

**KINGSBURG HIGH SCHOOL  
2024 - 2025**



**STUDENT & PARENT HANDBOOK**

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# Kingsburg High School

1900 18<sup>th</sup> Avenue

Kingsburg, CA 93631

[www.kingsburghigh.com](http://www.kingsburghigh.com) - District

[www.khs.kingsburghigh.com](http://www.khs.kingsburghigh.com) – Kingsburg High School

## BOARD OF TRUSTEES:

**Mike Serpa** – President

**Steve Nagle** – Clerk

**Brent Lunde** – Trustee

**Rick Jackson** – Trustee

**Johnie Thomsen** - Trustee

## DISTRICT

Superintendent: **Don Shoemaker**

Chief Business Official: **Rufino Ucelo, Jr.**

Director of Student Services: **Cindy Schreiner**

Director of Alternative Education: **Ryan Walterman**

## KHS

Principal: **Ryan Phelan, Ed.D.**

Assistant Principal: **Heather Wilson**

Assistant Principal: **Michelle Warkentin**

Director of Counseling: **Heather Apgar**

Counselor: **Stephanie Marriott**

Athletic Director: **Scott Hodges**

### **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.

**School Office Hours:** 7:30 a.m. – 4:00 p.m.

**School Information:** (559) 897-5156

**School Fax #:** (559) 897-7759

**District Office Hours:** 7:30 a.m. – 4:00 p.m.

**District Information:** (559) 897-7721

**District Fax Number:** (559) 419-6404

**Email Criteria for contacting staff/faculty:** FirstInitialLastname@kingsburghigh.com

# 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 communicator
  - a. Build stamina to read and comprehend a variety of complex texts.
  - b. Speak and write in a logical, coherent, well-organized manner.
  - c. Listen and interpret messages in a discerning manner and respond appropriately.
  - d. Apply universal ideas in texts to new material and situations in written and verbal formats.
- 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. Learn to establish a purpose, set goals, take responsibility and work toward achieving goals.
  - b. Develop the skills needed to access and use reliable, fact-based information to construct knowledge.
  - c. Develop a growth mindset that values learning as 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, demonstrate and apply the skills needed to function in a technological world.
  - b. Use a variety of technologies to identify, understand and solve problems
  - c. Communicate clearly and creatively using a variety of digital tools and media appropriate for a task.
  - d. Leverage technology to achieve and demonstrate competency in learning goals.
  - e. Demonstrate ethical use of technology.
- 6) Be a quality producer
  - a. Establish and apply good work ethics and quality standards in both an academic and career setting
  - b. Apply learning to rigorous and authentic content to produce high-quality work.
  - c. Generate professional documents suitable for both academic and professional settings.
  - d. Use self-evaluation in both academic and real-world situations.

## FALL/WINTER SCHEDULES

<u>Monday</u>		<u>Tuesday - Friday</u>		<u>Finals</u>	
Early Bird	7:30 – 8:30	Early Bird	7:00 – 8:00	Final	8:10 – 10:05
Staff Dev.	8:05 – 9:30	Period 1/2	8:10 – 10:05	Break	10:05 – 10:35
Period 1/2	9:35 – 11:08	Break	10:05 – 10:20	Final	10:40 – 12:35
Period 3/4	11:19 – 12:47	Period 3/4	10:25 – 12:20		
Lunch	12:47 – 1:27	Lunch	12:20 – 1:00		
Period 5/6	1:32 – 3:00	Period 5/6	1:05 – 3:00		

<u>Extended Lunch</u>		<u>Rally</u>		<u>Foggy Day</u>	
Early Bird	7:00 – 8:00	Early Bird	7:00 – 8:00	Period EB	9:00 - 10:00
Period 1/2	8:10 – 10:00	Period 1/2	8:10 – 9:55	Period 1/2	10:10 -11:30
Break	10:00 – 10:15	Break	9:55 – 10:10	Period 3/4	11:35 -12:55
Period 3/4	10:20 – 12:10	Period 3/4	10:15 – 12:00	Lunch	12:55 -1:35
Lunch	12:10 – 1:05	Rally	12:00 – 12:30	Period 5/6	1:40 - 3:00
Period 5/6	1:10 – 3:00	Lunch	12:30 – 1:10		
		Period 5/6	1:15 – 3:00		

### **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 Remind App.. 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

<u>Monday</u>		<u>Tuesday - Friday</u>		<u>Finals</u>	
Early Bird	7:30 – 8:30	Early Bird	7:00 – 8:00	Final	8:10 – 10:05
Staff Dev.	8:05 – 9:30	Period 1/2	8:10 – 9:55	Break	10:05 – 10:35
Period 1/2	9:35 – 10:58	Break	9:55 – 10:10	Final	10:40 – 12:35
Period 3/4	11:09 – 12:27	Period 3/4	10:15 – 12:00		
Lunch	12:27 – 1:07	Lunch	12:00 – 12:40		
Period 5/6	1:12 – 2:30	Period 5/6	12:45 – 2:30		

<u>Extended Lunch</u>		<u>Foggy Day</u>		<u>Rally</u>	
Early Bird	7:00 – 8:00	Period EB	9:00 - 10:00	Early Bird	7:00 – 8:00
Period 1/2	8:10 – 9:50	Period 1/2	10:10 - 11:20	Period 1/2	8:10 – 9:45
Break	9:50 – 10:05	Period 3/4	11:25 - 12:35	Break	9:45 – 10:00
Period 3/4	10:10 – 11:50	Lunch	12:35 - 1:15	Period 3/4	10:05 – 11:40
Lunch	11:50 – 12:45	Period 5/6	1:20 - 2:30	Rally	11:40 – 12:10
Period 5/6	12:50 – 2:30			Lunch	12:10 – 12:50
				Period 5/6	12:55 – 2:30

<u>Testing Schedule</u>	
Testing	8:10 – 10:20
Break	10:20 – 10:35
Period 1/2	10:40 – 11:40
Period 3/4	11:45 – 12:45
Lunch	12:45 – 1:25
Period 5/6	1:30 – 2:30

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- Plan C Morning transportation is canceled. Regular class begins at 10:10 a.m.



# STAFF & FACULTY LISTING

## ADMINISTRATION

Superintendent .....	TBD
Chief Business Official.....	Rufino Ucelo Jr.
Executive Director of Student Services.....	Cindy Schreiner
KHS Principal .....	Dr. Ryan Phelan
Vice Principal.....	Michelle Warkentin
Vice Principal.....	Heather Wilson
Director of Counseling/ Counselor (11-12).....	Heather Apgar
Guidance Counselor (9-10) .....	Stephanie Marriott
Athletic Director .....	Scott Hodges

## FACULTY

### **Foreign Language**

Spanish 1, Spanish 3 .....	Jorge Contreras
Spanish 1, AP Spanish.....	Martha Gudino
Spanish 1, 2, 3, 4.....	Ana Parra
Spanish 2.....	Yanairy Espindola

### **Language Arts**

English 2, English 4, AP Literature .....	Daniel Albers
English 2, English 3 .....	Phillip Bergstrom
English 1; Study Skills; AP Language.....	Diana Crass
English 3; English Workshop 1; .....	Patricia Crass
English 1; .....	Jon Hall
English 4 .....	Heather Manley
English E; English 2.....	Michele Schiller
English 2; English 3 .....	Jacob Simmons
English 1; Journalism; Public Relations .....	Joelle Swenning
English 4 .....	David Wilson

