

# **KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT**



## **A GUIDE FOR STUDENTS AND PARENTS 2023-2024**

**ADMINISTRATIVE OFFICE  
1310 STROUD AVENUE  
KINGSBURG, CALIFORNIA 93631  
PH: (559) 897-2331  
FAX: (559) 897-4784**

*Our mission is simple, "We will find a way for ALL students to learn!"*

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# KINGSBURG JOINT UNION ELEMENTARY SCHOOL DISTRICT (KINGSBURG ELEMENTARY CHARTER)

1310 Stroud Avenue  
Kingsburg, CA 93631

## INTRODUCTION

This handbook has been developed so that you might better understand what is expected of students and to inform parents in the Kingsburg Joint Union Elementary School District (Kingsburg Elementary Charter Schools). The answers to many of your questions will be found in this handbook. Refer to it often to refresh your memory, and read it thoroughly at the beginning of the school year. Please save this handbook for future use.

Kingsburg Elementary Charter School District was formed to strengthen local control of schools, establish *higher standards of performance, increase parent involvement*, and increase parent choice. The partnership between school, parent, and child is strongly encouraged in a variety of options to preserve the tradition of the Kingsburg community and schools, while at the same time consider the challenges of today's family.

Incorporated into the main focus of the charter school district is a desire for self-improvement. Our mission is simple, "We will find a way for ALL students to learn." Hopefully this is the driving force for all of us who have partnered together (parents, students, community members, and district staff) for the education of the children of this wonderful community.

A copy of the District's Charter can be found in the appendix of this handbook. You can join the District in the education of your child by acknowledging the Parent/Student/District Contract included with the required notifications during the registration process. This contract must be acknowledged for each child attending a Kingsburg Elementary School. The Staff of the District is committed to working with you to ensure your child will reach his/her full academic potential. If you have further questions regarding the Charter and its implications, please contact your child's school or the district office.

### PARENT SUPPORT IS ESSENTIAL

The parent is the first teacher of his/her child and should develop in them good behavior habits and proper attitudes toward school. As we partner together for the education of your child, please consider the following as fundamental to your child's success:

1. Assure that the child is appropriately prepared for school (*dress, nutrition, and sleep*).
2. Arrange for prompt and regular school *attendance* and comply with attendance rules and procedures.
3. Attend school events, such as assemblies and special events. Volunteer at school or help the P.T.O., and School Site Council.
4. Ensure that all schoolwork is completed in an accurate and thorough manner.
5. Talk with your child's teacher(s). Attend conferences. Call and ask questions. Work directly with the teacher.

## EDUCATIONAL FOUNDATIONS

### SCHOOL ENVIRONMENT

Every school in the district will provide a positive learning environment.

- Each student will be recognized as important and unique with rights and feelings that are acknowledged and protected.
- Students will be taught, encouraged, and supported to live in harmony with their peers, teachers, and parents. Parents and teachers, in cooperation, will teach positive values which will guide each student's efforts for achieving personal successes.
- Each school will provide a safe, clean, and attractive workplace for students.

### STUDENT ACHIEVEMENT

School staff will direct their efforts to maximize student learning and provide a quality instructional program for all students and students will apply themselves for individual achievements.

### STUDENT ATTENDANCE

A positive relationship exists between regular school attendance and high student achievement. All students need to be in school.

- Each school in the district is expected to attain 95% in actual student attendance.
- Each school is expected to obtain 100% of the eligible Pre-Arranged Absence Contracts.
  - Yes, this is revenue enhancing, but it has a profound positive affect on student academic success

- The consistent use of this contract is paramount in the ability of the school district to maintain many of the extra-curricular activities enjoyed by the students of Kingsburg.

**RESPONSIBLE STUDENT BEHAVIOR**

Students need to respect others and to be accountable for their behavior. To that end:

- Each school has implemented procedures for the prevention of student disruptions.
- Each school will consistently and fairly apply these standards of expectations with each student.
- Each student will be expected to participate in the standards of conduct in order to facilitate both his/her academic success/welfare as well as the same for other students.

**CENTRAL VALLEY HOME SCHOOL**

1776 6<sup>TH</sup> Avenue Drive  
 PH: (559) 897-6740 FAX: (559) 897-6872  
 Lisa Regier, Principal

**ISLAND COMMUNITY DAY SCHOOL**

1776 6<sup>TH</sup> Avenue Drive  
 PH: (559) 897-6740 FAX: (559) 897-6872  
 Lisa Regier, Principal

**SPECIAL EDUCATION**

2455 14<sup>th</sup> Avenue  
 PH: (559) 897-6864 FAX: (559) 897-6871  
 Erin Pasillas, Director

**DISTRICT OFFICE**

1310 Stroud Avenue  
 PH: (559) 897-2331 FAX (559) 897-4784  
 Wesley Sever Ed.D., Superintendent  
 Matt Stovall, Assistant Superintendent  
 Curriculum & Instruction, & Special Projects

**WASHINGTON SCHOOL**

1501 Ellis Street  
 Smith and Ellis Streets  
 PH: (559) 897-2955 FAX: (559) 897-6863  
 Pre-School (559) 897-6989  
 Amy Winchell, Principal

Regular Schedule Rooms # 1,6,14,16  
Regular Daily Schedule

7:30-8:05	Breakfast
8:10	Flag Salute/First Bell
8:20	Tardy Bell
8:20-10:10	Instruction
10:10-10:30	Recess
10:30-11:45	Instruction
11:45-12:10	Recess
12:10-12:35	Lunch
12:35-1:45	K Instruction
1:45	Dismissal

Regular Schedule Rooms # 2,3,4,5  
Regular Daily Schedule

7:30-8:05	Breakfast
8:10	Flag Salute/First Bell
8:20	Tardy Bell
8:20-10:30	Instruction
10:30-10:50	Recess
10:50-11:45	Instruction
11:45-12:10	Lunch
12:10-12:35	Recess
12:35-1:45	K Instruction
1:45	Dismissal

Regular Schedule Rms # 9,12 (Recess on PS Playground)

7:30-8:05	Breakfast
8:10	Flag Salute/First Bell
8:20	Tardy Bell
8:20-9:15	Instruction
9:15-9:40	Recess
9:40-11:00	Instruction
11:00-11:30	Lunch
11:30-11:50	Recess
11:50-1:10	Instruction
1:10-1:30	Recess
1:30-1:45	Instruction
1:45	Dismissal

Regular Schedule Rms #8,10,11(Recess on PS Playground)

7:30-8:05	Breakfast
8:10	Flag Salute/First Bell
8:20	Tardy Bell
8:20-8:50	Instruction
8:50-9:15	Recess
9:15-11:00	Instruction
11:00-11:30	Lunch
11:30-11:50	Recess
11:50-1:10	Instruction
1:10-1:30	Recess
1:30-1:45	Instruction
1:45	Dismissal

Foggy Day Schedule Rooms # 1,6,14,16

9:35	Breakfast
9:45-11:45	Instruction
11:45-12:10	Recess
12:10-12:35	Lunch
12:35-1:45	Instruction
1:45	Dismissal

Foggy Day Schedule Rooms # 2,3,4,5

9:35	Breakfast
9:45-11:45	Instruction
11:45-12:10	Lunch
12:10-12:35	Recess
12:35-1:45	Instruction
1:45	Dismissal

Foggy Day Schedule Rooms # 9,12

9:35	Breakfast
9:45-11:00	Instruction
11:00-11:30	Lunch
11:30-11:50	Recess
11:50-1:10	Instruction
1:10-1:30	Recess
1:30-1:45	Instruction
1:45	Dismissal

Foggy Day Schedule Rooms #8,10,11

9:35	Breakfast
9:45-11:00	Instruction
11:00-11:30	Lunch
11:30-11:50	Recess
11:50-1:10	Instruction
1:10-1:30	Recess
1:30-1:45	Instruction
1:45	Dismissal

Rain/Bad Air Quality Schedule Rooms # 1,6,14,16

7:30-8:05	Breakfast
8:10	Flag Salute/First Bell
8:20	Tardy Bell
8:20-10:10	Instruction
10:10-10:30	Indoor Recess
10:30-12:20	Instruction
12:20-12:55	Lunch
12:55-1:45	K Instruction
1:45	Dismissal

Rain/Bad Air Quality Schedule Rooms # 2,3,4,5

7:30-8:05	Breakfast
8:10	Flag Salute/First Bell
8:20	Tardy Bell
8:20-10:30	Instruction
10:30-10:50	Indoor Recess
10:50-11:40	Instruction
11:40-12:15	Lunch
12:15-1:45	K Instruction
1:45	Dismissal

Rain/Bad Air Quality Schedule Rooms # 9,12

7:30-8:05	Breakfast
8:10	Flag Salute/First Bell
8:20	Tardy Bell
8:20-9:15	Instruction
9:15-9:40	Indoor Recess
9:40-11:00	Instruction
11:00-11:35	Lunch
11:35-1:10	Instruction
1:10-1:30	Indoor Recess
1:30-1:45	Instruction
1:45	Dismissal

Rain/Bad Air Quality Schedule Rooms # 8,10,11

7:30-8:05	Breakfast
8:10	Flag Salute/First Bell
8:20	Tardy Bell
8:20-8:50	Instruction
8:50-9:15	Indoor Recess
9:15-11:00	Instruction
11:00-11:35	Lunch
11:35-1:10	Instruction
1:10-1:30	Indoor Recess
1:30-1:45	Closing/pack up
1:45	Dismissal

Minimum Day/Conference Schedule Rooms 1,6,14,16

7:30-8:05	Breakfast
8:10	Flag Salute
8:15	First Bell
8:20	Tardy Bell
8:20-10:00	Instruction
10:00-10:15	Recess
10:15-11:25	Instruction
11:25-11:50	Lunch
11:50	Dismissal

Minimum Day/Conference Schedule Rooms # 2,3,4,5

7:30-8:05	Breakfast
8:10	Flag Salute
8:15	First Bell
8:20	Tardy Bell
8:20-10:15	Instruction
10:15-10:30	Recess
10:30-11:00	Instruction
11:00-11:25	Lunch
11:25-11:50	Instruction
11:50	Dismissal

Minimum Day Rooms # 9,12

7:30-8:05	Breakfast
8:10	Flag Salute
8:15	First Bell
8:20	Tardy Bell
8:20-9:10	Instruction
9:10-9:30	Recess
9:30-10:30	Instruction
10:30-11:00	Lunch
11:00-11:50	Instruction
11:50	Dismissal

Minimum Day Rooms # 8,10,11

7:30-8:05	Breakfast
8:10	Flag Salute
8:15	First Bell
8:20	Tardy Bell
8:20-8:50	Instruction
8:50-9:10	Recess
9:10-10:30	Instruction
10:30-11:00	Lunch
11:00-11:50	Instruction
11:50	Dismissal

First Day of School

8:15-9:45	Orientation
9:45-10:00	Break
10:00-11:50	Instruction

**ROOSEVELT SCHOOL**

*1185 10th Street*

*10th and Draper Streets*

*PH: (559) 897-5193 FAX: (559) 897-6863*

*Shawn Marshall, Principal*

REGULAR DAILY SCHEDULE

First Grade

7:30	Breakfast
7:55	First Bell
8:00 - 9:35	Instruction
9:35 - 9:55	Recess
9:55 - 11:30	Instruction
11:30-12:00	Lunch
12:00-12:20	Recess
12:20-2:05	Instruction
2:05	Dismissal

FOGGY DAY SCHEDULE

First Grade

9:15	Breakfast
9:45	First Bell
9:45-11:30	Instruction
11:30-12:00	Lunch
12:00-12:20	Recess
12:20-2:05	Instruction
2:05	Dismissal

MINIMUM DAY/CONFERENCE

First Grade

7:30	Breakfast
7:55	First Bell
8:00-9:35	Instruction
9:35-9:55	Recess
9:55-11:30	Instruction
11:30-12:00	Lunch
12:00-12:10	Instruction
12:10	Dismissal

Rainy Day-Schedule is the same as Regular Schedule except that students meet in the auditorium for morning and lunch recess.



**LINCOLN SCHOOL**  
 1900 Mariposa  
 19th and Mariposa Streets  
 PH: (559) 897-5141 FAX: (559) 897-3537  
 Lauren Galli, Principal  
 Ashley Valdez, Learning Director

REGULAR DAILY SCHEDULE

FOGGY DAY SCHEDULE

<u>Second Grade</u>		<u>Third Grade</u>		<u>Second Grade</u>		<u>Third Grade</u>	
7:35-8:05	Breakfast	7:35-8:05	Breakfast	9:30-9:40	Breakfast	9:30-9:40	Breakfast
8:05	First Bell	8:05	First Bell	9:40	First Bell	9:40	First Bell
8:10	Tardy Bell	8:10	Tardy Bell	9:40-11:20	Instruction	9:40-11:55	Instruction
8:10-9:45	Instruction	8:10-10:00	Instruction	11:20-11:45	Lunch	11:55-12:20	Lunch
9:45-10:00	Recess	10:00-10:15	Recess	11:45-12:05	Recess	12:20-12:40	Recess
10:00-11:20	Instruction	10:15-11:55	Instruction	12:05-12:55	Instruction	12:40-1:35	Instruction
11:20-11:45	Lunch	11:55-12:20	Lunch	12:55-1:15	PE	1:35-1:55	PE
11:45-12:05	Recess	12:20-12:40	Recess	1:15-2:15	Instruction	1:55-2:15	Instruction
12:05-12:55	Instruction	12:40-1:35	Instruction				
12:55-1:15	PE	1:35-1:55	PE				
1:15-2:15	Instruction	1:55-2:15	Instruction				

FLEX DAY/MINIMUM DAY/CONFERENCE SCHEDULE

RAINY DAY SCHEDULE

<u>Second Grade</u>		<u>Third Grade</u>		<u>Second Grade</u>		<u>Third Grade</u>	
7:35-8:05	Breakfast	7:35-8:05	Breakfast	7:35 -8:05	Breakfast	7:35 -8:05	Breakfast
8:05	First Bell	8:05	First Bell	8:05	First Bell	8:05	First Bell
8:10	Tardy Bell	8:10	Tardy Bell	8:10	Tardy	8:10	Tardy Bell
8:10-9:45	Instruction	8:10-9:35	Instruction	8:10 – 9:45	Instruction	8:10 – 10:00	Instruction
9:45-10:00	Recess	9:35-10:00	PE	9:45 – 10:00	Recess	10:00 – 10:15	Recess
10:00-11:20	Instruction	10:00-10:15	Recess	10:00-11:00	Instruction	10:15-11:55	Instruction
11:20-11:45	Lunch	10:15-11:55	Instruction	11:00–11:45	Lunch/Indoor Recess	11:55-12:40	Lunch/Indoor Recess
11:45-12:05	Recess	11:55-12:20	Lunch	11:45-12:55	Instruction	12:40-1:35	Instruction
12:05-12:55	Instruction	12:20-12:40	Recess	12:55-1:15	PE	1:35–1:55	PE
12:55-1:10	PE	12:40-1:10	Instruction	1:15-2:15	Instruction	1:55–2:15	Instruction

LAST DAY OF SCHOOL SCHEDULE

<u>Second Grade</u>		<u>Third Grade</u>	
7:35 – 8:05	Breakfast	7:35 – 8:05	Breakfast
8:05 – 9:45	Instruction (100 minutes)	8:05 – 10:25	Instruction (140 minutes)
9:45 – 10:05	Lunch	10:25 – 10:45	Lunch
10:05 – 10:15	Recess/Break	10:45 – 10:55	Recess/Break
10:15 – 11:25	Instruction (70 minutes)	10:55 – 11:25	Instruction (30 minutes)

**REAGAN SCHOOL**  
 1180 Diane Avenue  
 Diane and Kern Streets  
 PH: (559) 897-6986 FAX: (559) 897-6987  
 Kerry Pickrell, Principal  
 Amie Rogers, Learning Director

REGULAR DAY SCHEDULE

<u>Fourth Grade</u>	<u>Fifth Grade</u>	<u>Sixth Grade</u>
7:45 – 8:15      Breakfast	7:45 – 8:15      Breakfast	7:45- 8:15      Breakfast
8:15 – 9:31      Instruction	8:15 – 9:50      Instruction	8:15 – 10: 09      Instruction
9:31 – 9:50      Break	9:50 – 10:09      Break	10:09 -10:28      Break
9:50 -11:20      Instruction	10:09 – 11:50      Instruction	10:28 – 12:20      Instruction
11:20 – 12:05      Lunch	11:50 – 12:35      Lunch	12:20 – 1:05      Lunch
12:05 – 3:00      Instruction	12:35 – 3:00      Instruction	1:05 – 3:00      Instruction
3:00                  Dismissal	3:00                  Dismissal	3:00                  Dismissal

\*Wednesday Flex Day Schedule: 8:15 a.m. – 12:45 p.m.

