<td>Deadline for dropping a class and not having it appear on a transcript</td>
</tr>
<tr>
<td>November 16, 2018</td>
<td>Students withdrawing from school after this date must receive a semester grade for every class.</td>
</tr>
<tr>
<td>December 13-18, 2018</td>
<td>Review Days – No new material is introduced</td>
</tr>
<tr>
<td>December 19-21, 2018</td>
<td>Semester finals</td>
</tr>
<tr>
<td>December 21, 2018</td>
<td>End of first semester</td>
</tr>
<tr>
<td></td>
<td>Grades due Wednesday, January 9, 2019</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>January 8, 2019</td>
<td>First day of second semester (Students will receive their schedules online on December 17 at 6:00pm)</td>
</tr>
<tr>
<td>January 11, 2019</td>
<td>Last day for students to submit a possible schedule change</td>
</tr>
<tr>
<td>January 18, 2019</td>
<td>Last day to add a class for credit in second semester (current students only)</td>
</tr>
<tr>
<td>February 8, 2019</td>
<td>First warning notice period ends</td>
</tr>
<tr>
<td></td>
<td>Notices due Tuesday, February 12</td>
</tr>
<tr>
<td>March 8, 2019</td>
<td>End of third quarter</td>
</tr>
<tr>
<td></td>
<td>Grades due Wednesday, March 13</td>
</tr>
<tr>
<td></td>
<td>Last day to change first semester Incomplete to a letter grade. “I” becomes an “F” after this date.</td>
</tr>
<tr>
<td>April 12, 2019</td>
<td>Deadline for dropping a class and not having it appear on a transcript</td>
</tr>
<tr>
<td>April 19, 2019</td>
<td>Second warning notice period ends</td>
</tr>
<tr>
<td></td>
<td>Notices due Tuesday, April 23</td>
</tr>
<tr>
<td>May 3, 2019</td>
<td>Students withdrawing from school after this date must receive a semester grade for every class</td>
</tr>
<tr>
<td>May 22-23-24, 2019</td>
<td>Senior Finals</td>
</tr>
<tr>
<td>May 23-24-28, 2019</td>
<td>Review Days – No new material is introduced</td>
</tr>
<tr>
<td>May 29-30, 2019</td>
<td>Semester finals for 9th, 10th and 11th graders</td>
</tr>
<tr>
<td>May 30, 2019</td>
<td>Graduation, @ 5:00 p.m. on the stadium field</td>
</tr>
<tr>
<td>May 31, 2019</td>
<td>Last day of school for students in grades 9-11</td>
</tr>
<tr>
<td>June 3, 2019</td>
<td>Semester ends for faculty. Grades due June 3</td>
</tr>
</tbody>
</table>
The College and Career Center serves as the Counseling Department’s reference center for students, parents and staff to investigate career possibilities, college options, scholarship opportunities, summer programs, and overseas study. See the Gunn website for more information.

**CAREER EXPLORATION**

**Career References**
Reference materials such as *Occupational Outlook Handbook, Guide to Careers in America*, provide an overview of various occupations. The College and Career Center, the Academic Center, the Mac Computer Lab, and the Library have computers. These programs provide an excellent opportunity for students to research career options as well as colleges.

**Career Speakers**
Teachers are encouraged to invite speakers related to their subject fields to their classrooms. Career Center personnel are ready to assist with suggestions for speakers. Career month occurs in March and every day during lunch guest speakers talk about their careers and professions. This is a great opportunity for students to explore future options and ask questions of professionals in their fields.

**COLLEGE EXPLORATION**

**Computerized College Searches**
Naviance software is available to help students with college and career searches!

**College Guidebooks**

**College Files, Catalogs, & Computer Resources**
These are available for numerous colleges and universities and may be checked out or used in the C&CC for reference.

**College Admissions Reps** from over 125 schools visit Gunn during the school year. These visitations offer students an opportunity to learn about the college from an admissions officer. The meetings are informal and questions are welcomed. If a class will be missed, obtain a permission slip from the College and Career Center and have it approved by the class teacher in advance. Visits are announced in the *Daily Bulletin, The Spotlight, The Gunn Connection*, or the Guidance website, and on the Master Calendar in the College and Career Center. A schedule of college representatives visits can also be found on the Gunn Home Page. We co-sponsor the annual *Palo Alto College Fair* each fall with Palo Alto High School. We also encourage our students to attend the Santa Clara County College Fair in May, which is sponsored by the Western Association of College Advisors. CSU Rep comes to help students complete the application online in our own Computer Lab.

**Financial Aid**
Hands-on presentations are offered in Spanish and English during the month of January. Our College & Career Center website updates scholarship opportunities and the College & Career specialist makes presentations to seniors in classes.

**Summer Opportunities & Overseas Programs**
The College and Career Center maintains directories of summer opportunities and overseas programs, as well as extensive files on the ones popular with our students. Also see the Summer Opportunities information on the Gunn Home Page.

College and Career Center Coordinator: Leighton Lang, 354-8219
SAT, ACT, PSAT, ACT Plan, & AP Test Information

College Admissions Tests
Gunn High School is a test center for the ACT, PSAT and the SAT. Please sign up early for the ACT and SAT to get a seat for testing at Gunn. More information is available about the tests themselves on the ACT and SAT websites.

We also have study guides, online prep programs, information booklets, and mock tests as a service to students. Please contact the College and Career Center or the Academic Center for more information.

PSAT: October 19
The PSAT will be given Wednesday, October 19, 2016 at Gunn High School free of charge to all Juniors. No registration is required. See the College Board website for more information, including sample questions.

AP Test Dates: May 1–12
See http://apcentral.collegeboard.com for specific dates and times. Registration is through Gunn High School.

