

Kit Carson Union Elementary School District



Staff Handbook
Illness and Injury Prevention Plan
Heat Illness Prevention Plan



2025-2026

Respect, Responsibility, Hard Work

Kit Carson Union Elementary School District Staff Handbook

Welcome to Kit Carson Union Elementary School District! As a new employee, you are joining a school district who prioritizes the education of students. We wish you success in your new job, and we hope that you quickly feel at home. At Kit Carson Union Elementary School District, every position is important. We hope you will immediately connect with our community of students, parents, and staff.

To ensure the district's success, this handbook has been prepared to provide you with a basic understanding of the district's policies, and your responsibilities as an employee. It was prepared to make you aware of what you can expect from Kit Carson Union Elementary School District—and what the district will expect from you.

We hope your experience here will be enjoyable and rewarding. This handbook should not be construed as an employment contract or an agreement for employment for any specified period of time. The information we have included in this handbook is necessarily brief and may be subject to change. Any questions regarding the content of this handbook or district policies should be addressed through your administrator or Director of Administrative Services.

Our community members who are part of a bargaining unit should refer to their respective collective bargaining agreement for the specific provisions.

Kit Carson Union Elementary School District

Office Phone: (559) 582-2843
Office Hours: Monday-Friday 7:30 am – 4:00 pm, except holidays

District Staff

Michelle King	Superintendent/Principal
Lisa Rocha	Learning Director at Kit Carson Elementary
Chandalin Champlin	Executive Director of Mid Valley Charter
Valerie Lopez	Secretary
Kelly Mynderup	Chief Business Official
April Davis	Account Technician
Robert Inabnit	Director of Operations and Transportation
Erika Bassett	Director of Administrative Services
Jessica Wright	Food Services Director
Chris Benedict	Teacher on Special Assignment
Ashley Karabian	Nurse
Megan Macedo	School Psychologist

Classified Staff

Kurstin Alonzo Instructional Aide	Jesslyn Davis Food Service	Alexandra Hernandez Instructional Aide	Jennifer Sheldon Instructional Aide
Amy Barlow Data Support Specialist	Bianca Deanda Custodian	Rosemary Herring Instructional Aide	Vicki Torrez Library Clerk
Richard Bryant Custodian/Transportation	Kristie Dias Instructional Aide	Annalisa Lopez Instructional Aide	Amada Trujillo Lares Food Service
Veronica Bustamante Instructional Aide	Elaine Edwards Instructional Aide	Jordyn Macias Instructional Aide	Flora Valdovinos Custodian
Miyah Cantu Instructional Aide	Michelle Encinias Instructional Aide	Vanessa Montes Instructional Aide	Macy Valencia Instructional Aide
Edith Celis Instructional Aide	Francisco Gallegos Custodian/Transportation	Shelby Nunes Instructional Aide	Cathy Victoria Food Service
Liberty Clegg Instructional Aide	Alzira Garcia Instructional Aide	Rebecca Reynolds Instructional Aide	Seth Vierra Deputy Officer
Anya Corfman Instructional Aide	Grace Gibson Instructional Aide	Margie Rodrigues Instructional Aide	Mark Waymire Tech. Support Specialist

Kit Carson School

Certificated Staff

TEACHER	GRADE	ROOM
Tara Jackson	TK	51
Mariel Nielson	K	31
Melinda Hernandez	K	1
Alicia Couto	1	21
Shelby Perez	1	22
Tracey Simas	2	23
Madison Kaczynski	2	24
Bailey Phelps	3	13
Tanya Bryant	3	14
Jill Chrisman	4	15
Jaqueline Gonzales	5	16
Kathryn Bairstow	5	17
Korey Perez	6	33
Tessa Paredes	6	34
Cortney Bell	7	44
Davynn Champlin	8	42
Brenn Vallin	8	43
Ashlyn Dunn	PE	18

MID VALLEY CHARTER SCHOOL

Certificated Staff

Scott Snodgrass	Teacher	54
Cheryl Jones	Teacher	54
Lindsay Fuller	Teacher	54
Kyleen Caetana	Teacher	54

Kings County Office of Education Services

Brittany Walls
Shelly Baird Satellite Classroom
Kings County Office of Education
brittany.walls@kingscoe.org

Claire Coelho
Speech-Language Pathologist
Kings County Office of Education
claire.coelho@kingscoe.org

BELL SCHEDULES

Regular Day			
Entry 1	8:03	Recess bell	All Speakers
Entry 2	8:05	Recess bell	All Speakers
Entry 3	9:15	Recess bell	Kinder/TK
Entry 4	9:30	Recess bell	Grade 1,2,3,TK,Kinder
Entry 5	9:45	Recess bell	Grade 1,2,3,4,5,6
Entry 6	10:00	Recess bell	Grade 4,5,6
Entry 7	10:05	Recess bell	Grade 7,8
Entry 8	10:20	Recess bell	Grade 7,8
Entry 9	11:00	Recess bell	Kinder/TK
Entry 10	11:15	Lunch Bell	Grade 1,2
Entry 11	11:30	Lunch Bell	Grade 3,4
Entry 12	11:45	Lunch Bell	Grade 5,6,TK,Kinder
Entry 13	12:00	Lunch Bell	Grade 1,2,7,8
Entry 14	12:15	Lunch Bell	Grade 3,4
	12:30	Lunch Bell	Grade 5,6
Entry 15	12:45	Lunch Bell	Grade 7,8
Entry 16	1:30	Lunch Bell	Grade 1,2,3
Entry 17	1:50	Recess bell	Grade 1,2,3
Entry 18	2:00	Recess bell	Kinder/TK
Entry 19	2:40	End of day	Grade 1,2,3,4,5,6,7,8,

Early Wednesdays			
Entry 1	8:03	Recess bell	All Speakers
Entry 2	8:05	Recess bell	All Speakers
Entry 3	9:15	Recess bell	Kinder/TK
Entry 4	9:30	Recess bell	Grade 1,2,3,TK,Kinder
Entry 5	9:45	Recess bell	Grade 1,2,3,4,5,6
Entry 6	10:00	Recess bell	Grade 4,5,6
Entry 7	10:05	Recess bell	Grade 7,8
	10:20	Recess bell	Grade 7,8
Entry 10	11:20	Lunch Bell	Kinder/TK
Entry 11	11:15	Lunch Bell	Grade 1,2
Entry 12	11:30	Lunch Bell	Grade 3,4
Entry 13	11:45	Lunch Bell	Grade 5,6,Kinder/TK
Entry 14	12:00	Lunch Bell	Grade 1,2,7,8
Entry 15	12:15	Lunch Bell	Grade 3,4
	12:30	Lunch Bell	Grade 5,6
Entry 16	12:45	Lunch Bell	Grade 7,8
Entry 17	1:30	End of day	All Speakers

Core Values:

The following values guide the staff of Kit Carson School: *Respect, Responsibility, Hard Work*

CHARACTER COUNTS

Kit Carson is a CHARACTER COUNTS school that adheres to the six pillars of character:

- TRUSTWORTHINESS
- RESPECT
- RESPONSIBILITY
- FAIRNESS
- CARING
- CITIZENSHIP



The six pillars of character are qualities expected of all staff & students!

STAFF MEMBERS ARE MODELS FOR STUDENTS!

If we expect it from our students, we should expect it from ourselves.



Policies & Procedures

NO MATTER WHAT YOUR JOB TITLE IS...

NO MATTER WHAT YOUR JOB DESCRIPTION SAYS...

THERE IS ONLY ONE JOB AT A SCHOOL:

SUPPORTING STUDENT LEARNING

Thank You for All You Do!

General Policies and Procedures for All Staff

Kit Carson School Parent/Student Handbook

The Parent/Student Handbook contains many district and school level policies regarding students. **All staff must** be familiar with these policies. During the first week of school and subsequently as needed; classroom teachers shall review and emphasize with students the section that addresses discipline.

The following policies and procedures are listed in alphabetical order:

Alarm Codes & Keypads

Our school is equipped with alarms in each classroom wing, the kindergarten room, the library, the office, and the staff room. Staff members have access codes programmed into keypads located in the room or wing where they are assigned to work. Custodial staff will arm the system at 9:00 pm (weeknights) and disarm it by 7:00 am (weekdays). Staff members who come to school after hours or on weekends shall disarm the system before entering a classroom wing or immediately upon entering an alarmed room and rearm the system when they leave. In NO CASE should any staff member provide another person with his or her access code (even another staff member. Additionally, if you are on campus during the weekend, please text or email your administrator. For questions regarding keypad access, please contact the Superintendent/Principal.

NOTE: The STAFF ROOM must be entered from the west door (the door facing the street) when its alarm is being disarmed. Entering via any other door will trigger the alarm and the company will call the sheriff to investigate, even if it is seemingly disarmed using the keypad.

Smart Phones

In general, staff should only use smartphones during non-work time such as breaks. This includes personal texting, email and phone calls.

Smartphones - STUDENT USE: Students are permitted to have smart phones at school by law (AB272), but it is the responsibility of **all staff** members to monitor their use. At Kit Carson School, students that bring a smartphone to school may only use it to contact their parents or caregivers, **after school**. Smartphones are not to be shared with other students. Smartphones cannot be used inside the classroom or on the yard and are to be turned off during the school day. Consequences for violating smart phone rules range from confiscation of the cell phone, and are outlined in the parent-student handbook. The school is not responsible for lost, stolen or damaged smart phones.

NOTE: In emergencies, or to facilitate needed communication, staff members may allow students to use smartphones for limited, supervised conversations with their own parents or caregivers.

Copy Machines

The staff room copy machines are designated for all staff. The copy machines have been programmed with individual codes for access. See the Technology Support Specialist to report problems or for access.

Teachers are encouraged to use the printers located in each classroom for one-sided handouts.

Lost and Found

Personal items that are found (wallets, brushes, toys, etc.) should be turned in to the office. Items of clothing found will be stored in the small room by the playground.

Leave Requests

Employee Absences: (non emergency)

1. Fill out the time off request form (google) that can be found on the Kit Carson Website under forms, at least three days prior to day/time needed. Management will choose Michelle King for approval. All classified and certificated staff of Kit Carson will choose Lisa Rocha as manager for approval. All classified and certificated staff of Mid Valley will choose Chandalin Champlin as manager for approval. The cafeteria staff would choose Jessica Wright as their manager for approval. The transportation staff would choose Robert Inabnit as their manager for approval.
<https://docs.google.com/forms/d/1ZAs5piH7wR0ozoBEkU-jx4OYNBmqFbnR4f9jy05Mr4/edit>
2. Once the request form is complete, fill out the form in subfinder (link will pop up after you submit the request). Subfinder should be filled out even for school business events.

Employee Absences: (emergency/night before work)

1. Submit a sub request in Smartfind Express.
2. Contact your supervisor & school secretary via parentsquare direct message or email as soon as you know you will not be at work, it is also very helpful if you have yard/pick up/drop off duties to remind them of which areas need to be covered.
3. Fill out the time off request form.

If you receive notice for Jury Duty, scan a copy of your notification & email it to the Director of Student Services immediately so he/she can maintain a copy of the "Jury Duty Notice." Submit the Request for time off in the normal manner. The night before your scheduled appearance, call the County number noted on your summons to check if your appearance for Jury Duty is still required. If the session has been canceled, make sure you cancel the substitute request, and let your Supervisor know.

Network Monitoring

All activity on the school network is filtered and monitored. Addresses of visited World Wide Web Uniform Resource Locators (URLs) are also recorded. All staff **SHALL** monitor and direct the use of any technology used to access the school network. Staff members who are directly responsible for supervising students at a given time are also responsible for content accessed by students at that time. If applicable, staff members shall redirect students from inappropriate websites and activities and inform the Technology Support Specialist that they have done so. Refer to All staff will sign a technology use agreement.

Telephone Use

There are telephones in every classroom and in the staffroom for staff use. For long distance calls not related to school, please use your own smartphone.

Visitors

All visitors must check into the office immediately upon entering campus. Visitors are required to present the office staff with a state issued ID. Visitors will be given a visitor tag to wear. All staff members are responsible for ensuring that adults who do not have a visitor tag are directed to the office. Do not become confrontational towards people without a VISITOR tag. Simply ask, "May I help

you?” Once they state their business, it is easier to ask, “Can I ask you to get a VISITOR tag from the office?”

In the Parent-Student handbook:

Parents/Guardians are welcome and encouraged to visit the school. However, visits should be scheduled with the teacher in advance in order to make the visit as productive as possible and the approval from administration. Advanced notice also minimizes disruption to the classroom. In the interest of safety, **all visitors must check in at the office upon their arrival on campus and prior to visiting a classroom or any part of the school campus. All visitors are required to bring a state issued ID to be used with the schools Raptor system.**

Certificated Staff- Superintendent needs to know if you are going to be on campus during the weekend. Also, if you have a visitor accompanying you on campus, contact the Superintendent via email, text or parent-square.

Classified Staff should not be on campus after contracted hours unless pre approved from an administrator.

Student Safety

It is the **responsibility** of **all staff** to ensure that students are supervised at all times.

- No student shall be in classrooms or any other area without adult supervision
- No keys shall be given to students to retrieve something from a classroom or other room
- Lock your rooms when not there, except during a fire drill & do not touch any breakers.
- Students cannot be left in an unsupervised area of the yard during recess

MANDATED REPORTING: All members of the school staff are “mandated reporters.” Our daily, close proximity to children bestows upon us the responsibility to **report any witnessed or suspected abuse or neglect** of children. Staff can be held liable by both the civil and criminal legal systems for intentionally failing to make a report. See the school secretary for paperwork and procedures for reporting to local Child Protective Services (CPS) officials. The staff member first witnessing or suspecting abuse or neglect shall be the one reporting to CPS. [Steps and Form](https://www.countyofkings.com/home/showpublisheddocument/5628/635321188024830000) can be found here:
<https://www.countyofkings.com/home/showpublisheddocument/5628/635321188024830000>

First Aid and Health Procedures

Administering Medication to Students

School personnel may not administer medication of any description (prescription or over-the-counter) without having parent permission **AND** written authorization from a medical doctor. Although this does not affect staff in the classroom because they do not administer medication there, staff is responsible for informing the students of the following procedure:

1. Notes from parents allowing office staff to administer medication from parents will not be honored
2. Parents must have a note from a medical doctor in order for the school to administer prescription as well as non-prescription medication. Notes must be given to personnel in the school office.

3. All medication must be contained in the original prescription or over the counter container.
4. Students may not carry medication of any kind (prescription or non-prescription) without parent permission, doctor authorization AND office knowledge/consent.

First Aid

Whenever possible, first aid (cleaning and bandaging minor cuts/abrasions, sympathy, etc.) should be administered in the classroom or by yard duty personnel. Basic first aid kits are provided to each classroom by the office. Teachers are expected to use their best judgment (in loco parentis) as to whether a student needs to be seen by an office nurse/staff. Ask: "How long have you been feeling this way?" Engaging them in conversation may be all that they need. Offer a chance to get a drink, go to the restroom, get a wet paper towel, or put their head down. When in doubt, refer to the school nurse. Refer students to the school nurse if you suspect fever, see blood, or other potentially serious matters.

Ice packs are kept in the freezer in the office. Students who need them will remain in the office while using them.

Pediculosis (LICE)

Students suspected of having head lice shall be sent to the office (discreetly) with a sealed/stapled note stating so. Students found to have head lice **will not** be sent home. The student will need to have a follow-up check on the day he/she returns to school. To avoid the spread of lice, please do not allow students to hang or place outer garments in such a way that they touch.

Emergency Procedures

All staff members are required to be familiar with the contents of the Kit Carson School District Safety Plan. Emergency procedures are located next to the classroom door. If your binder is not next to the classroom door, please put in a work order to change the location to be next to your classroom door.

Staff Dress Code

The district believes that employees of the school district can more effectively carry out their respective functions and responsibilities which help meet the School District's primary function of educating students when staff members dress in a professional manner. Students, parents, and other community members who interact with staff members are more likely to respond favorably to a staff member who dresses professionally. Students are more likely to show respect and follow directions from a staff member who dresses professionally. Therefore, the Board adopts the following dress code for staff members:

1. Staff should look professional at all times, exceeding the expectations set for students.
2. Clothing shall be sufficient to appropriately conceal undergarments at all times. Articles of clothing, clothing styles or shoes, which present a hazard to the health or safety of the employee or are disruptive/distracting to the educational practices are not acceptable.

3. Haircuts, hairstyles, and make-up which features unusual or extreme colors to the extent they are disruptive to the educational process are not acceptable.

4. Dress may vary depending upon special activities.

5. Examples of Professional Dress:

A. Dresses, skirts, shorts; no more than 2" above the knee. Leggings may be worn with a dress/shirt/top that's fingertip length.

