

TEACHERS HANDBOOK

A Program of the Marin County Office of Education

1700 Marshall-Petaluma rd., Petaluma CA 94952 ~ 415-491-

6600 ~ Fax: 415-663-8854

www.walkercreekranch.org

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WELCOME TO THE MARIN COUNTY OUTDOOR SCHOOL AT WALKER CREEK RANCH!

We are very excited to welcome you and your students to the Marin County Outdoor School. This Teacher's Guide is designed to help you prepare your students, guardians, and cabin leaders for your experience. After reviewing this packet and online materials, please let us know if you have any questions or need any further information. If there is any change in anticipated number of students that will be participating from your school, please let us know as soon as possible. We look forward to working with you to make this great experience for students, cabin leaders and teachers.

Program Structure:

Walker Creek Ranch offers 1700 acres for students to connect with science, nature, community, and themselves. Our program typically offers four and five day programs of residential outdoor education, where students stay overnight at Walker Creek Ranch in cabins. For the entire week, trained naturalists from Walker Creek Ranch stay with one trail group. The naturalist, along with two cabin leaders, guide the group on experiential and sensory-based activities. Each student experience is unique, as naturalists are given flexibility to adjust their plans based on the needs of the group.

On the average week, trail groups of 18-25 students are divided into 2 cabins with girls or boys. For students who are gender non-conforming, students choose the cabin where they feel most comfortable. Cabin leaders stay with students in the cabins, and are recruited from the attending schools. Cabin leaders are either high school students or guardian volunteers.

Schools elect whether they would like their students to combine with students from other schools attending during the same week in each trial groups. Some schools prefer to combine students, so they have the opportunity to get to know other students, while other schools prefer to stay separate, with trail groups composed entirely of their own students. Either experience can be special and impacting!

Core values and activities:

At Walker Creek Ranch, we equally value socio-emotional learning, nature connection and science education, and global awareness. Socio-emotional learning occurs throughout the week, as students gain independence on nature solo walks, carry their belongings on hikes, and explore their personal growth. Evening programs such as the campfire, barn boogie, and the night walk help promote community, while games and team challenges foster connections and play within each group. Nature connection and science education occurs often, with a focus on curiosity and detailed observations in guided creek or pond studies, habitat games, garden work and harvest, and ecosystem explorations. Naturalists also lead activities focusing on increasing global awareness, with activities and reflections that consider human impact, climate change, the role of race, gender, ability, and environmental justice.

Science Education:

At Walker Creek Ranch we believe that learning science is an essential part of each student's experience at the outdoor school. We feel that the student's immersion in the outdoor environment offers a unique opportunity to teach science in a way that may be *different* than in a classroom setting. We work with and model our science teaching practices using the BEETLES project so that our science teaching is student and nature centered, and aligns with the Next Generation Science Standards. The BEETLES project is an organization through the U.C. Berkeley Lawrence Hall of Science that is dedicated to "Infusing outdoor science programs with research-based approaches and tools to improve science teaching and learning". The BEETLES project approach to teaching states: "We use best practices in science education to inspire wonder and curiosity about the natural world. BEETLES resources are built around four primary design principles.

- ENGAGE DIRECTLY WITH NATURE
- THINK LIKE A SCIENTIST
- LEARN THROUGH DISCUSSIONS
- EXPERIENCE INSTRUCTION BASED ON HOW PEOPLE LEARN".

If you would like to learn more about the BEETLES project or see sample lessons, please visit their webpage at www.beetlesproject.org.

Site and Facilities

Walker Creek Ranch is located about 15 miles west of Petaluma and is owned and operated by the Marin County Office of Education. This site's 1,700 acres of grassland, forest, and coastal chaparral offers an outstanding setting for the Outdoor School. The creek, pond, organic garden, and rich riparian habitat provide a diversity of ecosystems for field study. The museum and Miwok grinding rock offer unique opportunities for lessons on cultural history as well.

The Ranch's proximity to Point Reyes National Seashore and Samuel P. Taylor State Park offers opportunity for optional off-site field trips. Schools choosing to stay on-site will participate in an all day hike to Walker Peak. Weather depending, this hike boasts views of Tomales Bay, St. Helena, and the Pacific Ocean.

Accommodations

Student lodging is heated, carpeted, dormitory-style housing with a central toilet and shower facility. A large Dining Hall provides spacious dining accommodations for all. An abundance of inside meeting space provides all students with a place for studies to continue in inclement weather.

The Teachers live separate from the students in the Teachers Lodge. The Teachers' Lodge contains a lounge, kitchenette, and separate male and female bathroom and shower facilities. Five bedrooms allow for private or semi-private sleeping accommodations depending on the number of visiting Teachers. A phone is available to teachers for emergency and school related phone calls. The Health Center is located in the Teachers' Lodge, and will be a primary location for students to receive first aid and medications.

Wireless internet is accessible in most locations in the central campus area. *There is no cell phone service in the area.*

Our Staff

All staff at Walker Creek are employees of the Marin County Office of Education and are carefully screened, background checked and certified in First Aid and CPR. The school staff are professional educators whose top priority is the safety and well-being of each individual student.

RANCH GUIDELINES & POLICIES

Consumption of Alcoholic Beverages

Walker Creek operates as a school campus when school children are present. Alcoholic beverages may not be served or consumed on Ranch/School property when students are present.

Tobacco - Free School Site

The Marin County Board of Education has adopted a tobacco-free policy for Walker Creek Ranch. The use of Tobacco products is prohibited here on the Ranch while students are present.

Dogs

Dogs are not on allowed campus (except for official service companions). Please remind guardians and guests not to bring dogs with them when they are dropping off students.

Community Pledge

Walker Creek Ranch is a community that is committed to creating a safe, respectful, and healthy environment that embraces people's differences.

We welcome people from all actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental ability, medical conditions, veteran status, gender, sex, or sexual orientation. While you are here, we ask you to join us in accepting people's differences along with respecting their ideas and values.

PREPARING FOR YOUR TRIP

Pre- trip Responsibilities

Preparation for Outdoor School requires a number of responsibilities including: preparing the class, recruiting and preparing cabin leaders, and distributing and collecting forms. Below is a suggested schedule of teacher responsibilities to be completed before arrival. The items listed below are explained in greater detail following the schedule.

Schedule for Pre-Trip Teacher Responsibilities	
As soon as possible	<ul style="list-style-type: none"> ▪ Begin fundraising activities. ▪ Contact Outdoor School to schedule presentations for school boards, students and guardians or assistance with training cabin leaders (these services available upon request when possible).
Two months before visit	<ul style="list-style-type: none"> ▪ Conduct presentation for potential cabin leaders. Distribute cabin leader applications. ▪ Arrange for Guardians who can chaperone on the first day afternoon hike.
Four weeks before visit	<ul style="list-style-type: none"> ▪ Complete cabin leader interviews. ▪ Conduct guardian information night to provide essential information regarding the trip. ▪ Distribute guardian packet with medical and dietary information forms.
**Three weeks before visit	<ul style="list-style-type: none"> ▪ Email the Outdoor School to provide updated student count information. ▪ **Prepare student hiking group forms into the requested number of groups. ▪ Collect signed medical and dietary information sheets.
<u>Two weeks before visit</u>	<ul style="list-style-type: none"> ▪ <u>Email: Pre- Arrival form, Pre-trip Questionnaire, Cabin assignment forms, Dietary, and Medical forms to Outdoor School.</u> ▪ Conduct cabin leader orientation meeting. ▪ Confirm the names of guardians who will be chaperoning during the first day afternoon hike.
One week before visit	<ul style="list-style-type: none"> ▪ Call Outdoor School concerning any last minute changes in participant numbers or changes to hiking group assignments.

**** IMPORTANT: Please contact the outdoor school to provide an updated student count and confirm number of hiking groups before you assign student groups. ****

Assigning Trail Groups

Trail groups are formed by pairing a girl cabin group with a boy cabin group to participate together in naturalist activities throughout the week. Schools may elect to either mix their students with other schools or stay in separate groups with only their school. If you have a student that is gender non-conforming they may choose which cabin group to be assigned to. For more information regarding the Walker Creek Ranch Gender Identity policy please contact the Outdoor School.

Separate School Groups

Once you have confirmed your total number of students with the outdoor school, assign groups of 8-10 students per cabin and no more than 20 students per trail group if possible. Each trail group should have about the same number of students, with a balanced number of boys and girls. Please complete "[Cabin Assignment Form- Separate School Groups](#)" (Appendix) and send them to us at least two weeks before your visit.

Mixed School Groups

If you would like to mix your students with other schools on campus, place students into groups of three to be partnered within the cabins. We will mix these groups with other schools to form trail groups. These students will remain together throughout the program. Please complete "[Cabin Assignment Form- Mixed School Groups](#)" (Appendix) and send them to us at least two weeks before your visit. If certain student groups should not be paired together, or if you prefer certain groups to be placed together, please note this on the form.

Note for all groups: Please make an effort to separate cliques and take care to see that students having personality conflicts with other students do not sleep in the same cabin, or share the same trail groups.

Cabin Leaders and Chaperones

Each school is required to recruit and select cabin leaders to provide overnight supervision in the cabins and support on trail.