SAT & SAT Subject Tests
Registration for this test is online at the College Board website: http://sat.collegeboard.org/home

Students in need of applying for accommodations should see your case manager (IEP only) or your counselor (504 students).

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Test</th>
<th>Regular Registration Deadline (postmark/submit by)</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 26, 2017</td>
<td>SAT &amp; Subject Tests</td>
<td>July 28, 2017</td>
</tr>
<tr>
<td>October 7, 2017</td>
<td>SAT &amp; Subject Tests</td>
<td>September 8, 2017</td>
</tr>
<tr>
<td>November 4, 2017</td>
<td>SAT &amp; Subject Tests</td>
<td>October 5, 2017</td>
</tr>
<tr>
<td>December 2, 2017</td>
<td>SAT &amp; Subject Tests</td>
<td>November 2, 2017</td>
</tr>
<tr>
<td>March 10, 2018</td>
<td>NOT offered</td>
<td>February 9, 2018</td>
</tr>
<tr>
<td>May 5, 2018</td>
<td>SAT &amp; Subject Tests</td>
<td>April 6, 2018</td>
</tr>
<tr>
<td>June 2, 2018</td>
<td>SAT &amp; Subject Tests</td>
<td>May 3, 2018</td>
</tr>
</tbody>
</table>

ACT
Registration for this test is online at the ACT website: http://www.actstudent.org/regist/dates.html
Students in need of applying for accommodations should see your case manager (IEP only) or your counselor (504 students).

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Registration Deadline</th>
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<tbody>
<tr>
<td>September 9, 2017</td>
<td>August 4, 2017</td>
</tr>
<tr>
<td>October 28, 2017</td>
<td>September 22, 2017</td>
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<tr>
<td>December 9, 2017</td>
<td>November 3, 2017</td>
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<tr>
<td>February 10, 2018</td>
<td>January 12, 2018</td>
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<tr>
<td>April 14, 2018</td>
<td>March 9, 2018</td>
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<tr>
<td>June 9, 2018</td>
<td>May 4, 2018</td>
</tr>
<tr>
<td>July 14, 2018</td>
<td>June 15, 2018</td>
</tr>
</tbody>
</table>
Health / Mental Health

Phone: (650) 354-8211

Staffing: The Health Office (HO) is staffed during school hours from 8:20 a.m. until 3:30 p.m.

Location: The HO is located in the Administration building. Health reading materials are located outside of the office.

Policies & Procedures
- Students who sustain an injury or who feel ill should go to the Health Office. Teachers will also refer students for treatment or inquiry. An injured or sick student who doesn’t attend class or leaves campus without checking out at the Attendance office or Health office, will record an unexcused absence for those periods missed.
- Minor problems will be treated and the student will then return to class with a slip signed by the health technician. (An electronic record is kept of each visit should verification be needed.) Visits to the Health Office are “excused” absences from class.
- The Health Technician will call the parent in the event that a student is deemed too ill to remain at school and request that an authorized adult come and pick the student up.
- District policy does not allow us to give out medications whatsoever, without a signed note from both the parent and physician.
- Excess health absences will be followed up by the health technician and will warrant a note from a physician.
- Parents should consult with the nurse technician for the following:
  - Known allergies requiring an Epipen
  - Seizure disorders requiring medication
  - Diabetes that is insulin dependent
  - Asthma needing an inhaler
    Please note: PAUSD requires additional information for some of these conditions. Please consult the health technician for more information.
- Major medical problems: Students with major medical problems should parents contact the nurse technician to ensure a clear understanding of the condition and what protocols or standards of service can be managed by school personnel.
- Health Insurance: Low cost health insurance information is available from the Health Office.

Mental Health Services
- Our school psychologists, school counselors, administrators and Adolescent Counseling Services counselors work together to address mental health issues in consultation with the Mental Health and Wellness coordinator.
- (CASSY) is a non-profit agency contracted by the school district to provide confidential, on-campus counseling to students at Gunn. A team of licensed Marriage and Family Therapists and Social Work associates provide weekly counseling to students with mental health needs. All services are conducted on a voluntary basis and require parental consent. For more information please call 650-354-8212.
- Your HMO/PPO will provide ongoing therapy, but may need to be initiated by your pediatrician. Consultation with the school personnel mentioned above can help you with the process.
- Referrals to outside agencies and mental health professionals are made as warranted, and the school district will pay for 3 visits as needed. A referral list for the 3 free visits is available from our school psychologist and from the PAUSD Student Support Services office.
- Your HMO/PPO will provide ongoing therapy, but may need to be initiated by your pediatrician. Consultation with the school personnel mentioned above can help you with the process.
If you are concerned about a student who is not your child, please feel free to discuss your worry with the school psychologists, an administrator, or a school counselor.

**Wellness Center**
- The Wellness Center works with the Counseling Department to coordinate and expand physical and mental health support services for students.
- Referrals to the Wellness Center are made through a student's school counselor or by student walk-in.
- Wellness offers relevant health education in classrooms and coordinates school-wide events.
Resources for a Crisis

The following is a list of available resources in our community:

- **CASSY** (408) 493-5289
- **KARA (grief support)** (650) 321-5272
- **Family and Children’s Service** (650) 326-6576
- **Center for Living with Dying** (408) 980-9801
- **Suicide and Crisis Hotline** (650) 494-8420
- **Teenline/Crisis Intervention/Counseling** (408) 279-8288
- **Alcohol and Drug Hotline** (650) 573-3950
- **Parental Stress Hotline** (408) 279-8228
- **Covenant House Nineline** (800) 999-9999
- **Bill Wilson Center** (888) 247-7717

More resources available on the Guidance link on the Gunn website and in the Guidance office.

Lost & Found

Missing coats, backpacks, keys, and books show up every day at the school. Students should check at the Main Office (354-8288) or PE offices (354-8266) for lost items.

