



ATTENTION PUPILS, PARENTS/GUARDIANS and TEACHERS

IMPORTANT INFORMATION ABOUT INSTRUCTIONAL MATERIALS AND SCHOOL FACILITIES

State law requires the following:

1. There should be sufficient textbooks and instructional materials. Each student, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home to complete required homework assignments.
2. School Facilities must be clean, safe and maintained in good repair.
3. There should be no teacher vacancies or misassignments as defined in Education Code 35186(h)(1) and (2).
Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized to hold.
4. Intensive instruction and services are provided to pupils who have not passed one or both parts of the California High School Exit Exam by the end of grade 12.

If you do not think these requirements are being met, you can obtain a Uniform Complaint Form at the following location: School Office or on the District Web Page: www.atas.k12.ca.us ED CODE 35186 (f)

IMPORTANT INFORMATION ABOUT BULLYING/CYBERBULLYING

Board Policy prohibits **harassment of students or staff, including bullying, intimidation, stalking, so-called "cyberbullying," hazing or initiation activity, ridicule, extortion, or any other verbal or nonverbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering.**

Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator and may also request that their name be kept in confidence. The Superintendent or designee shall establish other processes whereby students may submit anonymous reports of bullying. Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment. (see below)

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff or to threaten district property, the investigation shall include: 1) documentation of the activity; 2) identification of the source, and 3) a determination of the impact or potential impact on school activity or school attendance. Students shall be encouraged to save and print any messages sent to them that they feel constitutes cyberbullying and to notify a teacher, principal, or other employee so that the matter may be investigated.

Cyberbullying conducted using district-owned equipment or on school premises, as well as off-campus cyberbullying that impacts school activity or school attendance, may be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

AR 5145.7 - Sexual Harassment. 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.