KINGSBURG HIGH SCHOOL
2020 - 2021

STUDENT & PARENT HANDBOOK
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Non Discrimination Statement

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on age, gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, political affiliation, physical or mental disability, sexual orientation or the perception of one or more of such characteristics, immigration status, military or veteran status. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.
KINGSBURG HIGH SCHOOL

We believe that education is the process that society uses to prepare its citizenry to be productive, valued and cooperative participants. This process is designed to establish attitudes, values, knowledge and skills that enable students to become positive influences in our world community.

We Value:

- Strengthening reading, speaking, thinking, writing and computational skills
- Providing the opportunity for each student to reach their maximum potential
- Guiding students to develop a value system based on honesty, dignity and respect for others
- Encouraging students to develop qualities of responsible citizenship, which includes service to community
- Preparing students in problem-solving and goal-setting to cope with a variety of real life situations
- Providing enrichments in the Fine Arts and Humanities for lifelong enjoyment
- Strengthening the students’ awareness and commitment to cultural diversity
- Promoting an environment that fosters self-esteem, self-respect and self-direction
- Helping students to develop lifestyles of mental and physical wellness
- Providing skills that enhance preparation to adjust to a rapidly changing technological world
- Supporting students in the development of vocational talents to enter the world of work
- Providing co-curricular programs which allow students to grow through competition and participation in special interests
- Providing a safe and caring campus environment for each individual

EXPECTED SCHOOL WIDE LEARNING RESULTS (ESLRS)

1) Be an effective reader
   a. Read and comprehend a variety of materials
   b. Speak and write in a logical, coherent, well-organized manner
   c. Listen and interpret messages in a discerning manner and respond appropriately

2) Be a complex thinker
   a. Access, evaluate, analyze and synthesize information from a variety of sources and learning experiences
   b. Use problem solving strategies and critical thinking skills in both academic and career preparation
   c. Apply math concepts required in everyday situations and in the workplace

3) Be a self-directed learner
   a. Set goals, take responsibility and work toward achieving goals
   b. Develop the skill for accessing and using information
   c. Understand that learning is a lifelong activity

4) Be a productive member of society
   a. Develop self-esteem and integrity
   b. Develop social responsibility and understanding needed to function in a diverse society
   c. Develop social skills to effectively work and contribute to a group

5) Use technology
   a. Understand and apply the skills needed to function in a technological world

6) Be a quality producer
   a. Establish and apply good work ethics and quality standards in both an academic and career setting
   b. Use self-evaluation in both academic and real situations
FALL/WINTER SCHEDULES

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday - Friday</th>
<th>Finals</th>
</tr>
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<tbody>
<tr>
<td>Early Bird</td>
<td>7:30 – 8:30</td>
<td>Early Bird</td>
</tr>
<tr>
<td>Staff Dev.</td>
<td>8:05 – 9:30</td>
<td>Period 1/2</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:47 – 1:27</td>
<td>Lunch</td>
</tr>
<tr>
<td>Period 5/6</td>
<td>1:32 – 3:00</td>
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<table>
<thead>
<tr>
<th>Minimum Day</th>
<th>Homeroom</th>
<th>Extended Lunch</th>
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<tbody>
<tr>
<td>Early Bird</td>
<td>7:00 – 8:00</td>
<td>Early Bird</td>
</tr>
<tr>
<td>Period 1/2</td>
<td>8:10 – 9:35</td>
<td>Period 1/2 &amp; HR</td>
</tr>
<tr>
<td>Period 3/4</td>
<td>9:40 – 11:05</td>
<td>Break</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:30 – 1:10</td>
<td>Lunch</td>
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<tr>
<td>Period 5/6</td>
<td>1:15 – 3:00</td>
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<table>
<thead>
<tr>
<th>Assembly</th>
<th>Rally</th>
<th>Foggy Day</th>
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<tbody>
<tr>
<td>Early Bird</td>
<td>7:00 – 8:00</td>
<td>Early Bird</td>
</tr>
<tr>
<td>Period 1/2</td>
<td>8:10 – 8:25</td>
<td>Period 1/2</td>
</tr>
<tr>
<td>Class Time</td>
<td>9:20 – 10:00</td>
<td>Period 3/4</td>
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<tr>
<td>Group 2</td>
<td>10:05 – 10:55</td>
<td>Rally</td>
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<tr>
<td>Break</td>
<td>10:55 – 11:10</td>
<td>Lunch</td>
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<tr>
<td>Period 3/4</td>
<td>11:15 – 12:45</td>
<td>Period 5/6</td>
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<tr>
<td>Lunch</td>
<td>12:45 – 1:25</td>
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<tr>
<td>Period 5/6</td>
<td>1:30 – 3:00</td>
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</tbody>
</table>

Buses leave campus each day 5 minutes after the final bell in the circle drive off of Sierra Street.

When weather conditions do not permit the safe operation of the buses, the high school may operate a foggy day schedule. The decision is made by the administration on consultation with the bus drivers, the Highway Patrol and weather bureau officials. We attempt to make the decision prior to 6:30 a.m. and relay the information to television station KVPT TV Channel 18, Facebook, and Aeries Communication. If a decision is made to delay school because of extremely foggy conditions, classes will be shortened as indicated above and as follows:

Plan A  Two hour delay in class and morning transportation. Class begins at 10:10 a.m.
Plan B  Additional one hour delay in bus time. Regular class begins at 10:10 a.m.
Plan C  Morning transportation is cancelled. Regular class begins at 10:10 a.m.
SPRING SCHEDULES

<table>
<thead>
<tr>
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<td>Period 1/2</td>
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<tr>
<td>Lunch</td>
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<tr>
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<thead>
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<tr>
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<tr>
<td>Lunch</td>
<td>12:10 – 12:50</td>
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<tr>
<td>Period 5/6</td>
<td>12:55 – 2:30</td>
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<tr>
<td>Group 1</td>
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<td>Period 1/2</td>
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<tr>
<td>Class Time</td>
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<td>Break</td>
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<td>Rally</td>
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<td>Period 3/4</td>
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<td>Lunch</td>
<td>12:25 – 1:05</td>
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<tr>
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<tr>
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**Teachers**

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<tr>
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<tbody>
<tr>
<td>Daniel Albers</td>
<td>English</td>
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<tr>
<td>Sarah Alvarado</td>
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<td>Todd Brown</td>
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<td>John Burroughs</td>
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<td>Frank Carbajal</td>
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<td>Nicole Comstock</td>
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<td>Marci Cranford</td>
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<td>Patricia Crass</td>
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<td>Patricia Crose</td>
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<tr>
<td>Doug Davis</td>
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<td>Brad Deaver</td>
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<td>Brian Donovan</td>
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<td>Amanda Ferguson</td>
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<td>Darin Peterson</td>
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<td>Pauline Phillips</td>
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<td>Jacob Simmons</td>
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<td>Joel (Bruce) Swenning</td>
<td>English/Journalism</td>
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<tr>
<td>Laura Vallenari</td>
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<tr>
<td>Elizabeth VanderVelde</td>
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<tr>
<td>Art Velarde</td>
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<td>Gail Williams</td>
<td>Math</td>
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<tr>
<td>Dave Wilson</td>
<td>English</td>
</tr>
<tr>
<td>Joshua Woods</td>
<td>Computer Science</td>
</tr>
<tr>
<td>Ana Yanez</td>
<td>Spanish</td>
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**Support Staff**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Role</th>
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<tbody>
<tr>
<td>Manuel Aguilera</td>
<td>Utility, Bus Driver</td>
</tr>
<tr>
<td>Sam Alvarez</td>
<td>Utility, Bus Driver</td>
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<tr>
<td>Blake Andersen</td>
<td>Utility, Bus Driver</td>
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<tr>
<td>Melinda Andersen</td>
<td>Utility, Bus Driver</td>
</tr>
<tr>
<td>Heather Apgar</td>
<td>Freshman/Sophomore Counselor</td>
</tr>
<tr>
<td>Nelson Simon</td>
<td>KHS Band Instructor</td>
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<tr>
<td>Art Campos</td>
<td>Utility, Bus Driver</td>
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<tr>
<td>Roger Carender</td>
<td>Supervisor M.O.T.</td>
</tr>
<tr>
<td>Noel Chavez</td>
<td>Network Analyst</td>
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<tr>
<td>Peggy Copp</td>
<td>Music Accompanist/Assistant</td>
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<tr>
<td>Lupe Cordova</td>
<td>Attendance</td>
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<tr>
<td>Rosa Corona</td>
<td>Bilingual Aide/Teacher Assist.</td>
</tr>
<tr>
<td>Lisa Crespin</td>
<td>District Payroll/HR</td>
</tr>
<tr>
<td>Celia Garcia</td>
<td>Food Service Manager</td>
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<tr>
<td>Eric Erling</td>
<td>Utility, Bus Driver</td>
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<tr>
<td>Vickie Hale</td>
<td>Registrar</td>
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<tr>
<td>Shari Jensen</td>
<td>Superintendent Admin. Assist.</td>
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<tr>
<td>Ben Lane</td>
<td>Technology Services Coordinator</td>
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<tr>
<td>Isabel Loera</td>
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<tr>
<td>Robin Lund</td>
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<tr>
<td>Maria Mancini</td>
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<tr>
<td>Dalainah Masterson</td>
<td>R/C Clerk</td>
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<tr>
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<td>Karen Osborne</td>
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<td>Classroom Aide</td>
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<tr>
<td>Ronnie Wilson</td>
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</tbody>
</table>
A BRIEF HISTORY OF KINGSBURG HIGH SCHOOL

The Kingsburg Joint Union High School District was formed in 1905 and presently covers about 95 square miles. Because our district is in portions of more than one county (Fresno, Kings, and Tulare Counties) we are a joint district. Because our district covers more than one elementary district (Clay, Traver, Kings River, and Kingsburg Charter Elementary School) we are a union district.

District facilities comprise a single 54-acre high school campus. It is interesting to note that in an election in 1910 for the purpose of raising money to purchase land for a new school, there was some opposition from those who felt that land at the corner of 18th Avenue and Sierra Street was “too far” from the center of town. Today, thanks to the support of the taxpaying citizens, Kingsburg High School students enjoy a modern, convenient educational facility.

OUR ALMA MATER IS “THE GREEN AND THE GOLD”

There are days in our mem’ry we love and revere,
There are days we remember with joy and with tears,
In visions unnumbered, and pleasures untold,
We love thy dear colors, the GREEN and the GOLD.

When all through the future where’er we may go,
We dream of the days of the GREEN and the GOLD,
Inspired with the love in our hearts we shall know
How to love thee, to serve thee, the GREEN and the GOLD.

OUR FIGHT SONG IS “ON WITH KINGSBURG”

On with Kingsburg, On with Kingsburg,
Fight on through the game!
We’re for Vikings, Yea for Vikings,
We will fight for fame, Rah! Rah! Rah!
On with Kingsburg, On with Kingsburg,
Fight on brave and bold!
Yes, we will win the game
The green and the gold!
ATTENDANCE POLICIES AND PROCEDURES

The Kingsburg Joint Union High School District’s attendance policies emphasize the need for responsibility on the part of both the student and the parent.

1. **Absences must be cleared by parent note, phone call, email, or personal visit to the attendance office within 3 school days, including the last day of absence.** Absences not cleared within this time are considered truancies and will be referred to the Assistant Principal.

2. When your son/daughter is to be absent, **please notify the school by 8:00 a.m. on the day of the absence.** (Phone: (559) 897-5156 ext. 2006 or 2010).

3. If the school is not contacted on the day of the absence, a **note must be sent with your son/daughter upon his/her return to school.** Parent notes must include the following: (1) first and last name of student and parent, (2) current date, (3) date(s) of absence, (4) reason for the absence and (5) parent signature in ink.

4. **ATTENDANCE REQUIREMENTS**

   A. Students must be in attendance for at least 4 hours (240 minutes) to be considered present for a regular school day pursuant to Education Code 48200.

   B. Students who accumulate 10% of absences excused or not excused for any reason will be referred to S.A.R.B. review hearing.

   Absences can only be made up by attending Saturday School, at the rate of one Saturday school per day of absence.

   C. Parents/Guardians have the right to submit, in writing, an explanation of why their student was absent and any proof that they would have to substantiate the absence(s).

   D. School sponsored activities, funerals, religious events (excused no more than 4 hours per semester), doctor’s notes and legal notes are not counted toward the ten days.

   E. Athletes are expected to attend school all day, and required to attend two periods before participating in any practice or competition.

   F. Students who are truant, unexcused, or cut may NOT make up work.

   G. Absences for illnesses longer than three (3) days need a doctor’s note to clear. The manner in which a student’s absence is cleared is of great importance and will determine whether the student is allowed to make up missed class work and/or be disciplined. Therefore, the Attendance Clerk will be responsible for determining if the cause of absence is excused and will indicate the type of clearance for each absence.

**Determination/Reasons**

Excused Absences: (A pupil absent under Ed Code Section 48205 shall be allowed to complete all assignments and tests missing during their absence that can be reasonably provided and upon satisfactory completion within a reasonable period of time, shall be given full credit therefore.)

Notwithstanding Education Code Section 48200, a pupil shall be excused from school when the absence is:

1. Due to his or her illness
2. Due to quarantine under the direction of a county or city health officer
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered
4. Attending a funeral service of a member of his or her immediate family. (One day if the service is in California and not more than three days if the service is conducted outside California. Immediate family means mother, father, grandmother, grandfather, brother or sister or any relative living in the immediate household).
5. For the purpose of jury duty in the manner provided by law
6. Due to illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
7. For justifiable personal reasons, including but not limited to (requested by parent in writing nad approved by the principal pursuant to uniform standards established by the governing board): Appearance in court, observance of holiday or ceremony of his or her religion, religious retreats (shall not exceed four hours per semester), and attendance at an employment conference
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

9. For the purpose of spending time with a member of the pupil’s immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position.

**Unexcused Absences**: (make-up work NOT permitted)
An absence for reasons not accepted by the school or through Ed Code Section 48205. When a student has been absent for a legitimate reason, but parent/guardian fails to report the absence within the three day period, the absence must still be reported as Unexcused Verified.

**Truancy/Cut Absence**: (make-up work NOT permitted)
Student was absent from school without parent knowledge. Penalty is loss of privilege to make up work missed during absence and disciplinary action. Truancy will be documented for SARB purposes and counted as negative attendance.

**Short-Term Travel Study**
Students can request short term travel study/short term independent study for no less than 5 consecutive days and no more than 10 days under the discretion of KHS administration. Student and parent must meet with administration at least 10 days in advance and must be eligible to qualify for the program. A contract must be signed and the student must meet all the deadlines set forth in the contract. Once the contract is fulfilled and all work is graded the attendance will be changed. If the student does not fulfill the requirements, attendance will be unexcused.

**STUDENT ATTENDANCE REVIEW BOARD (SARB)**
In accordance with Educational Code 48260(a), Kingsburg High School utilizes the S.A.R.B. process for students who have irregular attendance issues. Attendance warning letters will be sent home to parents/guardians when students have multiple tardies, truancies, or all day absences (excused or unexcused). Students, who continue to have irregular attendance after warning letters have been sent home, will be referred to a SARB hearing.

**SARB (School Attendance Review Board)**
If a student’s attendance is poor, parents are requested to appear before the School Attendance Review Board (SARB). SARB is specifically charged with finding solutions to unresolved student attendance and discipline problems by bringing together representatives of Children Services, Probation, Law Enforcement, community representatives and others to serve on the board. SARB will work with the parents in an attempt to understand why students are experiencing attendance and/or behavior problems, and serve as a vehicle to attempt to find a solution to the problem. When solutions are determined, the student and parent(s) will agree to an attendance contract and will be evaluated regularly.

**SARB Letter Procedures:**
SARB Letter #1: 3 days (or 9 periods) of unexcused or unverified absences, cuts or three 30 minute or more tardies or any combination thereof.
SARB Letter #2: 5 days (or 15 periods) of unexcused or unverified absences, cuts or two more 30 minute or more tardies or any combination thereof. Meeting will be scheduled with the Assistant Principal.
SARB Letter #3: 7 days (or 21 periods) of unexcused or unverified absences, cuts or two more 30 minute or more tardies or any combination thereof. After this third letter is sent out by the school, the school will schedule a SARB hearing. If further attendance problems persist after the SARB hearing contract, other alternatives may be imposed.
School wide Attendance Policy Procedures:
*students with 9 or more unexcused attendance marks must attend Saturday School.

Consequences/interventions for negative attendance (unexcused, unverified absences, unexcused verified, cuts, or tardy more than 30) to class cumulative:

<table>
<thead>
<tr>
<th>Unexcused Absence</th>
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<tbody>
<tr>
<td>1-2 Periods of Unexcused Negative Attendance: Warning</td>
</tr>
<tr>
<td>3 Periods of Unexcused Negative Attendance: Lunch Detention</td>
</tr>
<tr>
<td>6 Periods of Unexcused Negative Attendance: Two Lunch Detentions</td>
</tr>
<tr>
<td>9 Periods of Unexcused Negative Attendance: Saturday School Required/Letter Sent Home</td>
</tr>
<tr>
<td>12 Periods of Unexcused Negative Attendance: Pre-SARB meeting with assistant principal/student/Saturday School REQUIRED</td>
</tr>
<tr>
<td>18 Periods of Unexcused Negative Attendance: Student will be place on Non-Privilege List until they make up their negative attendance through attending Saturday School</td>
</tr>
<tr>
<td>21 Periods of Unexcused Negative Attendance: SARB meeting/All Day RC</td>
</tr>
<tr>
<td>24 Periods of Unexcused Negative Attendance: Referral to Superior Court/Student will lose privilege to walk in Graduation if they have MORE than 24 periods of unexcused negative attendance</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Excused Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1: On 10th excused absence- Letter sent home</td>
</tr>
<tr>
<td>Step 2: on 15th excused absence- Meeting scheduled with assistant principal</td>
</tr>
<tr>
<td>Step 3: on 17th excused absence- District SARB Meeting</td>
</tr>
<tr>
<td>Step 4: Additional excused absence- Follow SARB contract</td>
</tr>
</tbody>
</table>

Tardy Policy (Less than 30 minutes)- Cumulative, per semester

Academic success is directly correlated to attendance and tardies. Administrators, counselors, classified staff, security resource officers, students and parents must work together to make sure students are present and on time to each class. Students need to arrive to each class on time.

<table>
<thead>
<tr>
<th>Unexcused Tardy</th>
</tr>
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<tbody>
<tr>
<td>1-3 Unexcused Tardies- warning</td>
</tr>
<tr>
<td>4-5 Unexcused Tardies- 1 lunch detention</td>
</tr>
<tr>
<td>6 Unexcused Tardies- 1 lunch detentions, letter sent home</td>
</tr>
<tr>
<td>7 Unexcused Tardies- 1 Saturday school</td>
</tr>
<tr>
<td>8 Unexcused Tardies- 1 Saturday School and meeting scheduled with assistant principal with SARB directive signed</td>
</tr>
<tr>
<td>9 Unexcused Tardies- 1 Saturday School</td>
</tr>
<tr>
<td>10 Unexcused Tardies- Non-Privilege List (Student will have privileges taken away UNTIL student serves Saturday Schools or After School Tutorials</td>
</tr>
<tr>
<td>Additional Unexcused Tardy- District SARB contract-Student on Non-Privilege List</td>
</tr>
</tbody>
</table>

**Reports created weekly to track tardies. Students can attend ONE or more After-School tutorials and Saturday Schools to keep students OFF of the Non-Privilege List.**
Saturday School 8:00-12:00 (95% attendance rate)

To support student attendance, Saturday School is a program that gives students an opportunity to make up missed periods, make up unexcused tardies, prepare for academic tests, and close academic deficits. Saturday School will be held for four hours on the specified dates listed below. Four hours of Saturday School will count toward 4 unexcused tardies and 3 unexcused period absences which is equivalent to ONE full unexcused day. Students cannot bank time for future absences. Assistant Principal and Attendance Clerk will monitor attendance and communicate with parents. Saturday school make-ups will be first applied to unexcused absences then applied to tardies.

Saturday School Dates (dates subject to change)
September 12, 2020  October 3, 2020  October 24, 2020  November 14, 2020
December 12, 2020  January 23, 2021  February 13, 2021  March 6, 2021
March 20, 2021  April 10, 2021  April 24, 2021  May 8, 2021  May 22, 2021

Saturday School Expectations:
1. Come with homework, pencil and all necessary materials to complete assignments
2. Cell phones will be put away during Saturday School Hours
3. Credit is only given if students are present from 8:00am-12:00pm
4. Four hours of Saturday School will count towards 3 unexcused absence attendance marks OR 4 unexcused tardy marks.
5. Students who are being disruptive and not following the rules will be asked to leave and will not receive credit for Saturday School

Consequences for not attending Saturday School:
1. Another Saturday School will be assigned
2. Student will be placed on Non-Privilege List until they attend the Saturday School they were assigned.

*Students who attend Saturday School can take away 1 full day of unexcused absences OR 3 Unexcused Period Absences. ONLY Saturday School can make up unexcused period absences.

NON-PRIVILEGE LIST

Students can be placed on the Non-Privilege List for the following:
1. A student having two or more grades of F
2. Not earning a 2.0 grade point average
3. Missing TWO Saturday Schools
4. More than 12 period tardies
5. 18 or more Unexcused period absences
6. Two suspensions in the same school year

If a student is placed on the Non-Privilege they will be subject to the following restrictions:

1. No participation in any athletic contest, cannot travel with the team, sit on the team bench, or suit out, but may practice with the team at coaches’ discretion.
2. No participation in drama, color guard, out of class music, agriculture activities or pep squad/cheer
3. No participation in club activities or field trips held after school hours or on weekends.
4. No attendance at school dances.

Additional Information:
*The most recent grading period will determine the current academic non privilege status.
*Any student coming in Kingsburg High School without a transcript will remain on the non-privilege list until an official transcript is received and reviewed or until the next grading period in which they will follow the school policy.
*Every Monday morning, or the first business day of the week, a report will be updated for Tardies, Unexcused Absences, and Saturday Schools.
*In regards to attendance, the non-privilege list is fluid and will be updated on a weekly basis.
*In regards to discipline or grades, the non-privilege list will remain intact until the next grading period.
*All incoming freshmen, unless transferring mid-year from another school, will not be placed on the non-privilege list at the beginning of the school year.

**OFFICE PROCEDURES**

**Educationally speaking, it is imperative that the instructional day remains as undisturbed as possible.** However, from time to time, a student needs to conduct business in the office. When a student is called to the office, there are procedures in place to follow:
1. All students must remove hats when entering the office, and students must sign in.
2. **PARENTS** If you are checking out your student for any reason, you must contact the office to authorize your student leaving campus and the student must come in to pick up the pass prior to leaving campus.
3. From time to time it may become necessary to bring items to school for your child. If this happens, please bring the item(s) directly to the office, and the office staff will ensure the items are forwarded to the student. If items are brought during the afternoon hours, the staff will do their best to help get these items to students. But because of the numerous events that take place each day, this may not be possible. This also includes getting phone messages to students.

**PASSES TO LEAVE CAMPUS**

Off-campus passes are issued in the Main Office. Passes will be issued only with consent of the parents or guardians of the student. The Main Office, prior to departure, will verify passes issued. No student will leave campus for any reason without clearing through the Main Office.

**PROCEDURE:**

1. Off-campus passes will be issued for the following reasons:
   a. Illness, verified by school personnel. **At no time is a student to leave school and go home ill without first clearing it through the Attendance Office. No excuses!**
   b. Appointment with the doctor or dentist. The signature of the doctor or dentist must be obtained at the time of the appointment. These must be verified and returned to the Attendance Office upon the student’s return.
   c. Illness and/or death in the family or funeral attendance when verified by parents or guardians.
   d. Passes are issued on a case-by-case basis, provided they are parent/guardian requested and approved by the Attendance Office.
2. To obtain an off-campus pass, a written request should be submitted or phone calls from the parent/guardian to the Attendance Office as soon as possible. The request must come from the parents or guardians and should include the following information:
   a. Date
   b. Time of departure
   c. Reason for request

**STUDENTS WILL NOT BE RELEASED TO ANY PERSON UNLESS HIS/HER NAME IS LISTED ON THE EMERGENCY CARD.**
IDENTIFICATION CARDS & STUDENT BODY CARDS

Picture ID cards are issued to all students for proper identification at school dances and other functions. These are issued early in the school year. This picture ID card must be carried on your person while on campus and at all school functions should there be a need to identify yourself as a student. Students must present proper identification when asked to do so by an authorized person and may be denied entry to events without their picture ID. Each student will be issued one free student body card. A student may purchase an ASB card, for $30, entitling them to admission to all regular athletic events at home free. No refunds will be given for ASB cards after the first home athletic event. Students can purchase a replacement ID card for $5.00.

BUS REGULATIONS

Transportation is furnished to all students who live outside the city limits. All bus students must observe the following necessary rules: Be ready to board the bus when it reaches your pick up location in the morning. Five minutes after the afternoon dismissal time the buses leave campus. Students shall follow the directions of the bus driver while they are on the bus or being escorted across a street, highway or road. Students shall refrain from engaging in any disorderly conduct that distracts the bus driver and/or interferes with the safe operation of the bus and/or endangers students. Such conduct includes, but is not limited to fighting, profanity, drinking, smoking, use of narcotics, and possession of a weapon or unsafe article. Students engaging in the above shall be referred to the Assistant Principal with a recommendation for denial of transportation and/or suspension from school.

Student shall refrain from engaging in other disorderly conduct, which distracts the bus driver and/or interferes with the safe operation of the bus and/or endangers students. Such conduct includes, but is not limited to, eating, shouting, or placing any part of the body through a bus window or door. The bus driver shall issue a verbal warning to students engaging in the above. If the conduct persists, the students shall be referred to the Assistant Principal. The bus driver may recommend denial of transportation from school. Parents/Guardians will be notified. A bus driver may take other actions to ensure safety of students and the bus. **Riding the school bus is a privilege, not a right.** Cooperation with the bus driver is required of all students. Drivers are charged with pupil safety. Continued disorderly conduct or persistent refusal to submit to the authority of the driver(s) shall be sufficient reason for refusing transportation to any pupil.