B. Tops-plain or decorative, blouses and shirts should be modestly cut

C. Sweaters, blouses, collared shirts;

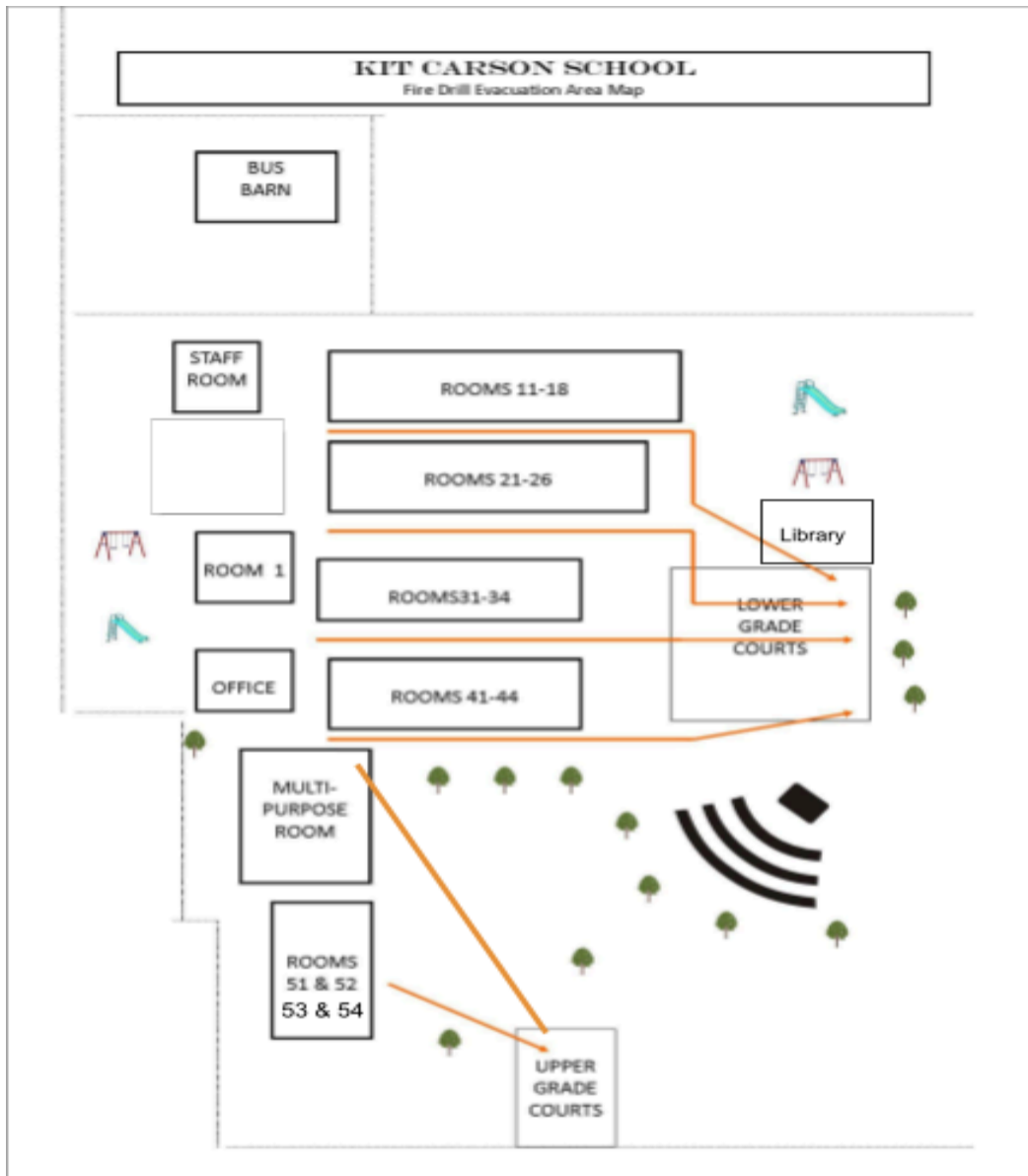
D. Jackets, blazers, vests;

E. Blue jeans that are hemmed, unfrayed and in good condition are acceptable

F. Shoes: dress shoes, dress sandals (including open toe) with heel straps (no beach type sandals), athletic shoes.

G. School Spirit gear is encouraged on Fridays or on school sponsored events.

Any employee deemed inappropriately dressed according to this dress code policy will be sent home until he/she returns with appropriate attire. (Board Policy 4219.21 (14))



Business Office, Personnel & Human Resources

Paychecks

Paychecks, or pay stubs, may be picked up from the office on the last working day of each month. Staff must sign for their check; please do not ask office staff to sign for you.

Teacher Classroom Materials and Supplies

Teachers purchase their own classroom materials and supplies. Teachers have an allowance as follows:

TK/Kindergarten:	\$700.00
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Grades 1-3:	\$600.00
Grades 4-8:	\$500.00

In May, teachers shall turn in the list of materials they are requesting for ordering for the following year to the Account Technician. Teachers can purchase materials and supplies throughout the year by requesting a purchase order in advance from the Business Department. Purchase orders will be issued up to the last Friday in April or as otherwise noted. Purchase orders can be found here:

<https://docs.google.com/forms/d/e/1FAIpQLSce7MHN6wjQ6sxxJwUV0dCuTLKf6ssnfC7UuwBfDu1damSQsg/viewform>

Food Services

Ordering Breakfast/Lunch

Breakfast is available to staff members as supply allows. Staff members who want to eat lunch should inform cafeteria staff to ensure enough food is prepared. Teachers may include themselves as an adult lunch when submitting student lunch counts.

Meal Prices

Adult Breakfast costs **\$3.60** and Lunch costs **\$5.00** (includes milk and salad/fruit bar).

Kit Carson School Parent/Student Handbook

The Parent/Student Handbook contains the district TK-8 Discipline Policy. All staff **must** be familiar with these policies. In addition, during the first week of school, after long holiday breaks and subsequently as needed; classroom teachers shall review and emphasize with students the section that addresses discipline.

Custodial Services, Facility Maintenance and Transportation

Buses

Buses arrive between 7:30 am and 8:05 am each morning, except on foggy days.

Buses depart as soon as school is dismissed at 2:00 p.m. for TK/K & 2:40 pm for 1st-8th grade, or 1:30 pm for all students on Early Release Days.

School District Office

Our school is a place where students, parents, visitors, and staff receive needed assistance and support. **It is critical that the operation of the school office be efficient and that the tenor be courteous and professional.** Our goal is to provide quality service to our students and staff.

Office Hours

The office will be open for business from: **7:30 A.M. - 4:00 P.M.**

Conversation in the Office

Social conversation should be limited to break areas. Staff members, students, and visitors in the office are there to conduct business and should not have to wait for social conversations to end. Be mindful of whose needs are waiting to be served. **Remember confidentiality at all times.** Comments and conversations about students, parents, or other confidential topics should NOT take place.

Student Use of the Telephone

In an **emergency**, permission will be granted to students to use the **office phone**. School telephones are not for student use when a student forgets a homework assignment, class project, desires to go home with a classmate or wishes to stay after school to participate in a school activity.

Management of Students in the Office

While in the office, students are under the supervision of office personnel. Students will sit in the office only while waiting to be helped by office staff, to see the Superintendent/Principal, Learning Director, TOSA, Nurse, staff member, or to be picked up by a parent. Whenever possible, students will wait in their classroom.

Office Copy Machine

The staff room copy machines are designated for staff. The copy machines have been programmed access for each teacher or classified staff, if appropriate. Teachers are encouraged to use the printers located in each classroom. In general, the office copy machine is for office use only.

Meetings

Certificated Staff Meetings

Faculty meetings are scheduled on Wednesday from 2:00 pm - 4:15 pm as noted on the school calendar. These meetings are required of all certificated staff. Attendance is mandatory unless excused by the Superintendent/Principal. Personal appointments, parent conferences, etc, should not take place at this time. A teacher who misses a faculty meeting is still responsible for the information disseminated at the meeting.

Classified Staff Meetings

The Superintendent/Principal and/or Learning Director will hold meetings with the instructional aides and other staff as announced. These will take place at least once a month unless otherwise noted.

Technology

Troubleshooting and Maintenance

If you have a technology problem or maintenance request that requires repair, you are required to fill out a [technology work request form](#) or [work order request form](#) (found under Staff: forms and links on the district website). Work orders will only be acknowledged when a technology work request form or a work order request form has been submitted. He or she will follow up and take the necessary steps to ensure that your problem is resolved.

Network Monitoring

In July 2012, Kings County Office of Education installed a network filter and monitoring program. All activity on the school network will be recorded for reference. Monitoring includes time spent actively using programs and websites. Addresses of Visited World Wide Web Uniform Resource Locators (URLs) are also recorded. All staff should self monitor their own use of the school network. Using computers and other technology to access non-work related material is to be avoided.

Inclement Weather Schedules

Rainy Days

When the weather is too wet to allow students to go out to the yard, students will remain inside the classrooms. Teachers will be alerted by the office staff of the possibility of a rainy day schedule. Rainy day schedules are called by the Superintendent/Principal, or designee (see Schedules for Rainy Day Schedule). A "Rainy Day Schedule" may be called for other types of inclement weather.

Foggy Days

Office Procedures on Foggy Days:

Staff and students can call the school to find out if the school is on a foggy day schedule. The number to call is 582-2843, extension 5. Foggy day schedule is also announced on several radio stations, including KMJ Radio 580 and on Channel 18. Other news stations also announce foggy days even though we don't notify them. It will be announced as a foggy day schedule for Kit Carson School. A parentsquare will also be sent out to parent/guardians as well. See the description of each plan below.

On foggy days attendance will be taken at 9:30 am. Students arriving before these times don't need a pass to go to class. Staff reports to work for their normal work hours.

FOGGY DAY SCHEDULE:

The foggy day schedules are as follows:

1 Hour Delay: Buses are delayed one hour; school starts at 8:05 a.m. Instruction begins at 8:05 a.m.

2 Hour Delay: Buses are delayed two hours; school starts at 8:05 a.m. Instruction begins at 8:05 a.m.

AM Busses Canceled: Bus runs in the morning are canceled; school starts at 8:05 a.m. Instruction begins at 8:05 a.m.

PM Busses Canceled: All bus runs are canceled; school starts at 8:05 a.m. Instruction begins at 8:05 a.m.

Because some areas are clear of fog while other areas are foggy, for safety's sake, the school asks that parents delay bringing their child to school until they feel it is safe to do so.

YARD DUTY PROCEDURES

Basic Yard Duty Guidelines

1. While on yard duty, all yard supervising staff shall wear a standard issue yard vest, carry with them a hand-held radio and first aid pack.
2. Be sure to arrive at your assigned area for yard duty at your designated time.
3. Be sure to be familiar with Kit Carson School Rules as outlined in the discipline section of this handbook and in the Kit Carson Student-Parent Handbook.

Protocol:

Each yard supervisor serving yard duty has common responsibilities. These are listed below:

- Don't be stationary - circulate throughout the area during your yard duty.
- Report to duty on time and remain on duty the full time. Liability is a probability if a child is injured and supervision is lax. If a child gets hurt and there isn't enough supervision, the school could be responsible.
- If your assigned area is adjacent to the corridors and bathrooms, check them frequently.
- Even when not "officially" on duty, all employees have a responsibility to intervene when there is a problem. Students are quick to identify "off duty" personnel by their actions (or lack thereof!)

Student materials storage prior to beginning of the school day and at lunch

If students arrive between 7:30 a.m. and 7:45 a.m., they must go to the cafeteria and bring their belongings with them. After 7:45 a.m., they can leave their backpacks by their classroom door before going to the yard.

Corridor Traffic

All students who are not at recess should use the hallways to get around the school. Students at recess should stay out of the hallways.

General Student Discipline Procedures

Note: The Parent-Student handbook contains more specific details regarding behavioral expectations and discipline procedures for students.

Student Referrals to the Office for Disciplinary Reasons

If the staff member feels that a student needs to confer with the Superintendent/Principal, Learning Director or TOSA regarding the student's behavior, the staff member will personally tell, or send an e-mail or a note to the office stating:

1. Name of the student;
2. Problem or concern;
3. When you would like the conference to take place, and
4. If the situation is urgent, use your classroom telephone.

Students should not be sent directly to meet with the Superintendent/Principal, Learning Director or TOSA unless you know they are available. Send a note or an email explaining the nature of the problem and details necessary for prompt resolution. Always send a book or class work with the student to productively occupy his/her time while waiting. No student will sit in the office for an extended period of time, unless specific arrangements have been made in advance.

Discipline

The purpose of discipline is to instill in students the understanding that adherence to rules and accountability are fundamental aspects of societal participation. Disciplinary strategies and consequences are designed to offer students learning opportunities that foster understanding and reflection on their behavior within a supportive framework (BP/AR 5144). When disciplining students, the focus should be on teaching them the cause-and-effect relationship between their actions and the resulting positive or negative consequences.

Since the classroom teacher is the person at school with the closest contact with the students in his/her classroom, and their parents, it is important that the classroom teacher be kept abreast of all behavior and rules violations involving students in the classroom. This means that all rules violations that occur outside the classroom teacher's circle of influence will be reported directly to the teacher with documentation.

The Superintendent/Principal, Learning Director, TOSA, and Special Education Team shall provide assistance to teachers and staff in developing strategies for handling specific behavior problems.

Disciplinary measures typically used to address inappropriate behavior are listed below. They may include, but are not limited to, any of the items. Also, teachers employ a system of progressive rewards and consequences in each of their classrooms. The list below is not necessarily in order. Consequences may be given when appropriate.

CONSEQUENCES FOR STUDENT BEHAVIOR

- Verbal warning/counseling
- Phone or written contact with parent
- Use of classroom progressive discipline policy
- Notice of Unacceptable Behavior
- Notation on report card or letter to parents
- Verbal or written apology
- Preferential seating within the class
- Restricted Recess must follow ed code & (parent contact)

In California, the new legislation, Senate Bill 291, mandates that elementary and middle school students must have at least 30 minutes of daily recess. This law prohibits educators from using recess denial as a form of punishment, except if a student's participation poses an immediate threat to their safety or that of others ([KPBS](#)) ([KQED](#)).

- **Loss of privileges**, which are normally earned by satisfactory behavior. These may include, but are not limited to, **participation in sports**, field trips, or classroom privileges
- Special tasks - assigned to help rectify a problem created by negative behavior
- Conference with parent and student
- Suspension from school - a temporary denial of the privilege of attending school and any school related activity must follow ed code for any suspension from school. Suspended students may not be present at any school function during the period of suspension.
- Expulsion from school - a long-term denial of the privilege of attending school or any school-related activity for violation of Education Code 48900 or 48915 (pursuant to due process regulations.)

2015-2016 UPDATE: AB 420

AB 420 eliminates out-of-school and in-school suspensions for offenses pursuant to California Education Code Section 48900(k) regarding willful defiance and disruption for our youngest students in transitional kindergarten through third grade (K-3). In 2019, the Legislature extended this prohibition to students in grades four through eight through Senate Bill 419.

AB 420 also provides that willful defiance and disruption offenses shall not constitute grounds for a pupil enrolled in transitional kindergarten or any of grades one to twelve (inclusive) to be recommended for expulsion.

CITATIONS

Kit Carson School uses a citation system that mirrors education code 48900. A citation is a paperwork record which documents a behavioral event. There are four levels of citations: Level A, Level B, Level C-1 and Level C-2. Citations will be issued to document student behavior whenever it is deemed necessary by school personnel. A citation is not a consequence (although citation forms have a section which lists a consequence).

It is expected that all staff possess and employ a variety of disciplinary strategies in working with students. The written citation should be preceded by a number of other interventions. There are relatively few isolated situations that call for an "automatic citation." Most occur when problem behaviors are repeated or become chronic.

Issuing Citations for Inappropriate Behavior

The purpose of the Kit Carson School's Discipline Policy is to create a school atmosphere conducive to learning by helping students learn to behave responsibly and appropriately. The intent is not to process students out who make teaching more difficult. Without this basic understanding, it would be possible to misuse the discipline policy to the detriment of students.

A citation is an **official document** and must be prepared with accuracy and completeness. All citations must be legally defensible. When writing a citation, be sure to complete all sections. Be sure to include the following information on the citation, noting the specific types of information required for specific acts of misconduct described below:

- Date, time and place of the incident
- Student were given due process.
- Specific facts about the incident; be clear and concise when you describe what happened.
- Previous warning should be noted.
- Verbal threats, vulgarity, profanity by the student should be quoted.
- When other students are involved in the incident, **DO NOT** include the other student's name(s). Include the other students ID number when possible.

If possible, ensure that the citation includes language similar to at least one of the following statements:

- An adult(s), include name(s), observed the student doing this.
- He/she admits doing this.
- Indicate if the student has been warned about similar behavior before
- Several students witnessed the student doing this.

Citations shall be regarded as confidential documents. Only school personnel, the student involved and the parent(s) of that student shall see citations. Information about a child's citation may not be shared with another child or another child's parents, even if the other child was involved in the same incident. You may say, "You certainly wouldn't want me to share confidential information about your child, would you?"

It is important that citations be written objectively, presenting only pertinent information. Citations should not contain expressions of anger, frustration, or moralizing. Crisp, precise facts only are needed.

CITATION DESCRIPTIONS

The following violations listed under Level "A", Level "B", Level "C-1" and Level "C-2" contain brief descriptions of acts in violation of Education Code 48900 and Education Code 48915. For complete details of the Education Code pertaining to student discipline and due process, you may contact the Superintendent/Principal or administrator on duty.

LEVEL "A" VIOLATIONS

- Willful disobedience
- Disruptive behavior
- Pushing, hitting, kicking, throwing objects
- Lying, cheating, profanity
- Off limits
- Other violations of school rules as necessary
- Defiance of authority/disruption of school activities

Consequences of Level "A" Violations: The parents or guardian will be notified of each citation issued. The method of transmittal will be by mail, phone call, and personal transmittal by the student if possible.

LEVEL "B" VIOLATIONS: (may require sheriff's intervention)

- Possession or use of tobacco, etc. seq.
- Attempting or threatening to cause physical injury to a person
- Attempting to cause damage to school property or private property
- Committing sexual harassment (Suspension/expulsion "This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.")
- Committing or participating in an act of hate violence (Suspension/expulsion "This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.")
- Intentionally engaging in harassment, threats of intimidation (Suspension/expulsion "This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.")
- Harassing, threatening or intimidating a witness.
- Engaged in an act of bullying, including through texting messaging/electronic devices and directed toward a pupil or school personnel

Consequences of Level "B" Violations: A student who receives a Level "B" citation may be suspended for one half of a day or more based on the severity of the violation and at the discretion of the Superintendent or designee. Pursuant to California Education Code Section 48900, these violations may result in a recommendation for expulsion. A pre-expulsion conference will be scheduled with the superintendent or designee for all students recommended for expulsion.