### **Mathematics**

Math 1; Study Skills, Avid 11 .....	Sarah Alvarado
Math 1A, Math 1 .....	Carrie Boyd
Math 2; Math 1.....	Brad Deaver
Honors Math 1; Math 3 .....	Kenneth Harvey
Math 2.....	Mike Manley
Probability & Statistics; Math 2; Honors Math2 .....	Ingrid Morris
AP Calculus; Math 3 .....	Bryan Peterson
Math 1B; Math 2; Honors Math 3 .....	Gail Williams
Computer Science; Computer Apps AP Computer Science Principals .....	Josh Woods

### **Physical Education**

Early Bird Weight Lifting; P.E.; Athletic Conditioning .....	Jim Cranford
Athletic Conditioning; PE .....	Florence Cranford
Early Bird Weight Lifting; Athletic Conditioning; Health Wellness.....	David Wilson

### **Science**

Physics .....	Scott Hodges
Honors Biology; Biology.....	Satinderpal Klair
Earth Science .....	Amanda Manuszak

AP Biology ..... Leigh-Ann Olsen  
 Earth Science ..... Darin Peterson  
 Chemistry ..... Pauline Phillips

**Social Science**

World History, US History ..... Nathan Ayers  
 World History, AP World History ..... Frank Carbajal  
 Economics; Director of Instructional Technology ..... Doug Davis  
 US History; AP US History ..... Carrie Friesen  
 Civics ..... Mark Jensen  
 AP Government Politics ..... Shanna McDonald

**Special Education**

Adult Transition Program; Tutorial 9-12 ..... Robert Hernandez  
 Tutorial 1-12; Tutorial Life Skills ..... Gabriella Lopes  
 Tutorial 9-12 ..... Elizabeth VanderVelde

**Visual & Performing Arts**

Beginning Ceramics/Sculpture ..... Patricia Cross  
 Jazz Band; Wind Ensemble; Symphonic Band;  
 Percussion; Color Guard Marching Band ..... Michael Schofield  
 Art 1; Draw Paint 1, 2, 3; AP Art ..... Arturo Velarde

**Vocational Education**

ROP Intermediate Graphic Design ..... Matt Avila  
 Advance Animal Science; Ag Comm/Leadership;  
 Intro to Ag; Applied Ag Biology ..... Alexis Calvert  
 Ag Mechanic 1, 2; 3, 4 ..... Brian Donovan  
 Ag Earth Sci; Intro to Ag; Floral Design ..... Amanda Ferguson  
 ROP Wild Fire (Off-Site) ..... Tim Garrison  
 ROP CNA ..... Diana Gomez  
 ROP Criminal Science; Criminal Justice ..... Benjamin Gonzalez  
 ROP Sports Medicine ..... Omar Jalil  
 ROP Aviation Maintenance (Off-Site) ..... Jaime Luque-Montes  
 ROP Automotive (Off-Site) ..... Stephen Rosendale  
 ROP Intro Manufacturing Engineering;  
 ROP Construction Tech ..... John Marquez  
 ROP Introduction to Teaching ..... Michele Schiller  
 ROP Publishing Management ..... Joelle Swenning

**Miscellaneous**

Leadership ..... Shanna McDonald  
 College & Career Center Technician/Teacher ..... Kerry Peterson  
 Library Media Technician; Librarian/Teacher ..... Laura Vallenari  
 Health & Wellness ..... Chris Woods

**CLASSIFIED PERSONNEL**

**District Office Staff**

Payroll/Finance Technician ..... Lisa Crespin  
 Administrative Assistant to Superintendent ..... Shari Jensen  
 Accounts Payable Clerk ..... Karen Osborne  
 Network Analyst/Calpads ..... Elsa Vargas

**Food Service Staff**

Cafeteria Assistant..... Trish Bermudez  
Snack Bar Manager ..... Celia Perez  
Cafeteria Assistant..... Rita Perez

**Instructional Support**

RSP Aide ..... Katie Fridlund  
Bilingual/Teacher Assistant ..... Isabel Loera  
RSP Teacher Assistant..... Nicole Maldonado  
RSP Teacher Assistant..... Martha Martinez  
RSP Classroom Aide ..... Cecilia Perez  
RSP Teacher Assistant..... Jasmine Rodriguez  
RSP Classroom Aide ..... Sarah Simmons  
RSP Teacher Assistant..... Rosa Torres

**Maintenance Staff**

Lead PM Utility Person/Bus Driver..... Malinda Anderson  
Painter/Bus Driver..... Gilbert Badilla  
Supervisor Maintenance Operations & Transportation ..... Arturo Campos  
AM Utility Person/Bus Driver..... Eric Erling  
PM Utility Person/Bus Driver..... Michael Keiser  
PM Utility Person/Bus Driver..... Eric Langdon  
AM Utility Person/Bus Driver..... Gilbert Montalvo  
AM Utility Person/Bus Driver..... Robert Navarro  
Mechanic/Motor Maintenance..... Reggie Rivera  
PM Utility Person/Bus Driver..... Jose Serrano  
AM Maintenance/Bus Driver ..... Ron Wilson

**Office Staff**

Short Term Intervention Specialist..... Elena Alcantara  
Attendance Clerk ..... Rosa Corona  
R/C Clerk ..... Kristine Johnston  
ASB Clerk ..... Robin Lund  
School Administrative Assistant..... Maria Mancini  
Registrar ..... Kristy Ortiz  
Attendance Clerk ..... Theresa Smith

**Security**

Campus Security ..... Brandon Abril  
Security Resource Officer ..... Joey Arevalo

**Technology Support**

Technology Services Coordinator ..... Noel Chavez  
Technology Support Technician ..... Justin Bautista  
Consultant IT ..... Mike Enns

**ATHLETIC HEAD COACHES**

**Fall**

Cheer..... Coach Erica Maness  
Cross Country..... Josh Woods  
Football..... Dave Wilson  
Golf (Girls) ..... Jacob Simmons  
Tennis (Girls)..... Aaron Ortiz  
Volleyball ..... Kristen Torres

Water Polo (Boys)..... Open Position  
 Water Polo (Girls) ..... Adam Hughes

**Winter**

Basketball (Boys)..... Phil Bergstrom  
 Basketball (Girls) ..... Nate Ayers  
 Soccer (Boys) ..... Senny Amparan  
 Soccer (Girls)..... Scott Hodges  
 Wrestling..... Vince Palomar & Coleman Hammond

**Spring**

Baseball..... Jim Cranford  
 Softball..... Brandon Abril  
 Track & Field ..... Jason Crass & Allison Knode  
 Swimming ..... Morgan Coddinton & Adam Hughes  
 Dive ..... Marci Cranford  
 Tennis (Boys) ..... Tom Gramza  
 Golf (Boys)..... Bill Jensen

