

8. Sexual Harassment policy (EC 212.5)

In accordance with the Board Policy and Administrative Regulations relating to students, the Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity. The policy is posted in the school office, and employees are required to sign a statement indicating their awareness and responsibilities.

At the beginning of each school year all 9/12 students attend an assembly where sexual harassment is discussed. In addition, any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to appropriate disciplinary action. For students in grades 7-12, the disciplinary action may include community service, counseling, Saturday School, detention, suspension and/or expulsion depending on the severity of the offense.

In accordance with Board Policy and Administrative Regulations, the Governing Board prohibits sexual harassment in the working environment of district employees or applicants by any person in any form.

Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.

See Education Code EC 212.5, Board Policy BP 4119.11, Administrative Regulation AR 5145.7 to follow.

Education Code

Education Code

Educational Equity

EC 212.5

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

(Amended by Stats. 1998, Ch. 914, Sec. 12.)

LA CAÑADA UNIFIED SCHOOL DISTRICT SEXUAL HARASSMENT POLICY

It is the policy of the La Cañada Unified School District to maintain a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students is a form of gender discrimination in that it constitutes differential treatment on the basis of gender, and, for that reason, is a violation of state and federal laws and a violation of this policy.

The District considers sexual harassment to be a major offense which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student. Suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in Kindergarten and grades one through three, inclusive.

An student or employee of the District who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the proper authority (whether in an office or a school) so that appropriate action may be taken to resolve the problem. Any such complainant is further advised that civil law remedies may also be available. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

The California Education Code Section 212.5 defines sexual harassment as any unwelcome verbal, visual, or physical conduct of a sexual nature made by someone from in the work or educational setting, under the following conditions:

Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.

Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the education institution.

Sexual harassment includes, but is not limited to:

- Verbal conduct such as suggestive, derogatory comments, sexual innuendoes, slurs, or unwanted sexual advances, invitations, or comments; or spreading rumors about or rating others as to sexual activity or performance.
- Visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; or use of obscene gestures.
- Physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault; or interference with work or study directed at an individual because of the individual's gender.
- Threat and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.
- Retaliation for opposing, reporting, threatening to report or participate in an investigation or proceeding on a claim of sexual harassment.

*For further assistance (with student concerns), contact:
Educational Services, at (818) 952-8387*

*For further assistance (with employee concerns), contact:
Human Resources, at (818) 952-8385*

La Canada USD

Board Policy

Sexual Harassment

BP 5145.7

Students

The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity.

The Superintendent or designee shall ensure that students receive age-appropriate information related to 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

Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment which impairs the educational environment or a student's emotional well-being at school.

- (cf. 5131.5 - Vandalism, Theft and Graffiti)
- (cf. 5137 - Positive School Climate)
- (cf. 5141.41 - Child Abuse Prevention)
- (cf. 5145.3 - Nondiscrimination/Harassment)
- (cf. 6142.1 - Family Life/Sex Education)

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.

- (cf. 5144.1 - Suspension and Expulsion/Due Process)

Any employee who engages in, permits or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be

brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5141.4 - Child Abuse Reporting Procedures)

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the principal or designee or to another district administrator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

The principal or designee shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, he/she shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

(cf. 1312.3 - Uniform Complaint Procedures)

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.

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5141.4 - Child Abuse Reporting Procedures)
(cf. 5145.3 - Nondiscrimination/Harassment)

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process.

(cf. - 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/ Privileged Information)

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. (CCR 4964)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

Legal Reference:

EDUCATION CODE

- 200-262.4 Prohibition of discrimination on the basis of sex
- 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
- CODE OF REGULATIONS, TITLE 5
- 4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 20

- 1681-1688 Title IX, Discrimination

UNITED STATES CODE, TITLE 42

- 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

- Reese v. Jefferson School District, (2001) 208 F.3d 736
- Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
- Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989
- Nabozny v. Podlesny, (1996, 7th Cir.) 92 F.3d 446
- Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447
- Oona R.-S. etc. v. Santa Rosa City Schools et al, (1995) 890 F.Supp. 1452
- Rosa H. v. San Elizario Ind. School District, (W.D. Tex. 1995) 887 F. Supp. 140, 143
- Clyde K. v. Puyallup School District #3, (1994) 35 F.3d 1396
- Patricia H. v. Berkeley Unified School District, (1993) 830 F.Supp. 1288
- Franklin v. Gwinnet County Schools, (1992) 112 S. Ct. 1028
- Kelson v. City of Springfield, Oregon, (1985, 9th Cir.) 767 F.2d 651

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS
GENERAL

Protecting Students from Harassment and Hate Crime: A Guide for Schools, January 1999

OFFICE OF CIVIL RIGHTS' PUBLICATIONS

Revised Sexual Harassment Guidance, January 2001

Sexual Harassment Guidance, March 1997

WEB SITES

OCR: <http://www.ed.gov/offices/OCR>

Policy LA CANADA UNIFIED SCHOOL DISTRICT
adopted: May 13, 2003 La Canada Flintridge, California

La Canada USD

Administrative Regulation

Sexual Harassment

AR 5145.7
Students

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Education Code 212.5)

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

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual flirtations or propositions
2. Sexual slurs, leering, 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, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Touching an individual's body or clothes in a sexual way
8. Purposefully cornering or blocking normal movements

9. Limiting a student's access to educational tools

10. Displaying sexually suggestive objects

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)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location near each school principal's office (Education Code 212.6)

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 212.6)

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 212.6)

5. Be provided to employees and employee organizations

Investigation of Complaints at School (Site-Level Grievance Procedure)

1. The principal or designee shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with:

a. The student who is complaining

b. The person accused of harassment

c. Anyone who saw the harassment take place

d. Anyone mentioned as having related information

2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.

3. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation, the principal or designee also may discuss the complaint with the following persons:

- a. The Superintendent or designee
- b. The parent/guardian of the student who complained
- c. The parent/guardian of the person accused of harassing someone
- d. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth
- e. Child protective agencies responsible for investigating child abuse reports
- f. Legal counsel for the district

(cf. 5141.41 - Child Abuse Prevention)

4. When the student who complained and the person accused of harassment so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree.

5. The principal or designee shall tell the student who complained that he/she has the right to file a formal complaint at any time in accordance with the district's uniform complaint procedures. If the student wishes to file a formal complaint, the principal or designee shall assist the student in doing this.

(cf. 1312.3 - Uniform Complaint Procedures)

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

- a. Statements made by the persons identified above
- b. The details and consistency of each person's account
- c. Evidence of how the complaining student reacted to the incident
- d. Evidence of past instances of harassment by the accused person
- e. Evidence of past harassment complaints that were found to be untrue

7. To judge the severity of the harassment, the principal or designee may take into consideration:

- a. How the misconduct affected one or more students' education

- b. The type, frequency and duration of the misconduct
 - c. The number of persons involved
 - d. The age and sex of the person accused of harassment
 - e. The subject(s) of harassment
 - f. The place and situation where the incident occurred
 - g. Other incidents at the school, including incidents of harassment that were not related to gender
8. The principal or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused.
9. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If he/she verifies that sexual harassment occurred, this report shall describe the actions he/she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.
10. Within two weeks after receiving the complaint, the principal or designee shall determine whether or not the student who complained has been further harassed. The principal or designee shall keep a record of this information and shall continue this follow-up at his/her discretion.

Enforcement

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
2. Providing staff inservice and student instruction or counseling
3. Notifying parents/guardians
4. Notifying child protective services
5. Taking appropriate disciplinary action. In addition, the principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

AdministrativeLA CANADA UNIFIED SCHOOL DISTRICT
approval: May 13, 2003 La Canada Flintridge, California

Sexual Harassment

The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

(cf. 4030 - Nondiscrimination in Employment)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation and correction of sexual harassment, including but not limited to:

1. Providing periodic training to all staff regarding the district's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the district's complaint procedures in order to avoid harm.

(cf. 4131/4231/4331 - Staff Development)

2. Publicizing and disseminating the district's sexual harassment policy to staff.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough and fair investigation of complaints.

4. Taking timely and appropriate corrective/remedial actions after completion of investigation. This may require interim separation of the complainant and the alleged harasser, and subsequent monitoring of developments.

Any district employee or job applicant who feels that he/she has been sexually harassed, or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately contact his/her supervisor, the principal, district administrator or Superintendent.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

A supervisor, principal or other district administrator who received a harassment complaint shall promptly notify the Superintendent or designee.

Any district employee who engages or participates in sexual harassment, or who aids, abets, incites, compels or coerces another to commit sexual harassment against a district employee, job applicant or student, is in violation of this policy and is subject to disciplinary action, up to and including dismissal. Any employee who engages in sexual harassment may also be held personally liable in a court of law for any damage to the victim.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

7288.0 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Juarez v. Ameritech Mobile Systems, (N.D. Ill.) 746 F.Supp. 798

Dornhecker v. Malibu Grand Prix Corp., (5th Cir. 1987) 828 F.2d. 307

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS
GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR>

Policy LA CA-ADA UNIFIED SCHOOL DISTRICT

adopted: January 18, 2005 La Canada Flintridge, California

Sexual Harassment

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 work or educational setting when:

1. Submission to the conduct is made either expressly or by implication a term or condition of any individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual.
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance; creating an intimidating, hostile, or offensive work environment; or adversely affecting the other individual's evaluation, advancement, assigned duties, or any other condition of employment or career development.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs or activities available at or through the district.

Other examples of action that might constitute sexual harassment, whether committed by a supervisor or any other employee, or a non-employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as 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 conversations or pressure for sexual activity.
4. Sexual jokes, stories, drawings, pictures, graffiti, gestures, or sexually explicit e-mails.
5. Spreading sexual rumors
6. Touching an individual's body or clothes in a sexual way.
7. Cornering or blocking of normal movements.
8. Displaying sexually suggestive objects or using sexually suggestive computer screen savers.
9. Massaging, grabbing, fondling, stroking or brushing the body
10. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint

Notifications

A copy of the Governing Board's policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building or other area of the school where notices of district rules, regulations, procedures and standards of conduct are posted

2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year, or whenever a new employee is hired

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

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

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing or a copy of district information sheets that contain, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment

2. The definition of sexual harassment under applicable state and federal law

3. A description of sexual harassment, with examples

4. The district's complaint process available to the employee

5. The legal remedies and complaint process available through the Fair Employment and Housing Department and Equal Employment Opportunity Commission

6. Directions on how to contact the Fair Employment and Housing Department and Equal Employment Opportunity Commission

7. The protection against retaliation provided by 2CCR 7287.8 for opposing harassment prohibited by law or for filing a complaint with, or otherwise participating in an investigation, proceeding or hearing conducted by DFEH and the EEOC. Administrative LA CANADA UNIFIED SCHOOL DISTRICT approved January 18, 2005 La Canada Flintridge, California

BP 5145.7 Students

Sexual Harassment

The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity.