LEVEL "C-1" VIOLATIONS: (may require sheriff's intervention)

- Damaging school property or private property
- Committing an obscene act or habitual profanity or vulgarity
- Willfully using force/violence against another person
- Causing physical injury to a person
- Possession, using, furnishing, selling or being under the influence of a controlled substance, alcoholic beverage or intoxicant
- Possession, offering, arranging or negotiating to sell any drug paraphernalia
- Stealing or attempting to steal school property or private property
- Knowingly receiving stolen school property or private property
- Offering, arranging, or negotiating to sell a liquid or look-a-like substance representing a controlled substance, alcoholic beverage or intoxicant

- Possessing an imitation firearm
- Attempting to commit extortion or robbery
- Making a terrorist threat against school officials or school property
- Creating a hostile environment

Consequences of Level “C-1” Violations A student who receives a Level “C-1” referral may be suspended for one (1) to three (3) days based on the severity of the violation and at the discretion of the Superintendent or his/her designee. Pursuant to California Education Code Section 48900, these violations may result in a recommendation for expulsion. A pre-expulsion conference will be scheduled with the superintendent or designee for all students recommended for expulsion

LEVEL “C-2” VIOLATIONS: (may require sheriff’s intervention)

- Causing serious physical injury to another person
- Possessing a knife, explosive, or other dangerous object
- Possessing a controlled substance or more than an ounce of marijuana
- Committing assault or battery against a school official
- Committing robbery or extortion
- Possessing a firearm
- Brandishing a knife at another person
- Selling of a controlled substance
- Committing or attempting to commit sexual assault or battery

Consequences of Level “C-2” Violations A student who receives a Level “C-2” referral will be suspended for one (1) to three (3) days based on the severity of the violation and at the discretion of the Superintendent/Principal or his/her designee. A pre-expulsion conference will be scheduled with the Superintendent/designee for all students recommended for expulsion. The student may also be suspended from school pending the expulsion hearing.

Pursuant to California Education Code, the Superintendent/Principal shall recommend the student’s expulsion for Level “C-2” violations unless the Superintendent finds, and report in writing, that expulsion is inappropriate due to the particular circumstances. If expulsion is recommended, the student shall be suspended from school pending the expulsion hearing if the Superintendent or designee has determined, following a meeting with the student and the student’s parent/guardian, that the student’s presence at the school would cause a continuing danger to persons or property or an ongoing threat of disrupting the instructional process.

The more serious infractions and consequences (levels “B” and “C” citations) are spoken of in Education Code 48900 and 48915 and the Kit Carson School Discipline Policy. Some behaviors have specific consequences required by Board Policy or Administrative Regulation.

EDUCATION CODE 48900.5: REQUIRED OTHER MEANS OF CORRECTION/EXCEPTIONS:

“At the very minimum...students who are threatened with removal from school, depriving them of the fundamental right to a publicly financed education, are entitled to notice of the grounds for the removal and an opportunity to be heard.”

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place the documentation in the pupil's record, which may be accessed pursuant to Section 49069.

Processing of Citations

In that the classroom teacher is the primary person responsible for students in her/his class, the teacher plays a pivotal role in the processing of citations. The following steps shall be followed in processing citations:

1. Citations written by the classroom teacher with student signature may be sent to the office (for documentation purposes only). **In the majority of cases, it is the responsibility of the adult writing the citation to determine the consequences & collaborate with administration for determination of appropriate consequences and then write them on the citation.** Citations should be issued or sent to the office no more than 24 hours after the incident, or sequence of incidents. Citations may be personally brought to the office at any time. The TOSA will review each citation. **The teacher issuing a citation(s) will need to make contact with the student's parent(s).**
2. Citations delivered to the office by staff should be delivered to the TOSA. The TOSA will file the citation(s) in the student's discipline file.
3. The TOSA will fill out the discipline record form attached to the discipline folder. A copy will go into the teacher's box the day the citation is issued. A copy of every citation will be mailed or personally delivered to a parent/guardian. Method of notification is to be noted on the citation.
4. The teacher will retain a copy of all citations and keep on file for the year and destroyed at the end of the school year.
5. Teachers/adults are encouraged to investigate incidents and issue consequences/citations when appropriate.
6. A copy of all citations will be mailed to parents to assure their knowledge of the incident.

A teacher who suspends a student from his/her classroom shall call the parent and schedule a parent conference (EC 48910).

(a) A teacher may suspend any pupil from class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal or designee of the school and send the pupil to the principal or the designee of the principal for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. If practicable, a school counselor or a school psychologist may attend the conference. A school

administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.

(b) A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.

(c) A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the principal or the designee of the principal for consideration of a suspension from the school.

Investigation/ Problem Solving Assistance

Problems that occur outside the classroom setting that require further investigation may be referred to the Learning Director, TOSA or Superintendent/Principal by sending a note or email describing the problem. **All staff** will initiate and participate in most investigations, problem solving, and issuing of consequences.

Personal Objects Taken from Students

Whenever personal property is taken from a student, keep in mind that the object needs to be returned to the student to be taken home. In most cases it should be sent home as soon as possible. It is sometimes effective to have the parent come to school to retrieve the object, especially if it is potentially dangerous.

Student Time-out of the Classroom

Students shall not be assigned **to sit/stand outside the classroom** as a disciplinary measure during instructional time unless a teacher has visual contact with the student at all times. Students are not allowed to be in the corridors during recess as there is no supervision.

CLASSROOM PROCEDURES FOR TEACHERS

Student Attendance

Attendance will be taken daily via Schoolwise by no later than 8:10 a.m.

When taking attendance, mark an "A" if the student is absent. If a brand new student to the district doesn't show up on the first day we will leave their attendance blank as they will technically not be enrolled. However, returning students should be marked absent. **NOTE: students or other volunteers are not authorized to take attendance. Only the teacher or a certificated designee (such as a substitute) is authorized to take attendance.**

The secretary, or ParentSquare, will call parents daily to verify absences. Teachers should assist in determining the type of absence by reminding students to bring explanatory notes or to have parents call the school office. All notes from parents regarding school absences shall be sent to the office with the attendance folder.

Tardies

All students are to be inside the classroom when the tardy bell rings in the morning (8:05 am). Students arriving at school after 8:05 am will be required to report to the office for a tardy slip. All other students will report directly to their classroom with their teacher.

The teacher takes roll immediately via Schoolwise by no later than 8:10 a.m. after students enter the classroom in the morning.

Students arriving at your classroom after 8:05 am must present a tardy slip, otherwise they are to be sent to the office to retrieve a tardy slip. A student will not be marked tardy if he/she is late for the following reasons:

- Illness
- Quarantine directed by a county or city health officer;
- Having medical, dental or optometry services rendered, and
- Attending funeral services of a member of the student's immediate family.

Students with more than 3 tardies are not eligible for the "Perfect Attendance Award." Students coming in late from recess should be handled by the classroom teacher.

Lunch Count

Will be taken via Schoolwise daily by no later than 8:10 a.m. An accurate lunch count is very important to ensure having enough food for our students and staff at lunch time. If a student signs up for hot lunch they are expected to eat lunch in the cafeteria. **6th-8th grade students who plan on using only the salad bar do not sign up for hot lunch. All grades have access to the fruit/vegetable bar. 6th-8th may have a salad as a main meal.**

Daily Patriotic Activity

Education code requires that at least one patriotic activity be conducted each day. The flag salute or singing patriotic songs meet this requirement.

Sending Students to the Office for Reasons Other than Discipline

The number of students referred to the office must be kept to a minimum. When a student is sent to the office, the staff member who sent him or her must communicate to office personnel the reason why the student has been sent to the office.

Instructional Practices and Policies

Lesson Planning

At Kit Carson School teachers are required to prepare lesson plans. The plan book should be available for review by the Superintendent/Principal or Learning Director during walk-through or for use by the substitute in case of an unplanned absence.

Good planning does not require one to write down everything. **Planning requires one to write down as much as it takes to recall the content, materials, and strategies to be used.** Format is not critical unless someone else is expected to teach from your plans.

Good planning means planning in advance at several levels.

- **Year plan:** Very general in nature (backwards mapping)

- **Weekly:** Specific plans for the week broken down into daily lessons, activities and assignments that meet the needs of the students.

- **Daily:** Plans are written in sufficient detail that a substitute could follow them. Materials to support the lesson.

It is important to note that these plans must be dynamic, responding to student needs and progress.

Good planning does not preclude occasional departures from the plan. It does mean that a good plan is in place from which to depart when unanticipated events occur.

Lesson Plans for Substitute Teachers

All teachers will develop and maintain a substitute folder and/or binder including lesson plans and any necessary student materials (already reproduced) in the event that the teacher is unexpectedly absent (there should be at least two days of Emergency Sub Plans.) This folder shall be kept in an "easy to find" place in the classroom.

In addition to the two completed days of lessons and student activities, the folder shall contain the following:

- A current seating chart
- A daily schedule

- A list and schedule of students that leave for various pull-out activities, e.g. Speech, etc.
- Classroom policies and procedures
- Aide schedules and students with whom they work, if appropriate.
- The health care plans of any special needs student.
- Emergency Procedures (where to find the ER binder).
- Dismissal Procedures

Substitute Incident Reporting

If there is a concern about a substitute's performance, upon your return, the employee should report the incident to the Secretary.

Posting of Daily Schedule

All teachers shall post their daily schedules on the chalkboard or on a chart listing major subjects and time blocks.

Self-Contained and Team Teaching Program

The instructional program at Kit Carson School is structured around self-contained classrooms in Transitional Kindergarten through fifth grade, and Team Teaching classrooms in 6th-8th grades. This does not preclude the possibility of teachers working cooperatively or, under some circumstances, trading students for portions of the day. Teachers may not turn over responsibility for a curricular area to another teacher. The Superintendent/Principal shall approve any variations from the self-contained format.

Grading and Assessment Policy

Grades are primarily a tool for communication. *Who does a grade need to be communicated to?* That depends on the situation. The overall purpose of assigning a **grade** is to communicate a teacher's professional **assessment** of progress towards mastering all or part of a California Standard in a core subject/area at a particular grade level.

Grading Assessments: Summative versus Formative

It is very important for teachers to distinguish between two types of assessment:

<p>Summative assessments are given at the completion of a unit of study when students have learned enough to be graded on their performance. Grades earned on summative assessments make up the majority of a student's overall grade in a core subject area.</p>	<p>Formative assessments are given while students are still learning material. Grades earned on formative assessments are used by teachers to guide their instruction and provide feedback to students, parents/guardians, and other educational professionals.</p>
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Assessments aren't just tests! Any work produced by a student might be considered an assessment: a count of words read per minute, a piece of writing, a model, a speech or any other performance task.

Grading

Just like assessments, there are different types of grading. While the grades students earn on published report cards might be considered a summative record of an entire trimester, the grades students earn on day-to-day classroom work are mostly formative in nature and might look very different.

Report Card Grades

Report card grades are a record of our teachers’ professional assessment of student mastery of content and skills in each core subject. At Kit Carson Elementary grades are given in the following core subjects:

- Reading
- Language Arts
- Math
- Science
- History/Social Science
- Physical Education

In grades TK-3, a number system is used and major areas within each core subject might be listed on a report card, such as *grammar, writing, and spelling* under the heading of Language Arts. Each of these areas gets a score, and the core subject gets an overall score. In grades 4-8, a letter grading system is used for each core subject.

Number system (grades TK-3)

- 4** Exceeds standards
- 3** Meets standards
- 2** Approaching standards
- 1** Does not meet standard
- X** Area not assessed

Letter system (grades 4-8)

- A** Exceeds standards
- B** Performs above standards
- C** Meets standards
- D** Does not meet standards
- F** Failed to attempt

Failing Grades: Communicating with Parents

It is the policy of Kit Carson School that teachers contact parents/guardians by phone any time a student receives a summative assessment grade that will bring his or her overall grade to an F. Teachers should be able to outline the classroom interventions such as modifying work and differentiating instruction based on the needs of students.

Facilitating learning by differentiating Instruction and modifying work

The reality of our school system is that teachers will have students who are performing both above and below grade level in core subject areas. It is a teacher’s professional duty to differentiate instruction and even modify work based on a student’s current level.

Reporting of Student Progress

Parent-Teacher Conferences

Formal Parent/Teacher Conferences are scheduled for Fall and Spring. The emphasis is on showing how students are progressing toward meeting the State Standards. The expectation is that teachers will conference with all parents on an on-going basis, even outside of scheduled conferences. The expectation for the Spring Parent Conferences is that teachers will conference with parents of students at risk of failing. Students routinely performing two grade levels behind in Math/English shall be considered “at risk.”

Progress Reports

Teachers may send home a weekly progress report informing parents about student behavior and work habits. Official progress reports are sent home near the middle of the trimester in grades TK-8. The actual dates are listed each year on the district calendar.

In addition, timely parent contact should be made for students who are doing poorly or who are experiencing a marked change in performance or behavior. Parents do not appreciate (and should not receive) sudden surprises at report card time! The same recommendation applies to student behavior prior to issuing citations.

No student will receive an “F” on the report card unless parents have been notified that the student is failing (Education Code 49067).

Report Cards

Teachers shall send Report Cards home one week following the end of each Trimester. Particular attention shall be paid by teachers to spelling, grammar, penmanship, etc. in preparing report cards. The comment section should be informative and should receive particular thought and attention to meaningful, descriptive detail. The Superintendent/Principal or designee will review the report cards before they are given to the parents.

Testing and Assessment

A variety of testing programs are conducted at Kit Carson School. The Superintendent/Principal appoints staff to coordinate the school-wide testing:

i-Ready Interim Assessments for ELPAC/Math/ELA/Science Writing Assessments	CAASPP Test - April/May ELPAC – ELL students only, scheduled individually. KELVIN SEL Screener 3rd-8th grade
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Pre-Referral Process (Student Support Team)

Teachers who have concerns about the academic performance or behavior of a particular student must start the pre-referral process. [Form](#) & [Directions](#)

Student Disciplinary Procedures for Teachers

The purpose of discipline is to provide a safe environment in which students can learn. Our goal is to teach students to control their own behavior. In disciplining students, emphasis is to be placed on teaching students the **cause/effect** relationship between their behavior and positive or negative consequences.

Classroom Discipline Plans

Teachers are to have a **written** plan for classroom discipline. A copy is to be submitted to the Learning Director & TOSA and should be sent home no later than Friday of the first week of school. In addition, the teacher will discuss this plan with parents at Back-to-School Night. Each plan will include:

1. Classroom Rules
2. Method for providing feedback (both positive and negative) to students and parents about behavior to ensure that students know where they stand.
3. Strategies (other than citations) typically used.

The plan should also address homework procedures. The description shall include the nature of typical assignments, length of assignments, and manner in which students shall receive feedback on their work, and consequences for incomplete, late, or undone homework.

Student Referrals to the Office for Disciplinary Reasons

If a teacher or staff member feels that a student needs to confer with the TOSA or Learning Director regarding the student's behavior, the teacher will call the office, or send a message to the office.

Students should not be sent directly to meet with the Learning Director or TOSA unless you know they are available. Send a note or an e-mail explaining the nature of the problem and details necessary for prompt resolution (for example: a citation). Always send a book or class work with the student to productively occupy his/her time while waiting. No student will sit in the office for an extended period of time, unless specific arrangements have been made in advance with the Student Specialist.

The administration shall provide assistance to teachers and classified staff in developing strategies for handling specific behavior problems.

Emergency discipline referrals to the office

If a student needs to be removed from your classroom, call the office or send a messenger to the office with a folded/stapled note. Someone will come promptly to get the student.

Requesting an Administrator to come to your room:

In an emergency, use the telephone, or send a runner to the office with a note stating the emergency. If not an emergency, call the office. You can also use the email system. The person requested will get to your room as soon as possible.

General Policies and Procedures for Teachers

Class Parties

Historically class parties are scheduled on Halloween, Christmas, and Valentine's Day. All activities involving food that could be construed as a party shall be made known to the Superintendent/Principal or designee and Food Services in advance and are subject to approval by Food Services. District Board Policy 5030 states: School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties, and by limiting foods or beverages that do not meet nutritional standards to no more than one such food or beverage per party. Class parties or celebrations shall be held at the end of the day.

Independent Study

If a student will be absent for three consecutive days or longer, parents may request that the student be placed on Independent Study by completing a written request in the office one week prior to independent study. The Secretary will complete the appropriate forms, which will require signatures of the parent, the student, and the teacher. A list of all assignments must be given to the Secretary. Requests for shorter duration absences will be directed to the teacher.

Recess

Teachers will release their students in an orderly fashion for recess. Do not send students to recess prior to the designated time. At the end of recess, teachers will greet their students at their lines or by the classroom door. Students should be under direct teacher supervision and inside the classroom no later than the tardy bell.

Dismissal of Students at the end of the day

Teachers are assigned to pick-up and/or bus duty at the end of the instructional day.

Teacher/Student Responsibilities for classroom cleaning

Custodians will perform general cleaning of classrooms once per school day. However, teachers and students also share in the responsibility of keeping their classroom clean. Even the youngest student is capable of learning basic clean-up responsibilities and carrying them out daily. General orderliness and tidiness is to be modeled and taught. Once learned, this will save much teacher and custodial time.

Prior to going home, teacher and students are responsible for:

- Picking up off the floor all scraps of paper, crayons, books, coats, backpacks, etc.
- Basic sink clean-up
- Placing chairs on desks, or stacking chairs
- Straightening top surfaces for ease of dusting by custodians
- Secure windows and doors
- Turn off lights, electrical equipment, and heating or air conditioning
- Wiping down and sanitizing hard surfaces

Materials, Equipment, and Supplies

Textbook/Materials Tracking

Teachers are to record the textbook numbers for all non-consumable and consumable books issued to each student in case of loss or damage. A textbook contract for students is available in the appendices of this Handbook. These should be completed and filed in the classroom during the first week of school and as new students enroll. Lost or damaged books shall be reported to the Librarian who will make arrangements for parent contact and payment.

Consumable Materials of Students Who Leave Kit Carson School

When a student is exited from the school of attendance, the classroom teacher will keep all consumable materials. Teachers are encouraged to use those consumables for incoming students whenever possible.

Technology Policies for Teachers

Use of Technology for the Delivery of Instruction

All teachers are required to use the district provided technology and software for the delivery of instruction. If teachers have questions regarding the use and maintenance of classroom technology equipment, they are to consult with the district Technology Support Specialist.