Gunn High School is not responsible for lost or stolen personal items that are brought to school. You bring personal belongings on campus at your own risk.
STUDENT BODY PRESIDENT
Pauline Her

STUDENT BODY VP
Sean Yu

ASB SECRETARY
Kathy Liu

ASB TREASURER
Sungbin Park

School Board Rep
Arjun Prabhakar

HUMAN RELATIONS
Angela Cheong, Ethan Woo

DANCE COMMISSIONER
Xuanyi Wang

SPECIAL EVENTS
Alyssa Pama, Suhani Sethi, Emily Zhou

SPIRIT COMMISSIONER
Athena Wang

SPORTS COMMISSIONER
Jimmy Farley

PUBLICITY COMMISSIONERS
Michael Iglesias, Yo Yo Ma, Ashley Poon

WELLNESS COMMISSIONERS
Kendrick You

ORACLE REPRESENTATIVE
Bridgette Gong

OLYMPIAN EDITOR-IN-CHIEF
Katy Fitzgerald

DIVERSITY COMMISSIONERS
Sohini Ashoke, Samson Wong

VISUAL MEDIA COMMISSIONERS
Charlie Bush, Dajiana Huang

----- Class Officers-----

SENIOR PRESIDENT & VICE PRESIDENT
Michael Panitchpakdi & Bridgette Gong

JUNIOR PRESIDENT & VICE PRESIDENT
Josh Mei & Daniel Chung

SOPHOMORE PRESIDENT & VICE PRESIDENT
Andrew Kim & Charlize Chu

FRESHMAN PRESIDENT & VICE PRESIDENT
Irene Kim & Jeannie Chung

CLASS SITE COUNCIL REPS
Senior: Kathy Liu
Junior: Hanna Suh
Sophomore: Arunim Agarwal
Freshman: Erin Shaotran

STUDENT ACTIVITIES DIRECTOR
Lisa Hall

Student Government
The Student Executive Council (SEC) consists of the ASB student officers who represent the interest of the student body at Gunn. SEC meets to organize student social events, discuss student policy, administer student body funds, and promote good student/staff relations. Freshman President/Vice President and Site Council Rep Elections are held during the second week of school and general elections are held in the spring. All offices are held for one year.
**FALL SPORTS**  
*(mid-August through mid-November)*

<table>
<thead>
<tr>
<th>Boys' Sports</th>
<th>Girls' Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Cross-Country</td>
<td>Cross-Country</td>
</tr>
<tr>
<td>Water Polo</td>
<td>Tennis</td>
</tr>
<tr>
<td></td>
<td>Water Polo</td>
</tr>
<tr>
<td></td>
<td>Golf</td>
</tr>
</tbody>
</table>

**WINTER SPORTS**  
*(early November through late February)*

<table>
<thead>
<tr>
<th>Boys' Sports</th>
<th>Girls' Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Basketball</td>
</tr>
<tr>
<td>Soccer</td>
<td>Soccer</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Wrestling</td>
</tr>
</tbody>
</table>

**SPRING SPORTS**  
*(early February through mid-May)*

<table>
<thead>
<tr>
<th>Boys' Sports</th>
<th>Girls' Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badminton</td>
<td>Badminton</td>
</tr>
<tr>
<td>Baseball</td>
<td>Softball</td>
</tr>
<tr>
<td>Golf</td>
<td>Lacrosse</td>
</tr>
<tr>
<td>Swimming/Diving</td>
<td>Track/Field</td>
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<tr>
<td>Tennis</td>
<td>Swimming/Diving</td>
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<tr>
<td>Track/Field</td>
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<tr>
<td>Lacrosse</td>
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</table>
Sportsmanship Policy

Policy on Sportsmanship

Gunn High School believes strongly in good sportsmanship at all athletic endeavors that involve our student-athletes. From the players and coaches to the fans in the stands, it is the expectation that everybody who plays, coaches and watches the games will conduct him or herself in a civil fashion.

In recent years there has been an increase in student rooting sections at many schools. Students who cheer on their team take on the responsibility of conducting their actions in a positive manner. Gunn High School, the Palo Alto Unified School District, the Central Coast Section and the California Interscholastic Federation mandate student/fan conduct for all Gunn athletic events. -The following behaviors are prohibited:

- Yelling insults at players/coaches/referees/fans
- Obscene language/gestures
- Interfering with or disruption to play or officials.

Any fan involved in the aforementioned behaviors will be told to stop immediately. Teams, their standings, and ability to compete may also be jeopardized by the behavior of spectators. If a fan is uncooperative, either the school or the police will take disciplinary actions. If continued or severe disruptions occur, all involved will be subject to ejection.
A student shall be eligible for participation in school athletics if he/she is currently enrolled in five classes for a minimum of 25 credits, and has earned at least 20 credits, with a minimum GPA of 2.00 in the previous grading period. As a general rule, students may not participate at the same time on outside teams in the same sport on which they are competing in high school. Any student who transfers from another high school to Gunn High School must fill out appropriate paper work with the Athletic Director before s/he is eligible to compete on a Gunn team.

Summary about participation in athletics at Gunn:

**Academic Eligibility**
1. Must have passed 20 units of work in the previous grading period with a minimum of 2.0 GPA.
2. Must be enrolled as a full-time student during his/her sport season.
3. Student must maintain minimum progress towards graduation
4. Students not complying with the district’s attendance policy jeopardize their participation in after school athletics.

**Rules**
Students must:
1. Travel with the team on school transportation
2. Return school equipment in satisfactory condition
3. Use appropriate language
4. Contribute positively to the reputation of the team and school
5. Not use drugs, steroids, performance-enhancing drugs, alcohol, or tobacco unless by prescription from a doctor
6. Follow the rules of the team on which they are participating

**Consequences**
Note first that all violations are cumulative and if consequences are not fulfilled during one season they will be carried over to the next sports season. The following consequences are the minimum penalties for violating the athletic rules above.