**KHS CLUBS & PROGRAMS**

Academic Decathlon..... Daniel Albers  
 Art Club..... Patricia Crose  
 AVID ..... Kerry Peterson  
 Band ..... Mike Schofield  
 Block K ..... Michele Schiller  
 California Scholarship Federation..... Joelle Swenning  
 Catholics In Action (CIA)..... Diana Gomez  
 Chess & Strategic Games Club ..... Daniel Albers  
 Choir..... TBD  
 Computer Club..... Josh Woods  
 Culinary Club ..... Pauline Phillips  
 Drama Club ..... TBD  
 Fellowship of Christian Athletes..... Nate Ayers  
 Future Farmers of America (FFA)..... Brian Donovan  
 Green Club ..... TBD  
 Key Club..... Amanda Manuszak  
 Mu Alpha Theta (Math Club)..... Ken Harvey  
 Multicultural Club ..... Martha Gudino  
 Ribbons of Hope ..... Pauline Phillips  
 Science Club & MESA Group ..... Ken Harvey  
 Sikh Honor Society ..... Frank Carbajal  
 Freshman Class..... Chris Woods  
 Sophomore Class ..... Frank Carbajal  
 Junior Class..... Elizabeth VanderVelde & Jacob Simmons  
 Senior Class ..... Mark Jensen & Dave Wilson  
 Introduction to Teaching ..... Michele Schiller

## **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 18<sup>th</sup> 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 trancies 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) 419-6443 or email [khsattendance@kingsburghigh.com](mailto:khsattendance@kingsburghigh.com)**

### 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 95% attendance rate.
- E. Students MUST attend at least two periods before participating in any practice or competition or extracurricular activity. **If there is an extenuating circumstance, it needs to be approved by administration.**
- F. Students who are truant, unexcused, or cut may NOT make up work.
- G. Absences for three (3) consecutive days need a doctor's note to clear. Otherwise, absences after the three consecutive days will be considered unexcused. 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 Supervisor will be responsible for determining if the cause of absence is excused and will indicate the type of clearance for each absence.
- H. **If a student has frequent tardies in the morning due to a chronic illness, a doctor note will be required to clear absences or tardies.**
- I. **If a student has more than a total of 10 full days of excused absences, or 10 period excused absences, the guardian can be asked to provide the office with a doctor's note to clear any other absences. Otherwise, absences after those 10 days can be considered unexcused.**

**If you move at any time during the school year, please report any changes of address, phone number, or similar information to the office PROMPTLY. It is critical to keep our records current at all times.**

### 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 and 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.
10. Attendance at the student's naturalization ceremony to become a United States citizen
11. Participation in a cultural ceremony or event which relates to the habits, practices, beliefs, and traditions of a certain group of people
12. For the purpose of high school pupil engaging in a civic or political event provided that the pupil notifies the school ahead of the absence.

**Excused Absences:** (make-up work is permitted)

An absence for reasons accepted by the school or through Ed Code Section 48205. It is the student's responsibility to request make up work after returned from an excused, and/or home suspension. This work must be done the following class day without delay to avoid penalty. Teachers will allow students a "day for a day" timeline to complete assignments after an excused absence so the grade will not be lowered as a result of incomplete work. . It is the students' responsibility to follow up with the teachers when they return to school and turn in all completed homework to all teachers.

**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 3 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, no credit will be given.

The Board of Trustees recognizes its responsibility for the education of all youths in the school system. The Board authorizes, (AR 6158), short-term travel study as an alternative means of meeting the classroom curriculum requirements for students who meet the established district criteria.



The following QR code can be scanned to request travel study.

**Attendance Credit**

Teachers will review work for academic credit. Administration will review the work solely for attendance purposes. If the student completes all assigned work, full attendance credit will be given. Partial attendance credit may be applied if not all the work was completed.

Successful short-term study education entails a commitment by parent/guardian, student and school.

## **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. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

### **SARB (School Attendance Review Board)**

If a student's attendance is poor, parents are required 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 24 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.

### **Chronic Absenteeism**

<b>Chronic Absenteeism</b>
Step 1: On 10 <sup>th</sup> day of excused absence – Letter sent home
Step 2: On 15 <sup>th</sup> day of excused absence – Meeting scheduled with Attendance Supervisor
Step 3: On 17 <sup>th</sup> day of excused absence – District SARB Meeting
Step 4: Additional excused absence – Follow SARB Contract

## **SCHOOL WIDE ATTENDANCE POLICY PROCEDURES:**

*Students must maintain a 95% or better attendance rate to be eligible for extra activities*

*\*Students with 12 or more unexcused attendance marks must attend Saturday School.*

**Consequences/interventions for negative attendance (T = Tardy, H = More than 30 minutes tardy, U = Unexcused verified absence, L = Unverified unexcused absence, and C = Cut) to class cumulative**

<b>Unexcused Absence</b>
1-11 Periods of Unexcused Negative Attendance: Warning
12 Periods of Unexcused Negative Attendance: Saturday School/Possible Letter Sent Home
16 Periods of Unexcused Negative Attendance: Saturday School Required/Letter Sent Home
24 Periods of Unexcused Negative Attendance: Saturday School Required/possible Pre SARB meeting
28 Periods of Unexcused Negative Attendance: Parent meeting and/or phone call home and loss of OFF CAMPUS Lunch privileges. Student placed on possible SARB contract.
36 Periods of Unexcused Negative Attendance: Possible referral to Superior Court/Student will lose privilege to walk in Graduation (12th graders only) if they have MORE than 36 periods of unexcused negative attendance.

**Failure to follow policies regarding loss of off-campus privileges will result in an on-campus suspension.**



## **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. If a student has frequent tardies due to chronically being ill, a doctor note will be required to clear those tardies. In order for a tardy to be excused, a doctor note is needed to verify. **Tardies count toward unexcused negative attendance total. Tardies can affect walking in graduation.**

## **SATURDAY SCHOOL 8:00A.M.-NOON (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 **3 periods of tardies/absences**. 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, excused absences and then applied to tardies. Excused absences may be made up voluntarily.

### Saturday School Dates (dates subject to change)

Every Saturday beginning on September 14<sup>th</sup>, 2024. The final Saturday school will be conducted on May 24<sup>th</sup>, 2025.

### **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 period of tardies/absences**.
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. All Lunch Detention can be assigned as well as another Saturday school.

ONLY Saturday School can make up unexcused negative attendance period marks.

Students who have:

1. Missed TWO Saturday Schools
2. More than 12 period tardies
3. 18 or more Unexcused period absences

will be assigned a MANDATORY full LUNCH detention until Saturday Schools are attended.

### Additional Information:

\*Every Monday morning, a report will be updated for Tardies, Unexcused Absences, and Saturday Schools.

\*In regards to attendance, the report is fluid and will be updated on a weekly basis.

## **VIKING Check-In Reports**

Kingsburg High School distributes Viking Check-In Reports once a month to all students. This printed report gives students a snapshot of their current grades and negative attendance marks. The goal of this report is to keep students motivated to be on track with their grades and attendance and keep them in good standing.

## 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. **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.
2. 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, not a sibling or family neighbor.** The Main Office, prior to departure, will verify passes issued. No student will leave campus for any reason without clearing through the Main Office.

**At no time is a student to leave school and go home ill without first clearing it through the Attendance Office. If a student does leave campus without an off campus pass, it is an automatic Saturday School . No excuses!**

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

## PARENT VOLUNTEER CHAPERONE

To be a parent volunteer/chaperone, please contact the teacher or athletic coach that you would like to help. They will provide you with the steps needed to become a volunteer at Kingsburg Joint Union High School District.