Transportation is provided as a service to students and parents and is a privilege, not a right. Student conduct while on the bus or while at or in the vicinity of the bus stop shall be compatible with safety and good citizenship at all times. The bus driver has complete control of the bus operation including the behavior of the students. Students must act in a responsible and safe manner, follow all school rules, and follow any instructions given by the bus driver or any other school official. Students reported to the administration by the bus driver or staff member for not complying with school rules will be suspended from bus transportation privileges or may lose them altogether.

THE EDUCATIONAL PROGRAM

PARENT AND STUDENT PORTALS

Helping to Ensure Student Success and Increase Communication

Aeries Portals for Teachers, Parents and Students – At the Kingsburg Joint Union High School District every student and parent has access to an Aeries Portal Account that easily gives access and shares real-time information, increasing communication between parents and teachers and students and teachers.

This system allows quick access to critical information, including real-time attendance, grades, test scores and more. A real-time gradebook summary with visual trend analysis, as well as drill down capability to the assignment level, Aeries portal allows for weekly progress report emails to stay informed on student progress, along with direct communication between teachers and parents. All student data collection and information will be done through our Aeries Portal. In addition parents will be able to choose how communication comes home: through text, email or phone calls. Parents will be able to choose the method or methods that work best for them. All parents must have a valid email account to activate an Aeries Portal Account.
(MINIMUM) GRADUATION REQUIREMENTS

These are the minimum graduation requirements (230 credits) and does not reflect the requirements to attend a UC or CSU college.

*4 years (40 credits) English
*3 years (30 credits) Math: (At least 10 credits must be from classes that meet or exceed the content standards Math 1 or Math 1B)
1 year (10 credits) Physical Science
1 year (10 credits) Life Science
1 year (10 credits) Health/Wellness
1 year (10 credits) World History
1 year (10 credits) U.S. History
1 semester (5 credits) Economics
1 semester (5 credits) Civics
1 year (10 credits) Visual/Performing Arts
2 years (20 credits) P.E. (unless excused by doctor for medical reasons)

At least 7 elective classes (70 credits)

If any class is repeated in which a grade of D or higher was earned, the repeated class counts as an elective.

1. All credits accepted by students must have been earned from an accredited high school.
2. Current students can take online courses for credit only under the following circumstances:
   a. The course is NOT offered by Kingsburg High School.
   b. Kingsburg High School will not allow courses to be taken from private online providers to fulfill graduation requirements.
   c. Kingsburg High School will accept enrichment/elective courses only from accredited online providers.
3. Credits earned at the college level will NOT be added to the Kingsburg High School transcript.
4. Students who serve as statistician, team manager, etc. may earn elective credits ONLY.
5. Students may take P.E. athletics, P.E. pep squad, P.E. band, and P.E. color guard for P.E. credit in lieu of a regular P.E. class. However, the following conditions and criteria will be adhered to strictly:
   a. Any student who does not pass 5 out of 6 subtests in the California Physical Fitness Test in the 9th grade will be enrolled in a P.E. class until 5 of the 6 components have been met during the testing window. The test will be given in the spring of each year.
   b. A maximum of 20 P.E. credits may be earned in four years by participating in the above activities.
   c. A grade of ‘P’ will be given to students earning P.E. credit through participation in activities. Credits will count, but the grade will not be used in computing academic eligibility.
   d. Students participating in activities for P.E. credit may also take regular P.E. classes for elective credit toward graduation.
   e. Students in regular P.E. classes will be given a letter grade which will be used in determining academic eligibility.
POST-SECONDARY PLANNING

Students that are planning to attend a California State University or University of California after graduating high school must satisfy the following admission requirements, known as “A-G requirements”. Students must pass each college preparatory course with a “C” or better to meet A-G requirements.

<table>
<thead>
<tr>
<th>College preparatory courses offered by KHS that satisfy CSU &amp; UC “A-G” admission requirements</th>
<th>Years Required for CSU &amp; UC Admissions</th>
</tr>
</thead>
</table>
| **A. History/Social Science**  
| **B. English**  
English 1, English 2, English 3, AP English 3 (lang.), English 4, AP English 4 (lit.) | Four (4) years of college-preparatory English |
| **C. Mathematics**  
Math 1, Honors Math 1, Math 2, Honors Math 2, Math 3, Honors Math Honors 3, Prob/Stats, Math Analysis, , AP Calculus | Three (3) years required. Four years recommended. |
| **D. Laboratory Science**  
Applied Ag Biology, Biology A, Honors Biology, Chemistry, Physics, AP Biology, AP Chemistry, AP Environmental Science, Anatomy & Physiology | Two (2) years required. Three years recommended. One year Life Science and one year Physical Science required. |
| **E. Language Other Than English**  
Spanish 1, Spanish 1-2, Spanish 2, Spanish 3, Spanish 3-4 | Two (2) years required. Three years recommended. (at least two years of the same language) |
| **F. Visual and Performing Arts**  
Art 1, Beginning Ceramics/Sculpture, Adv Ceramics/Sculpture 1-3, Chamber/Jazz Choir, Drama/Theatre Arts 1-2, Drawing and Painting 1-3, Jazz Band, Men’s Ensemble, Percussion, AP Studio Art, Symphonic Band, Wind Ensemble, Women’s Ensemble, Concert Choir | One (1) year. A single year-long course |
| **G. College Preparatory Electives**  
Many advanced level courses including, but not limited to: Earth Science, ROP Virtual Enterprise, Astronomy/Geology, Economics A, AVID 9,10,11,12 | One (1) year of academic courses in any of the above A-G areas in addition to those required. |

College & Career Center

The College and Career Center (CCC), located in the KHS Library Complex, is a resource available to every Kingsburg High School student to assist them as they seek to understand, explore, and pursue postsecondary options including college, career, military, vocational, and the workplace. The CCC offers presentations and application workshops from a variety of colleges and vocational programs, SAT and ACT registration workshops, and a class visit with students once during their freshman, sophomore and junior year where students learn about their aptitudes, interests, and strengths utilizing a number of personality and aptitude tests. The College and the Career Center Tech is available for individual appointments for any aspect of college and career planning and special assistance is given to seniors in the college application and matriculation process, financial aid/scholarship.
application submission, and resume building. Special events are planned annually to help our student body prepare for their future.

KHS College and Career Center Tech:
Kerry Peterson
897-5156 ext. 2198
kpeterson@kingsburghigh.com
More information, along with many resources are available at khsvikings.com>Guidance/College>College and Career

PARTICIPATION IN GRADUATION AND SENIOR WEEK ACTIVITIES

District policy provides that no students shall participate in commencement exercises unless he/she has completed all graduation requirements including 230 units of credit and required courses. Students also must have paid all bills owed to the school and have returned the signed letter agreeing to expected behaviors at all senior week activities and the graduation ceremony itself. **In addition, seniors must be at school must have a 95% attendance rate to walk in graduation.**

Mid-year graduates will not be allowed to participate in the graduation ceremony without petitioning the administration at least one month in advance of the ceremony.

For the welfare and safety of all, students wishing to take part in specific activities such as Grad Nite, graduation, and other events to be determined by the administration, may be required to submit to a personal search of themselves and their possessions. Due to deposits made to transportation companies we are unable to give refunds given for Grad Nite for any reason. Mature, responsible and thoughtful behavior is expected from all students at all times. Graduation and senior week activities are happy times, but behavior standards remain the same. The KHS faculty, administration, fellow students, parents, and community have high expectations. Seniors should keep in mind that the graduation ceremony is a privilege not a right and belongs to the class and not anyone individual. Seniors who repeatedly misbehave during their senior year may lose that privilege. (See senior letters in discipline section).

GRADING/ FAILING GRADES

Pass/Fail Grade
Students enrolled in elementary aide, office aide, student aide, library aide, P.E. athletics, P.E. band, P.E. Color Guard and job skills will be graded on a pass/fail basis only. No letter grade will be given.

Deficiency Notices
Deficiency notices are provided in the fifth week of any grading period in order to alert parents that added academic support is needed and this will offer time for parents to intervene. Deficiency notices are sent home for students who are earning a ‘D’ or ‘F’ grade. **A student must receive a deficiency notice of D or F in order for a teacher to assign a failing grade.** Parents may also view grades through the Parent Portal Account.

STUDENTS RECEIVING FAILING GRADES

To assist students to remain on track for graduation with their class and to carefully monitor academic difficulties, we will have the following failure policy:
1. Any student who earns two failing grades at the end of a quarter or semester shall be placed on contract.
2. Any student who earns three failing grades at the end of a quarter or semester may be referred to the Alternative Education Committee.
3. **Any student with four or more failing grades at a quarter or semester shall be transferred to alternative education.**
HONOR ROLL
The staff of Kingsburg High School considers excellence in the classroom to be a worthy goal for every student. We wish to recognize those students who maintain high grades as a form of respect for their education and for their future goals. At the end of each semester, Kingsburg High School will publish the Superintendent's Straight A Honor Roll and the Principal's B Honor Roll. Students will be included on the Superintendent's Straight A Honor Roll if they receive a 4.0 GPA and 30 credits. Students will be included on the Principal's B Honor Roll if they have a 3.0 GPA, receive 30 credits, have no grade lower than a 'C', and have no more than one 'C'. We wish you a rewarding year as you engage in your studies.

EARLY BIRD CLASSES/ATTENDANCE POLICY
There are some important factors to consider with the choice of a 7th period early bird class:
1. There will be no morning transportation provided for early bird class.
2. This class meets every day from 7:00 to 8:00 a.m.
3. If it is a foggy day, this class meets at 9:00-10:00 a.m.
4. If you wish to drop this class at some point in the year and take only your six regular classes, you will be allowed to do this. You will not be allowed, however, to add the early bird class you drop into your regular schedule. Take special care with required classes as this could place graduation at risk. You will need to wait until the following year to take the class again.
5. Students must take a full six periods during the school day in addition to the early bird class.

EARLY BIRD ATTENDANCE POLICY
All students will sign and receive an early bird attendance letter. The following consequences apply on a semester basis.

Unexcused Tardies:
3rd tardy – attendance referral, letter mailed home
4th tardy – attendance referral, letter mailed home
5th tardy – letter mailed home, student dropped from class for semester.

Truancy or Unexcused Absence:
2nd truancy/unexcused absence – attendance referral, letter mailed home.
3rd truancy/unexcused absence – attendance referral, letter mailed home.
4th truancy/unexcused absence – letter mailed home, student dropped from class for semester.

*For a combination of tardies and truancies, students will be dropped when they receive their 4th attendance referral.

COUNSELING
SCHEDULE CHANGE POLICY
Schedule changes may be initiated at the beginning of the first semester. These changes will only be accommodated during the first ten days of instruction, with completed signatures on the "Request for Schedule Change Form" and if size and balance of classes within a department can be maintained.
Schedule changes for the second semester will only be accommodated during the first 5 days of instruction, with completed signatures on the “Request for Schedule Change Form” and if size and balance of classes within a department can be maintained.

Any request for a change after the tenth day of instruction, or ten days after the first day of enrollment, (5 days after the second semester), must have the approval of the parent, teacher, department chair, counselor, vice-principal, and principal. These changes will be made only for the following serious and compelling reasons:

1. A documented medical condition.
2. Placement change due to ability, as determined by department chair and teacher.
3. Seniors requesting job skills.
4. Administrative placement due to extenuating circumstances.

Changes will not be made for:

1. Dislike of class, curriculum or teacher.
2. Student failure due to excessive absences or incomplete work.
3. Student acquiring Steps in the Assertive Discipline process.

Confidential Counseling
If a teacher feels that an individual student could benefit academically, behaviorally, or personally from this service, they are encouraged to refer him/her to a counselor. Students are also encouraged to come in on their own for assistance at any time.

ALTERNATIVE EDUCATION COMMITTEE (A.E.C.)

The Alternative Education Committee is set up to determine appropriate placement for a student. There are generally three occasions when the committee will meet:

1. A student is new to the district and/or is registering late in the semester or has experienced difficulties in another school district or has been in an alternative program elsewhere.
2. A student or parent/guardian is requesting a transfer to another program in the district.
3. A student is experiencing difficulty with the Kingsburg High School program and this is reflected in attendance, academics or behavior. Referral to this committee can be for excessive excused absences also.

The AEC is comprised of one of the assistant principals from Kingsburg High School or their designees, and the Director of Alternative Education or his designee, the students and the parents or guardians of that student.

The purpose of this committee is to facilitate the education of the student by determining the best program for placement, identifying the obstacles that are keeping a student from succeeding at Kingsburg High School, and by providing support and direction for the student and the parents who are in need of alternatives and information.

A student or parent may request a meeting with the Alternative Education Committee by contacting the office. It is also important to the office if you are unable to make the meeting.

Students will walk in graduation with the district school in which they receive their diploma.

BILLS & REFUNDS

Students owing bills, fines, or fees should clear them as soon as possible in the ASB business office during break and lunch, but at least before the close of the school year. Yearbooks will be released early to students who owe no money to the school. Yearbooks for all students who owe money will be held until the last day of school or until the debt is cleared. No student will be cleared for graduation who has unpaid fines or other debts. Bills may be paid by check until May 1. After that date, all bills must be paid with cash or money order.
In order to qualify for a refund of any kind the student must have their original receipt. No refunds will be given for any reason after the end of the school year in which the original payment was made.

**ELEMENTARY AIDE**

Procedures:
1. Elementary Aides must be in grades 10-12.
2. Must maintain a grade point average of 2.0 or better and in good standing regarding attendance and discipline.
3. All aides must sign in at the elementary office each day upon arrival at the school.
4. Students should call the elementary school whenever ill or absent for any reason so the school can plan accordingly.
5. Students should advise teachers in advance (when possible) of any change in the daily KHS time schedule.
6. Students working at Reagan School will be allowed 20 minutes each way to and from elementary aide. Student at all other schools will be allowed 10 minutes each way.
7. Rain is the one excuse for students not reporting to aide. Report to the office for a rainy day decision. Under no circumstances will students determine on their own to remain on campus or to engage in any other activity.
8. Students will report to R/C during the final schedule.
9. The elementary teacher will be responsible for the student's assignments, attendance record, and evaluation.
10. R/C procedures will apply to truancies in elementary aide and can result in permanent placement in R/C.

**Route:**
1. There is to be no stopping along the way at any location including the student's home.
2. Students may not drive or ride in a vehicle or on a bicycle to their aide class.

**Discipline:** Noncompliance with above rules, insubordination, any other infraction of KHS rules, or any combination of these:
1. *First occurrence* - Counseling by elementary teacher and/or site administrator for disposition.
2. *Second occurrence* - Communication with KHS. Counseling with KHS advisor and/or administrator for disposition.
3. *Third occurrence* - Removal from aide program and placement in R/C for the remainder of the semester with loss of all credit for the class.
4. A student violating a suspendable offense may be removed from elementary aide, as determined by the administration.

**STUDENTS IN ROP OR ELEMENTARY AIDE**

Any student who, for some reason or other does not have a class on campus, is not to loiter on the school grounds or in Memorial Park across the street from the school during school hours. If you must remain at school for some reason, you are to be in the office. Students who do not comply with this request will be given a first warning after which they will be dropped from their current assignment and assigned to permanent Responsibility Center for the semester with loss of credit for the semester.

**DANCES**

1. No suggestive, unsafe, or inappropriate dancing allowed.  
   *Consequence:* First offense - Warning given Second offense - Removal from dance
2. **Guest Pass Policies**
   a. Guest passes will be allowed only for the Prom. All guest passes must be requested and returned at least 5 Days in advance of the Prom. All guest passes must be approved by a non-parental administrator and students are limited to one guest.
   b. You are responsible for the conduct of your guest.
   c. **Kingsburg High School reserves the right to revoke any guest pass and guest pass from another school at any time.**
   d. Guest pass may be picked up in the office and must be approved by a Kingsburg High School administrator at least 2 days prior to the event.
   e. A guest must be 20 years or under and at least a 9th grader at the time of the event.
   f. If a high school student, the guest must be in good standing with regards to attendance, behavior, and grades at the school of their attendance. Must provide a current school transcript.
   g. If under the age of 18, Students who have dropped out of school will not be granted a guest pass. If not currently enrolled in a high school program, proof of graduation (transcript/diploma) and photo identification MUST BE ATTACHED. If guest is currently enrolled in college and has been for a minimum of 18 weeks – (two quarters) proof of full time college enrollment will be considered in lieu of high school diploma. All guest aged 18 and over must bring in their California Driver’s License to be run through our Raptor Security System before this pass will be approved.
   h. All Guests must adhere to KJUHSD dress code policy while attending any KHS event. Administration reserves the right to refuse entry to any KHS student and/or guest who violates the KJUHSD dress code policy.

3. Any violations of the KJUHSD student conduct code during the event will result in parent notification, possible removal from the event and appropriate discipline procedures upon return to school.

4. If a student transfers from Kingsburg High School during a semester while on academic probation, non-privilege rules will apply for that student for the remainder of that semester for any KHS event.

5. A transfer student must not have committed an expellable offense leading to their transfer to another school. A transfer student must be in good standing at their new school for a minimum of nine weeks.

6. Kingsburg High School Independent Students may attend Kingsburg High School dances if they are in good standing, have a 2.0 GPA and have earned at least 12.5 credits or more in the previous quarter.

7. All sponsoring organizations must complete a dance form in advance of the dance. Forms are available from Mrs. Lund in the ASB office.

8. KHS staff or designees reserve the right to randomly (or on suspicion) check any guest for use of alcohol or drugs by using a breathalyzer (intoxilizer), search, or any other legal means.

9. **ADMITTANCE WILL BE DENIED AT THE DOOR IF ALL REGULATIONS ARE NOT MET.**

10. **PHOTO I.D. FOR ALL STUDENTS & GUESTS MUST BE PRESENTED AT THE DOOR.**

11. Those leaving more than one half hour early must sign out.

12. A student and/or guest who leave the event may not return.
Kingsburg High School
Dance Contract

It is always a concern with so many students traveling that they have a safe and memorable dance. It is anticipated that everyone will come ready to enjoy the evening safely.

There will be no admittance after 9:00 p.m., and no refund of dance ticket if you come after that time. Once a student/guest leaves the dance they will not be re-admitted. All students/guest must sign out before leaving the dance with the exception of the last half hour.

All school dress code rules will be enforced with the following exceptions: 1) strapless and spaghetti straps will be allowed at Winter Formal and Prom; and 2) dresses and/or slits in dresses must be no more than 6" above the knee. No see-through clothing is allowed. Please check with the office if you have questions or if you think an outfit may be questionable. If a student and/or guest is dressed inappropriately, he/she may be asked to leave or denied entrance and ticket money will not be refunded.

Kingsburg High School is not responsible for any lost or stolen items during the dance. If you do not want something lost or stolen, please do not bring it to the dance.

To ensure that you have a sober and safe evening we plan to randomly check students with the help of our police officers for substance or alcohol use by using a breath analyzer. We will check students when they first arrive and periodically throughout the dance. If a student is found to be under the influence or in possession of any substance, they will be kept in a separate room until a parent/guardian can be reached to come and get them, and all school discipline rules will apply. You may be asked at any time during the dance to submit to a sobriety test.

We would also like to remind students of the appropriate behavior to follow when dancing at any school dance. Students are required to maintain the same standards set by KUHSD, that are established for any time they are at school or at a school activity. Dancing that does not follow these standards will not be allowed. Students dancing in an indecent or extreme manner will not be allowed to remain at the dance. This includes the dance style called "freaking," that is extremely suggestive in nature and is not appropriate at a school dance. **THIS IS THE ONLY WARNING THAT WILL BE ISSUED.** If these rules are not followed the District reserves the right to enforce any or all of the following: ● HAVE OFFENDERS MOVED TO A "TIME-OUT" AREA ● REMOVE OFFENDERS FROM THE DANCE ● STOP THE MUSIC FOR A PERIOD OF TIME ● SHUT DOWN THE DANCE.

Dances are a voluntary activity, and the signature of yourself and a parent/guardian signifies an understanding and consent that you agree to the above. Please do not spoil your special night by making a poor choice.

**Once signed, this consent is valid until revoked in writing**

Student/Guest (Please Print)  Student Signature

Parent/Guardian Name (Please Print)  *Parent/Guardian Signature

Date  Year of Graduation

*A parent/guardian signature is not required if a guest is over the age of 16 and a high school graduate.
ELIGIBILITY & CIF ELIGIBILITY

A student who is on non-privilege list and is ineligible at the close of the second semester may use summer school to establish eligibility for the first quarter in the fall under the following conditions:

1. A maximum of 10 credits will be allowed.
2. The divisor used to determine GPA eligibility shall include summer classes taken to reflect the total number of classes taken.
3. Summer school classes failed or incomplete will not affect the student's academic eligibility established at the end of the second semester.

CALIFORNIA INTERSCHOLASTIC FEDERATION (CIF)

1. At any grading period a student shall not have more than one F and shall have at least 2.0 GPA to be eligible. At semester a student shall meet the aforementioned criteria and have completed at least 25 credits.

EMERGENCY DRILLS/PROCEDURES

FIRE ALARM

When the alarm sounds, go quickly outside the building to designated areas. An “All Clear” announcement signals the return to class. The exit routes are posted in each room.

FALSE ALARMS

A false alarm causing a false fire drill is punishable by suspension and/or expulsion. Students may also be referred to law enforcement authorities. False fire alarms not only interrupt classes, but they decrease the efficiency of the students’ exit in case of a real danger.

EARTHQUAKES/TORNADOES

In case of an earthquake/tornado, DO NOT LEAVE the building UNLESS the “all clear” is heard by voice command. The safest thing to do is to remain inside and take cover under desks if possible.

LOCKDOWN

A lockdown drill must be implored when there is imminent danger to our student body and staff. All buildings will be placed in a “lockdown” when the principal or principal’s designee announces over the INTERCOM that our school is in a lockdown.

INSURANCE

Kingsburg High School does not provide medical insurance for students. California law (Education Code section 31751-52) requires that every member of an athletic team have medical insurance as well as any student who performs a duty in connection with athletic events. Please be prepared to provide proof of medical insurance when going out for sports, pep squad, or other physical activities. Please access: KJUHSD.com > District Information > Forms, for the student insurance application.

INTERDISTRICT TRANSFER AGREEMENTS

Students attending KHS on an interdistrict agreement are expected to adhere strictly to all district policies. As a guest at KHS, we ask no more of you than we ask of all our students. However, because of the special nature of an interdistrict agreement, violation of academic, attendance, or behavior policies will terminate the agreement and you will be referred back to the school in your district of residence. Interdistrict agreements must be renewed annually. Approval of an interdistrict transfer may not insure immediate athletic eligibility at KHS per CIF rules. Please call the
LIBRARY

The KHS Library Media Center is the learning hub and heart of the school. Our mission is to support the school curriculum, the state content standards, and to ensure that all students and staff are effective users of ideas and information. In addition to the laptop devices that the students currently have, the library has 6 computer workstations, 2 laser printers (black and white) and one color laser printer for student use. We offer e-books, print books, magazines, newspapers, electronic databases and internet resources. Students also have access to collaboration stations where they can work in groups and project their laptop screens onto one of our large TV screens. Board games are available for use during school hours and there are several seating areas for study groups or individual work. There is a charging station for student phone and computer devices. We also have a media lab with a green screen and lighting equipment that students can use for their video and photo projects.

To facilitate student use, the library will be open from 7:30 - 4:00. Students may use the library before school, after school, during break and at lunchtime. When visiting the library during class time, students need a signed pass from their teacher.

OPEN CAMPUS

Kingsburg High School has an open campus, which means that students may leave campus only during the lunch period. Students may not leave campus or go to their cars during snack break or during any regularly scheduled classes without an off campus pass from the office. While school rules apply to a student off campus during the regular day, be aware that for purposes of insurance and liability, students leave campus at their own risk.

PARKING ON CAMPUS: GUIDELINES & PERMITS

Parking and traffic regulations are designed to provide for maximum utilization of available parking, and to ensure for a safe traffic flow on campus. As another safety measure, all students and staff will be provided with one free parking permit that must be displayed on their vehicle in the manner prescribed by the type of permit. If a parking permit is lost or stolen a replacement parking permit can be purchased for $10.00 in the ASB office at Kingsburg High School.

PARKING EXPECTATIONS

Only students with a KHS Parking Permit will be allowed to park in the school’s designated parking areas. All parking expectations are listed on application permit. The following ordinances and all state and municipal regulations are strictly enforced on and about school campus: Not inclusive.

1. All vehicles parked on school campus in any designated parking areas, other than short term visitors, are required to display a valid parking permit in the manner prescribed on each type of permit and are to park only in the designated areas. A valid California Driver’s license will need to be shown for the school to issue a parking pass.

2. Parking is specifically prohibited in handicapped spaces, except for vehicles displaying handicap decals.

3. Parking is specifically prohibited at all times:
   a. In marked RED zones
   b. In YELLOW zones except for loading and unloading
   c. Within fifteen feet of a fire hydrant
   d. On the roadside of any vehicle parked, stopped or standing at the curb or edge of any roadway (double parking)
   e. Faculty and students shall not park in any zone marked for temporary visitors
f. To park, stop, or leave standing, a vehicle in any agricultural area, on or along any road or place which will impede or block the movement of any vehicle, farm machinery or equipment.

4. **Do not park** in designated areas for **SPECIFIED 12TH GRADE STUDENTS WHO HAVE PERSONALIZED SPOTS, STAFF or DISTRICT OFFICE.** When visiting the campus, District Office parking is used for visitors.

5. Vehicles parked on Kingsburg High School grounds must be contained completely within one appropriate parking space.

6. It shall be unlawful to fail to obey any sign erected or posted to designate a **NO PARKING** area or to willfully comply with any lawful order, signal or direction of any school official or any law enforcement official.

7. No person shall drive any vehicle, nor shall any person stop, park or leave standing, whether attended or unattended, upon the driveways, sidewalks, landscape areas or areas not improved, paved or marked for parking or in any location which will impede, block, interrupt or alter the normal flow of traffic.