Cabin leaders are volunteers who serve as role models for a group of about eight to ten attending students in their cabin. The quality of supervision by the cabin leaders will directly affect each student's experience. While cabin leaders will assist in trail supervision, they are primarily responsible during cabin times and at night. Cabin leaders receive only very short rest and shower breaks during the day, and are expected to supervise the students at all other times.

Schools must provide cabin leaders to supervise the students in the cabins. Our target cabin leader to student ratio is 1:8. There are a number of good sources of cabin leaders including high school students (preferably juniors or seniors); college students; and guardians or relatives of students in your classroom may also serve as cabin leaders.

High School and College Cabin Leaders

When properly selected, high school and college cabin leaders provide valuable positive leadership for the students. Often strong bonds develop between the cabin leader and their students. The energy level of student leaders helps them keep up with the pace of the program, and they benefit from the leadership training and experience. Many public and private high schools are willing to work with their feeder elementary schools to provide high quality cabin leaders. Many students are able to earn community service credits upon completion of a successful week.

We recommend that you establish contact with the high school or college at least three months in advance of your visit. Let them know what your cabin leader needs are. Two months before attending the Outdoor School you can do a recruiting presentation at the high school or college. Hand out application forms at the presentation and give them a deadline for returning the forms. The students should also have had their absence approved (school and teacher) by the application deadline. Only select students that have been approved by their school. This will help to prevent you from depending on students that teachers later disqualify. Complete the interviews no later than four weeks before attending. Always recruit alternates to allow for those students who unexpectedly cannot attend.

Adult Cabin Leaders

Guardians or relatives may serve as adult cabin leaders at the Outdoor School. Selecting the appropriate guardians for the job is important. They should be energetic, flexible, and open to guidance. We recommend that you do not place a guardian in the same cabin with their child. We will however honor special requests for guardians to be placed with their own child. If possible, choose guardians who are able to make a commitment for the full week.

Cabin leader Training

The Outdoor School provides several hours of training for the cabin leaders once they arrive on site. Several weeks prior to your visit to the Ranch it is helpful to conduct a cabin leader orientation meeting. You can help to orient your cabin leaders by giving them a Cabin Leader Handbook (found on the Walker Creek Ranch website). This handbook is designed to be useful in a training workshop. Don't assume that college students or guardians will be successful Cabin Leaders without training.

Note: we recommend using fingerprinting services for adult chaperones. Schools should refer to their school/district policy regarding fingerprinting policy for adult volunteers.

Guardian Volunteers for the First Day Hike

Each school should recruit guardians (about 1:20 ratio) to provide support for the Naturalist hike on the first day. Their assistance will allow us to provide basic training to the Cabin Leaders while the students are with their trail groups. These people should plan on providing their own transportation to Walker Creek Ranch and arrive at the same time as the students. They will need to be prepared to go on the first afternoon hike, eat lunch with the students and depart around 2:30

Preparing Students and Guardians

Forms Distribute: Letters to Guardians, Health Forms, Dietary Questionnaires, and Packing Lists, at least four weeks before your visit to the Outdoor School. Emphasize that purchasing new clothing or equipment is not necessary. Stress the importance of listing any health or physical needs in the Student Health Form. Please note that the Health Form includes a separate page for medication approval. It is important that this form be completed and signed by a physician for any medication (prescription or over the counter) that is brought to Walker Creek Ranch. Such medicine must also be brought in its original container to ensure proper distribution and dosage. Have the students return these forms to you early so there is still time to send back forms that are not filled out correctly or not signed by the guardians, or physician (when necessary). Students' guardians MUST sign required health form in order to participate.

Pre-Trip Lessons One of the classroom teacher's most important contributions is to promote a positive attitude toward the trip, the social living experiences and the educational activities planned for the students. Four, 30 to 45 minute, lessons are available in this packet to help prepare the students for their week at Outdoor School.

Health Care Protocols

Recruiting a Nurse for the Week

Although the instructional staff on the Ranch all have current first aid training, we do not have an on-site nurse. Classroom teachers responsible for the distributing and handling all medications, first aid, and and sick students. If you are in contact with a nurse, doctor or EMT who would like to volunteer for the week, we would be pleased to have them in attendance. There would be no room and board charges for any volunteer nurse, doctor or EMT who spends the week with the program.

Health Forms

Completed and signed health forms are required for each participant. Please send completed Health and Dietary form for all participants to the Outdoor School two weeks in advance of your visit. Send the medical forms by certified mail to

insure delivery, or make copies as a backup to the ones sent in the mail. Please make sure that all student forms are completed and signed by a guardian.

If students have changes regarding their health or medications prior to the trip they must fill out an additional Health form and attach it to the original. You may deliver any additional Student Health Forms on arrival day.

Medications

Before leaving school on the day of your departure, collect students' medications. Students with emergency kits such as epi-pens or inhalers should bring two kits: one to bring on hikes and one to keep in the Health Center as a backup. All prescription medication should be in the original prescription bottle or be accompanied with a signed doctor's approval with full instructions for dispensing it. Label each medication with the student's name, teacher's name, dosage and times to administer the medication. Upon arrival you will be provided with a Medications Record Form to help keep track of medications during your stay.

Special Medical and Dietary Needs

The guardians of students with dietary limitations should complete the special Dietary Questionnaire and return it to you. Send the dietary forms to the Outdoor School with the medical forms two weeks prior to your attendance date. Any special dietary needs due to medical limitations (i.e., food allergies or diabetes) should be discussed with the Ranch Food Service Manager. Please have the guardians contact the Food Service Manager at least two weeks prior to the visit.

Discuss special medical concerns you are aware of with the Outdoor School Principal well in advance of the visit, so we may do our best to accommodate those students' needs. Two wheelchair accessible cabins with bathrooms and showers are available. Students with special needs who rely on a high level of care should have arrangements made to have a guardian or one-on-one aide attend with them. Special sleeping accommodations can be made as needed and there will be no charge for guardian or aide attending the trip.

PACKING LIST FOR TEACHERS

The following is a list of equipment that teachers should bring with them to Outdoor School. Some equipment is optional but may be very useful to teachers during their stay. If the weather is cold or rainy you may want to bring more warm clothes.

Essential Items

- | | |
|---|--|
| <input type="checkbox"/> Long Pants | <input type="checkbox"/> Refillable Water Bottle |
| <input type="checkbox"/> T-shirts & long sleeved shirts | <input type="checkbox"/> Day pack |
| <input type="checkbox"/> Warm sweater or sweatshirt | <input type="checkbox"/> Flashlight |
| <input type="checkbox"/> Warm Jacket | <input type="checkbox"/> Rain Gear (no matter how sunny) |
| <input type="checkbox"/> Pajamas | <input type="checkbox"/> Sun Hat or Baseball Cap |
| <input type="checkbox"/> Toiletries | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Bath towel | <input type="checkbox"/> Extra pair of shoes |
| <input type="checkbox"/> Sturdy hiking shoes | <input type="checkbox"/> Alarm clock or watch |
| <input type="checkbox"/> Warm Hat | |

Recommended Personal Items

- | | |
|--|---|
| <input type="checkbox"/> Slippers or shower flip-flops | <input type="checkbox"/> Snacks for Teachers' Lodge |
| <input type="checkbox"/> Rain boots | <input type="checkbox"/> Personal Laptop Computer |
| <input type="checkbox"/> Reading books or magazine | <input type="checkbox"/> Camera or video camera |

Recommended Equipment for Students and Teacher Meeting Time

- | | |
|--|--|
| <input type="checkbox"/> Extra water bottles for students | <input type="checkbox"/> Letter writing materials (paper, envelopes, stamps) |
| <input type="checkbox"/> Snacks for Cabin Leaders | <input type="checkbox"/> Pencils (at least 1 per student) |
| <input type="checkbox"/> Stuffed Animal (to loan to homesick students) | <input type="checkbox"/> Class reading book |
| <input type="checkbox"/> Blank paper | <input type="checkbox"/> Additional class work or activities |

Note:

- The teachers lodge is equipped with refrigerator, stove, and microwave if you choose to bring extra personal food or snacks. Do not bring alcoholic beverages.
- While there may be some time for grading and working on other outside projects, we encourage you to take full advantage of this time with your students by participating in activities and interacting with students during trail time.
- Many schools choose to provide snacks or treats for their Cabin Leaders during the week in appreciation for volunteering their time. Teachers may also choose to combine their efforts and share snacks between the schools.

A TEACHER’S WEEK AT OUTDOOR SCHOOL

Classroom teacher participation is a vital part of the Outdoor School Program. The classroom teacher accompanies the class to the Outdoor School and functions as a member of the instructional team for reinforcing learning, maintaining discipline, and safeguarding students from hazards. The classroom teacher assumes key responsibilities and supports a successful and effective program by:

- *Contributing special knowledge regarding the physical and mental abilities of the students.*
- *Supervising students during meals, recreation, teacher meetings, and night cabin checks.*
- *Distributing medications and providing first aid to their students and rotating responsibilities with the other teachers to provide 24-hour coverage in the Health Center.*

By getting involved, a teacher can make the students’ experience at Walker Creek even more rewarding. In addition, the outdoor school experience is a unique opportunity for teachers to strengthen personal relationships and to develop trust with their students.