FOGGY DAY SCHEDULE

<u>Fourth Grade</u>	<u>Fifth Grade</u>	<u>Sixth Grade</u>
9:30 – 9:45      Breakfast	9:30 – 9:45      Breakfast	9:30 – 9:45      Breakfast
9:45 – 11:20      Instruction	9:45 – 11:50      Instruction	9:45 – 12:20      Instruction
11:20 – 12:05      Lunch	11:50 – 12:35      Lunch	12:20 – 1:05      Lunch
12:05 – 3:00      Instruction	12:35 – 3:00      Instruction	1:05 – 3:00      Instruction
3:00                  Dismissal	3:00                  Dismissal	3:00                  Dismissal

MINIMUM DAY SCHEDULE/Parent-Teacher Conference Week

<u>Fourth Grade</u>	<u>Fifth Grade</u>	<u>Sixth Grade</u>
7:45 – 8:15      Breakfast	7:45 – 8:15      Breakfast	7:45 - 8:15      Breakfast
8:15 – 9:10      Instruction	8:15 – 9:20      Instruction	8:15 – 9:30      Instruction
9:10 – 9:20      Break	9:20 – 9:30      Break	9:30 – 9:40      Break
9:20 -11:00      Instruction	9:30 – 11:20      Instruction	9:40 – 11:40      Instruction
11:00 – 11:30      Lunch	11:20 – 11:50      Lunch	11:40 – 12:10      Lunch
11:30-12:10      Instruction	11:50 – 12:10      Instruction	12:10                  Dismissal
12:10                  Dismissal	12:10                  Dismissal	

WEDNESDAY/ FLEX DAY THAT IS A RAINY DAY

<u>Fourth Grade</u>	<u>Fifth Grade</u>	<u>Sixth Grade</u>
7:45 – 8:15      Breakfast	7:45 – 8:15      Breakfast	7:45- 8:15      Breakfast
8:15 – 9:31      Instruction	8:15 – 9:50      Instruction	8:15 – 10: 09      Instruction
9:31 – 9:50      Break	9:50 – 10:09      Break	10:09 -10:28      Break
9:50 -11:00      Instruction	10:09 – 11:35      Instruction	10:28 – 12:10      Instruction
11:00 – 11:30      Lunch	11:35 – 12:05      Lunch	12:10 – 12:40      Lunch
11:30-12:45      Instruction	12:05 – 12:45      Instruction	12:40 – 12:45      Instruction
12:45                  Dismissal	12:45                  Dismissal	12:45                  Dismissal

WEDNESDAY/FLEX DAY

Fourth Grade

7:45 – 8:15	Breakfast
8:15 – 9:31	Instruction
9:31 – 9:50	Break
9:50 – 11:15	Instruction
11:15 – 11:55	Lunch
11:55 – 12:45	Instruction
12:45	Dismissal

Fifth Grade

7:45 – 8:15	Breakfast
8:15 – 9:50	Instruction
9:50 – 10:09	Break
10:09 – 11:40	Instruction
11:40 – 12:20	Lunch
12:20 – 12:45	Instruction
12:45	Dismissal

Sixth Grade

7:45- 8:15	Breakfast
8:15 – 10: 09	Instruction
10:09 -10:28	Break
10:28 – 12:05	Instruction
12:05 – 12:45	Lunch
12:45	Dismissal

RAINY DAY/RED FLAG DAY

Fourth Grade

7:45 – 8:15	Breakfast
8:15 – 9:31	Instruction
9:31 – 9:50	Break
9:50 -11:00	Instruction
11:00 – 11:40	Lunch
11:40 – 3:00	Instruction
3:00	Dismissal

Fifth Grade

7:45 – 8:15	Breakfast
8:15 – 9:50	Instruction
9:50 – 10:09	Break
10:09 – 11:45	Instruction
11:45 – 12:25	Lunch
12:25 – 3:00	Instruction
3:00	Dismissal

Sixth Grade

7:45- 8:15	Breakfast
8:15 – 10: 09	Instruction
10:09 -10:28	Break
10:28 – 12:30	Instruction
12:30 – 1:10	Lunch
1:10 – 3:00	Instruction
3:00	Dismissal

**RAFER JOHNSON JUNIOR HIGH**

1300 Stroud Avenue

PH: (559) 897-1091 FAX: (559) 897-6867

Melody Lee, Principal

Michael Ruiz, Learning Director

Ivette Clifton, Learning Director

REGULAR DAY SCHEDULE

Odd-Even Day

7:05 – 8:00	EB PE
8:05	First Bell
8:10 – 9:37	Period 1/2
9:37 – 9:52	Break/Breakfast
9:55 – 11:18	Period 3/4
11:21 – 12:44	Period 5/6
	LUNCH
(13 min bell @ 12:57)	
Warning Bell 1:22	
1:27-2:50	Period 7/8

ALL CLASS SCHEDULE

First Bell: 8:05 a.m.

7:05 – 8:00	EB PE
8:05	First Bell
8:10 – 8:54	Period 1
8:57 – 9:37	Period 2
9:37 – 9:52	Break/Breakfast
9:55 – 10:35	Period 3
10:38 – 11:18	Period 4
10:21 – 12:01	Period 5
12:04 – 12:44	Period 6
12:44 – 1:24	LUNCH
(13 min bell @ 12:57)	
(Warning bell @ 1:22)	
1:27 – 2:07	Period 7
2:10 – 2:50	Period 8

FOGGY DAY SCHEDULE

Odd-Even Day

First Bell: 9:40

9:30 – 9:45	Breakfast
9:45 – 10:49	Period 1/2
10:52 – 11:56	Period 3/4
11:56 – 12:36	LUNCH
(13 min bell @ 12:09)	
Warning Bell 12:34	
12:39-1:43	Period 5/6
1:46-2:50	Period 7/8

MEDALIST DAY

Odd-Even Days

7:05-8:00 EB PE  
 8:05 First Bell  
 8:10 – 9:23 Period 1/2  
 9:23 – 9:38 Break/Breakfast  
 9:41 – 10:54 Period 3/4  
 10:54 – 11:24 LUNCH  
 (13 min bell @ 11:07)  
 Warning bell 11:22  
 11:27-12:40 Period 5/6  
 12:43-1:56 Period 7/8  
 1:56-2:50 Medalist DAY

AM ASSEMBLY/RALLY SCHEDULE

Odd-Even Days Option 1

7:05 – 8:00 EB PE  
 8:05 First Bell  
 8:10 – 9:30 Assembly  
 9:33 – 10:35 Period 1/2  
 10:35 – 10:55 Break/Breakfast  
 10:59 – 12:00 Period 3/4  
 12:00 – 12:40 LUNCH  
 (13 min bell @ 12:13)  
 Warning Bell 12:38  
 12:44 – 1:45 Period 5/6  
 1:49 – 2:50 Period 7/8

AM ASSEMBLY/RALLY SCHEDULE

Odd-Even Days Option 2

7:05 – 8:00 EB PE  
 8:05 First Bell  
 8:10 – 8:20 Period 1/2  
 8:25 – 9:00 Rally  
 9:05 – 10:15 Period 1/2  
 10:15 – 10:30 Break/Breakfast  
 10:33 – 11:43 Period 3/4  
 11:46 – 12:56 Period 5/6  
 12:56 – 1:36 Lunch  
 (13 min bell @ 1:09)  
 Warning Bell 1:34  
 1:39 – 2:50 Period 7/8

TUESDAY OF CONFERENCE WEEK/LAST DAY OF SCHOOL

Odd-Even Days

First Bell: 8:05 a.m.

7:57 First Bell  
 8:00 – 8:45 Period 1/2  
 8:47 – 9:32 Period 3/4  
 9:32 – 9:41 Break/Breakfast  
 9:43 – 10:28 Period 5/6  
 10:30 – 11:15 Period 7/8  
 11:15 – 11:35 LUNCH  
 (13 min bell @ 11:28)

RAINY SCHEDULE

Odd-Even Days

First Bell: 8:05 a.m.

7:05 – 8:00 EB PE  
 8:10 – 9:50 Period 1/2  
**Break/Breakfast**  
 9:14 – 9:24 Rooms 1-6  
 9:27 - 9:37 Rooms 7-14  
 9:40 – 9:50 Rooms 15-24  
 9:53 – 11:15 Period 3/4  
 11:18 – 1:24 Period 5/6  
**Lunch**  
 11:18 – 11:58 Rooms 1-6  
 12:01 – 12:41 Rooms 7-14  
 12:44 – 1:24 Rooms 15-24  
 1:27 – 2:50 Period 7/8

Wednesday Flex Day/DISTRICT MIN DAY

Odd-Even Days

First Bell – 8:05 a.m.

7:05 – 8:00 EB PE  
 8:10 – 9:17 Period 1/2  
 9:17 - 9:32 Break/Breakfast  
 9:35 – 10:38 Period 3/4  
 10:41 – 11:44 Period 5/6  
 11:44 – 12:24 Lunch  
 (13 min bell @ 11:57)  
 Warning Bell 12:22  
 12:27 – 1:30 Period 7/8

PM Assembly/Rally Schedule

Odd-Even

7:05 – 8:00 EB PE  
 8:05 First Bell  
 8:10 – 9:25 Period 1/2  
 9:25 – 9:45 Break/Breakfast  
 9:48 – 11:00 Period 3/4  
 11:03 – 12:15 Period 5/6  
 12:15 – 12:55 Lunch  
 (13 min bell @ 12:28)  
 Warning bell 12:53  
 12:58 – 2:10 Period 7/8  
 2:13 – 2:50 Assembly

<b>OFFICE HOURS</b>
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All Kingsburg Elementary Charter School offices are open to the public from 7:45 a.m. – 4:00 p.m. In the event of an early closure, offices will post a notice on the office door as soon as possible.

The Kingsburg Elementary Charter School District Office is open to the public from 8:00 a.m. – 4:30 p.m. Monday through Thursday, and 8:00 a.m. – 4:00 p.m. on Fridays. The District Office summer office hours are 8:00 a.m. – 4:30 p.m. Monday through Wednesday, and 8:00 a.m. – 4:00 p.m. on Thursday. We are closed on Fridays.

Nutrition Services and the Maintenance, Operations, and Transportation office hours are 7:00 a.m. – 3:30 p.m. Monday through Friday.

### STATE PRE-SCHOOL PROGRAM

Washington Pre-School (located on the Washington School campus) is a state/federal funded pre-school program offering child development services to 3-4 year olds from income eligible families. Our emphasis is on kindergarten readiness through socialization, developing basic skills and promoting a positive attitude toward education. The importance of family involvement in the educational process is at the heart of our program.

For more information, please call (559) 897-6989 between 8:00 a.m. and 4:00 p.m., Monday through Friday.

### TRANSITIONAL KINDERGARTEN

Transitional Kindergarten was created by SB 1381, which changes the entry date for kindergarten to September 1. All children with birth dates from Sept. 2- April 2 will be enrolled in Transitional Kindergarten. Transitional kindergarten is a bridge for children who need the gift of time, essential to gaining confidence in their social and academic lives. It is a high-quality, and developmentally appropriate two year kindergarten program. Transitional Kindergarten emphasizes language, pre-literacy and early math instruction. In addition, the program will address the development and enhancement of social and emotional skills that are important factors for children's success in school.

### CENTRAL VALLEY HOME SCHOOL

At Central Valley Home School (CVHS), families have the option of choosing traditional book based curriculum options, on-line education, or a blend of both. CVHS partners with parents to ensure each child is reaching his/her full academic potential. To assist in this goal, CVHS provides parents and students with curriculum options, pacing guides, books, materials, classes, various other resources and credentialed teachers for support.

Parent/Guardian Responsibilities:

CVHS provides a voluntary educational alternative that you have chosen for your child.

While your child is enrolled in CVHS, you and the credentialed teacher assigned to you will assess your child's academic achievement throughout the school year.

It is your responsibility to provide any needed transportation for your child's regularly scheduled meetings, special classes, and other activities – unless otherwise arranged.

You are responsible for the cost to replace or repair lost, damaged, or destroyed books, materials, and/or equipment checked out to you and your child through CVHS

You will work with your child and the assigned credentialed teacher to develop goals and objectives to be taught to your child for the duration of this master agreement.

You will teach and instruct your child with the express purpose of meeting the developed goals and objectives.

You and your child will submit samples of academic work to the student's credentialed teacher at the scheduled appointments. You must promptly reschedule any missed appointments. Missing 3 appointments will result in an evaluation to determine whether it is in the best interest of your child to continue in CVHS. Consistent failure to attend scheduled appointments will result in termination of this agreement and termination of your child's enrollment in CVHS. All third through eighth grade students will be tested using the state's standardized assessment. You have the right to appeal any decision about your child's placement or school program according to the procedures established by the Kingsburg Elementary Charter School District.

Upon exiting CVHS all books, materials, and equipment must be turned in or replacement costs will be assessed.

Student’s Responsibilities:

CVHS is a form of education that you have voluntarily chosen. You have the same rights as other students of Kingsburg Elementary Charter School District.

As determined by your assigned credentialed teacher, you must show progress in your schoolwork to continue as a student of CVHS. You will do your best on all assignments and revise any assignments deemed unacceptable by your parent/guardian and/or your credentialed teacher.

You will respect both your parent/guardian as your primary teacher and your assigned credentialed teacher.

School’s Responsibilities:

The assigned credentialed teacher will work with the student and his/her parent/guardian to support and enhance their homeschooling experience. The assigned credentialed teacher will monitor the academic progress of the student no less than every 20 school days. If needed, the CVHS teacher will work with the parent to create action plans for intervention and establish weekly monitoring sessions with the parent and student. The assigned credentialed teacher will maintain a portfolio of student work, record of scheduled meetings, record of student evaluation, and an attendance record.

***ATTENDANCE & ENROLLMENT***

**AGE OF ADMISSION**

The Kingsburg Elementary School Board has adopted the new regulations of SB1831, a child who reaches the age of 5 on or before September 1<sup>st</sup>, shall be eligible for enrollment in kindergarten at the beginning of the school year. A child who reaches the age of 5 by September 2<sup>nd</sup> through April 2<sup>nd</sup> will be eligible for Transitional Kindergarten.

**ENROLLMENT OR TRANSFER OF A STUDENT**

If a child has not attended school before, it is mandatory that the parent bring a birth certificate for the child, proof of residency in our district boundaries, and immunization record. For admission to first through eighth grades, the child should have a transfer a report card from their previous school, and immunization records.

**RESIDENCY POLICY**

Residency Defined

- 1) Residency in the Kingsburg School Perimeter
- 2) Joint Residency agreement that has been validated by the Department of Pupil Services.
  - a. Joint Residency refers to living in the home of a legal resident on a day-to-day basis.
- 3) Inter-District Transfer approved by the School Board

Residential Verification – Proof of Residency

- 1) Current Rental Agreement
- 2) Current Mortgage Receipt/Bill
- 3) Current PG&E or Gas Bill

\*City utility bills will not be accepted as proof of residency.

**Parents shall notify** the Head Secretary at his or her school site of **changes in residency immediately**. Failure to do so will result in an investigation and the student may be withdrawn at the discretion of the Assistant Superintendent.

\*The District’s Home Liaison may be required to verify proof of residency by conducting a home visit. If residency is falsified the district will take action to assist the family in enrolling in their school of origin.

Joint Residency

- 1) Joint Residency form must be renewed at the beginning of each school year.
  - a) A Joint Residency form must be completed and returned to the appropriate school site. If the address has not changed, a new “Proof of Residency” is not required.
  - b) Joint Residency refers to the child living in the home of a legal resident on a daily basis.

## Inter-District Transfers

- 1) Inter-District Transfers from previous school years and new applications are submitted to the District Office.
  - a) Applications for the following school year are accepted at the district office by **February 1st**.
  - b) Inter-District Transfers will not be submitted to the School Board without one week's notice.
- 2) A student currently enrolled requesting an inter-district transfer due to a recent move, must begin with the Head Secretary at his or her school site.
  - a) The inter-district application will be submitted to the District Office by school personnel.
- 3) Students approved on an Inter-District Transfer may ride school transportation to and from school at the nearest established bus stop to their home.

Pursuant to the provisions of Board Policy 5117, interdistrict transfer students attend KECSD under the following conditions:

- 1) The student does not engage in any student misconduct, including, but not limited to, the violation of the law, school rule or school directives, whether or not such misconduct constitutes a violation of Education Code section 48900;
- 2) The student maintains a satisfactory record of attendance, including timely attendance
  - a) Which means that a student must be present 90% of the current school year.
  - b) Attendance under 90% will be an automatic revocation of this Charter Agreement.
  - c) Truancy per the California Education Code §48260 states that any child subject to compulsory continuation education who is absent from school without valid excuse three (3) full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof, is a truant and shall be reported to the Kingsburg Elementary Charter School District Superintendent. Truancy is an automatic hearing referral that may result in the revocation of this charter agreement.
  - d) Tardy is defined as the student not being in his/her assigned seat when the bell rings for the beginning of school and/or class period. Students who have seven (7) or more tardies will have their charter request revoked.
- 3) The student must maintain grades of "C" or better in all classes. "D", "F", "U", "Needs Improvement", "Incomplete" or "No Mark" are all considered to be unsatisfactory grades;
- 4) Parent to provide transportation to and from school. Student is to be picked up from school following dismissal from class no later than fifteen (15) minutes after dismissal unless under the direct supervision of a teacher for a specified reason (athletics, after school program, etc.).
- 5) Parent/Guardian agrees to the following:
  - a) No violation of the Penal Code on or within 1,000 feet of school ground
  - b) No violation of the Vehicle Code on or within 1,000 feet of school grounds
  - c) No threat to inflict physical harm directed at a pupil or staff
  - d) No use of offensive words or engaging in a course of conduct likely to cause substantial emotion distress or provoke a violent response

*\*\*\*Penal Code sections 415, 626.4, 626.6, 626.7, 626.8, 626.85*

- 6) If parent or student violates any of the agreed upon conditions above, or the parent/guardian has been directed to leave school grounds, the following steps will be taken:
  - a) Written Warning
  - b) Hearing, as a result the following will occur:
    1. Student/parent may be placed on a contract
    2. Student/parent will be given 5 days to enroll in their district of residency or another charter school.