Teacher Web Sites

Teachers shall update their website at the beginning of the year and as appropriate.

Student Co-curricular Activities

Kit Carson School participates in a number of co-curricular activities in grades 6-8. The Superintendent/Principal coordinates all co-curricular activities. Teachers will apply annually for extra-duty stipend positions by submission of a statement of interest to administration which includes qualifications for the extra-duty position desired. Administration will review and choose based on statements of interest and qualifications. Equal consideration is given to all certificated staff regardless of years of service. Certificated staff have first choice in extra-duty positions. Extra-duty statements of interest are due to Michelle King mking@kitcarsonschool.com by August 9, 2024. Extra duties include: Coaches: Football, Volleyball, Soccer, Softball (2 coaching positions each), Basketball (4 coaching positions), Track (3 coaching positions) \$625 per sport, Student Council Advisor: (1 position) \$3,000 per year, Yearbook Advisor: (1 position) \$1,750 per year, Music Advisor (1 position) \$3,000 per year, Drama Advisor (1 position) \$1,500 per year, Garden Advisor: (1 position) \$2,000 per year, Athletic Director: (1 position) \$2,500 per year.

School Library for Students and Teachers

Enrichment Reading Books

If students are to learn to read and learn to enjoy reading, they must have the opportunity to read. Every student will have an enrichment reading book in his or her desk at all times. If all work is done, students should be encouraged to read. Sustained Silent Reading (SSR) is commended as one of several strategies that give students the opportunity to read for its own sake. Teachers need not feel compelled to hold students accountable for everything they read, as long as they read.

Library schedule

The Superintendent and Learning Director have arranged the library schedule. They will meet with each grade level prior to school starting to give the schedules to the teachers.

Teacher Check-out

Teachers may check out books for a classroom collection for a maximum of 6 weeks.

Teachers will be shown what is needed for them to check out their own books by our Librarian. Staff is responsible to pay for any lost or damaged books/materials that have been checked out to them.

School library books checked out by an employee, whom she/he allows students to use in the classroom or at home and are not returned or are damaged by the student(s), shall not be charged to the employee. Report these lost or damaged books to the Librarian.

Music

When possible the school will offer students in grades 4-8 the opportunity to participate in music.

Student Rewards

TIGER SOCIETY ELIGIBILITY

Tiger Society is a trimester reward for students in grades TK through eighth who meet the following criteria:
 Primary Grades (TK-3): Attendance, citations, and grades. Students in grades 4-8: Must have a GPA of at least 2.0; have no citations; and have no "F" or "Incomplete" grades. At the end of each of the first 2 trimesters a special activity will be planned for these students. Teacher discretion may be used to determine eligibility, but should be carefully considered. For instance, if a student's negative behavior is enough to keep them from Tiger Society, a citation should have been written. If a student is challenged with turning in work, but maintains a 2.0 GPA, then he or she meets the criteria for attending Tiger Society.

Kit Carson School Awards Criteria

This is a description of the Kit Carson School End-of-Year Awards Program. These awards are presented uniformly at the grade indicated below. Individual teachers frequently have additional award/incentive programs for their class.

PRIMARY (Grades TK-3)	INTERMEDIATE (Grades 4-8)
Most Improved Academically Most Improved Worker Most Cooperative Physical Education Citizenship Math Reading Language Arts	Most Improved Academically Most Improved Worker Most Cooperative Perfect Attendance Physical Education Citizenship Math Reading Language Arts Honor Roll Science Social Studies Student Council 8th Grade: Valedictorian, Salutatorian, Historian

Honor Roll

Kit Carson School recognizes students for making the Honor Roll in grades 4-8. Honor Roll is calculated on the following subjects: Math, Social Studies, Reading/Literature, English, Spelling, Science and PE. In grades fourth through eighth students will be selected for the Academic Honor Roll based on the following scale:

- Superintendent's List	4.0
- "A" Honor Roll	3.6 - 3.99
- "B" Honor Roll	3.0 - 3.59

Lunch Times & Procedures

NEW TIMES for 2024-25

Student lunch times:	
11:00-11:45	TK, K
11:15-12:00	1st/2nd
11:30-12:15	3rd/4th
11:45-12:30	5th/6th
12:00-12:45	7th/8th

General lunch procedures for students to follow:

- Students are to be lined up alphabetically, in a single file line TK-4th Grade.
- When a class enters the cafeteria, the students with a cold lunch stay in line alphabetically.
- Students proceed in line to be accounted for by the kitchen staff.
- When students reach the serving line, they pick up a tray and utensils and proceed through the serving line.
- When students finish eating lunch, they clean their area; pick up their tray and dispose of it in the trash.
- Students will be seated by the cafeteria supervisors and dismissed by the yard supervisors

Communications

Weekly Staff Snapshot

More to come on this process.

Mailboxes

Each staff member is assigned a mailbox located in the staff room. Check your mailbox before and after school, and during your lunch hour.

Relaying Messages to Teachers

With the advent of electronic mail, it is usually more convenient and more efficient to communicate via email. It is appropriate and expected that communication be done via email whenever possible. Except in cases of emergency, phone messages will be relayed to the employee via email, or placed in their mailbox if they don't have access to email. Messages for teachers received after lunch and pertaining to students will be relayed via the class phone. It is expected that the teachers check their phone for messages after lunch and check their email at least three times a day: in the morning, right before lunch, and after school.

School-Home Communications

A copy of any general classroom distribution communication to be sent home shall be submitted in advance to the Superintendent/Principal. Professional appearance is a **MUST**. It is expected that teachers proofread for spelling, grammar and punctuation. If a teacher intends to ask parents for any materials or supplies for their children or for the classroom, this must be cleared in advance with the Superintendent/Principal. School-Home Communication should be ParentSquare, school phone or school email only. No other apps are allowed, example: Remind.

Dual Custody of Children

Except in cases where a court order signifies otherwise, if you have a student in a dual custody situation please keep in mind that:

1. Both parents have the right to have access to any and all information about the child - even the parent who does not have custody.
2. We must be careful to give the same information to both parents.
3. If you as a teacher have significant concerns about the health, safety, or welfare of a student and share this concern with one parent, the same information should be shared with the other parent if he/she is accessible.
4. Never take sides in a custody dispute.
5. When in doubt, ask.

In Case of Absence of the Superintendent/Principal and Learning Director

When an administrator is not on campus, a certificated staff member will be appointed to act in his or her place.

Taking students off-campus

Except for approved field trips, no student will leave campus with an employee for any reason. The only personnel authorized to transport students off campus are the Superintendent/Principal and Director of Transportation (who can delegate to a bus driver.)

Field Trips

Field Trips are supported by the Board of Trustees as a viable educational experience. All Field Trips must first be approved in advance by the Superintendent/Principal. Field trip request forms that require Student Council funds must be approved. Forms may be found here:

<https://docs.google.com/forms/d/e/1FAIpQLSc02cL6xFdzn-fpX5WDaMOAto-A9coUKDUUxm2b1m7-WHLDBw/viewform>

- Submit the field trip request form online at least three weeks in advance.
- Students on field trips must have the opportunity to be served a school lunch.
- Trips by private vehicle, whether teachers' or parents' vehicles, are **prohibited** except in cases of need.
- Always take copies of student emergency cards and permission slips.
- Always take your First Aid Kit.
- Medication at School: obtain the student's medication at the district office.
- Always take a roster with you and leave a roster in the office of everyone who went on the trip – students, staff, and parents. Should there be a problem on the field trip the school needs to account for every person.

Field trip adult/student ratio

In general, a minimum of 1:10 is required for grades TK-3, and 1:15 in grades 4-8. Specific trips might require a lower ratio. Prior arrangements should be made for any students remaining behind to stay in another classroom. This should only occur if the student failed to report to the bus on time and the group has already left. Any other reason for a student to stay at school will have to be approved by the Superintendent/Principal in advance.

Staff on Field Trips with their child

When staff take time off from work to accompany their child on a field trip, the requested leave will reflect "Personal Necessity" taken.

Authorization

The Superintendent/Principal shall approve daily co-curricular or extra-curricular trips. The Board shall approve overnight trips.

The Food Services Supervisor must be notified at least **2 weeks in advance** if students will not be eating a school meal. Communication can be done via email.

Parents shall be notified of scheduled trips well in advance and provided information regarding the destination of the trip, the approximate return time, method of transportation and any other pertinent information.

Written parent permission is required for student participation in scheduled trips as follows:

1. Parent consent for field trips to be used for each individual trip.
2. "Athletic Participation Permit/Athletic Uniform Loan Agreement" for student participation and travel in team sports.

DO NOT schedule any field trips that would interfere with state testing, or other scheduled testing.

Transportation

All students must ride in school provided buses on field trips inside and outside of the Hanford area. For liability reasons no field trip transportation in private vehicles is allowed.

Sack Lunch Procedure

This procedure must be followed in order for the food service staff to prepare quality sack lunches for the children in a timely manner.

1. Place your order in writing a minimum of two weeks prior to the field trip and include the following information.
 - a. Estimated number of meals
 - b. Time the meals will be picked up
2. Give your written request to the Food Services Supervisor indicating the actual number of meals needed and a list of students' names ordering meals.
3. Teacher must verify that students received their lunches the day of the field trip.

General Information

The field trip leader must have a first aid kit in his/her possession, or immediately available, while conducting a trip. The school district carries a basic medical insurance coverage for all students. This insurance is secondary to any existing insurance coverage the students may have.

CONTINGENCY PLAN FOR CAMPUS EMERGENCIES

Refer to Kit Carson's Guide to Disaster Preparedness/Safety Plan. In addition to the procedures listed below, Kit Carson School will conduct monthly practice drills to ensure procedures for emergencies run smoothly.

WHO TO CONTACT:

FIRST: Notify the Superintendent/Principal, or other designated person.

SECOND: Notify the Sheriff's Office (Dial 911)

The office number is (559) 582-2843.

Kit Carson School Book and Supply Contract

I understand that the following books and supplies belong to Kit Carson School.
I understand that I will have to pay for any books or supplies that I lose or damage.
I understand that I will turn in all of these materials before I leave this school.

Student Signature _____

Book/Supply	Number	Condition
Reading Book		
Math Book		
Social Studies Book		
English Book		
Science Book		
Other:		

ANNUAL NOTICE TO EMPLOYEES

- * Student Sexual Harassment: BP5145.7 & AR5145.7
- * Child Abuse prevention & Reporting: BP 5141.4 & AR5141.4
- * Personnel Sexual Harassment: BP4119.11 & AR4119.11
- * Tobacco-Free Schools: BP3513.3 & AR3513.3
- * AR 5144.1(a)
- * Employee Use of Technology: BP4040 & AR4040
- * Student Use of Technology Instruction: BP6163.4 & AR6163.4
- * Guidance on Head Lice
- * Drug and Alcohol-Free Workplace Notice to Employees: E4020(a)
- * Heat Illness Injury Prevention

Board Policy

Sexual Harassment

BP 5145.7

Students

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

Complaint Process

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Confidentiality and Record-Keeping

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964.)

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools.

Policy KIT CARSON UNION SCHOOL DISTRICT
adopted: October 10, 2012 Hanford, California

[Workplace Violence Plan Link Here](#)

[Countywide Expelled Youth Plan](#)

AR 5145.7

Sexual Harassment - Students

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex and under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

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

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

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

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way

9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

School-Level Complaint Process/Grievance Procedure

Complaints of sexual harassment, or any behavior prohibited by the district's Nondiscrimination/Harassment policy - BP 5145.3, shall be handled in accordance with the following procedure:

1. **Notice and Receipt of Complaint:** Any student who believes he/she has been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the district Coordinator for Nondiscrimination/Principal. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the Coordinator/Principal, whether or not the victim files a complaint.

In any case of sexual harassment involving the Coordinator/Principal to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall instead report to the Superintendent or designee.

2. **Initiation of Investigation:** The Coordinator/Principal shall initiate an impartial investigation of an allegation of sexual harassment within five school days of receiving notice of the harassing behavior, regardless of whether a formal complaint has been filed. The district shall be considered to have "notice" of the need for an investigation upon receipt of information from a student who believes he/she has been subjected to harassment, the student's parent/guardian, an employee who received a complaint from a student, or any employee or student who witnessed the behavior.

If the Coordinator/Principal receives an anonymous complaint or media report about alleged sexual harassment, he/she shall determine whether it is reasonable to pursue an investigation considering the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment.

3. **Initial Interview with Student:** When a student or parent/guardian has complained or provided information about sexual harassment, the Coordinator/Principal shall describe the district's grievance procedure and discuss what actions are being sought by the student in response to the complaint. The student who is complaining shall have an opportunity to describe the incident, identify witnesses who may have relevant information, provide other evidence of the harassment, and put his/her complaint in writing. If the student requests confidentiality, he/she shall be informed that such a request may limit the district's ability to investigate.

4. **Investigation Process:** The Coordinator/Principal shall keep the complaint and allegation confidential, except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

The Coordinator/Principal shall interview individuals who are relevant to the investigation, including, but not limited to, the student who is complaining, the person accused of harassment, anyone who witnessed the reported harassment, and anyone mentioned as having relevant information. The Coordinator/Principal may take other steps such as reviewing any records, notes, or statements related to the harassment or visiting the location where the harassment is alleged to have taken place.

When necessary to carry out his/her investigation or to protect student safety, the Coordinator/Principal also may discuss the complaint with the Superintendent or designee, the parent/guardian of the student who complained, the parent/guardian of the alleged harasser if the alleged harasser is a student, a teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth, law enforcement and/or child protective services, and district legal counsel or the district's risk manager.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

5. Interim Measures: The Coordinator/Principal shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher.

6. Optional Mediation: In cases of student-on-student harassment, when the student who complained and the alleged harasser so agree, the Coordinator/Principal may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree, and he/she shall be advised of the right to end the informal process at any time.

(cf. 5138 - Conflict Resolution)

7. Factors in Reaching a Determination: In reaching a decision about the complaint, the Coordinator/Principal may take into account:
- a. Statements made by the persons identified above
 - b. The details and consistency of each person's account
 - c. Evidence of how the complaining student reacted to the incident
 - d. Evidence of any past instances of harassment by the alleged harasser
 - e. Evidence of any past harassment complaints that were found to be untrue

To judge the severity of the harassment, the Coordinator/Principal may take into consideration:

- a. How the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct
- c. The identity, age, and sex of the harasser and the student who complained, and the relationship between them
- d. The number of persons engaged in the harassing conduct and at whom the harassment was directed

- e. The size of the school, location of the incidents, and context in which they occurred
- f. Other incidents at the school involving different students
- 8. Written Report on Findings and Follow-Up: No more than 30 days after receiving the complaint, the Coordinator/Principal shall conclude the investigation and prepare a written a report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Coordinator/Principal shall notify the student who complained and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If it is determined that harassment occurred, the report shall also include any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment. This report shall be presented to the student who complained, the person accused, the parents/guardians of the student who complained and the student who was accused, and the Superintendent or designee.

In addition, the Coordinator/Principal shall ensure that the harassed student and his/her parent/guardian are informed of the procedures for reporting any subsequent problems. The Coordinator/Principal shall make follow-up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. As needed, these actions may include any of the following:

- 1. Removing vulgar or offending graffiti

(cf. 5131.5 - Vandalism and Graffiti)

- 2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

- 3. Disseminating and/or summarizing the district's policy and regulation regarding sexual harassment

- 4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community

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

(cf. 5125 - Student Records)

- 5. Taking appropriate disciplinary action

In addition, disciplinary measures may be taken against any person who is found to have made a

complaint of sexual harassment which he/she knew was not true.

(cf. 4118 - Suspension/Disciplinary Action)

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

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

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, including school web sites (Education Code 231.5)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
5. Be included in the student handbook
6. Be provided to employees and employee organizations

Regulation KIT CARSON UNION SCHOOL DISTRICT

approved: October 10, 2012 Hanford, California

Board Policy

Child Abuse Prevention And Reporting

BP 5141.4

Students

The Governing Board is committed to supporting the safety and well-being of district students and desires to facilitate the prevention of and response to child abuse and neglect. The Superintendent or designee shall develop and implement strategies for preventing, recognizing, and promptly reporting known or suspected child abuse and neglect.

The Superintendent or designee may provide a student who is a victim of abuse with school-based mental health services or other support services and/or may refer the student to resources available within the community as needed.

(cf. 1020 - Youth Services)

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

Child Abuse Reporting

The Superintendent or designee shall establish procedures for the identification and reporting of known and suspected child abuse and neglect in accordance with law.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 5145.7 - Sexual Harassment)

Procedures for reporting child abuse shall be included in the district and/or school comprehensive safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)

District employees who are mandated reporters, as defined by law and administrative regulation, are obligated to report all known or suspected incidents of child abuse and neglect.

The Superintendent or designee shall provide training regarding the duties of mandated reporters.