8. It shall be unlawful to park any vehicle displaying or using an altered, substituted or unauthorized parking permit.

9. Vehicles cannot block driveways, exits, or be parked in red zones. Out of respect for our Kingsburg High School neighbors, all student and faculty/staff should not park in the neighborhoods.

**Effective Times** - Permit parking regulations displaying of both pupil and faculty permits are enforced on school days during school hours.

**PERSONAL MUSIC DEVICES**

Portable music devices may not be used during class time without teacher approval. If these items are used inappropriately, it will be treated as a classroom disruption. The item will be confiscated and kept in the office until the end of the day. Portable music devices can also not be played loudly while on school grounds. These items are at risk for theft, and it is highly recommended that they not be at school for any reason.

**FOOD IN THE CLASSROOM**

In order to keep our buildings and classrooms clean and nice for years to come, **DO NOT BRING FOOD OR DRINKS INTO YOUR CLASSROOM DURING CLASS.** Food or drink may be allowed during lunch time teacher-supervised tutorials only. There is no gum allowed on campus.

**SKATEBOARDS, ROLLERBLADES, SCOOTERS, BIKES, ETC.**

1. All skateboards, bikes, etc. must be locked up during school hours (with the exception of lunch time).

2. There should be no skateboards, bikes, etc. brought into a classroom or left in a classroom.

3. There should be no skateboarding or bicycling on campus during school hours (including breaks and lunch).

4. We want to promote safe and legal skateboarding, so all skateboarders, roller bladers, bicyclers, etc. are expected to wear a helmet.

5. After hours skateboarding, rollerblading, bicycling, etc. is permitted as a way of passing through campus or getting to a location. There should be no jumping, riding in the middle of roads, etc. at any time through or on campus. There should be no extended time of riding, doing tricks, etc. on campus at any time.

Violations will be considered defiance and handled accordingly.
TEXTBOOKS

Teachers will issue textbooks. Students are responsible for the care of each textbook assigned to them. Stolen or lost books, or excessive wear or damage is charged to the pupil and parents. Textbooks will be covered only with a teacher authorized book cover. Teachers will check periodically on textbooks, their ownership and condition. A student must turn in the textbook that was issued to him/her. Students having an obligation for lost or damaged books or materials or damage to school property will not receive grade reports or diplomas until the bill for materials has been paid.

VISITORS

All parents and other visitors coming to the campus are to report directly to the office where visitor’s passes or other assistance will be given. All visitors will be ran through our security system, Raptor. Only in very rare cases and with prior administrative approval will student visitor passes be issued.

WORK PERMITS

If a student is under 18 years of age and wishes to work, he/she must secure a work permit from the attendance office. Work permits are necessary for work after the regular school day, on weekend, during holidays, and during summer vacation. Permits issued during the school year expire five days after the opening of the next succeeding school year and must be renewed.

SCHOOL WIDE POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS

GENERAL OVERVIEW

The main focus of the intervention based KHS discipline philosophy is to provide a clear system for all expected behaviors at Kingsburg High School. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone’s beliefs are similar. We will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Proactive Approach to School-Wide Discipline

Schools that implement school-wide systems of positive behavior support focus on taking a team-based system approach and teaching appropriate behavior to all students in the school. Schools that have been successful in building school-wide systems develop procedures to accomplish the following:

Behavioral Expectations

A small number of behavioral expectations are clearly defined in a positive and simple rule:

- Kindness and Respect for Self, Others and Surroundings
- Honor Towards Self and Others
- Success for All
- Determination in Overcoming All Obstacles

Behavioral Expectations are Taught

The behavioral expectations are taught to all students on campus and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed, positive examples (“right way”) are described and rehearsed, and negative examples (“wrong way”) are described and modeled. Students are given an opportunity to practice the “right way” until they demonstrate fluent performance.

Appropriate Behaviors are Acknowledged
Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. KHS has designed a formal system that rewards positive behaviors.

Behavioral Errors are Corrected Proactively
When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable, and preventing that unacceptable behavior from resulting in inadvertent rewards. Students, teachers, and administrators all should be able to predict what will occur when behavioral errors are identified.

STUDENT BEHAVIOR DISCIPLINE POLICY

This handbook contains important information regarding school rules, policies, procedures and a synopsis of the minor and major Infractions found in the Education Code, District Policy and School Founded Rules. The philosophy behind Kingsburg Joint Union High School District’s plan is that part of our responsibility in educating students is teaching them to be responsible for their own actions. We, therefore, emphasize preventive and corrective measures prior to administrative involvement.

According to the California Education Code 48900, section (s), “A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off the campus.
4. During, or while going to or coming from, a school sponsored activity.

SAFETY CANINE PROGRAM & CAMPUS MONITORING
The Kingsburg Joint Union High School District, in cooperation with local law enforcement agencies, participates in a safety canine program. The purpose of the program is to reduce or eliminate the presence of illicit drugs, alcoholic beverages, guns, ammunition, fireworks and over-the-counter medications with a potential for abuse. A canine and canine handler, accompanied by school officials will periodically check; classrooms; lockers; common areas; gym areas and exterior grounds including parking areas for contraband items. In order to maintain a safe and secure campus while preventing vandalism to school, student and staff property, the Kingsburg Joint Union High School campus monitors exterior areas of the campus with closed-circuit television monitors equipped with video recorders.

SPRIGEO
Sprigeo is an anonymous tip center that keeps classmates safe and school administrators informed. Sprigeo can be found at Sprigeo.com or the app can be downloaded as well. Students can report incidents in school and also can give tips about possible upcoming incidents. When the tip is inputted, the administration is contacted immediately. If Sprigeo is used incorrectly and in a way that that gives administration false information, students may receive a consequence up to and including expulsion.

VAPE DETECTORS
Some of the restrooms at Kingsburg High School are equipped with vape detection units. These units can detect THC and tobacco vape, aggressive noises, and vandalism on the unit. Once the unit detects, administration is immediately notified.

SECURITY
Kingsburg High School utilizes a campus security guard that keeps an eye on both our campus and students. Our district also shares a School Resource Officer (SRO). The officer assigned to Kingsburg High School will take a pro active approach in keeping our campus safe.
Suspendable Offenses

**Assault/Battery/Threats or Fighting** Ed. Code 48900(a)(1)-(2) (Cumulative for students career in KJUHSD).

**Student-to-Student:** If a student causes serious physical injury, expulsion will be recommended and police will be contacted.

1st Offense: Administration will suspend for remainder of the day plus 3 additional days.

2nd Offense: Administration will place student on a 5 day suspension and recommend expulsion from the Kingsburg Joint Union High School District.

**Battery**

Any fight that is deemed by administration as a battery will result with student being placed on a 5 day suspension and recommended for expulsion from Kingsburg Joint Union High School District.

**Gang Enhancement**

Any fight that is deemed by administration to be gang related will result in the involved parties being placed on a 5 day suspension and recommended for expulsion from the Kingsburg Joint Union High School District.

**Student to District Employee**

Administration will contact parent and police, suspend for 5 days, and recommend expulsion from the Kingsburg Joint Union High School District.

**Weapons** Ed. Code 48900(b)

Administration contacts parents and police, suspend for 5 days, and recommended expulsion from the Kingsburg Joint Union High School District.

A **weapon** is considered to be any object including but not limited to, a firearm, any knife (including a dirk, dagger or other instrument with a sharpened blade), club or other instrument that may be used to inflict bodily harm.

**Chemical Abuse (Drugs)** - Possession, Use or Under the Influence Ed. Code 48900(c) (Cumulative for student’s career in KJUHSD).

Administration will call parent and police, suspend for 5 days, and recommend expulsion from the Kingsburg Union High School District.

**Chemical Abuse (Alcohol)** - Possession, Use or Under the Influence Ed. Code 48900(c) (Cumulative for students career in KJUHSD).

1st Offense: 5 day suspension, parent conference.

2nd Offense: 5 day suspension, and a recommendation for expulsion from Kingsburg Joint Union High School District.

**Furnishing or Sale Illegal Drugs & Alcohol** Ed. Code 48900(d) (Cumulative for student’s career in KJUHSD).

Administration will call parent and police, suspend for 5 days, and recommend expulsion from Kingsburg Joint Union High School District.

Paraphernalia Ed. Code 48900(j) (Cumulative for student’s career in KJUHSD).

1st Offense: 5 day suspension, parent conference.

2nd Offense: 5 day suspension, and a recommendation for expulsion from Kingsburg Joint Union High School District.
Extortion Ed. Code 48900(e)
Administration calls parents and police, suspends for 5 days, and recommends expulsion from the Kingsburg Joint Union High School District.

Vandalism Ed. Code 48900(f)
The extent of the damage done to the property will directly affect the degree of disciplinary action which may include: Parent/student conference and restitution; Saturday School; suspension and restitution; police involvement and a recommendation for expulsion from Kingsburg Joint Union High School District.

Thefts Ed. Code 48900(q)
Administration will investigate charges and take necessary action including, but not limited to, the following: parent contact; suspension; restitution; police involvement; recommendation for expulsion from Kingsburg Joint Union High School District.

Tobacco/E-Cigarettes/Vapor Pens/Hooka & Hooke Pens - Any Form Of Possession, Use On Campus or at a School Activity Ed. Code 48900(h)
1st Offense Saturday School
2nd Offense 1 day suspension
3rd Offense 3 day suspension

Obscene Act or Profanity Ed. Code 48900(i)
1st Offense* Saturday School, parent conference
2nd Offense 1 day suspension
3rd Offense 3 day suspension
*If any offense is determined to be serious by the administration, the student will be placed on a 5 day suspension and receive a recommendation for expulsion from Kingsburg Joint Union High School.

Drug Paraphernalia Possession or Sale Ed. Code 48900(J)
Parent conference and/or counseling and other action as necessary and appropriate.
1st Offense 2 day suspension
2nd Offense 5 day suspension
*If any offense is determined to be serious by the administration, the student will be placed on a 5 day suspension and receive a recommendation for expulsion from Kingsburg Joint Union High School.

Student Disruptions Ed. Code 48900(k)
Parent conference and/or counseling and other action as necessary and appropriate.

Knowingly received stolen school or private property Ed. Code 48900(L)
1st Offense 5 day suspension, parent conference
2nd Offense 5 day suspension, and a recommendation for expulsion from Kingsburg Joint Union High School District

Possession of imitation firearm Ed. Code 48900(m)
Administration will investigate allegations and take necessary action including any of the following, but not limited to: parent contact; suspension; police involvement; recommendation for expulsion from Kingsburg Joint Union High School District.
**Sexual Harassment/Sexual Battery** Ed. Code 48900(n) 48900.2

Administration will investigate allegations and take necessary action including any of the following, but not limited to: parent contact; suspension; police involvement; recommendation for expulsion from Kingsburg Joint Union High School District.

**Harassed, threatened** Ed. Code 48900(o)

Administration will investigate allegations and take necessary action including any of the following, but not limited to: parent contact; suspension; police involvement; recommendation for expulsion from Kingsburg Joint Union High School District.

**Engaged in, or attempted to engage in, hazing** Ed. Code 48900(Q)

Administration will investigate allegations and take necessary action including any of the following, but not limited to: parent contact; suspension; police involvement; recommendation for expulsion from Kingsburg Joint Union High School District.

**Bullying** (Ed Code 48900 r)

Repeated aggressive behavior done to intentionally hurt another person, physically or mentally. Behaving in such a way to gain power over another person. Any student engaging in behavior that intentionally inflicts injury or discomfort upon another person through physical contact, words, or other ways is subject to immediate disciplinary action: suspension 3-5 days; parent contact, reported to law enforcement; may recommend expulsion. Two instances of bullying in the same year or three between 9th and 12th grade years may result in an expulsion recommendation.

**Cyber Bullying** (Ed Code 48900 r2)

Being cruel to others by sending or posting harmful material using technological means; an individual or group that uses information and communication involving electronic technologies to facilitate deliberate and repeated harassment or threat to an individual or group. Suspension 3-5 days. Parent Contact. Reported to law enforcement. May recommend expulsion.

"Electronic act" means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- A message, text, sound, or image.
- A post on a social network internet website, including, but not limited to:
  Posting to or creating a burn page. "Burn page" means an Internet website created for the purpose of having one or more of the effects listed in paragraph
- Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph:
  "Credible impersonation" means to knowingly, and without consent, impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1): "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

**Aid or Abets Ed Code** (Ed Code 48900 t)
A pupil who aids or abets the infliction or attempted infliction of physical injury to another person will be subject to suspension.

All of the above infractions are subject to Administrative Discretion.

STUDENT CLASSROOM DISCIPLINE REFERRALS

1. Habitual Classroom Disruption/Defiance/Insubordination/Inappropriate Language/Property Misuse/Campus Rules Violations

Infractions will be dealt with according to the following:

- **Major Discipline Infractions will be disciplined according to California Ed. Code.**
- **Office Visit #1** – Lunch Detention Assigned, Parent Contact Made
- **Office Visit #2** – Lunch Detentions Assigned, RC Room for remainder of the period, parent contact made
- **Office Visit #3** – RC for remainder of the school day assigned, parent contact made, parent/student phone conference.
- **Office Visit #4** – One day RC Room Assigned, Parent/Student Conference
- **Office Visit #5** – One day Out of School Suspension, SST/IEP meeting
- **Office Visit #6** – One Day Out of School Suspension, Behavior Contract
- **Office Visit #7** – Two Days Out of School Suspension
- **Office Visit #8** – Three Days Out of School Suspension, AEC Meeting

2. **Student Dress and Grooming**

While on campus or at any school sponsored event, students and guests shall be dressed in a manner which will not detract from or interfere with the educational environment, instructional program, general morale, image or safety of the school.

THE FOLLOWING ARE NOT ACCEPTABLE TO BE PRESENT OR WORN WHILE ATTENDING SCHOOL:

1. Anything considered unsafe, dangerous, a health hazard or disruptive to a safe, orderly environment. No belt, wallet, choke, wrist or neck chains.
2. Anything that contains offensive or obscene symbols, signs or slogans degrading any cultural, religious or ethnic values.
3. Anything that contains language or symbols oriented toward gangs, sex, drugs, alcohol, or tobacco. This includes all “Cookies” shirts.
4. Anything that contains gang, tagger, crew, and/or clique symbols or displaying gang colors or clothing which denotes gang, tagger, crew and/or cliques in graphics or lettering.
5. Any gang related apparel (i.e. hairnets, monikers or other gang markings, bandanas, jewelry or jackets with gang insignia or monikers). No shirts with solid red or blue colors.
6. Any shorts/skirts that do not extend pass the finger tips with the arms extended at their side, but in no case will attire with less than a 4 inch inseam be considered appropriate.
7. Any shirts that have over the shoulder straps less than one inch (ie. No spaghetti straps).
8. Any “cropped” tops that expose the midriff (waist) or back or sides, tube tops, halter tops, etc. including when worn under overalls. Remember, any skin shown around the midriff will be considered a dress code violation.
9. No “see-through” clothing.
10. No exposed underwear or underwear worn as a top.
11. No low cut necklines exposing the bosom.
12. Belts are to be worn at the belt line with no hanging ends.
13. Shirts and pants shall be of a properly fitted size. No excessively baggy or long pants.
14. The belt line of a pant shall be worn on the natural waistline just above the hip of the student.
15. No hats of any kind shall be worn in the classroom. Exception: Students with verified religious requirements and in shop classes for purposes of safety. Hats must be worn properly, not backwards, sideways or inside out.
16. Any absence of shirt or blouse.

3. **Cell Phones (Or Any Electronic Signaling Device) and Electronic Devices**

Students will be permitted to have cell phones in their possession throughout the school day, and with specific guidelines from instructors, can be used periodically in the classroom as a learning tool.
1. Students MUST have their cell phones turned off during the class time, unless specifically directed by instructors to be used as a learning tool, assemblies and rallies; cell phones shall cause no disruption.
2. Should a student be observed using a cell phone (or any electronic signaling device) or a cell phone rings during class time, an assembly or a rally, discipline action will result. Additionally, student abuse of this policy will result in the student losing the privilege to be able to carry a cell phone permanently, or for a period of time as determined by an administrator.
3. Student cell phones ringing in class will result in confiscation of the phone and disciplinary action.
4. During times of testing and other student evaluations, teachers may request that students remove their cell phones from their possession, either by placing them into their backpacks or a teacher secured area, reducing the possibility of compromised test security.
5. Fire drills, assemblies, or other school evacuations are considered cell phone blackouts. During such contingencies, there will be absolute ZERO TOLERANCE on cell phone use.
6. Use of cell phone photographs during the school day may result in more severe discipline.
7. No cell phone photographs are permitted in the restroom or locker room areas at any time.

**Electronic Violation Consequences**

1. **1st Violation** – Electronic Device Confiscated, Lunch Detention Assigned
2. **2nd Violation** – Electronic Device Confiscated, Two Lunch Detentions Assigned
3. **3rd Violation** – Electronic Device Confiscated, Saturday School Assigned, Parent Pick-Up of Electronic Device

4. **Forgery**

Forgery is the act of falsifying a document, which is other than the student’s own name, or impersonating a parent or guardian on the telephone. Violators of this policy will be handled in the following manner:

1. **1st Offense**
   - Administrator assigns 1 Saturday School
2. **2nd Offense**
   - Administrator suspends 1-3 days and refers student for possible placement in alternative education

5. **Gambling**

Penal Code 330 prohibits games of chance played for money, checks, credit or other representations of value. Administrators may contact parents and police and suspend for 1 to 5 days.

6. **Failure to Serve Lunch Detention**

1. **1st Offense**
   - Will be doubled
2. **2nd Offense**
   - Assignment of Saturday School by Administrator

7. **Failure to Serve Saturday School**

1. **1st Offense**
   - Will be doubled.
2. **2nd Offense**
   - Failure to serve Saturday School will result in 3-day

8. **Class Cuts / On Campus**

Students absent from class without an excuse will be considered as being truant from that class and will be
disiplined as follows:

<table>
<thead>
<tr>
<th>Class Cut Level</th>
<th>Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Class Cut</td>
<td>Two lunch detentions</td>
</tr>
<tr>
<td>2nd &amp; 3rd Class Cuts</td>
<td>One Saturday School</td>
</tr>
<tr>
<td>4th, 5th, 6th Class Cuts</td>
<td>Two Saturday Schools</td>
</tr>
<tr>
<td>7th Class Cut +</td>
<td>Referral to Alternative Education Committee and a possible referral to alternative education</td>
</tr>
</tbody>
</table>

10. Off Campus Passes and Leaving Campus Without Permission

Off campus passes are issued only through the attendance office. Once a student is on campus, whether before school is in session or during class time, that student may not leave campus without a pass. The reason the student is leaving campus must be verified by a note or phone call to the attendance office before they leave. **Leaving campus without prior permission will be considered truant even if an excuse is brought in at a later time.** Students are not to go to their cars during the school day except at lunch. Once a student is on campus, whether before school is in session, class time or break time, that student may not leave campus without a pass, **with the exception of student lunch**, students are expected to stay on campus at all times. Students will be considered as being truant from that class and will be disciplined as follows:

<table>
<thead>
<tr>
<th>Offense Level</th>
<th>Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>One Saturday School</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>Two Saturday Schools</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>Three Saturday Schools</td>
</tr>
<tr>
<td>4th Offense</td>
<td>Four Saturday Schools</td>
</tr>
<tr>
<td>5th Offense</td>
<td>Four Saturday Schools and a referral to the Alternative Education Committee, with a possible referral to alternative education</td>
</tr>
</tbody>
</table>

10. Plagarism/Cheating

Cheating is a dishonest act, which will not be tolerated at Kingsburg High School. The following school-wide policy has been established:

<table>
<thead>
<tr>
<th>Offense Level</th>
<th>Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>Students who cheat on a test/quiz or assigned individual work will be given a zero grade for that assignment without the possibility of a make-up. The student will be suspended for the class block, to be served in our Responsibility Center</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>Students who cheat a second time in a given class will be suspended for 1 day</td>
</tr>
</tbody>
</table>

**Further Violations** Student who cheats a third time will be suspended for 3 days and a referred to the Alternative Education Committee with a possible referral to alternative education

11. Inappropriate Writing or Pictures

Gang writing, glorification or depiction of illegal substance or sexual subjects is unacceptable.

<table>
<thead>
<tr>
<th>Offense Level</th>
<th>Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>Administrator assigns 1 Saturday</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>Administrator suspends from 2 days and refers student to Alternative Education Committee with a possible placement in alternative education</td>
</tr>
</tbody>
</table>

13. Student Drivers/Parking

Student drivers are asked to be cooperative with our residential neighbors by parking in the campus student parking lots. Staff stalls marked as staff parking are off limits to students and park in only one stall. Students must act appropriate and obey all traffic signs and laws while parking on KJUHSD facilities. The circle drive and the alley north of room 90 (near the softball fields) are for loading only and not for parking at any time. Speeding or reckless driving is dangerous and unacceptable.

<table>
<thead>
<tr>
<th>Offense Level</th>
<th>Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>Student is warned, car must be moved, if a parking violation, and assigned 2 lunch detentions</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>Administrator assigns 1 Saturday School</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>Administrator assigns 2 Saturday Schools and student loses privilege of parking on campus</td>
</tr>
</tbody>
</table>
13. **Senior Warning Letters**

Seniors are to be role models for all underclassmen and should maintain excellent citizenship throughout their senior year, through senior activities, and the graduation ceremony.

**1st Offense**

Referral for behavior, attendance or attitude problems will result in a “senior letter of warning” stating that senior activities, and the privilege of walking in the graduation ceremony are at risk. Consequences as outlined in other discipline sections will also apply.

**2nd Offense**

Referral for behavior, attendance or attitude problems will result in a second “senior letter of warning” indicating a loss of some or all senior week activities. Consequences as outlined in other discipline sections will also apply.

**3rd Offense**

Referral for behavior, attendance, or attitude problems will result in a third “senior letter” and will result in the loss of the privilege of walking in the graduation ceremony. Consequences as outlined in other discipline sections also apply.
STUDENT CONTRACT

KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT

Kingsburg High School - Oasis High School - KAEC

ACADEMIC - ATTENDANCE - BEHAVIORAL CONTRACT

I__________________________, grade_____, understand that due to a credit deficiency, academic, attendance and/or behavioral difficulties I need additional structure in order to be successful in school. Therefore, I agree to the following conditions:

Credits:
  a. I understand that I need 230 credits to graduate. Failure to earn the required credits will cause me to not graduate with my class. I currently have ______ credits, at this point in my academic career I should have: _________.

<table>
<thead>
<tr>
<th>Grade</th>
<th>End of 1st Semester</th>
<th>End of 2nd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>10th</td>
<td>90</td>
<td>120</td>
</tr>
<tr>
<td>11th</td>
<td>150</td>
<td>180</td>
</tr>
<tr>
<td>12th</td>
<td>210</td>
<td>Not less than 230</td>
</tr>
</tbody>
</table>

  b. I am currently credits deficient.

  c. Administrator’s notes: __________________________________________________

Attendance:
  a. I will maintain a 95% attendance record. I understand this must be maintained regardless of whether the absence is excused or unexcused.

  b. Administrator’s notes: __________________________________________________

Academic:
  a. I will maintain a 2.0 GPA

  b. Administrator’s notes:

Behavioral:
  a. I will not violate any school rules as listed in the Student Handbook.

  b. Administrator’s notes:

This contract is in effect from _____________________ to ______________________.

My progress will be reviewed on a regular basis. Violations of the conditions of this contract will result in suspension. Continued failure to comply with the conditions of this contract will result in:

_______ A meeting with the Alternative Education Committee (AEC)
_______ Immediate transfer to Alternative Education: ________________
_______ Revoke Inter-district transfer

Signature of Student        Date

Signature of Parent/Guardian Date

Signature of Administrator Date
BULLYING

Kingsburg Joint Union HSD
Board Policy
Bullying

BP 5131.2
Students

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

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

(cf. 5131 - Conduct)
(cf. 5136 - Gangs)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

(cf. 0420 - School Plans/Site Councils)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6020 - Parent Involvement)

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the
Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social
worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

**Reporting and Filing of Complaints**

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

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

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

**Investigation and Resolution of Complaints**

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

**Discipline**

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.
Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
32282 Comprehensive safety plan
32283.5 Bullying; online training
35181 Governing board policy on responsibilities of students
35291-35291.5 Rules
48900-48925 Suspension or expulsion
48985 Translation of notices
52060-52077 Local control and accountability plan
PENAL CODE
422.55 Definition of hate crime
647 Use of camera or other instrument to invade person's privacy; misdemeanor
647.7 Use of camera or other instrument to invade person's privacy; punishment
653.2 Electronic communication devices, threats to safety
CODE OF REGULATIONS, TITLE 5
4600-4687 Uniform complaint procedures
UNITED STATES CODE, TITLE 47
254 Universal service discounts (e-rate)
CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints
CODE OF FEDERAL REGULATIONS, TITLE 34
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
110.25 Notification of nondiscrimination on the basis of age
COURT DECISIONS

Management Resources:
CSBA PUBLICATIONS
Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-
HARASSMENT

Kingsburg Joint Union HSD

Board Policy

Sexual Harassment

BP 5145.7

Students

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages 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 by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or
compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

**Instruction/Information**

The Superintendent or designee shall ensure that all district students receive age-appropriate 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 under any circumstance

3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students

6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made

7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment.

Complaint Process and Disciplinary Actions

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy 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.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7 - Employment Status Report)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Record-Keeping

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 district schools.