## BUS REGULATIONS & TRANSPORTATION

Transportation is furnished to all students who live outside the city limits. Transportation is provided as a service to students and parents and is a privilege, not a right. 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. 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.
- Students 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.
- 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 EDUCATIONAL PROGRAM

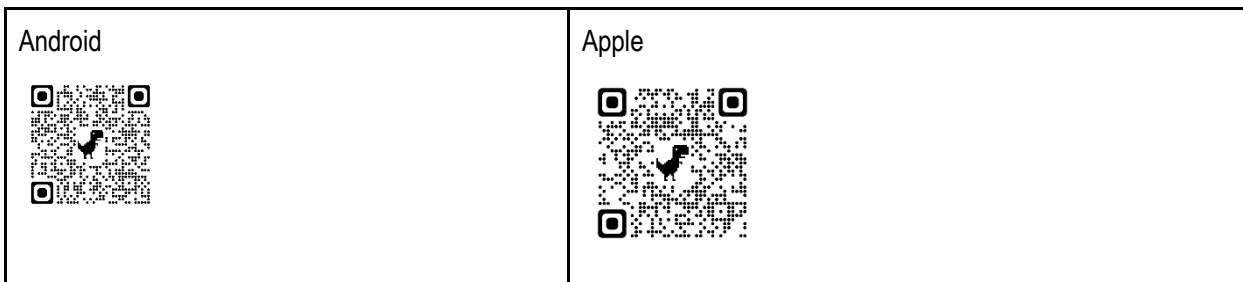
### PARENT AND STUDENT PORTALS

Helping to Ensure Student Success and Increase Communication

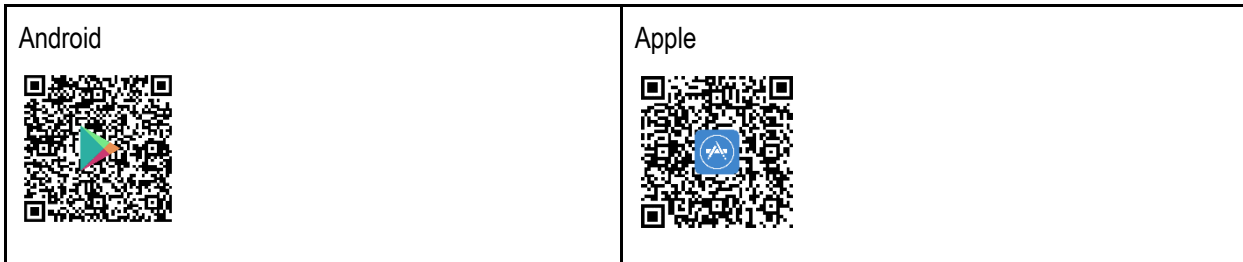
KJUHSD uses Aeries Parent Portal to keep parents informed about their student's academic progress. Aeries Parent Portal allows quick access to critical information, including real-time attendance, grades, test scores and update emergency contact information.

KJUHSD uses ParentSquare to send out notifications to parents. Within ParentSquare parents can choose how communication comes home: via email, text or app. Parents will be able to choose the method of communication that works best for them.

To download Aeries Parent Portal app



To download ParentSquare app



A KHS app was created by our students and is available for both Apple and Android phones. Below, is a QR code that can be scanned to download the app.



Apple Phone:



Android Phone:

## **KHS COUNSELING SERVICES**

All students have access to academic and personal counseling services. Students may email, phone, or sign up in the office to request an appointment with a counselor. Counselors assist students with high school entry, graduation, Career Technical Education (CTE), and college/university preparation by offering the following guidance activities for each grade level:

- 8th Grade Transition: Frosh Orientation Night, 8th grade visitations, on-site registration, placement testing
- 9th Grade: 4-year planning; registration presentation/transcript evaluation
- 10th Grade: Sophomore classroom presentation and academic review, Sophomore/Junior Parent Night, presentation /transcript evaluation
- 11th Grade: Sophomore/Junior Parent Night, registration presentation/transcript evaluation
- 12th Grade: Senior Information Night, registration presentation /transcript evaluation, senior graduation status checks (biannually)

Academic advising takes place throughout the school year and always at registration with every student.

The College and Career Center has a full-time teacher-advisor available to all students.

Post-secondary planning activities include a College and Career Fair, optional ASVAB testing, financial aid and college application workshops. Students may visit the CCC during breaks or after school.

## **(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 from students must have been earned at an accredited high school.
2. Current students can take courses for credit only under the following circumstances:
  - a. The course is **NOT** a Kingsburg High School graduation requirement.
  - b. Kingsburg High School will not allow courses to be taken from outside sources 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. Students will participate in the Physical Fitness Test in the 9<sup>th</sup> grade. This may impact P.E. enrollment for the following 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.
6. Students in grades 9-12 must be enrolled in English at KHS every year. Students in grades 9-11 must be enrolled in math at KHS each of those years.

## **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.

<b>College preparatory courses offered by KHS that satisfy CSU &amp; UC “A-G” admission requirements</b>	<b>Years Required for CSU &amp; UC Admissions</b>
<b>A. History/Social Science</b> World History , U.S. History, Civics , AP Government & Politics, AP U.S. History, AP World History	Two (2) years.
<b>B. English</b> English 1, English 2, English 3, AP English Language; English 4, AP English Literature	Four (4) years of college-preparatory English
<b>C. Mathematics</b> Math IA & 1B or Math 1, Honors Math 1, Math 2, Honors Math 2, Math 3, Honors Math 3, Math Analysis, Prob/Stats, AP Calculus	Three (3) years required. Four years recommended.
<b>D. Science</b> Applied Ag Biology, Biology, 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 for CSU
<b>E. Language Other Than English</b> Spanish 1, Spanish 1-2, Spanish 2, Spanish 3-4, Spanish 3, AP Spanish	Two (2) years required. Three years recommended. (at least two years of the same language)
<b>F. Visual and Performing Arts</b> Art, Ceramics, Band, Choir, Drama, AP Studio Art, ROP Stagecraft and Design, Floral	One (1) year. A single year-long course
<b>G. College Preparatory Electives</b> Many advanced level courses including, but not limited to: Earth Science, Ag Earth Science, Journalism 2, Economics, AVID 9-12, ROP Sports Medicine, Aviation, Intro to Engineering, Intro to Teaching, Wildland Firefighting, Urban Rural Firefighting, ROP Automotive, ROP Manufacturing CADD	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 assistance, 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 online assessments. The College and Career Center Teacher 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 Teacher:**

Kerry Peterson  
897-5156 ext. 2198  
kpeterson@kingsburghigh.com

## **COLLEGE ADMISSION REQUIREMENTS AND HIGHER EDUCATION INFORMATION**

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school.

To attend a community college, you need only a high school diploma or equivalent, or are the age of 18. To attend a CSU, you have to take specific high school courses, have the appropriate grades, and have graduated from high school. To attend a UC, you must meet requirements for coursework and GPA. If you are a California student who has not been admitted to a UC campus to which you have applied, you will be offered a spot at another campus if space is available and you rank in the top 9 percent of California high school students or of your graduating class at a participating high school. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following webpages:

[www.cccco.edu](http://www.cccco.edu) – This is the official website of the **California Community College** system. It offers links to all the California Community Colleges.

[www.calstate.edu/apply](http://www.calstate.edu/apply) – This extensive online site offers assistance to students and their families on the **CSU System**, including the ability to apply online, and links to all CSU campuses.

[www.universityofcalifornia.edu](http://www.universityofcalifornia.edu) – This massive website offers information regarding admissions, online application, and links to all **UC campuses**.