Schedule

Arrival Day	
At school	Collect medications from students before you leave school.
10:30-11:00	Arrive at Walker Creek Ranch <ul style="list-style-type: none"> ▪ Students unload luggage and receive tour of campus. ▪ Lead teacher should check in with the Outdoor School Management to confirm the number of students and make any last minute changes to trail groups. ▪ Move into Teachers’ Lodge
TBD Time	Opening Ceremony: Staff Introductions, Trail Groups Assigned
(11:45-2:30 Students: Introductory hike and lunch on trail with naturalists. Cabin Leaders: Receive orientation by ranch staff.)	
12:30 / 12:45	Teacher Orientation: <ul style="list-style-type: none"> ▪ Meet with cabin leaders regarding specific needs of individual students. ▪ Meet with ranch staff for orientation information and responsibilities.
2:30	Students return from trail and move into cabins
3:00	Meet with Naturalists to discuss goals for the week.
3:25	Fire Drill and Dining Hall Orientation
4:00-5:00	Free time
5:00	Dinner
6:15-7:15	Teacher Meeting
7:30-8:45	Night Program
9:00-11:00	Perform cabin checks and night patrol.

Daily Schedule	
8:00	Breakfast
9:15- 11:45	Trail Activities <ul style="list-style-type: none"> Assist with field studies, supervise Health Center, or conduct cabin inspections
12:00	Lunch
12:30-1:15	Recess: <ul style="list-style-type: none"> Supervise recreation time on ball field. Cabin leaders on break.
1:30-4:00	Trail Activities <ul style="list-style-type: none"> Assist with field studies, supervise Health Center, or conduct cabin inspections
4:15 – 5:00	Cabin Time
5:00	Dinner
6:00-7:00	Teacher Meeting <ul style="list-style-type: none"> Meet with your students in assigned meeting rooms.
7:15 -9:00	Night Programs
9:00	Cabin Time <ul style="list-style-type: none"> Lights are out at 9:30 Teachers monitor Health Center for evening medications. Perform cabin checks and night patrol.

Departure Day	
7:30	Breakfast
8:30	Students Move-out and Clean Cabins: Assist with Supervision
9:00	Trail Activities <ul style="list-style-type: none"> Teacher fill-out evaluations Collect student medications from Health Center. Collect journals Move out of teacher's lodge.
10:30	Closing Ceremony
11:30	Lunch
12:00-12:30	*Buses should arrive by 11:30 to prepare for departure. Coordinate bus loading.

*Outdoor School staff will not be available to monitor students who arrive early on arrival day or leave late on departure day.

Teacher's role and responsibilities

Teacher's Meetings

Each day, teachers will have a 45-60 minute meeting with their students. This is an important time to touch base with the students to find out how the week is going, discover special needs or problems among the students, tie in related classroom activities, and provide students an opportunity to process their experience at Outdoor School. Suggested activities include:

- A sharing circle where students can tell their teacher and other students about their day. This is a time when they may also make you aware of concerns or problems.
- Quiet time during which students write in their journals.
- Passing out mail (mail can be picked up in the Office)
- Students write letters or make a post card for home.
- Coordinate games or activities with other school teachers to help build community and break down barriers between schools.

Students will be provided with journals the first day of program. These journals include writing prompts that you may choose to use during your meeting time.

*Please be sure to bring pencils and other supplies needed for your Teacher meetings. Have some additional activities ready (such as reading a book together) in case students finish before meeting time is over.

Daily Tasks

These responsibilities are shared by all the teachers.

Health Center Supervision

A teacher is on duty in the Teachers' Lodge and Health Center throughout the day. Health Center shifts are from 9:15 a.m. to 11:45 a.m. and from 1:30 p.m. to 4:00 p.m. While supervising the Health Center and Teachers Lodge, teachers provide first aid, distribute student medication, care for sick students in the Health Center, serve as a contact person in case of emergencies, and provide discipline support.

Cabin Inspection Teachers inspect student cabins between 9:30 a.m. and 11:45 a.m. Points are recorded for cleanliness and energy conservation on sheets in the students' cabins. Laundry facilities are available in the Teacher's Lodge to help if a student wets their bed during the night. In this situation, the cabin leader will leave a shoe on the bed of the student as a discrete signal for the teachers. Surreptitiously wash wet sheets or sleeping bags and return them to the students' cabins before students return from field activities.

Mail Pick Up Pick up students' mail in the Outdoor Education Office between 3:30 p.m. and 5:00 p.m. and put it on the table in the Teachers' Lodge.

Recess Supervision

One teacher from each school should be present on the dining hall deck and ball field to supervise recess between 12:15 p.m. and 1:15 p.m. Cabin leaders will be on break and students may not return to their cabin during this time. Balls and P.E. equipment are available on the ball field. In case of rain, indoor space (such as the Discovery Center) is available for rainy day activities such as board games, cards or PVC pipe builders. Cabin Leaders will pick up their students on the dining hall deck at 1:15 p.m.

Beach Day Lunch

Lunch supervision at the beach is shared by all the teachers of schools participating in the beach option. Teachers may accompany students to the beach or arrive before lunch time to help serve lunch to the students. Teachers may want to bring their own vehicle in case they wish to leave the beach early.

Trail Observation

Teachers are encouraged to observe the naturalists on trail to see what their students are experiencing. The Outdoor School teaching staff appreciates the participation of teachers in all aspects of the program including field activities. Please feel free to provide feedback for the naturalists when they are not working with students. Observing field activities will also make it easier for teachers to integrate the Outdoor School Program into the regular curriculum.

Naturalists are charged with the responsibility of supervising and instructing the students out in the field. Let them take the lead with discipline and instruction. If you see things that constitute a safety concern or behavioral problems with your students that the Naturalist didn't observe, quietly deal with them on the side.

Cabin Checks

Due to the active schedule at Walker Creek, it is important for the students to get a good night's sleep. Teachers take shifts patrolling the cabin area from 9:00 p.m. to 11:00 p.m. to make sure that the cabins are dark and quiet. This responsibility is shared by all the teachers. If talking is heard from any of the cabins (you may have to listen at the door), a teacher should enter the cabin and quiet the students. Teachers should use their judgment on disciplining noisy cabins. With loud, boisterous cabins a stronger presence is necessary.

Cabin leaders are expected to remain in their cabin for supervision during this time. Offer your experience and group management tools to cabin leaders who may not be used to managing larger groups of students.

If stronger disciplinary action is needed we suggest that you check in with the Cabin Leader Coordinator for advice, and use your judgement. Cabins that are entered twice in the same night may write letters of apology to cabin leader. Challenging students may be removed from the cabin and taken to the lodge to meet with the appropriate teacher from their school. At this time, a send home warning may be appropriate, and the students should call home.

After hour support

The Cabin Leader Coordinator (an experienced Walker Creek Ranch staff member) will be scheduled each evening until 10 pm in case you need assistance. In addition, every night an on-site manager is available in the event of an emergency. Details regarding on call staff will be listed in the teacher's lodge.

NOTES:

CAMPUS RULES AND GUIDELINES

Each school attending the Marin County Outdoor School has its own rules, which continue to apply during the Outdoor School Program. In addition, these are the Rules of the Walker Creek Ranch campus. If a rule is not stated, common sense, good judgment, courtesy, respect and safety apply.

General Rules

- Be Safe
- Be Responsible
- Be Respectful of yourself, others, and the environment
- Follow the directions of your Teachers, Cabin Leaders, and Naturalists. Stop talking when signaled to be silent.
- Use appropriate language. No swearing, or offensive language of any kind.
- Use the buddy system. Students should never go anywhere alone.
- Rule of three: No staff member should be alone with a student at any time.

Safety and Trail Rules

- No Running – except for on the ball field or in designated areas.
- Leave No Trace: Leave sticks, rocks, plants and animals where you found them. Watch, examine, and observe without disturbing.
- Stay on the trail, walk behind your Naturalist or Cabin Leader / Chaperone.
- Wear closed toed shoes as well as long pants (unless your Naturalist approves shorts).
- Stay on the ball field or Dining Hall patio (or designated indoor facility, in case of rain) during recreation time after lunch.
- Don't throw rocks
- No climbing trees

Cabin Rules

- Stay with your cabin group. If your Naturalist, Cabin or Teacher authorizes you to leave the cabin group (to go to the Health Center, for example), use the buddy system.
- Be in bed and quiet by "lights out" time at 9:30 PM and remain in bed (except for emergencies) until 7:00 AM.
- No entering other cabins.
- No pillow fights, wrestling or roughhousing in the cabins.
- Keep food out of the cabins.
- No medications are allowed in the cabins, except Epi Pens, inhalers, or other emergency medications.
- Do not tell stories that might scare anyone.

Dining Hall Rules

- Use good table manners.
- Do not talk during announcements.
- Talk quietly at your table.
- Only "hoppers" are allowed up during serving and clean up.

DISCIPLINE POLICY

The outdoor school uses a combination of Positive Discipline and a check system to determine consequences for unacceptable behaviors. Positive Discipline is discipline that teaches; it is based on kindness and firmness, and focuses on solutions, not punishment. Positive Discipline comes from understanding and compassion. It has the goal of guiding and teaching internal discipline, as well as essential social and life skills. Positive Discipline operates under the understanding that mistakes are learning opportunities. Checks are a way to help students understand that they are reaching a behavior limit. Checks may be given by teacher, naturalists or cabin leaders. This system is intended to support the success of individual students while providing a useful tool for staff and cabin leaders.