*\*\*\* If a major student/parent violation occurs, as determined by the site administrator, an automatic hearing will take place. A hearing will take place immediately if a student has committed an expellable offense or been suspended for five total days.*

- 7) Interdistrict Transfer Request must be renewed annually by February 1<sup>st</sup> to be considered for enrollment in the following school year.
- 8) Failure of parent or student to abide by and follow these conditions on a daily basis may result in the unilateral rescindment of the Interdistrict Transfer and the necessity of my child attending school in our district of residence.

## ATTENDANCE/ABSENCES

Habits of perfect attendance, being on time, and completing every work assignment prepare your child to be successful as a student and, later in life, as an independent, successful adult.

The District has established a policy to help every student adjust to these attendance expectations. There are adequate opportunities to account for normal challenges while establishing clear limits so that excessive habits cannot develop. The District has established a "Pre-arranged Non-classroom Instruction" program to assist your child in the event of an absence from school. The program is described below. Cooperation with this program can prevent a potential accumulation of absences by your child.

To assist understanding of District attendance expectations, the following is a summary of the District policies on attendance and truancy for all students:

### 1. UNEXCUSED ABSENCES

- 3 Days Truant letter will be sent home as defined in Education Code 48260.
- 5 Days Required parent meeting with the principal/designee, teacher and/or the school nurse, also issuance of contract.
- 7 Days Referral to School Attendance Review Board (S.A.R.B.), Mrs. Mary Silva, District/SARB Liaison, 559-897-1046. Options include:
  - 1. Generate SARB contract for attendance.
  - 2. Recommend involuntary transfer to community day school.
  - 3. Initiate court proceedings against parents and/or students over 13 years of age.

### 2. TARDINESS

- 5 Days Truant letter will be sent home.
- 7 Days Required parent meeting with the principal/designee, teacher, and/or the school nurse, also issuance of contract.
- 9 Days Referral to School Attendance Review Board (S.A.R.B.), Mrs. Mary Silva, District/SARB Liaison.

Please take note that "on time" means to be in the classroom before the "tardy bell" rings. If you should have any questions regarding the above attendance policies, please contact your school site.

Excessive excused tardies due to illness must be verified by a doctor through the completion of a Chronic Illness Verification form.

### 3. EXCESSIVE ABSENCES

- 10 Days Concern letter will be sent home.
- 15 Days Required parent meeting with the Principal/designee, teacher and/or the school nurse, also issuance of contract.
- 17 Days Referral to School Attendance Review Board (S.A.R.B.), Mrs. Tricia Penner, District/SARB Liaison.

A student with 15 absences due to illness must have further illness related absences verified by a physician, school nurse, appointee from the school or school liaison. Chronic Illness conditions will be verified through the completion of a Chronic Illness Verification form.

For the safety of your child, please notify your daycare provider when your child is absent. This will eliminate the daycare provider wondering if your child is missing and they won't have to call the school sites to find out if your child is absent.

### Extended Absences

Vacations should be scheduled to coincide with the District's instructional calendar. If necessary, you may prearrange for your child to be absent for up to two weeks and still receive academic and attendance credit by following one of the options listed below:

1. Secure a prearranged work completion contract from your child's teacher at least three days in advance of planned absences.
2. An independent study contract may be prearranged for absences extending more than two consecutive weeks. You must make arrangements one week in advance with Central Valley Home School. This will necessitate your child's temporary enrollment with Central Valley Home School. When you return from your trip, turn in your child's completed work to Central Valley Home School for verification. Your child will be re-enrolled into your child's KECSD's school.
3. In the event an extended absence of 10 days or more is a result of a child's medical condition, you must contact the school office at least one week in advance. A determination will be made that is in the best interest of the child, which could include a transfer to Central Valley Home School or placement on an Attendance Contract (see Pre-Arranged Non-Classroom Instruction). According to Ed Code Section 60901(c)(1), A "chronic absentee" has been defined in Education Code (EC) Section 60901(c)(1) as "a pupil who is absent on 10 percent or more of the school days in the school year when the total number of days a pupil is absent is



divided by the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays."

An excess of 10 days pre-arranged absences can result in activation of the School Attendance Review Board (SARB) process.

### PRE-ARRANGED NON-CLASSROOM INSTRUCTION

This program represents one of the most unique and valuable parts of the ability of the charter district to meet the needs of its students. In order for students to optimize their time when absent from school so that they don't get too far behind in their studies, the district has designed the "Pre-Arranged Non-Classroom Instruction" program. To utilize this program and clear an absence from school, parents must follow the following protocol.

1. Parents must contact the **school office** at its regular phone number **before 11:00AM on the day of the absence**.
  - a. In front of this handbook you will find the phone numbers and daily schedules for each school site.
  - b. Parents will either be able to leave a voice-mail or contact site personnel. In contacting the school, indicate child's name, when your child will be absent, your child's classroom, and the reason why.

#### Excused Absences Defined

*Education code 48205 defines excusable absences as the following:*

- 1) *Due to his or her illness.*
- 2) *Due to quarantine under the direction of a county or city health officer.*
- 3) *For the purpose of having medical, dental, optometric, or chiropractic services rendered.*
- 4) *For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.*
- 5) *For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.*
- 6) *For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position.*

#### Pre-Arranged Homework Contract Procedure

1. Each school maintains a pre-arranged absence work packet. This packet must be picked up after school hours the same day the school is notified of the child's absence.
2. In order for the attendance credit to be given, at least a portion of the assigned work must be completed each day the student is not in school.
3. The form and work packet **must be completed and returned in order for the student to receive full academic and attendance credit**. All appropriate signatures must be included.
4. Not completing the packet and turning in the appropriate paperwork within the allotted time must, by law, result in an absence for the student.
5. The procedure must be repeated each time the student is absent unless parent specifies an ongoing absence.
6. An excess of 10 days pre-arranged absences can result in activation of the School Attendance Review Board (SARB) process.
7. Reminder, please notify your daycare provider of your child's absence. This will assist both the daycare provider and the school staff.

Completion of the pre-arranged absence forms and work packets will ensure that students stay academically current and be given credit for perfect academic attendance awards. It will also benefit all of the students of Kingsburg by keeping a positive fiscal impact on the district which directly affects its ability to provide the unusual extra programs such as classroom physical education teachers, music programs, expanded libraries, computers, field trips, etc.

The Kingsburg Elementary Charter School district may clear a child's absence and deem it excused only if a parent pre-arranges a homework contract, the contract is completed, and the teacher signs off on the contract.

## ARRIVAL/TARDINESS

There is no student supervision provided prior to 7:30 a.m. No student should be dropped off prior to this time. Once a student arrives on campus, they may not leave the campus without permission from the office. Students who arrive late MUST report to the office before going to class. Tardiness will be considered unexcused unless the student is tardy due to the student's illness or the student has been taken to a doctor or dentist. Parents must call their child's school site **before the start of the school day** to excuse a tardy. Tardiness interrupts ALL students' instructional time. Excessive tardiness may result in referral to SARB for legal action or other corrective measures. Excessive excused tardies due to illness must be verified by a doctor through the completion of a Chronic Illness Verification form.

Educational Code 48206. Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or **tardy or absent for more than any 30-minutes period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.**

## MEDICAL APPOINTMENTS AND PARTIAL DAYS

When a child needs to leave for a medical or dental appointment, it is requested that the parents/guardians send a note to the school office on the day the child is to be released. The note should include the time of the appointment, the name of the doctor, and the time the child is to leave school. By law, we cannot release a child to anyone other than the parent/guardian without written parental consent (i.e. those designated on the emergency card).

If your child misses school instruction for the purposes of a medical or dental appointment, **a doctor's note to verify the absence is required to excuse the absence.** This will ensure the absence is excused. **Students who miss an excess of 30 minutes of instruction due to reasons not included in Education code 48205 will be considered unexcused.**

At the beginning of each academic year, notifications shall be sent to the parents/guardians of all students, and to all students in grades 7 and 8, informing them that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)

## RELEASE FROM SCHOOL AND AFTER SCHOOL DISMISSAL

For your child's safety, the school will not release a child to anyone who is not designated on the child's emergency card or is under the age of 18, unless otherwise approved by the Principal.

A child is not permitted to leave school or the school grounds before regular dismissal time without prior written consent of the parent or guardian. Notes for early release of students for the purpose of dental or doctor appointments are required. Notes may be confirmed by school personnel. Students must be signed out through the office by a parent/guardian or someone listed on the emergency card, as requested by the parent/guardian, in all cases of early release.

Students must go home when dismissed, unless they have special permission by the principal or teacher. Please make arrangements to pick up your child immediately after school. There can be no supervision of students after the last bus leaves the school site, so it is imperative that your child be picked up within 15 minutes of the release time for your child's grade.

## SPECIAL AFTER SCHOOL DESTINATIONS

We ask that students who go to a special place after school have a note from their parent or guardian informing us of their destination. This includes such things as: music lessons, Cub Scouts, religious classes, daycare, etc. This note would be effective all year. Students going home before proceeding to their special destination would not need a note.

Students getting off the bus at a friend's house must have a permission note from their parent or guardian or the school office. These notes would be good for only one (1) day. Drivers will not let children off at an unusual stop without a note. Students visiting at a friend's home after school or overnight should make prior arrangements with their parent or guardian before leaving for school. They must bring a note to the office. We rarely permit phone calls from school during the day to make these kinds of arrangements. Any calls regarding transportation changes must be received at least two hours prior to school dismissal.

## LUNCH AT HOME

A student must bring a note from his/her parent or guardian for him/her to leave campus to go home for lunch. The note must be on file in the school office and a home pass will be issued. This pass allows the student to go directly home and return directly to school on time. The pass will be revoked if the student goes to public eating places, homes of other students, or any other place except home.

## FOGGY DAY

On certain days when the density of the fog is unusually high, classes and buses will be delayed. Buses sometimes, but rarely, may be canceled. In order to minimize confusion and misunderstanding whenever these conditions prevail, the following guidelines will be followed:

A decision calling a foggy day schedule will be made by 6:20 a.m., forwarded immediately to the appropriate news media, and added to our local fog phone number, 897-3571.

Communications to announce or update a foggy day schedule will be handled through various news media sources. We will be identified as "KINGSBURG ELEMENTARY SCHOOL DISTRICT." Kings River-Hardwick, Kings River-Kingsburg, and Kingsburg High School are separate school districts calling their own foggy day conditions and should not be confused with ours. Kingsburg High School serves a much larger attendance area with buses traveling further into the countryside. Therefore, they may be on a foggy day schedule when we are not. We will, however, consult with the high school and coordinate schedules as much as possible. The following news media sources, all located in Fresno, will be utilized:

TV Channel #18                      TV Channel #30  
TV Channel #24                      TV Channel #47

You may also access the foggy day schedule on our website: <http://fog.kesd.org>  
Phone: 897-3571

INSTRUCTION WILL BEGIN AT 9:45 A.M. ON FOGGY DAY SCHEDULE REGARDLESS OF BUS RUN PLAN A, B, or C. The District cannot assume responsibility for your child on a foggy day if he/she is dropped off at school prior to 9:30 a.m.

1. Plan A – Buses will be delayed two (2) hours. Instruction will begin at 9:45 a.m.
2. Plan B - Buses will be delayed three (3) hours. Instruction will begin at 9:45 a.m.
3. Plan C - Buses will be canceled on those rare occasions when unsafe fog conditions persist. Instruction will still begin at 9:45 a.m. If buses are canceled, school will still be in session. It will become your responsibility as a parent or guardian to transport your child(ren) to school or call and verify the child's attendance.

Children will be transported home regardless of what plan we are observing in the morning. Bus shuttle service between school campuses will be available only when buses are on Plan C and if weather conditions permit safe transportation. Please make arrangements to adjust your own schedules to reflect these changes for safety. Transport or send students who normally walk at the latest possible moment before 9:45 a.m. (but not before 9:30 a.m.), while still keeping safety in mind. Breakfast will be served on foggy day schedules, (refer to pages 2-5).

IF PLAN A, B, OR C IS CALLED ON A WEDNESDAY, THE FOGGY DAY SCHEDULE WILL PREVAIL; THERE WILL BE NO "FLEX-DAY SCHEDULE"  
Breakfast is served on foggy days

## EMERGENCY CARDS

Emergency Card information is collected during the re-registration process online. Please make sure all of the telephone numbers and addresses are accurate, remembering to put the name and telephone number of a person (relative, friend, or neighbor) who may be contacted in case you cannot be reached. A student shall only be released to an emergency contact, unless otherwise approved by the principal. PLEASE NOTIFY THE SCHOOL IF YOU CHANGE ADDRESSES, TELEPHONE NUMBERS, EMERGENCY CONTACTS, OR ANY OTHER PERTINENT INFORMATION DURING THE YEAR. You may also make changes online during the year. It is very important that our records are kept up to date. Any court orders affecting the disposition of a student or custody must be on file at the school site and updated if there are any changes.

## FAMILY INVOLVEMENT

### PARENT-TEACHER COMMUNICATION

Parents are encouraged to contact the school whenever the need arises. Teachers may be contacted by note, email, or telephone. If you call during the school day, the office will leave the teacher a message to return your call. If you wish to have a conference with your child's teacher please call ahead to make an appointment to assure that the teacher is available for a conference. Scheduled parent conferences are planned for the first report card period. Parents will receive an appointment for this conference.

Kingsburg Elementary Charter School District offers a variety of online classes in English and Spanish during the school year at convenient times for parents.

### PARENT INVOLVEMENT

On an annual basis Kingsburg Elementary Charter School District (KECSD) submits the Application for Funding Consolidated Categorical Aid Programs commonly called the Con Ap. The application is submitted in two (2) parts: Part I, which contains program and demographic information, is submitted by June 1 each year; and Part II, which contains the budget information and additional program data, is submitted by January 31 each year. The categorical programs included in the application are Title I, Part A – (Improving the Academic Achievement of the Disadvantaged Improving, Title II, Part A – Preparing, Training and Recruiting High Quality Teachers and Principals, and Title III – Language Instruction for Limited English Proficient and Immigrant Students. Essentially, these funds are designed to assist students in mastering state standards.

Kingsburg Elementary Schools are committed to establishing a true partnership with all facets of the Kingsburg Learning Community. KECSD values feedback and input. Parents continue to make positive differences in the lives of the children we all support. We know from research that participation in your child's education will not only bring success to your child but other children in the school. Our parents truly make a difference in the lives of Kingsburg Kids!

KECSD is proud and pleased to offer a variety of parent involvement opportunities that improve our overall program. Depending on the type of categorical funding a site may receive, district or school parent councils and committees are required under certain requirements and guidelines. Such advisory committees in the KECSD include:

- School Site Council (SSC)
- English Learner Advisory Committee (ELAC)
- District English Learner Advisory Committee (DELAC)
- Parent Advisory Committee (PAC)

We encourage all parents and guardians to become involved with their child's education, at the classroom level, the school-wide level as well as the district level. Each School's Plan for Student Achievement (SPSA) describes the school's basic educational program and the categorical supplementary programs/services that are designed to support student achievement of each and every student. Parental involvement is a necessary and vital part of developing the SPSA as well as our overall program. At the district level parent committees provide input into each site's SPSA and to the District's Local Education Agency Plan (LEAP). If you would like additional information on any of the District Parent Council or Committee, please call your child's school. The Principal, Learning Director would be happy to assist you.

Listed below are several parent committees that assist with categorical programs and funding. For more information, please call your school.

**School Site Council (SSC):** All schools receiving categorical funds are required to form a SSC. The SSC is composed of parents, students at the secondary level and school personnel and is responsible for developing, implementing and evaluating the Single Plan for Student Achievement programs. Members serve for two years and are elected by their peers.

**English Learner Advisory Committee (ELAC):** All schools enrolling 21 or more English Learners are required to form an ELAC. The ELAC is composed of parents and school personnel. The ELAC provides input and makes recommendations to the principal, staff and SSC regarding services for English Learners as well as conducts an annual survey. Members serve for two years.

**District English Learner Advisory Committee (DELAC):** Whenever there are 51 or more EL students in the district, there shall be a functioning District English Learner Advisory Committee (DELAC). It is important that each school site ELAC elect a DELAC representative and arrange to have that representative attend every DELAC meeting.

## HOMEWORK

Homework is an opportunity for students to further their educational growth. It is a teacher-planned learning activity that takes place largely outside the student's regular school hours. As such, homework should reinforce classroom learning and expand on a student's school experiences.

In helping students with homework, parents should:

1. Show interest in your child's work.
2. Encourage your child and offer counsel, but insist that they do their own work.
3. Provide a suitable place for study, free from distraction and interruptions, and if possible, reserved for your child alone.
4. Check to see that the homework assignments are completed and missed work is made up.
5. Assist in balancing schoolwork with other activities, budget time wisely, and maintain a schedule of study time.
6. Talk with teachers if assignments seem to be causing your child a continuing problem.
7. Share thoughts and ideas on many topics of interest to you and your child.
8. Keep in touch with the school through calls, visits, and participation on school committees.