[www.assist.org](http://www.assist.org) Transferable - This online student-transfer information system shows how course credits earned at one public California college or university can be applied when transferred to another.

[www.cde.ca.gov/ci/ct/gji/](http://www.cde.ca.gov/ci/ct/gji/). **Career Technical Education (CTE)** Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. **The program of study often involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to post secondary education and career.** Students can learn more about career technical education by referring to the following webpage: [www.cde.ca.gov/ci/ct/gji/](http://www.cde.ca.gov/ci/ct/gji/)

You may meet with a school counselor to choose courses at your school that will meet college admission requirements or enroll in career technical education courses, or both.

## **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, assistant 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. 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.

## **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 order to participate in the graduation ceremony, a student must maintain a 95% attendance rate their senior year. A student cannot accumulate MORE than 36 periods of negative attendance occurrences, (unexcused absences, cuts, unexcused tardies, or tardy for more than 30 minutes) per year. Absences that are excused, court related or in conjunction with a school activity are not counted as negative attendance occurrences.**

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).

## **DISCIPLINARY CONSIDERATIONS GRADUATION**

Students are expected to comply with district and school policies, regulations, and rules throughout the school session, including during graduation and related events. Students shall not be denied the privilege of participating in graduation ceremonies and activities except with discipline in cases of serious misconduct. In no event shall a student be denied participation in graduation ceremonies unless the principal or designee has informed the student and the student's parents/guardians of the misconduct and has given them an opportunity to respond. (*cf. 5131 - Conduct*) (*cf. 5144 - Discipline*)

During the graduation ceremony, a student may be removed from the ceremony for conduct that is disruptive or that poses a risk to safety.



## **ACADEMIC PROBATION**

A student having two or more grades of F or not earning a 2.0 grade point average is on academic probation and will be subject to the following restrictions:

1. No participation in any athletic contest, cannot travel with the team, or wear uniform, but may practice with the team and or sit on the team bench at coach's 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 fieldtrips held during or after school hours or on weekends.
4. No attendance at school dances.
5. No entrance into extra-curricular after school activities including but not limited to sporting events. If violated, students could receive disciplinary actions

Additional Information:

1. The most recent grading period will determine the current academic probation status. After the grading window closes, there is a time period where grades get finalized and then an academic probation list is created. Students become eligible or ineligible at the time that academic probation list is published.
2. Any student coming into Kingsburg High School without a transcript will remain on academic probation until an official transcript is received and reviewed or until the next grading period in which they will follow the school policy.
3. Incoming freshmen will be eligible and not on academic probation for the first quarter of the freshman academic year. After the first quarter, academic probation rules will apply.

The purpose of these restrictions is two-fold. First, it is hoped that extra time will be spent on improving grades. Second, it is hoped that a desire to participate in school activities will motivate students in their efforts to improve.

**Incoming freshmen are not restricted under these rules for their first quarter**

## **GRADING/ FAILING GRADES**

### **Pass/Fail Grade**

Students enrolled in elementary aide, office aide, student aide, P.E. athletics, P.E. band, P.E. Color Guard, study skills 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. A deficiency notice MUST be sent no later than two weeks prior to the end of the quarter or end of semester grading period. 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.

## **GRADE CHANGE POLICY**

Once grades are submitted at the end of the grading period, changes to the grade will only be made under the following circumstances:

1. Excused Absences leading up to the end of the grading period
2. Gradebook/Aeries Error
3. Extenuating circumstances approved by Administration  
Changes must be approved by the administration.

## **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**

There are some important factors to consider with the choice of a 7<sup>th</sup> period early bird class:

1. There will be no morning transportation provided for early bird class.
2. This class meets before normal school hours daily. Please refer to the bell schedule for start times.
3. 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.
4. Students must take a full six periods during the school day in addition to the early bird class.
5. Early Bird classes are included in overall GPA and eligibility.

## **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:*

- 3<sup>rd</sup> tardy – attendance referral, letter mailed home
- 4<sup>th</sup> tardy – attendance referral, letter mailed home
- 5<sup>th</sup> tardy – letter mailed home, student dropped from class for semester.

### *Truancy or Unexcused Absence:*

- 2<sup>nd</sup> truancy/unexcused absence – attendance referral, letter mailed home.
- 3<sup>rd</sup> truancy/unexcused absence – attendance referral, letter mailed home.
- 4<sup>th</sup> truancy/unexcused absence – letter mailed home, student dropped from class for semester.

\*For a combination of tardies and truanancies, students will be dropped when they receive their 4<sup>th</sup> attendance referral.

## **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 graduate with the school where they finish their final semester of their senior year.**

## **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.

**Change of Address or Phone** - Please report any change of address, phone number, or similar information to the office *promptly*. We need to keep our records current at all times.

## **ELEMENTARY AIDE**

Procedures:

1. Must complete form "Parent Authorization – Elementary Aide/Off-Campus Course".
2. Elementary Aide is **NOT** an academic credit class/course.
3. Elementary Aides must be in grades 10-12.
4. Must maintain a grade point average of 2.0 or better and in good standing regarding attendance and discipline.
5. All aides must sign in at the elementary office each day upon arrival at the school.
6. Students should call the elementary school whenever ill or absent for any reason so the school can plan accordingly.
7. Students should advise teachers in advance (when possible) of any change in the daily KHS time schedule.
8. Students working at Reagan School will be allowed 20 minutes each way to and from elementary aide. Students at all other schools will be allowed 10 minutes each way.
9. 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.
10. Students will report to R/C during the final schedule.
11. The elementary teacher will be responsible for the student's assignments, attendance record, and evaluation.
12. R/C procedures will apply to trancies 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 drive but must have the proper paperwork turned into the office for approval.

**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.

## **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 KJUHS 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 KJUHS dress code policy.
  - i. **Oasis students must fill out a guest pass in order to attend Prom.**
3. Any violations of the KJUHS 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, academic probation 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 Student students may attend Kingsburg High School dances if they are in good standing, have a 2.0 GPA have earned at least 12.5 credits or more in the previous quarter and have approval by the KAEC administrator.
  7. All sponsoring organizations must complete a dance form in advance of the dance. Forms are available from Mrs. Lund in the ASB office.  
Inappropriate or suggestive dancing is not allowed and may result in removal from a dance.
  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. **Minga ID 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.
  13. Students must attend school the day of the dance or the day before if the dance is on a weekend for at least 2 periods and not have more than 36 negative attendance marks.

## **ATHLETIC ELIGIBILITY & CIF ELIGIBILITY**

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.

A student who is on academic probation 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.
4. If student has 2 F's at spring semester, they will remain ineligible regardless of summer school grade outcomes.

## **EMERGENCY DRILLS/PROCEDURES**

When the alarm (continuous ringing of the buzzer) sounds, go quickly outside the building to designated areas. ALL CLEAR 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. Tampering with or stealing any safety devices may result in suspension

### **EARTHQUAKES/TORNADOS**

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. All teachers and staff will lock all exterior doors and keep all students inside their classes until dismissed. Teachers take the class roll, report to the attendance office when called, and then conduct class as usual until secured.

## **EMERGENCY MEDICAL CARE**

### **Epinephrine Auto-Injectors**

The main office at Kingsburg High School and Kingsburg Alternative Education Center maintain a supply of epinephrine auto-injectors for emergency medical aid.

