

V. ANNUAL NOTIFICATIONS AND SAFE SCHOOL POLICIES

Human Rights Policy

S.A.C. Prep brings together a diverse group of individuals. It is guided by the principle that respect and consideration for all individuals is foremost in all school activities. It is unlawful to discriminate against any individual based on race, color, religion, sex, nationality, and sexual orientation, age or handicap status. S.A.C. Prep is not only obligated to uphold the law concerning equal opportunity but regards the spirit of these laws to be the very core of its values. S.A.C. Prep wishes to stress that it is the responsibility of every member of the S.A.C. Prep community to observe and uphold the principles of equal opportunity as they affect staff, faculty and students in all aspects of school life. It is the responsibility of every member of the S.A.C. Prep community to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline, up to and including, discharge.

Abuse

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment *immediately* when they have “reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.”

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

Harassment

S.A.C. Prep is committed to equitable and swift resolution of harassment issues. Any student or employee experiencing harassment should contact any staff person or the Principal or designee. Staff should direct harassment issues to the Principal’s attention. Depending on the nature of the complaint, it may be addressed via the UCP or other complaint process focused on swiftly and equitably addressing the concern. The Principal will communicate the final decision directly to the parties involved.

Non-Discrimination Policy

The School prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived race or ethnic, gender (including gender identity, gender expression), sex (including sexual harassment), pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions, sexual orientation, religion, color, national origin, immigration status, ancestry, physical or mental status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation, a person’s association with a person or group with one or more of these actual or perceived characteristics, or any other basis

protected by federal, state, or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

Harassment under Title IX (sex), Title VI (race, color, or national origin), and Section 504 and Title II of the ADA (mental or physical disability) is a form of unlawful discrimination that will not be tolerated by the School.

Any inquiries regarding this nondiscrimination policy or the filing of discrimination/ harassment complaints may be directed to the Principal. Complaints alleging unlawful discrimination, harassment, intimidation or bullying based on the characteristics described above are eligible to be investigated addressed pursuant to the Uniform Complaint Procedure.

Sexual Harassment Policy

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

The School considers sexual harassment to be a major offense that can result in disciplinary action to the offending employee and will result in appropriate consequences, which may include 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, and the School will not facilitate meetings between parents. However, students enrolled in kindergarten and grades one through three may be subject to other disciplinary actions.

Any student or employee of the School who believes that she or he has been a victim of sexual harassment shall bring the complaint to the attention of the proper authority (whether in an office or the School) so that appropriate action may be taken to resolve the complaint. The School prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Any such complainant is further advised that civil law remedies may also be available to them. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

Education Code Section 212.5 defines sexual harassment as any 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:

- 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 decisions affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive, derogatory comments, sexual innuendoes, slurs, or unwanted sexual advances, invitations, or comments; pestering for dates; making threats; or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome 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.
- Unwelcome 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 sex, sexual orientation, or gender.
- Threats 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 participating in an investigation or proceeding on a claim of sexual harassment.
- Cyberbullying (the use of communications technology to harm, threaten, or otherwise victimize another person).

Under Education Code section 230, harassment and other discrimination on the basis of sex include, but are not limited to, the following: exclusion of a person or persons from participation in, denial of the benefits of, or subjection to harassment or other discrimination in, any academic, extracurricular, research, occupational training, or other program or activity; and exclusion from participation in, or denial of equivalent opportunity in, athletic programs. The full definition of discrimination and harassment based on sex from Education Code section 230 can be found here:

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=230.

Sex Equity in Education Act Statement

Students have all the rights set forth in Education Code section 221.8 (as applicable to School's programs): This includes the right to fair and equitable treatment, the right to a school environment without discrimination on the basis of sex, and right to be provided with an equitable opportunity to participate in all academic extracurricular activities. The description of all rights set forth in Education Code section 221.8 can be found here:

http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=221.8.

For more information about Gender Equity/Title IX, please visit the following CDE website: <https://www.cde.ca.gov/re/di/eo/genequitytitleix.asp>.

Anti-Bullying/Cyber-Bullying Policy

Bullying is defined as the deliberate antagonistic action or creation of a situation with the intent of inflicting severe emotional, physical, or psychological distress. The behavior may be a single or repeated act and may be electronic, indirect, non-verbal, psychological, sexual, social, physical, or verbal. Any behavior seen as falling into the “bullying” category will be dealt with by appropriate disciplinary action.

School will educate students about the negative impact of bullying other students based on their actual or perceived immigration status or their religious beliefs or customs. School shall also train teachers, staff, and personnel to ensure that they are aware of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment based on the actual or perceived characteristics noted above. Such training will endeavor to provide agency personnel with the skills to do the following:

- Discuss the varying immigration experiences among members of the student body and school community;
- Discuss bullying-prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims;
- Identify the signs of bullying or harassing behavior;
- Take immediate corrective action when bullying is observed; and
- Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.

School will not tolerate cyber bullying within the school by students, staff, or parents. Cyberbullying is prohibited while using School’s network (whether accessed on campus or off campus, either during or after school hours) or using outside networks.

Cyberbullying is defined as the use of electronic communications (e.g., email, chat rooms, text messaging, social networks, internet forums, image or video posting platforms, websites with free registration, blogs, etc.) to bully others. Specifically, this can include teasing, intimidating, threatening or terrorizing another person by sending or posting offensive content. Such offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or comments about one’s appearance, sexual preference, race, religion, ethnicity, or disability.

Students who feel that they have been the victims of such misuses of technology should follow the following steps:

- Do not respond to the person accused of the cyberbullying;
- Document specific instances of cyber bullying (i.e., save or print documents when possible, take pictures of the offensive material, keep a record of each instance of cyber bullying) and do not erase the offending material from the system, if possible; and
- Immediately report the incident to a teacher or other school employee.

Sanctions for cyberbullying may include, but are not limited to, the loss of computer privileges, a parent/guardian conference, detention, suspension or expulsion from School in accordance with the school’s discipline procedures, and/or notification to the police.