## VISITORS

All visitors to the campus must sign in at the office, without exception. For safety reasons, we cannot allow strangers or people without an appropriate reason to be on campus with children. VISITORS MUST PICK UP A VISITOR PASS IN THE OFFICE BEFORE GOING TO A CLASSROOM.

During school-wide events, signing into the office may be waived by the principal or designee. This includes before and after school for drop-offs and pick-ups.

Parents of students are always welcome at school. We encourage parent participation as volunteers in the classroom and need their support.

Safety and insurance concerns prohibit pets on a school campus. This includes areas of student drop-off or pick-up. A teacher or student may bring an animal into the classroom for instructional purposes with prior approval of the principal or designee. (BP/AR 6163.2)

## RAFER JOHNSON JUNIOR HIGH SCHOOL VISITOR'S PARTICIPATION POLICY

Rafer Johnson Junior High School (RJJH) has the following policies regarding the participation of students and other community members that are not enrolled in Rafer Johnson Junior High School.

### A. Community Service Activities:

1. During the school day:
  - i. Red Ribbon Week
  - ii. California Junior Scholarship Federation
  - iii. MESA

The activities listed above are specifically designed to support the achievement of RJJH students. Adults that participate in this endeavor have been cleared through the District office and granted permission by the administrative staff. They are welcome to support students in these activities; however, students from other schools are not allowed on campus to participate as an RJJH student.

### B. Celebration of Outstanding Academic and Citizenship Achievement:

Including, but not limited to, school parties, semester reward trips, end of the year trips, AVID trip, CJSF trip, MESA activities. These events are based on the qualifications of academic performance and citizenship set by the student handbook for RJJH students only and cannot apply to students visiting from other schools.

### C. School Performance and Art Events:

Including, but not limited to, art contests, talent shows, yearly drama production, choir and band performances, MESA.

Due to restrictions in resources and limited number of positions available for students, all co-curricular and extra-curricular teams/performances/events are limited to RJJH students only.

D. Extra-curricular Athletic Teams:

Including, but not limited to, girls volleyball, boys flag football, girls and boys tennis, girls and boys basketball, track & cross country, girls softball, boys baseball

E. Rafer Johnson students must be in class half of the day (at least 2 instructional blocks) to be eligible to participate in any after school activity (sports, drama, band, promotion, etc.) unless student was at a doctor's appointment and a note is provided. Once a student has been suspended, while on a sports team or drama production, they will immediately be dismissed.

F. Students must adhere to classroom behavior policies and expectations.

Participation on Extracurricular Activities:

1. Qualification for participation is based on RJJH's 2.0 GPA minimum requirement **and not any current F's in any class**. This requirement will be checked periodically. Those with below a 2.0 GPA will not be allowed to practice or participate in any extracurricular activities until he/she qualifies with the 2.0 GPA.
2. League standards and past practices have been to treat each school as an individual school.
3. Resource restrictions limit the number of students participating and length of time each sport is played.
4. A sports handbook is given to all members of a sports team. Coaches may impose stricter academic or behavior qualifications for individual teams.
5. If a student is excused from P.E. the student is not allowed to participate in an athletic practice or game after school on the day of the excuse.

G. Additional support, such as counseling, special education, co-curricular county/district sponsored events, ELD testing, and support that is provided at multiple sites within the Kingsburg Elementary Community Charter School District are contracted and funded through each specific site.

Parents and community members interested in services, extracurricular activities, and other specialized events should contact the site principal of the school in which their child is enrolled.

**UNIFORM COMPLAINT PROCEDURES**

*Federal law requires that all school districts develop and maintain a Uniform Complaint Procedure. Below is the Governing Board Policy regarding those procedures. Should you have any questions regarding this policy and/or its implementation, please do not hesitate to contact the school Principal or one of the individuals listed below.*

**UNIFORM COMPLAINT PROCEDURES  
BOARD POLICY 1312.3**

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

**Complaints Subject to the UCP**

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)

3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
11. Educational and graduation requirements for students in foster care, homeless students, students from military families, and students formerly in a juvenile court school (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School safety plans (Education Code 32280-32289)
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
22. State preschool programs (Education Code 8207-8225)
23. State preschool health and safety issues in license-exempt programs (Education Code 8212)

24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

### **Non-UCP Complaints**

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.
4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)



6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)
8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

<b>UNIFORM COMPLAINT PROCEDURES ADMINISTRATIVE REGULATION 1312.3</b>
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Except as may otherwise be specifically provided in other District policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in the accompanying Board policy.

### **Compliance Officers**

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in AR 5145.7 – Sexual Harassment for handling complaints regarding sexual harassment.

Matt Stovall  
Assistant Superintendent  
Kingsburg Elementary District Office  
1310 Stroud Avenue  
Kingsburg, CA 93631  
559-897-2331  
[mstovall@kesd.org](mailto:mstovall@kesd.org)

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, harassment, intimidation, or bullying; applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during an investigation and while the result is pending. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

## Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred
4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, homeless students, children of military families, and former juvenile court school students now enrolled in the district, as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
11. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.6 shall be posted on the district and district school web sites and may be provided through district-supported social media, if available.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's UCP policy, regulation, forms, and notices shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency

### **Filing of Complaint**

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.
3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)
4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)
5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may

limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

## **Mediation**

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

## **Investigation of Complaint**

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offender(s), and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

## **Timeline for Investigation Report**

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Investigation Report" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, and bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

## **Investigation Report**

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law
3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600
4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610
5. Procedures to be followed for initiating an appeal to CDE

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, and bullying, notice of the investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, and bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

### **Corrective Actions**

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

For complaints alleging noncompliance with the law regarding student fees, the district, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

### **Appeals to the California Department of Education**

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the district's investigation report are not supported by substantial evidence.
4. The legal conclusion in the district's investigation report is inconsistent with the law.
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy.

Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the district's investigation report
3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint

5. A copy of the district's UCP
6. Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

### **Health and Safety Complaints in License-Exempt Preschool Programs**

Any complaint regarding health or safety issues in a license-exempt California State Preschool Program (CSPP) shall be addressed through the procedures described in 5 CCR 4690-4694.

In order to identify appropriate subjects of CSPP health and safety issues pursuant to Health and Safety Code 1596.7925, a notice shall be posted in each license-exempt CSPP classroom in the district notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. For this purpose, the Superintendent or designee may download and post a notice available from the CDE web site. (Education Code 8212; 5 CCR 4691)

The district's annual UCP notification distributed pursuant to 5 CCR 4622 shall clearly indicate which of its CSPP programs are operating as exempt from licensing and which CSPP programs are operating pursuant to requirements under Title 22 of the Code of Regulations. (5 CCR 4691)

Any complaint regarding specified health or safety issues in a license-exempt CSPP program shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint, contain a space to indicate whether the complainant desires a response to the complaint, and allow a complainant to add as much text as desired to explain the complaint. (Education Code 8212; 5 CCR 4690)

If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. The preschool administrator or the Superintendent or designee shall make all reasonable efforts to investigate any complaint within their authority. (Education Code 8212; 5 CCR 4692)

Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8212; 5 CCR 4692)

The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall, within 45 working days of the initial filing of the complaint, report the resolution of the complaint to the complainant and CDE's assigned field consultant. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8212; 5 CCR 4692)

If a complaint regarding health or safety issues in a license-exempt CSPP program involves an LEP student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Board at a regularly scheduled hearing and, within 30 days of the date of the written report, may file a written appeal of the district's decision to the Superintendent of Public Instruction in accordance with 5 CCR 4632. (Education Code 8212; 5 CCR 4693, 4694)

All complaints and responses are public records. (5 CCR 4690)

On a quarterly basis, the Superintendent or designee shall report summarized data on the nature and resolution of all CSPP health



and safety complaints, including the number of complaints by general subject area with the number of resolved and unresolved complaints, to the Board at a regularly scheduled Board meeting and to the County Superintendent. (5 CCR 4693)

approved: December 10, 2012 Kingsburg, California

revised: June 16, 2014

revised: November 16, 2015

revised: December 12, 2016

revised: May 21, 2018

revised: June 10, 2019

revised: August 8, 2022

<b>WILLIAMS UNIFORM COMPLAINT PROCEDURES ADMINISTRATIVE REGULATION 1312.4</b>
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### **Types of Complaints**

The district shall use the following procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaints alleging that: (Education Code 35186; 5 CCR 4681)
  - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
  - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
  - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
  - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
  
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5CCR 4682)
  - a. A semester begins and a teacher vacancy exists.
  - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
  - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

*Teacher vacancy* means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

*Beginning of the year or semester* means the time period from the first day students attend classes for a year-long course though not later than 20 business days afterwards.

*Misassignment* means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)

a. A condition poses an emergency or urgent threat to the health or safety of pupils or staff.

*Emergency or urgent threat* means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

*Clean or maintained school restroom* means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

*Open restroom* means the school has kept all restrooms open during school hours when pupils are not in classes and has kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when the temporary closing of the restroom is necessary for pupil safety or to make repairs. (Education Code 35292.5)

In any school serving any of grades 6-8, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. (Education Code 35292.6)

### **Forms and Notices**

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall post in each classroom in each school a notice containing the components specified in Education Code 35186. (Education Code 35186)

### **Filing of Complaint**

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 35186; 5 CCR 4680)

### **Investigation and Response**

The principal/preschool administrator or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within the principal's or designee's authority. (Education Code 8235.5, 35186; 5 CCR 4685)

The principal or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal or Superintendent's designee shall send written resolution of the complaint to the mailing address of the complainant as indicated on the complaint within 45 working days of the initial filing of the complaint. If the principal makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)  
(*cf. 1340 - Access to District Records*)

### Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

Regulation **KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT**  
approved: February 22, 2011 Kingsburg, California  
revised: February 21, 2012  
revised: June 10, 2019  
revised: October 10, 2022

## VOLUNTEERS

Volunteers are encouraged to participate in Kingsburg Schools in a wide variety of opportunities. Parents and community volunteers can assist teachers in the classroom, on field trips, or with special projects. Other activities may include class parties, athletic events, and fundraisers, etc. The Kingsburg CAPS (Community Assistance Program) organization is also available to pair volunteers with special needs families and other specific projects. KCAPS may be contacted at 897-4567.

Please note: In order to volunteer on any school activity, insurance requires that no siblings may accompany the volunteering adult on the field trip or in the classroom. This includes any siblings not enrolled in the classroom participating in the field trip.

As a result of State mandates, the Governing Board enacted a policy for the safeguard of our students concerning volunteers. All school volunteers are required to complete the "Volunteer/Chaperone Form", provide evidence of a negative tuberculosis (TB) screening, chest x-ray or TB risk assessment and receive a Megan's Law check. If volunteering for more than ten school days per month, a fingerprint clearance with the Department of Justice is required at the volunteer's expense. Payment and appointment are made through the District Office. TB tests can be administered by your own physician or may be obtained at one of the following locations:

Kings Industrial Medical Centers  
936 G Street, Suite B  
Reedley 637-4426

Tri-County Medical Clinic  
2400 Sierra Street  
Kingsburg 897-2963

Adventist Health  
1781 Simpson St  
Kingsburg 897-6610

Kingsburg Community Health Center  
1250 Smith St.  
Kingsburg 326-5320

Most insurance companies do not cover immunizations for adults and payment by cash or check is required. TB tests need to be renewed every four (4) years and we will notify volunteers when that needs to be done. TB Test verification may be submitted within one (1) year of test date. The Superintendent or designee may exempt from TB testing requirements those volunteers who currently serve in another school district and can show proof of a current TB test from the other school district. (EC 49406) If you are unsure of your volunteer status, please contact the District Office at 897-2331.

The District will be clearing all volunteers with the Department of Justice through an automated record check. Volunteers working more than 10 days per month, please go to the District Office to complete the required forms and schedule an appointment for fingerprinting. If you have not been cleared, you may return your completed registration form and TB test results to one of the school offices or the District Office. To help expedite these requests, if you anticipate volunteering, please return your paperwork by October 31<sup>st</sup>. However, should the unexpected arise later in the year, if you have not yet applied, to allow adequate time for processing, your application and fingerprints (if applicable) must be submitted to the School or District Office at least ten (10) working days prior to your volunteering in the classroom, accompanying a class field trip or attending a class party with your child. *Please plan ahead.* Please do not allow these important safety requirements to discourage your volunteer activities. We sincerely solicit your involvement in the educational process. Parent involvement is the cornerstone of our charter and has been proven, through extensive research, to be the greatest single predictor of school success.

Applications will only be accepted with TB test results/clearance attached.

### TRANSPORTING STUDENTS BY PRIVATE VEHICLE

For the safety of our students, individuals volunteering to transport students to school-sponsored events in their personal vehicle must conform to Administrative Regulation AR 1240, Volunteer Assistance and must meet the following guidelines:

1. Must receive fingerprint clearance through the District Office prior to transporting students.
2. Complete Form VST 300, *"Agreement of Volunteer to Transport by Private Vehicle"* at the District Office, 1310 Stroud Avenue.
3. Must be a registered volunteer with required clearance (on file at the District Office).
4. Possess a valid California Driver's License.
5. Show proof of current insurance coverage of at least \$100,000 public liability insurance, \$300,000 per accident for property damage and \$300,000 medical per accident.
6. Vehicle must be equipped with seatbelts or booster seat as required by law for each student transported.
7. Provide H-6 DMV Pull
8. May not follow school buses to the event.

### **PARENT/STUDENT PRIVACY RIGHTS**

#### PROTECTION OF PUPIL RIGHTS

The protection of Pupil Rights Amendment (PPRA), 20 U.S.C., 1232h, requires the Kingsburg Elementary Charter School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law, to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

For further information, please refer to the "Notification of Parents or Guardians" document in your child's take-home packet at the beginning of the school year.

#### STUDENT PHOTO/VIDEO AND MEDIA RELEASE

The Kingsburg Elementary Charter School District (“District”) is proud of the many accomplishments of our students and staff. Often, such accomplishments draw the attention of newspapers, television stations or other media. Students are occasionally photographed or videotaped during the course of a school day or during student activities. Students also complete artwork and other media projects during the school day or during student activities. Artwork includes musical, dramatic, and other performances and presentations, as well as all forms of visual and digital artwork. The following is a notice regarding the use of your child’s voice, image, likeness, media productions and/or artwork. Furthermore, this policy covers any District-sponsored event, summer school, and other various activities/events.

The District, its employees or its students may, as a part of a course or for other approved purposes produce or participate in video, motion picture, audio recording, still photograph productions, broadcasting, publications, performances, presentations, and/or projects involving digital or visual media and artwork, which may involve the use of students’ names, likenesses, or voices. Such productions, presentations, media and/or artwork will be used by the District and will not be sold to other persons or entities. Such productions, presentations, and/or artwork may be copied, copyrighted, edited, distributed and used by the District in the manner described above. Examples of the uses of such productions, presentations, and/or artwork include, but are not limited to art shows, playbills, electronically posted content, School Accountability Report Cards and TV broadcasts.

It is also the District’s practice to allow photographs, video footage, audio recordings, comments, and/or names of students to be used in district-produced materials including but not limited to web sites, brochures, posters, other printed materials, and television programming. The District’s Superintendent or designee may also release such content to local, regional, or national media organizations including but not limited to newspapers, periodicals, radio, television, and film, as well as releasing such content on social media, for purposes of recognizing students’ accomplishments or promoting the District/schools in the local and/or extended community. Students may be identified by name to provide them with recognition opportunities when appropriate.

I understand that by granting the District permission to use my child’s name, likeness, voice, or produced works, the District will retain the right to use and reuse, in any manner at all, the video, motion picture, audio recording or still photograph productions, broadcasts, publications, presentations, performances, media and/or artwork as described above. I also understand that by granting the District permission to use my child’s name or initials, likeness, or voice in the above-described manner, I hereby forever release and discharge the District, its employees, officers, servants, agents, and volunteers from any and all liability, claims, actions and demands, arising out of or in connection with the use of said video, motion picture, audio recording, still photograph, broadcasts, publications, presentations, performances, media and/or artwork, including, without limitation, any and all claims for invasion of privacy and libel.

I understand that there will be no financial remuneration for the use of my child’s work, recordings, and/or photos either for initial or subsequent transmission or playback and I hereby release the District, its employees, officers, servants, agents, and volunteers from any liability resulting from or connected with the publication of such work. I further understand that my permission and consent may be rescinded; however, in order for the revocation of permission and consent to be effective, it must be made in writing and delivered to the District office at 1310 Stroud Avenue and said revocation will not affect the publication or use of any works or media that have already been produced, and will remain in effect until the end of the school year in which the revocation is submitted.

I understand that by acknowledging receipt of this release I authorize the District to assign, transfer, or otherwise convey without limitation, all rights, titles, and interest in any works created by my student for submission to state, national and international competitions where a transfer of copyright and intellectual property rights is required.