## **IDENTIFICATION CARDS & STUDENT BODY CARDS**

Picture ID cards are electronic through the Minga app 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. A student may purchase an ASB sticker, for \$35, 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. If student does not have a phone to access Minga, student needs to see the ASB Book Keeper for an ID card.

## **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: [kingsburghigh.com](http://kingsburghigh.com) > District Information > Forms, for the student insurance application.

## ADDRESS DECLARATION PROOF OF ADDRESS

New students to Kingsburg Joint Union High School District are required to complete the **Address Declaration Form**. Each incoming 9<sup>th</sup> grade class is required to complete the form. The form requires two types of documentation for proof of address within the district. After final approval of the submitted form and documentation, clearance is complete for enrollment in our schools. The Address Declaration Form can be obtained from the school registrar (559)897-5156, or online at [kingsburghigh.com](http://kingsburghigh.com) > District Information > Forms.

**Important:** If you are found to have provided false information or to be out of our district boundary, **it is cause for immediate disenrollment of your child**. False information is subject to criminal prosecution for perjury, and may be found civilly liable for fraud, representation or negligence. **Anyone using false information regarding their address upon enrollment will be denied other lawful means of obtaining residency in the district.**

## INTERDISTRICT TRANSFER AGREEMENTS

Students attending KHS on an interdistrict agreement are expected to adhere strictly to all district policies. As a guest at KJUHS, we ask no more of you than we ask of all our students. **However, because of the special nature of an interdistrict permit agreement, violation of academic, attendance or behavior policies will terminate the agreement, effective immediately, and you will be referred back to the school in your district of residence.** Interdistrict Agreements must be renewed annually.

To begin the interdistrict permit process, a family must call the district office in the town where one lives. The district of residence will provide an Interdistrict Transfer Form. The process can take up to two months to complete, so begin procedures as soon as possible. Interdistricts must be renewed annually, starting in February of the current school year, for approval of enrollment in the next school year.

**If your residence is at any time found to be outside the Kingsburg Joint Union High School District boundary, it will be grounds for immediate dis-enrollment, and the path for enrollment on an Interdistrict Permit can be automatically denied. It is best, if you do not live in our district boundary, to seek enrollment through legal options, not using false information.**

Approval of an interdistrict transfer may not insure immediate athletic eligibility at KHS per CIF rules. Please call the district office in order to contact the Athletic Director for further details or questions, (559)897-7721.

If you will be **attending a district other than Kingsburg Joint Union High School District**, an Interdistrict Transfer Form is available at [kingsburghigh.com](http://kingsburghigh.com) > District Information > Forms/Calendars. Please submit your request to the district office. Detailed information is also found at this same website location: [kingsburghigh.com](http://kingsburghigh.com) > District Information > Forms/Calendars

## 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 10 computer workstations, 2 laser printers (black and white) and one-color laser printer for student use. We offer e-books, print books, 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 in addition to charging blocks that can be used while in the main library classroom. 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 7:45 - 4:00. Students may use the library before school, after school, during break and at lunchtime, unless privileges have been taken away. 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, unless you are on a behavior contract.** Students may not leave campus or loiter in 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. **Students MUST obtain an off campus pass through the office in order to leave campus at any time other than lunch. A student leaving campus without obtaining a pass, whether it is an excused or unexcused reason, will receive an automatic Saturday School.**

## FOOD DELIVERY BUSINESS/SERVICE

At no time should any business or delivery service deliver food or drink onto campus, unless it is a school approved activity. Having food delivered to school will result in a school consequence that follows the sequence of office visits.

## 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.
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 **STAFF** or **DISTRICT OFFICE**, or **DISTRICT OFFICE 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.
10. If parking rules and regulation are not followed, the school will have the right to have your vehicle towed.

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

## **PERSONAL MUSIC DEVICES**

Electronic 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. 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 persons on an electric bike, motorized bike, or scooter under the age of 18 must wear a properly fitted and fastened bicycle helmet when riding on a public roadway or bikeway.
2. Motorized skateboard is illegal on highways, sidewalks, bikeways and hiking or recreational trails.
3. All skateboards, bikes, or electric modes of personal transportation must be locked up during school hours (with the exception of lunch time).
4. There should be no skateboards, bikes, etc. brought into a classroom or left in a classroom.
5. There should be no skateboarding or bicycling on campus during school hours (including breaks and lunch).
6. 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 office visit consequences will be followed.

## **UNSCHEDULED OR OFF CAMPUS CLASSES**

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.

**Job Skills:** This class is only allowed to be taken by a Senior who is in good standing and on target for graduation. Student must have prior approval from Counselor and Assistant Principal. Student must also show proof of employment and have a work permit if under 18 years of age.

**Unscheduled Courses:** Juniors and Seniors who are on track for graduation and in good standing may petition to take a college course in lieu of a KHS scheduled class. It is the responsibility of the student to notify the Junior-Senior counselor, make contact with the college, and submit all appropriate paperwork. Proof of college enrollment must be submitted to the high school within the schedule change period at the beginning of each semester of attendance. Credits earned at the college will not be placed on a student's high school transcript.

## **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. 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 main school 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 Positive Behavioral Interventions and Supports (PBIS) 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. Through PBIS, 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 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 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.

## **STUDENT CONDUCT**

Per Board Policy 5131, prohibited Student Conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats.
  - a. Banned weapons include: pepper spray; tear gas; BB guns; soft pellet guns; metal knuckles; dirk; daggers; pocket knife; ice picks; stun guns; imitation firearms; razors
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption to the school program
3. Conduct that disrupts the orderly classroom or school environment
4. Willful defiance of staff's authority
5. Damage to or theft of property belonging to students, staff, or the district
6. Obscene acts or use of profane, vulgar, or abusive language
7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited substances
8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose with prior permission of the principal or designee (Penal Code 417.27)
9. Use of a cell phone, smart watch, pager, or other mobile communication device during instructional time or in an unauthorized manner in violation of district policy
10. Plagiarism or dishonesty on school work or tests
11. Wearing of any attire that violates district or school dress codes, including gang-related apparel
12. Tardiness or unexcused absence from school
13. Failure to remain on school premises in accordance with school rules

Employees are expected to enforce standards of conduct and, when they observe or receive a report of a violation of these standards, to appropriately intervene or seek assistance. As necessary, the employee shall refer the matter to a supervisor or the principal or designee.

When a school employee suspects that a search of a student or a student's belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

When a student uses any prohibited device, or uses a permitted device in an unauthorized manner, a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension,

expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or co-curricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

## **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 intentionally gives administration false information, students may receive a consequence up to and including expulsion. Sprigeo is not actively monitored during non-school days or outside of school office hours.

## **VAPE DETECTORS**

All 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. A search will be initiated at that time and police may be contacted to assist in the search. A metal detector wand could be used in the search.

## **OPIOID AWARENESS**

Kingsburg Joint Union High School District participates in annual training for members of its staff in emergency naloxone hydrochloride opioid antagonist, Narcan, in order to be prepared in the event that a pupil is suffering or is reasonably believed to be suffering from an opioid overdose.

The district participates in building awareness of the risks associated with fentanyl and mixing drugs and the importance of how to help respond to an overdose to reduce the stigma around seeking help, treatment and care. Staff receives annual training on "Opioid Overdose Response Awareness".