(cf. 3580 - District Records)

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
48900 Grounds for suspension or expulsion
48900.2 Additional grounds for suspension or expulsion; sexual harassment

43
48904 Liability of parent/guardian for willful student misconduct
48980 Notice at beginning of term

CIVIL CODE
51.9 Liability for sexual harassment; business, service and professional relationships
1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE
12950.1 Sexual harassment training
CODE OF REGULATIONS, TITLE 5
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs
UNITED STATES CODE, TITLE 20
1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX, discrimination
UNITED STATES CODE, TITLE 42
1983 Civil action for deprivation of rights
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy
106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS
Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:
CSBA PUBLICATIONS
Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter: Transgender Students, May 2016
Dear Colleague Letter: Title IX Coordinators, April 2015
Questions and Answers on Title IX and Sexual Violence, April 2014
Dear Colleague Letter: Sexual Violence, April 4, 2011
Sexual Harassment: It's Not Academic, September 2008
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001
WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

Policy KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT
adopted: December 12, 2016 Kingsburg, California
UNIFORM COMPLAINT PROCEDURES

The Kingsburg Joint Union High School District has primary responsibility for insuring that the district complies with state and federal laws and regulations governing educational programs. Any complaints alleging unlawful discrimination or failure to comply with state or federal laws in adult education, consolidated categorical aid programs, migrant education, child care and development programs, child nutrition programs, vocational educational and special education programs will be reviewed and mediated or investigated by the district. The complainant will have the opportunity to provide relevant information during the investigation. Within sixty days of receipt of the complaint, the district will provide a written report to the complainant. Complaints alleging discrimination must be filed within six months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies through mediation centers, the county office of education, or a public/private interest attorney. The district follows uniform complaint procedures established in AR 1312.3. Complaints should be directed to the District Compliance Officer, Superintendent, telephone number 897-7721. If dissatisfied with the district’s resolution of a complaint, the complainant has the right to appeal to the California Department of Education within fifteen days after the districts report is issued. In a discrimination complaint, the complainant has the right to seek legal remedies when at least sixty days have passed after filing and appeal with the California Department of Education. Further documentation and forms are available at the district website www.kjushd.com > District Information > under Forms or KJUHSD Uniform Complaint Procedures.

Kingsburg Joint Union HSD
Board Policy
Uniform Complaint Procedures

BP 1312.3
Community Relations

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

Complaints Subject to UCP

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

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the district, including adult education programs; After School Education and Safety programs; agricultural career technical education; state career technical and technical education, career technical, and technical training programs; federal career technical education; child nutrition programs; compensatory education; consolidated categorical aid programs; the federal Every Student Succeeds Act; Regional Occupational Centers and Programs; school safety plans; special education programs; and any other district-implemented state
UNIFORM COMPLAINT PROCEDURES (continued)

categorical program that is not funded through the local control funding formula pursuant to Education Code 64000

(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)
(cf. 5131.62 - Tobacco)
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)

2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory 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 the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

(cf. 5146 - Married/Pregnant/Parenting Students)

4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in
school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)

5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)
(cf. 3320 - Claims and Actions Against the District)

6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3100 - Budget)

7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)

(cf. 0420 - School Plans/Site Councils)

8. Any complaint, by or on behalf of a student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any requirement applicable to the student regarding placement decisions; the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1)
10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)

11. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

12. 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

13. Any other complaint as specified in a district policy

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

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

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
UNIFORM COMPLAINT PROCEDURES (continued)

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.

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

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.

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

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, teacher vacancies and misassignments, or health and safety violations in any license-exempt California

BP 1312.3(f)
UNIFORM COMPLAINT PROCEDURES (continued)

State Preschool Program shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32280-32289 School safety plan, uniform complaint procedures
33380-33384 California Indian Education Centers
35186 Williams uniform complaint procedures
44500-44508 California Peer Assistance and Review Program for Teachers
46015 Parental leave for students
48853-48853.5 Foster youth
48985 Notices in language other than English
49010-49014 Student fees
49060-49079 Student records, especially:
49069.5 Records of foster youth
49490-49590 Child nutrition programs
49701 Interstate Compact on Educational Opportunity for Military Children
51210 Courses of study grades 1-6
51223 Physical education, elementary schools
51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements
51226-51226.1 Career technical education
51228.1-51228.3 Course periods without educational content
52060-52077 Local control and accountability plan, especially:
52075 Complaint for lack of compliance with local control and accountability plan requirements
52160-52178 Bilingual education programs
52300-52462 Career technical education
52500-52616.24 Adult schools
54000-54029 Economic Impact Aid
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56865 Special education programs
59000-59300 Special schools and centers
EDUCATION CODE (continued)
64000-64001 Consolidated application process; school plan for student achievement
65000-65001 School site councils
GOVERNMENT CODE
11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act
HEALTH AND SAFETY CODE
1596.792 California Child Day Care Act; general provisions and definitions
1596.7925 California Child Day Care Act; health and safety regulations
104420 Tobacco-Use Prevention Education
PENAL CODE

Legal Reference continued: (see next page)
UNIFORM COMPLAINT PROCEDURES (continued)

422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2
11023 Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5
3080 Applicability of uniform complaint procedures to complaints regarding students with disabilities
4600-4670 Uniform complaint procedures
4680-4687 Williams uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20
1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972
6301-6576 Title I Improving the Academic Achievement of the Disadvantaged
6801-7014 Title III language instruction for limited English proficient and immigrant students

UNITED STATES CODE, TITLE 42
794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964
6101-6107 Age Discrimination Act of 1975
12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28
35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family Educational Rights and Privacy Act
100.3 Prohibition of discrimination on basis of race, color or national origin
104.7 Designation of responsible employee for Section 504
106.8 Designation of responsible employee for Title IX
106.9 Notification of nondiscrimination on basis of sex
110.25 Notification of nondiscrimination on the basis of age

Management Resources: (see next page)
Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
Sample UCP Board Policies and Procedures

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Dear Colleague Letter, September 22, 2017
Dear Colleague Letter: Title IX Coordinators, April 2015
Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014
Dear Colleague Letter: Harassment and Bullying, October 2010
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

WEB SITES
CSBA: http://www.csba.org
California Department of Education: http://www.cde.ca.gov
Family Policy Compliance Office: https://www2.ed.gov/policy/gen/guid/fpco
U.S. Department of Justice: http://www.justice.gov

Policy KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT
adopted: June 24, 2019
Community Relations AR 1312.3(a)
ADMINISTRATIVE REGULATIONS
**UNIFORM COMPLAINT PROCEDURES**

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 1312.2 - Complaints Concerning Instructional Materials)  
(cf. 1312.4 - Williams Uniform Complaint Procedures)  
(cf. 4030 - Nondiscrimination in Employment)

**Compliance Officers**

The district designates the individual(s), position(s), or unit(s) identified below as responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.7 - Sexual Harassment)

<table>
<thead>
<tr>
<th>District Compliance Officer</th>
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<tbody>
<tr>
<td>(title or position)</td>
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<tr>
<td>Superintendent</td>
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<tr>
<td>(unit or office)</td>
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<tr>
<td>1900 18th Ave., Kingsburg, CA 93631</td>
</tr>
<tr>
<td>(address)</td>
</tr>
<tr>
<td>(559)897-7721</td>
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<tr>
<td>(telephone number)</td>
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<tr>
<td>Superintendent first name’s initial &amp; <a href="mailto:Lastname@kingsburghigh.com">Lastname@kingsburghigh.com</a></td>
</tr>
<tr>
<td>(email)</td>
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</tbody>
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The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

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

AR 1312.3(b)
The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)
(cf. 9124 - Attorney)

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

Notifications

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

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

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

(cf. 0460 - Local Control and Accountability Plan)
(cf. 3260 - Fees and Charges)

3. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities

4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred

5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6173.3 - Education for Juvenile Court School Students)
(cf. 6175 - Migrant Education Program)

6. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints

7. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant

8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision

9. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable

10. A statement that copies of the district's UCP are available free of charge

AR 1312.3(d)
The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

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

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

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

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

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)

2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

AR 1312.3(e)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by persons who allege that they have personally suffered unlawful discrimination or who believe that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

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

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

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

AR 1312.3(f)
The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

**Investigation of Complaint**

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

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

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

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

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

**UNIFORM COMPLAINT PROCEDURES** (continued)
In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

**Timeline for Final Decision**

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

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

(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

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

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant, shall be sent the district's final written decision, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

**Final Written Decision**

For all complaints, the district's final written decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
   a. Statements made by any witnesses

AR 1312.3(h)

**UNIFORM COMPLAINT PROCEDURES** (continued)
b. The relative credibility of the individuals involved

c. How the complaining individual reacted to the incident

d. Any documentary or other evidence relating to the alleged conduct

e. Past instances of similar conduct by any alleged offenders

f. Past false allegations made by the complainant

2. The conclusion(s) of law

3. Disposition of the complaint

4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

a. The manner in which the misconduct affected one or more students' education

b. The type, frequency, and duration of the misconduct

c. The relationship between the alleged victim(s) and offender(s)

d. The number of persons engaged in the conduct and at whom the conduct 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 individuals

5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

UNIFORM COMPLAINT PROCEDURES (continued)

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:
a. The corrective actions imposed on the respondent

b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.

c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

6. Notice of the complainant's and respondent's right to appeal the district's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

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

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

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)

UNIFORM COMPLAINT PROCEDURES (continued)

2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

**Corrective Actions**

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

(cf. 5137 - Positive School Climate)

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

1. Counseling

(cf. 6164.2 - Guidance/Counseling Services)

2. Academic support

3. Health services

4. Assignment of an escort to allow the victim to move safely about campus

5. Information regarding available resources and how to report similar incidents or retaliation

6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim

7. Restorative justice

8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

AR 1312.3(k)

**UNIFORM COMPLAINT PROCEDURES** (continued)

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference

3. Education regarding the impact of the conduct on others

4. Positive behavior support

5. Referral to a student success team
   (cf. 6164.5 - Student Success Teams)

6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
   (cf. 6145 - Extracurricular and Cocurricular Activities)

7. Disciplinary action, such as suspension or expulsion, as permitted by law
   (cf. 5144 - Discipline)
   (cf. 5144.1 - Suspension and Expulsion/Due Process)

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

   (cf. 4118 - Dismissal/Suspension/Disciplinary Action)
   (cf. 4218 - Dismissal/Suspension/Disciplinary Action)

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

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

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, or any requirement related to the LCAP is found to have merit,
For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

**Appeals to the California Department of Education**

Any complainant who is dissatisfied with the district's final written decision on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 15 calendar days of receiving the district's decision. (5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, the respondent, in the same manner as the complainant, may file an appeal with CDE.

Upon notification by CDE that the district's decision has been appealed, the Superintendent or designee shall forward the following documents to CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's UCP
7. Other relevant information requested by CDE

Regulation approved: KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT

June 24, 2019
EMPLOYEE CODE OF CONDUCT

Kingsburg Joint Union High School District - BP 4119.21

Personnel

The Board of Trustees expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity
9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records
10. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information
11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

   Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

**Reports of Misconduct**

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.
The Kingsburg Joint Union High School District ("District") is required to annually notify pupils, parents, and guardians of their rights and responsibilities, pursuant to California Education Code ("EC") Section ("§") 48980.
Acceptable Use of Technology

Uso Aceptable de Tecnología

One of the adopted goals of the District is to assist in advancing the use of technology to enhance student learning. Access to District technology is a privilege, not a right, and students enrolled in District programs or activities must follow District guidelines and procedures regarding acceptable use of technology. All District students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using District technological resources. The District shall make a diligent effort to filter the inappropriate or harmful matter accessible through the Internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using District technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

Advanced Placement & International Baccalaureate Exam Fees – EC 48980(k)

El Costo para el Examen de Cursos Avanzados y del Bachillerato Internacional – CE 48980(k)

Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees or the International Baccalaureate examination fees, or both. Please contact Counseling Department, 559-897-7721 for information.

Los alumnos elegibles de la preparatoria podrán recibir ayuda económica para cubrir el costo de los exámenes de cursos avanzados o del Bachillerato Internacional, o ambos. Por favor comuníquese con Departamento de asesoramiento 559-897-7721 para más información.

Attendance Options/Permits – EC 48980(h)

Opciones de Asistencia/Permisos – CE 48980(h)

Residency Requirements – EC 48200, 48204 and 48204.3

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in school in the school district in which the residence of either the parent or legal guardian is located.

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children’s institution within the boundaries of the school district pursuant to a commitment of placement under the Welfare and Institutions Code; a pupil who is a foster child who remains in his or her school of origin; an emancipated pupil who resides within the boundaries of the school district; a pupil who lives in the home of a caregiving adult that is located within the boundaries of the school district.; or a pupil residing in a state hospital located within the boundaries of the school district.; or a pupil whose parent is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order.

Requisitos de Residencia – CE 48200, 48204 y 48204.3

Un menor entre las edades de 6 y 18 está sujeto a recibir educación obligatoria y, a menos que sea exento, se debe inscribir en la escuela en el distrito escolar en el cual se localice la residencia de cualquiera de los dos padres o tutor legal.

Un alumno puede cumplir alternativamente con los requisitos de residencia para asistencia escolar en un distrito escolar, si él o ella es cualquiera de los siguientes: ubicado en un hogar adoptivo o institución licenciada de niños dentro de los límites del distrito escolar de acuerdo con un compromiso de ubicación bajo el Código de Bienestar e Instituciones; un alumno que es un hijo de crianza que permanece en su escuela de origen; un alumno emancipado que reside dentro de los
límites del distrito escolar; un alumno que vive en el domicilio de un adulto que proporcione el cuidado que esté localizado dentro de los límites del distrito escolar; o un alumno que reside en un hospital estatal localizado dentro de los límites del distrito; o un alumno cuyo padre está pendiente de transferir o está pendiente de transferir a una instalación militar dentro del estado mientras está en servicio militar activo de conformidad con una orden militar oficial.

Interdistrict Attendance – EC 46600 et seq.
The parent or legal guardian of a pupil may seek release from the school district of residence to attend a school in any other school district. School districts may enter into agreements for the interdistrict transfer of one or more pupils for a period of up to five years. The agreement must specify the terms and conditions for granting or denying transfers, and may contain standards of reapplication and specify the terms and conditions under which a permit may be revoked. Unless otherwise specified in the agreement, a pupil will not have to reapply for an interdistrict transfer, and the school board of the district of enrollment must allow the pupil to continue to attend the school in which he/she is enrolled.

Regardless of whether an agreement exists or a permit is issued, the school district of residence cannot prohibit the transfer of a pupil who is a child of an active military duty parent to a school district of proposed enrollment if that district approves the application for transfer.

A pupil who has been determined by personnel of either the school district of residence or the district of proposed enrollment to have been the victim of an act of bullying, as defined in EC 48900(r), shall, at the request of the parent or legal guardian, be given priority for interdistrict attendance under any existing agreement or, in the absence of an agreement, be given additional consideration for the creation of an interdistrict attendance agreement.

Asistencia Interdistrital – CE 46600 et seq.
El padre o tutor legal de un alumno puede solicitar un permiso de salida de su distrito escolar de residencia para asistir a una escuela en cualquier otro distrito escolar. Los distritos escolares pueden firmar un contrato para el traslado interdistrital de uno o más alumnos por un período de hasta cinco años. El contrato debe especificar los términos y las condiciones para aprobar o denegar traslados, y puede contener normas para volver a solicitar y especificar los términos y las condiciones bajo las cuales puede revocarse un permiso. A menos que se especifique lo contrario en el contrato, un alumno no tendrá que volver a solicitar un traslado interdistrital y la mesa directiva del distrito escolar de inscripción debe permitir al alumno a seguir asistiendo a la escuela en la que está inscrita.

Independientemente de si existe un acuerdo o se emitió un permiso, el distrito escolar de residencia no puede prohibir la transferencia de un alumno que es hijo de un padre de servicio militar activo a un distrito escolar de inscripción propuesta si ese distrito aprueba la solicitud de transferencia.

Un alumno que ha sido determinado por el personal del distrito escolar de residencia o de inscripción propuesta haber sido víctima de un acto de acoso, como se define en CE 48900(r), deberá, a petición del padre o el tutor legal, darse prioridad para asistencia interdistrital bajo cualquier acuerdo que existe o, en ausencia de un acuerdo, consideración adicional para la creación de un acuerdo de asistencia interdistrital.

Availability of Prospectus – EC 49063 and 49091.14
Disponibilidad de Prospecto – CE 49063 y 49091.14
Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact the school site administrator for a copy of the prospectus.

Cada escuela debe compilar anualmente un prospecto del plan de estudios incluyendo títulos, descripciones y propósitos de enseñanza para cada curso ofrecido por la escuela. Por favor comuníquese con el/la director(a) de la escuela para una copia del prospecto.
Avoiding Absences, Written Excuses

Evitando Ausencias, Excusas Escritas

The District urges parents to make sure their children attend school regularly and to schedule medical and other appointments so that a student misses none or only a small portion of the school day. The district also asks that travel or other absences be avoided during the time school is in session. The higher the district’s daily attendance rate, the more a student will learn and the greater the amount of funding that the district will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families which plan vacations around traditional holiday periods, and thereby minimize student absences.

Following an absence, a student is required to bring a written excuse from home when returning to school. Illnesses, and doctor and dental appointments are considered excused absences. Absences without a written excuse are considered unexcused absences.

El Distrito anima a los padres que se aseguren que sus hijos asisten a la escuela regularmente y que programen las citas médicas u otras citas para que un estudiante no falte o falte solamente una pequeña porción del día escolar.  El distrito también pide que el viaje u otras ausencias sean evitadas durante el tiempo que la escuela está en sesión.  La más alta el porcentaje de la asistencia diaria del distrito, lo más aprenderá un estudiante y el distrito escolar recibirá más fondos del estado para la enseñanza en el salón y programas académicos.  El calendario escolar está concebido para reducir problemas para familias que planean viajes alrededor de vacaciones tradicionales, y de ese modo reducir las ausencias de los estudiantes.

Siguendo una ausencia, un estudiante está requerido traer una excusa escrita de la casa cuando regrese a la escuela.  Enfermedades, y citas médicas y con el dentista se consideran ausencias justificadas.  Las ausencias sin una excusa escrita serán documentadas como ausencias sin justificación.

Tardiness

Children should be encouraged to be prompt as part of their training. They are expected to be at school on time. If a child is late, the child should bring an excuse from home to the school office. Frequent tardiness without a valid excuse may be considered truancy under state law.

La Tardanza

Se deben animar a los niños ser puntual como parte de su instrucción.  Se espera que lleguen a la escuela a tiempo.  Si un niño llega tarde, el niño debe traer una excusa de la casa a la oficina escolar.  La tardanza frecuente sin una excusa válida se considerará como falta a la escuela sin justificación bajo la ley estatal.

Truancy Definitions – EC 48260, 48262 and 48263.6

A student is considered truant after three absences or three tardies of more than 30 minutes each time and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the school days in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205 as set forth herein above.

Definición de un Estudiante que Falta a la Escuela sin Justificación – CE 48260, 48262 y 48363.6

Se considera que un estudiante ha faltado a la escuela sin justificación (conocido en inglés como “truant”) después de tres ausencias o tres tardanzas por más de 30 minutos cada vez y las ausencias o tardanzas no son justificadas. Después de que un estudiante ha sido reportado como “truant” tres o más veces en un año escolar, el estudiante se considera un “truant” habitual. Un estudiante que está ausente de la escuela sin justificación válida por 10% o más de los días de un año escolar, desde la fecha de inscripción a la fecha actual, se considera un “truant” crónico. Ausencias sin justificación son ausencias que no caen dentro del CE 48205 como se dice arriba.

Arrest of Truants/School Attendance Review Boards – EC 48263 and 48264

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is truant may be referred to a School Attendance and Review Board (SARB).

Detención de “Truants”/Consejo de Revisión de Asistencia Escolar – CE 48263 y 48264
El supervisor de asistencia escolar, administrador o designado escolar, un oficial de paz o un oficial de libertad condicional puede detener o asumir la custodia temporal durante el horario escolar de cualquier menor de edad que se encuentra fuera de su casa y que está ausente de la escuela sin justificación válida dentro del condado, ciudad o distrito escolar. Un estudiante que falta a la escuela sin justificación podrá ser referido al Consejo de Revisión de Asistencia Escolar (conocido en inglés como “Student Attendance Review Board - SARB”).

Cal Grant Program – EC 69432.9
Programa de Cal Grant – CE 69432.9
A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants.

In order to assist students apply for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student’s GPA will be submitted by the October 1 deadline to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent or guardian of a student under 18 years of age, may complete a form to indicate that he or she does not wish for the school to electronically send CASC the student’s GPA. Until a student turns 18 years of age, only the parent or guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself or herself out, and can opt in if the parent or guardian had previously decided to opt out the student. Notification regarding CASC and the opportunity to opt out of being automatically deemed a Cal Grant applicant will be provided to all students and their parents or guardians by January 1 of the students’ 11th grade year.

Las becas Cal Grant es dinero para la Universidad que no tiene que ser devuelto. Para calificar, el estudiante tiene que cumplir con los requisitos financieros y de elegibilidad como también con el requisito de promedio mínimo (GPA). Las becas Cal Grant pueden ser utilizadas en cualquier Universidad de California, la Universidad Estatal de California o Colegio Comunitario de California. Algunas universidades independentes o escuelas técnicas en California también aceptan las becas Cal Grant.

Con el fin de ayudar a los estudiantes a aplicar para ayuda financiera, todos los estudiantes en el grado 12 automáticamente se consideran como un solicitante Cal Grant y el GPA de cada estudiante en el grado 12 será sometido antes del 1 de octubre a la Comisión de Ayuda Estudiantil de California (CASC) electrónicamente por un funcionario del distrito escolar o la escuela. Un estudiante o el padre o tutor legal de un estudiante menor de 18 años de edad, pueden completar un formulario para indicar que él o ella no desea que su GPA sea enviado al CASC. Una vez que el estudiante cumpla los 18 años de edad, solo el estudiante puede optar a sí mismo/a, y puede optar si el padre o tutor legal había decidido previamente de optar por el estudiante. La notificación con respecto a CASC y la oportunidad de optar por no ser automáticamente considerada un solicitante Cal Grant se proporcionará a todos los estudiantes y sus padres o tutores antes del 1 de enero del grado 11 de los estudiantes.

California Healthy Youth Act – EC 51937-51939
Ley de Juventud Sana de California – CE 51937-51939
The California Healthy Youth Act requires school districts to provide pupils with integrated, comprehensive, accurate, and unbiased sexual health and HIV prevention education at least once in middle school and once in high school. It is intended to ensure that pupils in grades 7-12 are provided with the knowledge and skills necessary to: 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and 3) have healthy, positive, and safe relationships and behaviors. It also promotes understanding of sexuality as a normal part of human development.
Parents or legal guardians have the right to:
1. Inspect the written and audiovisual educational materials used in the comprehensive sexual health and HIV prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV prevention education.
3. Request a copy of Education Codes 51930 through 51939, the California Healthy Youth Act.
4. Be informed whether the comprehensive sexual health or HIV prevention education will be taught by district personnel or outside consultants.
5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year.
6. When the district chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV prevention education, be informed of:
   a. The date of the instruction
   b. The name of the organization or affiliation of each guest speaker

The District may administer to pupils in grades 7 through 12 anonymous, voluntary, and confidential research and evaluation tools to measure pupils’ health behavior and risks, including tests, questionnaires, and surveys, containing age-appropriate questions about their attitudes or practices relating to sex. Parents or legal guardians will be notified in writing about the administration of, the right to review, and the right to excuse their child from any test, questionnaire, or survey.

La Ley de Juventud Sana de California requiere que los distritos escolares proveen alumnos una educación sobre la salud sexual y prevención de VIH que sea integrada, comprensiva, correcta e imparcial por lo menos una vez en la preparatoria, y una vez en la secundaria. La intención de esta ley es asegurar que los alumnos en grados 7-12 reciban los conocimientos y habilidades necesarios para: 1) proteger su salud sexual y reproductiva del HIV, otras infecciones de transmisión sexual, y embarazos no intencionados; 2) desarrollar actitudes saludables sobre el crecimiento y desarrollo del adolescente, imagen corporal, género, orientación sexual, relaciones, matrimonio y familia; y 3) tender comportamientos y relaciones saludables, positivas y seguras. Esto también promueve comprensión de la sexualidad como una parte normal del desarrollo humano.

Los padres o tutores tienen derecho a:
1. Examinar los materiales educacionales escritos y audiovisuales usados en la educación de salud sexual integral y prevención de VIH.
2. Solicitar por escrito que su hijo no reciba la educación de salud sexual integral y prevención de VIH.
3. Pedir una copia de los Códigos de Educación 51930 hasta 51939, La Ley de Juventud Sana de California.
4. Ponerse al corriente si la educación de salud sexual integral y prevención de VIH serán enseñados por personal del distrito o consultores independientes.
5. Recibir notificación por correo u otro método de notificación comúnmente usado no menos de 14 días antes de que inicie la instrucción si los arreglos para la instrucción toman lugar después del comienzo del año escolar.
6. Cuando el distrito elige usar consultores independientes o realizar una reunión general con oradores invitados para enseñar la educación de salud sexual integral y prevención de VIH, ponerse al corriente de:
   a. La fecha de la enseñanza
   b. El nombre de la organización o afiliación de cada orador invitado

El Distrito puede administrar a los alumnos en grados 7 a 12 estudios e instrumentos de evaluación anónimos, voluntarios, y confidenciales para medir el comportamiento y los riesgos de la salud de los alumnos, incluyendo pruebas, cuestionarios y encuestas, con preguntas apropiadas de acuerdo a la edad del estudiante sobre sus actitudes o prácticas relacionadas al sexo. Los padres o tutores legales serán notificados por escrito de la administración, el derecho a revisar, y el derecho a excusar a su hijo/a de cualquier prueba, cuestionario o encuesta.
The California High School Exit Exam (CAHSEE) has been suspended for any pupils completing grade 12 through the 2017-18 school years. All schools, including state special schools, are to grant a diploma of graduation from high school to any pupil who completed grade 12 in the 2003–04 school year or a subsequent school year and has met all applicable graduation requirements other than the passage of the high school exit examination.