Legal Reference:

EDUCATION CODE

32280-32288 Comprehensive school safety plans

33195 Heritage schools, mandated reporters

33308.1 Guidelines on procedure for filing child abuse complaints

44252 Teacher credentialing

44691 Staff development in the detection of child abuse and neglect

44807 Duty concerning conduct of students

48906 Notification when student released to peace officer

48987 Dissemination of reporting guidelines to parents

49001 Prohibition of corporal punishment

51220.5 Parenting skills education

51900.6 Sexual abuse and sexual assault awareness and prevention

PENAL CODE

152.3 Duty to report murder, rape, or lewd or lascivious act

273a Willful cruelty or unjustifiable punishment of child; endangering life or health

288 Definition of lewd or lascivious act requiring reporting

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

15630-15637 Dependent adult abuse reporting

CODE OF REGULATIONS, TITLE 5

4650 Filing complaints with CDE, special education students

UNITED STATES CODE, TITLE 42

11434a McKinney-Vento Homeless Assistance Act; definitions

COURT DECISIONS

Camreta v. Greene (2011) 131 S.Ct. 2020

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve
Health Framework for California Public Schools, Kindergarten Through Grade Twelve

WEB SITES

California Attorney General's Office, Suspected Child Abuse Report Form:

http://www.ag.ca.gov/childabuse/pdf/ss_8572.pdf

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss/ap>

California Department of Social Services, Children and Family Services Division:

<http://www.childsworld.ca.gov>

U.S. Department of Health and Human Services, Child Welfare Information Gateway:

<https://www.childwelfare.gov/can>

Policy KIT CARSON UNION SCHOOL DISTRICT

adopted: March 18, 2015 Hanford, California

Administrative Regulation

Child Abuse Prevention And Reporting

AR 5141.4

Students

Definitions

Child abuse or neglect includes the following: (Penal Code 11165.5, 11165.6)

1. A physical injury or death inflicted by other than accidental means on a child by another person
2. Sexual abuse of a child, including sexual assault or sexual exploitation, as defined in Penal Code 11165.1
3. Neglect of a child as defined in Penal Code 11165.2
4. Willful harming or injuring of a child or the endangering of the person or health of a child as defined in Penal Code 11165.3
5. Unlawful corporal punishment or injury as defined in Penal Code 11165.4

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 5145.7 - Sexual Harassment)

Child abuse or neglect does not include:

1. A mutual affray between minors (Penal Code 11165.6)
2. An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his/her employment (Penal Code 11165.6)

(cf. 3515.3 - District Police/Security Department)

3. An injury resulting from the exercise by a teacher, vice principal, principal, or other certificated employee of the same degree of physical control over a student that a parent/guardian would be privileged to exercise, not exceeding the amount of physical control reasonably necessary to maintain order, protect property, protect the health and safety of students, or maintain proper and appropriate conditions conducive to learning (Education Code 44807)

4. An injury caused by a school employee's use of force that is reasonable and necessary to quell a disturbance threatening physical injury to persons or damage to property, to protect himself/herself, or to obtain weapons or other dangerous objects within the control of a student (Education Code 49001)

(cf. 5131.7 - Weapons and Dangerous Instruments) (cf. 5144 - Discipline)
(cf. 6159.4 - Behavioral Interventions for Special Education Students)

5. Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by a student (Education Code 49001)

(cf. 6142.7 - Physical Education and Activity) (cf. 6145.2 - Athletic Competition)

6. Homelessness or classification as an unaccompanied minor (Penal Code 11165.15)

Mandated reporters include, but are not limited to, teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrative officers or supervisors of child attendance; athletic coaches, administrators, and directors; administrators and employees of a licensed child day care facility; Head Start teachers; district police or security officers; licensed nurses or health care providers; and administrators, presenters, and counselors of a child abuse prevention program. (Penal Code 11165.7)

Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse or neglect. However, reasonable suspicion does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. (Penal Code 11166)

Reportable Offenses

A mandated reporter shall make a report using the procedures provided below whenever, in his/her professional capacity or within the scope of his/her employment, he/she has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. (Penal Code 11166)

Any mandated reporter who has knowledge of or who reasonably suspects that a child is suffering serious emotional damage or is at a substantial risk of suffering serious emotional damage, based on evidence of severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others, may make a report to the appropriate agency. (Penal Code 11166.05, 11167)

Any district employee who reasonably believes that he/she has observed the commission of a murder, rape, or lewd or lascivious act by use of force, violence, duress, menace, or fear of immediate and unlawful bodily injury against a victim who is a child under age 14 shall notify a peace officer. (Penal Code 152.3, 288)

Responsibility for Reporting

The reporting duties of mandated reporters are individual and cannot be delegated to another person.

(Penal Code 11166)

When two or more mandated reporters jointly have knowledge of a known or suspected instance of child abuse or neglect, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report. (Penal Code 11166)

No supervisor or administrator shall impede or inhibit a mandated reporter from making a report. (Penal Code 11166)

Any person not identified as a mandated reporter who has knowledge of or observes a child whom he/she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the appropriate agency. (Penal Code 11166)

(cf. 1240 - Volunteer Assistance)

Reporting Procedures

1. Initial Telephone Report

Immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make an initial report by telephone to any police department (excluding a school district police/security department), sheriff's department, county probation department if designated by the county to receive such reports, or county welfare department. (Penal Code 11165.9, 11166)

Kings County Child Protective Services
1400 W. Lacey Blvd., Bldg #8
Hanford, CA 93230 – (559) 528-3211)

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

2. Written Report

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the appropriate agency a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168)

The Department of Justice form may be obtained from the district office or other appropriate agencies, such as the county probation or welfare department or the police or sheriff's department.

Reports of suspected child abuse or neglect shall include, if known: (Penal Code 11167)

- a. The name, business address, and telephone number of the person making the report and the capacity that makes the person a mandated reporter
- b. The child's name and address, present location, and, where applicable, school, grade, and class

- c. The names, addresses, and telephone numbers of the child's parents/guardians
- d. The name, address, telephone number, and other relevant personal information about the person who might have abused or neglected the child
- e. The information that gave rise to the reasonable suspicion of child abuse or neglect and the source(s) of that information

The mandated reporter shall make a report even if some of this information is not known or is uncertain to him/her. (Penal Code 11167)

The mandated reporter may give to an investigator from an agency investigating the case, including a licensing agency, any information relevant to an incident of child abuse or neglect or to a report made for serious emotional damage pursuant to Penal Code 11166.05. (Penal Code 11167)

3. Internal Reporting

The mandated reporter shall not be required to disclose his/her identity to his/her supervisor, the principal, or the Superintendent or designee. (Penal Code 11166)

However, employees reporting child abuse or neglect to an appropriate agency are encouraged, but not required, to notify the principal as soon as possible after the initial telephone report to the appropriate agency. When so notified, the principal shall inform the Superintendent or designee.

The principal so notified shall provide the mandated reporter with any assistance necessary to ensure that reporting procedures are carried out in accordance with law, Board policy, and administrative regulation. At the mandated reporter's request, the principal may assist in completing and filing the necessary forms.

Reporting the information to an employer, supervisor, principal, school counselor, co-worker, or other person shall not be a substitute for making a mandated report to the appropriate agency. (Penal Code 11166)

Training

Within the first six weeks of each school year, the Superintendent or designee shall provide training on mandated reporting requirements to district employees and persons working on their behalf who are mandated reporters. Any school personnel hired during the school year shall receive such training within the first six weeks of employment. (Education Code 44691; Penal Code 11165.7)

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

(cf. 4231 - Staff Development)

The Superintendent or designee shall use the online training module provided by the California Department of Social Services. (Education Code 44691)

The training shall include, but not necessarily be limited to, training in identification and reporting of child abuse and neglect. In addition, the training shall include information that failure to report an

incident of known or reasonably suspected child abuse or neglect as required by law is a misdemeanor punishable by imprisonment and/or a fine as specified. (Education Code 44691; Penal Code 11165.7)

The Superintendent or designee shall obtain and retain proof of each mandated reporter's completion of the training. (Education Code 44691)

Victim Interviews by Social Services

Whenever the Department of Social Services or another government agency is investigating suspected child abuse or neglect that occurred within the child's home or out-of-home care facility, the student may be interviewed by an agency representative during school hours, on school premises. The Superintendent or designee shall give the student the choice of being interviewed in private or in the presence of any adult school employee or volunteer aide selected by the student. (Penal Code 11174.3)

A staff member or volunteer aide selected by a child may decline to be present at the interview. If the selected person accepts, the principal or designee shall inform him/her of the following requirements: (Penal Code 11174.3)

1. The purpose of the selected person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
2. The selected person shall not participate in the interview.
3. The selected person shall not discuss the facts or circumstances of the case with the child.
4. The selected person is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act, a violation of which is punishable as specified in Penal Code 11167.5.

If a staff member agrees to be present, the interview shall be held at a time during school hours when it does not involve an expense to the school. (Penal Code 11174.3)

Release of Child to Peace Officer

When a child is released to a peace officer and taken into custody as a victim of suspected child abuse or neglect, the Superintendent or designee and/or principal shall not notify the parent/guardian, but rather shall provide the peace officer with the address and telephone number of the child's parent/guardian. (Education Code 48906)

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

Parent/Guardian Complaints

Upon request, the Superintendent or designee shall provide parents/guardians with procedures for reporting suspected child abuse occurring at a school site to appropriate agencies. For parents/guardians whose primary language is not English, such procedures shall be in their primary language and, when communicating orally regarding those procedures, an interpreter shall be provided.

To file a complaint against a district employee or other person suspected of child abuse or neglect at a school site, parents/guardians may file a report by telephone, in person, or in writing with any appropriate agency identified above under "Reporting Procedures." If a parent/guardian makes a complaint about an employee to any other employee, the employee receiving the information shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency. The

employee also is obligated pursuant to Penal Code 11166 to file a report himself/herself using the procedures described above for mandated reporters.

(cf. 1312.1 - Complaints Concerning District Employees)

In addition, if the child is enrolled in special education, a separate complaint may be filed with the California Department of Education pursuant to 5 CCR 4650.

(cf. 1312.3 - Uniform Complaint Procedures)

Notifications

The Superintendent or designee shall provide to all new employees who are mandated reporters a statement that informs them of their status as mandated reporters, their reporting obligations under Penal Code 11166, and their confidentiality rights under Penal Code 11167. The district also shall provide these new employees with a copy of Penal Code 11165.7, 11166, and 11167. (Penal Code 11165.7, 11166.5)

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

Before beginning employment, any person who will be a mandated reporter by virtue of his/her position shall sign a statement indicating that he/she has knowledge of the reporting obligations under Penal Code 11166 and will comply with those provisions. The signed statement shall be retained by the Superintendent or designee. (Penal Code 11166.5)

Employees who work with dependent adults shall be notified of legal responsibilities and reporting procedures pursuant to Welfare and Institutions Code 15630-15637.

The Superintendent or designee also shall notify all employees that:

1. A mandated reporter who reports a known or suspected instance of child abuse or neglect shall not be held civilly or criminally liable for making a report and this immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his/her professional capacity or outside the scope of his/her employment. Any other person making a report shall not incur civil or criminal liability unless it can be proven that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11172)
2. If a mandated reporter fails to timely report an incident of known or reasonably suspected child abuse or neglect, he/she may be guilty of a crime punishable by a fine and/or imprisonment. (Penal Code 11166)
3. No employee shall be subject to any sanction by the district for making a report unless it can be shown that he/she knowingly made a false report or made a report with reckless disregard of the truth or falsity of the report. (Penal Code 11166)

Regulation KIT CARSON UNION SCHOOL DISTRICT
approved: March 18, 2015 Hanford, California

Board Approved: August 20, 2025

Sexual Harassment Definitions

AR 4119.11

Personnel

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. The conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district.

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

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Training

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position. (Government Code 12950.1)

The district's training and education program for supervisory employees shall include information and practical guidance regarding the federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment. The training shall also include all of the content specified in 2 CCR 7288.0 and practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1; 2 CCR 7288.0)

In addition, the Superintendent or designee shall ensure that all employees receive periodic training regarding the district's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the district's complaint procedures.

Notifications

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

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

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

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

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

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee

(cf. 4031 - Complaints Concerning Discrimination in Employment)

5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 7287.8 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code 12950)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

7288.0 Sexual harassment training and education

CODE OF REGULATIONS, TITLE 5

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

UNITED STATES CODE, TITLE 42

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

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

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

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

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

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

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

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

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

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

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

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

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

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/index.html>

Regulation KIT CARSON UNION SCHOOL DISTRICT
approved: May 21, 2008 Hanford, California

BP 3513.3

Tobacco-Free Schools

Business and Noninstructional Operations

adopted: October 22, 2014 Hanford, California

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

(cf. 3514 - Environmental Safety)

(cf. 5030 - Student Wellness)

(cf. 5141.23 - Asthma Management)

(cf. 6143 - Courses of Study)

(cf. 4159/4259/4359 - Employee Assistance Programs)

(cf. 5131.62 - Tobacco)

(cf. 6142.8 - Comprehensive Health Education)

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

(cf. 1330 - Use of School Facilities)

(cf. 1330.1 - Joint Use Agreements)

The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

HEALTH AND SAFETY CODE

39002 Control of air pollution from nonvehicular sources

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

119405 Unlawful to sell or furnish electronic cigarettes to minors

LABOR CODE

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 Occupational safety and health; use of tobacco products

UNITED STATES CODE, TITLE 20

6083 Nonsmoking policy for children's services

7100-7117 Safe and Drug Free Schools and Communities Act

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

PERB RULINGS

Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Board Approved: August 20, 2025

Management Resources:

WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention: <http://www.cde.ca.gov/ls/he/at>

California Department of Education, Tobacco-Free School District Certification:

<http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp>

California Department of Public Health, Tobacco Control: <http://www.cdph.ca.gov/programs/tobacco>

Occupational Safety and Health Standards Board: <http://www.dir.ca.gov/OSHSB/oshsb.html>

U.S. Environmental Protection Agency: <http://www.epa.gov>

Administrative Regulation

Tobacco-Free Schools

AR 3513.3

Business and Non Instructional Operations

Notifications

Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community. (Health and Safety Code 104420)

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

The Superintendent or designee may disseminate this information through annual written notifications, district and school web sites, student and parent handbooks, and/or other appropriate methods of communication.

(cf. 1113 - District and School Web Sites)

Signs stating "Tobacco use is prohibited" shall be prominently displayed at all entrances to school property. (Health and Safety Code 104420)

Enforcement/Discipline

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 5144 - Discipline)

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

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property

2. Request local law enforcement assistance in removing the person from school premises
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee. (Labor Code 6404.5)

Regulation KIT CARSON UNION SCHOOL DISTRICT

approved: June 1, 2011 Hanford, California

Administrative Regulation

Suspension And Expulsion/Due Process

AR 5144.1

Students

Definitions

Suspension means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910

Expulsion means removal of a student from the immediate supervision and control or the general supervision of school personnel. (Education Code 48925)

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

[Countywide Expelled Youth Plan](#)

Grounds for Suspension and Expulsion: Grades K-12

Acts for which a student, including a student with disabilities, may be suspended or expelled shall be only those specified as follows:

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

1. Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon another person, except in self-defense; or committed as an aider or abettor, as adjudged by a juvenile court, a crime of physical violence in which the victim suffered great or serious bodily injury (Education Code 48900(a) and (t))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

(cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

(cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))
7. Stole or attempted to steal school property or private property (Education Code 48900(g))
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))

(cf. 5131.62 - Tobacco)

9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))
11. Knowingly received stolen school property or private property (Education Code 48900(l))
12. Possessed an imitation firearm (Education Code 48900(m))

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

13. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))
14. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))
15. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))
16. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events. (Education Code 48900(q))

17. Engaged in an act of bullying (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school. (Education Code 48900(r))

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 and below in items #1-3 of "Additional Grounds for Suspension and Expulsion: Grades 4-12," that has any of the effects described above on a reasonable student.

Electronic act means the creation or transmission of a communication originated on or off school site, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above. (Education Code 48900(r))

Reasonable student means a student, including, but not limited to, a student who has been identified as a

student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

(cf. 6163.4 - Student Use of Technology)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education under Section 504)

18. Aided or abetted the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31 (Education Code 48900(t))
19. Made terrorist threats against school officials and/or school property (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

Additional Grounds for Suspension and Expulsion: Grades 4-12

Any student in grades 4-8 may be suspended, but not expelled, for disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

(cf. 5131.4 - Student Disturbances)

A student in grades 4-8 shall be subject to suspension or recommendation for expulsion when it is determined that he/she:

1. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - Sexual Harassment)

2. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those

characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

Suspension from Class by a Teacher

A teacher may suspend a student, including a grade K-3 student, from class for the remainder of the day and the following day for disruption, willful defiance, or any of the other acts specified in Education Code 48900 and listed as items #1-18 under "Grounds for Suspension and Expulsion: Grades K-12" above. (Education Code 48910)

When suspending a student from class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been suspended. (Education Code 48910)

As soon as possible after the teacher decides to suspend the student, he/she shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student suspended from class shall not be returned to class during the period of the suspension without the approval of the principal or designee. (Education Code 48910)

A student suspended from class shall not be placed in another regular class during the period of suspension. However, a student assigned to more than one class per day may continue to attend other regular classes except those held at the same time as the class from which he/she was suspended. (Education Code 48910)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Suspension by Superintendent, Principal or Principal's Designee

To implement disciplinary procedures at a school site, the principal may, in writing, designate as the principal's designee another administrator or, if the principal is the only administrator at the school site, a certificated employee. As necessary, the principal may, in writing, also designate another administrator or certificated employee as the secondary designee to assist with disciplinary procedures when the principal and the principal's primary designee are absent from the school site.

The Superintendent, principal, or designee shall immediately suspend any student found at school or at a school activity to have committed any of the acts listed in the Board policy under "Authority to Expel" and for which he/she is required to recommend expulsion. (Education Code 48915(c))

The Superintendent, principal, or designee may impose a suspension for a first offense if he/she determines that the student violated any of items #1-5 listed under "Grounds for Suspension and Expulsion: Grades K-12" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

For all other offenses, a student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

When other means of correction are implemented prior to imposing suspension or supervised suspension upon a student, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record. (Education Code 48900.5)

(cf. 5125 - Student Records)

Length of Suspension

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year. However, if a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class for the purpose of adjustment, he/she may be suspended for not more than 30 school days in a school year. The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903, 48911, 48912)

(cf. 6184 - Continuation Education)

These restrictions on the number of days of suspension shall not apply when the suspension is extended pending an expulsion. (Education Code 48911)

Due Process Procedures for Suspension

Suspensions shall be imposed in accordance with the following procedures:

1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, presented with the available evidence against him/her, and given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference and the conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)
3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall also be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

In addition, the notice may state the date and time when the student may return to school.