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

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(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 5137 - Positive School Climate)

(cf. 5141.41 - Child Abuse Prevention)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Family Life/Sex Education)

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(cf. 5144.1 - Suspension and Expulsion/Due Process)

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(cf. 4118 - Suspension/Disciplinary Action)

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

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106.1-106.71 Nondiscrimination on the basis of sex in education programs

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Rosa H. v. San Elizario Ind. School District, (W.D. Tex. 1995) 887 F. Supp. 140, 143

Clyde K. v. Puyallup School District #3, (1994) 35 F.3d 1396

Patricia H. v. Berkeley Unified School District, (1993) 830 F.Supp. 1288

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Policy LA CANADA UNIFIED SCHOOL DISTRICT adopted: May 13, 2003 La Canada
Flintridge, California

AR 5145.7 Students

Sexual Harassment

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Education Code 212.5)

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

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual flirtations or propositions
2. Sexual slurs, leering, 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, notes, stories, drawings, pictures or gestures

5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Touching an individual's body or clothes in a sexual way
8. Purposefully cornering or blocking normal movements
9. Limiting a student's access to educational tools
10. Displaying sexually suggestive objects

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)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location near each school principal's office (Education Code 212.6)
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 212.6)
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 212.6)
5. Be provided to employees and employee organizations

Investigation of Complaints at School (Site-Level Grievance Procedure)

1. The principal or designee shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with:
 - a. The student who is complaining
 - b. The person accused of harassment
 - c. Anyone who saw the harassment take place
 - d. Anyone mentioned as having related information
2. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.
3. The principal or designee shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the

particular situation, the principal or designee also may discuss the complaint with the following persons:

- a. The Superintendent or designee
- b. The parent/guardian of the student who complained
- c. The parent/guardian of the person accused of harassing someone
- d. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth
- e. Child protective agencies responsible for investigating child abuse reports
- f. Legal counsel for the district

(cf. 5141.41 - Child Abuse Prevention)

4. When the student who complained and the person accused of harassment so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree.

5. The principal or designee shall tell the student who complained that he/she has the right to file a formal complaint at any time in accordance with the district's uniform complaint procedures. If the student wishes to file a formal complaint, the principal or designee shall assist the student in doing this.

(cf. 1312.3 - Uniform Complaint Procedures)

6. In reaching a decision about the complaint, the principal or designee may take into account:
 - a. Statements made by the persons identified above
 - b. The details and consistency of each person's account
 - c. Evidence of how the complaining student reacted to the incident
 - d. Evidence of past instances of harassment by the accused person
 - e. Evidence of past harassment complaints that were found to be untrue
7. To judge the severity of the harassment, the principal or designee may take into consideration:
 - a. How the misconduct affected one or more students' education
 - b. The type, frequency and duration of the misconduct
 - c. The number of persons involved

- d. The age and sex of the person accused of harassment
 - e. The subject(s) of harassment
 - f. The place and situation where the incident occurred
 - g. Other incidents at the school, including incidents of harassment that were not related to gender
8. The principal or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused.
 9. The principal or designee shall give the Superintendent or designee a written report of the complaint and investigation. If he/she verifies that sexual harassment occurred, this report shall describe the actions he/she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.
 10. Within two weeks after receiving the complaint, the principal or designee shall determine whether or not the student who complained has been further harassed. The principal or designee shall keep a record of this information and shall continue this follow-up at his/her discretion.

Enforcement

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
2. Providing staff inservice and student instruction or counseling
3. Notifying parents/guardians
4. Notifying child protective services
5. Taking appropriate disciplinary action. In addition, the principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

Administrative LA CANADA UNIFIED SCHOOL DISTRICT

approval: May 13, 2003 La Canada Flintridge, California

9. School wide dress code provisions (EC 35183):

Dress code guidelines were developed by a committee of students, teachers, parents and administrator in the summer of 2006. The Dress Code guidelines are provided to students in the summer registration packet and 7-8 agendas.

The outcome of the DRC for 9-12 students asked for a greater focus on dress code. The dress code policy was revised for the 2018-2019 school year. Twice each year, the 7-12 Dress Code Guidelines will be reviewed by the DRC.

All staff have access to a Google form which allows them to report a student when they are inappropriately dressed. This form in turn generates an email to the administration. When time appropriate, administration or a designee calls in the student in and addresses this issue with progressive discipline.

See Education Code EC 35183 to follow.

Education Code

Education Code

School uniforms; gang apparel; dress codes

EC 35183

(a) The Legislature finds and declares each of the following:

(1) The children of this state have the right to an effective public school education. Both students and staff of the primary, elementary, junior and senior high school campuses have the constitutional right to be safe and secure in their persons at school. However, children in many of our public schools are forced to focus on the threat of violence and the messages of violence contained in many aspects of our society, particularly reflected in gang regalia that disrupts the learning environment.

(2) "Gang-related apparel" is hazardous to the health and safety of the school environment.

(3) Instructing teachers and administrators on the subtleties of identifying constantly changing gang regalia and gang affiliation takes an increasing amount of time away from educating our children.

(4) Weapons, including firearms and knives, have become common place upon even our elementary school campuses. Students often conceal weapons by wearing clothing, such as jumpsuits and overcoats, and by carrying large bags.

(5) The adoption of a schoolwide uniform policy is a reasonable way to provide some protection for students. A required uniform may protect students from being associated with any particular gang. Moreover, by requiring schoolwide uniforms teachers and administrators may not need to occupy as much of their time learning the subtleties of gang regalia.

(6) To control the environment in public schools to facilitate and maintain an effective learning environment and to keep the focus of the classroom on learning and not personal safety, schools need the authorization to implement uniform clothing requirements for our public school children.

(7) Many educators believe that school dress significantly influences pupil behavior. This influence is evident on school dressup days and color days. Schools that have adopted school uniforms experience a "coming together feeling," greater school pride, and better behavior in and out of the classroom.

(b) The governing board of any school district may adopt or rescind a reasonable dress code policy that requires pupils to wear a schoolwide uniform or prohibits pupils from wearing "gang-related apparel" if the governing board of the school district approves a plan that may be initiated by an individual school's principal, staff, and parents and determines that the policy is necessary for the health and safety of the school environment. Individual schools may include the reasonable dress code policy as part of its school safety plan, pursuant to Section 32281.