I understand that, whenever practicable, the District attempts to obtain parental permission in advance of media contact with students. However, the District may not be able to obtain consent in the event of spontaneous or unplanned media presence on campus. I further understand that this release does not apply to yearbooks. Photographs or likenesses of my child may appear in yearbooks.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)-NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Kingsburg Elementary Charter School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Kingsburg Elementary Charter School District may disclose appropriately designated “directory information” without written consent, unless you have advised the **Kingsburg Elementary Charter School District** to the contrary in accordance with Kingsburg Elementary Charter School District procedures. The primary purpose of directory information is to allow

the Kingsburg Elementary Charter School District to include information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Kingsburg Elementary Charter School District to disclose the types of information designated below as directory information from your child’s education records without your prior written consent, you must provide written notice to the Kingsburg Elementary Charter School District Office at 1310 Stroud Ave within 5 business days of receiving this notice. Such notices received from the Parent/Guardian will remain in effect for the duration of the of the school year in which they are received. Kingsburg Elementary Charter School District has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Teacher Name**
- **Course Title or Designation**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user**

**INSTRUCTION**

**ADDITIONAL EDUCATIONAL PROGRAMS**

The goal of Kingsburg Elementary Charter School District is to provide additional programs to meet students’ unique differences based on identified need and age. These programs include but are not limited to:

1. English Language Development (ELD)
2. Gifted and Talented Education (GATE)
3. Federal Programs under Title I, Title II and Title III
4. Free and Reduced Lunch
5. Honors Classes
6. Response to Intervention
7. Athletics
8. Choir and Band

## SPECIAL EDUCATION PROGRAMS

Students who have been assessed and found to have a disabling condition under the Individuals with Disabilities Education Act (IDEA) and have been determined to require special education supports and services, receive specialized instruction, accommodation, and/or modifications within the regular classroom and/or in a resource center room. This program provides an individual student or a small group of children additional supports that focus on their unique needs in order to maximize their potential in the educational environment. Students are referred, assessed, and placed only with parent approval. Areas of educational disabilities under IDEA includes the following:

- Specific Learning Disability
- Other Health Impairment
- Autism Spectrum Disorder
- Emotional Disturbance
- Speech and Language Disorder
- Visual Impairment, including blindness
- Deafness
- Hearing Impaired
- Deaf/Blindness
- Orthopedic Impairment
- Intellectual Disability
- Multiple Disabilities

### Early Intervention Program

This program was established to serve the needs of children ages 3 to 4. The Early Intervention Program is a classroom, small group, or individual-based early intervention program which provides a safe, nurturing environment that promotes the social, emotional, physical, linguistic, and cognitive development of each child, and is staffed by trained and credentialed personnel.

The Early Intervention Program operates from Labor day weekend to Memorial day weekend and is divided into three programs and are as follows:

-Session 1: Mondays through Thursdays, 8:15-10:00 and Fridays, 8:15-9:15.

This session is for students with IEP's who present with significant needs.

-Session 2: Mondays through Thursdays, 10:30-12:15 and Fridays, 10:30-11:30.

This session is for students with IEP's who present with moderate needs.

-Individual or small group services.

Students who present with mild needs will receive targeted special education services at a time that is arranged and agreed upon with the service provider.

Students enrolled in session 1 or 2 will be taught skills with the hopes of building school readiness skills. As skills improve, the student may be moved to a less restrictive tier. Movement will be based on the individual student's needs and observed improvement.

For more information, please call the Special Education Department at 897-6864.

## HEALTH

### SCHOOL NURSE

A certificated registered nurse, along with supervised health aides, provides school health services. They are responsible to administer first aid, conduct state mandated screening, administer medications, verify absences, and promote health instruction to pupil well-being. Please note: the district nurse rotates amongst the school sites and may not be at your child's school on a given day. The nurse may require a Chronic Illness Verification form to be completed by a doctor if a child has excessive absences or tardies due to a chronic illness.

### ACCIDENT/INJURY

Students who become ill or injured while at school, on the bus, or during school sponsored activities, should notify their teacher or paraprofessional, and then report to the office where proper care will be provided. Students are not to leave school without permission from the school nurse or office.

The site health aide will assist in completing an accident report on any injuries that require further medical attention. Parents will be notified on these situations as soon as possible and be asked to pick up their child for their own observation or examination by the family physician. If a parent cannot be reached, we will attempt to contact the emergency number that is listed on the Emergency Card.

### MEDICAL CONDITIONS/MEDICATION

Please inform the school office and/or the school nurse at the beginning of each school year about any medical condition your child may have such as allergies, asthma, diabetes, epilepsy, hyperactivity, etc. Please complete the Student Health Inventory on your student. If the student has no health issues, please check box stating as such. If, during the school year, your student's health status has changed (allergies, glasses, etc.), please notify the school site's health aide.

The school will cooperate with parents or guardians and attending physicians regarding the administration of medication at school. Any student who is required to take medication prescribed by a physician during the regular school day may be assisted by the school nurse or other designated school personnel if the school district receives; 1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken; and 2) a written statement from the parent or guardian giving their permission for the school to administer medication. Medication may not be sent with the student but must be brought by an adult (parent/guardian) and delivered to the school office. Medication must come in the original container, be labeled with the child's name, and include directions on how to dispense the medication. This includes any over-the-counter drug, such as aspirin, cough drops, ibuprofen, etc.

At the beginning of each school year a "Medication at School" form must be completely renewed. These forms are available in the school office.

All medication left in the school office on the last day of school will be destroyed.

### HEAD LICE (PEDICULOSIS)

Head lice infestations among students requires treatment, but does not pose a risk of transmitting disease. It will be helpful if you will examine your child(ren) periodically. Inspect your child's hair for nits or eggs, which are tiny oval objects whitish in color, and which are glued to the hair shaft usually near the scalp. In approximately 8-11 days, the eggs hatch and become live lice which are about the size of small ants and cause a great deal of itching.

If a student is found with active, adult head lice, he/she shall be sent home, and the parent shall be given information about the treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian also shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.

If a student is found consistently infested with head lice, he/she may be referred to a multi-disciplinary team, which may consist of the school nurse, representatives from the local health department and social services, and other appropriate individuals, to determine the best approach for identifying and resolving problems contributing to the student's head lice infestations.

When one or more students in any class have been identified as having head lice, the principal or designee may, at his/her discretion, notify parents/guardians of the students in that class or school and provide them with information about the detection and treatment of head lice.

The following instructions must be carried out immediately in order to control head lice:

1. Apply medicated shampoo, which is recommended by your family physician or pharmacist. It should have .3% pyrethrin as an active ingredient. Examples are Rid or R&C Nix. Carefully follow all directions on the label and keep medication (shampoo) out of the reach of children.
2. Check other members in your household to see if they are infested and if so, treat them at the same time.
3. Remove all nits (eggs) from hair before returning to school. Effective combs are Derbac (metal comb), or plastic combs that come in RID and R&C shampoos. After pediculicide is rinsed out, thoroughly massage a sufficient amount of cream rinse, hair conditioner, baby oil, or salad oil into hair and scalp. Next, comb with a regular comb to remove tangles and then use a nit comb to comb through small sections of the hair. Be patient, the process can take 1-3 hours or more.
4. Environmental controls must be carried out at the same time as your child's treatment.
  - Wash bed linens and washable clothing in hot water (140 degrees) for 20 minutes.
  - Heat dry clothing or other fabric items in a clothes dryer (hot cycle – 155 degrees) for 20 minutes.
  - Dry clean clothing that cannot be washed or store articles for 20 days in sealed plastic bags.



- Vacuum furniture, rugs, and floors.
  - Brushes and combs should be cleaned with hot water, sudsy ammonia, or bleach/water solution.
5. Treatment should be repeated in 8-10 days if nits or lice are found.

If you have any questions, please contact the health aide at your child's school or the district nurse.

#### OTHER COMMUNICABLE DISEASES

A communicable disease (CD) is an infectious illness which can result from either direct contact with an infected individual, an infected individual's discharges (such as mucous, saliva, feces, or body fluids), or by indirect contact (for example, through a mosquito bite). With the exception of head lice (pediculosis), if a student or multiple students present as having an infectious or communicable disease, notification sent to any parent or guardian apart from the individual who is infected, will be done so under the direction and/or advisement of the California Department of Public Health.

#### IMMUNIZATIONS AND HEALTH REQUIREMENTS

State law makes it mandatory for parents to present that a child has been protected against polio, diphtheria, pertussis, tetanus, measles, mumps, rubella (MMR), varicella (chicken pox), and Hepatitis B. Parents/guardians need to provide official medical records that show dates all necessary immunizations were given.

AB 354 requires that before entry into 7th grade students are required to show medical records of Tdap that was given after their 7th birthday and 2 MMRs. Non-immunized students have the ability to attend Central Valley Home School.

Senate Bill 277 became effective January 1, 2016. This law does not allow parents to submit a personal belief exemption for any immunizations. Permanent or temporary medical exemptions may be submitted but must meet all requirements and provided by a Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO).

A TB skin test or TB risk assessment is required of all new entering students. All students entering TK or Kindergarten are required to have a complete physical examination 6 months before entering TK or Kindergarten. This examination may be obtained from your family physician or by the county health department.

A completed Oral Health Assessment/Waiver Form is required of all entering TK and Kindergartners. The assessment must be done no earlier than 12 months prior to entering TK or Kindergarten.

A student health inventory form should be completed yearly to inform school of any pertinent health conditions.

#### CHILD NUTRITION

#### BREAKFAST/LUNCH

Breakfast and lunch are free for all students.

Only Milk, no lunch \$.50

A la carte milk is not a reimbursable purchase in the National School Breakfast/Lunch programs. So if your child purchased just a milk for breakfast or lunch there will be a .50 charge. Secure lock boxes are in all school offices for students to deposit their meal account money. All payments should be in an envelope marked clearly with "student's name, teacher's name and room number". According to School Board Policy #AR 3551 in the event of an emergency, meals may be charged to your child's account. All charges must be paid before the last day of school. Checks returned due to insufficient funds will be charged back to the student's meal account along with the current returned check fee. The parent will immediately be notified by mail. If the insufficient funds have not been taken care of within 30 days, the District Attorney's Office may be contacted for legal action.

When one check is returned due to insufficient funds, personal checks will no longer be accepted for payment. When this point of indebtedness is met, only cash, money orders, cashier checks or on-line payments will be accepted for Food Services for the remainder of the year.

Please go to Titan family portal to see your student's site menus as well as your child's account information at [family.titank12.com](http://family.titank12.com)

In order to maintain a safe and distraction-free learning environment for all students, the Kingsburg Charter Elementary School District prohibits the acceptance of Door Dash, Grub Hub or any other deliveries during school hours. This policy applies to all schools within the

district. It is encouraged that parents and guardians make arrangements to provide lunch for their child prior to the start of the school day. In cases where a student forgets their lunch, the school cafeteria will provide them with a nutritious meal. If a student has a food allergy or dietary restriction, parents and guardians are encouraged to work with the school to develop a plan that meets their child's needs.

If you have any questions, please contact the Child Nutrition Director at 897-3214.

KINGSBURG ELEMENTARY CHARTER SCHOOL DISTRICT  
LOCAL WELLNESS POLICY

The complete Local Wellness Policy is available on our website at [www.kesd.org](http://www.kesd.org).

#### **FOOD/BEVERAGE MARKETING IN SCHOOLS**

School-based marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually.

Eliminate the marketing and advertising of unhealthy foods and beverages. Any foods or beverages that do not meet the USDA nutrition guidelines should not be promoted in any way, e.g., through signage, vending machine fronts, logos, scoreboards, school supplies. Marketing activities that promote healthful behaviors (and are therefore allowable) include: vending machine covers promoting water; pricing structures that promote healthy options in an a la carte/snack bar line or vending machines; and sales of fruit for fundraisers.

#### **FUNDRAISING**

Encourage the use of non-food items for fundraising. If food items are used, strive to meet the USDA nutrition guidelines criteria.

#### **CELEBRATIONS/PARTIES/REWARDS**

Kingsburg Elementary Charter School District understands the importance of celebrating, having parties, and rewarding students for curricular goals. The school district also understands that food can play an important part in these activities and give students opportunities for a well-rounded education and experiences that they might not normally have. As of July 1, 2014 changes have been made in current legislation and laws, both state and federal. These laws will alter past practices and are in effect from midnight to one-half hour after school. In the classroom we need to adhere to the following criteria:

- ❖ For food safety reasons, all items brought from home for school/class events must be prepared in an approved commercial facility.
- ❖ Foods prepared at home cannot be served at school/classroom.
- ❖ Food cannot be prepared in the classroom, unless a food service worker is there to assist or another individual that has been trained through ServSafe.
- ❖ Pre-packaged food that is brought to school must display original ingredient/nutrition label.
- ❖ Schools/classrooms will hold any event involving food to after lunch is served during the regular school day.
- ❖ If you would like an event during lunch you must notify Food Services at least five (5) days prior to the event to make arrangements for those students on free and reduced lunch. Food Services will have a variety of reimbursable meals available for parties or special holidays available upon request.
- ❖ Classrooms providing additional food of any type will not charge ANY student.

SCHOOL SPONSORED EVENTS: (such as, but not limited to, athletic events, dances, or performances). Foods and beverages offered or sold at school-sponsored events outside the school day, to the extent possible, shall meet current legislation. Non-compliant foods may be sold from one-half hour after school through midnight.

SPECIAL MEAL ACCOMMODATIONS/FOOD ALLERGIES

**Students with a Disability:** Kingsburg Elementary will provide special diets to students with a disability or medical condition that limits a major life activity such as breathing or learning; for example, severe food allergy that result in life-threatening anaphylaxis. A current Medical Statement to Request Special Meals and/or Accommodations must be completed and signed by a licensed physician. This medical statement must be completed in its entirety and returned to your child's school administration office. This form should be updated annually.

**Students without a Disability:** Kingsburg Elementary is not required to make food substitutions for children with non-disabling conditions. The District may accommodate students without disabilities who are medically certified as having a special medical or dietary need on a case-by-case basis. Examples include food intolerances or allergies that do not cause life-threatening reactions. To make modifications or substitutions to the school menu, schools must have a written Medical Statement completed and signed by a licensed physician, physician’s assistant, or nurse practitioner.

**Lactose Intolerance:** The District offers lactose-free milk to children who cannot drink regular milk due to lactose intolerance or sensitivity. To request lactose-free milk for your child, please submit a written request from a recognized medical authority, or from a parent/guardian using the Parental Request for a Fluid Milk Substitution form. The school will notify the Child Nutrition Director to ensure lactose-free milk is available.

**Peanut-free Environment:** It is not possible to establish and maintain a “peanut-free environment” in school cafeterias. Because of this, parents with concerns regarding special needs may be well advised to consult with their medical professionals, school administration, and the on-site health technician/school nurse, to ascertain the best course of action for their children and to assist their children in making appropriate choices. Monthly menus can be accessed on the Kingsburg Elementary website.

**Personal Preferences:** The school is responsible only for accommodating those conditions meeting the definition as described in Code of Federal Regulations 7 CFR Part 15b. **This does not include accommodation for special diets based on personal preferences or religious convictions.**

Any questions please free to call Kristy LeBoeuf, Child Nutrition Director at 897-3214.

### **STUDENT BEHAVIOR OR CONDUCT**

#### **BICYCLES, SKATEBOARDS, AND ROLLERBLADES**

Pupils riding bikes to school are required to park them at the bike racks. Locks are recommended. Skateboards and rollerblades are to be placed in the principal’s designated area. Bikes, skateboards, rollerblades, and shoes with wheels (heellies) are not to be used by anyone on school grounds at any time. Wheels in shoes must be removed. Bicycles, skateboards, rollerblades, and heellies may not be ridden on the school premises. The school cannot assume responsibility for damage or theft. The student must realize that there is a risk involved in bringing any valuable item to school.

California law requires all juveniles under the age of 18 to wear a helmet while using any of the aforementioned equipment.

#### **SEXUAL HARASSMENT**

Any form of sexual harassment (including cyber-technology) will not be tolerated. Students and/or adults should report any incidence of sexual harassment to the teacher, principal, or principal designee for appropriate action.

Such activity can be subject to both penal and education codes.

#### **POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS**

What is PBIS?

If you’ve had a student in our district you may be familiar with one or more of our school’s behavior expectations- STAR (TK-1), SOAR (2-3), HONOR (4-6), “Be the BEST I can be” (7-8) or ROCK (Island). These acronyms help students remember a set of school-wide behavior expectations, which are the main components of PBIS.

#### **Washington: STAR**

S- Stay Safe

T- Take Responsibility

A- Act Respectfully

R- Ready to Learn

**Roosevelt: STAR**

S- Stay Safe

T- Take Responsibility

A- Act Respectfully

R- Ready to Learn

**Lincoln: SOAR**

S- Self Control

O- On Task

A- Achievement

R- Respect

**Reagan: HONOR**

H- Hard Work

O- On Task

N- Never Give Up

O- Outstanding

R- Respect

**Rafer Johnson: "Be the BEST I can be."**

Patience

Integrity

Justice

Humanity

Courage

**Island: ROCK**

R- Respect

O- Open Mind

C- Community

K- Kindness

Why are we implementing this system district wide?

Positive Behavioral Interventions & Supports (PBIS) is a proactive, team based framework designed to keep schools safe and effective. PBIS makes the prevention of problem behaviors, development of pro-social skills, and the use of data-based problem solving a priority. School-wide PBIS increases the schools' ability to educate all students using research-based school-wide, classroom, and individualized interventions.

When students are taught clearly defined behavior expectations, and given either positive or corrective responses to their behavior, 80-85% of students will meet these expectations. The 15-20% of the students not responding to universal interventions will receive additional support through group and individual interventions. The ultimate goal is to increase student academic performance, decrease problem behaviors, increase safety, and establish positive school climates through research based strategies and systems.

- Incentive Examples- tickets, prizes, monthly drawings, classroom rewards.
- Intervention Examples- Small group lessons on pro-social behavior, Check-in Check-Out charts, Recess Academies, positive behavior charts, modified schedules or recesses.