- First Check - Verbal Warning
- Second Check - Verbal Warning and time-out if appropriate.
- Third Check - Written contract with naturalist and teacher. Optional: loss of free time or assignment.
- Forth Check- Conference with naturalist, classroom teacher and / or Outdoor School Manager, send home warning given, student calls home.
- Fifth Check- Sent home from Outdoor School, student is taken home by guardians, teacher, or district representative.

The following actions justify immediate expulsion: bullying; violent acts against another person; discriminatory remarks or behaviors, possession of alcohol, narcotics or tobacco; offensive sexual behavior or remarks; theft or vandalism; possession of a weapon.

RESOURCES

- Cabin Assignment List: Separate groups
- Cabin Assignments List: Mixed school groups
- Cabin Leader Application Form
- Cabin Leader School Release Form
- Cabin leader Responsibility Contract
- Cabin Leader Responsibilities
- Cabin Leader Interview Questions
- Cabin Leader Rating Form
- Student Behavior Agreement
- Pre-trip Activities
- Post-trip Activities
- Board Policy 4141
- Adult Sexual and Gender-Based Harassment
- Board Policy 5205
- Student Sexual and gender-Based Harassment

For more downloadable forms and resources please visit our website www.walkercreekranch.org where you will find:

- Guardian Information Packets & Packing Lists
- Health & Dietary Forms
- Student Health Update
- Guardian Information & Packing List
- Maps & Directions
- Protocols for Medical Care

Cabin Assignment List - Separate School Groups

Use this form if you will NOT be mixing with other schools.

If you are mixing with other schools use FORM B

School _____ Program Dates _____

Instructions: Before you start, verify the number of students and trail groups with the Outdoor School. Students will be divided into hiking groups of about 18-20 students, consisting of a boy cabin and a girl cabin. Each hiking group should have about the same number of students, with a balanced number of boys and girls. These students will remain together throughout the program. If you have a student that is gender non-conforming they may choose which cabin group to be assigned to. For more information regarding the Walker Creek Ranch Gender Identity policy please contact the Outdoor School.

PLEASE PRINT FIRST AND LAST NAMES CLEARLY

Boys Cabin

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- _____
- _____

Girls Cabin

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____
- _____
- _____

Boy Cabin Leader(s):

Girl Cabin Leader(s):

Note: You should have at least one cabin leader per 8 students in a cabin.

Special Notes/ Requests: _____

Cabin Group Assignment List – Mixed School Groups

Use this form if you WILL be mixing with other schools.
 If you are NOT mixing with other schools USE FORM A

School _____ Program Dates _____

1) Break students up into groups of three to be partnered within the cabins. (Use separate sheets for boys and girls). If you have a student that is gender non-conforming they may choose which cabin group to be assigned to. For more information regarding the Walker Creek Ranch Gender Identity policy please contact the Outdoor School. We will mix these groups of 3 with other schools to form trail groups. These student groups will remain together throughout the program.

2) Rank each group according to supervision needed in the cabin. It can be helpful to separate students with severe behavioral challenges.

1- Least supervision 2- Average 3- Constant supervision

PLEASE PRINT FIRST AND LAST NAMES CLEARLY

Rank _____ 1. _____ 2. _____ 3. _____	Rank _____ 1. _____ 2. _____ 3. _____
Rank _____ 1. _____ 2. _____ 3. _____	Rank _____ 1. _____ 2. _____ 3. _____
Rank _____ 1. _____ 2. _____ 3. _____	Rank _____ 1. _____ 2. _____ 3. _____
Rank _____ 1. _____ 2. _____ 3. _____	Rank _____ 1. _____ 2. _____ 3. _____
Rank _____ 1. _____ 2. _____ 3. _____	Rank _____ 1. _____ 2. _____ 3. _____

Special Notes/ Requests: _____

MARIN COUNTY OUTDOOR SCHOOL CABIN LEADER APPLICATION FORM

Trip Dates: _____ Return forms by: _____

Name _____ School _____

Age _____ Grade Level _____ Gender: _____

Address _____
Street City Zip

Phone: _____ Email: _____

Phone Number of Guardian or Guardian _____

1. Have you been a Cabin Leader and / or Counselor before? _____ Yes _____ No
If YES, When? _____ For what camp or school? _____

2. Why do you want to be a Cabin Leader at Outdoor School? _____

3. What do you think your greatest strengths as a leader are? _____

4. Are you able to be out of school for one week? Yes No

5. Do you understand that you will be responsible for making up your school work? _____

6. What school clubs, sports, or community service have you been involved in? _____

CABIN LEADER SCHOOL RELEASE FORM

Teachers of Cabin Leaders,

Your student has expressed an interest in serving as a Cabin Leader at the Marin County Outdoor School Program at Walker Creek Ranch.

The four or five day program is a residential, outdoor educational experience for students that focuses on social emotional learning, nature connection and science education, and global awareness. Cabin Leader duties include supervising a cabin group and assisting instructional staff, serving as positive and caring role models, maintaining group safety, and teaching small instructional units. Cabin Leaders work under the supervision of visiting classroom teachers and the outdoor education staff at all times. The success of the program relies greatly on the effectiveness of the Cabin Leader.

As the Marin County Office of Education, we value academic success for high school students. This program offers valuable experiences not available in regular high school curriculum. Our program provides high school students with leadership training, the opportunity to work with educators, and experience working with youth. This opportunity may be valuable in achieving future career or educational goals.

This program is four or five days long and will necessitate the approval of all teachers of the participating student. **It is understood by the students involved that it is their responsibility to make up all regular classroom work that is missed.** It is the student's responsibility to schedule their school work so that this experience will not interfere with their grades or attendance.

Your consideration of the release of this student is appreciated. Please contact the Career Center if you need more information. Thank you for your support and flexibility.

Request for Release from Classes

Student's Full Name

Date

I request to be excused from the following classes for a period of one week, beginning _____
_____ and ending, _____ to serve as a Cabin Leader at the Outdoor
Education Program, sponsored by the Marin County Office of Education.

Attending with _____ School Grade: _____

I previously attended the Outdoor Education Program: No Yes (date) _____

Class	Class Instructor's Signature
Period I _____	_____
Period II _____	_____
Period III _____	_____
Period IV _____	_____
Period V _____	_____
Period VI _____	_____
Period VII _____	_____

Conditions for making up work and tests will be identical to arrangements made for illness.

MARIN COUNTY OUTDOOR SCHOOL

CABIN LEADER RESPONSIBILITY CONTRACT

In requesting to serve as a Cabin Leader and/or Chaperone for the Marin County Outdoor School, I recognize and agree to the following:

1. I understand that I will be serving in a capacity of great responsibility and will be entrusted with the care of the students in my cabin.
2. I will put the physical and emotional safety of the individual and collective members of my cabin group as my prime responsibility at all times. I will know, follow, and enforce the Outdoor School Rules.
3. It is my responsibility to maintain open and respectful communication with the Outdoor Education staff and teachers while following their directions and guidance. I will ask for help when it is needed.
4. I will conduct myself in such a way that my personal behavior and appearance will serve as a model to all students.
5. I acknowledge that the students in my charge are very impressionable and must be protected from inappropriate language, jokes, or activities. I understand that derogatory discussions, remarks, or jokes about race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental ability, medical conditions, veteran status, gender, sex, or sexual orientation will not be tolerated.
6. I will try to help each student be a positive part of the cabin group and the activities of Outdoor school. I will not intentionally embarrass or humiliate any member of the group. I will take care to treat all students with respect.
7. If an undesirable situation or problem arises that is beyond my ability or responsibility to handle, I will bring it to the attention of the Teachers, Naturalists and/or School Principal.
8. I understand that the Walker Creek Ranch Campus is a school campus. I agree not use or possess alcoholic beverages, tobacco products or illegal substances or behave in any way to endanger the program or the welfare of the students.
9. I will remain with the students at all times unless it is my specified time off as assigned by the program.
10. I agree not to discuss, nor answer intimate questions about my personal life. I also agree not to share or discuss personal information such as phone numbers, email addresses, or websites with students.
11. I agree to not post any photos and/or videos of students at Walker Creek Ranch online using personal, social media or public websites, without obtaining prior written approval from parents or guardians.
12. I understand that any infraction of the above statements can result in my immediate dismissal.

Print Full Name

Sign

Date

MARIN COUNTY OUTDOOR SCHOOL

RESPONSIBILITIES OF A CABIN LEADER

I. ESTABLISHING AN EARLY AND SMOOTH RELATIONSHIP WITH THE STUDENTS

- A. LEARN THEIR NAMES --- also, learn nicknames of your students.
- B. Show a friendly spirit and interest in each student.
- C. Be patient and understanding (especially with students that need more attention).
- D. Always praise within the group atmosphere; criticizing in front of others can embarrass a student.
- E. Remember that your students are adolescents, and make mistakes. It can benefit you to keep an open mind about what they can do, or how they can change.
- F. Try to see the students' points of view. There is usually a reason why things happen.
- G. Kidding or horseplay with students can be easily misunderstood.
- H. Enter into one on one conversation with each student as early as possible. Make them feel like they are an important part of the group.
- I. Students appreciate a good sense of humor in their leaders.
- J. Being a good listener helps establish positive rapport with the students.
- K. Students like fairness, honesty, and clarity in their leaders.
- L. Encourage the student to gain confidence by sharing about themselves.