## **Synthetic Drugs Resource Links**

[The Facts About Fentanyl](#)  
[Fentanyl & Opioid Overdose Prevention](#)

## **SECURITY**

### **Campus Security Guard & School Resource Officer**

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

### **Searches**

Please be informed and notified of the possibility of random searches of students, their belongings, their vehicles parked on district property, and district properties under a student's control, including desks.

## **Metal Detector**

The use of metal detector scans is in place and note that anyone may be scanned by metal detector for guns, knives, or other illegal weapons when on campus or attending athletic or extracurricular events.

## **FIREARMS SAFETY**

### **California Law regarding Safe Storage of Firearms**

The purpose of this section is to inform and to remind parents and legal guardians of all students in the Kingsburg Joint Union High School District of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many reports of children bringing firearms to school in California. In many instances, the child obtained the firearm(s) from his or her home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

To help everyone understand their legal responsibilities, this section notifies you of the California law regarding the storage of firearms. Please evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others
  - Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm. See CA Penal Code sections 25100 through 25125 and 252000 through 25220 , 25100 (c)
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.

Note: Fresno, Kings or Tulare or city may have additional restrictions regarding the safe storage of firearms.

## **SUSPENDABLE OFFENSES ED CODE 48900**

### **Fighting or threat of Fighting Ed. Code 48900a(1) (Cumulative for students career in KJUHS D).**

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

**1<sup>st</sup> Offense** Administration will suspend for remainder of the day plus 3 additional day

**2<sup>nd</sup> Offense** Administration will place student on a 5 day suspension and recommend expulsion from the Kingsburg Joint Union High School District

### **Assault/Battery Ed. Code 48900a(2) (Cumulative for students career in KJUHS D).**

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

contacted.

**1<sup>st</sup> Offense** Administration will place student on a 5 day suspension and may recommend expulsion from the 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), taser, club or other instrument that may be used to inflict bodily harm. **Banned weapons include:** pepper spray; tear gas; BB guns; soft pellet guns; metal knuckles; dirk; daggers; pocket knife; ice picks; stun guns; imitation firearms; razors.

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

Administration will call parent and police.

**1<sup>st</sup> Offense** 5 day suspension, parent conference.

**2<sup>nd</sup> Offense** 5 day suspension, and a recommendation for expulsion from the Kingsburg Joint Union High School District.

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

**1<sup>st</sup> Offense** 5 day suspension, parent conference.

**2<sup>nd</sup> 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 KJUHS D).**

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 KJUHS D).

**1<sup>st</sup> Offense** 5 day suspension, parent conference

**2<sup>nd</sup> 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(g)**

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/Nicotine - Any Form Of. Possession. Use On Campus or at a School Activity Ed. Code 48900(h)**

- 1<sup>st</sup> Offense** All Day R/C
- 2<sup>nd</sup> Offense** 1 day suspension
- 3<sup>rd</sup> Offense** 3 day suspension

**Obscene Act or Profanity Ed. Code 48900(i)**

- 1<sup>st</sup> Offense\*** Saturday School, parent conference
- 2<sup>nd</sup> Offense** 1 day suspension
- 3<sup>rd</sup> 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.

- 1<sup>st</sup> Offense** 2 day suspension
- 2<sup>nd</sup> 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)**

- 1<sup>st</sup> Offense** 5 day suspension, parent conference
- 2<sup>nd</sup> 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.***

**If at any time a student is suspended whether at home or serves an in house suspension, that student will not be allowed to participate in extracurricular activities until the fulfillment of that suspension period.**

**STUDENT ATHLETES**

**School Discipline Policies:** KJUHS D discipline policies are applicable to all student/athletes. If an athlete has been involved in a violation of school policies it can and will affect the student/athlete. Anytime there is a school-sponsored activity, it is considered part of the school year. Summer time and vacation periods are considered "School Year" when school sponsored, or school supervised gathering or trips are taken. For all student athlete policies and procedures, please refer to the KHS Student Athletic Handbook

## **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

## **ACCEPTABLE SCHOOL ATTIRE**

### **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 WHILE ATTENDING SCHOOL:**

1. Anything considered unsafe, dangerous, a health hazard or disruptive to a safe, orderly environment.
2. Anything that contains offensive or obscene symbols, signs or slogans degrading any cultural, religious or ethnic values. This includes but not limited to Cookie, Kappa and Playboy.
3. Anything that contains language or symbols oriented toward gangs, sex, drugs, alcohol, or tobacco.
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).
6. **Any shorts/skirts, or ripped jeans that do not extend pass the finger tips with the arms extended at their side be considered appropriate.**
7. Shirts MUST NOT be sheer, see through and MUST cover undergarments and midriff completely.
8. No “see-through” clothing.
9. No exposed underwear or underwear worn as a top.
10. No low-cut necklines exposing the bosom.
11. Belts are to be worn at the belt line with no hanging ends.
12. Shirts and pants shall be of a properly fitted size. No excessively baggy or long pants.
13. No shirts with solid red or blue colors.
14. The belt line of a pant shall be worn on the natural waistline just above the hip of the student.
15. Hats must be worn properly, not backwards, sideways or inside out and meet school dress code.
16. Any absence of shirt or blouse.
17. No belt, wallet, choke, wrist, spike, or neck chains.



## Dress Code Violation Consequences

**Every violation:** Every time a student violates the dress code, he or she will be provided alternative loaner clothing (t-shirt or gym shorts) from the KHS front office. Students MUST be dress code appropriate to return to class. Refusing/Defiance to change may result in a consequence.

**1<sup>st</sup> violation:** Student will change clothing with a warning

**2<sup>nd</sup> violation:** Student will change clothing and assigned to Lunch Detention. Parent contacted.

**3<sup>rd</sup> violation:** Student will change clothing and assigned TWO Lunch Detentions. Parent contacted.

**\*\*Continued dress code violations will be viewed as acts of defiance. Consequences will be assigned, and can result in Suspension Days on/off campus.**

## **CELL PHONES AND ELECTRONIC DEVICES**

### **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<sup>st</sup> Violation** – Electronic Device Confiscated, Lunch Detention Assigned

**2<sup>nd</sup> Violation** – Electronic Device Confiscated, Two Lunch Detentions Assigned

**3<sup>rd</sup> 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<sup>st</sup> Offense** Administrator assigns 1 Saturday School

**2<sup>nd</sup> 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<sup>st</sup> Offense** Will be doubled
- 2<sup>nd</sup> Offense** Assignment of Saturday School by Administrator

7. **Failure to Serve Saturday School**

- 1<sup>st</sup> Offense** Will be doubled.
- 2<sup>nd</sup> 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 disciplined as follows:

- 1<sup>st</sup> Class Cut** Two lunch detentions
- 2<sup>nd</sup> & 3<sup>rd</sup> Class Cuts** One Saturday School
- 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> Class Cuts** Two Saturday Schools
- 7<sup>th</sup> Class Cut +** Referral to Alternative Education Committee and a possible referral to alternative education

11. **Off Campus Passes and Leaving Campus Without Permission**

Off campus passes are issued only through the attendance office and can only be initiated by a parent or guardian who is on the emergency contact. 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. The note or phone call **MUST** be from a parent or legal guardian, not a sibling or neighbor of the family. **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:

- 1<sup>st</sup> Offense** One Saturday School
- 2<sup>nd</sup> Offense** Two Saturday Schools
- 3<sup>rd</sup> Offense** Three Saturday Schools
- 4<sup>th</sup> Offense** Four Saturday Schools
- 5<sup>th</sup> Offense** Four Saturday Schools and a referral to the Alternative Education Committee, with a possible referral to alternative education.