How can you help?

- Review behavior expectations with your child
- Use behavior expectations at home
- Provide positive reinforcement (reward good choices with compliments or quality time) at home
- Share comments with PBIS team members; contact your child's school for a list of team members

For more information regarding PBIS at your child's school site contact, the Special Education Office, (559) 897-6864

## STUDENT CONDUCT CODE

Taking responsibility for one's own accomplishments and consequences has life-long learning implications. Balancing discipline with a positive reward environment promotes excellence. It is necessary that children learn to develop self-discipline in order to further their learning. Discuss with your child the importance of, and the need for, good behavior and a good attitude while at school.

This code is adopted to specify standards of conduct that promote a safe school setting conducive to a positive learning environment. These rules are in force on the way to and from school, on the school grounds, as well as in school buildings.

*The District reserves the right to exclude any student with a poor discipline record from privileged or optional activities, sports events, dances, free time, graduation ceremony, field trips, etc.*

All of the conduct listed below can be cause for suspension or expulsion/dismissal from the district. Whether suspension or dismissal is considered depends on the frequency and/or severity of the actions.

Any conduct on the part of the student, even if not specified below, which creates a concern for the safety of others, is disrespectful to those in authority, or in any way disrupts the educational process is prohibited and cause for disciplinary action to be taken.

1. Students are to show proper respect to others at all times.
  - a. Pupils are never to disrupt school activities nor defy the authority of school personnel.
  - b. Pupils are not to engage in behavior that endangers staff and/or students nor harass staff and/or students (such as bullying, intimidation, hazing, or any other verbal, written, or physical conduct) that causes or threatens to cause bodily harm or emotional suffering.
  - c. Pupils are not to engage in obscenity, profanity, or vulgarity of any kind.
  - d. Pupils shall not extort money or property from another person.
  - e. Pupils shall not plagiarize or be dishonest in school work or on tests.
  - f. Pupils shall dress according to policy as described in this Handbook.
2. Students should at all times show respect to school and private property.
  - a. Pupils are not to steal nor attempt to steal school or property belonging to district staff or students.
  - b. Pupils are not to cause or attempt to cause damage to property belonging to district staff or students.
3. Students are to show a concern for the health and safety of others at all times.
  - a. Pupils are not to possess any dangerous objects of no reasonable use to the student at school. Such dangerous items would include, but not be limited to, firearms, knives, and explosives. California Education Code considers any imitation firearm or air propellant gun to be a violation.
  - b. Pupils are not to possess, sell, furnish, or be under the influence of alcohol, tobacco, or any controlled substance.
  - c. Dangerous toys, sharp instruments, tools, water balloons, squirt guns, toy guns are not to be brought to school.
  - d. Electronic devices (mp3 players, portable electronic games, radios) and other distracting devices are not to be brought to school.
  - e. Pupils are not to possess or use laser pointers unless used for a valid instructional or other school-related purpose including employment.
  - f. No beverages, food, or other item may be brought to school in a glass container.
  - g. Energy drinks are not acceptable on campus.
4. A student must use every means possible to avoid physical confrontation, including reporting the incident to a staff member. It takes a responsible person to stay out of such a confrontation. "Play fighting" is also dangerous and is not permitted.
5. Throwing any article is not allowed.
6. Students should be orderly in leaving and returning to classes.
7. Public display of affection between students (such as hugging, hand-holding, kissing, etc.) is not allowed at school or during school-related activities. Violations will be dealt with according to the student conduct policy.

A prime factor in a successful school is mutual respect. Each student is considered an important individual with rights and responsibilities. Parents' can contribute to a better school for your child by encouraging respect for staff members.

Students who violate district or school rules and regulations may be subject to disciplinary consequences. The severity and frequency of the behavior will be taken into consideration when determining the appropriate consequences and can include, but is not limited to, restorative justice, reflective practices, suspensions, expulsion, or transfer to an alternative program, in accordance with the board policy and administrative regulation. In addition, when the conduct involves intimidation, harassment, or other endangerment of a student or employee, the Superintendent or designee shall provide appropriate assistance as necessary for the victim, and shall follow through with the appropriate disciplinary consequence or referral for the offender.

## BULLYING

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

Bullying is broadly recognized and defined as, (1) A form of repeated, persistent, and aggressive behavior directed at an individual or individuals that is (2) intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation, and results in (3) a real or perceived power imbalance. Forms of bullying can be seen through physical, verbal, social, and electronic means, and includes cyberbullying.

### Bullying Prevention

Proactively, bullying is addressed through the Positive Behavior Interventions and Supports (PBIS) model, where the whole school approach focuses on the social-emotional development of the whole child, and includes school and classroom based learning activities that promote understanding of differences, inclusion, and positive leadership, which are essential bullying prevention activities. Each school has established strategies on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students are informed, through student handbooks and other appropriate means, of school rules related to bullying, procedures available for reporting incidents or threats, and the consequences of bullying. Teachers are responsible for establishing a collaborative and respectful classroom climate, effective strategies to set agreed upon norms for behavior, open communication, and appropriate responses for children and youth involved in bullying. Lesson plans and evidence based activities specific to bullying are implemented throughout the school year in all grade levels within the district and are developmentally appropriate. In addition to instructional practices teaching social-emotional learning, posters are placed throughout the district campuses promoting no tolerance of bullying, and providing steps on what to do if a student is a victim or witness to a bully. In addition, a hotline has been created so members of our school community can call in and report bullying or other concerning activity, which will be immediately followed up on and investigated. The hotline number is (559) 897-2002.

### Bullying Intervention and Investigation

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. School staff who witness bullying will immediately intervene to stop the incident when it is safe to do so. Students are encouraged to submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

All complaints of bullying are taken seriously, documented, and investigated. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observations to the principal, district compliance officer, or immediate supervisor, whether or not the alleged victim files a complaint.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Bullying and cyberbullying is a behavioral violation subject to disciplinary proceedings under California Education Code 48900. Reactively, when bullying is reported, it will be immediately investigated. Investigation includes talking with witnesses and gathering facts and information. Following the investigation, upon ruling that a bullying behavior did take place, disciplinary consequences will be applied. When responding to bullying incidents, administration will utilize the following continuum of progressive discipline intervention, which sequentially will be dependent of the severity and frequency of the bullying behavior.

- Identify. Administration will investigate and identify the behavior. If the behavior is found to be an incident of bullying, as defined above and under California education code 48900, the next step will be followed.
- Educate. Educational Opportunity: Children and youth who bully must learn that their behavior is inappropriate and harmful to others. Educational learning opportunities, such as writing a story about the negative impacts of bullying, will help children and youth develop insights and empathy needed to modify their behavior. Repair: Given that the student have to continue to interact at school, it's important to repair the relationship when possible. Involve the bully in making amends or repairing the relationship to help him or her take responsibility for their behavior through direct (i.e. restorative meeting) or indirect (i.e. written letter of apology) means. Follow-up: Parents of both the victim and bully will be

contacted. Appointed school staff will monitor and check in with both students following the incident to see how they are doing and to help ensure that the bullying has stopped.

- Engage in Long Term Strategy. Develop a long term strategy. When a problem with either the child who engages in bullying or the child being bullied persists over time in spite of educational intervention, more intensive support is required. Supports may include identifying supports within the school or community to assist in individualized intervention such as counseling, social skills training, or parent/guardian support, and meetings with parents to review the problem, discuss underlying causes, and potential solutions.
- Apply in-school sanctions. If the above steps have not been successful in stopping bullying and learning positive behaviors, it may be necessary to exclude the student from extra-curricular school activities, such as lunch time detention.
- Suspend. For safety reasons, it may be necessary to exclude the child from the school for a limited period of time. Under extreme conditions, students can be involuntarily transferred to the community day school.
- Expel. In extreme cases, a decision may be made that a student cannot return to his or her school.

Many times, parents of students who are victims of aggression or bullying behavior, will request to know the consequence of the aggressor. Because of confidentiality rules under FERPA (Family Education Rights and Privacy Act), disciplinary consequences can only be shared with the parent of the student to which the consequence is being applied to. Additionally, it is not uncommon for parents of students who are reported, or reporting as being a victim or being a bully, to request a meeting with all parties including the bully, the victim, and their parents. Because of confidentiality rules under FERPA (Family Education Rights and Privacy Act), because of recommended best practice, and because of the potential of more trauma being added to student wellness, intended or not, this is a request that cannot be accommodated.

#### STUDENT USE OF CELL PHONE

We recognize that parents want children to have cell phones for safety purposes coming to and from school. As per EC 48901.5, students are allowed to carry cell phones and smartwatches with the following condition: they are required to be turned off during school events, during school hours, or while on campus, and remain in their backpack and out of sight during the school day (unless a designee of the District allows cell phone/smartwatch use for a temporary timeframe or reason). Students may turn on cell phones or smartwatches outside school gates when returning home from a school activity or the regular school day. Students are prohibited from using electronic and cellular devices to capture, record, or transmit the words/sounds (audio) and/or images (pictures/video) of any student, district employee, or other people in the school, during district-provided transportation, or while attending a school-related activity without express, prior notice and explicit consent for the capture, recording or transmission of such words or images by the student's principal. Students who are found with their cell phones or smartwatches out or on, which includes silent and/or vibrate status, or student use of a cell phone that violates this policy, will result in disciplinary action, which may vary by school site:

- 1st Offense: Warning – If used in class or on campus, the phone will be taken to the office and logged on a data sheet. The student must pick up their phone or smartwatch at the end of the school day. A datasheet will note the student's name, classroom or location where it was used, date, and the person who removed it from the student's possession.
- 2nd Offense: Parents are called and informed of the student's use of a cell phone or smartwatch on campus and the District policy. The student will receive disciplinary action, which will vary by school site. Parents must pick up the cell phone or smartwatch in the school office.
- 3rd Offense: Parents are called and informed of the 3rd offense. The student will receive disciplinary action, which will vary by school site. Parents are required to pick up the cell phone or smartwatch in the office.
- 4th Offense: Parents must meet with school personnel, and a behavior contract is issued and signed by all parties. The student will no longer be allowed to carry a cell phone or smartwatch on campus.

All other technology accessories not necessary for communication should not be brought to school. The District assumes no responsibility or liability for any personal property lost, damaged, or stolen while on district property or district-sponsored trips.

#### SUSPENSIONS AND EXPULSIONS/DISMISSAL

State law requires students to attend school during compulsory school age. Students dismissed from the Kingsburg Elementary Community Charter Schools are subject to compulsory attendance laws and must find an alternative educational program in order to satisfy their legal requirements of compulsory attendance.

Students attending Kingsburg Elementary Community Charter Schools are expected to maintain acceptable behavior or lose their privilege to attend. All participants in the traditional program must sign the Charter Compact.

The district's Suspensions and Expulsions/Dismissal policies are based upon California Education Code Section 48900 and 48915. More detailed information is located in the Kingsburg Elementary Charter School District Charter located in the Appendix at the back of this Student Handbook. Some examples of such unacceptable behavior include but are not limited to the following:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
3. Unlawful sale of any controlled substance.
4. Robbery or extortion.

Serious first time offenses resulting in an automatic recommendation for expulsion/dismissal include but may not be limited to the following:

1. Possessing, selling or furnishing a firearm without permission
2. Brandishing a knife at another person
3. Unlawfully selling a controlled substance
4. Committing or attempting to commit sexual assault or sexual battery
5. Possessing an explosive

The due process procedure for dismissal/expulsion from the Kingsburg Elementary Charter School will flow from Teacher to Administration. Administration to Review Panel, with the final decision being made by the Governing Board of Education. The Governing Board represents the highest authority in the expulsion/dismissal process without further appeal. The School Attendance Review Board (SARB) may or may not be utilized in the due process procedure at the discretion of school administration.

#### Parents' Rights and Responsibilities

Under the law, parents have a number of responsibilities to their children under 18 years of age. They must provide food, clothing, shelter, education, and other necessary care to the best of their ability. Parents can be held legally and financially liable if:

1. They tell a child to commit a wrongful act.
2. They know a child is acting in a careless or dangerous manner and take no responsible steps to stop the actions.
3. The child damages or destroys school or public property.
4. They allow a child to use their automobile and damages result.
5. Their child commits any act of intentional misconduct that results in any injury to the person or property of another.
6. Students with poor discipline records, truant attendance records, or unresolved financial obligation may be excluded from privileged or optional activities, sports events, dances, free time, graduation ceremony, field trips, etc.

### DRESS CODE

Dress code regulations are adopted to enhance student safety and promote an educational setting conducive to a positive learning environment. Therefore, pupils shall dress safely and appropriately for educational activities in which they will participate so as not to endanger their health, safety, or welfare.

The District updates the dress code at least annually, taking into consideration parent and staff concerns and requests for clarity. Though the information in the dress code intends to be as defined as possible, there is no way to anticipate every contingency. Knowing the creative nature leading to circumventing the intent of this policy, each site principal is responsible for superseding these guidelines when, in their judgment, the safety or learning environment for students is disrupted. Please note that any apparel, hairstyle, cosmetics, or jewelry, even if not specifically mentioned below, can be prohibited by school officials if it is determined that such items create a safety or health concern, draw undue attention to the wearer, or tend to detract from the education process.

1. Clothes shall be clean so as not to promote unhealthy or unsanitary conditions.
2. Clothes shall be sufficient to conceal undergarments at all times. If wearing layered clothing, the bottom layer must conform to dress code.
3. Clothing which does not cover the student's midriff at all times is not acceptable.
4. Shorts must be at least 4" inseam when the student is standing. No skin may be exposed above the hem. Skorts are allowed.
5. Dresses, skirts, etc., must be at mid-thigh when the student is standing.



6. Individual tank tops and racer back tank tops must have 1" straps on the shoulders and back. No tank tops should reveal any part of the torso (i.e. nothing below the armpits). Prohibited are underwear-type sleeveless shirts, see-through fabrics which expose the body, as in tube tops and/or bandeaux tops and halter tops.
7. No skin may be exposed above the knee while wearing pants. Pants must be worn around the waist.
8. Pajamas and soft-soled shoes are unacceptable, except during special events.
9. No backless footwear is allowed at any grade level, including flip flops. We highly recommend Croc style shoes be worn with back straps. Shoes will be worn at all times at school or during school activities.
10. No garments or clothing with offensive cartoon-like characters may be worn. Clothing will be deemed unacceptable if a double meaning can be demonstrated as symbolic of destructive/violent, illegal, immoral, discriminating, anti-education, or gang-related messages.
11. Clothing or jewelry that advocates racial, ethnic, gender, or religious prejudice, unlawful acts, or the use of controlled substances is prohibited.
12. Earrings are to be worn in ears only. Exceptions: Small stud on the side of the nose is allowed but limited to a very small stud that sits flush with the skin. Septum piercings or other facial or body piercings are not allowed. In addition, any jewelry that would create a safety hazard, including large hoops, septum piercings, spikes, and plugs, are not allowed.
13. Any clothing worn by students to identify themselves as a group, clique, social identity, or for any other purpose, is prohibited. Exceptions will be made for any school-authorized activity or community non-profit groups.
14. Clothing, jewelry, and personal items (such as backpacks, fanny packs, gym bags, purses, water bottles, etc.) shall not display pictures or other insignia which are crude, vulgar, profane, violent, or sexually suggestive. In addition, these items shall not bear drug, alcohol, or tobacco company advertising, promotion, or likeness; shall not promote violence, illegal activity, or relate to gang affiliation or activity; and shall not advocate racial, gender, religious or sexual orientation prejudice; shall not contain pictures or images of weapons of any kind.
15. Attire that may be used as a weapon shall not be worn (e.g., steel-toed boots, chains, items with spikes or studs, etc.).
16. Hats, caps, hoods, beanies, and other head coverings may never be worn inside buildings unless for religious reasons or a Dr.'s note is provided. Bandanas are prohibited at all times.
17. Caps, hoods, beanies, and other head coverings may be worn outside; this may include physical education, with teacher or administrator permission. When outside, hats must be worn with the bill facing forward.
18. Dark glasses shall not be worn in classrooms or offices unless a documented health problem exists.
19. Haircuts or hairstyles that draw undue attention to the wearer or detract from the educational process are not acceptable (i.e. no writing in the hair, no unnatural colors, or symbols.) Razor cuts and lines are acceptable. Mohawks, Mohawk fades, or faux-hawks are not to be more than 1 ½ inches. **Parents will be called and the student will be sent home and cannot return until the student's hair is in compliance with dress code.**
20. No tattoos, permanent or otherwise, shall be displayed at school. Any tattoo must be covered.
21. Coaches, teachers or administrators may impose more stringent dress requirements to accommodate the special needs of certain sports, classes, or their school population.

The following conduct code will be followed after a dress code violation:

**1<sup>st</sup> Offense:** Warning to student. Notification of parent. Change into appropriate clothing as applicable. Student may be sent home to dress properly, if necessary.

*\*\*\*\* If referred for haircut or color, parents will be called and the student will be sent home and cannot return until the student's hair is in compliance with dress code.*

**2<sup>nd</sup> Offense:** Site consequence and changes of clothing required. Parent notified.

**3<sup>rd</sup> Offense:** Parent notified and progressive site discipline. Change of clothing required.

**4<sup>th</sup> Offense:** Parent notified. Student placed on Behavior Contract. Change of clothing required.

**5<sup>th</sup> Offense:** Parent notified – possible suspension and recommendation for an alternative education program.