4. Parent/Guardian Conference: Whenever a student is suspended, school officials may request a meeting with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

If school officials request to meet with the parent/guardian, the notice may state that the law requires the parent/guardian to respond to such requests without delay. However, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied reinstatement solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision, provided the following requirements are followed: (Education Code 48911)
 - a. The extension of the original period of suspension is preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension.
 - b. The Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)
 - c. If the student involved is a foster youth, the Superintendent or designee shall notify the district

liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

(cf. 6173.1 - Education for Foster Youth)

- d. If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

(cf. 6173 - Education for Homeless Children)

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

Suspension by the Board

The Board may suspend a student for any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above and within the limits specified under "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

On-Campus Suspension

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to on-campus suspension in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The on-campus suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The on-campus suspension classroom shall promote completion of schoolwork and tests missed

by the student during the suspension.

4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to an on-campus suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification may be made in writing. (Education Code 48911.1)

Superintendent or Principal's Authority to Recommend Expulsion

Unless the Superintendent or principal determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915)

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed the act(s) that form the basis for the expulsion recommendation. (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as

defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Stipulated Expulsion

After a determination that a student has committed an expellable offense, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion or to a suspension of the expulsion under certain conditions. The offer shall be made only after the student or his/her parent/guardian has been given written notice of the expulsion hearing pursuant to Education Code 48918.

The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian. The stipulation agreement shall include notice of all the rights that the student is waiving, including the waiving of his/her right to have a full hearing, to appeal the expulsion to the County Board of Education, and to consult legal counsel.

A stipulated expulsion agreed to by the student and his/her parent/guardian shall be effective upon approval by the Board.

Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing
2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based
3. A copy of district disciplinary rules which relate to the alleged violation
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment

This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney adviser

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney adviser means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

6. The right to inspect and obtain copies of all documents to be used at the hearing
7. The opportunity to confront and question all witnesses who testify at the hearing
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses

Additional Notice of Expulsion Hearing for Foster Youth and Homeless Students

If the student facing expulsion is a foster student, the Superintendent or designee shall also send notice of the hearing to the student's attorney and a representative of an appropriate child welfare agency at least 10 days prior to the hearing. (Education Code 48918.1)

If the student facing expulsion is a homeless student, the Superintendent or designee shall also send notice of the hearing to the district liaison for homeless students at least 10 days prior to the hearing. (Education Code 48918.1)

Any notice for these purposes may be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

Conduct of Expulsion Hearing

1. Closed Session: Notwithstanding Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public to the extent that privacy rights of other students are

not violated. (Education Code 48918)

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))
3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. Presentation of Evidence: Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion: Grades K-12" and "Additional Grounds for Suspension and Expulsion: Grades 4-12" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. Testimony by Complaining Witnesses: The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
 - a. Any complaining witness shall be given five days' notice before being called to testify.
 - b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
 - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
 - d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
 - e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.
 - f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
 - g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
 - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
 - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
 - (3) The person conducting the hearing may:
 - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
 - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
 - (c) Permit one of the support persons to accompany the complaining witness to the witness stand
6. Decision: The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in

writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. The Board may also appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918)

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue a decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated and permitted to return to the classroom instructional program from which the referral was made, unless another placement is requested in writing by the student's parent/guardian. Before the student's placement decision is made by his/her parent/guardian, the Superintendent or designee shall consult with the parent/guardian and district staff, including the student's teachers, regarding other placement options for the student in addition to the option to return to the classroom instructional program from which the student's expulsion referral was made. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion. If the hearing officer or administrative panel recommends that the Board expel a student but suspend the enforcement of the expulsion, the student shall not be reinstated and permitted to return to the classroom instructional program from which the referral was made until the Board has ruled on the recommendation. (Education Code 48917, 48918)

Final Action by the Board

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel or is waived through the signing of a stipulated expulsion agreement, the final action to expel shall be taken by the Board in public. (Education Code 48918(j))

(cf. 9321.1 - Closed Session Actions and Reports)

The Board's decision is final. If the decision is to not expel, the student shall be reinstated immediately.

If the decision is to suspend the enforcement of the expulsion, the student shall be reinstated under the conditions of the suspended expulsion.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review, as well as assessment at the time of review, for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Decision to Suspend Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion: Grades K-12" or "Additional Grounds for Suspension and Expulsion: Grades 4-12" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

If the student submits a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board, the district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal

Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. In addition, law enforcement authorities shall be notified regarding any acts by students regarding the possession, sale, or furnishing of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Placement During Expulsion

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at any of these
3. Not housed at the school site attended by the student at the time of suspension

(cf. 6158 - Independent Study)

(cf. 6185 - Community Day School)

When the placement described above is not available and when the County Superintendent so certifies, students expelled for only acts described in items #6-12 under "Grounds for Suspension and Expulsion: Grades K-12" and items #1-3 under "Additional Grounds for Suspension and Expulsion: Grades 4-12" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-8. (Education Code 48916.1)

Readmission After Expulsion

Prior to the date set by the Board for the student's readmission:

1. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
2. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session. If a written request for open session is received from the parent/guardian or adult student, it shall be honored

- to the extent that privacy rights of other students are not violated.
3. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
 4. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
 5. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school.
 6. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other such contact with the juvenile justice system. (Education Code 48645.5)

Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

(cf. 5119 - Students Expelled from Other Districts)

Regulation KIT CARSON UNION SCHOOL DISTRICT
approved: March 18, 2015 Hanford, California

BP 6163.4 **Student Use Of Technology** **Instruction**

The Governing Board intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of

student learning.

(cf. 0440 - District Technology Plan)

(cf. 4040 - Employee Use of Technology)

(cf. 6163.1 - Library Media Centers)

(cf. 1113 - District and School Web Sites)

(cf. 5131 - Conduct)

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

(cf. 5144 - Discipline)

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

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 5145.12 - Search and Seizure)

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 and district personnel for any damages or costs incurred.

(cf. 6162.6 - Use of Copyrighted Materials)

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technological resources and to help ensure that the district adapts to changing technologies and circumstances.

Use of District Computers for Online Services/Internet Access

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Superintendent or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

Introduction

At Kit Carson Union School District we aim to provide a learning environment with the highest standards of opportunity for children to achieve their full potential. As part of this aim we see access to the Internet as a powerful tool. The Internet is a wonderful place for children to learn and have fun, but there are also dangers, and it is important that children are safe while on-line. When children use the school's Internet connection there are several safeguards in place to ensure that inappropriate material is not allowed through, so that the children can enjoy using the Internet safely. The web links listed on the Kit Carson Union School Districts website have all been pre-viewed by staff, but we cannot guarantee the appropriateness of all content within the sites listed, or any other sites to which a student may have access. Therefore teachers are to always supervise students' Internet usage.

Policy

It is the policy of Kit Carson Union School District to:

1. Prevent user access over its computer network or personal networks to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
2. Prevent unauthorized access and other unlawful online activity;
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
4. Comply with the Children's Internet Protection Act (Pub. L. No. 106-554 and 47 USC 254(h))

Access to Inappropriate Material

To the extent practical, technology protection measures in the form of a web filter program (currently Iboss Web Filter), shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Kit Carson

Union School District online computer network or personal network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

1. Unauthorized access, including so-called "hacking," and other unlawful activities; and
2. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Kit Carson Union School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protecting Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. All teachers will provide age-appropriate training for students who use the Kit Carson School Internet facilities. The training provided will be designed to promote Kit **Carson Union School Districts' commitment to:**

1. The standards and acceptable use of Internet services as set forth in the Kit Carson Union School District Internet Safety Policy;
2. Student safety with regard to:
 - a. Safety on the Internet
 - b. Appropriate behavior while on online, on social networking web sites, and in chat rooms; and
 - c. Cyberbullying awareness and response.
3. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the district's acceptable use policies.

Legal Reference:

EDUCATION CODE

51006 Computer education and resources

51870-51874 Education technology

PENAL CODE

313 Harmful matter

632 Eavesdropping on or recording confidential communications

653.2 Electronic communication devices, threats to safety

UNITED STATES CODE, TITLE 15

6501-6506 Children's Online Privacy Protection Act

UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy Protection Act

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

51007 Programs to strengthen technological skills

60044 Prohibited instructional materials

502 Computer crimes, remedies

Management Resources:

CSBA PUBLICATIONS

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

FEDERAL TRADE COMMISSION PUBLICATIONS

How to Protect Kids' Privacy Online: A Guide for Teachers, December 2000

MY SPACE.COM PUBLICATIONS

The Official School Administrator's Guide to Understanding MySpace and Resolving Social Networking Issues

WEB SITES

CSBA: <http://www.csba.org>

American Library Association: <http://www.ala.org>

California Coalition for Children's Internet Safety: <http://www.cybersafety.ca.gov>

California Department of Education: <http://www.cde.ca.gov>

Center for Safe and Responsible Internet Use: <http://csriu.org>

Federal Communications Commission: <http://www.fcc.gov>

Federal Trade Commission, Children's Online Privacy Protection:

<http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

U.S. Department of Education: <http://www.ed.gov>

Web Wise Kids: <http://www.webwisekids.org> PolicyKIT CARSON UNION SCHOOL DISTRICT adopted: May 9, 2012

Injury and Illness Prevention Program

INTRODUCTION

In the fall of 1989 the California legislature created Senate Bill 198 (SB 198) which, in part, requires California employers to establish and maintain effective injury prevention programs. These programs must be in writing and include the following elements according to Section 6401.7 of the California Labor Code:

- 1. An identified person or persons responsible for implementing the program.**
- 2. An inspection program or system to identify and evaluate workplace or worksite hazards on an ongoing basis.**
- 3. Established methods and procedures for correcting unsafe or unhealthful conditions in a timely manner.**
- 4. A safety training program to ensure that training is provided, both general training to cover basic hazards to all places of employment and specific training to cover hazards that are unique to each employee's job assignment.**
- 5. A system to communicate with employees about safety and health matters and to encourage feedback on safety concerns from them.**
- 6. An enforcement and disciplinary system to ensure that employees comply with company safety and health rules and regulations.**
- 7. A procedure to investigate occupational injuries and illnesses.**
- 8. The employer must keep appropriate records of steps taken to implement and maintain the program.**

The following program is designed to address each of the requirements.

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MANAGEMENT POLICY STATEMENT

It is the policy of Kit Carson School District that every employee is entitled to a safe and healthful place in which to work. To this end, every reasonable effort will be made in the interest of Accident Prevention, Fire Protection, Health Preservation and work.

The management concept of Kit Carson School District is not production and safety; it is production with safety. When production with safety is achieved, production with efficiency is attained simultaneously.

We at Kit Carson School District have a basic responsibility to make the safety of human beings a part of our daily, hourly concern. We will be counting on you to do your part in making our program effective.

The successful operation of Kit Carson School District will depend not only on sales and service, but also how safely each job is performed. There is no job so important - nor any service so urgent - that we cannot take time to work safely. We consider the safety of our personnel to be of prime importance, and we expect your full cooperation in making our program effective.

Sincerely on behalf of the KCUESD Board of Trustees,

Michelle King
Superintendent/Principal
Kit Carson Union Elementary School District

IDENTIFICATION OF PLAN ADMINISTRATORS

The following person/persons are responsible for implementing the accident prevention plan for Kit Carson School District

Name	Title
Michelle King	Superintendent/Principal
Erika Bassett	Director of Administrative Services
Robert Inabnit	Maintenance & Transportation Supervisor

Management Responsibility:

In effectively executing their safety responsibilities, managers will:

- 1) Familiarize yourself with the safety program and ensure its effective implementation.**
- 2) Be aware of all safety considerations when introducing a new process, procedure, machine or material to the workplace.**
- 3) Give maximum support to all programs and committees whose function is to promote safety and health.**
- 4) Actively participate in safety committees as required.**
- 5) Review serious accidents to ensure that proper reports are completed and appropriate**

action is taken to prevent repetition.

Supervisor Responsibilities:

Our supervisors are the foundation of the safety program. Their responsibilities are to:

- 1) Familiarize themselves with company safety policies, programs and procedures.**
- 2) Provide complete safety training to employees prior to assignment of duties.**
- 3) Consistently and fairly enforce all company safety rules.**
- 4) Investigate injuries to determine the cause, then take action to prevent repetition.**
- 5) See that all injuries, no matter how minor, are treated immediately and referred to the personnel office to ensure prompt reporting to the insurance carrier.**
- 6) Inspect work areas often to detect unsafe conditions and work practices. Utilize company self-inspection checklists as required.**

Employee Responsibilities:

Employee responsibilities for safety include the following:

- 1) Adhere to all safety rules and regulations.**
- 2) Wear appropriate safety equipment as required.**
- 3) Maintain equipment in good condition, with all safety guards in place when in operation.**
- 4) Report all injuries, no matter how minor, immediately to a supervisor.**
- 5) Encourage co-workers to work safely.**
- 6) Report unsafe acts and conditions to the supervisor.**

SAFETY RULES

For the protection and safety of all employees Kit Carson School District has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory. Documentation will be made when the rules are distributed to any new employee.

- 1) Proper footwear and clothing will be worn at all times.**
- 2) Do not wear loose clothing, jewelry or keep long hair in a down position where there is a danger of catching such articles in moving machinery.**
- 3) Horseplay, running, fighting or any activity that may result in injury or waste will not be tolerated.**
- 4) Eye protection is required when performing any task that could produce flying particles.**
- 5) Operate machinery with all guards in place. Tampering with safety devices is cause for immediate disciplinary action.**
- 6) Do not operate any machine that is not unfamiliar to you.**
- 7) Machines must never be cleaned, adjusted or repaired until after the machine is turned off, the circuit is broken at the power source (including lock-out) and a warning tag is placed at the controls. Each person involved in maintenance must have his/her own personal padlock to ensure total lack of power until all work has been completed.**
- 8) Any defects in materials, machinery, tools and equipment must be reported to a supervisor.**
- 9) Do not leave tools, materials or other objects on the floor which might cause others to trip and fall.**
- 10) Do not block exits, fire doors, aisles, fire extinguishers, gas meters, electrical panels or traffic lanes.**
- 11) Avoid risk of rupture, internal injury or back injury in attempting to lift or push excessive loads. If an object is too heavy to move without strain - ASK FOR HELP.**

12) Observe the correct position for lifting. Stand with your feet slightly apart, assume a squatting position with knees bent and tuck your chin. Tilt head forward, grasp the load with both hands and gradually push up with your legs, keeping your back straight and avoiding any abrupt movement.

13) Do not distract others while working. When approaching a machine operator for any purpose, do so from the front or the side in a way that he or she will see you coming and will not be shocked or surprised. If conversation is necessary first make sure the machine is turned off.

14) Do not leave oil, wax, water, or any other material on the floor where you or others may slip. Report any spills to your supervisor.

15) When handling hazardous materials, ensure you follow prescribed safety procedures and use required safety equipment. When using secondary containers filled by others, ensure that they are labeled as to their contents and hazards.

16) Use appropriate gloves when handling materials with sharp or jagged edges which may result in lacerations.

17) Do not attempt to operate machinery for which you are not trained.

18) Unnecessary and excessive haste is the cause of many accidents. Exercise caution at all times. **WALK, DO NOT RUN!**

19) The use of hot production equipment or materials for the purpose of cooking or heating food is strictly prohibited.

20) All work related injuries and accidents, no matter how minor, must be reported immediately to your supervisor.

It is imperative that all employees become thoroughly familiar with the above safety rules. Failure to comply with safety rules or procedures, or failure to wear the appropriate safety equipment, will result in disciplinary action up to and including termination.

DISCIPLINARY PROCEDURES

Employees who fail to comply with safety rules will be subject to disciplinary action up to and including termination. Supervisors will follow the normal disciplinary procedures as follows:

1) Verbal counseling - the first step. Must be documented in the employee's personnel file.

2) Written warning - outlining nature of offense and necessary corrective action.

3) Suspension without pay - the third step or a separate disciplinary action resulting from a serious violation.

4) Termination - if an employee is to be terminated, specific and documented communication between the supervisor and the employee, as outlined, must have occurred. Supervisors will be subject to disciplinary action for the following reasons:

1) Repeated safety rule violation by their department employees.

2) Failure to provide adequate training prior to job assignment.

3) Failure to report accidents and provide medical attention to employees injured at work.

4) Failure to control unsafe conditions or work practices.

5) Failure to maintain good housekeeping standards and cleanliness in their departments.

Supervisors who fail to maintain high standards of safety within their departments will be demoted or terminated after three documented warnings have been levied during any calendar year.