*El Examen de Egreso de la Preparatoria de California (CAHSEE) ha sido suspendido para alumnos que completaron el grado 12 hasta los años escolares del 2017-18. Todas las escuelas, incluyendo las escuelas especiales del estado, deben conceder un diploma de graduación de la secundaria a cualquier alumno que completó el grado 12 en el año escolar 2003-04 o subsiguiente a este año escolar y que haya cumplido con todos los requisitos de graduación aplicables excepto la aprobación del examen de egreso de la escuela.*

**California High School Proficiency Exam – 5 CCR 11523**

*Examen de Suficiencia de la Escuela Preparatoria de California – 5 CRC 11523*

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency is equivalent to a high school diploma; however, it is not equivalent to completing all course work required for regular graduation from high school. Pupils planning to continue his or her studies in a college or university should contact the admissions office of the institution to find out if the Certificate of Proficiency will meet admission requirements.

A pupil is eligible to take the CHSPE only if he or she meets one of the following requirements on the test date: 1) is at least 16 years old; 2) has been enrolled in the tenth grade for one academic year or longer; or 3) will complete one academic year of enrollment in the tenth grade at the end of the semester during which the CHSPE regular administration will be conducted. A fee for each examination application shall not be charged to a homeless or foster youth under the age of 25. For more information, including administration dates and registration deadlines, visit the following website: [http://www.chspe.net/](http://www.chspe.net/).

*El Examen de Suficiencia de la Escuela Preparatoria de California (conocida en inglés como CHSPE) es un examen voluntario que evalúa la competencia en las habilidades básicas en lectura, escritura, y matemáticas enseñadas en las escuelas públicas. A los estudiantes elegibles quienes aprueben el CHSPE se les otorgará un Certificado de Suficiencia expedido por la Mesa Directiva Estatal de la Educación. Un alumno quien reciba un Certificado de Suficiencia puede, con aprobación verificada del padre o tutor legal, dejar de asistir la preparatoria tempranamente. El Certificado de Suficiencia es equivalente a un diploma de escuela preparatoria; sin embargo, no es equivalente a completar todos los cursos requeridos para graduación regular de la preparatoria. Los alumnos que planean continuar sus estudios en una universidad deben ponerse en contacto con la oficina de admisiones de la institución para averiguar si el Certificado de Suficiencia cumplirá con los requisitos de admisión.*

Un alumno es elegible para tomar el CHSPE solamente si él o ella cumple uno de los siguientes requisitos en la fecha del examen: 1) tiene al menos 16 años de edad; 2) ha sido matriculado en el décimo grado por un año académico o más; o 3) completará un año académico de inscripción en el décimo grado al final del semestre durante el cual se llevará a cabo la administración regular del CHSPE. No se cobrará un cargo por cada solicitud de examen a un joven sin hogar o en crianza temporal menor de 25 años. Para más información, incluyendo las fechas de administración e inscripción, visite al sitio Web: [http://www.chspe.net/espanol/](http://www.chspe.net/espanol/).

**Career Counseling & Course Selection – EC 221.5(d)**

*Consejo de Profesión y Selección de Curso – CE 221.5(d)*

Commencing grade 7, school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil’s gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.
Empezando desde el grado 7, personal de la escuela asistirá a los alumnos con la selección de curso o el consejo de profesión, investigando la posibilidad de carreras, o cursos que llevan a carreras basados en el interés y la habilidad del alumno y no en el sexo del alumno. Los padres y tutores legales serán notificados para que puedan participar en tales sesiones de consejo y decisiones.

**Child Abuse and Neglect Reporting – PC 11164 et seq.**

*El Denunciar del Abuso y Descuido de Menores – CP 11164 et seq.*

District staff is required by law to report cases of child abuse and neglect whenever staff have a reasonable suspicion. Staff may not investigate to confirm the suspicion. Both the staff name and the report itself are confidential and cannot be disclosed except to authorized agencies.

Se requieren por la ley al personal del Distrito denunciar los casos de abuso y descuido de menores cuando tienen una sospecha razonable. El personal no podrá investigar para confirmar la sospecha. El nombre del personal y el informe serán confidenciales y no podrán ser divulgados salvo a las agencias autorizadas.

**Child Find - EC 56300, 56301**

*Encontrar Niños – CE 56300, 56301*

The District has a duty to identify, locate and assess children with disabilities who are in need of special education and related services. If you believe that your child is in need of special education and related services, you may initiate a referral for assessment by contacting the school administrator.

El Distrito tiene el deber de identificar, localizar y evaluar a los niños con discapacidad que necesitan educación especial y servicios relacionados. Si usted cree que su hijo necesita la educación especial y servicios relacionados, puede iniciar una referencia para la evaluación comunicándose con el/la administrador(a) de la escuela.

**Concussion and Head Injuries – EC 49475**

*Conmoción Cerebral y Lesiones a la Cabeza – CE 49475*

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school district that elects to offer athletic programs must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete’s parent or guardian before the athlete’s initiating practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular schoolday or as part of a physical education course.

Una conmoción cerebral es una lesión cerebral que puede ser causada por un golpe ligero, un golpe fuerte o un movimiento repentino de la cabeza, o por un golpe a otra parte del cuerpo con fuerza que se transmite a la cabeza. Aunque la mayoría de las conmociones cerebrales son de poca seriedad, todas las conmociones cerebrales son potencialmente graves y pueden provocar complicaciones incluyendo daño cerebral prolongado y la muerte si no son reconocidos y administrado correctamente. Un distrito escolar que elige ofrecer programas atléticos debe sacar inmediatamente de una actividad atlética patrocinada por la escuela para el resto del día un deportista que se sospecha de haber sufrido una conmoción cerebral o lesión en la cabeza durante esa actividad. El atleta no podrá volver a esa actividad hasta que él o ella sea evaluada por y reciba autorización escrita de un proveedor de atención médica con licencia. Cada año, una hoja de información sobre conmoción cerebral y lesiones a la cabeza debe ser firmada y devuelta por el atleta y el padre o tutor del atleta antes de que inicie práctica o competencia. Este requisito no se aplica a un atleta que participa en una actividad atlética durante el día escolar o como parte de un curso de educación física.

**Confidential Medical Services – EC 46010.1**

*Servicios Médicos Confidenciales – CE 46010.1*

School authorities may excuse any pupil in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

Las autoridades escolares pueden excusar cualquier alumno en grados 7-12 de la escuela para recibir servicios médicos confidenciales sin el consentimiento del padre o tutor del alumno.
Coursework and graduation requirements: children of military families – EC 51225.1 and 51225.2
Trabajo de curso y requisitos de graduación: hijos de familias militares - CE 51225.1 y 51225.2

If you are a military family, your child may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. Please make an appointment with the school counselor to review your child’s options for graduation. All coursework that was completed at another school outside of this district will be issued full or partial credit. Please contact school registrar or head of counseling for information 559-897-5156

Si usted es una familia militar, su hijo puede calificar para estar exento de los requisitos del curso de graduación local que estan más allá de los requisitos del estado de California. Por favor, haga una cita con el consejero de la escuela para revisar las opciones de graduación de su hijo. Todos los cursos que se completaron en otra escuela fuera del distrito recibiran crédito total o parcial. Puede comunicarse con el consejero al Registrador o Jefe de Consejeria 559-897-5156

Custody Issues
Asuntos de Custodia

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student’s welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

Disputas de custodia tendrán que ser atendidas por medio de las cortes. La escuela no tiene ninguna jurisdicción legal de negar a un padre biológico acceso a su niño y/o registros escolares. La única excepción es cuando existen órdenes de restricción o documentos de divorcio, específicamente indicando limitaciones de visitas, que estén archivadas en la oficina escolar. Cualquier situación de cesión que ponga en peligro el bienestar del estudiante será atendida al criterio del administrador o su designado. Si cualquier cuya situación altera la escuela, se solicitará la intervención de la policía. Les piden a los padres que hagan todo lo posible a no involucrar la escuela en asuntos de custodia. La escuela hará todo lo posible para comunicarse con el padre que tiene custodia cuando un padre o cualquier otra persona que no está listada en la carta de emergencia trate de recoger un niño.

Dangerous Objects
Objetos Peligrosos

Laser Pointer – PC 417.27
It is a crime for any student to possess a laser pointer on any elementary or secondary school premise, unless the possession is for a valid instructional or other school-related purpose.

Apuntador Láser – CP 417.27
Es un crimen que cualquier estudiante posee un apuntador láser en cualquier establecimiento de la escuela primaria o secundaria, a menos que la posesión es para un propósito educacional u otra razón relacionada a la escuela.

Directory Information – EC 49073
Direccion de Información – CE 49073

“Directory Information” includes one or more of the following items: student’s name, address, telephone number, e-mail address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent public or private school attended by the student. No information may be released to private profit making entity other than employers, prospective employers and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to the school to deny access to his/her pupil’s directory information.

“Direccion de Información” incluye uno o más de los siguientes: nombre del estudiante, domicilio, número de teléfono, dirección de correo electrónico, fecha de nacimiento, campo principal de estudio, participación en actividades y deportes oficialmente reconocidos, peso y estatura de los miembros de equipos atléticos, fechas
de asistencia, títulos y reconocimientos recibidos, y la escuela pública o privada a la que más recientemente asistió el estudiante. Ninguna información podrá ser divulgada a entidad privada lucrativa aparte de empleadores, posibles empleadores y representantes de los medios de comunicación, incluyendo, pero no limitado a, periódicos, revistas, y emisoras de radio y televisión. El directorio de información puede ser divulgado sin previo consentimiento del padre o tutor legal a menos que el padre o tutor legal presente un aviso escrito a la escuela para denegar acceso al directorio de información de su estudiante.

**Disruption in a Public School or Public School Meeting – EC 32210**

*Interrupción en una Escuela Pública o en una Junta de la Escuela Pública – CE 32210*

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars ($500).

Cualquier persona que interrumpa intencionalmente una escuela pública o una junta escolar pública es culpable de un delito menor, y puede ser castigada con una multa no más de quinientos dólares ($500).

**Dress Code/Uniforms – EC 35183**

*Código de Vestimenta/uniformes - CE 35183*

The District may adopt a dress code policy that requires pupils to wear a school-wide uniform or prohibits pupils from wearing gang-related apparel. Six months’ prior notice must be given to parents/guardians before implementing a policy that requires pupils to wear a school-wide uniform. Policy to address the availability of resources to assist economically disadvantaged pupils and to provide that no pupil will be penalized academically or otherwise discriminated against nor denied attendance to school if the pupil’s parents chose not to have the pupil comply with the uniform policy.

El Distrito puede adoptar un código de vestimenta que exige a los alumnos a usar un uniforme en toda la escuela o prohibe a los alumnos llevar ropa relacionada con pandillas. Se tiene que proveer una noticia a los padres/tutores por lo menos seis meses antes de implementar una política que exige a los alumnos a usar un uniforme en toda la escuela. Políticas concerniente la disponibilidad de recursos para ayudar a los alumnos en desventaja económica y para establecer que ningún alumno será penalizado académicamente o discriminado por cualquier manera, o negado la asistencia a la escuela si los padres/tutores de los estudiantes optaron por no tener el alumno cumplir con la política de uniformes.

**Education of Foster Youth – EC 48204, 48853, 48853.5, 51215.1, 51225.2**

*La Educación de los Jóvenes Bajo Cuidado Adoptivo Temporal (Foster Youth) - CE 48204, 48853, 48853.5, 51215.1, 51225.2*

California law gives specific protections and rights to foster youth. An explanation of those rights is contained in the “Foster Youth Education Rights” summary, attached to this notification.

La ley de California da a los jóvenes bajo cuidado adoptivo temporal algunos(as) protecciones y derechos específicos. Una explicación de estos derechos se encuentra en el documento titulado “Derechos de los Jovenes Bajo Cuidado Adoptivo Temporal (Foster Youth)” adjunto a la presente notificación.

**Education of Homeless Youth – 42 USC 11432**

*La Educación de la Juventud Sin Hogar - 42 USC 11432*

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. Every school district must appoint a liaison to assist these students.

A homeless student is defined as a person between the ages of birth (Early Head Start and Head Start Programs) and twenty-two (special education students) who lacks a fixed, regular, and adequate nighttime residence and may temporarily:

1. Live in an emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings;
2. Live “doubled-up” with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction, or natural disaster);
3. Live in a hotel or motel;
4. Live in a trailer park or campsite with their family;
5. Have been abandoned at a hospital;
6. Be awaiting foster placement in limited circumstances;
7. Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations; or
8. Be abandoned, runaway, or pushed out youth or migrant youth that qualifies as homeless because he/she is living in circumstances described above.

A homeless student has the right to attend either the school of origin, defined as the school that the student was last enrolled or attended when last housed or any school attended in the past fifteen (15) months; or the current school of residence. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school’s decision by contacting the district’s homeless liaison and following the district’s dispute resolution policy.

The law requires the immediate enrollment of homeless students, which is defined as “attending class and participating fully in school activities”. Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records or other documentation usually required for enrollment. It is the responsibility of the district homeless liaison to refer parents to all programs and services for which the student is eligible. Referrals may include, but is not limited to: free nutrition, special education services, tutoring, English Language Learners programs, Gifted and Talented Education program, preschool, before and after school services or any other program offered by the school or district. The district shall ensure that transportation is provided, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible.

Unaccompanied youth; such as teen parents not living with their parent or guardian or students that have runaway or have been pushed out of their homes, have access to these same rights.

A homeless student that transfers schools after the second year of high school, and is greatly deficient in credits may be able to graduate within four years with reduced state requirements. School districts are required to issue and accept partial credit for courses that have been satisfactorily completed.

La Ley de Asistencia para “Personas sin un Hogar” de McKinney-Vento para Niños y Jóvenes sin un hogar da derecho a todos los niños de edad escolar sin un hogar a la misma educación pública gratuita y apropiada que se proporciona a los estudiantes con un hogar. Cada distrito escolar tiene que nombrar un coordinador para las personas sin un hogar para ayudar a estos estudiantes.

Un estudiante sin un hogar se define como una persona entre las edades de nacimiento (programas de Early Head Start y Head Start) a veintidós años de edad (para estudiantes de educación especial), que carecen de una residencia nocturna regular, adecuada, fija y podría temporalmente:

1. Vivir en un refugio de emergencia o de transición; edificio abandonado, coche estacionado, u otra instalación que no está diseñada como lugar regular para dormir para los seres humanos;
2. Vivir “junto” con otra familia, debido a la pérdida de vivienda derivada de problemas financieros (por ejemplo, pérdida de trabajo, desalojo o desastre natural);
3. Vivir en un hotel o motel;
4. Vivir en un parque de casas rodantes o en un campamento con su familia;
5. Haber sido abandonado/a en un hospital;
6. Estar en espera de un refugio adoptivo en circunstancias limitadas;
7. Vivir en un hogar para madres solteras o futuras madres, de edad escolar, si no hay otra vivienda disponible; o
8. Estar abandonado/a, haber huido del hogar o ser expulsado o ser un joven migrante que califica como sin hogar porque él/ella está viviendo en circunstancias descritas anteriormente.

Un estudiante sin un hogar tiene el derecho de asistir a la escuela, ya sea de origen, se define como la última escuela de inscripción o la última a la que asistió cuando tenía un hogar o cualquier otra escuela que haya asistido en los últimos quince (15) meses; o la escuela actual de residencia. Si surge una disputa sobre la selección o la inscripción escolar, el padre/tutor legal tiene el derecho de disputar la decisión de la escuela contactando al coordinador del distrito para las personas sin un hogar y de acuerdo con la política disolución de disputas del distrito.

La ley exige la inscripción inmediata de los estudiantes sin un hogar, que se define como “asistir a clase y participar plenamente en las actividades escolares”. Las escuelas no pueden demorar o impedir la inscripción de un estudiante debido a la falta de registros de la escuela o de inmunización o cualquier otro documento
usualmente requerido para la inscripción. Es responsabilidad del coordinador del distrito para las personas sin un hogar de referir a los padres a todos los programas y servicios para los cuales el estudiante califica. Las referencias pueden incluir, pero no se limitan a: la nutrición gratuita, servicios de educación especial, tutoría, programas para el aprendizaje del inglés, el programa de Educación para Dotados y Talentosos, preescolar, servicios para antes y después de la escuela o cualquier otro programa ofrecido por la escuela o el distrito. El distrito debe asegurar la transportación, a petición de los padres/tutores legales/joven solo sin un hogar, hacia y desde la escuela de origen, si es posible.

Los jóvenes no acompañados, tales como los padres adolescentes que no viven con sus padres o tutores legales o los estudiantes que han huido del hogar o los han expulsado fuera de sus hogares, tendrán acceso a los mismos derechos.

**Electronic Listening or Recording Device – EC 51512**

**Aparato Electrónico de Escuchar o Grabación – CE 51512**

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

**Electronic Signaling Device – EC 48901.5**

**Aparato electrónico que señala - CE 48901.5**

By policy or practice, the District may regulate the right of pupils to possess or use electronic signaling devices, including cell phones and pagers, during the school day or at school functions. No student may be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician to be essential for the health of the pupil and the use of which is limited to the pupil’s health.

**Emergency Treatment for Anaphylaxis – EC 49414**

**Tratamiento de Emergencia para Anafilaxia – CE 49414**

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. Recent changes to EC 49414 now require school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.

Anafilaxia es una severa y potencialmente mortal reacción alérgica que puede ocurrir después de haber sido expuesto a un elemento que provoca alergias tal como la comida, medicina, picadura de insecto, látex o el ejercicio. Síntomas incluyen el estrechamiento de las vías respiratorias, salpullido o urticaria, nausea o vómito, pulso débil y mareo. Se estima que aproximadamente 25% de las reacciones anafilácticas ocurren durante las horas escolares a estudiantes que previamente no han sido diagnosticados con alergias de comida u otras cosas. Sin la suministración inmediata de epinefrina seguida por una llamada a los servicios médicos de emergencia, puede resultar en la muerte del estudiante. El poder reconocer y tratar de inmediato puede salvar vidas. Cambios recientes al EC 49414 ahora requiere que distritos escolares provean epinefrina auto-inyectable a
las enfermeras de las escuelas y personal capacitado y los autoriza a usar epinefrina auto-inyectable con cualquier estudiante que puede estar sufriendo de anafilaxia, sin tener que tomar cuenta el historial médico conocido.

Entrance Health Screening – HSC 124085, 124100, and 124105
Evaluación de Salud de Ingreso – HSC 124085, 124100 y 124105

State law requires that the parent or legal guardian of each pupil provide the school documentary proof that the pupil has received a health screening examination by a doctor within 90 days after entrance to first grade. Pupils may be excluded up to 5 days from school for failing to comply or not providing a waiver. Free health screening is available through the local health department.

La ley estatal requiere que el padre o tutor legal de cada alumno provea a la escuela documentación que pruebe que el alumno ha recibido un reconocimiento de salud por parte de un médico dentro de 90 días después de la matriculación al primer grado. Los alumnos pueden ser excluidos de la escuela hasta un máximo de 5 días por dejando de cumplir o por no haber proveído una exención. El reconocimiento de salud gratis está disponible a través del departamento de salud local.

Excused Absences – EC 46014 and 48205
Ausencias Justificadas – CE 46014 y 48205

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction. No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
   (1) Due to his or her illness.
   (2) Due to quarantine under the direction of a county or city health officer.
   (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
   (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
   (5) For the purpose of jury duty in the manner provided for by law.
   (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
   (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil’s absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
   (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
   (9) For the purpose of spending time with a member of the pupil’s immediate family, who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
   (10) For the purpose of attending the pupil’s naturalization ceremony to become a United States Citizen.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."
Alumnos, con consentimiento por escrito de sus padres o tutores legales, podrán ser dispensados de la escuela para participar en ejercicios de la religión o para recibir enseñanza moral o religiosa.

(a) No obstante a la Sección 48200, un alumno deberá ser dispensado de la escuela cuando la ausencia sea:

1. Debida a una enfermedad de él o ella.
2. Debida a cuarentena bajo la supervisión de un oficial de la salud del condado o de la ciudad.
3. Para el propósito de recibir servicios médicos, dentales, de los optometristas o quiroprácticos.
4. Para el propósito de asistir a las exequias de un miembro de su familia inmediata, siempre y cuando la ausencia no sea por más de un día si las exequias son en California o no más de tres días si las exequias son fuera de California.
5. Para el propósito de actuar como jurado en la manera que provee la ley.
6. Debida a enfermedad o cita médica durante horas escolares de un niño del cual el estudiante es el padre custodio.
7. Por razones personales justificables, incluyendo, pero no limitada a, una comparecencia ante el tribunal, asistencia a las exequias, prácticas de un festivo o ceremonia de su religión, asistencia a retiros religiosos, asistencia a conferencias de empleo, o asistencia a una conferencia educativa sobre el proceso legislativo o judicial ofrecido por una organización no lucrativa cuando se ha hecho el padre o tutor legal una petición por escrito para la ausencia del alumno y ha sido autorizada por el director o representante asignado de acuerdo a las reglas uniformes establecidas por la mesa directiva.
8. Con el propósito de servir como un miembro de un distrito electoral para una elección de acuerdo a la Sección 12302 del Código Electoral.
9. Con el propósito de pasar el tiempo con un miembro de la familia inmediata del alumno, que es un miembro activo de los servicios uniformados, según lo definido en el CE § 49701, y, ha sido llamado al servicio, está de licencia, o ha regresado de forma inmediata, del despliegue a una zona de combate o de una posición de apoyo táctico. Las ausencias concedidas conforme a este párrafo serán concedidas por un período de tiempo que se determinará a la discreción del superintendente del distrito escolar.
10. Con el propósito de asistir a la ceremonia de naturalización del alumno para convertirse en ciudadano de los Estados Unidos.

(b) A un alumno ausente de la escuela bajo esta sección se le debe permitir completar todas las tareas y exámenes perdidos durante la ausencia que puedan ser proveídos razonablemente y, al completarlas satisfactoriamente dentro de un periodo de tiempo razonable, le deberán dar crédito completo. El maestro de la clase de la que el alumno estuvo ausente determinará cuales exámenes y tareas serán razonablemente equivalentes, pero no necesariamente idénticas a, los exámenes y tareas que el estudiante perdió durante la ausencia.

(c) Para el propósito de esta sección, la asistencia a retiros religiosos no debe exceder de cuatro horas por semestre.

(d) Las ausencias de acuerdo a esta sección se consideran ausencias al computarizar el promedio de asistencia diaria y no generarán pagos distribuidos por el estado.

(e) “Familia Inmediata,” como se usa en esta sección, tiene el mismo significado que en la Sección 45194, salvo que las referencias allí a “empleado” se deben considerar referencias a “alumno.”

Foster and Homeless Youth Educational Placement – EC 48850 et seq.

Matrícula Escolar de los Estudiantes de Familias de Acogida y Sin Hogares - CE 48850 et seq.

Requiere que los alumnos de familias de acogida y los alumnos sin hogares reciben asignaciones a la escuela estables, que se colocarán en los programas educativos menos restrictivos, que tendrán acceso a recursos académicos, servicios y actividades extracurriculares y de enriquecimiento a disposición de todos los alumnos. Las decisiones de colocación educativo y escolares se basarán en los mejores intereses del niño y deberá considerar, entre otros factores, la estabilidad educativa y la oportunidad de ser educados en el ambiente educativo menos restrictivo necesario para lograr el progreso académico.

Free and Reduced-price Meals – EC 49510 et seq.

Comidas Gratuitas y Precios Reducidos – CE 49510 et seq.
Free or reduced-price lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Pupils participating in the program will not be identified, and the information on the application will be kept confidential. Application forms may be obtained through the school office.

Comidas gratuitas y precios reducidos están disponibles en la escuela para los alumnos cuyos padres o tutores legales califiquen, basado en los ingresos anuales de la casa, y completan la aplicación requerida. Los alumnos que participen en el programa no serán identificados, y la información en la aplicación será mantenida confidencial. Los formularios se pueden obtener a través de la oficina de la escuela.

Harm or Destruction of Animals – EC 32255 et seq.

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil’s parent or guardian.

A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

Cualquier alumno con objeción moral para desmembrar o de otra manera dañar o destruir un animal, o cualquier parte del mismo, deberá notificar a su maestro de la objeción. Las objeciones deben ser confirmadas por una nota escrita por el padre o tutor del estudiante.

Un alumno que decide no participar en un proyecto educacional que consiste en el uso dañino o destructivo de un animal puede recibir un proyecto educacional alternativo, si el maestro cree que hay un proyecto alternativo que es aceptable. El maestro trabajará con el alumno para desarrollar y llegar a un acuerdo sobre un proyecto alternativo educacional para que el alumno pueda recibir el conocimiento, información o experiencia requerida por los estudios en cuestión.

Health Insurance Coverage for Athletes – EC 32221.5

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses.

Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained through the Fresno County Department of Human Services at (559) 600-1377 and/or Healthy Families Program at 1-800-880-5305.

Debajo la ley estatal, los distritos escolares están requeridos asegurar que todos los miembros de los equipos deportivos escolares tengan seguro contra lesiones casuales que cubra gastos médicos y de hospital. Este requisito de seguro puede ser realizado si el distrito escolar ofrece seguro u otros subsidios de enfermedad que cubra los gastos médicos o del hospital.

Algunos alumnos pueden calificar para inscribirse en programas de seguro médico de no-costo o bajo-costo patrocinado por agencia local, estatal o federal. Para obtener más información sobre estos programas, debe contactar Fresno County Department of Human Services at (559) 600-1377 and/or Healthy Families Program at 1-800-880-5305.
Immunizations – EC 49403 and 48216, HSC 120325, 120335, 120338, 120370, and 120375

Unless a pupil’s parent or legal guardian provides the school with an acceptable signed waiver, a pupil must be immunized against certain communicable diseases. Students are prohibited from attending school until the immunization requirements are met. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

Beginning January 1, 2014, the signed waiver to exempt a pupil from meeting immunization requirements shall include a form prescribed by the State Department of Public Health signed by 1) the health care practitioner who provided information to the parent or legal guardian regarding the benefits and risks of the immunization and the health risks of the communicable diseases; and 2) the parent or legal guardian, indicating that he or she received the information provided by the health care practitioner.