Dress Policy: Non-school Youth Organizations

*The following policy regards only those local Youth Organizations which desire to have their participants occasionally wear their respective apparel to school during normal hours of operation.*

1. All sports and activity apparel must meet District/School dress code policies. This includes: logos (must reflect local organizations only), hem lengths, strap thickness, and alterations.
2. If a local Youth Organization wishes to have their participants wear their apparel to school, the organization must provide the affected school site(s) with contact information for the President and at least two (2) designees of that Organization with whom school officials may contact as necessary.
3. Youth Organization apparel may only be worn on the Friday before a scheduled game or competition unless the game/competition is held during the week, in which case apparel representing the organization may only be worn on the day of the event.
4. If a school administrator or staff member observes a behavior that violates behavior or dress code policies, contact will be made with the designee appointed by the Youth Organization represented by the students whose actions are in violation for the purposes of notifying the organization that the participant's privilege to wear the organization's apparel (jerseys, uniforms, etc.) will be suspended for a period of the following week or next event, whichever occurs first. The notification to the organization's designee will only include information related to that which has reflected on the team, but will not receive information regarding individual students. When appropriate, parents of the students in violation of policy will be notified independently.
5. If there is an additional incident, as reflected in #4, the privilege of the Youth Organization's privilege to wear team apparel will be suspended for the remainder of the school year. Again, such notification will be made only to a designee of the Youth Organization.
6. A suspension of the privilege or wearing the organization's apparel shall only apply to the students at the school where the violation occurred.

RAFAEL JOHNSON JUNIOR HIGH

Rafer Johnson Jr. High School (RJJH) represents an enormous transitional step in both the education and the social maturity of a student. As a result, many of the rules and parameters at RJJH can vary greatly from those in grades K-6. If you have a child that will be attending RJJH, please take the time to read this section and become familiar with the expectations for a student in grades 7-8. Please Note: Unless mentioned differently in the following sections, all other sections in this handbook will pertain to your child.

1. Campus Passes - An off-campus pass is issued in the office only upon request of the parent or guardian for matters such as medical appointments. Medical appointments should be arranged for after-school hours. Parent/Guardian must sign the student out in the school office before leaving campus. State law requires a school to know where a student is at all times during the school day. When leaving class, the student must have a pass from the teacher or office.
2. Closed Campus - Students walking home for lunch must go directly and only to their own home. No student may go to a food establishment unless accompanied by a parent. Students who abuse the rule will forfeit the privilege of leaving campus at noon. The abuses may also jeopardize the student's qualification for promotion. We feel a real concern regarding students gathering in unsupervised homes.
3. Changing Classes - 3 minutes are allowed to change classes. This is ample time to move from room to room, but it is not enough time for loitering or visiting. Students should be in the room when the bell rings or a tardy will be issued.
4. Tardies (per semester) –Students will receive an RC (Restorative Center) after the third tardy and continue to receive RC's and referrals as they move through the progressive discipline system at RJJH. Parents will be notified and students with excessive tardies will be required to sign an attendance contract.
5. Safety - Bus Pull-Through - Cars and students should keep the bus pull-through clear for loading and unloading. Parking Lot - The parking lot is off limits for students as a walking area or biking area. Crosswalks - Students are to use the crosswalks in front of the school or at the intersections at all times coming to or from school. Skateboards/Scooters – Skateboards/scooters are brought to school at your own risk and must be stored during the day. They may not be used on campus. Violations will result in the loss of your skateboard for two weeks. AXE Deodorant Spray, perfumes, and hairsprays are not to be brought to school due to allergies to such items and breathing sensitivity to students with asthma. Unscented, non-aerosol deodorants and body sprays are permitted. Glass containers will not be permitted.
6. At the end of each semester: Students with a GPA of 3.0 or better will be eligible for an academic reward. Students with a GPA of 2.0 or better and no suspensions/alternative to suspensions or suspended expulsions, no F's, no more than 9 tardies, no more than 5 Behavior Academies, will be eligible for Medalist Days and Behavior or Reward Activities throughout the semester. Rewards may include either bowling, roller skating, ice skating, or other reward activity. Honor Roll recipients will also be acknowledged with a certificate. A student's good behavior and achievement affords them the right to buy a ticket to attend the reward trips. Students experiencing financial hardship should contact the school for arrangements. Good citizenship is expected daily. Going above and beyond the basic standard is recognized by the teacher.

At the end of the year: Reward activities are scheduled to celebrate a years' completion of service, appropriate behavior and academic performance. To qualify for the end of the year 7<sup>th</sup>/8<sup>th</sup> grade trip:

- Students may not have received more than eight (8) Behavior Academies per school year.
- Students may not have more than two (2) separate incidents of suspension per school year.
- Students that have a suspended expulsion during the year are not eligible.

7. Promotion Activities Requirements - The promotion ceremony marks the successful completion of the 7<sup>th</sup> and 8<sup>th</sup> grades. The ceremony is a public ceremony acknowledging student achievement and growth. The following criteria will provide students in BOTH grades with a sense of meaning and fulfillment in regards to their own progress and growth:
- *Academic:* All students must earn a cumulative total 2.0 G.P.A. for 7<sup>th</sup> and 8<sup>th</sup> grades in all classes. Students must have no F's in ELA or math. If a student does not have a cumulative 2.0 GPA for 7<sup>th</sup> and 8<sup>th</sup> grade, they must earn a cumulative 2.5 GPA their entire 8<sup>th</sup> grade year to be eligible for promotion.
  - *Special Education:* Promotion for Special Education students will be based on individual goals dependent on their IEPs.
  - *Responsibility:* Students may not owe any money or books to the school. Students must be present through promotion practice (half school day) on promotion day.
  - *Disciplinary:* Students may not have three (3) suspensions or an expulsion in the 8<sup>th</sup> grade year.
  - *Attendance:* Students may not miss more than 25 days of school during their 8<sup>th</sup> grade year, including absences with completed contracts for pre-arranged non-classroom instruction. 20 tardies or more in the 8<sup>th</sup> grade year will affect RJJH promotion. RJJH will calculate tardies per period.

Students who do not fulfill these requirements may not be allowed to participate in the Promotion Ceremonies and related activities. Furthermore, students who do not fulfill these requirements may be issued only a certificate of attendance. After March 10, 2024, students cannot transfer from Central Valley Home School back to Rafer Johnson Jr. High School for participation in the promotion ceremony. Student participation in the Promotion Ceremony will be the decision of Administration.

8. Student Body Government - Faculty and students share in the government of Rafer Johnson Junior High. The purpose of the Student Body is to promote the welfare of the school, to encourage loyalty and school spirit, and develop leadership and participation. Every student is a member of the association.
9. Computer Use - Damage to computers will be charged to the student and parents. Please refer to Technology Rules and Guidelines.
10. Sale of Items - Students may only sell items that are part of an approved Fundraiser. Approval must be confirmed by the Principal.
11. Student Late Work Policy – For all courses; the policy must not be stricter than:
- Cut-off day for accepting late work is the day of the chapter/unit assessment with a penalty being assessed.
  - Assignments turned in after cut-off date will be 0% (no credit).
  - Teachers may require students to attend their classrooms during break or lunch for extra help.
  - When students are required to stay after school, parents will be notified in advance by phone or in writing.

### Technology

#### TECHNOLOGY RULES AND GUIDELINES

The use of the District's Internet access is a privilege, not a right. Please read this document carefully. Before using any online service or other technology resource, the student and parent/guardian shall review and agree to the terms herein, indicating that the student understands and agrees to abide by the following rules and responsibilities. Listed below are the provisions of this contract. If any student violates these provisions, access to the information resources may be denied and the student shall be subject to disciplinary and/or legal action.

The District will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with the Internet or other electronic resources. All users must be continuously on guard to avoid inappropriate and illegal interaction with the resources. The District reserves the right to monitor and examine all system activities in order to ensure proper use of the District's electronic resources.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information resources may be denied and the student shall be subject to disciplinary and/or legal action:

1. Each student will be responsible for the proper use of any online service by being polite, using appropriate language and not giving out his/her address, phone number, or other personal information to anyone.

2. Use resources for researching classroom projects or other school educational purposes only. No commercial, political, or personal use is allowed.
3. Users will not use the system for illegal or unethical purposes, or to encourage the use of drugs, alcohol, or tobacco.
4. Users will not access or transmit any material considered threatening, obscene, disruptive, or offensive to others. Such acts shall include cell phones.
5. Plagiarism is “taking ideas or writings from another person and offering them as your own.” Cutting and pasting ideas or using material created by others is very easy to do. Credit should always be given to the person who created the article or idea.
6. Vandalism will result in the cancellation of user privileges. Vandalism includes the spreading of computer viruses and/or any attempt to harm or destroy district materials, equipment, or data.
7. Users shall not read or access other user’s mail or files and shall not interfere with other user’s ability to use equipment or resources.
8. Users of electronic mail (e-mail) should not share their password with anyone.
9. System administrators may monitor the use of online resources, district accounts and devices to ensure proper usage.
10. Users are expected to keep messages brief and use appropriate language.
11. Users will report any security problems or system misuse to a staff member.

The district believes that the benefits to students and staff from access to the Internet, in the form of information resources, far outweigh any disadvantages of access. Ultimately, the parents or guardians of students are responsible for setting and conveying the standards that their child(ren) should follow.

Before a student is authorized to use the district’s technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the district personnel for any damages or costs incurred.

#### GOOGLE WORKSPACE FOR EDUCATION

Kingsburg Elementary Charter School District uses Google Workspace for Education for both students and staff members. Student accounts will be accessible from home, school, and anywhere there is an Internet connection. Students can access the district’s Google Apps for Education site at:  
<https://drive.google.com/a/kesd.org>

All student accounts currently have access to Google Drive, Google Calendar and Google Sites, but may have access to additional Google provided services in the future. Depending upon school site and grade level, intra-district Google e-mail access is also provided. Students will have training on how to use Google Workspace for Education. Google Workspace for Education allows for online communication and collaboration it relates to school – school documents, school web sites and school calendars. It is not to be used it for personal purposes.

All participants must protect their login and password information. If a student suspects that an account has been compromised, they must notify a teacher or school administrator immediately. A student may only share his/her login information or information about their account with their teacher(s) and school site administrators. Any participant who is aware of violations of this agreement by others must report these violations to their teacher or school administrator immediately, either verbally or in writing.

Use of the student’s Google Workspace for Education account is considered a privilege. Kingsburg Elementary Charter School District maintains the right to terminate access and use of student accounts when there is reason to believe that violations of law or district policies have occurred. Alleged violations will be directed to the school and/or district personnel as appropriate, and addressed according to the procedures outlined in the student handbook.

Kingsburg Elementary Charter School District cannot and does not guarantee the security of electronic files used in Google Workspace for Education. Google does provide some forms of content filtration (e.g., SafeSearch); however, the district cannot provide any assurance that users will not be exposed to unsolicited information, especially when access occurs outside of the district’s network.

Graduating 8th grade students and students who leave the district during the course of the year will have until June 30th of the same school year to retrieve any data they desire from their Google Workspace for Education. To retrieve data from the account, the Google Takeout service may be used ([www.google.com/takeout](http://www.google.com/takeout)). After June 30th, accounts for students no longer in the district

will be flagged for deletion and associated data will become irretrievable. You may contact the district's Technology Services department with any concerns or questions you may have regarding this process at 897-6745.

Information pertaining to Google's privacy policies may be found at:

[https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)

Information pertaining to Google's Terms of Service may be found at:

[https://workspace.google.com/terms/education\\_terms.html](https://workspace.google.com/terms/education_terms.html)

Recommendations and procedures for online safety may be found at:

<https://safety.google>

### **MISCELLANEOUS INFORMATION**

#### **ACCELERATION/RETENTION**

Students may be retained for lack of academic achievement. Careful consideration to long-term gains must be balanced against negative possibilities. School authorities will consider all input in these rare instances. Final determinations on promotion/retention rest with the school district.

##### AR 5123 Promotion/Aceleration/Retention

##### Acceleration from Kindergarten to First Grade

A student enrolled in kindergarten may be admitted to the first grade at the discretion of the Superintendent or designee and with the consent of the parent/guardian, upon determination that the child is ready for first-grade work. (Education Code 48011)

Admission shall be subject to the following minimum criteria: (5 CCR 200)

1. The student is at least five years of age.
2. The student has attended a public school kindergarten for a long enough time to enable school personnel to evaluate his/her ability.
3. The student is in the upper five percent of his/her age group in terms of general mental ability.
4. The physical development and social maturity of the student are consistent with his/her advanced mental ability.
5. The parent/guardian of the student has filed a written statement with the school district approving the placement in first grade.

##### Continuation in Kindergarten

Students who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the Superintendent or designee agrees that the student shall continue in kindergarten for not more than one additional school year. (Education Code 48011)

Whenever a student continues in kindergarten for an additional year, the Superintendent or designee shall secure an agreement, signed by the parent/guardian, stating that the student shall continue in kindergarten for not more than one additional school year. (Education Code 46300)

##### Retention at Other Grade Levels

The Superintendent or designee shall identify students who should be retained or who are at risk of being retained Kindergarten - 8th grade. (Education Code 48070.5)

Students between grades kindergarten through 3, shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in reading, English language arts and mathematics shall be the basis for identifying students between grades 4 through 8.

(Education Code 48070.5)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

Students shall be identified on the basis of either statewide assessment results or grades and other indicators of academic achievement, excluding interim assessments, as established by Board policy and demonstrated in the Promotion/Acceleration/Retention Exhibit.

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

(cf. 6162.5 - Student Assessment)

If a student is identified as performing below the minimum standard for promotion, the student shall be retained in his/her current grade level unless the school site intervention team (teacher, principal, school psychologist, and resource staff) determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that, in the opinion of the school site intervention team, are necessary to assist the student in attaining acceptable levels of academic achievement.

(Education Code 48070.5)

If the student does not have a single regular classroom teacher (as in the case of Junior High School), the principal or designee shall specify the teacher(s) who will participate on the school intervention team, which has the responsibility for promotion or retention of students. (Education Code 48070.5)

When a student is identified as being at risk of retention, the Superintendent or designee shall so notify the student's parent/guardian as early in the school year as practicable. The student's parent/guardian shall be provided an opportunity to consult with the teacher(s) responsible for the decision to promote or retain the student. (Education Code 48070.5)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall also provide a copy of the district's promotion/retention policy and administrative regulation to those parents/guardians who have been notified that their child is at risk of retention.

The school site intervention team's decision to promote or retain a student may be appealed consistent with Governing Board policy, administrative regulation and law.

The burden shall be on the appealing party to show why the school site intervention team's decision should be overruled. (Education Code 48070.5)

To appeal a school site intervention team's decision, the appealing party shall submit a written request to the Superintendent or designee specifying the reasons that the school site intervention team's decision should be overruled. The appeal must be initiated within 10 school days of the determination of retention or promotion.

The school site intervention team shall be provided an opportunity to state orally and/or in writing the criteria on which his/her decision was based.

Within 30 days of receiving the request, the Superintendent or designee shall determine whether or not to overrule the team's decision. Prior to making this determination, the Superintendent or designee may meet with the appealing party and the school site intervention team. If the Superintendent or designee determines that the appealing party has overwhelmingly proven that the school site intervention team's decision should be overruled, he/she shall overrule the teacher's decision.

The Superintendent or designee's determination may be appealed by submitting a written appeal to the Board within 15 school days. Within 30 days of receipt of a written appeal, the Board shall meet in closed session to decide the appeal. The Board's decision may be made on the basis of documentation prepared as part of the appeal process or, at the discretion of the Board, the Board may also meet with the appealing party, the school site intervention team and the Superintendent/designee to decide the appeal. The decision of the Board shall be final.

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

If the decision of the Board is unfavorable to the appealing party, he/she shall have the right to submit a written statement of objections which shall become part of the student's record.

(cf. 5125 - Student Records)

(cf. 5125.3 - Challenging Student Records)

### CLOSED CAMPUS

For the safety and welfare of students, our schools have closed campus regulations. This means that students may not leave the campus between the time they arrive in the morning and the time they are dismissed in the afternoon. Students are not to leave the school grounds after the bus has brought them to school in the morning or while they are waiting for the bus after school.

### EMERGENCIES AND DISASTER PREPAREDNESS PLAN

All district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters and events which threaten to result in a disaster.

The district-wide Emergency Flip Chart is posted in every classroom, office, and building within the district. Refer to this document for specific information pertaining to the protocol for a particular emergency event.

#### How Parents Can Help in Emergency Situations

Parents should not call students on their personal cell phones during emergencies/lockdowns. Also, please do not call the school or district office during emergencies/lockdowns. Our staff will be unavailable to take calls and you may tie up the telephone lines that may be communicating with emergency services. The district or school site will notify parents of emergencies (including updates) as soon as possible and when safe and appropriate.

### FINANCIAL RESPONSIBILITY

Textbooks are furnished free of charge. However, students can be required to pay for lost or damaged books beyond normal wear. Parents are responsible for the full extent of any and all damages at school caused by their child. This includes the cost of labor as well as materials or repairs. In the event such vandalism occurs, the Kingsburg Elementary Charter School District will appraise the damage and the cost of the repair, bill the parents, and coordinate discipline follow-up with the parents of the child.

### HUMAN TRAFFICKING: PROTECTING OUR YOUTH

Human trafficking is a form of modern slavery. It includes both sex trafficking and forced labor. Youth with difficult family situations or histories of trauma, including those in foster care, can be at greater risk.