(c) Adoption and enforcement of a reasonable dress code policy pursuant to subdivision (b) is not a violation of Section 48950. For purposes of this section, Section 48950 shall apply to elementary, high school, and unified school districts. If a schoolwide uniform is required, the specific uniform selected shall be determined by the principal, staff, and parents of the individual school.

(d) A dress code policy that requires pupils to wear a schoolwide uniform shall not be implemented with less than six months' notice to parents and the availability of resources to assist economically disadvantaged pupils.

(e) The governing board shall provide a method whereby parents may choose not to have their children comply with an adopted school uniform policy.

(f) If a governing board chooses to adopt a policy pursuant to this section, the policy shall include a provision that no pupil shall be penalized academically or otherwise discriminated against nor denied attendance to school if the pupil's parents chose not to have the pupil comply with the school uniform policy. The governing board shall continue to have responsibility for the appropriate education of those pupils.

(g) A policy adopted pursuant to this section shall not preclude pupils that participate in a nationally recognized youth organization from wearing organization uniforms on days that the organization has a scheduled meeting.

(Amended by Stats. 2003, Ch. 828, Sec. 10.)

Reference:

Education Code 32281

Education Code 48950



La Cañada High School

A National Blue Ribbon School

Registration 2019

Dress Code

This dress policy has been developed to make sure that all students are provided with a safe and productive learning environment. The law allows schools to regulate the dress of students and to ban those items that are disruptive or detrimental to the learning process. Attire may also be banned if it is a sexually suggestive or obscene, related to gang activity, advocates the use of drugs, alcohol or tobacco or is dangerous or unsafe. **Grades 7-12** students should adhere to the following guidelines:

- Students should be neat and clean.
- Students must wear soled shoes at all times and they must be safe for climbing stairs, walking on grass fields, participating in class activities, etc.
- Shorts and skirts must be long enough to cover the entire buttocks at all times, including when the student is standing, sitting, walking or bending over. Underwear must not show.
- Undergarments (bras, underpants, boxer shorts, etc.) should not be visible in any way.
- Tops that are low-cut, see through, backless, or strapless will not be allowed.
- Midriff and torso must be completely covered at all times.
- No hats, bandanas, visors, beanies, berets, hoods or caps shall be worn inside buildings; religious exceptions do apply.
- Only athletic or theatre attire that meets the dress code can be worn in the classroom.
- Clothing, jewelry or other items of apparel that advocates or advertises drugs, alcohol, and/or tobacco will not be allowed.
- Clothing, jewelry or other items of apparel that is deemed obscene, vulgar or sexually suggestive will not be permitted on campus.
- Clothing, jewelry or other items that advocate racial, ethnic or religious prejudice or are potentially libelous will not be permitted on campus.
- Any clothing or apparel that causes a disturbance in class, or is distracting or unsafe, will not be allowed at school.

Progressive discipline will be applied.

1 st Violation	Warning, clothing changed
2 nd Violation	Clothing changed, parent contacted
3 rd Violation	Clothing changed, parent contacted, detention

10. Safe ingress and egress of pupils, parents, and school employees to and from school:

This year to date there are no reported injuries to students in the process of arriving to or departing from school.

The reported incidents of a suspicious nature that involve strangers loitering around the school area are responded to promptly. The campus security has the responsibility of monitoring areas directly surrounding the campus when such a report is made. More substantial reports of significant concern trigger informing all staff and parents by memo or letter or email of the nature of the concern. The school has established a lock-down procedure, which is practiced as a drill yearly. The site principal also works with the district administrative staff when issues arise that may lead to a potential problem in or around the park area which borders the school. Additionally, the Sheriff's Department is very responsive to our requests for patrolling surrounding areas.

A half-time Community Resource Officer is on the LCHS site. The position is funded by the City of La Canada Flintridge. The Community Resource Officer participates in SART and SARB meetings and assists with supervision. He also attends extra curricular activities outside the school day, including dances and athletic events and often is involved in parent education presentations at PSTA meetings. During the 2018-2019 school year, the Community Resource Officer and LCHS Head of Security played an integral role helping to organize and implement programs including Red Ribbon Week, guest speakers, drug presentations and other intervention and mentoring activities for parents and students.