II. HANDLING THE GROUP

- A. Be polite and courteous to your students and expect the same from them.
- B. Do not engage in arguments with students.
- C. If you disagree with other leaders, discuss this away from the group when students are not present.
- D. Always use kind, non-judgmental, positive language when speaking to students.
- E. Be aware of personal prejudices, and work to give all students a chance to show you who they are.

- F. Help your group understand the reason for setting cabin standards. Try not to set down regulations without purpose.
- G. Be aware that students will hear what you say (even in casual situations). With this in mind, keep all of your conversation appropriate.
- H. Be sure to only offer things to students if you are able to provide them within the rules of the Outdoor School.
- I. Be careful of teasing or kidding.

III. BEHAVIOR PROBLEMS

- A. Always be on the alert for behavior problems, but do not look for them.
- B. Establish standards when you first interact with the students. Do not wait for a problem to arise and then set the rule to meet the situation.
- C. If you are uncertain how to handle a problem, consult your Naturalist.
- D. Be careful how you discipline a student. Many hours of constructive work, particularly by the classroom teacher, may be ruined in one remark.
 - 1. Do not yell at a student.
 - 2. Do not intentionally embarrass a student in front of others.
 - 3. Be Honest and appropriate.
 - 4. Discipline students when you are not angry or irritated.
 - 5. Be patient.
- E. The following suggestions may be of help:
 - 1. Be careful of how you approach a student. Be courteous.
 - 2. Your job is to help the student, not to punish. Show them how they can improve.
 - 3. Reason with the student. Show the student their mistakes and how they are affecting the whole group.
 - 4. Admit your own mistakes.
 - 5. Give a person a chance to save face.
 - 6. Think, before you act; think how you might react in the offender's position.

Marin County Outdoor School at Walker Creek Ranch

CABIN LEADER INTERVIEW QUESTIONS

1. Why would you like to be a cabin leader?
2. What do you think your responsibilities as a cabin leader will be?
3. Why do you think we have our students attend the Outdoor School?
4. What do you personally hope to gain from the experience?
5. How would you use your skills (mentioned on the application) at Outdoor School?
6. What is one thing you would like to have your students remember about you?
7. If you could teach your students one thing that they will remember forever, what would it be?
8. What adjectives would you use to describe a 5th or 6th grade student?
9. What are your plans after you graduate from high school?
10. What advice would you give to a fellow student who has never been a cabin leader?
11. Can you give us a job description for a cabin leader?

Problem Scenarios

1. Homesick student
2. Student who is always talking
3. Bed wetter/wet pants
4. Candy in cabins
5. Cabin raids
6. Two students against one or whole cabin against one student.
7. Clique(s)
8. Disrespectful students

MARIN COUNTY OUTDOOR SCHOOL

CABIN LEADER INTERVIEWS

HIGH SCHOOL: _____

Date: _____

=====

Name _____ Gender _____ Grade _____

Maturity 1 2 3 4 5 _____ Communication 1 2 3 4 5 _____

Enthusiasm 1 2 3 4 5 _____ Good judgment 1 2 3 4 5 _____

Experience 1 2 3 4 5 _____ Ease/Comfort 1 2 3 4 5 _____

Leadership style/general sense: _____

Logistical/scheduling info: _____

Notes:

=====

Name _____ Male Female Grade _____

Name _____ Gender _____ Grade _____

Maturity 1 2 3 4 5 _____ Communication 1 2 3 4 5 _____

Enthusiasm 1 2 3 4 5 _____ Good judgment 1 2 3 4 5 _____

Experience 1 2 3 4 5 _____ Ease/Comfort 1 2 3 4 5 _____

Leadership style/general sense: _____

Logistical/scheduling info: _____

Notes:

=====

Name _____ Gender _____ Grade _____

Maturity 1 2 3 4 5 _____ Communication 1 2 3 4 5 _____

Enthusiasm 1 2 3 4 5 _____ Good judgment 1 2 3 4 5 _____

Experience 1 2 3 4 5 _____ Ease/Comfort 1 2 3 4 5 _____

Leadership style/general sense: _____

Logistical/scheduling info: _____

Notes:

MARIN COUNTY OUTDOOR SCHOOL

STUDENT BEHAVIOR AGREEMENT

It won't be long before the trip to the Marin County Outdoor School at Walker Creek Ranch. Participation in this Outdoor School program is a privilege. In order to assure the safety and enjoyment of all students on this trip, we want to have clear expectations for certain aspects of the trip, and the behavior of the students. This is the same behavior we expect at. Students must maintain appropriate, positive school behavior in the classroom and outside the classroom to be able to attend. If there is a question about behavior, students will be given a warning, and guardians will be notified.

I, _____, agree to behave appropriately at the Marin County Outdoor School at Walker Creek Ranch.

- _____ I will respect myself, other students, and the Walker Creek Ranch staff.
- _____ I will contribute to a positive experience for everyone.
- _____ I will keep my hands to myself and I will use respectful appropriate language.
- _____ I will be a respectful listener.
- _____ I will contact a staff person for help if I am not sure about something.
- _____ I will obey the following Outdoor School rules:

- ★ **BE SAFE**
- ★ **BE RESPONSIBLE**
- ★ **BE RESPECTFUL**

General Rules

- Be Safe
- Be Responsible
- Be Respectful of yourself, others, and the environment
- Follow the directions of your Teachers, Cabin Leaders, and Naturalists. Stop talking when signaled to be silent.
- Use appropriate language. No swearing, or offensive language of any kind.
- Use the buddy system. Students should never go anywhere alone.
- Rule of three: No staff member should be alone with a student at any time.

Safety and Trail Rules

- No Running – except for on the ball field or in designated areas.
- Leave No Trace: Leave sticks, rocks, plants and animals where you found them. Watch, examine, and observe without disturbing.
- Stay on the trail, walk behind your Naturalist or Cabin Leader / Chaperone.
- Wear closed toed shoes as well as long pants (unless your Naturalist approves shorts).
- Stay on the ball field or Dining Hall patio (or designated indoor facility, in case of rain) during recreation time after lunch.
- Don't throw rocks
- No climbing trees

Cabin Rules

- Stay with your cabin group. If your Naturalist, Cabin or Teacher authorizes you to leave the cabin group (to go to the Health Center, for example), use the buddy system.
- Be in bed and quiet by “lights out” time at 9:30 PM and remain in bed (except for emergencies) until 7:00 AM.
- No entering other cabins.
- No pillow fights, wrestling or roughhousing in the cabins.
- Keep food out of the cabins.
- No medications are allowed in the cabins, except Epi Pens, inhalers, or other emergency medications.

Dining Hall Rules

- Use good table manners.
- Do not talk during announcements.
- Talk quietly at your table.
- Only “hoppers” are allowed up during serving and clean up.

The Outdoor School staff has a check system for determining consequences for unacceptable behaviors. Guardians will be called to pick up their child if they cannot follow these rules.

WE HAVE DISCUSSED THESE EXPECTATIONS IN CLASS, AND AT HOME, AND WE AGREE TO FOLLOW THEM.

Student's signature:

Date _____

Guardian's signature:

Date _____

Teacher's signature:

Date _____

COMMENTS:

Board Policy 4141

Adult Sexual and Gender-Based Harassment

Board Policy 5205

Student Sexual and gender-Based Harassment

4000 PERSONNEL

4100 ALL PERSONNEL

4140 FREEDOM FROM SEXUAL HARASSMENT

It is the intent of the Superintendent/Governing Board that the Marin County Office of Education learning and working environments shall be free from sexual harassment. It shall be a violation of this policy for any member of the school community to harass any other member through conduct or communications of a sexual nature. Members of the school community include: staff, students, Board members, contracted employees, volunteers, and visitors.

Sexual harassment consists of unwelcome and repeated sexual advances, requests for sexual favors and other inappropriate conduct of a sexual nature when made by or between any member of the school community when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment, or when
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, offensive or otherwise detrimental 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 educational institution.

Sexual harassment, as defined above, may include, but is not limited to, unwelcome and repeated:

1. Sex-oriented verbal "kidding", abuse or harassment;
2. Pressure for sexual activity;
3. Remarks or jokes to a person, with sexual or demeaning implications;

MARIN COUNTY OFFICE OF EDUCATION
ADMINISTRATIVE REGULATIONS AND PROCEDURES

FREEDOM FROM SEXUAL HARASSMENT

(Board Policy 4140)

These administrative regulations and procedures shall not apply to a complaint which arises from the application and/or interpretation of Superintendent/Governing Board Policies 4112 and 4131 or any Collective Bargaining Agreement.

DEFINITIONS

Member of the School Community - An employee, Board member, volunteer, student or a student's guardian/guardian acting on his/her behalf, contracted employee, and visitor.

Complainant - A member of the school community alleging that a violation of Policy 4140 has taken place.

Responsible Administrator/Manager - The certificated or classified manager supervising the program or department in which complainant is employed or volunteers, or the administrator of the program in which the student is enrolled.

Working Day - A day on which the Marin County Office of Education is open for business.

MISCELLANEOUS PROVISIONS

The primary purpose of these procedures is to inform members of the school community and to secure, at the earliest level possible, an equitable solution to a complaint.