SAFETY PROCEDURES

GENERAL:

- 1. Hazardous machinery, equipment or conditions, and unsafe practices or acts shall be reported to your foreman at once.**
- 2. The use or possession of intoxicating beverages is prohibited on the job. Reporting to work intoxicated warrants immediate dismissal.**
- 3. Caution other employees exposed to hazards created by your work activities.**
- 4. All injuries shall be reported promptly to an authorized representative so that arrangements can be made for medical or first aid treatment.**
- 5. Authorization for medical service must be given by your foreman for "On the Job" injuries before obtaining medical attention or seeing a doctor.**
- 6. Do not engage in horseplay on the job.**
- 7. Warning signs, barricades, guardrails, etc., shall be kept in place.**
- 8. Place guards around or over all roof openings, floor openings, excavations, manholes, elevator shafts or any other opening where hazard of fall exists.**
- 9. Machinery and equipment shall be operated or repaired by qualified personnel.**
- 10. Keep out of hazardous areas when not a member of the work crew involved.**
- 11. Use the proper lifting technique to prevent back strain and injury.**
- 12. Do not enter manholes, underground vaults, chambers, tanks, silos, etc., until it has been determined that there is a sufficient amount of air, and it contains no flammable or toxic gases or vapors.**

PERSONAL PROTECTIVE EQUIPMENT:

- 1. Hard hats shall be worn where there is a hazard from falling or flying materials.**
- 2. Wear proper footwear with substantial soles.**
- 3. Wear appropriate dark goggles or welding helmet when working on or near arc, acetylene welding or burning.**
- 4. Wear safety glasses or face shields in areas where flying particles are encountered or hot material can splash.**
- 5. Protection for the hands and other parts of the body is required when exposed to cuts, burns or harmful substances.**
- 6. Use safety belts and lifelines when working at heights where unprotected by guardrails or safety nets.**
- 7. Flagmen, truck spotters, grade checkers, etc., shall wear orange shirts or vests and use proper warning signs, and flags.**

LADDERS AND SCAFFOLDS:

- 1. Defective ladders shall not be used.**
- 2. When using ladders other than stepladders, set feet securely and tie off at the top.**
- 3. Face the ladder going up or down and with hands free of tools or materials.**
- 4. Before using scaffold, check proper blocking, bracing ties, guardrails and planking. If defective, do not use it until corrected.**
- 5. Scaffold platforms shall be kept clear of unnecessary tools or material. Do not overload.**
- 6. Scaffolds or platforms 7 1/2 feet or more above ground shall be equipped with guardrails and toe boards.**
- 7. Before working on rolling scaffolds, check braces, guys, wheel retainers, wheel locks and outriggers.**

MACHINERY AND EQUIPMENT:

- 1. Oiling or repairing of machinery or equipment while in motion is prohibited unless special provision to do so safely has been provided.**
- 2. Before any equipment is set in motion, the operator must first check, and be certain that no one will be injured by his action.**
- 3. No employee shall be allowed to operate power-driven equipment until he has proven that he understands the safe practice of operation.**
- 4. Operators of power-driven equipment shall make a careful inspection of the equipment at the start and end of each shift. Any changes or defects must be reported to both his relief and foreman.**
- 5. Before leaving motorized equipment, ground the blade, bucket, scoop, pans, etc., and secure brakes.**
- 6. Motorized equipment should be handled with caution in dangerous areas such as edges of deep fills, cut banks, and steep slopes.**
- 7. When making repairs on equipment where blocking is required, be sure blocking is secure.**
- 8. Keep proper clearance from all high voltage lines.**
- 9. Never swing suspended loads over workmen.**
- 10. Getting on or off equipment while it is in motion is prohibited.**
- 11. Riding equipment is prohibited unless provided with adequate riding facilities.**

HAND TOOLS:

- 1. Defective tools shall not be used. Keep all tools in a good state of repair.**
- 2. Do not carry sharp hand tools in clothing. Use proper carrying cases or tool kits.**
- 3. Use hand tools only for the purpose for which they are intended.**
- 4. Powder actuated tools shall only be used by qualified operators.**

ELECTRICAL:

- 1. Check all portable electric tools for proper ground and condition of cords. Do not use if defective, report defective equipment to your foreman.**
- 2. Heed high voltage warning signs and keep proper distance.**
- 3. Do not lift or lower portable electric tools by means of the power cord. Use a rope.**
- 4. Do not leave the cords of portable electrical tools where equipment will run over them.**
- 5. When necessary to suspend portable power tools, hang them from some stable object by means of a rope or similar support of adequate strength.**

FIRE HAZARDS:

- 1. When welding or cutting be sure that hot sparks or slag do not come in contact with combustibles.**
- 2. Use only a closed metal container labeled FLAMMABLE for storage of flammable liquids.**
- 3. Keep oily rags and waste material in proper containers.**
- 4. Use fire protection equipment only for fire fighting.**
- 5. Know location of fire extinguishers, and other fire fighting equipment.**
- 6. Report all fire hazards to your foreman immediately.**
- 7. Gasoline shall not be used for cleaning purposes.**
- 8. Do not use flammable fuels for starting or for "warm up" fires.**

FIRST AID:

- 1. Obtain immediate first aid for all injuries, no matter how small, and report to your supervisor.**
- 2. Know location of first aid kits and emergency equipment.**
- 3. Do not move a seriously injured person unless he is exposed to further injury from fire, falling objects or other hazards. Never remove foreign bodies from the eyes.**
- 4. Use first aid materials only as necessary.**

HOUSEKEEPING:

- 1. Maintain good housekeeping in your area.**
- 2. Do not leave scrap on ramps, runways, stairways or designated paths of travel.**
- 3. Keep hoses, cables, and ropes coiled, tied and in the clear.**

SAFETY TRAINING:

The goal of our safety training program is to develop safe work habits and attitudes. It is critical that new workers understand work rules and procedures prior to being assigned a job.

INSPECTIONS

Inspection works because it is an essential part of hazard control. It is an important management tool, not a gimmick. We will view inspections as a fact-finding process, not fault-finding. We will emphasize locating potential hazards that can adversely affect safety and health.

All personnel will be responsible for continuous, ongoing inspection of the workplace. Potentially hazardous conditions, once uncovered, will be corrected immediately or a report will be filed (see exhibit A) to initiate corrective action.

Periodic planned inspections will be made by members of the safety committee (or other designated individuals) utilizing the company self-inspection form (See Exhibit B). The report will be reviewed by the safety committee (or designated management representative) and action will be taken to eliminate uncovered potential hazards. Assignments, target dates for completion, and actual completion dates will be documented in the minutes of the safety committee.

SAFETY COMMITTEE AND SAFETY MEETINGS

Our safety committee will be the Superintendent/Principal, Director and the Maintenance and Transportation Supervisor. They will meet on a monthly basis, and review the following:

- 1. Safety needs**
- 2. Self-inspection reports.**
- 3. Discussion of accidents and corrective action taken.**
- 4. Accident trends.**
- 5. New and outstanding recommendations submitted by outside agencies (insurance carrier, fire department, Cal-OSHA, etc.)**

All meeting agendas will be documented. Group safety meetings - supervisors will be responsible for holding department safety meetings on a regular basis. Employee attendance and discussion topics will be documented.

ACCIDENT INVESTIGATIONS AND REPORTS

It is the policy of Kit Carson School District to carry out a thorough program for accident investigations. Supervisory personnel will be primarily responsible for making an investigation of all accidents in their areas of responsibility. Accidents involving fire, death, serious injury or extensive property damage will be investigated jointly by the immediate Supervisor, the District Worker's Comp Liason, and/or the Superintendent/Principal.

The primary goal of the accident investigation program is the prevention of future similar accidents through the use of knowledge derived from the investigation. Additionally, the investigation will be used to prepare reports required by Federal and State laws as well as the Workers' Compensation Insurance Carrier. These reports are critical in establishing the Company's and the Supervisor's liability under the law. Kit Carson Union Elementary School District. Workers' compensation programs are self-insured and partially self-administered. Claim management is handled with the combined efforts of Kit Carson School District staff and Kings County Self-Insured Schools (KCSIS).

When an employee is injured at work, the supervisor is responsible for taking emergency action to have first aid administered, to obtain professional medical attention as soon as possible, and protect other employees and equipment. The supervisor must then begin to investigate the circumstances of the accident.

- A. GO to the scene of the accident at once.
- B. TALK with the injured person, if possible. Talk to witnesses. Stress getting the facts, not placing blame or responsibility. Ask open-ended questions.
- C. LISTEN for clues in the conversations around you. Unsolicited comments often have merit.
- D. ENCOURAGE people to give their ideas for preventing a similar accident.
- E. STUDY possible causes - unsafe conditions, unsafe practices.
- F. CONFER with interested persons about possible solutions.
- G. WRITE your accident report giving a complete, accurate account of the accident.
- H. FOLLOW-UP to make sure conditions are corrected. If they cannot be corrected immediately, report this to your supervisor.

PUBLICIZE corrective action taken so that all may benefit from the experience. In order for the Supervisor's Report to be effective, it should contain as a minimum a detailed answer to the following questions:

- a. **What Was The Employee Doing?** - Explain in detail the activity of the employee at the time of the accident.
- b. **What Happened?** - Indicate in detail what took place, describe the accident, the type of injury, the part or parts of the body affected, and whether the employee was wearing appropriate safety equipment.
- c. **What Caused the Accident?** - Explain in detail the condition, act, malfunction, etc., that caused the accident. Remember that it is possible to have more than one reason or cause for an accident.
- d. **What Can Be Done to Prevent a Similar Accident?** - Indicate corrective action to prevent recurrence.

HAZARD COMMUNICATION PROGRAM

HAZARD EVALUATION:

Chemical manufacturers and importers are required to review the available scientific evidence concerning the hazards of the chemicals they produce, then report that information to employers who purchase their product. Kit Carson School District will not rely on the evaluation of the manufacturer, we will arrange for additional testing when needed.

We will consider any chemicals listed in one of the following sources to be hazardous:

- A. Those hazardous substances listed in: The Director's List of Hazardous Substances, 29 CFR 1910, Subpart Z, Toxic and Hazardous Substances, Occupational Safety and Health Administration (OSHA) Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment, American Conference of Governmental Industrial Hygienists (ACGIH), 1984 National Toxicology Program (NTP), Third Annual Report on Carcinogens, 1983 International Agency for Research on Cancer (IARC), Monographs, Vols, 1-34 or Those hazardous substances prepared pursuant to Labor Code Section 6382.
- B. Any other substances which present a physical or health hazard(s) as determined by scientific evidence.

LABELS & OTHER FORMS OF WARNING

We will make certain that containers are adequately labeled to identify the hazardous chemicals contained therein, and will show hazard warnings appropriate for employee protection. The warnings will utilize a combination of words, pictures and symbols which will convey the hazards of the chemical(s) in the container. The labels will be legible and prominently displayed. Products used for cleaning, maintaining and general upkeep of sites will be properly labeled, both containers and secondary containers. Material Safety Data Sheets will be kept on file for all products used.

Exceptions to this rule are as follows: We are permitted to post signs which convey the hazard information if there are a number of stationary containers in a given area which have similar contents and hazards. Operating procedures, process sheets, batch tickets, blend tickets and similar written materials can be substituted for container labels on stationary process equipment if they contain the same information and are readily available to employees.

We are not required to label pipes or piping systems. However, to ensure that our employees who work on unlabeled pipes have been informed of the hazardous substances contained within, the following policy has been established: Prior to Starting work our employees are to contact a supervisor for the following information:

- 1) The hazardous substances within the pipe.
- 2) Potential hazards.
- 3) Safety precautions which should be taken.

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects the affected employee(s) will be given information by their supervisor about the hazards to which they may be exposed. The information will include (1) specific hazards of the task (2) protective/safety measures which must be utilized, and (3) measures the company has taken to reduce the hazards (ventilation, respirators, presence of another employee, emergency procedures, etc.).

MATERIAL SAFETY DATA SHEETS (SDS)

Kit Carson School District is responsible for obtaining or developing a MSDS for each chemical used in the workplace. Each MSDS will include the specific chemical identity of the chemical involved and the common names. Each data sheet will provide information on the physical and chemical characteristics of the chemical; known acute and chronic health effects and related health information; exposure limits; whether the chemical is considered to be a carcinogen; precautionary measures; emergency and first aid procedures; and the identification of the organization responsible for preparing the sheet.

Each department supervisor will be responsible for maintaining the SDS describing chemicals used in his/her department and for keeping them readily available to employees. The Program Coordinator will maintain a master file for all departments.

Our employee training program will include instruction on how to read and interpret information on a SDS, and how employees can obtain and use the available hazard information.

EMPLOYEE TRAINING

It is the goal of Kit Carson School District to provide hazard communication training to all workers prior to starting a new job assignment and whenever a new chemical is introduced to a given work area. Training will be conducted by the Program Coordinator or another person who has been properly trained. The program will provide information and training on the following:

1. How the hazard communication program is implemented, how to read and interpret information on labels and MSDS, and how employees can obtain and use the available hazard information.

2. The physical and health effects of the chemicals in the work area.
3. Measures employees can take to protect themselves from the hazards.
4. Specific procedures put into effect by the company to provide protection, such as personal protective equipment, engineering controls and work practices.
5. Methods and observations, such as visual appearance or smell, workers can use to detect presence of a hazardous chemical they may be exposed to.
6. Emergency and first aid procedures to follow if employees are exposed to hazardous substances.

RIGHT-TO-KNOW TRAINING PROGRAM

1. The right to know coordinator is the District Administrative Assistant
2. Review the company's written Hazardous Communication program and explain how to obtain and use the document.
3. Explain applicable safety and health requirements mandated by OSHA and state standards.
4. Identify locations where hazardous chemicals are stored, handled, dispensed or transported, and the location of each process and operation that uses them.
5. Explain how to recognize potential health and safety hazards and review monitoring techniques used to detect potential health hazards.
6. Explain how to read SDS and related information (labels).
7. Explain safety precautions to be taken by the individual worker.
8. Explain in detail the labeling system used by the company.
9. Use visual aids to teach basic information to the general plant population.
10. Warn about specific work activities that increase the likelihood of a loss.

EMERGENCY ACTION PLAN

Major disasters must be anticipated and procedures must be developed and mastered so the well-being of our personnel is to be protected and we are also ready to serve our community.

The following pages detail the organizational structure of our plan and outlines emergency measures to be taken in the event of fire or other emergency. Remember, your conduct and actions during the first few minutes of any emergency may not only save your life, but the lives of your fellow workers, and other members of the community as well.

GENERAL INFORMATION

Two important telephone calls need to be made if the facility is to be evacuated for any of the following reasons:

- 1. A fire or disaster within the facility.**
- 2. An external hazardous condition threatening the facility.**

If either of these two situations occur, notify these agencies:

- 1. Dial 911 for emergency services.**
- 2. Jeff Taber/County Environmental Health – 559 584-1411.**

Upon order of management or other person(s) in charge to totally evacuate the facility, the following action will be taken:

- 1. Initiate evacuation center receiving plan. (It may be necessary to transport company personnel to a local evacuation center).**
- 2. Priority of evacuation may be a necessity if there are handicapped employees.**
- 3. Materials and supplies to be evacuated:**
 - a) First aid kits**
 - b) Personnel roster**

RESPONSIBILITIES

The Safety Committee will:

- 1. Coordinate the Emergency Evacuation Plan throughout the facility.**
- 2. Make certain the Program is familiar to all personnel and that all new employees are promptly oriented.**
- 3. Schedule fire classes as necessary.**
- 4. Arrange and execute fire drills within the facility.**
- 5. Maintain a log of fire drills conducted. The log shall include the date and time of each drill, the time required to evacuate the building, and the initials of the person making the recording.**
- 6. Report any deficiencies noted during the fire drill.**

7. **Correct any deficiencies noted during the fire drill.**
8. **Maintain a file of committee meetings and activities, including committee agendas.**

The Safety Committee will be aided by Supervisors who will:

1. **Facilitate the Emergency Evacuation Plan.**
2. **Keep constant checks on all personnel to be sure that they are completely familiar with all phases of the Plan which they are required to know.**
3. **See that all personnel participate in ALL fire drills, fire classes, and other practice sessions.**
4. **Be certain that all personnel are familiar with, and make thorough fire prevention inspections when they are assigned to do so.**
5. **Take the necessary steps required to correct any fire hazards discovered.**

It is the duty of every employee to:

1. **Be completely familiar with the Emergency Evacuation Plan and his or her duties and responsibilities in the program.**
2. **Participate in all fire drills and practice sessions.**
3. **Attend all fire training classes when assigned.**
4. **Learn the location of and how to operate fire alarm systems and all fire extinguishing equipment.**
5. **Report any fire and/or safety hazard located any place on Company property.**

FIRE PROCEDURE

Personnel have been assigned to:

1. **Sound internal fire alarm.**
2. **Notify office staff.**
3. **Remove personnel from the building.**
4. **Close all doors and windows in the fire area, ONLY if this can be done safely.**
5. **Notify the fire department.**

The person reporting the fire to the fire department will provide them with the following information:

1. **Advise where you are calling from.**

2. Advise of site address that has the emergency.
3. Advise what is burning (machines, paper, etc).
4. Advise of location of fire (roof, plant, office, etc).
5. Advise type of fire (electrical, liquid, etc).

Additional assignments have been made to:

1. Attempt to extinguish the fire with the use of on-premises equipment. To ensure employee safety, this is to be done only during the early stages of the fire.

Working away from the involved area, personnel will be assigned to:

1. Clear the aisles, hallways and other areas of personnel and visitors.
2. Close all doors and windows.
3. Check driveways to see that they are clear for entry of fire fighting equipment. See that gates are unlocked and open.
4. Wait at the front entrance for the arrival of fire fighting equipment. Direct the firemen to the fire if necessary.

Re-entry onto the property will not be permitted until it is declared safe to do so by someone with Executive authority or by the local fire/law enforcement officials.

EARTHQUAKE

In the event of an earthquake the following procedures shall be followed:

1. Assess damage and injuries.
2. Give first aid as needed. Remember, after earthquake utilities, police and fire agencies may not be readily available. **DO NOT ATTEMPT TO TELEPHONE UNLESS ESSENTIAL.**
3. Notify executive management if any are away from the premises.
4. Call the Fire Department only in the case of fire.
5. The nearest hospital for treatment is
Adventist Health Medical Center and Emergency Services
125 Mall Drive, Hanford, California 582-3000.
6. Have damaged or potentially damaged utilities shut off at the main controls.

- 7. Personnel are to be instructed during orientation to see that employees are evacuated to a safe area outside the building and clear of overhead electrical lines, utility poles, block walls, etc., which might fall during aftershocks.**
- 8. Supervisors are cautioned to be alert for fallen high tension lines which may be touching metal objects on the ground.**
- 9. Have all areas of the building inspected for damage before allowing personnel to return to the building(s).**
- 10. Have gas, electrical, water and fuel systems checked for damage before allowing personnel to return to the building(s).**
- 11. Drinking water should be checked to determine that it is not contaminated. Water contained in toilet tanks can be boiled and used if absolutely necessary for drinking or treating injuries.**

HEAT ILLNESS PREVENTION PLAN

Overview and Objectives

This Heat Illness Prevention Plan (HIPP) has important information for all employees who work in outdoor areas or on job tasks where the environmental risk factors for heat illness are present, and are at risk for developing heat illnesses if they do not protect themselves appropriately.

Based on the Code of Regulations Proposed State Standard, Title 8, Chapter 4, Section 3395, this standard applies to all outdoor places of employment.

Scope

The Kit Carson Union Elementary School District HIPP includes steps for ensuring drinking water is provided in sufficient amounts, temperatures and humidity conditions are monitored, shade is available as required by the law, high heat procedures are followed, employee training is in place, emergency response procedures are documented, acclimatization of employees is accounted for and auditing processes are incorporated to strengthen the plan's success.