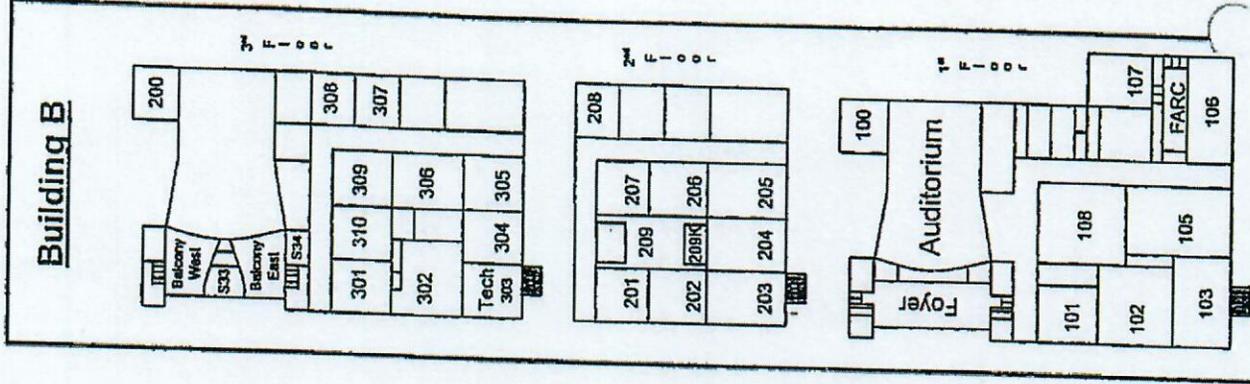
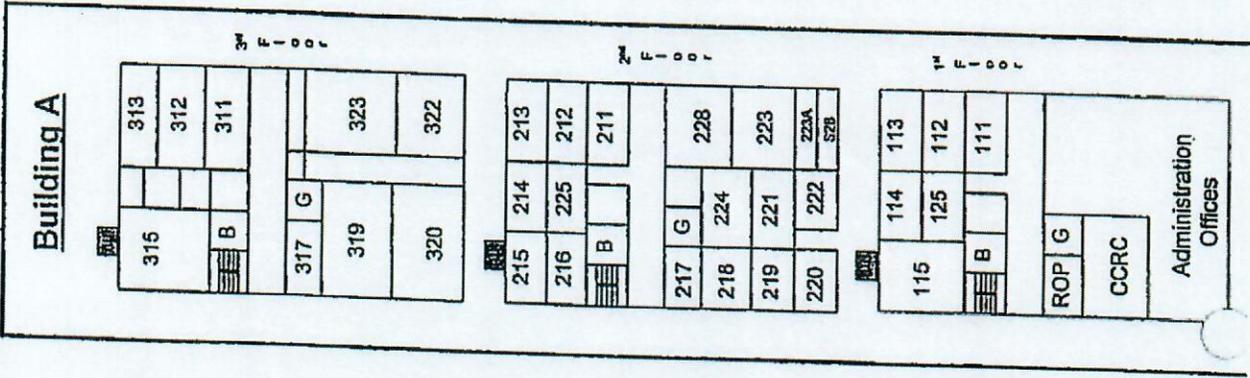
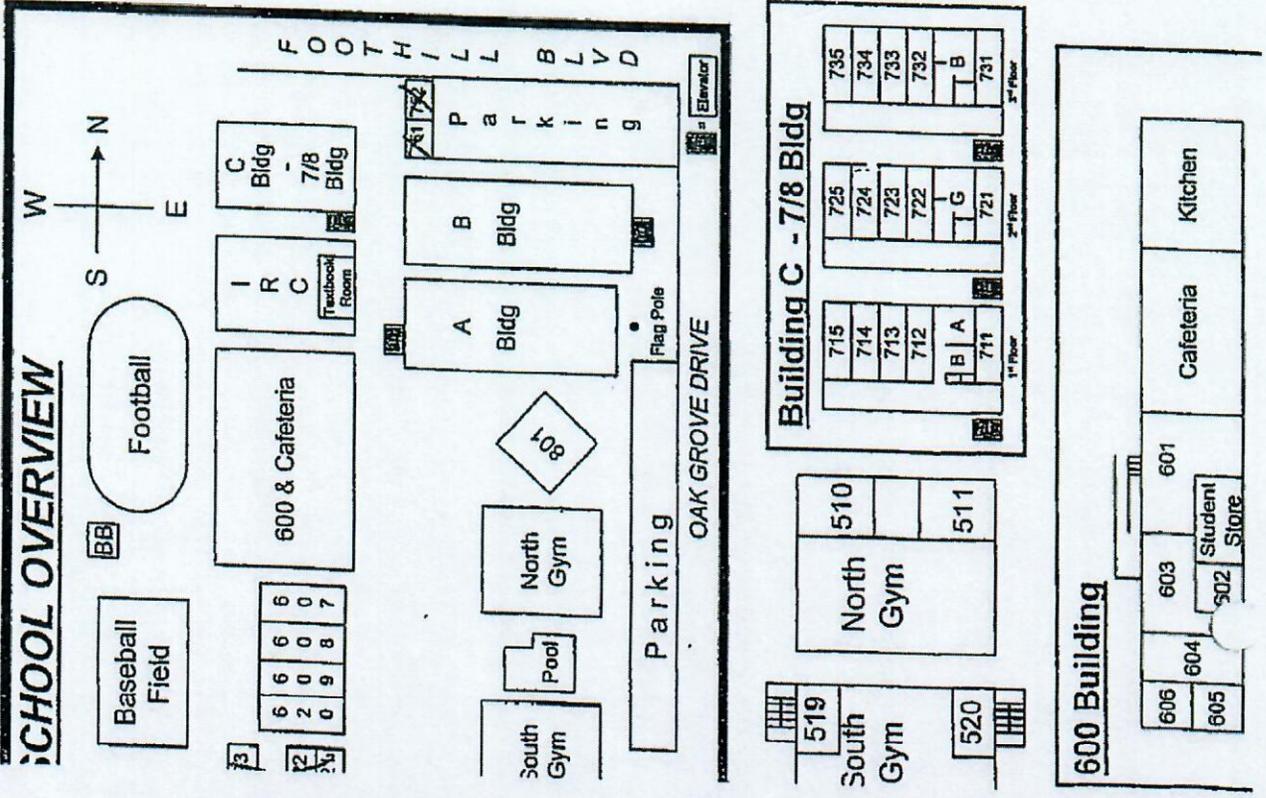
LCHS participated in the Every 15 Minutes program in May 2017 and participated in the program again in 2019. This program helps make students much more aware of drunk driving with a recreation of the events that can transpire during a DUI incident. This program is an impactful look at all the effects drunk driving has on many different levels.