If a violation occurs on the way to/from school, at school, or during any school-sponsored event, the student will be referred to an administrator and may have further consequences imposed.

**Alcohol & Drug Violations**
In addition to school-imposed consequences, first time (1) the students lose eligibility for one week and attend at least three sessions regarding alcohol and drug abuse. Second Time (2) the students lose eligibility for three weeks or seven contests (whichever is fewer), must continue participating on the team, and attend at least six sessions regarding alcohol and drug abuse. Third and subsequent times (3) Lose eligibility for the remainder of the season, and if a participant in alcohol/drug program under his/her own volition they may be certified for reinstatement in activities after a minimum of six weeks (this recommendation must be issued by the director or counselor of the treatment center and given to the site core team).

For more detailed information participation in athletics see the Gunn webpage: http://gunn.pausd.org/athletics

**Palo Alto Unified School District**
**Athletic Eligibility Waiver Application Process**
In order for an athlete to be eligible to participate on a school sports team, s/he must be enrolled in five classes, at least four of which receive a letter grade (as opposed to “PASS”) and s/he must have a 2.0 minimum GPA for the most recent grading period. All freshman entering high school are on probationary status until the end of the first grading period.

If an athlete becomes athletically ineligible, s/he may opt to complete an Athletic Eligibility Waiver Application. An athlete can receive a Waiver only once in his/her entire time in high school. No exceptions.
We understand that occasionally extreme circumstances lead students to become ineligible, and we wish to support students in remaining part of their athletic team, thus students have this one time chance to demonstrate their ability to recover their grades and remain active in their sport.

All elements of the application (application, grade report, attendance print out, schedule, plan for raising D/F grades, resource plan) must be submitted to the Assistant Principal who oversees athletics, who will then review the materials and get input from relevant staff, the guidance department, coach, and Athletic Director, and present a recommendation to the principal. The school principal will make the final determination for each application. Final decisions cannot be appealed and will not be reconsidered. Incomplete application materials will not be considered.

Because decisions are final and the opportunity is available only once, students are cautioned to carefully consider if they are able to meet the agreements of the waiver. If a student does not follow one of these agreements, s/he will immediately revert back to ineligibility on the date of the waiver violation. For example, if a student receives a “cut” for attendance or is suspended during this probationary period, the waiver will be revoked starting the day of the cut or suspension.

Students on a Waiver MUST submit the weekly progress report and attendance printout no later than the Monday morning of the following week. Failing to submit these will cause the Waiver to be immediately revoked.
ATHLETIC ELIGIBILITY WAIVER APPLICATION

Today’s Date: ____________________________

Student Name: ___________________________ Grade: _____ School: _____________

Sport: __________________________________ Current GPA: ____________

Please explain the issues or obstacles you faced this past academic grading period that caused you to drop below a 2.0 GPA.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

By submitting this Waiver Application, the applicant understands that to remain eligible s/he must adhere to the following agreements:

- Submit with this application a written plan to raise any grades currently below "C-", signed off by the teacher.
- Submit a written list of additional resources the player will access to help maintain grades and attendance.
- Submit copies of a weekly progress report signed by each teacher (available in the guidance office) AND a weekly attendance printout (from the Attendance Office) to the Assistant Principal of Athletics.
- Maintain excellent attendance with absolutely no CUTS.
- No suspensible offenses.

My signature states: I understand this is a ONE-TIME request for a waiver. If granted, I am prepared to meet all of the above stated goals as part of my agreement with the school. I understand this waiver only qualifies me to participate for the probationary quarter and not the entire season. I agree to comply with the school expectations as outlined. I understand that failure to achieve a 2.0 GPA during the probationary quarter would render me ineligible for all subsequent quarters until I raise my GPA to 2.0 for a quarter. I understand that to be eligible I must be enrolled in 5 classes and receive a letter grade in at least 4 of those classes.

Student Signature: ___________________________ Date: ______________

Parent Signature: ___________________________ Date: ______________

Parent Name: _______________________________ Phone Number: ______________

Application must include the following attachments:

1. Up-to-date schedule
2. Most recent grade report and transcript
3. Semester attendance report
4. Written plan to raise grades currently below a C-, signed off by course teacher(s)
5. Written plan of resource that will be used to maintain grades and attendance
Work Experience

Put cash into your pocket and credits on your transcript. Work experience is an excellent opportunity for students to learn about the world of work. Eleventh and twelfth graders who are 16 years of age may sign up for the Work Experience Program. Get your own job or let us help you find one. Variable credit is based on the number of hours worked per semester. Work Experience class may be taken without a job for 1.5 credits. Class meets only on Tuesdays at Gunn from 6:00-7:00 or at Paly from 3:05-4:05. Students may attend either school. For information, see Mrs. Gyves, Coordinator, in Room E-1. Students may earn credits toward the Career-Vocational Education graduation requirement during Semester 1 or 2 or all year. Most students select both semesters and may earn up to 10 credits.

Exploratory Experience

Exploratory Experience is an unpaid off-campus course that provides students with an opportunity to explore their specific career interests by direct observation and hands-on experience. Professionals or individuals with established expertise serve as mentors for students (grades 10-12). Students must complete a semester in one particular field and will earn 5 credits toward their Vocational Education requirement. See Mrs. Gyves in Room E-1 for additional details.

Student Academic Center

Students receive free tutoring through the Academic Center. We match students, who need academic support, with community volunteers and peer tutors. Students also study in the Academic Center during their prep periods and after school in a relaxed environment. We provide class textbooks, computers with net access and printing capabilities, also supplies such as calculators, glue, scissors, and rulers. Call 354-8271 for more information.