States are required to consider any child who is identified as a victim of sex trafficking or severe forms of trafficking (as defined in the Trafficking Victims Protection Act) as a victim of "child abuse and neglect" and "sexual abuse." The term "sex trafficking" means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act. The term "severe forms of trafficking in persons" means sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age.

Any child under age 18 engaged in commercial sex is a victim of sex trafficking even if the youth's participation is not forced or coerced. This includes:

- Prostitution
- Pornography
- Stripping

Human trafficking also includes forced labor. Common examples involve:

- Selling illegal drugs
- Hair and nail salons
- Begging
- Farm work

- Door-to-door sales crews (e.g., magazines)
- Au pairs and nannies
- Domestic work
- Restaurant work

#### What You Might Be Seeing

Cases of human trafficking have been reported in all 50 states. Victims can be children or adults, U.S. citizens or foreign nationals, male or female. Children as young as 9 years old may be at risk.

Signs that a child or youth may be involved in human trafficking include the following:

- Frequent, unexplained absences from school
- Running away from home
- Unexplained bruises or scars, withdrawn behavior, or anxiety/fear
- Knowledge of sexual situations or terms beyond what is normal for the child's age
- Signs of drug addiction
- Sudden changes in clothes, friends, or access to money
- Having a "boyfriend" or "girlfriend" who is noticeably older and/or controlling
- Expressing concern for family members' safety if he or she shares too much information
- Working unusually long hours and being paid very little
- Living at a workplace or with the employer, or living with many people in a small space

#### What You Can Do

- Be aware of recruiting tactics-Traffickers target victims through social media websites, telephone chat lines, afterschool programs, at shopping malls and bus depots, in clubs, or through friends and acquaintances. Ask questions about your youth's friends-especially new friends and those that appear to be significantly older. Monitor computer use and know where he or she hangs out. Traffickers may also be family members or even peers.
- Understand that trafficked youth are victims, not criminals-If a person has been forced to commit illegal acts, he or she is a victim and is not guilty of a crime. Help the youth understand that he or she will not be punished for seeking help.
- Report suspected trafficking-The following are actions you can take if you think a youth may be involved in trafficking:  
  - If the youth is in immediate danger, call your local police department or emergency access number (e.g., 911)
  - To report suspected human trafficking, call the National Human Trafficking Hotline at 1.888.373.7888, text BeFree (233733), or submit a tip online at <https://humantraffickinghotline.org/>.
  - To report a sexually exploited or abused minor, call the National Center for Missing & Exploited Children at 1.800.THE.LOST or report online at <http://www.missingkids.org/cybertipline>.

### LIBRARY POLICIES

Each school site has a library which is open daily. Each site has various policies.

Washington and Roosevelt provide book bags for each student. Students are allowed to checkout one book at a time for a one-week period. When books are checked out, they are placed in the student's book bags and returned to school in the same bag.

Lincoln library allows students to check two books out at a time for a period of two weeks and they are allowed to renew titles as needed.

Reagan library allows students to check two books at a time for a period of two weeks. When their classes visit the library, students are reminded to renew titles if needed.

Rafer library allows students to check two books at a time for a period of three weeks.

There are no student fines for overdue books. If a book is lost or damaged, the student will be billed for the cost of the book. Teacher Request Forms will not be honored unless the student has paid all district fines.



## NON-DISCRIMINATION/HARASSMENT

District programs and activities shall be free from discrimination, including harassment, with respect to ethnic group, religion, gender, color, race, national origin, and physical or mental disability.

The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in instructions, guidance, and supervision.

The Board prohibits intimidation or harassment of any student by any employee, student, or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities, or privileges.

Students who harass other students shall be subject to appropriate counseling and discipline, up to and including expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

Any student who feels that they are being harassed should immediately contact the principal or designee. If a situation involving harassment is not remedied by the principal or designee, a complaint can be filed in accordance with administrative regulations. The Superintendent or designee shall determine which complaint procedure is appropriate.

## PESTICIDE NOTIFICATION

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. We intend to use the following pesticides this school year:

### Name of Pesticide Active Ingredient(s)

CB-80 Pyrethrin	Pyrethrin
Cy-Kick	Cyfluthrin
Demand CS	Lambda-Cyhalothrin
Eco-Via	Thyme Oil, Rosemary Oil, 2-Phenylethyl Propionate
Phantom	Chlorfenapryl
Proflex	Lambda-Cyhalothrin
Tengard SFR	Permethrin
Wisdom TC	Bifenthrin
Eatons Bait Blocks	Diphacinone
PCQ Squirrel Bait	Diphacinone
Rozol Pocket Gopher Bait	Chlorophacinone
Wilco Gopher Bait	Diphacinone
Dimension 270G	Dithiopyr
One Shot	Mecoprop-p/Dicamba/Dithiopyr/
Ranger Pro	Glyphosate
Oryzalin 4	Oryzalin: 3, 5-dinitro-N4N4-dipropylsulfanilamide
Sedgehammer+	Halosulfuron-methyl
Finale	Glufosinate-ammonium

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's Web site at <http://www.cdpr.ca.gov>. Parents or guardians may register with the District if they wish to receive notification of individual pesticide applications at the school facility.

For additional information, please visit the District website at [www.kesd.org](http://www.kesd.org) or contact Danny McIntyre, Maintenance/Operations/Transportation Director, at (559) 897-6415.

## PHYSICAL EDUCATION

Physical education will be conducted regularly. Excuses from physical education class because of minor illness or injury is obtained by written request from a parent or guardian. Excuses from a doctor or other long-term excuses are to be cleared through the office before school when possible. A release from the doctor is necessary before a child returns to regular physical education when returning from an extended illness or injury. This release statement should be given to the P.E. teacher or the office. For safety reasons appropriate

footwear must be worn for PE. A doctor's note is required if a student is to be excused from physical education for more than three consecutive days.

## SEX OFFENDER REPORTING

If and when law enforcement notifies the district of the residency or employment of a sex offender within the district boundaries, the Superintendent or designee shall determine which District Office and school staff need to be notified. This determination shall be done on a case-by-case basis. Notification may be made to the following staff:

1. The principal or the school which is in the attendance area of the sex offender's residency or place of employment.
2. Teachers and classified personnel of that school including staff responsible for visitor registration.
3. Principals and staff at adjacent schools, as appropriate.
4. Security staff.
5. Bus drivers.
6. Yard supervisors.

If an identified sex offender is seen on or nearby school grounds or around any student, staff shall immediately contact the district liaison. At their discretion, a staff member may also immediately inform local law enforcement about the presence of the sex offender. A staff member who receives any information directly from law enforcement regarding registered sex offenders shall immediately contact the Superintendent or designee.

### Notification to Parent/Guardian

If the district liaison believes that parents/guardians should be notified of the presence of either a "high risk" or "serious" sex offender in the community, the liaison shall contact local law enforcement and ask the agency to conduct a broader notification. Only if local law enforcement refuses to conduct such a notification, the district liaison, upon consultation with the Superintendent and district legal counsel, may initiate notification to parents/guardians about the presence of the sex offender.

## TOBACCO, ALCOHOL, DRUG ABUSE AND SUICIDE PREVENTION

### Tobacco Abuse Prevention

- The Kingsburg Elementary School District is a Tobacco/Alcohol Free district for all adults and students. Tobacco products are not permitted on any school property, including nicotine delivery devices such as electronic cigarettes.
- A pupil in elementary or middle school who smokes or has tobacco on school property can be suspended or expelled.

### Alcohol Abuse Prevention

- State law mandates no alcohol on school property. It is unlawful in the State of California for any person to sell or give any alcoholic beverages to anyone under the age of 21.
- It is unlawful in the State of California for anyone under the age of 21 to purchase or drink any alcoholic beverage in a place where it is sold. A person under 21 may not have an alcoholic beverage on any street, highway, public, or private place.
- Parents who serve alcohol to minors in their own home are guilty of a misdemeanor and are subject to fine, or jail or both.
- Parents who serve alcohol to minors, or allow it to be consumed in their home, may be subject to civil lawsuits if the minor's subsequent activities result in damage or injury to another person.

### Drug Abuse Prevention

Narcotics, amphetamines, LSD, and other hallucinogenic drugs, PCP, tranquilizers, and marijuana are all considered drugs.

It is against the law for minors to:

1. Sell, offer to sell, or give away drugs.
2. Have possession of drugs (except those prescribed by a physician).
3. Forge or change a prescription to obtain drugs.
4. Illegally have possession of paraphernalia such as opium pipes, bongs, or devices to inject drugs.
5. Illegally use drugs or be under the influence (except those prescribed by a physician).
6. Plant, grow, or possess marijuana within 1000 feet from a school campus.
7. Be under the influence of inhalants such as paint or glue.

### Suggested Parenting Tips

A child who is secure, productive, supported, confident, and is educated is less likely to become involved in illegal drug and alcohol use. Become familiar with adolescent risk factors and how you and your child's educators can have a positive impact on your child. For example:

- ✓ If your family has a history of alcoholism or drug dependency, talk to a counselor or contact the local office of the National Council on Alcoholism. Learn about the problem as well as how to discuss this disease with your child(ren).
- ✓ Make sure that there is a clear family policy on drug use. Set standards and stick to them. Clearly communicate your family policy on alcohol and other drug use.
- ✓ Involve all the children in your family by giving them responsibilities. Reward or recognize their accomplishments when they complete tasks.
- ✓ Pay attention to your child's grades and attitudes about school. Whether it's boredom, lack of ability, or a mismatch with a skilled or unskilled teacher, get involved, investigate the problem, and support him/her.
- ✓ Know your child(ren)'s friends. Ask to meet them. Know their names, home phone numbers, and, if possible, get to know their parents.
- ✓ Question your own values and attitudes with respect to alcohol and other drug use. If you are taking a drug or having a drink, your child(ren) is/are probably noticing this and learning from you. Teach by example.
- ✓ Don't involve your child(ren) in your use of alcohol or drugs.
- ✓ Let your child(ren) know you care and explain the reason why you are investigating their problems. Take time to talk, listen, and understand your child(ren)'s feelings.
- ✓ Help your child(ren) resist the pressure to use alcohol and other drugs. Support them by devising strategies and methods of saying "no" to their peers who offer them alcohol or other drugs while maintaining healthy friendships.
- ✓ Don't judge or compare one child to the other. Help each child recognize his or her own special qualities.
- ✓ Sponsor drug- and alcohol-free parties or activities in your home and work with your school to do the same.

#### Signs of Drug and Alcohol Abuse

- ✓ Abrupt change in mood or attitude
- ✓ Drop in school grades
- ✓ Sudden change in friends
- ✓ New interest in drug culture (posters, clothes, or magazines)
- ✓ Lying and/or stealing
- ✓ Having more or less money than usual
- ✓ Change in sleeping patterns
- ✓ Loss of weight
- ✓ Loss of interest in family activities
- ✓ Hostile or argumentative attitude
- ✓ Refusal or hostility when asked about drug use
- ✓ Rapid speech, loss of appetite, and excessive thirst
- ✓ Poor physical appearance
- ✓ Memory loss
- ✓ Fake ID with legal drinking age
- ✓ Smell of alcohol on breath

#### Suicide Prevention

The district's comprehensive health education program promotes the healthy mental, emotional, and social development of students including, but not limited to the development of life skills, problem-solving skills, coping skills, and self-esteem. Suicide prevention instruction is incorporated into the educational curriculum at the middle school level. Instruction is aligned with state content standards and is designed to help students analyze signs of depression and self-destructive behaviors, including potential suicide, and to identify suicide prevention strategies.

The District offers parents/guardians education and information which describes the severity of the youth suicide problem, risk factors and warning signs of suicide, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis.

Suicide prevention training for staff is designed to help the school community identify and respond to students at risk of suicide. The training is offered in cooperation with the district psychologist and support staff, as well as community mental health agencies and includes information on research identifying risk factors, such as previous suicide attempt(s), history of depression or mental illness, substance use problems, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, and other factors. For more information regarding suicide prevention please call the KECSD district office.

## RESOURCES

- Child Protective Service - 1-800-600-8320 - 24 hr. Report child abuse & neglect
- Kingsburg Police Department - 897-4418
- Kingsburg Charter Elementary School District hotline- (559) 897-2002. A confidential line where you can leave a message to report concerning activity that will be immediately forwarded to administration and investigated.
- Warm Line 1 (877) 306-2413. A hotline with people who are available to talk, listen and care (8:00 a.m. to 12:00 midnight)
- Suicide Prevention Hotline 1-800 273- TALK (8255). If you are having suicidal thoughts, please contact this hotline for assistance. (24/7)
- 24/7 Crisis Text line. Text "HOME" to 741741.
- New Path Center- (559) 897-9225. Local counseling services which addresses a wide range of emotional or behavioral challenges or difficulties.
- Additional local counseling and psychological services can be searched under [www.psychologytoday.com](http://www.psychologytoday.com).

## TRANSPORTATION POLICY AND SAFETY PLAN

### Purpose

To maximize the transportation safety of the district's students in accordance with the requirement specified in AB 1297, the Thomas Edward Lanni "School Bus Safety Act of 1997." This plan is to ensure that each student receives a school bus driver escort at the bus stop if the child must cross the roadway to reach their residence.

### Procedures

Drivers will become familiar with the designated students' stops within their assigned routes to ensure they board and exit at their designated bus stop. Kingsburg Elementary will use the *Red Flashing Light System* at all designated bus stops in accordance with AB 1297 and VC 22112 and as amended by AB 1573 changes to California Vehicle Code and California Education Code.

Students requesting to exit at stops other than their regular designated stop shall have written permission from the parent/guardian and school official.

#### 1. Loading and Unloading Procedures for Pupils in Grades Pre-K through 12

All students are required to be at their designated stops five (5) minutes before the bus arrival.

Students shall stand back at least six (6) feet from where the bus will stop and wait in line in an orderly manner: no pushing, shoving, or wedging to the front of the line, etc. Students shall wait until the bus comes to a complete stop and the driver indicates for them to load. When loading onto the bus, students shall use the handrail and enter carefully: no pushing and shoving. Students shall all be seated before the bus is put into motion. Students are to notify the driver if they drop anything that might have gone under the bus. They are not to retrieve anything themselves!

When unloading, the students are to remain seated until the driver indicates it is safe to stand and for the children to exit. All students shall exit the bus and leave the area as quickly and safely as possible. If they drop any objects while exiting the bus, they are to notify the driver immediately! Students are not to retrieve items from under the bus! The driver will escort any pupils or adults who need to cross the street.

**Due to the increase in safety issues that have been occurring on the buses, students with skateboards or scooters will not be allowed to board the busses for the AM or PM routes.**

All pupils are required to walk in front of the bus as they cross the highway or divided road

#### 2. School Bus Stops

Each parent, who has a child or children who ride the bus, will have information regarding where the bus will stop to load and unload his or her child(ren). Stops are determined by the school district Superintendent or designee, in accordance with the Motor Vehicle Code and California Highway Patrol directives. The District has a walking distance policy of ½ of a mile in the country, ¾ of a mile for kindergarten through 3<sup>rd</sup> grade, and 1 mile for 4<sup>th</sup> through 8<sup>th</sup> grade in town, to each designated stop or shuttle point. Exceptions can and have been made to this policy, usually dealing with unique traffic patterns or conditions at or near the designated stop.

### Student Control and Safety

Pupils transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a

pupil to be denied transportation. Bus driver may have the student removed by district personnel and returned to the school site for parent/guardian pick up.

The following list of student actions constitutes violations of the established rules and regulations:

1. Abusive body contact (slapping, hitting, poking, shoving, pulling hair, etc.) in or when loading or unloading bus
2. Fighting on the bus or at the bus stop
3. Using profane language
4. Unauthorized exits (from emergency doors and windows)
5. Placing any part of body out of bus window at any time
6. Any movement OUT of seats while bus is in motion
7. Legs, feet, and objects obstructing aisle or facing to the rear in seats
8. Creating excessive noise
9. Any improper bus stop procedures (not lining up, rock throwing, playing in streets, any property damage at bus stops, etc.)
10. Unauthorized opening, closing, or tampering of any kind with bus doors, windows, or emergency exits
11. Any type of damage or defacing of bus
12. Throwing any objects in, out of, or at the bus
13. Littering of any kind
14. Transporting live animals, reptiles, or insects on bus
15. Disrespectful behavior toward the bus driver
16. Tampering with radio or bus controls
17. Failure to obey driver
18. Failure to remain quiet at all railroad crossings
19. Other unauthorized or unsafe actions

The following is from the Student Referral for Unsatisfactory Conduct on a School Bus:

First Citation: Written notice to parent/guardian.

Second Citation: Loss of bus privileges for a minimum of one day.

Third Citation: Loss of bus privileges for a minimum of three days.

Fourth Citation: Loss of bus privileges for a minimum of ten days.

Fifth Citation: Loss of bus privileges pending a parent conference. School Administrator and Transportation to determine course of action following parent conference.

If you have further questions, or if you desire clarification concerning our District's transportation program, please contact Southwest Transportation Agency at 644-1080; your school principal: Washington, 897-2955; Roosevelt, 897-5193; Lincoln, 897-5141; Reagan, 897-6986; and Rafer Johnson Junior High, 897-1091; or Lisa Oehlschlaeger, Maintenance/ Operations/Transportation Administrative Assistant, 897-6415.