A menos que el padre o tutor legal del estudiante provee a la escuela con una exención aceptable firmada, un alumno debe ser inmunizado contra ciertas enfermedades transmisibles. Se prohíbe a los alumnos asistir a la escuela hasta que cumplan con los requisitos de inmunización. El distrito escolar cooperará con los oficiales locales de salud en las maneras necesarias para la prevención y control de las enfermedades transmisibles en los niños de edad escolar. El distrito puede usar cualquier fondo, propiedad, o personal y puede permitir a cualquier personal licenciado como un médico o enfermero registrado para administrar un agente de inmunización a cualquier alumno cuyo padre o tutor legal haya consentido por escrito.

Comenzando el 1º de enero del 2014, la renuncia firmada para excusar a un alumno de cumplir con los requisitos de inmunización deberá incluir un formulario prescrito por el Departamento de Salud Pública del Estado firmado por 1) el profesional del cuidado de la salud que proporcionó información a los padres o tutores legales sobre los beneficios y riesgos de la inmunización y los riesgos a la salud de las enfermedades comunicables; y 2) el padre o tutor legal, indicando que él o ella recibió la información proporcionada por el profesional del cuidado de la salud.

Instruction for Pupils with Temporary Disabilities – EC 48206.3, 48207 and 48208

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil’s home for one hour a day.

Please contact Director of Student Services 559-897-7721 for further information.

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

Un alumno con una discapacidad temporal que hace que su asistencia a las clases regulares del día o al programa de educación alternativa en el cual el alumno está inscrito sea imposible o poco aconsejable deberá recibir enseñanza individualizada proporcionada en la casa del alumno por una hora al día. Por favor comuníquese con Director de Servicios Estudiantiles 559-897-7721 para más información.

Un alumno con discapacidades temporales, el cual está en un hospital u otro internado de salud, excluyendo un hospital estatal, se considerará haber cumplido con los requisitos de residencia para asistencia escolar en el distrito escolar en que está localizado el hospital.

Es la responsabilidad del padre o tutor notificar al distrito escolar en cual hospital u otro internado de salud esté localizado de la presencia del alumno con una discapacidad temporal. Al recibir la notificación, el distrito
determinará dentro de cinco días hábiles si el alumno podrá recibir enseñanza individualizada de conformidad con el CE 48206.3 y, si la decisión es positiva, proveer la enseñanza dentro de cinco días hábiles.

Medical or Hospital Service – EC 49472  
Servicios Médicos y de Hospital – CE 49472  
The School District may provide or make available medical or hospital service through nonprofit membership corporations, defraying the cost of medical or hospital service, or through group, blanket or individual policies of accident insurance or through policies of liability insurance for injuries to pupils arising out of accidents related to school activity or attendance. No pupil is required to accept such service without the consent of his/her parent or legal guardian.

El Distrito Escolar puede proveer o poner a disposición los servicios médicos o de hospital por medio de miembros de corporaciones no lucrativos, sufragando el costo de servicios médicos o de hospital, o por pólizas de grupo, exhaustivos o individuos de seguro contra accidentes o por pólizas de seguro de responsabilidad civil para lesiones a alumnos sugiriendo de accidentes relacionados con actividad o asistencia escolar. Ningún alumno es requerido aceptar tal servicio sin el consentimiento de su padre o tutor legal.

Medication Regimen – EC 49423 & 49480  
Régimen de Medicamento – CE 49423 & 49480  
The parent or legal guardian of any pupil taking medication on a regular basis must inform the school nurse or other designated staff member of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the medication on the pupil.

El padre o tutor legal de cualquier alumno tomando medicamentos en forma regular debe informar a la enfermera escolar u otro empleado designado del distrito del medicamento tomado, la dosis corriente, y el nombre del médico que lo está supervisando. Con el consentimiento del padre o tutor legal, la enfermera escolar puede comunicarse con el médico y puede aconsejar al personal escolar de los posibles efectos que la medicina puede causar al alumno.

Megan’s Law – PC 290 et seq.  
Ley de Megan – CP 290 et seq.  
Information about registered sex offenders in California can be found on the California Department of Justice’s website, http://meganslaw.ca.gov/. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

Se puede encontrar información acerca de los registros de ofensores sexuales en California en el sitio web del Departamento de Justicia de California, http://meganslaw.ca.gov/. El sitio web también proporciona información a cómo proteger a si mismo y a su familia, hechos acerca de los ofensores sexuales, fichero de preguntas frecuentes, y los requisitos de registración del ofensor sexual en California.

Minimum & Pupil-free Staff Development Days – EC 48980(c)  
Días Mínimos y de las Capacitaciones del Personal Libres para el Alumno – CE 48980(c)  
A school calendar for the current school year setting forth the minimum days and pupil-free staff development days is being provided with this document.

Se provee con este documento un calendario del año escolar actual mostrando los días mínimos y los días de las capacitaciones del personal libres para los alumnos.

Nondiscrimination Statement  
Declaración No Discriminatoria  
The District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge
of the alleged discrimination was first obtained. For a complaint form or additional information, contact the district office at 559-897-7721

El Distrito se compromete a igualdad de oportunidad para todos los individuos en la educación. Los programas y actividades del Distrito no discriminarán sobre la discapacidad, género, identidad de género, expresión de género, nacionalidad, raza o etnicidad, religión, orientación sexual, o asociación con una persona o un grupo con una o más de estas características actuales o percibidas. El Distrito asegura que por falta de habilidades en inglés no habrá barrera de admisión o participación en programas del Distrito. Quejas de discriminación ilegal serán investigadas a través del Proceso Uniforme para presentar Quejas. Tales quejas se deben presentar no más tarde de seis meses después de que el conocimiento de la discriminación supuesta fue obtenido por la primera vez. Para obtener un forma de quejas o más información, por favor comuníquese con la oficina del distrito – 559-897-7721

Notice of Alternative Schools – EC 58501
Aviso de Escuelas Alternativas – CE 58501

"Notice of Alternative Schools"
California state law authorizes all school districts to provide for alternative schools. Education Code 58500 defines alternative school as a school or separate class group within a school which is operated in a manner designed to:
(a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
(b) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
(c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her teachers of choices of learning projects.
(d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
(e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including, but not limited to, the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal’s office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

“Notice of Alternative Schools”
La ley estatal de California autoriza a todos los distritos escolares proveer escuelas alternativas. El Código de Educación 58500 define una escuela alternativa como una escuela o grupo de clases separadas dentro de una escuela la cual opera de manera designada para:
(a) Maximizar la oportunidad de que los estudiantes desarrollen sus valores positivos independientes, iniciativa, amabilidad, espontaneidad, ingenio, valor, creatividad, responsabilidad, y alegría.
(b) Reconocer que el mejor aprendizaje ocurre cuando el alumno aprende por su deseo de aprender.
(c) Mantener una situación al máximo de aprendizaje de automotivación y apoyando al estudiante a que siga sus intereses y a su tiempo. Estos intereses tal vez sean concebidos por él/ella totalmente e independientemente o puede resultar en todo o en parte de una presentación de proyectos de aprendizajes seleccionados por sus maestros.
(d) Maximizar la oportunidad para que los maestros, padres, y estudiantes desarrollen cooperativamente el proceso de aprendizaje y la materia de la que se trata. Esta oportunidad será un proceso continuo y permanente.
(e) Maximizar la oportunidad para que los estudiantes, maestros, y padres reaccionen continuamente al mundo cambiante, incluyendo, pero no limitado a, la comunidad en la cual está localizada la escuela.

En caso de que algún padre, alumno o maestro esté interesado en más información sobre las escuelas alternativas, el superintendente de las escuelas, la oficina administrativa de este distrito, y la oficina del director de su área de asistencia, tienen copias de la ley disponible para su información. Esta ley particularmente autoriza a las personas interesadas en solicitar a la junta gobernante del distrito establecer programas de escuelas alternativas en cada distrito.

Off-campus Lunch – EC 44808.5
Almuerzo Fuera del Campus – CE 44808.5
The governing board, pursuant to Education Code 44808.5, has decided to permit the students enrolled at Kingsburg High School who meet a certain criteria to leave the school grounds during the lunch period.

Neither the District nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.

**Pesticide Products – EC 17612 and 48980.3**

*Productos Pesticidas – CE 17612 y 48980.3*

At the beginning of each school year, the District will provide to the parents or guardians of District students written notification of the names of all pesticide products expected to be used during the school year on its school sites. The notice will identify the active ingredient(s) in each pesticide product and an internet address on pesticide use and reduction. The notice will also inform parents or guardians that they may register with the District to receive prior notification of individual pesticide applications at least 72 hours in advance of each application. If you have questions regarding the application of pesticide products at District sites, please contact Head of Maintenance Operations and Transportation - 559-419-6405.

**Physical Examination – EC 49451**

*Examen Físico – CE 49451*

A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.

**Property Damage – EC 48904**

*Daño a la Propiedad – CE 48904*

Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.
A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil’s development and educational progress. The District will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student’s educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the District shall disclose educational records without parental consent.

Parents’ request to access their student’s educational records must be submitted in a written form to the school site administrator and the school will have five (5) business days from the day of receipt of the request to provide access to the records.

Any challenge to school records must be submitted in writing to the school site administrator. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer’s area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

Requirement of Parent/Guardian School Attendance – EC 48900.1
Requisito para la Asistencia Escolar del Padre/Tutor – CE 48900.1
Teachers may require the parent or guardian of a student who has been suspended by a teacher to attend a portion of that school day in his or her student’s classroom. The attendance of the parent or guardian will be limited to the class from which the student was suspended. A written notice will be sent to the parent or guardian regarding implementation of this requirement. Employers are not allowed to apply sanctions against the parent or guardian for this requirement if the parent or guardian has given reasonable notice to his/her employer.
Safe Place to Learn Act – EC 234 and 234.1  
Ley de Lugar Seguro Aprender – CE 234 y 234.1

The District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district’s antidiscrimination, antiharassment, anti-intimidation, and antibullying policies, please contact the district office – 559-897-7721.

El Distrito está dedicado a mantener un ambiente de aprendizaje libre de discriminación, hostigamiento, violencia, intimidación, y acoso basado en características actuales o percibidas enunciadas en la Sección 455.55 del Código Penal y CE 220, y discapacidad, género, identidad de género, expresión de género, nacionalidad, raza o etnicidad, religión, orientación sexual, o asociación con una persona o un grupo con una o más de estas características actuales o percibidas. Cualquier personal escolar que sea testigo de un acto de discriminación, hostigamiento, intimidación o acoso debe tomar medidas inmediatas para intervenir cuando sea seguro hacerlo. Cualquier estudiante que participe en actos de discriminación, hostigamiento, intimidación o acoso relacionados con la actividad escolar o asistencia escolar ocurriendo dentro de una escuela del distrito escolar estará sujeto a acción disciplinaria hasta e incluyendo expulsión. Para informar sobre un incidente y/o recibir una copia de las normas del distrito sobre antidiscriminación, antiharassment, anti-intimidación o antiacoso, por favor comuníquese con la oficina del distrito, 559-897-7721.

Section 504 – 29 USC 794, 34 CFR 104.32

Section 504 of the federal Rehabilitation Act of 1973, and the Americans with Disabilities Act (42 USC 12101 et seq.) prohibit discrimination on the basis of disability. Section 504 requires school districts to identify and evaluate children with disabilities in order to provide them a free, appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including seeing, hearing, walking, breathing, working, performing manual tasks, learning, eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, and speaking are eligible to receive services and aids designed to meet their needs as adequately as the needs of nondisabled students are met. Parents or guardians should be informed of the following: the name and contact information of the person designated by the District responsible for implementing Section 504, the screening and evaluation procedures used whenever there is reason to believe that a student has a disability that limits his or her ability to attend or function at school, the right to a written accommodation plan if the student is found to have a disability that requires services under Section 504, the right to be educated with nondisabled students to the maximum extent appropriate to the student's individual needs, and notice of the procedural safeguards guaranteed by law.

La Sección 504 del Acto federal de Rehabilitación de 1973, y del Acto de los Americanos con Discapacidades (42 USC 12101 et seq.) prohíben la discriminación de la discapacidad. La Sección 504 requiere que los distritos escolares identifiquen y evalúen a los estudiantes con discapacidades para proveerlos con una educación pública, libre y apropiada. Individuos con discapacidades físicas o mentales que limitan sustancialmente uno o más actividades principales de la vida, incluyendo veerendo, oyendo, caminando, respirando, trabajando, haciendo cosas manuales, aprendiendo, comiendo, durmiendo, parando, cargando, doblando, leyendo, concentrando, pensando, y hablando tienen el derecho a recibir servicios y ayudas designadas para satisfacer sus necesidades como las necesidades tan suficiente como los estudiantes sin discapacidades.

 Padres y tutores deben ser informados de lo siguiente: el nombre e información de la persona designada por el Distrito en cargo de implementando la Sección 504, los procedimientos para chequear y evaluarusado cuando haya razón para creer que un estudiante tenga una discapacidad que limite la abilidad del estudiante
a asistir a la escuela o a funcionar en la escuela, el derecho de tener un plan por escrito para acomodar al estudiante si el estudiante tenga una discapacidad que require servicios bajo la Sección 504, el derecho para recibir su educación con los estudiantes quienes no tienen discapacidades hasta la maxima medida apropiada a las necesidades individuas del estudiante, y notificacion de las salvaguardas guarantizadas por la ley.

Sexual Harassment – EC 231.5 and 48980(g)

The District is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district’s sexual harassment policy or to report incidences of sexual harassment, please contact the Superintendent at the district office - 559-897-7721

Student Conduct/Discipline – EC 35291 & 48900 et seq.
Conducta del Estudiante y Disciplina – CE 35291 & 48900 et seq.

Sudden Cardiac Arrest – EC 33479 et seq.
Paro Cardíaco Repentino – CE 33479 et seq.

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is not a heart attack; it is a malfunction in the heart’s electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart’s structure. SCA is more likely to occur during exercise or sports activity, so athletes are at greater risk. These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. If not properly treated within minutes, SCA is fatal in 92 percent of cases. In a school district, charter school, or private school that elects to conduct athletic activities, the athletic director, coach, athletic trainer, or authorized person must remove from participation a pupil who passes out or faints, or who is known to have passed out or fainted, while participating in or immediately following an athletic activity. A pupil who exhibits any of the other symptoms of SCA during an athletic activity may be removed from play if the athletic trainer or authorized person reasonably believes that the symptoms are cardiac related. A pupil who is removed from play may not return to that activity until he or she is evaluated by, and receives written clearance from, a physician or surgeon. On a yearly basis, an acknowledgement of receipt and review of information regarding SCA must be signed and returned by the pupil and the pupil’s parent or guardian before a pupil participates in specific types of athletic activities which generally does not apply to those conducted during the regular school day or as part of a physical education course.

El paro cardíaco repentino (PCR) sucede cuando el corazón súbita e inesperadamente deja de latir. Cuando esto sucede, se detiene el flujo sanguíneo hacia el cerebro y otros órganos vitales. El PCR no es un ataque cardíaco; es una falla en el sistema eléctrico del corazón que hace que la víctima se colapse. Un defecto congénito o genético en la estructura del corazón es la causa de la falla. Es más probable que suceda un PCR al hacer ejercicio o deportes, así que los atletas corren más riesgo.
Estos síntomas pueden ser poco claros y confusos en los atletas. A menudo, las personas confunden estas señales de advertencia con el agotamiento físico. Si no se trata bien en minutos, el PCR es mortal en el 92% de los casos. En un distrito escolar, una escuela chárter, o una escuela privada que elige realizar actividades atléticas, el director atlético, entrenador, entrenador atlético o persona autorizada debe retirar de la participación a un alumno que se desmaye, o que se sabe que se ha desmayado, mientras participando en o inmediatamente después de una actividad atlética. Un alumno que exhibe cualquiera de los otros síntomas de PCR durante una actividad atlética puede ser removido de la participación si el entrenador atlético o persona autorizada razonablemente cree que los síntomas son relacionados con el corazón. Un alumno que es retirado del juego no puede volver a esa actividad hasta que sea evaluado por, y reciba autorización escrita de, un médico o cirujano. Cada año, un reconocimiento de recibo y revisión de información acerca de PCR debe ser firmado y devuelto por el alumno y el padre o tutor del alumno antes de que el alumno participe en actividades atléticas específicas que generalmente no se aplican a las actividades atléticas realizadas durante el día escolar o como parte de un curso de educación física.

Surveys – EC 51513 and 51514
Encuestas – CE 51513 y 51514
Anonymous, voluntary and confidential research and evaluation tools to measure student’s health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student’s attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student’s parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing. Questions pertaining to the sexual orientation and gender identity of a student shall not be removed from a survey that already includes them.

Tobacco-Free Campus – Health & Safety Code 104420 & 104495
Campus Libre de Tabaco – Código de Salud y Seguridad 104420 y 104495
The use of tobacco products is prohibited at any time in District owned or leased buildings, on District property, and in District vehicles. Prohibited tobacco/nicotine products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for the use or possession of prescription nicotine products.

Health and Safety Code Section 104495 prohibits smoking a cigarette, cigar, or other tobacco-related product and disposal of cigarette butts, cigar butts, or any other tobacco-related waste within 25 feet of any playground or tot lot sandbox area. Any person who violates this section is guilty of an infraction and shall be punished by a fine of two hundred fifty dollars ($250) for each violation of this section. The prohibitions do not apply to private property or a public sidewalk located within 25 feet of a playground or a tot lot sandbox area.

Se prohíbe el uso de productos de tabaco, en cualquier momento en los edificios o propiedades del Distrito, en los edificios o propiedades alquilado por el Distrito, y en los vehículos del Distrito. Productos de tabaco/nicotina prohibidos incluyen cualquier producto que contenga tabaco o nicotina, incluyendo, pero no limitado a, cigarrillos, cigarros, cigarros miniatura, tabaco sin humo, tabaco, mastique, cigarrillos de clavo, betel, y los dispositivos de suministro de nicotina, como los cigarrillos electrónicos. Se pueden hacer excepciones para el uso o posesión de productos de nicotina con receta.

Código de Salud y Seguridad Sección 104495 prohíbe fumar un cigarrillo, cigarro, o cualquier otro producto relacionado con el tabaco y la eliminación de colillas de cigarrillos, colillas de cigarro, o cualquier otro residuo relacionada con el tabaco dentro de 25 pies de cualquier parque o área de juegos infantiles arenero. Cualquier persona que viole esta sección es culpable de una infracción y será sancionado con una multa de doscientos cincuenta dólares ($ 250) por cada violación de esta sección. Las prohibiciones no se aplican a la...
Uniform Complaint Policy and Procedure – 5 CCR 4622, EC 234.1, 32289, and 49013
Norma y Procedimiento Uniforme para Presentar Quejas – 5 CRC 4622, CE 234.1, 32289 y 49013
The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged: 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child care and developmental programs, child nutrition programs and special education programs; 2) unlawful discrimination against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance; 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code; 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics; 5) unlawful imposition of pupil fees for participation in educational activities in public schools; 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3; 7) noncompliance with physical education instructional minutes at specified grade levels; 8) inappropriate assignment of a pupil to courses without educational content or previously completed and received a grade sufficient for satisfying the requirements for high school graduation and admission into post-secondary education; 9) noncompliance with education provisions for pupils in foster care, who are homeless, or who are former juvenile court school students; and 10) failure to reasonably accommodate lactating pupils.

A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to the Superintendent who will coordinate an investigation and response within 60 calendar days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. If the District finds merit in a complaint, the District shall provide a remedy to all affected pupils, parents/guardians.

A complainant may appeal the District’s decision to the California Department of Education (CDE) by filing a written appeal within 15 calendar days after receiving the District’s decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists, including cases in which the district has not taken action within 60 calendar days of the date the complaint was filed with the district. If a district is found to have violated a state or federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Contact the district office- 559-897-7721 for additional information or assistance.

Los Procedimientos Uniformes para Presentar Quejas aplican a la iniciación, investigación y resolución de quejas sobre la supuesta: 1) falta de cumplimiento con leyes federales o estatales o regulaciones que gobiernan la educación de adultos, programas de ayuda de educación superior, educación para estudiantes migrantes, educación vocacional, cuidado de niños y programas de desarrollo, programas de nutrición infantil y programas de educación especial; 2) discriminación ilegal contra cualquier grupo protegido identificado en las secciones del Código de Educación (CE) 200 y 220 y en la sección del Código de Gobierno 11135, incluyendo sexo actual o percibido, orientación sexual, género, identificación de grupo étnico, raza, ascendencia, origen nacional, religión, color o discapacidad mental o física, o edad, o basado sobre la asociación de la persona con una persona o grupo con una o más de éstas características actuales o percibidas, en cualquier programa o actividad llevada a cabo por una agencia local, cual es financiada directamente de, o que recibe o se beneficia de cualquier asistencia financiera estatal; 3) falta de cumplimiento con los requisitos de planificación de seguridad escolar como especificado en la Sección 7114 del Título 20 del Código de los Estados Unidos; 4) discriminación ilegal, hostigamiento, intimidación y acoso basados en características actuales o percibidas enunciadas en la Sección 455.55 del Código Penal y CE 220 y
discapacidad, género, identidad de género, expresión de género, nacionalidad, raza o etnicidad, religión, orientación sexual, o asociación con una persona o grupo con una o más de estas características actuales o percibidas; 5) imposición ilegal de cuotas estudiantiles para la participación en actividades educativas en las escuelas públicas; 6) el incumplimiento con los requisitos establecidos a través de la Fórmula para Fondos y Control Local de Gastos relacionado con el Plan de Control Local y Rendimiento de Cuentas descrito en las secciones del CE 52060 al 52076 o secciones 47606.5 y 47607.3; 7) el incumplimiento con los minutos de instrucción de educación física en niveles de grado especificados; 8) asignación inapropiada de un alumno a cursos sin contenido educativo o previamente completados y recibido un grado suficiente para satisfacer los requisitos para la graduación de la escuela secundaria y la admisión en la educación postsecundaria; 9) el incumplimiento de las disposiciones educativas para los alumnos en cuidado de crianza temporal, los que no tienen hogar o los que eran alumnos de los tribunales de menores; y 10) incapacidad para acomodar razonablemente a los alumnos lactantes.

Se debe presentar una queja no más que seis meses del día que el querellante obtiene por primera vez el conocimiento de la preocupación. Estos procedimientos uniformes requieren que el querellante presente una queja escrita a Superintendente quien coordinará una investigación y respuesta dentro de 60 días calendario al recibo de la queja escrita, a menos que el querellante esté de acuerdo por escrito con prolongar la fecha tope. Si el Distrito encuentra mérito en una queja, el Distrito deberá proporcionar un remedio a todos los estudiantes, padres/tutores legales afectados.

Un querellante puede apelar la decisión del Distrito al Departamento de Educación de California (conocido en inglés como CDE) presentando una apelación escrita dentro de 15 días calendario después de haber recibido la decisión del Distrito. El CDE puede intervenir directamente en la queja sin esperar para la acción tomada por el distrito cuando existe una de las condiciones descritas en Sección 4650 del Título 5 del Código de Reglamentos de California, incluyendo casos donde el distrito no ha tomado acción dentro de los 60 días calendario del día que la queja fue presentada al distrito. Si encuentra que un distrito ha violado una ley y/o reglamento estatal o federal, y el distrito no toma la acción necesaria para corregirse, hay varios remedios civiles a los que puede recurrir. Comuníquese con la oficina del distrito – 559-897-7721 para más información o asistencia.

Victim of a Violent Crime – 20 USC 7912
Víctima de un Crimen Violente – 20 CEEUU 7912
A pupil who becomes a victim of a violent crime while in or on the school grounds must be offered the opportunity to transfer to a safe public school within the school district, including a public charter school, within ten calendar days. If there is not another school within the area served by the district, the district is encouraged, but not required, to explore other appropriate options such as an agreement with a neighboring school district to accept pupils through an interdistrict transfer. Primary examples of violent criminal offenses in the Penal Code include attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, and hate crimes. For more information, please contact the district office at – 559-897-7721.

Un alumno que llega a ser víctima de un crimen violento mientras se encuentre dentro o en el plantel escolar debe tener la oportunidad de trasladarse a una escuela pública segura dentro del distrito escolar, incluyendo una escuela charter pública, dentro de los diez días calendarios. Si no hay otra escuela dentro del área servida por el distrito, se recomienda, pero no se requiere, que el distrito explore otras opciones apropiadas tales como un acuerdo con un distrito escolar vecino para aceptar a los alumnos mediante una transferencia interdistrital. Los ejemplos primarios de delitos violentos en el Código Penal incluyen la tentativa de asesinato, el asalto con un arma mortal, la violación, la violencia sexual, el robo, la extorsión y los crímenes de odio. Para más información, por favor comuníquese con la oficina del distrito – 559-897-7721

Williams Complaint Policy & Procedure – EC 35186
Norma y Procedimiento de Williams para Presentar Quejas – CE 35186
Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have textbooks or instructional materials, or both, to use at home or after school. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. If a school is found to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained from the district office – 559-897-7721.
Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

Cada escuela debe proporcionar suficientes textos y materiales educativos. Cada estudiante, incluyendo los aprendices de inglés, deberá tener textos o materiales educativos, o los dos, para usarlos en la casa o para usarlos después de la escuela. Las instalaciones de la escuela deberán estar limpias, seguras y mantenidas en buenas condiciones. No deben de haber posiciones vacantes o maestros enseñando fuera de sus áreas autorizadas. Si una escuela es encontrada con deficiencias en cualquiera de estas áreas, y la escuela no toma acción correctiva, entonces un formulario de queja deberá ser obtenida de la oficina del distrito – (559-897-7721

Padres, estudiantes, maestros o cualquier miembro del público pueden entregar una queja sobre cualquiera de estos asuntos. Sin embargo, está muy recomendado que los individuos expresen sus preocupaciones al director de la escuela antes de completar los formularios de queja para que la escuela pueda tomar acción a estas preocupaciones.

CALIFORNIA EDUCATION CODE SUSPENSION AND EXPULSION LAWS
California Education Codes (EC) 48900 et seq.