English Language Learners Program (ELL) – Gunn

The English Language Learners program offers individual and group instruction to meet the needs of international students with limited English proficiency. Students are prepared for mainstream classes after a program of English instruction which includes individual tutoring and primary language assistance.

In addition, we offer ELL social studies courses which are taught by teachers in the Social Studies Department and are open to international students only. The University of California grants admission credit for all of the ELL social studies courses and for one year of advanced ELL (English LL 28).

Because our international students contribute a welcome diversity to our campus, we encourage them to participate in school activities and clubs. This not only promotes cross-cultural understanding, but also helps students maintain a positive self-concept.

International students who do not yet speak, read, and write fluent English and who plan to graduate are urged to enroll in the ELL program at Gunn High School. This program is designed to serve all high school students in the school district.

English Language Proficiency testing may be arranged by appointment by calling the Department Secretary, Kira Levina at 650-849-7922.

Focus On Success is a study skills class for students who need added support to be successful at Gunn. The class curriculum includes time management, organization and test-taking strategies, as well as goal setting. Homework support is also provided. Students who receive Special Education services are not eligible since these services supplant Focus on Success. See your counselor if you are interested in learning more about FOS.

Advanced Authentic Research (AAR) gives high school students an opportunity to investigate an authentic research topic of their choosing.

Gunn’s Small Learning Community (SLC) provides 24 ninth graders an integrated curriculum, outdoor adventure and opportunity to grow as leaders.

The SELF (Social and Emotional Literacy and Functionality) Program at Gunn focuses on the core SEL competencies of social awareness, self-awareness, self-management, social responsibility, social engagement and self-efficacy, and draws heavily from...
the nationally renowned School-Connect curriculum. At the heart of the program are the relationships that students will build with their teacher-mentors and their peers.

Gunn Webpage is at www.gunn.pausd.org. It contains information such as the school calendar, the daily student announcements, and upcoming college visits. Students can visit the Gunn Library web site to access research databases not available for free to the general public on the Internet.

Infinite Campus – Parent/Student Portal Infinite Campus is a tool for parents and students to access online timely information regarding student class schedules, attendance, report cards, fee obligations and, for some classes, grade and assignment information. School and district notifications will also be sent to students and parents through this system. In the fall, parents of new students will be mailed an activation code that will allow them to create a secure online account linked to their student’s information. Students will be given access information through their classes. Continuing students and parents will be able to use the account that they set up last year. Parents and students can access this site by clicking on the link from the Gunn webpage. Questions about account access can be answered by sending an E-mail to infinitecampus@pausd.org.

Schoology is the learning management system (LMS) selected by the district and used by all Gunn teachers. All assignments, quizzes and tests will be placed on the Schoology calendar to assist students with time management.

Gunn Buzz is our weekly counseling update that provides families with details about upcoming events and timelines from the counseling office and Wellness team.

Gunn Connection is the e-mail newsletter sent about twice each week to those who subscribe. It contains reminders about information printed in the Spotlight, as well as items which didn’t make the Spotlight deadlines. It also publishes results of some sports events, and various community events of interest to Gunn families.

To subscribe to the list, go to the Gunn webpage and click on “Gunn Connection” or email gunnconnection@paloaltopta.org

Volunteer Program

Gunn High School has a program of volunteer services which provides structure for the high level of participation on the part of parent and community volunteers. The volunteer program exists to support and enrich the school programs. It provides services unavailable within the school budget.

Students experience individual assistance, improved academic performance, program enrichment, and caring and role modeling provided by volunteers. Volunteers experience personal growth, friendships with students and staff, and familiarity with the school program. The services of volunteers cover a very broad range of activities including individual or group tutoring, staffing an office, serving as a guest speaker, improving the physical plant, serving alone or with others on a small, one-time project, and working on or chairing a large all-school function.
If you wish to participate, please contact Norma Hesterman, Coordinator of Volunteer Services at nhesterman@pausd.org or 354-8234 or 948-0118. You may also make arrangements directly with a teacher or department, however all volunteers must have their names, addresses, and phone numbers on file in the Volunteer Office.

Volunteer drivers must complete a form required by the district and provide proof of adequate insurance.
Gunn Foundation is as trust fund, formed at Gunn High School in 1968, with the purpose of assisting students in any grade at Gunn to pursue further education. Grants may be made to those who cannot obtain funds from other existing sources.

Article II
It is the purpose of this Foundation to assist students of the Henry M. Gunn High School who are in financial need to pursue further education.

Article III
Recipients of grants from this Foundation shall be students of Henry M. Gunn High School, selected on the basis of need and likelihood to succeed in further education.

Usage of the money stated unofficially: college tests, admissions, freshmen year expenses, educational and training assistance, vocational and business opportunities, books, tuition, transportation, at community colleges, state colleges, universities, art schools and music schools.

For the 2016-17 school year Gunn students received $72,000 in scholarships.
The Band & Orchestra Boosters (BOB) are an active group of parents working to promote and enrich the Gunn High School Instrumental Music program. With their annual gift of $75 or more, parents and instrumental music fans supply the financial support that helps keep the program running smoothly, by providing everything from new music and instruments to transportation and pizza parties. (Booster member and their families also get into all our concerts by all Gunn groups – Concert Band, Symphonic Band, Wind Ensemble, Orchestra, and Jazz Band – FREE!!) In addition Booster volunteers offer essential support to the music teachers throughout the year for varied activities surrounding concerts, clinics, and other musical events.

The Boosters rely on the hard work and creative energy of parents to make all this work. We hold occasional meetings on Wednesday nights at 7:30 p.m. in the Music Room. If you have a child in the music program at Gunn, please donate $75 and join our fun, dedicated group to help make the program enriching and fulfilling for all students. Your student will benefit, and so will you!