Policy

It is the policy of Kit Carson Union Elementary School District that any employee participating in job tasks where environmental risk factors for heat illness are present will comply with the procedures in this document and in the Injury and Illness Prevention Program. A copy of this HIPP will be made available at each job site in both English and the language understood by the majority of employees.

Water

Water is provided through the school water system, which is supplied by the City of Hanford water system. Water is provided free at several locations throughout campus. The water system is able to provide much more than the one quart per hour required.

Kit Carson Union Elementary School District allows employees to drink water as frequently as needed. Employees working outside are not assigned to a single spot or area, and they have access to any of the locations where water is available. Static water containers are not generally used, but if they are, employees may report low water levels, as well as warm or dirty water containers, to supervisors.

Procedures for Monitoring the Weather

Supervisors are trained and instructed to check in advance the extended weather forecast. Weather forecasts can be checked at <http://www.nws.noaa.gov/>, or by calling the National Weather Service phone numbers (Hanford: 559-584-8047), or by checking the Weather Channel or local TV Network. Work schedules will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. Routine advanced weather monitoring will take place between the months of May and September (scheduled on the Administrative Secretary and Maintenance Supervisor calendar-currently via Google calendar); with additional advance monitoring conducted as needed during the remainder of the year.

Shade

Kit Carson Union Elementary School District will provide shade when the temperature exceeds 80 degrees Fahrenheit. Shade areas will be open to the air or provided with ventilation or cooling. Enough shade will be provided to accommodate the number of employees on break or recovery period at any given time. Sufficient shade is available in all outdoor locations. Employees working outside are not assigned to a single spot or area, and they have access to any of the locations where shade is available.

Although employees who work outside are generally required to stand for their duty period, Kit Carson Union Elementary School District will provide chairs if needed, and ensure that employees in shaded areas can sit in a normal posture fully in the shade without having contact with one another if needed. The shaded areas exist throughout the work area. Employees may take meals outdoors, if they wish, but are not required to do so. Indoor, cooled rooms are available and can accommodate the number of employees on meal break and those seeking cool-down periods.

Kit Carson Union Elementary School District will encourage employees to take a preventive cool-down in the shade when they feel the need to protect themselves from overheating. Employees working outside are not assigned to a single spot or area, and they have access to any of the locations where shade is available.

Employees taking cool-down breaks will be monitored and asked if they are experiencing symptoms of heat illness and will be encouraged to remain in the shade until any signs or symptoms have abated. Employees will be given no less than 5 minutes to rest in the shade, in addition to time needed to access the shade.

Kit Carson Union Elementary School District policy will be that any employee who exhibits signs or reports symptoms of heat illness while taking a preventive cool-down rest shall be provided with appropriate first aid or emergency response.

High Heat Procedures

Kit Carson Union Elementary School District will implement the following high heat procedures when the temperature equals or exceeds 95 degrees Fahrenheit.

- Employee and student outdoor activity will be limited to spans of less than 30 minutes.
- Inclement weather (“Rainy Day”) schedules, as per the Staff Handbook, may be implemented
- Employees who work outside shall have access to shade and water and be available for checks by radio
- Employees shall be observed for symptoms of heat illness and will be reminded throughout the work shift to drink plenty of water.
- Kit Carson Union Elementary School District will designate 1 or more employees (the school nurse and any supervisor) to call for emergency medical procedures, and allows any employees to call for emergency services when a designated person is not available.
- Kit Carson Union Elementary School District will closely supervise new employees who are scheduled to work outside for more than 45 minutes at a time for the first 14 days of employment, unless the new employee indicates at the time of hire that he or she have been doing similar work for at least 10 of the past 30 days, and for more than 4 hours per day.
- When temperatures reach 95 degrees or above, and employees are working outside for up to 2 hours, Kit Carson Union Elementary School District will ensure that employees takes a

minimum 10-minute preventive cool-down rest period every 2 hours. The preventive cool-down rest period may be provided concurrently with any other required meal or other rest period.

- If the work day extends beyond 8-hours, Kit Carson Union Elementary School District will provide an additional preventive cool-down period at the conclusion of the 8th hour of work for employees who have been working outside for up to 2 hours. If the work day extends beyond 10 hours, then another preventive cool-down rest period will be provided at the conclusion of the 10th hour of work, and so on until the end of the work day.
- Kit Carson Union Elementary School District will provide a pre-shift meeting during periods of high heat to remind employees who are working outside for up to 1 hour at a time:
 1. Of the District's high heat procedures,
 2. To drink plenty of water, stay in the shaded areas of campus, and
 3. Of their right to take cool-down periods when necessary

Training

Kit Carson Union Elementary School District will provide training to all supervisors, and affected employees, prior to their engaging in work that could result in exposure to risk factors for heat illness. Training will include:

1. An explanation of the employer's responsibility to provide shade, water, cool-down periods, and access to first aid, as well as the employee's right to exercise their rights without fear of retaliation.
2. Environmental and personal risk factors for heat illness.
3. The signs and symptoms of heat illness.
4. The importance of immediately reporting signs and symptoms of heat illness – and appropriate first aid to be taken.
5. Importance of frequent consumption of water.
6. Importance of acclimatization.
7. Kit Carson Union Elementary School District response plan to a case of possible heat illness.
8. Supervisor and employee responsibilities.
9. Supervisors will be taught procedures to follow in case of an employee reporting or displaying symptoms of heat illness.
10. Supervisors will be trained how to monitor weather reports and how to respond to hot weather advisories.

Emergency Response Procedures

All supervisors and management personnel of Kit Carson Union Elementary School District are required to take immediate action if an employee exhibits signs or symptoms of heat illness.

Emergency response procedures will include but not be limited to the following actions:

1. Ensuring that effective communication by voice, observation, or electronic means are maintained so that employees at the high temperature work site can contact a supervisor or emergency medical service when necessary.
2. Cellphones, company radio, email and other electronic devices will be used for communication. If electronic devices are not reliable forms of communication, Kit Carson Union Elementary School District will develop alternative means of summoning emergency medical services.

3. Employers and supervisors will be trained to recognize symptoms of heat stress, such as decreased level of consciousness, disorientation, irrational behavior, staggering, vomiting and convulsions; and are required to take immediate action if any employee exhibits signs of the mentioned symptoms of heat illness.
4. Supervisors and employees will be taught first aid measures and how emergency services are to be provided to affected employees.
5. Employees exhibiting signs or symptoms will be monitored and shall not be left alone or sent home without being first offered onsite first aid and/or being provided with emergency medical service.
6. If deemed necessary, emergency medical services will be contacted, and employees will be transported to a place where they can be reached by emergency medical providers.
7. In emergency events – clear and precise directions to the work site will be provided to emergency responders.
8. In the event that a work site is in a difficult to find location, an employee will be sent to meet emergency medical services at the nearest landmark; and lead them to the work site.

X. Acclimatization

New employees and employees who have not previously worked in environments where the possibility that heat illness may occur will be given an opportunity for their bodies to gradually be exposed to heat. Employees will be given an opportunity to adapt to the heat by working in the heat for less than 2 hours a day, for between 4 to 14 days.

Kit Carson Union Elementary School District will also monitor employees during a heat wave. “Heat wave” being defined as any day the predicted temperature is at least 80 degrees Fahrenheit *and* at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding 5 days. No employees work solos, so monitoring can be done by either the supervisor or by use of the buddy system.

Kit Carson Union Elementary School District will stress to new employees the importance of immediately reporting to their supervisor symptoms and signs of heat stress in themselves or in co-workers.

Heat Illness Prevention Plan Audit

Kit Carson Union Elementary School District, as part of the implementation of our Injury & Illness Prevention Program, and to ensure the success of our HIPP, will conduct an audit of our written plan and documentation by Supervisors and Managers. Audits of the HIPP will be conducted annually. The audit shall review the plan to ensure that the heat illness prevention procedures continue to be effectively implemented. This will include, but is not limited to:

1. Ensuring that suitably fresh and cool water is routinely provided in the required amounts.
2. Ensuring sufficient shade is routinely made available.
3. Verifying that the required supervisor and employee training has been completed.
4. A review of the effectiveness of emergency response procedures.
5. Ensuring that employees are acclimatized as required.
6. Ensuring that high heat procedures are implemented when the temperature reaches 95 degrees Fahrenheit.

The Heat Illness Prevention Standard, Title 8, California Code of Regulations, Section 3395, requires all employers with outdoor worksites to take the following steps to prevent heat illness:

Steps	Monitoring
1. Provide heat illness prevention training to all employees, including supervisors.	Annual training
2. Provide a continual supply of fresh water so that each employee can drink at least one quart per hour, and encourage them to do so.	Water fountains and the fill station on campus
3. Provide access to shade for at least five minutes of rest when an employee believes he or she needs a preventative recovery period. They should not wait until they feel sick to do so.	Employees working outside are not assigned to a single spot or area, and they have access to any of the locations where shade is available. All employees working outside carry two way radios/Annual training
4. Develop and implement written procedures for complying with the Standard.	This HIP Plan/Annual training
5. Limit heat exposure of new employees for 14 days until acclimatized	Annual training

These steps alone can greatly reduce the risk of outdoor workers developing heat illness.

Specific Procedures for Kit Carson School:

High heat conditions exist when the temperature is at least 80 degrees Fahrenheit *and* at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding 5 days.

No non-maintenance staff is assigned outside for more than 30 minutes in high heat conditions.

Employees are not assigned to static spots and are free to, and are encouraged to station themselves in shaded areas when available. There is shade available throughout campus and indoor, cooled rooms available for breaks.

Water fountains are located in several locations around campus. There is a water filling station in the cafeteria. Employees are free to visit water fountains and carry personal drink containers during the course of their work day. Employee movement is not restricted, allowing for visits to water fountains or filling stations as needed. All drinking water is obtained from the water system connected to the City of Hanford's water system.

All employees who work outdoors are required to carry two-way radios and remain available for contact at all times during the work day.

Inclement weather procedures will be implemented during high heat conditions.

TRAINING

Supervisors will use this outline for training staff, or ensure that the training method used covers the topics within it.

I. EMPLOYER'S RESPONSIBILITY

- A. The District responsibility is to provide shade, water, cool-down periods, and access to first aid
- B. Employees have the right to exercise their rights without fear of retaliation.

II. RISK FACTORS FOR HEAT ILLNESS

- A. Environmental factors
 - 1. Temperature
 - 2. Humidity
 - 3. Other sources
- B. Personal factors
 - 1. Overall health
 - 2. Body composition
 - 3. Clothing
 - a) Protective
 - b) Possible to exacerbate heat

III. KCUESD Procedures for compliance

IV. Water consumption

- A. Up to 4 cups per hour in hot conditions or when sweating

B. Employees are free to move to areas where water is available (fountains, filling station)

V. Acclimatization

A. New employees working outside in high heat conditions

B. 14 days- limit heat exposure

C. Heat Illnesses

1. Heat Rash

a) Heat rash is a skin irritation (also known as prickly heat) caused by excessive sweating during hot, humid weather. It is likely to occur where sweat is not easily removed from the surface of the skin by evaporation and the skin remains wet most of the time. Sweat ducts become plugged, which eventually leads to a rash. It is manifested as red papules and usually appears in areas of restrictive clothing. It can occur at any age but is most common in young children.

2. Heat Syncope (Fainting)

a) In heat syncope, the brain does not receive enough oxygen because the blood pools in the extremities. Workers not accustomed to hot environments and who stand erect and immobile in the heat may faint. Onset is usually rapid and unpredictable.

3. Heat Cramps

a) Heat cramps are usually caused by strenuous activity in a hot environment. Painful spasms of the muscles are caused when workers drink large quantities of water, but fail to replace their body's electrolyte loss. Cramps can be caused by both too much or too little salt in the system. The muscles most susceptible are those that become tired from performing the energetic activity. Cramps may occur during or after work hours.

4. Heat Stroke

a) Heat stroke is a medical emergency. It occurs when the body's system of temperature regulation fails, sweating becomes inadequate and the body's core temperature rises to critical levels. The body's only effective means of removing excess heat is compromised, with little warning to the victim. Body temperature is usually above 106°F or higher. Unless the victim receives quick and appropriate treatment, death or permanent disability can occur.

5. Heat Exhaustion

a) Heat exhaustion is a serious illness that can gradually develop during exposure to high temperatures and inadequate or unbalanced replacement of fluids. It is the body's response to an excessive loss of the water and salt contained in sweat. Body temperature may be normal or slightly elevated. If not properly treated, heat exhaustion may rapidly progress to heat stroke.

VI. Reporting signs and symptoms & responses

A. Mandatory two-way radio use for employees working outside

B. Reporting immediately

1. Self

2. Co-workers

- VII. KCUESD response procedures
 - A. Emergency medical services
 - 1. School nurse or other trained staff
 - 2. 911 is always an option, no repercussions
 - 3. Campus access for emergency responders
 - 4. Directions to the School Site
 - a) Say: “Kit Carson School; the nearest crossroads are 7th Avenue and HWY 198, the address is 9895 7th Avenue, Hanford, our phone is 559-582-2843
 - 5. Recruit staff to watch for emergency vehicles
- VIII. Supervisor training
 - A. Supervisors complete all employee training (I-VII above)
 - B. Procedures for implementation
 - C. Procedures for response to heat related illness incident
 - D. Monitoring weather reports
- IX. District monitoring procedures
 - A. Annual training
 - B. Monitoring the weather: SOP from May 1 - Sept 30, also as needed
 - C. Schedules for monitoring work environments considered “at risk”
 - D. Pre-shift meeting schedules

Checklist for Employees and Supervisors

- Ensure proper hydration by drinking more fluids before, during and after exposure to heat.
- Don't wait until you're thirsty to drink.
- Don't drink liquids that contain alcohol, caffeine or large amounts of sugar – they cause your body to lose more fluid.
- Avoid very cold drinks – cool (50°–60°) fluid is ideal.
- Eat light meals – avoid hot and heavy meals.
- Wear lightweight, light-colored, loose-fitting clothing.
- Take frequent rest breaks in a cool shaded area.
- Protect yourself from the sun by wearing a wide-brimmed hat and use sunscreen of SPF 15 or higher.
- Avoid overexertion – slow down and avoid strenuous activity.
- Become familiar with the early warning signs and symptoms of the various heat-related illnesses.

Board Policy
 Uniform Complaint
 Updated 9/04/2024

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 the 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 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, physical or

mental disability, medical condition, or genetic information; 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)

Discrimination includes, but is not limited to, the Board's refusal to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library, on the basis that it includes a study of the role and contributions of any individual or group consistent with the requirements of Education Code 51204.5 and 60040, unless such study would violate Education Code 51501 or 60044. Additionally, discrimination includes, but is not limited to, the Board's adoption or approval of use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction, or any book or other resource in a school library if the use would subject a student to unlawful discrimination pursuant to Education Code 220. A complaint alleging such unlawful discrimination may, in addition to or in lieu of being filed with the district, be directly filed with the Superintendent of Public Instruction (SPI). (Education Code 243, 244)

The UCP shall not be used to investigate and resolve employment discrimination complaints. (5 CCR 4611)

11. Educational and graduation requirements for students in foster care, students experiencing homelessness, students from military families, students formerly in a juvenile court school, students who are migratory, and newcomer students (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 site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
21. State preschool programs (Education Code 8207-8225)
22. State preschool health and safety issues in license-exempt programs (Education Code 8212)
23. 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
24. Any other state or federal educational program the SPI 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 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 federal, state, and local 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, was subjected to conduct known to the district that may reasonably constitute sex discrimination under Title IX, including sex-based harassment, as defined in 34 CFR 106.2

Discrimination on the basis of sex includes sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions or recovery; and parental, marital, and family status. Such a complaint shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in Administrative Regulation 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures. (34 CFR 106.2, 106.10, 106.11, 106.44)

4. Except for complaints alleging sex discrimination, including sex-based harassment, any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in Administrative Regulation 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Civil Rights Department

Employment complaints alleging sex discrimination, including sex-based harassment, shall be investigated and resolved as specified in 34 CFR 106.44 and 106.45 and Administrative Regulation 4119.12/4219.12/4319.12 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

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 Administrative Regulation 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 Board Policy 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 Board Policy 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 Administrative Regulation 1312.4 - Williams **Uniform Complaint Procedures** (Education Code 35186)

COVID-19 Guidance & Updates

Updated respiratory virus recommendations

Updates as of May 22, 2024:

COVID-19 isolation recommendations move away from five days of isolation and instead focus on clinical symptoms to determine when to end isolation. This update applies to the public, schools, child care and most workplaces.

- **Stay home if you have COVID-19 symptoms until you have not had a fever for 24 hours without using fever reducing medication AND other COVID-19 symptoms are mild and improving.**
 - **If you do not have symptoms, you should follow guidance reduce exposure to others.**
- **Talk to a healthcare provider to learn if you qualify for **COVID-19 Treatments****
- **Notify individuals you were in close contact with** have them test within 3-5 days of exposure using an antigen "rapid" test.
- **Contact your employer** and be prepared to provide your positive test. Your employer may have different return-to-work requirements based on your occupation.

See Kings County Department of Public Health for further guidance:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Respiratory-Viruses/Home.aspx>

Please direct suggestions, concerns, or questions to Erika Bassett, Director of Administrative Services at (559) 582-2843 or ebassett@kitcarsonschool.com

References

Cal/OSHA Interim General Guidelines on Protecting Workers from COVID-19. State of California – Department of Industrial Relations (May 14, 2020).

<https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>

Cleaning and Disinfection for Community Facilities. Centers for Disease Control and Prevention (May 27, 2020).

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Acknowledgment and Receipt

I have received my copy of the *Kit Carson Union Elementary School District* Staff Handbook Illness and Injury Prevention Plan, Heat Illness Prevention Plan, and COVID Prevention Plan.

The handbook describes important information about Kit Carson Union Elementary School District, and I understand that I should consult the Superintendent/Principal regarding any questions not answered in the handbook.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date