EC 48900—Grounds for Suspension and Expulsion
A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:
(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; (2) Willfully used force or violence upon the person of another, except in self-defense.
(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
(e) Committed or attempted to commit robbery or extortion.
(f) Caused or attempted to cause damage to school property or private property.
(g) Stolen or attempted to steal school property or private property.
(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
(i) Committed an obscene act or engaged in habitual profanity or vulgarity.
(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
(l) Knowingly received stolen school property or private property.
(m) Possessed an imitation firearm. As used in this section, “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.
(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of
the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) An act of cyber sexual bullying.

(I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school sponsored activity.
(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
(u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil’s misbehavior as specified in Section 48900.5.
(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

CE 48900—Razones para la Suspensión y Expulsión

Un alumno no podrá ser suspendido de la escuela o recomendado para la expulsión, a menos que el superintendente o el director de la escuela en la cual el alumno está matriculado determine que el alumno ha cometido un acto tal como se define conforme a cualquier de las subdivisiones (a) a (r), inclusive:
(a) (1) Causó, intentó causar, o amenazó causar daño físico a otra persona; (2) Usó fuerza premeditada o violencia a una persona, excepto en defensa propia.
(b) Poseyó, vendió, o de otra manera equipó un arma de fuego, cuchillo, explosivo, u otro objeto peligroso, a menos que, en el caso de posesión de un objeto de este tipo, el alumno haya obtenido permiso por escrito de poseer el artículo de parte de un empleado escolar certificado, con lo cual haya concordado el director o el designado del director.
(c) Poseyó ilegalmente, usó, vendió, o de otra manera equipó, o estaba drogado con, una sustancia controlada indicada en el Capítulo 2 (comienzo con la Sección 11053) de la División 10 del Código de Salud y Seguridad, una bebida alcohólica, o un embriagante de cualquier tipo.
(d) Ofreció ilegalmente, arregló, o negoció vender una sustancia controlada indicada en Capítulo 2 (comienzo con la Sección 11053) de la División 10 del Código de Salud y Seguridad, una bebida alcohólica, o un embriagante de cualquier tipo, y después vendió, entregó, o de otra manera proporcionó a una persona otro líquido, sustancia, o materia y representó el líquido, sustancia, o materia como una sustancia controlada, una bebida alcohólica, o un embriagante.
(e) Cometió o intentó cometer robo o extorsión.
(f) Causó o intentó causar daño a propiedad escolar o propiedad privada.
(g) Robó o intentó robar propiedad escolar o propiedad privada.
(h) Poseyó u usó tabaco, o productos que contiene productos de tabaco o nicotina, incluyendo, pero no limitándose a, cigarros, puros, cigarrillos miniatura, cigarros de clavo, cigarro sin humo, rapé, paquetes mastigables, y betel. Sin embargo, esta sección no prohíbe al alumno del uso o posesión de sus propios productos médicos de receta.
(i) Cometió un acto obsceno o se involucró en actos habituales de profanidad o vulgaridad.
(j) Poseyó ilegalmente u ofreció ilegalmente, arregló, o negoció vender bienes parafernales, como se define en la Sección 11014.5 del Código de Salud y Seguridad.
(k) (1) Interrumpió las actividades escolares o de otra manera desafió tercamente la autoridad válida de supervisores, maestros, administradores, oficiales escolares, u otro personal escolar envuelto en el desempeño de sus responsabilidades.
(2) Salvo lo dispuesto en la Sección 48910, un alumno matriculado en kindergarten o en cualquiera de los grados 1 a 3, inclusive, no deberán ser suspendidos por cualquiera de los actos enumerados en esta subdivisión, y esta subdivisión no constituye una justificación para un alumno matriculado en el kinder o cualquiera de los grados 1 a 12, inclusive, a ser recomendado para la expulsión. Este párrafo dejará de tomar efecto el 1 de julio, 2018, a menos que una ley promulgada después de que entre en vigor, antes del 1 de julio, 2018, borre o extienda esa fecha.
(l) Recibió a sabiendas propiedad escolar o propiedad privada que era robada.
(m) Poseyó un arma de fuego de imitación. Como se utiliza en esta sección, “arma de fuego de imitación” significa la réplica de un arma de fuego que es tan similar substancialmente en propiedades físicas a un arma de fuego real que da a pensar a una persona razonable que la réplica es un arma de fuego.
(n) Cometió o intentó cometer un asalto sexual como se define en la Sección 261, 266c, 286, 288, 288a, o 289 del Código Penal o cometió una agresión sexual como se define en la Sección 243.4 del Código Penal.
(o) Acosó, amenazó, o intimidó a un alumno quien es un testigo denunciante o un testigo en un proceso disciplinario escolar con el fin de o prevenir que el alumno sea testigo o tomar represalias contra ese alumno por ser un testigo, o ambos.
(p) Ofreció ilegalmente, arregló vender, negoció vender, o vendió la droga prescrita Soma.
(q) Tomó parte en, o intentó tomar parte en novatadas. Para el propósito de esta subdivisión, “novatada” significa un método de iniciación o preiniciación en una organización o grupo estudiantil, sea reconocido o no sea
...la organización o grupo por una institución educativa, lo que es probable que cause daño grave corporal o degradación personal o deshonra que resulta en daño físico o mental a un alumno antiguo, de ahora, o futuro. Para el propósito de esta subdivisión, “novatada” no incluye eventos atléticos o eventos autorizados por la escuela.

(r) Tomó parte en un acto de acoso. Por el propósito de esta subdivisión, los términos siguientes tienen los significados siguientes:

(1) “Acoso” significa cualquier acto o conducta físico o verbal grave o dominante, incluyendo comunicaciones hechas por escrito o por medio de un acto electrónico, e incluyendo uno o más actos cometidos por un alumno o un grupo de alumnos según lo definido en la Sección 48900.2, 48900.3, o 48900.4, dirigido hacia uno o más alumnos que tiene o se puede razonablemente predecir el efecto de uno o más de lo siguiente:

(A) Poniendo a un alumno o alumnos razonable(s) en miedo de daño a la persona o la propiedad de ese alumno o esos alumnos.

(B) Causar un alumno razonable a sufrir un efecto substancialmente prejudicial sobre su salud física o mental.

(C) Causar un alumno razonable a sufrir interferencia sustancial con su rendimiento académico.

(D) Causar un alumno razonable a sufrir interrupción sustancial con su capacidad de participar en o beneficiar de los servicios, las actividades, o los privilegios proporcionados por una escuela.

(2) (A) “Acto Electrónico” significa la creación o transmisión que se originó dentro o fuera del plantel escolar, por medio de un aparato electrónico, incluyendo, pero no limitado a, un teléfono, un teléfono inalámbrico o comunicación por otro dispositivo inalámbrico, computadora, o buscapersona, de una comunicación, incluyendo, pero no limitado a, cualquiera de los siguientes:

(i) Un mensaje, texto, sonido, video, o imagen.

(ii) Un envío en una red social del sitio web, incluyendo, pero no limitado a:

(I) Publicando o creando una página de insultos. Una “página de insultos” significa un sitio en el Internet creado con el propósito de tener uno o más de los efectos enumerados en el párrafo (1).

(II) Creando una personificación creíble de otro estudiante actual con el propósito de tener uno o más de los efectos enumerados en el párrafo (1). “Personificación Creíble” significa hacerse pasar por un alumno adrede y sin consentimiento con el propósito de acosar al alumno y del tal manera que otro alumno razonablemente cree, o haya creído razonablemente, que el alumno fue o es el alumno que fue personificado.

(III) Creando un perfil falso con el propósito de tener uno o más de los efectos enumerados en el párrafo (1). “Perfíl falso” significa un perfil de un alumno ficticio o un perfil utilizando la semejanza o atributos de un alumno actual que no es el alumno quién creó el perfil falso.

(iii) Un acto de intimidación sexual cibernética.

(I) Para los propósitos de esta cláusula, "intimidación sexual cibernética" significa la diseminación de, o la solicitud o incitación a difundir, una fotografía u otra grabación visual por parte de un alumno a otro alumno o al personal de la escuela mediante un acto electrónico que tiene o se puede predecir razonablemente que tendrá uno o más de los efectos descritos en los párrafos (A) a (D), inclusivo, del párrafo (1). Una fotografía u otra grabación visual, como se describió anteriormente, incluirá la representación de una fotografía desnuda, semi-desnuda o sexualmente expuesta de una grabación visual de un menor, donde el menor es identificable a partir de la fotografía, grabación visual u otro acto electrónico.

(II) Para propósitos de esta cláusula, “intimidación sexual cibernética” no incluye una representación, representación o imagen que tenga algún valor literario, artístico, educativo, político o científico serio o que implique eventos atléticos o actividades sancionadas por la escuela.

(B) No obstante al párrafo (1) y al subpárrafo (A), un acto electrónico no constituirá conducta penetrante únicamente basada en que se ha sido transmitido a través de Internet o corrientemente está publicada en el Internet.

(3) “Alumno razonable” significa, incluyendo, pero no limitado, a un alumno con necesidades excepcionales, que ejerza el cuidado, la habilidad, y el juicio medio en la conducta para una persona de su edad o para una persona de su edad con necesidades excepcionales.

(s) Un alumno no podrá ser suspendido ni expulsado por ninguno de los actos enumerados en esta sección, a menos que el acto esté relacionado a la actividad escolar o asistencia escolar que ocurra dentro de una escuela bajo la jurisdicción del superintendente del distrito escolar o director o que ocurra dentro de cualquier otro distrito escolar. Un alumno podrá ser suspendido o expulsado por actos que son enumerados en esta sección y que están relacionados a la actividad o asistencia escolar que ocurra en cualquier momento, incluyendo, pero no limitándose a, cualquiera de los siguientes:

(1) Mientras esté en la propiedad escolar.

(2) Al ir y venir de la escuela.

(3) Durante el período de almuerzo sea dentro o sea fuera del plantel.

(4) Durante, o al ir o venir de, una actividad auspiciada por la escuela.

(i) Un alumno quien ayuda o instiga, como se define en la Sección 31 del Código Penal, el infli...
ayudador o instigador, un crimen de violencia física en cual la víctima sufrió mucho daño físico o daño grave corporal será sujeto a disciplina conforme a la subdivisión (a).

(u) Tal como se utiliza en esta sección, “propiedad escolar” incluye, pero no limitándose a, expedientes electrónicos y base de datos.

(v) Para un alumno sujeto a disciplina bajo esta sección, el superintendente del distrito escolar o director puede usar su discreción para proveer alternativas a la suspensión o expulsión que son apropiadas para la edad del estudiante y diseñadas para atender y corregir el mal comportamiento del estudiante como se especifica en la Sección 48900.5.

(w) Es la intención de la Legislatura que alternativas a la suspensión o expulsión sea impuesto a un alumno quien está ausente sin justificación, que llega tarde, o de otra manera está ausente de las actividades escolares.

EC 48900.2—Sexual Harassment

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

CE 48900.2—Acoso Sexual

Además de las razones descritas en la Sección 48900, un alumno podría ser suspendido de la escuela o recomendado para la expulsión si el superintendente o el director de la escuela en la cual el alumno está matriculado determina que el alumno ha cometido el acoso sexual como se define en Sección 212.5.

Para el propósito de este capítulo, la conducta descrita en la Sección 212.5 debe ser considerada por una persona razonable del sexo igual que la víctima lo suficientemente grave o dominante como tener un impacto negativo en el desempeño académico del individuo o para crear un ambiente educativo intimidante, hostil, u ofensivo.

EC 48900.3—Hate Violence

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

CE 48900.3—Violencia por Odio

Además de las razones descritas en las Secciones 48900 y 48900.2, un alumno en cualquier de los grados 4 a 12, inclusive, podría ser suspendido de la escuela o recomendando para la expulsión si el superintendente o el director de la escuela en la cual el alumno está matriculado determina que el alumno ha causado, o intentado a causar, amenazado a causar, o participado en un acto de, violencia por odio, como se define en la subdivisión (e) de la Sección 233.

EC 48900.4—Harassment, Threats or Intimidation

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, 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 either school personnel or pupils by creating an intimidating or hostile educational environment.

CE 489004—Acoso, Amenazas o Intimidación

Además de las razones descritas en las Secciones 48900 y 48900.2, un alumno matriculado en cualquiera de los grados 4 a 12, inclusive, podría ser suspendido de la escuela o recomendado para la expulsión si el superintendente o el director de la escuela en la cual el alumno está matriculado determina que el alumno ha tomado parte adrede en el acoso, amenazas o intimidación, dirigido hacia personal o alumnos del distrito escolar, lo que es suficientemente grave o dominante como tener el efecto razonablemente esperado de interrumpir sustancialmente el trabajo de la
class, crear desorden considerable, y usurpar los derechos o del personal escolar o de los alumnos al crear un ambiente educativo intimidante u hostil.

EC 48900.5—Limitations on Imposing Suspension

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 that documentation in the pupil’s record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil’s presence causes a danger to persons.

CE 48900.5—Limitaciones al Impuesto de la Suspensión

La suspensión, incluyendo suspensión supervisada como se describe en la Sección 48911.1, será impuesta solamente cuando otros medios de corrección falten producir la conducta apropiada. Un distrito escolar puede documentar los otros medios de corrección usados y colocar la documentación en los archivos escolares del alumno, cuáles pueden ser accedidos en conformidad con la Sección 49069. Sin embargo, un alumno, incluyendo un individuo con necesidades excepcionales, como se define en Sección 56026, podría ser suspendido, sujeto a la Sección 1415 del Título 20 del Código de los Estados Unidos, por cualquiera de las razones enumeradas en la Sección 48900 tras la primera ofensa, si el director o superintendente de las escuelas determina que el alumno violó subdivisión (a), (b), (c), (d), o (e) de la Sección 48900 o que la presencia del alumno causa un peligro a las personas.

EC 48900.7—Terroristic Threats

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($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, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

CE 48900.7—Amenazas Terroristas

(a) Además de las razones descritas en las Secciones 48900, 48900.2, 48900.3, y 48900.4, un alumno podría ser suspendido de la escuela o recomendado para la expulsión si el superintendente o el director de la escuela en la cual el alumno está matriculado determina que el alumno ha hecho amenazas terroristas contra los oficiales escolares o la propiedad escolar, o ambos.

(b) Para el propósito de esta sección, “amenaza terrorista” incluirá cualquier declaración, sea escrita o sea oral, por una persona quien amenaiza tercamente cometer un crimen que resultará en muerte, daño grave corporal a otra persona, o daño a la propiedad por una cifra superior a los mil dólares ($1,000), con la intención específica que la declaración será tomada como una amenaza, aunque no hay la intención de realizarla, la cual, en su superficie y dadas las circunstancias en cual fue hecho, sea tan inequívoco, incondicional, inmediata, y específica como para convencer a la persona amenazada, una gravedad del propósito y una posibilidad inmediata del ejecución de la amenaza, y de ese modo provoca que la persona razonablemente esté atemorizada constantemente por su propia seguridad o por la seguridad de su familia más cercana, o por la protección de la propiedad del distrito escolar, o la propiedad personal de la persona amenazada o de su familia más cercana.

EC 48915—Circumstances for Recommending Expulsion

(a) (1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:
(A) Causing serious physical injury to another person, except in self-defense.
(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:
   (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
   (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
(D) Robbery or extortion.
(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.
(b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:
   (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
   (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
   (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.
   (2) Brandishing a knife at another person.
   (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
   (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
   (5) Possession of an explosive.
(d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:
   (1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
   (2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
   (3) Is not housed at the schoolsite attended by the pupil at the time of suspension.
(e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:
   (1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
   (2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
(f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.
(g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3½ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.
(h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.
EC 48915—Circunstancias para Recomendar la Expulsión

(a) (1) Excepto como proporcionado en las subdivisiones (c) y (e), el director o el superintendente de escuelas recomendará la expulsión de un alumno por cualesquiera de los siguientes actos cometidos en la escuela o en una actividad escolar fuera del plantel escolar, a menos que el director o el superintendente determine que la expulsión no debería ser recomendada bajo las circunstancias o que un medio alternativo de corrección atendería la conducta:

(A) Causar herida física grave a otra persona, excepto en defensa propia.
(B) Posesión de cualquier cuchillo u otro objeto peligroso que no sirve razonablemente para nada al estudiante.
(C) Posesión ilegal de cualquier sustancia controlada descrita en el Capítulo 2 (comenzando con la Sección 11053) de la División 10 del Código de Salud y Seguridad, excepto cualquiera de los siguientes:
   (i) La primera ofensa por la posesión de no más de una onza avoirdupois de marihuana, aparte de que sea cannabis concentrado.
   (ii) La posesión de medicamentos de venta libre para uso del alumno con fines médicos o medicamentos prescritos para el alumno por un médico.
(D) Robo o extorsión.
(E) Asalto o agresión, como se define en las Secciones 240 y 242 del Código Penal, contra cualquier empleado de la escuela.
(2) Si el director o el superintendente de las escuelas hace una determinación como se describe en el párrafo (1), él o ella es animado a que lo haga lo más pronto posible para asegurarse de que el alumno no pierda tiempo de instrucción.

(b) Al recomendación por el director, superintendente de escuelas, o por un oficial de audiencia o jurado administrativo nombrado conforme a subdivisión (d) de la Sección 48918, la mesa directiva gobernante puede ordenar la expulsión de un alumno al encontrar que el alumno cometió un acto descrita en párrafo (1) de la subdivisión (a) o en subdivisión (a), (b), (c), (d), o (e) de la Sección 48900. Una decisión para expulsar estará basada en un descubrimiento de un o ambos de lo siguiente:

(1) Otros modos de corrección no son factibles o no han dado resultados repetidamente para producir la conducta apropiada.
(2) Debido a la naturaleza de la acción, la presencia del estudiante causa un peligro irresoluto a la seguridad física del estudiante u otros.

(c) El director o superintendente de escuelas suspenderá inmediatamente, conforme a la Sección 48911, y recomendará la expulsión del alumno que él o ella determine que ha cometido cualquier de los siguientes actos en la escuela o en una actividad escolar fuera del plantel escolar:

(1) Poseer, vender, o de otra manera equipar un arma de fuego. Esta subdivisión no aplica a un acto de poseer un arma de fuego si el alumno ha obtenido permiso previo por escrito de un empleado certificado de la escuela para poseer el arma de fuego, lo cual ha sido acordado por el director o la persona designada por el director. Esta subdivisión aplica a un acto de poseer un arma de fuego solamente si posesión de una arma de fuego de imitación, tal como se define en la subdivisión (m) de la Sección 48900, no es un delito por cual la suspensión o la expulsión es obligatoria en conformidad a esta subdivisión y subdivisión (d), pero se trata de un delito por el que la suspensión o expulsión conforme a la subdivisión (e), podrá ser impuesta.
(2) Blandear un cuchillo a otra persona.
(3) Vender ilegalmente una sustancia controlada descrita en Capítulo 2 (comenzando con la Sección 11053) de la División 10 del Código de Salud y Seguridad.
(4) Cometer o intentar cometer un asalto sexual como se define en la subdivisión (n) de la Sección 48900 o cometer una agresión sexual como se define en la subdivisión (n) de la Sección 48900.
(5) Posesión de un explosivo.

(d) La mesa directiva gobernante ordenará la expulsión de un alumno al encontrar que el alumno cometió un acto descrita en subdivisión (c), y mandará ese alumno a un programa de estudio que cumple con las siguientes condiciones:

(1) Está preparado adecuadamente para acomodar alumnos que muestren problemas disciplinarios.
(2) No está proveído en una escuela de enseñanza intermedia, secundaria, o preparatoria, o en cualquiera escuela primaria.
(3) No está albergado en la escuela a la que asistió el alumno en el momento de suspensión.

(e) Al recomendación por el director, superintendente de escuelas, o por un oficial de audiencia o jurado administrativo nombrado conforme a subdivisión (d) de la Sección 48918, la mesa directiva gobernante puede ordenar la expulsión de un alumno al encontrar que el alumno, en la escuela o en una actividad escolar fuera de la escuela o en una actividad escolar fuera de la escuela.
del plantel escolar violó la subdivisión (f), (g), (h), (i), (j), (k), (l), o (m) de la Sección 48900, o Sección 48900.2, 48900.3, o 48900.4, y uno u otro de los siguientes:

(1) Otros modos de corrección no son factibles o no han dado resultados repetidamente para provocar conducta apropiada.

(2) Debido a la naturaleza de la acción, la presencia del estudiante causa un peligro irresoluto a la seguridad física del estudiante u otros.

(f) La mesa directiva gobernante mandará un alumno que ha sido expulsado conforme a la subdivisión (b) o (e) a un programa de estudio que cumple con todas las condiciones especificadas en subdivisión (d). A pesar de esta subdivisión, con respecto al alumno expulsado conforme a la subdivisión (e), si el superintendente de escuelas del condado certifica que un programa de estudio alternativo no está disponible en un sitio lejos de una escuela de enseñanza intermedia, secundaria, o preparatoria, o una escuela primaria, y que la única opción para el emplazamiento es en otra escuela de enseñanza intermedia, secundaria, o preparatoria, o una escuela primaria, le mandará el alumno a un programa de estudio que está proveído en una escuela de enseñanza intermedia, secundaria, o preparatoria, o una escuela primaria.

(g) Tal como se utiliza en esta sección, “cuchillo” significa cualquier puñal, daga, o otro arma con un filo inamovible, afilado para estar capacitado ante todo para apuñalar, un arma capacitado ante todo para apuñalar, un arma que tiene un filo más de 3½ pulgadas, un cuchillo plegable con un filo que traba en lugar, o una navaja con un filo sin protección.

(h) Tal como se utiliza en esta sección, el término "explosivo" significa "artefacto destructivo" como descrito en la Sección 921 del Título 18 del Código de los Estados Unidos.

**STUDENT 1:1 HANDBOOK**

Refer to the following pages:
Kingsburg Joint Union High School
Student 1:1 Handbook
2020-2021
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The Vision for Teaching and Learning in the Kingsburg Joint Union HS District

The Kingsburg Joint Union High School District (“KJUHSD”) is committed to making available to all students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, and the Internet connection. The goal in providing this technology and access is to support the educational objectives and mission of the Kingsburg Joint Union High School District to ensure excellence in education for every student. KJUHSD has the right to place reasonable restriction on the material accessed and/or posted through the use of its computers, computer network, and/or Internet connection.

KJUHSD is taking innovative steps to dramatically transform teaching and learning by implementing a 1:1 initiative. This initiative will provide students the tools to have instant access to the world of information and also to become producers rather than just consumers of information. A sound technology foundation for each and every student needs to be based on continual professional development, and appropriate acquisition and maintenance of technological resources.

KJUHSD is undertaking an aggressive initiative to transform teaching and learning within the district. The 1:1 initiative allows several things to occur for the benefit of student learning. Some of these benefits:

- Promoting student engagement and enthusiasm for learning.
- Encouraging collaboration among students, teachers, parents/or legal guardians, community members, and people throughout the nation and world through interactive capabilities and opportunities.
- Reducing the use of worksheets and workbooks.
- Guiding students in their learning and production of knowledge.
- Allowing students access to information, along with an opportunity to connect it to their learning in a meaningful manner.

Opt in or Opt out

KJUHSD Technology Lease Program (optional). Devices will be issued to students to be used in textbook fashion. That said, KJUHSD has developed an optional Lease Program for each device. The annual fee to “opt in” to the program costs $30 per student ($55 for households of two KJUHSD children, $75 for three KJUHSD students or more) Contained in the lease program is a protection plan against damage/repair to the device. This three-tiered plan helps establish copays for instances of damage:

1. First occurrence of damage: $50
2. Second occurrence of damage: $100
3. Third occurrence of damage: $150
4. Fourth occurrence of damage: full cost of repair/replacement and removal from the Lease Program for the remainder of the school year.

Equipment Ownership

KJUHSD retains sole right of possession and ownership of all Devices utilized in the 1:1 initiative, and grants permission to the student to use the Device according to the rules and guidelines set forth in this document and the KJUHSD Ethical Use policy (EUP). Failure to follow the terms of this policy will result in disciplinary action, including but not limited to confiscation of any and all Devices lent to the student and revocation of student access to KJUHSD technology, as well as any other disciplinary action deemed appropriate by KJUHSD policy. KJUHSD reserves the right to monitor and log the use of its technology and network by users and examine user files and materials as necessary. Moreover, KJUHSD administrative staff retains the right to collect and/or inspect the Device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using KJUHSD computers, networks, or technology.

Equipment Provided

Each student will be issued the following items: Laptop computer, protective bag, AC charger, and software (hereinafter collectively referred to as the “Device”). KJUHSD will retain records of the serial numbers and KJUHSD asset tags of provided equipment.

Issuing of Devices

All students enrolled at Kingsburg High School and Oasis High School will be issued a Device. Students and parents must read and sign the KJUHSD Student Use/Loan Agreement and the KJUHSD Ethical Use Policy before they will receive their student schedules and their device. The Device will be assigned to an individual student and the serial number will be
recorded. Students are permitted to take the Device home nightly. Students are responsible for the Device once it is issued to them. Possession and use is limited to and conditioned upon full and complete compliance with this Handbook, the EUP and all KJUHSD Technology policies.

**Student transfer/ withdrawal**

Students withdrawing from the District will return the Device and all checked out equipment before their last day. If not returned, the family will be financially responsible for the replacement cost of the Device. Failure to return will result in school records not being released or civil and/or criminal liability under applicable laws.

Students transferring in: Upon transfer to KJUHSD, a student will receive this handbook and technology packet. Students and parents must complete the KJUHJSD Student Use/ Loan Agreement and the KJUHSD Ethical Use Policy before being issued a device. Upon completing the handbook signature pages and the required technology orientation, a device will be issued to the student.

**Responsibility for Electronic Data**

It is the sole responsibility of the student to backup data as necessary.

**Part One: Device Use and Conduct**

The following is a list of rules and guidelines that govern the use of KJUHSD’s Devices and network resources. Students must follow these rules and guidelines at all times when using KJUHSD technology.

Network Resources in this document refers to all aspects of the school’s owned or leased equipment, including, but not limited to, computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of the school’s Network Resources whether this access occurs while on or off campus.