Todd Summers, Music Director
tsummers@pausd.org

The Gunn community is fortunate to have one of the best theatre departments anywhere! Auditions are open to all Gunn students. The Gunn Theatre Boosters organizes gala receptions to celebrate opening nights, and potlucks to feed cast and crew during final rehearsals. We bring in guest artists to keep our theatre program rich and challenging, give awards to graduating theatre students, and provide student scholarships for our annual trip to the Oregon Shakespeare Festival in Ashland.

Like every arts organization, we are asking our community for support. We rely on the hard work and creative energy of parents to make all these events work, and greatly appreciate your monetary donations in any amount.

Here’s to another exciting year of Gunn Theatre!
The choral music program at Gunn, directed by William Liberatore, is composed of the Treble Choir, Concert Choir and Chamber Singers. They perform a wide variety of choral literature including Renaissance, Baroque, Classical, Jazz, Gospel, and music from countries around the world. Since 1991, the choir has received 18 Unanimous Superior ratings from the California Music Educators Association. They have also been awarded First Prize at the National Events Festival at Vancouver B.C, the Heritage Festival in Anaheim, and the Command Performance Festival in San Diego. Members of the choir have performed in and been recognized for outstanding performances in the All-State and Regional Honor Choirs, and various festivals throughout the state. In June 2000, the choirs sang in the British American High School Choral festival, and performed a solo concert at St. Paul’s Cathedral in London. As part of their concert tour through Italy in June 2006, the choirs sang High Mass in St. Peter’s Cathedral at the Vatican. In Spring 2008, the choirs were the first place winners in the KFOX School of Rock Contest. In June of 2009, the Choir sang in a fantastic concert tour in Prague and Vienna.

Choir Boosters is an organization of parents and other interested individuals who work to support the choir program by raising money for expenses outside the school budget, such as trip scholarships, sheet music, buses to off campus rehearsals and performances, master classes, and a long list of other operating expenses. Parents chaperone and help coordinate the fall retreat, the February choir-staff musical extravaganza, spring/summer tour, and many other performances throughout the year. Please visit our fantastic website GunnChoir.org to find out ways you can get involved! Our website includes performance calendars, information on how to volunteer, contact info, pictures, recordings, videos, and much more. Check it out!

Bill Liberatore, Gunn Choir Director
bliberatore@pausd.org
GunnChoir@aol.com
(650) 354-8287

Gunn Sports Boosters

Over 55% of all Gunn's students take part in after school sports. On average, the cost per athlete is much higher than what is paid for by the $150 basic participation donation. Gunn Sports Boosters makes up the rest through membership and fundraising. We depend on your contributions to cover additional team expenses as well as facilities updates that are necessary for a top-flight athletic experience. All donations are tax deductible. Please join Gunn Sports Boosters to show your support for Gunn Titan athletics.

Sign up online at www.GunnSportsBoosters.com

Other Ways to Contribute to Gunn Athletics

- **eScrip** – Your everyday purchases at local retailers, such as Safeway, Piazza’s and many others, helps raise funds for Gunn Sports at no additional cost to you. Sign up at www.escrip.com today and designate your contribution to Gunn Sports Boosters (Group ID# 132514460). If you’re already registered, remember to renew your Safeway card between Aug. 1 & Nov. 1.

- **Get More Involved** – Join us in the PE Classroom every 3rd Wednesday of the month at 6 p.m. during the school year.

- **Got Ideas?** – If you see a need or have a service that benefits Gunn athletics, we're open to any type of contributions. Contact Pam Perez at pep@pamperez.com. For details and more information go to www.GunnSportsBoosters.com.
## EXECUTIVE BOARD / OFFICERS

<table>
<thead>
<tr>
<th>Office</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Keri Wagner</td>
</tr>
<tr>
<td>Co-President</td>
<td>Barbara Best</td>
</tr>
<tr>
<td>Principal</td>
<td>Denise Herrmann</td>
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<td>Executive Vice President</td>
<td>Ann Xu</td>
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<tr>
<td>VP of Community Activities</td>
<td>Liz Dong</td>
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<td>Co-VP of Community Activities</td>
<td>Paul Sakuma</td>
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<td>VP of Ways and Means</td>
<td>Annie Bedichek</td>
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<td>Co-VP of Ways and Means</td>
<td>Beth Zurcher-Wong</td>
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<td>VP of Communications</td>
<td>Kimberly Eng Lee</td>
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<td>Secretary</td>
<td>Cinnamon Chu</td>
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<td>Co-Secretary</td>
<td>Heather Hadlock</td>
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<td>Treasurer</td>
<td>Colleen Petersen</td>
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<td>Auditor</td>
<td>Hannah Lu</td>
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<td>Historian</td>
<td>Rachel Owens</td>
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<td>Parliamentarian</td>
<td>Catherine Wytmar</td>
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<td>Advocacy Chair</td>
<td>Nancy Smith</td>
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## LIAISONS (President & EVP)

- **Partners in Education School Co-Chairs**: Sonya Bradski / Nancy Smith / Marilyn Keller / Laura Wingard
- **Facilities Steering Committee**: Penny Ellson
- **Gunn Site Council Liaison**: Jane Dick / Jane Milner
- **PTA Council Reps**: Marilyn Keller