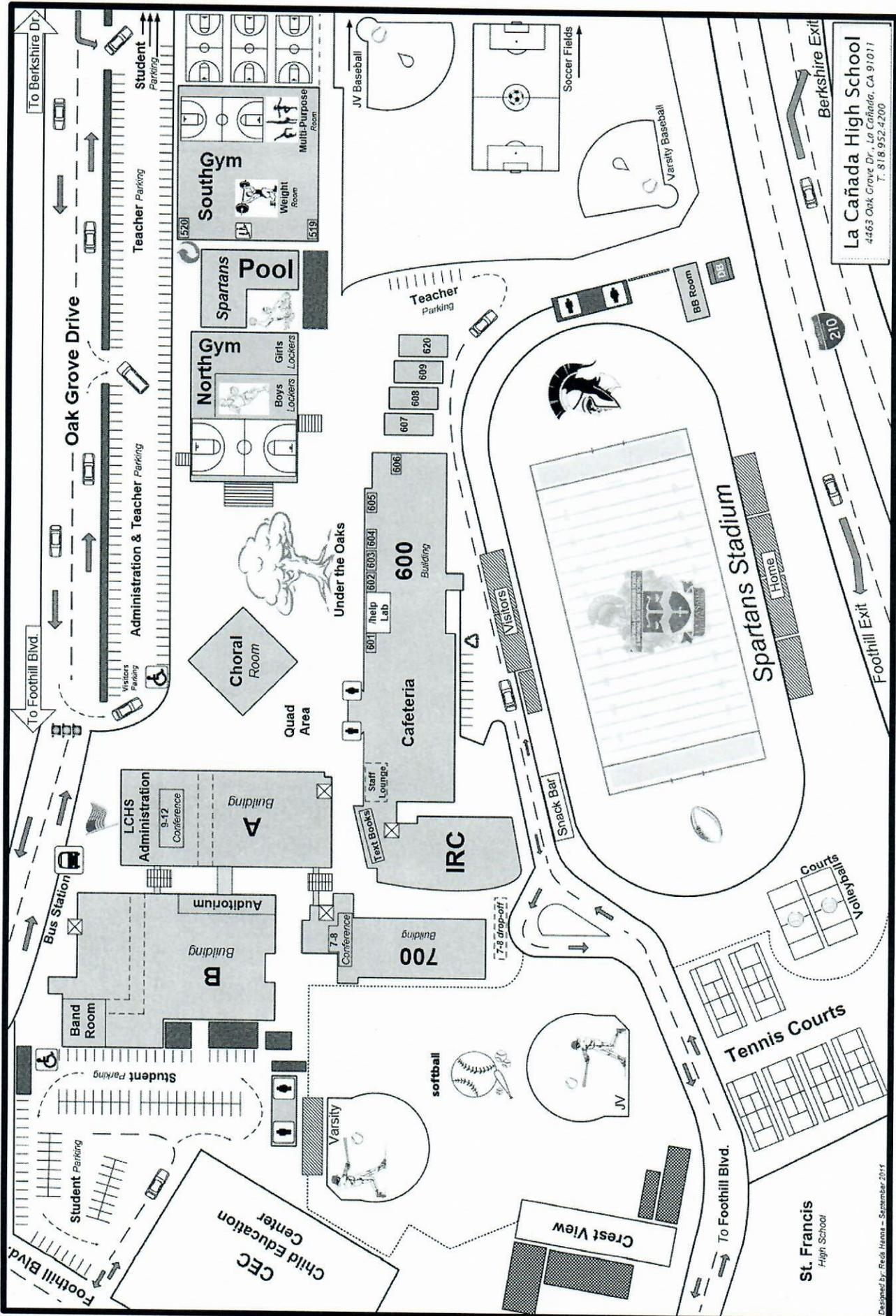
LCHS has a total of 20 surveillance cameras with 50 viewpoints. With a new server installed in the winter of 2017 to improve the quality of the playback of video, storage, and to increase capacity. These have helped provide a safe and secure campus at LCHS.

During the Spring of 2018 LCHS went through an extensive security audit conducted by an outside company. All findings were reported to the site principals and the Board of Education.

Map of La Cañada High School

SCHOOL OVERVIEW





La Cañada High School
 4463 Oak Grove Dr., La Cañada, CA 91017
 T. 818.932.4200

Designed by: Rick Hannig - September 2014

11. Safe and orderly school environment (EC 32282 a):

The La Canada High School staff provides students with a safe and orderly school environment. The school wide progressive discipline plan is effectively utilized. The plan provides students with progressive consequences and guidelines for acceptable behaviors.

At the beginning of each school year, the 9-12 Assistant Principal of discipline will meet with all 9-12 students during a grade level assembly to review rules, consequences and disciplinary action.

At the 7-8 level, the Principal reviews the rules and consequences with the incoming 7th graders at the orientation and the 8th grade counselor reviews the rules in Social Science classrooms during the first few weeks of school. The 7/8 counselors visit all classrooms to discuss bullying/cyber-bullying at the beginning of the school year. 7-8 initiated the Stand Up/Anti Bullying program which is a week long program with Peer Counselors from the 9-12 Bridge class etc. The 9-12 counselors received training in cyber-bullying. In the Spring of 2017, the Spartan Tip Line was activated which provides an anonymous electronic avenue to report bullying and school safety threats.

LCCHS participates in a canine search program used prior to overnight field trips.

Many school wide programs are in place to help ensure a safe and orderly environment. At the 7/8 level, several programs have proven to be successful. Counselors lead small groups during lunch to deal with a variety of topics including death, social skills, and divorce. The 7/8 staff and counselors deliver lessons in Homerooms to promote character development through the Developmental Assets Framework. Small school student counseling also takes place. Individual students identified to be at risk have a student/parent conference with teachers each year. The 7/8 After School Enrichment Program (GATE) provides students with opportunities to become involved in academic activities.

After extensive planning by the district office, school board, school administration, and community, the Wellness Center was opened in the fall of 2019. The Wellness Center is designed to provide social and emotional support to our students. The facility is staffed with three team members providing counseling, social and emotional support, and guidance for all students. This is a part of our Challenge Success initiative and is quickly becoming a favorite resource for our students.

April 2020 LCCHS will host a family learning series event that focuses on responsible technology use and the teaching of self regulation associated with mobile devices.

These programs and activities are in place to increase student “connections” to the school which results in a safe and orderly school environment.

Numerous clubs have been organized to meet student interests. LCCHS hosts a club during lunch for students in order to join an area of interest. Clubs are posted on the ASB website. The La Cañada High School ASB continues to make strides in promoting service activities.