To the extent permitted by applicable law and policies of the Marin County Board of Education, all discussions, notes and other written documents pertaining to a complaint shall be kept confidential by all parties involved in this procedure.

In the event that the complaint is against the individual responsible for the complaint procedure at any level, the complainant may address the complaint directly to the next level.

Complainant and accused may appear with a representative, if desired, at all levels.

There shall be no reprisals of any kind against any complainant or his/her authorized representative(s) because of his/her participation in the complaint process.

In the event the complainant fails to exhaust all remedies under complaint procedures provided herewith, or to abide by the time limits with respect to each level, the complaint shall be presumed to be abandoned as to the complainant. The Marin County

Office of Education reserves the right to proceed with its own review and determination. In the event any level fails to give its answer within time limits prescribed, the complainant shall have the right to proceed immediately to the next level. Any time limit may be extended by written mutual agreement of parties.

6/24/97

FREEDOM FROM SEXUAL HARASSMENT

Page 2 of 3

STUDENT, STAFF AND VOLUNTEER PROCEDURE

Any settlement of a complaint shall be applicable to the complaint only, and shall not be binding authority for disposition of any other complaint and shall not preclude the Marin County Office of Education from pursuing its own determination and

remedies. Informal

Student

The student or his/her guardian or guardian should first discuss the issue with the teacher. If the complaint is against the teacher, complainant should discuss the issue with the program administrator.

Staff, Volunteer, Contracted Employee, Visitor

The staff member, volunteer, contracted employee, or visitor should first discuss the issue with the person to whom they are responsible. If the complaint is against that person, complainant should discuss the issue with the person next higher in line of authority over the program or department in which the complainant serves. If the complaint is against the Superintendent or a Board member, complainant should discuss the issue with the Division Deputy/Assistant Superintendent.

In the event the matter is not resolved informally within a reasonable time, the complainant may appeal to Level I.

Level I - Immediate Supervisor

1. The complaint shall be submitted in writing to the immediate supervisor and a copy given to the accused. Failure of the complainant to put the complaint into written form will forfeit further consideration of the matter.
2. Within ten (10) working days after receipt of the complaint, the immediate supervisor shall investigate the complaint, including giving the complainant and the accused a reasonable opportunity to be heard.

3. Within fifteen (15) working days after receiving the complaint, the immediate supervisor shall submit a decision in writing, together with supporting reasons, to the complainant and the accused.

Level II - Division Deputy/Assistant Superintendent

1. Within ten (10) working days after receiving the decision of the immediate supervisor, the complainant or accused may appeal the decision of Level I to the Division Deputy/Assistant Superintendent. The appeal shall be in writing and shall be accompanied by a copy of the decision at Level I.

6/24/97

2. Within ten (10) working days after receipt of the appeal, the Division Deputy/Assistant Superintendent shall investigate the complaint, including giving all persons who participated in Level I a reasonable opportunity to be heard.

3. Within fifteen (15) working days after receiving the appeal, the Division Deputy/Assistant Superintendent shall submit a decision in writing, together with supporting reasons, to the complainant, accused and immediate supervisor.

Level III - Superintendent/Governing Board

1. Within ten (10) working days after receiving the decision of the Deputy/Assistant Superintendent, the complainant or accused may appeal the decision of Level II to the Superintendent/Governing Board. The appeal shall be in writing, shall be accompanied by a copy of the decision of Level II and shall be delivered to the Superintendent.

2. At its next regularly scheduled meeting, in closed session, the Superintendent/Governing Board shall determine whether or not a hearing will be granted. If a hearing is granted, the date, nature and extent of the hearing shall be determined by the Superintendent/Governing Board. Unless requested otherwise by both complainant and accused, the hearing shall be held in closed session. If a hearing is not granted, the matter shall be considered settled in accordance with the last answer thereto.

3. Within twenty (20) days after the hearing, if granted, the Superintendent/Governing Board shall render its decision in writing, together with supporting reasons, to the complainant, accused and Division Deputy/Assistant Superintendent. The decision of the Superintendent/Governing Board shall be final.

DISCIPLINE

1. A substantiated charge against a Marin County Office of Education employee or volunteer will subject such employee or volunteer to disciplinary action, up to and including dismissal.

2. A substantiated charge against a student in Marin County Office of Education programs will subject the student to disciplinary action, up to and including suspension or expulsion, consistent with student disciplinary policies.

BOARD MEMBER

PROCEDURE Level I

If the charge is against an employee, volunteer or student, the Board member should first discuss the issue with the Superintendent. If the complaint is against the Superintendent or another Board member, complainant should discuss the matter with the Board President. If the complaint is against the Board President, complainant should discuss the matter with the Board Vice President.

In the event the matter is not resolved at Level I, the complainant may appeal to Level III.

6/24/97

4000 PERSONNEL

4100 ALL PERSONNEL

4141 ADULT SEXUAL AND GENDER-BASED HARASSMENT

Purpose of Policy

It is the position of the Superintendent/Governing Board of the Marin County Office of Education that sexual or gender-based harassment is unlawful and will not be tolerated. It is a violation of this policy for any employee, agent, student, or party with which the district has a cooperative agreement, to engage in sexual or gender-based harassment.

It is the policy of the Superintendent/Governing Board of the Marin County Office of Education to provide an employment environment free of sexual or gender-based harassment. To accomplish this, the policy is designed to secure, at the earliest level possible, an appropriate resolution to incidents and allegations of harassment.

This policy is intended to supplement, and not replace, any applicable state or federal laws and regulations. Complaints under these laws and regulations shall be processed through the procedures established by the appropriate state and/or federal agencies.

Definitions of Sexual and Gender-Based Harassment

For the purposes of this policy, sexual harassment is defined by Education Code Section 212.5, "Sexual harassment means unwelcome sexual conduct including, 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.

Gender-based harassment includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, although they are not necessarily sexual in nature. Prohibited conduct includes harassment of a student for exhibiting what is perceived as a stereotypical characteristic for her or his sex, or for nonconformity with stereotypical notions of masculinity and femininity.

Sexual and/or gender-based harassment denies or limits a student's ability to participate in or benefit from the Marin County Office of Education's school programs under any of the following conditions:

(a) Submission to the conduct is explicitly or implicitly made a term or 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."

Specifically, sexual or gender-based harassment may occur as a pattern of degrading sexual and gender-based speech or actions ranging from verbal or physical annoyances or distractions to deliberate intimidations and frank threats or sexual demands.

Examples of conduct which may constitute sexual harassment include, but are not limited to:

(1) Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gesture, display of sexually suggestive objects or pictures, or cartoons, whether conducted in person or through an electronic means.

(2) Among peers, continuing to express sexual interest after being informed that the interest is unwelcome.

(3) Within the employment environment, implying or actually withholding satisfactory evaluations or suggesting that promotion or favorable evaluations will be denied as a condition of receiving sexual favors.

(4) Offering favors or employment benefits, such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Examples of conduct which may constitute gender-based harassment include, but are not limited to:

(1) Slurs, threats, derogatory comments, unwelcome jokes, or degrading descriptions related to or because of a student's gender or gender identity.

(2) Harassment of a student because of his/her perceived effeminate/masculine mannerisms.

(3) Harassment of a student because of his/her non-traditional choice of extracurricular activities, apparel, and personal grooming choices.

(4) Disparaging remarks about a student because the student socializes with students of the opposite sex, or is predominately friends with students of the opposite sex.

Remedial and Corrective Actions

Where unlawful sexual or gender-based harassment is found to have occurred, the Marin County Office of Education will take appropriate remedial and/or corrective action(s), including consideration of the following: providing counseling to a targeted individual or individual(s) found to have engaged in harassment; limiting the interaction between the targeted student(s) and the individual(s) found to have engaged in the harassment; whether remedial measures are necessary to respond to the impact of the harassing conduct on witnesses or bystanders; and whether other schoolwide actions, such as education and training, are appropriate to respond to the harassing conduct and prevent a recurrence.

Administrative Regulations

The Superintendent/Governing Board shall adopt, and from time to time may revise, further procedures as may be necessary to implement this policy and provide for a means of enforcing this policy.

Training and Curriculum

To implement this policy, the Marin County Office of Education will provide appropriate training programs for staff (and students.) Employees in a supervisory capacity will be trained, as required by law, at least every two (2) years beginning January 1, 2006. Teachers are not considered to be supervisory.

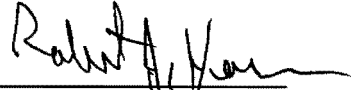
Notification

There will be adequate notification of the policy to include public posting. The policy will be published in site handbooks and/or the Marin County Office of Education Personnel Handbook.

Special Assistance

It is expected that questions may arise concerning this policy. For assistance in these matters, individuals may contact the Superintendent or designee.

Title VII of the Civil Rights Act
42 USC Section 2000-e-2{a}{1)
California Fair Employment and Housing act
Government Code section 12940
Education Code section 212.5
Government Code section 12950.1



Robert J. Henry, of C

Approved as to form:

Approved by Marin County Office of Education: 6/11/13

4

4141

ADMINISTRATIVE REGULATION 4141

ADULT SEXUAL AND GENDER-BASED HARASSMENT Reporting

Procedure

Any employee who believes he or she has been sexually harassed by an employee, agent, student or guest/vendor of the Marin County Office of Education should report the facts of the incident(s) to the site administrator or supervisor. If the site administrator or supervisor is the alleged harasser, the employee should report to the Superintendent/or designee. A written report of the alleged incident will be filed and forwarded to the Superintendent. A copy of Board policy will be provided to the employee who makes the complaint.