## COMMUNICATIONS

- **Gunn Connection Editors**: Shari Arensdorf / Rita Lee
- **Gunn Connection Extra**: Gail Foelsch
- **Gunn Connection eNews List**: Shari Arensdorf / Rita Lee
- **Senior Parent Network**: Barbara Best / Ani Gnanalingam
- **Junior Parent Network**: Catherine Wytmar / Annie Bedichek / Nancy Smith
- **Sophomore Parent Network**: Kimberly Eng Lee / Shalini Kumar / Mrinal Pusegaonkar
- **Freshman Parent Network**: Annie Bedichek / Colleen Petersen / Barbara Best / Lili Nova-Roensig / Xin Liu
- **Chinese Parent Network**: Ann Xu / Maria Mao / Liz Dong
- **Korean Parent Network**: Jenny Ryu
- **Spanish Parent Network**: Olivia Viveros / Luis Bello / Heba Badran Tantawi
- **Webmaster**: William Leong
- **New Family Ambassador**: Ann Xu / Lily Hu / Hannah Lu
- **Parent Education**: Luis Bello / Emily Scheinman
- **Inclusion Special Ed Rep**: Kimberly Eng Lee / Bin He

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*Rev. 3-20-17*
COMMUNITY ACTIVITIES (Programs)

- Back-To-School Racket: Van Cole
- Grad Night / Co-Chairs: Daria Lamb / Jeannie Llewelyn / Cassandra Gencarella
- Grad Night / Treasurer: Gioia Allegretti
- Gunn Wellness Coordinator: Heidi Trilling
- Gunn Parent Directory: William Leong
- Homecoming BBQ / Co-Chairs: Mary Catherine Williams / Evan Lurie
- International Potluck / Chair: Ann Xu / Hannah Lu
- Pedal 4 Prizes (Trip Reduction) Chair: Penny Ellson
- Pedal 4 Prizes Support: Marilyn Keller
- Senior Awards Night/Chair: VACANT
- Student Appreciation Chair: Karen Saxena
- Traffic Safety: Penny Ellson
- Transit Coordinator: Arthur Keller
- Turkey Feast / Co-Chairs: Donna Pioppi / Mary Catherine Williams

COMMUNITY ACTIVITIES (Staff/Volunteer Appreciation Events)

- Honorary Service Awards Luncheon — Awards: Barbara Best / Keri Wagner
- Honorary Service Awards Luncheon — Food: Phoebe Chen / Lisa Shea
- Latte Cart Co-Chairs: Peyma Oskoui / Laura Wingard
- Staff Appreciation Week: VACANT
- Staff Back to School Lunch: Payma Oskoui / Laura Wingard
- Staff Holiday Luncheon Chair: Liz Dong / Paul Sakuma
- Staff Korean Lunch Chair: Jenny Ryu
- Staff Lunar New Year Lunch Co-Chair: Lisa Feng / Vanessa You / Linda Duan / Tina Li
- Athletics Awards: Cassandra Gencarella
PARKING

Q: How do I get a parking permit?
A: Parking permits can be purchased in the SAO by Seniors only. Carpoolers have priority during the first week of sales, followed by single drivers who live on the other side of El Camino. After that, the remaining permits will be sold until they run out. Upon payment and completion of parking registration, a student will receive a parking sticker which must be hung from the mirror of your car with the number facing out.

Q: What types of permits are available?
A: There are two types of permits: carpool and regular. Carpool permits require a minimum of two occupants inside the vehicle and require proof of possession of a driver’s license for one year or more. Carpoolers may park in the carpool lot, which is designated by signs. Regular permits allow students to park in the regular lot. Both permits cost $125.

Q: What do I do if I drive a different car to school?
A: If you forget to bring your permit to school, come to the SAO to obtain a temporary permit. Make sure to take care of this immediately when you arrive on campus.

Q: What happens if I try to park illegally?
A: Parking at Gunn High School is enforced randomly all school day by the PAPD. Anyone parking in the wrong lot or without a permit visible will be ticketed. (NOTE: Gunn cannot intervene once ticket has been issued.)

ATTENDANCE

Q: What is the school’s tardy policy?
A: Being tardy is defined as not being in the classroom when the tardy bell rings. After the third tardy, your teacher may warn you or impose consequences. After the fifth tardy if the teacher requests it, your guidance counselor and an administrator will receive written notification, your parents will be notified, and the student will be given school consequences. Please review the section on Attendance for more details.

Q: What is the school’s absence policy?
A: If you miss one or more classes, your family receives notification from the Attendance Office at 12:00 and 6:15 each day. To excuse an absence of any length, your parent/guardian must email or call the attendance office. The parent/guardian should include your name and grade, his or her name and relationship to you, the periods or days of the absence, and the reason. You have 72 hours to clear an absence before it is considered a “cut” and subject to consequences. After three “cuts,” a truancy letter will be sent to your parents/guardians. Students with four or more cuts are required to complete a school consequence. Additional unexcused absences can result in a loss of privileges, including the ability to participate in school sports, activities or preparation periods. Students with habitual attendance problems will be referred to truancy support and consequences.

Q: What do I do if I feel sick while I am at school?
A: If you’re in class, ask your teacher to excuse you. Go to the Health Office in the main administration building and sign in on the computer next to the door. Tell the health technicians your problem. (The school secretaries will assist you in their absence. Remember that school personnel cannot give any medications unless special forms have been completed.) You can stay there for up to 20 minutes, after which you will need to either go back to class or call your parents or an emergency contact for permission to go home. Obtain either a pass to go back to class or a permit to leave campus.

Q: What is a “Warranted Absence” and when do I need to get one?
A: If you must be out of school for a reason other than your health (such as a conference or tournament), you need to go to the Attendance or Main Office to get a “Warranted Absence” form. The form must be signed by an administrator and all of your
teachers and turned in to the Attendance Office. This form allows you to get homework assignments and make up tests. If teachers do not believe it is a good idea for you to miss class, they will indicate this on the form. Seniors and 2nd semester juniors may obtain college visitation forms in the Attendance Office.