In the wake of statewide budget cuts in the Arts, the LC Performing/Visual Arts Department still continues to be exemplary and provides opportunities for students to display their creative talents. Additionally, the LCCHS athletic program continues to excel.

The counselors for grades 9-12 continue to make strides in working with at-risk students. The counselors work with the administration to ensure the needs of the “whole child” are addressed.

Two interventions have been introduced by the 9-12 counselors and administration. Guidelines to participate in the annual graduation ceremony have been developed and communicated to each member of the current class. Each senior and their parent(s) sign a Senior Contract (High School Senior Event Participation Criteria) detailing the expectations and consequences involved in the area of attendance and participation in senior events.

Currently there are six (6) 9-12 counselors divided by alphabet and the 7th counselor is work in the Wellness Center. Each 9-12 counselor works closely with their caseload throughout the year allowing for a very close counselor/student relationship. The ratio is approximately 250/1 for the 2019-2020 academic year.

7-8 counselors continue with two (2) counselors, one at each grade level. These counselors rotate so that students will have the same counselor for both 7th and 8th grades.

The District and Board have adopted a new administrative regulation for questioning and apprehension of students. The Sheriff's Department may only question students on campus in certain situations as outlined in the new AR 5145.11.

**La Canada High School
Student Contract/Code of Conduct Agreement**

Date of Meeting _____

Student Name: _____ I.D. No. _____ Grade _____

This Agreement has been developed for the purpose of helping the student maintain acceptable behavior in and out of the classroom.

In order to maintain a positive standing and in consideration of my being permitted to remain at La Canada High School, I will, to the best of my ability, live up to the agreement below:

1. Be at school every day, on time to my classes, and stay on school grounds. Have no truanancies or tardies from school or classes.
2. Do all classwork and homework assigned by my teachers in order to make a minimum of satisfactory grades and citizenship.
3. Cooperate with and respect other students and teachers in every way.
4. Try to improve my attitude.
5. Stay out of fights
6. Not smoke, possess or use any type of drugs and or tobacco on or off school grounds.
7. Not use, possess OR be under the influence of any alcoholic beverage.
8. Conduct myself in such a manner that I will be a credit to my school, my family, and myself.
9. Stay away from other schools.
10. Other: _____

I understand that I have the rights and privileges of any other pupil enrolled at La Canada High School, as long as I maintain this agreement. Violation of this agreement may result in the cancellation of my enrollment in La Canada Unified School district. Arrangements may be made for enrollment at another school.

Assistant Principal _____ Date _____

Student's Signature _____ Date _____

I thoroughly understand the above agreement and will cooperate fully with the school. Should my child be unable to make the necessary adjustment, I will arrange another program for him/her.

Parent/Guardian Signature _____ Date _____

Parent Home Phone Number _____

Parent Cell/Work Phone Number(s) _____

Other Attendee Signature/Title _____ Date _____

Other Attendee Signature/Title _____ Date _____

Year of Graduation _____

LA CANADA HIGH SCHOOL

STUDENT REFERRAL FORM

REFERRED TO: Principal _____ Counselor _____ Assistant Principal _____ Other _____

IDENT _____ ID# _____ GRADE _____ TEACHER _____

SUBJECT _____ PERIOD _____ DATE _____ Time left room _____

REMEDIAL MEASURES BY TEACHER PRIOR TO REFERRAL:

- Counseled student
- Warned student
- Assigned class detention
- Seat Changed
- Contacted parents, date(s) _____
- Other _____

REASONS FOR REFERRAL:

- Defiance of authority
- Profanity or vulgarity
- Fighting/verbal altercation
- Damage to school property
- Smoking or possession of tobacco
- Disrespect
- Lack of supplies
- Cheating/forgery
- Excessive tardies/truancies
- Inattentiveness
- Class disturbance
- Annoying others
- Continual talking
- Other _____

COMMENTS: _____

ACTION TAKEN BY OFFICE: _____	TO TEACHER:
_____	<input type="checkbox"/> Teacher-Parent conference
_____	<input type="checkbox"/> Please see me
_____	<input type="checkbox"/> Readmit to class
_____	<input type="checkbox"/> Other _____
Parent Contacted yes no (circle one) Date: _____	
Signature of Counselor or Administrator _____	

Discipline

All school rules are expected to be followed at all times. Violation of school rules will result in consequences ranging from parent conferences, community service, detention, Saturday school, suspension, and/or expulsion. SOME expectations are;

1. Act appropriately in and out of class and listen to ALL adults on campus.
2. No verbal or physical altercations.
3. No hazing, harassing (sexual or physical), or assaulting any person.
4. No weapons of ANY kind, or anything that can be construed as a weapon.
5. No drugs or alcohol including prescription medication. No drug paraphernalia.
6. No cheating of any type.
7. Refer to discipline policy for detailed outline.

Absence Policy

When a student misses;

1. 4 – 8 unexcused absences in a semester the teacher will call or email parents.
2. 5 – 8 unexcused absences in a semester the counselor and/or administrator will meet with student.
3. 8 – 12 excused or unexcused absences in a semester the student will meet with Dr. Gold, will be placed on daily verifications, will be placed on the “no go,” and will not be able to participate in school activities for the quarter.
4. 12 excused or unexcused absences in a semester the student will be placed on a SART (Student Absent Review Team) Contract. Other interventions will be discussed.
5. 15 excused or unexcused absences in a semester student will be placed on a SARB (Student Attendance Review Board) Contract. Other interventions will be discussed with parents.
6. Any student absent more than 15 times in a semester will be considered defiant and consequences will be given. (Habitual tardy and or absences is considered defiant and students CAN be suspended)

SENIORS ONLY

1. **Have no more than 25 Absences in one class for the whole year (excluding school sponsored events) per any one class. 3 TARDIES = 1 ABSENCE.**
2. **Seniors who are absent between 15-24 days per any one class will only be able to participate as approved by the Attendance Panel and administration. 3 TARDIES = 1 ABSENCE.**

Tardy Policy

1. 3 tardies parent or guardian will be notified.
2. 4 or more tardies in a quarter will result in a “u” for citizenship.
3. 4 or more student will receive community service.
4. 6 or more student will receive after school detention and/or Saturday school.
5. 10 or more tardies student will receive a SART and assistant principal will meet with parents.
6. 15 or more tardies will be considered defiance and student may be suspended.