Employees who feel aggrieved because of unwelcome conduct that may constitute sexual or gender-based harassment are not required to inform the person that the conduct is unwanted, offensive, and must stop, but are encouraged to do so. An aggrieved individual is not required to complain to his or her supervisor if that supervisor is the individual who is harassing them.

Filing Complaints with State and Federal Agencies

Aggrieved parties may wish to file complaints with other appropriate state and federal agencies, including:

Equal Employment Opportunity Commission
901 Market Street, San Francisco, CA 94103 (415) 356-5061

The State Fair Employment and Housing Commission
30 Van Ness Avenue, San Francisco, CA 94102, (415) 557-2005.

U.S. Department of Education, Office of Civil Rights
50 Beale Street, Suite 7200, San Francisco, CA 94105-1813, (415) 486-5555

Confidentiality

An allegation of sexual or gender-based harassment and the results of the investigation shall be kept confidential to the extent reasonably possible under the investigation process. The site administrator will inform the employee making the report that the allegation and the results of the investigation shall be kept confidential to the extent reasonably possible under the investigation process. In addition, witnesses and those interviewed shall be informed of the confidential nature of the issue and the investigation, as well as the reason for confidentiality. The alleged harasser will also be informed as to the confidential nature of the procedure. Anyone violating confidentiality by disclosing the nature of the allegation or the investigation to others shall be subject to disciplinary action.

Retaliation is Prohibited

So long as the allegation is not brought forward in bad faith, the initiation of an allegation of sexual or gender-based harassment will not cause any reflection on the individual reporting the incident or witnesses nor will it affect such persons' future business dealings with the Marin County Office of Education, his or her employment, compensation or work assignments, or other matters pertaining to his or her status in any Marin County Office of Education programs or activities. It shall be a violation of this policy to engage in such retaliation. An allegation of retaliation shall be considered as a separate incident, shall be investigated, and shall be subject to disciplinary action as defined in this policy.

The Marin County Office of Education will take reasonable measures to prevent retaliation against any target student(s) and/or any other student(s) who provide information as witnesses, including identifying school personnel to make follow-up inquiries with the targeted student(s), witness(es) and/or their guardians.

Time Limits

Allegations of sexual or gender-based harassment shall be reported as soon as reasonably possible after the conduct in question has taken place.

Disciplinary Action

Employees who violate this policy shall be subject to disciplinary action up to and including dismissal. Such disciplinary action will be in accordance with applicable policies, laws, and/or collective bargaining agreements.

When disciplinary action is necessary the Superintendent/or designee will be consulted to determine what course of action is appropriate.

Investigation

The Superintendent/or designee is authorized to develop regulations by which reports of sexual or gender-based harassment shall be addressed. Such process shall include an informal resolution process, an investigation, and issuance of a summary report.

Appeal Procedure

Either the complaining party or the accused may appeal the summary report to the Superintendent/Governing Board of the Marin County Office of Education. Appeals should be made within 10 business days from the date of the issuance of the summary report. Procedures shall be set forth in the Administrative Regulations.

5000 STUDENTS

5200 STUDENT WELFARE

5205 STUDENT SEXUAL AND GENDER-BASED HARASSMENT

Purpose of Policy

It is the policy of the Superintendent/Governing Board of the Marin County Office of Education to provide an educational environment free of sexual or gender- based harassment. To accomplish this purpose, the policy is designed to secure, at the earliest level possible, an appropriate resolution to an allegation of sexual or gender-based harassment.

This policy is intended to supplement, and not replace, any applicable state or federal laws and regulations. Complaints under these laws and regulations shall be processed through the procedures established by the appropriate state and/or federal agencies.

It is the position of this Superintendent/Governing Board that sexual or gender- based harassment is unlawful and will not be tolerated. It is a violation of this policy for any employee, agent, student, or party with which the Marin County Office of Education has a cooperative agreement, to engage in sexual or gender- based harassment.

Definitions of Sexual and Gender-Based Harassment

As it pertains to students, Education Code Section 212.5 defines "sexual harassment" as "unwelcome sexual conduct including 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.

Gender-based harassment includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, although they are not necessarily sexual in nature. Prohibited conduct includes harassment of a student for exhibiting what is perceived as a stereotypical characteristic for her or his sex, or for nonconformity with stereotypical notions of masculinity and femininity.

Sexual and/or gender-based harassment denies or limits a student's ability to participate in or benefit from the District's school's program under any of the following conditions:

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

- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive 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."

Specifically, sexual or gender-based harassment may occur as a pattern of degrading sexual speech or actions ranging from verbal or physical annoyances or distractions to deliberate intimidations and frank threats or sexual demands.

Examples of conduct which may constitute sexual harassment include, but are not limited to:

- (1) Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects or pictures, or cartoons, whether conducted in person or through an electronic means.
- (2) Among peers, continuing to show sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction, among peers, is not considered sexual or gender-based harassment.)
- (3) Within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied as a condition of receiving sexual favors.
- (4) Within the educational environment, engaging in sexual behavior to control influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- (5) Offering favors or education or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Any expression of sexual interest between adults and students, regardless of reciprocity is considered inappropriate and shall be subject to discipline under applicable state law.

Examples of conduct which may constitute gender-based harassment include, but are not limited to:

- (1) Slurs, threats, derogatory comments, unwelcome jokes, or degrading descriptions related to or because of a student's gender or gender identity.
- (2) Harassment of a male student because of his perceived effeminate mannerisms.
- (3) Harassment of a student because of his/her non-traditional choice of extracurricular activities, apparel, and personal grooming choices.
- (4) Disparaging remarks about a student because the student socializes with students of the opposite sex, or is predominately friends with students of the opposite sex;

Definition of Hostile Environment

A hostile environment based on sex or gender has been created where the conduct is sufficiently serious to interfere with or limit a student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical.

Remedial and Corrective Actions

Where unlawful sexual or gender-based harassment is found to have occurred, the Marin County Office of Education will take appropriate remedial and/or corrective action(s), including consideration of the following: providing counseling to a targeted student or for student(s) found to have engaged in harassment; limiting the interaction between the targeted student(s) and the harassing student(s); whether remedial measures are necessary to respond to the impact of the harassing conduct on witnesses or bystanders; and whether other schoolwide actions, such as education and training, are appropriate to respond to the harassing conduct and prevent a recurrence.

Training and Curriculum

To implement this policy, the Marin County Office of Education will provide appropriate training programs for staff and students.

Notification

There will be adequate notification of the policy to include permanent posters in public areas, offices, and hallways. The policy will be published in Marin County Office of Education handbooks and other appropriate materials for employees.

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Administrative Regulation

The Superintendent/Governing Board shall adopt, and from time to time may revise, further procedures as may be necessary to implement this policy and provide for a means of enforcing this policy. Such further procedures may include the following: posting and other means of distributing the policy; a process under which complaints will be handled, formally or informally, an explanation of possible civil proceedings and potential legal consequences of sexual or gender-based harassment. The Superintendent will initiate training and education programs to enable all persons, and in particular, supervisors, to better understand the problem of sexual or gender-based harassment. In addition, the Superintendent shall designate appropriate employees to enforce or administer this policy within the Marin County Office of Education and shall provide for appropriate training for Principal/Program Managers and other supervisory personnel on an annual basis.

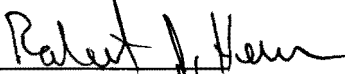
Special Assistance

It is expected that questions may arise concerning the interpretation of the prohibition against sexual or gender-based harassment, the methods and procedures to be following in the investigation of complaints, and the appropriateness of specific solutions in disposition of complaints. For assistance in these matters, individuals may contact the Superintendent or designee.

Current Legal references barring sexual or gender-based harassment in education:

Title VII of the Civil Rights Act-42 USC Section 2000-e-2(a)(1)
California Fair Employment & Housing Act-Government Code Section 12940
Title IX of the Education Amendments of 1972 29 USC Section 1681 et. seq.
California Education Code, Section 200 et seq.

Approved as to form:


Robert J. Henry of Counsel

Approved by Marin County Board of Education: 6/11/13

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ADMINISTRATIVE REGULATION 5205
STUDENT SEXUAL AND GENDER-BASED HARASSMENT

Reporting Procedure

Any student who believes he or she has been sexually harassed by an employee, agent, or student of the Marin County Office of Education, should promptly report the facts of the incident(s) and the name of the individual(s) involved to an adult staff member with whom they feel comfortable, and that person shall report the incident to the school site administrator or Superintendent/or designee within 24 hours. A written report of the alleged incident will be developed by the site administrator or Superintendent/or designee. A copy of the report, along with a copy of this policy, shall be mailed to the guardian of the student who initiated the complaint.

All staff, upon personal knowledge of an incident of sexual or gender-based harassment or who have received report(s) or information of allegation(s) of sexual or gender-based harassment, whether such incidents are verbal or physical or amount to harassment in other forms are obligated to report it to the school principal or Superintendent.