COUNSELING

Q: What is the role of my guidance counselor, and how do I set up a meeting?
A: Gunn’s guidance counselors perform many functions. They help you choose appropriate classes, approve schedule changes, advise you on personal problems, help you search for colleges, counsel you on academic problems, write college recommendations, set up conferences with your parents, and provide information on summer programs and scholarships. If you want to talk to your counselor, go to the Counseling Office (next to the Main Office). If you have a brief question, try to catch your counselor before or after school or during brunch or lunch. To make an appointment, go to your counselor’s office and fill out a pink appointment slip, then put it in the mailbox pocket located on your guidance counselor’s door. A prep period is a good time to meet. You will receive a call slip to see your counselor. You can also ask a question or schedule an appointment by e-mail.

Q: What is the procedure for changing my schedule?
A: Go to the Counseling Office and pick up a “Student Schedule Change Petition” form from the wire basket on the counter. Fill out the requested information. To add a class or section, you must get the signature of the department’s instructional supervisor (a list of supervisors is on the back of the form.) To drop a class, first check with your counselor to make sure that dropping won’t affect your school enrollment or your ability to meet graduation requirements. Get the signature of the teacher whose class you want to drop, as well as a parent’s. Make a photocopy in case the form gets misplaced. Then place the form in your guidance counselor’s “in” basket (ask a clerk where that is). Your counselor will enter the change Infinite Campus; you and your teachers will be notified when it takes effect.

Q: How do I get help if I am having academic problems?
A: First, let your teacher or counselor know you are having problems. They will give you advice. Also take advantage of the resources of the Academic Center, next to the Library. It provides a quiet place to study and can arrange for free tutoring, either by peers or adults.

Q: What do I do if I need financial aid to take part in school activities?
A: Financial need should not stand in the way of participating in Gunn’s many extracurricular activities. If you need financial assistance with any of the following: transcript fees, PE uniform, AP testing fees, dances, yearbook, grad night, senior picnic or panoramic pictures, get a PAUSD Application for Financial Aid form from your guidance counselor or Mrs. Wheeler. For financial assistance on standardized tests (such as mock SATs, ACTs and SATs), contact Mr. Lang in the College and Career Center. Free or reduced-fee school lunches are also available. Applications can be downloaded from the PAUSD website. Approval for free or reduced lunch will automatically qualify a student for financial aid, but a PAUSD Application for Financial Aid form must still be completed.

Q: Do I need a work permit? How do I get one?
A: If you’re between 14 and 18 and you want to work you need a work permit, unless you’ve already graduated from high school. Each time you get a new job you must get a new permit. Pick up a “Request for Work Permit” from the Work Experience Office. Fill out the appropriate spaces. Have your prospective employer fill out the “Employer” section, and then obtain your parent’s signature. Bring the completed form back to the Work Experience Office in E-1. You will receive your permit within 0-3 days. You must then sign it and give it to your employer.

During the summer, obtain the form from the Summer School Office (at whichever high school is hosting summer school).

State and federal laws limit the number of hours and the time of day that 14- and 15-year-olds can work. All work permits expire five days after the start of the school year and must be re-issued.
Q: Can I use computers at Gunn to do my homework?
A: Yes. Computers are available for student use in the library and Academic Center. Laptop computers are available for short term (1-2 hour) checkout from the library. Here are some guidelines for you to remember:

- You must sign an “Appropriate Use Agreement” before you use computers on campus. All freshmen and students new to Gunn must review this document online as part of the registration process:

- Students are encouraged to print documents at home. However, should you need to print a document, printers are available for student use in the Academic Center.
- Students are expected to respect the equipment and the privilege of access. Students who do not follow the guidelines set forth in the Student Technology Use Handbook may have their access restricted or revoked and/or may be subject to disciplinary action.

Q: Can I use my own laptop or SmartPhone to access Gunn’s Wireless Network?
A: Yes. There is a student wireless network available that allows access for 1-2 hours at a time. Students must enter a password and review the Student Wireless Agreement in order to gain access. Please stop by the library technology office (LB2C) or ask the librarian in order to obtain the password.

**NEED SUPPORT**

Q: What do I do if someone is bullying/harassing me?
A: Harassment is a crime, as well as grounds for suspension and possibly expulsion. If someone is calling you names, threatening to fight you, making inappropriate comments, or sexually harassing you, in person or online tell him or her that the behavior is offensive and must stop. If speaking to the person directly is difficult for you or the harassment continues despite your objections, tell any adult on campus: your guidance counselor, a favorite teacher, or an assistant principal. An administrator will investigate the situation and take action on your behalf. To file a complaint alleging violation of federal or state laws go to: http://pausd.org/about/complaint-policies-procedures.

Q: How do I get help with personal problems or if I simply feel “stressed out”?
A: At Gunn, the health and wellness of students is our highest priority. We offer a variety of resources for students to ensure their mental and emotional well-being. Students experiencing stress are encouraged to visit the Wellness Center, which provides a safe, supportive environment that promotes student wellness and healthy habits. School counselors can also help with stress-related issues, and are always willing to talk or just be a listening ear. In addition, students have access to free counseling services through Adolescent Counseling Service (ACS). ACS counselors are at Gunn to help you with a wide range of issues, including communication with parents, conflict with friends, academic stress, relationships, depression, and substance abuse.

Q: What do I do if I have a substance abuse problem?
A: You are not alone. Help is readily available. Try one or more of the following:

- Call the “24-7” information line, 1-888-247-7717 for confidential information regarding health, substance use, family and relationship concerns 24 hours a day.
- Go to the Health Office for confidential information and advice. You’ll find a large number of pamphlets and informational packets.
- Talk to your counselor.

Q: What is the role of the school psychologist?
A: As a member of the IEP Team, the school psychologists assist in determining eligibility for special education services. He/she also consults with teachers and parents on learning characteristics and behavioral and emotional issues of students. In addition, he/she can provide referrals to private therapists or mental health agencies. Contact him/her at 354-8216.

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