La Cañada High School

A National Blue Ribbon School

Parking Permit Regulations

A PARKING PERMIT TO PARK ON THE LCHS CAMPUS IS A PRIVILEGE NOT A RIGHT. As such, students who park on campus illegally or without the proper LCHS parking permit are subject to disciplinary action(s) that may include revocation of their parking permit, detention, Saturday school, suspension, and towing. In addition, students found to be in violation of the attendance and/or academic policies which includes excessive tardies or absences, from any class (see Attendance and/or Discipline Policy), may have their Parking Permit revoked by administration.

Parking is available for Junior & Senior Students ONLY. Parking Tags **must be displayed at all times while parked on school property.** Parking is allowed in marked stalls only. Parking is restricted in Hahamongna Park, in front of the school (also referred to as “the cutout”), access road/parking lot and beyond, and is not allowed in the staff lot at any time during the school day. (Be sure to read all posted signs). All vehicle codes will be enforced. You may be cited and your vehicle may be towed if you are in violation of any rules/laws. In addition, vehicles may be cited for lack of current registration tags, no front license plate, parking in an unmarked space, etc. If warranted, it is assumed that the driver of any vehicle parked on the LCHS campus, legally or illegally, has given permission for the vehicle to be searched (by staff, Sheriff, drug dog, etc.) Failure to follow the rules may result in losing your parking and driving privileges on campus.

Duplicating, forging, stealing, borrowing, loaning, selling or using a permit not issued to you will result in disciplinary actions and loss of the permit. The person supplying the permit to be duplicated, forged, borrowed, loaned, etc. may also lose the privilege of parking on campus. Parking regulations apply to all onsite parking areas.

Students may only have one (1) parking permit. Note: A valid driver’s license (not a learner’s permit) must be presented for each driver with all required and completed paperwork. Incomplete paperwork will not be accepted. No refunds will be made if the student’s permit is revoked.

Lottery/Single Driver Car Parking *Drivers must be Juniors or Seniors enrolled at LCHS*

Lottery Entries cannot be transferred, given or sold to another student. Only the student whose name appears on the entry is eligible. Only one name per entry. Only one entry may be submitted per student. For 2019-2020, the parking lottery will initially be offered 70% Seniors and 30% Juniors. After the initial round of the lottery Seniors & Juniors will be drawn at random.

Mrs. Milton does not accept paperwork for the parking permit until and unless your name is on the list of students who were selected for the approximately 250 Lottery parking spaces available. It will be clearly noted on the posting outside her office.

IMPORTANT: *Students whose parking permit is revoked for any reason (attendance, discipline, etc.) will, upon demand by administration, return their parking permit tag to Mrs. Milton and will be placed at the bottom of the list for a possible future tag.*

Dates to Remember:

August 8 thru August 20, 2019

11th & 12th grade students may submit a lottery entry online through google forms. (You must have a license when you submit a lottery entry)

<https://forms.gle/r5XiWCbjLiSAV2DQ8>

August 21, 2019

A random drawing of Lottery Entries will be held and a list will be compiled. It will be posted outside of the 9-12 Discipline office the next day.

August 29, 2019

Students wishing to park on campus, and whose name was in the top approximately 250 on the Lottery list must complete the paperwork and return it to Mrs. Milton with the following documents:

1. LCHS Parking Permit Regulation 2019-2020 form which includes car information.
2. The student's Driver's License
3. \$50.00 – Cash or Check (Made payable to LCHS ASB)

Student(s) not turning in completed paperwork and claiming their parking tag, as of this date/time will then be moved to the bottom of the lottery list and the next student on the lottery list will receive the parking permit.

Parking paperwork is not accepted by Mrs. Milton until the completion of the random drawing and posting of the names drawn. Lottery/Single Driver Permits are \$50.00 each.

PARKING IN STAFF PARKING AREAS IS NOT ALLOWED AT ANY TIME DURING THE SCHOOL DAY.

Motorcycle/Scooter Parking: *Drivers must be Juniors or Seniors (10th graders with special permission, motorcycles/scooters only) above rules apply to motorcycles.*

Motorcycles may park on campus if paperwork is completed. **A parking permit is required.** Paperwork must be submitted at the time of purchase. The cost is \$25.00 for the school year. *Parking for motorcycles is at the front of the school in the area marked with hash-marks next to staff parking ONLY.* See Mrs. Milton for the application for Motorcycle/Scooter parking the first week of school.



La Cañada
High School

Mr. James G. Cartnal, *Principal, 9-12*
Dr. Jarrett G. Gold, *Principal, 7/8*
Ms. Kristina E. Kalb, *Assistant Principal*
Mr. Jason S. Ito, *Assistant Principal*

Drug and Alcohol Prevention

Our city's Community Prevention Council, headed by Will Moffitt, has created a video called "What Every Parent Needs to Know about Drugs and Alcohol." We encourage our LCHS parents and guardians to view this video:

View on YouTube: <https://goo.gl/MPJokC>

On the CPC website (LCFCPC.com) you'll also find a host of other resources that focus on education surrounding drug and alcohol prevention to support your awareness of this subject as it impacts our LCHS youth. Social, emotional, physical health and wellness for our students is a local priority for LCUSD and we hope you will actively join us in our efforts to education and inform our community on this important topic.