Students who feel aggrieved because of unwelcome conduct that may constitute sexual or gender-based harassment are not required to inform the person engaging in such conduct that the conduct is unwanted, offensive and must stop, but are encouraged to do so. An aggrieved individual is not required to complain to his or her instructor if that instructor is the individual who is harassing the student. Any individuals making a report may bring an advocate to assist them.

Confidentiality

An allegation of sexual or gender-based harassment and the results of the investigation shall be kept confidential to the extent reasonably possible under the investigative process. Witnesses and those interviewed shall be informed of the confidential nature of the issues and the investigation, and shall be informed that it will be a violation of this administrative regulation to disclose the allegation or the nature of the investigation to others and shall be subject to disciplinary action as defined in this policy.

Retaliation is Prohibited

So long as the allegation is not brought forward in bad faith, the initiation of an allegation of sexual or gender-based harassment, will not cause any reflection on the individual reporting the incident or witnesses nor will it affect such persons' future business dealings with the Marin County Office of Education, his or her employment, compensation or work assignments, or, in the case of students,

grades, class section or other matters pertaining to his or her status as a student of any Marin County Office of Education programs. It shall be a violation of this policy to engage in such retaliation. An allegation of retaliation shall be considered as a separate incident, shall be investigated, and shall be subject to disciplinary action.

Reasonable measures will be taken to prevent retaliation against any target student(s) and/or any other student(s) who provide information as witnesses, including identifying school personnel to make follow-up inquiries with the targeted student(s), witness(es) and/or their guardians.

It shall be a violation of this policy to engage in such retaliation. An allegation of retaliation shall be considered as a separate incident, shall be investigated, and shall be subject to disciplinary action as defined in this policy.

Time Limits

Students are encouraged to report allegations of sexual or gender-based harassment to an adult staff member with whom they feel comfortable as soon as reasonably possible after the conduct in question has taken place.

Investigation Guidelines

All investigations of allegations of sexual or gender-based harassment shall be handled promptly, in a serious, sensitive and confidential manner. The Superintendent shall determine in advance which administrative staff positions will be trained to complete these investigations and a trained, qualified administrator at the school site of the reported incident will complete the investigation, unless deemed inappropriate in a specific situation.

All sexual and gender-based harassment investigations at the Marin County Office of Education will be conducted by individual(s) with knowledge of the applicable legal standards and theories of such claims of harassment under Title IX, and the relevant District policies and complaint procedures. The investigator will also be knowledgeable in how to recognize and remedy such harassment.

If the targeted student wishes, the targeted student may identify the harassing student(s) and/or witnesses and provide other information in a manner which initially protects the targeted student's confidentiality, to the extent possible; and consistent with statutory and constitutional due process;

If the investigator receives an anonymous complaint or media report about alleged sexual or gender-based harassment, he/she shall consider the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment in determining whether it is reasonable to pursue an investigation.

Investigation Process

The investigator shall promptly investigate all complaints of sexual or gender-based 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 witnessed the conduct complained of; and
- (d) Anyone mentioned as having material information related to the complaint

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.

The investigator 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 investigator also may discuss the complaint with the following persons:

- (a) The Superintendent or designee or school administration; (b) The guardian/guardian of the student who complained;
- (c) If the alleged harasser is a student, his/her guardian/guardian;
- (d) A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth; and
- (e) Child protective agencies responsible for investigating child abuse reports

When the student who complained and the alleged harasser 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. In reaching a decision about the complaint, the investigator 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 any past instances of harassment by the alleged harasser;
and

(e) Evidence of any past harassment complaints that were found to be untrue. To

judge the severity of the harassment, the investigator 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 gender of the person accused of harassment; (e)

The subject(s) of harassment;

(f) The place and situation where the incident occurred; and

(g) Other incidents at the school, including incidents of harassment that were not related to gender.

Investigation Protocol

The Marin County Office of Education's designated staff member(s) shall memorialize in writing all reports of alleged harassment.

The Marin County Office of Education shall implement appropriate interim measures to prevent further harassment of the targeted student, as well as measures to avoid retaliation against the reporting student, pending the resolution of the complaint.

The Marin County Office of Education shall maintain on-going contact with the targeted student throughout the investigation.

The Marin County Office of Education shall make reasonable efforts to identify the harassing student(s) and/or witnesses if the targeted student is unaware of their

identities or names (e.g. interviewing other students and/or staff who were present during the incident).

The Marin County Office of Education shall refer the matter to law enforcement authorities where appropriate.

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The Marin County Office of Education shall interview all relevant student and staff witnesses, and review all relevant documents and physical evidence.

Subject to applicable evidentiary privileges and/or privacy rights, the Marin County Office of Education shall maintain documentation of all investigative steps, including statements provided by targeted student, his/her guardians, and any other witnesses or reporting parties, the evidence reviewed, any remedial actions taken, and a copy of the letter of finding issued at the conclusion of the investigation; and

The Marin County Office of Education shall contact the targeted student within a reasonable period of time following the conclusion of the investigation to assess whether there are new allegations of on-going harassment or retaliation, and to determine whether additional supportive measures are needed.

The designated investigator shall, as soon as reasonably possible after the incident has been reported, inform the student, employee, or other person accused of sexual or gender-based harassment of the allegation, and they will be given an opportunity to respond. The person accused shall not be given a copy of the complaint but shall be informed of the allegations. The name of complaint party shall remain confidential to the extent possible.

All parties, specifically including complainants, and witnesses, will be promptly and fully informed of their rights pursuant to this policy, including the fact that complainant and witnesses will not be retaliated against and the confidential nature of the allegation and investigation.

Investigation Results

A written report of the investigation findings shall be filed by the investigator with the Superintendent's office within twenty (20) school days of the date the student filed the incident report. Subject to applicable evidentiary privileges and/or privacy rights, the final written report will describe the steps taken in the investigation and the facts gathered, whether or not the alleged sexual and/or gender-based harassment occurred, and explaining the basis for the Marin County Office of Education's conclusion.

Subject to applicable evidentiary privileges and/or privacy rights, the Marin County Office of Education shall provide written notification to the guardians/guardians of the targeted student generally explaining the Marin County Office of Education's investigative process, its factual findings, its determination as to whether harassment occurred, the reasons for the decision, and the appeal procedures within thirty (30) school days. The Marin County Office of Education may also provide a summary of its findings to the accused student's guardians

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The Superintendent may extend the timeline depending on the nature of the investigation. If an extension is needed, the Marin County Office of Education will notify the targeted student and the student's guardian/guardian (if the guardian/guardian made the complaint), and explain the reasons for the extension.

The name or title and contact information for the Marin County Office of Education employee(s) responsible for receiving and/or investigating reports of alleged harassment, including the investigatory report is:

Name Marin County Office of Education
Title Attn: Deputy Superintendent
Contact Information 1111 Las Gallinas Avenue/P.O. Box 4925
San Rafael, CA 94913-4925
(415) 499-5866

Steps to Remedy Harassment and Prevent Recurrence

The Marin County Office of Education will, as appropriate, offer counseling to students found to have engaged in harassment in order to ensure that they understand what constitutes harassment, the consequences for engaging in harassment and the effects harassment can have on others, and limiting the interaction between the harassing student(s) and the targeted student;

The Marin County Office of Education will offer counseling services and may consider providing academic support services to any student found to have been subjected to unlawful harassment, as appropriate.

The Marin County Office of Education will also consider whether remedial measures are necessary to respond to the impact of the harassing conduct on witnesses or bystanders and whether other schoolwide actions, such as education and training, are appropriate to respond to the harassing conduct and prevent a recurrence.

The Marin County Office of Education will take measures to prevent retaliation against targeted students and/or any other students who provided information as witnesses. The measures may include, for example, school personnel making follow-up inquiries with the targeted student and/or witness students and/or their guardians to see if there

have been incidents of retaliation, and to advise them that they should report any such incidents if they occur.

Disciplinary Action

When an allegation of sexual or gender-based harassment is supported by the investigation and disciplinary action is necessary, the Superintendent will determine what course of action is appropriate, depending upon whether the

harasser is a student, staff member, agent or guest/vendor of the Marin County Office of Education.

Students who violate this policy may be subject to discipline up to and including expulsion. Such disciplinary action shall be in accordance with board policy and state law.

Students who are found to have engaged in harassment shall be offered training/counseling by the Marin County Office of Education. Training/counseling will focus on assisting students understand what constitutes harassment, the consequences for engaging in harassment, and the effects harassment can have on others.

The Marin County Office of Education shall limit the interaction between the harassing student(s) and the targeted student to the extent possible.

Employees who violate this policy may be subject to discipline up to and including dismissal. Such disciplinary action shall be in accordance with applicable policies, laws, and/or collective bargaining agreements.

Agents, guests or vendors of the Marin County Office of Education who violate this policy may be subject to penalties and sanctions as may be available to the Marin County Office of Education, including termination of business relationships and contracts.

Appeal Procedures

Either the complaining party or the accused may appeal the findings of an investigation to the Superintendent/Governing Board of the Marin County Office of Education. Appeals shall be made in writing within ten (10) business days from the date a written finding is issued.

Filing Complaints with State and Federal Agencies

Aggrieved parties may wish to file complaints with other appropriate state and federal agencies, including:

U.S. Department of Education
Office for Civil Rights
50 Beale Street, Suite 7200
San Francisco, CA 94105-1813
Telephone: (415) 486-5555
www.ed.gov/ocr