**Students will:**

- Only access Network Resources for educational purposes during school hours (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others.
- Not use devices to engage in harassment, bullying, or cyberbullying of any individual as defined by KJUHSD Board Policy 5131.2 and California Ed. Code 48900r2
- Observe and respect license and copyright agreements.
- Keep usernames, passwords and personal information confidential (Student names, telephone numbers, and addresses should NEVER be revealed over the system).
- Return the Device to KJUHSD at the end of the school year for system updates and re-imaging of the Device.

**Students may not use network resources:**

- For accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, child pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions;
- To download, stream or listen to Internet-based music, video and large image files not for school work, as this slows the performance of the network for all users. KJUHSD will monitor the network for violations;
- To access Web sites or other content blocked by the District, via codes or any other method.
- To alter, add or delete any files that affect the configuration of a school Device other than the Device assigned for personal use.
- To conduct any commercial business that is not directly related to a course offered by KJUHSD in which the student is enrolled, e.g., Marketing, Entrepreneurship/Economics class;
- To conduct any activity that violates school rules, KJUHSD Board Policy, or the law (this includes adhering to copyright laws);
- To access the data or account of another user (altering files of another user is considered vandalism);
- To install any non-approved software onto KJUHSD Devices.
- To copy KJUHSD school software (copying school owned software programs is considered theft).
In addition, students may not:

- Bring in their own laptops from home to use at school.
- Attempt to change any KJUHSD network or server configuration or the configuration of the Device.
- Change or alter usernames or passwords that are assigned by KJUHSD.
- Record video or audio of staff or students without their consent or knowledge, this includes (but is not limited to):
  - Webcams.
  - Laptops.
  - Cameras.
  - Cell phones.
  - or any other digital devices.
- Forward email commonly known as “SPAM,” Unsolicited Commercial Email (UCE), or “junk email.”
- I.M. (instant message) or chat during class unless related to academic expectations set forth by the instructor.
- Attempt to, or install any software on the Device or repair, configure or modify the Device hardware or operating system software.

Content Filtering

KJUHSD monitors Devices, in compliance with the Children's Internet Protection Act (“CIPA”), and will continue to do everything practicable to keep students safe when using technology. This includes installing content filtering on all Devices. Filtering technology is not perfect. It is possible that restricted content may not always be stopped by filtering technology. KJUHSD does not have control of content posted on the Internet, nor does it have control of incoming email. Sites and content accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the KJUHSD. KJUHSD expects students to use technology appropriately and follow all policies when using the Internet, and believes that parent/or legal guardian supervision of technology use outside of school is of critical importance to ensuring student safety and compliance with District policies and federal, state, and local law.

Discipline

Use of the Device and any KJUHSD network resource is a privilege, not a right. Students found in violation of the Ethical Use Policy and or the expectations relative to this handbook and technology will be subject to disciplinary action up to and including suspension or expulsion from school. If there is evidence that a violation has occurred, then a KJUHSD administrator or designee will decide appropriate consequences in accordance with school policy and the law. Any student violations may also result in the student’s access to KJUHSD technology being limited or revoked, or students having their hard drives restored to original settings. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school’s electronic system or devices.

District Monitoring

KJUHSD has the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and Internet access. This includes, but is not limited to, monitoring sites students visit on the Internet and reviewing email. The Administration and technology staff shall have both the authority and the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to retrieval of information, investigation or resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third-party software and information, ensuring compliance with legal and regulatory requests and enforcement of this Policy. KJUHSD also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes.

Students waive any right to privacy in anything they create, store, send, disseminate or receive on KJUHSD’s computers and computer network systems, including the Internet.

Users may not engage in activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming non-school-related content. If network administrators suspect high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn over a device and any passwords needed to verify suspicions of misuse.
Disclaimer / No Warranties

KJUHSD account holders take full responsibility for their access to KJUHSD’s network resources and the Internet. Specifically, KJUHSD makes no representations or warranties with respect to school network resources nor does it take responsibility for:

- The content of any advice or information received by an account holder.
- The costs, liability or damages incurred as a result of access to school network resources or the Internet
- Any consequences of service interruptions, loss of data, or delivery failures/miss-deliveries, for whatever reason.

Parent/Guardian and Student agree to release, indemnify, and hold KJUHSD, its Governing Board, Officers, Agents, Employees, and Volunteers harmless from all claims, actions, proceedings, cost, damages and liabilities, including attorney’s fees, arising out of, connected with, or resulting from use of the equipment both during the Agreement and any subsequent possession by Parent/Guardian or Student after the Agreement term. This provision shall survive the Agreement term.

Privileges & Responsibilities

Usage of KJUHSD’s network and the Internet computer networking capabilities must be directly related to education consistent with the instructional objectives of this district. Access to these facilities imposes certain responsibilities and obligations. Users are expected to abide by the generally accepted rules of digital etiquette and district policies. Users are not to modify the standard configuration of any computer or other technologies. Users should report any malfunction, inappropriate material or improper usage to the appropriate staff. Users should not use technology in any way that disrupts use by others or creates a hostile learning environment. Examples of prohibited conduct include but are not limited to the following:

- Use of another user’s account.
- Attempting to breach the desktop security of a computer.
- Attempting to break into password protected areas of a network or tampering with network systems.
- Use of technology to engage in behavior prohibited by KJUHSD’s anti-harassment/bullying policy.
- Accessing KJUHSD blocked web sites.
- Activity that is likely to cause a substantial disruption to the orderly operation of the school and/or learning environment.
- Activity that is prohibited under state, federal, or local law. Examples may include but are not limited to:
  - Use of the technology infrastructure to obtain or distribute racially, religiously or sexually offensive material, pornographic or sexually explicit materials, to participate in hate groups or similar groups, or to engage or enable others to engage in gambling or any other illegal activity.

Any user who violates the ethical use policy may be denied access to the school's technology resources.

Digital Citizenship

Individuals who utilize KJUHSD’s technology resources are expected to abide by the principles of digital citizenship, which are part of the KJUHSD curriculum. Users must respect the intellectual property of others by crediting sources and following all copyright laws.

Reasonable efforts will be made to make sure students will be under supervision while on the network. However, it is not possible to constantly monitor all individual network use at all times. Students may encounter information that may be inappropriate or illegal. If a student encounters such information, the student should notify supervisory personnel or other appropriate personnel of what occurred.
Privacy

Electronically Stored Data

Users shall not have a reasonable expectation of privacy while using district computers, networks, or technology. Examples of this include, but are not limited to the following:

- KJUHSD Google Apps domain
- Cloud technology such as files stored on third party servers
- Email
- District computers, devices, network, and servers

Education of Students in Safe and Appropriate Use of Technology

- Students will receive continuing instruction in safe, ethical, and appropriate use of technology. It is important that students are aware of safe and appropriate use of technology for their own protection, and to ensure the safety of others.

Student Access & Monitoring

- At school, students will have access to the Internet through the school network. When not at school, students can access the Internet on district Devices if they have Internet access available to them in their home or other locations.
- KJUHSD will not provide students with Internet access outside of school. The Device’s content filter will also be in place when students access the Internet outside of the school. Therefore, sites that are “blocked” at school could also be “blocked” in other locations where students access the Internet. Students may access the Internet on their district Device at any time outside of school. As with any other Internet-enabled Device, KJUHSD recommends that parents/or legal guardians monitor their student’s time and activities on the Internet. Students should understand that their parent’s/guardian’s rules about Internet usage outside of school are applicable even when the student is using their district Device.
- There is no reasonable expectation of privacy while using KJUHSD computers, networks, or technology. Ultimately the Device is the property of KJUHSD, and KJUHSD has the right to determine what is appropriate and to search the Device if necessary at any time.
- KJUHSD’s filtering software allows KJUHSD to block websites that are inappropriate for students whether they are accessing the web via KJUHSD wireless network or if they are connected to the Internet at other locations.
- Software also allows for screen monitoring while at school, which makes it possible for appointed KJUHSD personnel to monitor student Device screens.
- Students who access inappropriate sites, or are accessing sites during the school day that are not related to a class they are in will be subject to disciplinary action.
- If prohibited or inappropriate Web sites or content are accessed by accident, the student should immediately leave the site and report the incident to a staff member. NOTE: Kingsburg Joint Union High School District will continue to expand “digital citizenship” in which students are educated on acceptable standards of online behavior. The best filtering software in the world cannot match the combination of education and supervision at school and home.

Bringing the Device to School

- Students are expected to safely transport their Device between school and home. It is imperative students bring their Device and charging unit to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their fully charged Device.
- The Device must be kept in the carrying bag provided by KJUHSD at all times.
- The Device should not be put in another bag for transporting ie: backpack, athletic bag, etc.
- Students who accidentally leave their Device at home will NOT have access to a Device that day.
Charging of Devices

- It is the students’ responsibility to have their Devices charged each day when they come to school.
- Students should establish a routine at home for the charging of the Devices so that it can charge overnight. The charging time of the Device is very similar to the charging of a cell phone.
- It is the students’ responsibility to maintain the power adapter and cord.
- The Device should only be charged with the issued charger.

Loss or Theft of Devices

- Devices that are lost, stolen, or vandalized need to be reported to the school’s main office immediately. In addition, stolen or vandalized Devices should be reported to the police.
- **If a Device is lost or stolen the student will be financially responsible for its replacement.** If a Device is stolen or vandalized while not at an KJUHSD sponsored event, the parent/or legal guardian shall file a police report and notify the school’s main office as soon as possible.
- The Device should never be taken into the locker rooms, bathrooms, or other changing areas. Special care of the Device should be taken when in areas where food or drink is being served.
- KJUHSD recognizes that there is no acceptable use for student Devices in locker rooms, bathrooms or other changing areas. The Device must remain stored in appropriate case and not be in use, while in these areas.

Downloading Programs & Personalizing the Device

- No student may download, install, or use any software in violation of applicable copyrights and license agreements.
- Only authorized district employees are allowed to repair, configure or modify the device hardware or operating system software.
- Only previously approved software may be installed on the Device. Requests for software approval should be initiated with the district technology support department and approved by the district technology Committee.
- Any items used to personalize the Device must be appropriate and not violate any KJUHSD policy or rule.
- Only removable decals or silicone type “grip” or skins will be allowed on the outside of the Device. Each Device is easily identified by a specific numbering system (“Asset Tag”) that is placed on the Device by the Technology Department and may NOT be removed.

Personal Devices from Home

- Students are not allowed to bring their own computers from home to use or connect to KJUHSD’s network. Devices at KJUHSD are all provisioned with the same basic programs and structures.

Ear Buds/Headphones

- The uses of ear buds/headphones in class and/or during study times are at the teacher/supervisor’s discretion.
- Ear buds/Headphones will not be provided by the KJUHSD.

Student Printer Use

- Students Devices will not have access to printers on campus.
- **KJUHSD** expects that the need to print materials on paper will be reduced as a result of students’ ability to send assignments and other materials to their teachers through their Device.

Legal Issues and Jurisdiction

- Because the KJUHSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all equipment and facilities are used legally. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of KJUHSD’s network resources is subject to the rules stated in this policy. KJUHSD monitors its network and may investigate electronic incidents even if they happen after school hours and outside of school. KJUHSD reserves the right, if needed, and at its sole discretion, to remotely access, open, examine, and/or delete electronic files that violate this or any other District Policy.
Read all Safety Warnings and Information

- Students and their parents/or legal guardians are strongly encouraged to review any user information for the laptop Device to understand more about, its capabilities, and required care.

Part Two: Device Damages and Consequences

Device Damages

If a Device is damaged (either accidental or intentional), the school must be notified immediately. KJUHSD administration will determine if the damages were due to accidental or intentional conduct as well as the severity of the incident. Negligence may be considered intentional conduct. The examples listed include but are not limited to the following:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Device while at school.
- Lending equipment to others other than one’s parents/or legal guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.
- Not adhering to the care reminders listed in Part III of this handbook

A student whose Device is being repaired will have access to a loaner Device if possible. If it is determined that the Device was damaged intentionally, the student will NOT be able to take the loaner Device home. If the student leaves the school district and does not turn in the Device, KJUHSD will make a reasonable effort to obtain the Device. If those efforts are unsuccessful, KJUHSD will treat it like a stolen Device and will notify the appropriate authorities.

Discipline

Any student who violates the rules and expectations relative to this Handbook, and/or KJUHSD Ethical Use Policy, and/or their school’s Student Handbook, will be subject to disciplinary action. If there is evidence that a violation has occurred, then a KJUHSD administrator or designee will decide appropriate consequences in accordance with school policy and the law. Disciplinary action could include but is not limited to, verbal warnings, loss of technology privileges, and up to and including suspension or expulsion from school. In addition, inappropriate use of the machine may result in the user losing his/her right to use the device and/or take it home and/or fine(s) assessed due to intentional/negligent damage or lost/stolen devices or accessories. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school’s electronic system or Devices. The interpretation, application, and modification of this policy are within the sole discretion of KJUHSD. Any questions or issues regarding this policy should be directed to the building principal.

If either Parent/Guardian or Student violates any term of this Handbook, KJUHSD may declare an early termination of this Agreement and require the immediate return of the Device to District with no refund of any payments made as part of the Technology Lease Program. Alternatively, KJUHSD, at its sole option, may allow Student’s continued use of the Device on a restricted basis, as determined by KJUHSD (for example: Student may be required to leave the Device at school and may only be allowed to use it during the instructional day while on campus).

Fines for Damages or Repair

Students and/or parent/guardian(s) will have the ability to purchase KJUHSD Technology Lease Program at the beginning of the year, or when they transfer in to KJUHSD. This optional program is good for the school year in which it was purchased, and will end when the Device is returned in at the end of the year. In the event of a damaged, lost, or stolen Device within the student’s control, it will be at the administration’s discretion to determine if the damage was intentional or accidental. If the damage or repair was determined to be intentional, the student will incur full cost of the repair or replacement of the device. If the student has chosen not to purchase the KJUHSD Technology Lease Program, then they are liable for the full cost of the repair or replacement of the device. If the student chooses to purchase the KJUHSD Technology Lease Program, the following 2019-20 fee schedule will apply

- Family cost per student: $30
- Family with 2 students: $55
- Family with 3 students or more: $75
The following are the repair cost benefits of the optional yearly repair insurance program:

- **First repair** – $50 co-pay
- **Second repair** – $100 co-pay
- **Third repair** – $150 co-pay
- **Fourth repair** – Full Cost of repair or replacement of Device and removal from Lease Program for remainder of school year

**Part Three: Device Care Reminders**

Students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect their assigned Device. Loss or damage resulting from failure to abide by the details below may result in limited use of the Device. Please refer to the **Device Damages and Consequences** section.

**General Care**

- Treat this equipment with as much care as you would your own property.
- Do not attempt to remove or change the physical structure of the Device, including the keys, screen cover or plastic casing.
- Do not remove or interfere with the serial number or any identification placed on the Device.
- Keep the equipment clean. For example, don’t eat or drink while using the Device.
- Do not do anything to the Device that will permanently alter it in any way.
- Backup your data. Never consider any electronic information safe when stored on only one device.
- Do not put stickers or use any type of markers on the Device.
- Removable computer skins or protective covers may be purchased at the student’s sole expense, but the following guidelines must be followed: The promoting of products, which are illegal for use by minors such as alcohol, tobacco, or drugs. The displays of obscene material, profanity, or references to subversion are not appropriate. Computer skins should show respect for yourself, those around you, the school and the community. Computer skins not appropriate for a school setting will be removed.
- Removable computer skins/cover purchased must fit the computer properly and cause no damage when removed.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.
- NEVER walk from one location to another with an open computer. This is applicable at school and at home.

**Keep the Device in a Safe Place**

- It is required to keep the Device in your possession.
- The Device should not be left on the floor where it might be stepped on, or within reach of small children or pets.
- The Device should not be left in a car or anywhere it might be exposed to extreme temperatures.
- Devices left in bags in unattended classrooms or other areas are considered “unattended” and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the Device back. If the Device is confiscated a second time, the student may be subject to consequences detailed in “Consequences for Damages.” Unattended and unlocked equipment, if stolen – including at school – will be the student’s responsibility.
- If a student participates in an after school program like athletics, your Device must be secured appropriately. Do not leave it unattended.
- Avoid storing the Device in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as the Device completely powered off and it’s not excessively hot or cold.
Keep the Device Away from All Liquids.
- Exposure to liquids will severely damage a Device and will result in large repair costs. Water, soda, juice, power drinks, coffee, etc. can all ruin your Device completely. Open cans of soda and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/soda/etc. in your backpack with your Device—even if it is sealed.

Device Bags
- Each student will be given a protective bag that they are required to use to carry their Device in during the school day and outside of school. The device can remain in the bag, even when in use. It is important to keep the bag clean, and take time to remove any items like paper clips that can scratch the exterior of your Device.

Device Problems
- If the Device is not working properly the student needs to first talk to the teacher in the class to determine if minor troubleshooting will take care of the problem. If the problem still exists, the student must take the Device to the appointed technical support location as soon as possible after discovery of the problem. If the Device cannot be fixed immediately, the student may be issued a different Device to use on a temporary basis.
- Even though response may not be immediate, district personnel capable of finding a solution will be notified and the problem will be taken care of in as timely a manner as possible.
- Do not attempt to remove or change the physical structure of the computer, including keys, screen cover or plastic/aluminum casing.
- When in doubt, ask for help.

Only One User
- NEVER allow anyone else to use your Device. Parents or guardians may utilize the Device for the sole purpose of monitoring a student’s use or classwork; personal or business use of a Device by a parent or guardian is prohibited.

Cleaning the Device
- Device screens show fingerprints and smudges easily, but be sure to follow proper cleaning procedures to keep your screen looking new. Never use a chemical to clean the screen. Use a soft, dry, lint-free cloth in cleaning the Device.
- Correct cleaning measures will be addressed during the rollout process.
- If you are not able to completely clean the machine using the above methods please contact the KJUHSD Technology Department and they can assist with the cleaning.

Shutting Down the Device
- Fully shutdown the Device when it won't be used for an extended duration. Simply putting your Device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.
- It is best practice to shut down your computer at night, connect the charger, and then power on again in the morning when needed.

Carrying the Device
- The Device should remain in the protective bag at all times.
- The Device bag should be fully zipped shut before transporting the device.
- No books should be placed on your Device.
- Never carry your Device by the screen.
- Do not grab and squeeze the Device, as this can damage the screen and other components.

Personal Health and Safety
- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier, such as a book or devices made specifically for this purpose, when working on your lap. Also, avoid lap–based computing while connected to the power adapter as this will significantly increase heat production.
- Parents/or legal guardians and students should review any safety warnings.
This agreement (“Agreement”) is entered into for the 2019-2020 school year between Kingsburg Joint Union High School District (“District”) and Parent/Guardian, on behalf of Student, regarding a laptop computer, including a charger, and case.

KJUHSD is providing the laptop computer and accessories described above (the “Equipment”) to Parent/Guardian to facilitate Student’s access to the KJUHSD’s educational computer network. Parent/Guardian take possession of the Equipment under the terms of this Agreement. This Agreement shall be effective as of the date signed, and it shall terminate the last day of school for the current school year (“Termination Date”), unless otherwise terminated earlier. On or before the Termination Date or earlier termination of this Agreement, Parent/Guardian shall return the Equipment in good working order to the KJUHSD as directed by the KJUHSD. Parent/Guardian will be charged the actual full cost of any portion of the Equipment that is lost, stolen, or damaged. (See BP/AR 3515.4.) This liability may be reduced by Parent/Guardian enrolling in the Equipment Lease Program. The Lease Program is available to students whose Parent/Guardian enrolls in the program by completing the separate Lease Program form.

**Agreement Terms**

Parent/Guardian and Student understand, acknowledge, and agree:

- **Use of the Equipment is a privilege and not a right.** The KJUHSD may terminate this Agreement and require the return of the Equipment at any time with no prior notice and without cause, with no refund of any payments made as part of the Lease Program. The Equipment shall remain the sole property of the KJUHSD throughout the term of this Agreement. Insurance coverage or ownership is not expressed, implied, or transferred through the lease of the Equipment.

- **Student is expected to safely transport Equipment between school and home and bring the Equipment charged, clean, and in working order every day that Student is in attendance.**

- **Nothing done with or saved to the Equipment on or off KJUHSD property or on or off the KJUHSD computer network is private.**

- **The KJUHSD has the right, but not the obligation, to monitor and review everything done with and saved to the Equipment, whether or not done or saved while the Equipment is on KJUHSD property or on the KJUHSD computer network.**

- **Student shall be responsible for maintaining the Equipment in Student’s possession and care at all times unless otherwise directed by a KJUHSD employee.**

- **KJUHSD retains the right to inspect the Equipment, and to alter, add, delete, or remove software or hardware from the Equipment, at any time with no prior notice to Parent/Guardian or Student, including the substitution of Equipment. Parent/Guardian and Student may not remove or install programs or apps on the Equipment, or alter or repair the Equipment in any manner.**

- **KJUHSD reserves the right to limit or prohibit access to the Equipment at any time.**

- **Parent/Guardian shall immediately report any damage to or loss of the Equipment to KJUHSD Technology staff.**

- **Parent/Guardian shall be financially responsible for any damage to or loss of the Equipment as set forth in this Agreement, up to the full replacement cost of the Equipment, as modified by Parent/Guardian’s participation, if any, in the Lease Program. This provision shall survive the Agreement term.**

- **The Equipment shall only be used by Student and Parent/Guardian. Student and Parent/Guardian shall both be responsible for all usage of Equipment.**

- **While KJUHSD is including an Internet filter on the device that will be in place when the Equipment is online outside of the KJUHSD computer network, Parent/Guardian and Student acknowledge that the Equipment may still be capable of unfiltered and unmonitored access to the Internet when going online outside of the KJUHSD computer network. This means that Internet access may be unfiltered when the Equipment is not on KJUHSD property and not connected to KJUHSD WiFi. Parent/Guardian shall be responsible for monitoring all Internet activity on the Equipment when it is online outside of the KJUHSD computer network. Any attempt to disable or circumvent KJUHSD Internet filters is a violation of this Agreement, and may subject Student to discipline.**

- **The Equipment shall be used at all times, including off of KJUHSD property and outside of the KJUHSD computer network, in**
keeping with applicable law and KJUHSD policies and regulations. For example, the Equipment must be used consistent with KJUHSD policies regarding technology use, and student conduct and discipline, as they may be amended from time to time. The most recent version of KJUHSD polices and regulations are accessible on the KJUHSD’s website at: http://www.kjuhsd.com/board-policy/.

- Any violation of this Agreement, including conduct off KJUHSD property and outside of the KJUHSD computer network, may result in disciplinary actions being taken against Student and the termination of this Agreement by KJUHSD. Parent/Guardian and Student acknowledge prior receipt of KJUHSD’s current policies applicable to the use of the Equipment, including the Acceptable Use Agreement – E 6163.4.

- If either Parent/Guardian or Student violates any term of this Agreement, KJUHSD may declare an early termination of this Agreement and require the immediate return of the Equipment to KJUHSD with no refund of any payments made as part of the Lease Program. Alternatively, KJUHSD, at its sole option, may allow Student’s continued use of the Equipment on a restricted basis, as determined by KJUHSD (for example: Student may be required to leave the Equipment at school and may only be allowed to use it during the instructional day while on campus).

- If Student ceases to be enrolled in KJUHSD, for any reason, the Equipment shall immediately be returned to KJUHSD and the Agreement shall terminate early with no refund of any payments made as part of the Lease Program.

- Parent/Guardian and Student agree to release, indemnify, and hold KJUHSD, its governing board, officers, agents, employees and volunteers harmless from all claims, actions, proceedings, costs, damages and liabilities, including attorneys’ fees, arising out of, connected with, or resulting from the use of the Equipment. This provision shall survive the Agreement term.
This lease program option ("Option") is entered into for the 2019-2020 school year between Kingsburg Joint Union High School District ("KJUHSD") and Parent/Guardian on behalf of Student regarding a laptop computer, including a charger, and case.

KJUHSD is providing the personal computer and accessories described above ("Equipment") to Parent/Guardian to facilitate Student’s access to the KJUHSD’s educational computer network. The provision of the Equipment by KJUHSD is governed by the separate 1:1 Student Hardware Agreement executed by Parent/Guardian, which is modified by this Option. By executing this Option and making the required payments, Parent/Guardian and Student will be participating in the KJUHSD lease program ("Lease Program" or "Program") as described below.

**Agreement Terms and Protection Plan**

For $30.00 per school year ($55.00 total if Parent/Guardian has two students in Program, and $75.00 total if Parent/Guardian has three or more students in Program) ("Rent"), Parent/Guardian may choose to take possession of the Equipment as part of the Lease Program. The Lease Program does not cover accidental loss of Equipment. If Parent/Guardian participates in the Lease Program, and there is an "Occurrence", Parent/Guardian shall only be responsible for the following amounts: First Occurrence: $50.00; Second Occurrence: $100.00; Third Occurrence: $150.00. After any third Occurrence, Parent/Guardian and Student will not be eligible to participate in the Lease Program and this Option shall be terminated.

If participating in the Lease Program, upon execution of this Option, Parent/Guardian shall pay the nonrefundable Rent payment to the KJUHSD in the amount listed above. This Option shall be subject to all the terms of the Student Computer Equipment Agreement executed by Parent/Guardian, and may be terminated by KJUHSD with no notice on the same grounds. Insurance coverage or ownership is not expressed, implied, or transferred through the lease of the Equipment. **This agreement must be completed, signed and returned to the Kingsburg Joint Union High School office prior to a student receiving his/her Device.**

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**KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT**

**LEASE PROGRAM OPTION**

**1:1 STUDENT HARDWARE AGREEMENT**

(Ed. Code § 17453.1)

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☐ I am participating in the Lease Option Program  ☐ I am NOT participating in the Lease Option Program

(Must include payment to activate)

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Signatures required below by student and parent(s) or legal guardian(s).

Student’s Name (Printed): __________________________ Grade: ______

Student’s Signature: ___________________________ Date: ______

Parent/Guardian’s Name (Printed): __________________________

Address of Parent(s)/Guardian(s): __________________________ City ______________________

Signature(s) of Parent(s)/Guardian(s): ___________________________ Date: ______

________________________________________ Date: ______