11. **Plagiarism/Cheating**

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

- 1<sup>st</sup> Offense** 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
- 2<sup>nd</sup> Offense** Students who cheat a second time in a given class will be suspended for 1 day
- 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

12. **Inappropriate Writing or Pictures/Inappropriate Searches on computer**

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

- 1<sup>st</sup> Offense** Administrator assigns 1 Saturday School
- 2<sup>nd</sup> Offense** Administrator suspends from 2 days and refers student to Alternative Education Committee with a possible placement in alternative education

### **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 KJUHS 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.

- 1<sup>st</sup> Offense** Student is warned, car must be moved, if there is a parking violation.
- 2<sup>nd</sup> Offense** Administrator assigns 2 Lunch Detentions
- 3<sup>rd</sup> Offense** Administrator assigns 1 Saturday Schools
- 4<sup>th</sup> Offense** Administrator assigns 2 Saturday Schools and student loses privilege of parking on campus

### **14. Student Walkers**

Students are required to use the crosswalks when coming and going to campus

- 1<sup>st</sup> Offense** Administrator gives a warning to the student
- 2<sup>nd</sup> Offense** Administrator assigns 2 Lunch Detentions
- 3<sup>rd</sup> Offense** Administrator assigns 1 Saturday School
- 4<sup>th</sup> Offense** Administrator assigns 1 Saturday School and student has the loss of off campus lunch for a week

### **15. Public Display of Affection**

Students are expected to avoid public displays of affection that are inappropriate for a school campus. Students violating this policy will be asked to stop their behavior and may be assigned to serve detention or Saturday School or be suspended from school.

### **16. 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.

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> 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.

*Next Page: Student Contract*

# STUDENT CONTRACT

STUDENT NAME: \_\_\_\_\_ ID # \_\_\_\_\_ BIRTH DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ GRADE: \_\_\_\_\_

PARENTS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PRIMARY CONTACT NUMBER: \_\_\_\_\_

The Kingsburg High School administration in partnership with the counseling department and entire school staff believe that each and every student must be given the opportunity to achieve academic excellence and become successful lifelong learners. With the belief comes high expectations for every student to be held accountable for their learning, behavior, attendance and ability to have a positive attitude. All students will be expected to comply with all school rules and regulations that adhere to board policy.

## STUDENTS WILL BE EXPECTED TO DO THE FOLLOWING:

- Be respectful to staff authority
- Attend class on time daily (this includes not cutting class/being truant)
- Come to class prepared, ready to work to avoid class disruption
- Meet with assigned counselor on an ongoing basis to ensure eligibility for graduation/credit requirements.
- Meet with assigned Prodigy counselor and or fulfil drug testing requirements
- Be responsible to do a progress review every two weeks
- Pass all Fall and Spring term classes (No F's) Credits deficient = \_\_\_\_\_
- Attend assigned tutorials to meet academic expectations
- Obey school rules, policy and procedures outlined in the student handbook
- Maintain a 2.0 or greater
- Respect the rights and property of others
- Comply with positive conflict resolution and avoid getting into a fight and or provoking a fight while enrolled at Kingsburg High School.
- Adhere to KHS Dress Code
- Will not write or be in possession of gang related symbols pictures or writing
- Student will not possess any tagging or graffiti related material while at school. This includes: any permanent ink markers, tagging on books or binders of any pictures of tagging.
- Report to the office any possible conflicts that may arise between self and others immediately.
- Will not possess, use or be under the influence of any controlled substance, beverage or intoxicant of any kind.
- Will not steal or attempt to steal school property.
- Separation from the following students
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_Examples: through friends, physical distance, social media, texts, talking about each other, etc.
- Other \_\_\_\_\_

that a violation of this contractual agreement will result in further disciplinary action by the site administration, which may include but not limited to suspension, denial to after school activities, loss of off campus privileges, transfer to alternative educational program, a recommendation for expulsion, exclusion and or any other alternative option made available by the district.

Disciplinary Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Principal: \_\_\_\_\_ Date: \_\_\_\_\_ Contract Ends: \_\_\_\_\_

## **POLICIES**

### **BULLYING**

#### **Students**

#### **Regulation 5131.2 Adopted 02/13/24**

##### **Examples of Prohibited Conduct**

Bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code 48900(r).

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images, which may be shared, sent, or posted publicly. Cyberbullying may include, but is not limited to, personal or private information that causes humiliation, false or negative information to discredit or disparage, or threats of physical harm. Cyberbullying may also include breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. Physical bullying: An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. Verbal bullying: An act that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. Social/relational bullying: An act that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. Cyberbullying: An act that occurs on electronic devices such as computers, tablets, or cell phones, such as sending demeaning or hateful text messages, direct messages or public posts on social media apps, gaming forums, or emails, spreading rumors by email or by posting on social networking sites, shaming or humiliating by allowing others to view, participate in, or share disparaging or harmful content, or posting or sharing embarrassing photos, videos, website, or fake profiles

##### **Measures to Prevent Bullying**

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Developing a strategic plan for school connectedness and social skills with benchmark tracking, which may include providing regular opportunities and spaces for students to develop social skills and strengthen relationships and promoting adult support from family and school staff, peer-led programs, and partnerships with key community groups, implementing socially based educational techniques such as cooperative learning projects that can improve educational outcomes as well as peer relations, creating a supportive school environment that fosters belonging through equitable classroom management, mentoring, and peer support groups that allow students to lean on each other and learn from each other's experiences, and building social connection into health education courses including information on the consequences of social connection on physical and mental health, key risk and protective factors, and strategies for increasing social connection
2. Ensuring that each school establishes clear rules for student and staff conduct and implements strategies to promote a positive, supportive, and collaborative school climate

3. Providing information to students, through student handbooks, district and school websites and social media, and other age-appropriate means, about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying
4. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously
5. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as playgrounds, hallways, restrooms, and cafeterias
6. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

### **Staff Development**

The Superintendent or designee shall annually make available to all certificated staff and to other employees who have regular interaction with students the California Department of Education (CDE) online training module on the dynamics of bullying and cyberbullying, including the identification of bullying and cyberbullying and the implementation of strategies to address bullying. (Education Code 32283.5)

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

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

### **Information and Resources**

The Superintendent or designee shall post on the district's website, in a prominent location and in a manner that is easily accessible to students and parents/guardians, information on bullying and harassment prevention which includes the following: (Education Code 234.6)

1. The district's policy on student suicide prevention, including a reference to the policy's age appropriateness for students in grades K-6
2. The definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8
3. Title IX information included on the district's website pursuant to Education Code 221.61, and a link to the Title IX information included on CDE's website pursuant to Education Code 221.6
4. District policies on student sexual harassment, prevention and response to hate violence, discrimination, harassment, intimidation, bullying, and cyberbullying

5. A section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media
6. A link to statewide resources, including community-based organizations, compiled by CDE pursuant to Education Code 234.5
7. Any additional information the Superintendent or designee deems important for preventing bullying and harassment

### **Student Instruction**

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

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff are responsible for teaching and modeling respectful behavior and building safe and supportive learning environments, and are expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

### **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.

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 Administrative Regulation 1312.3 - Uniform Complaint Procedures. 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.

Within one business day of receiving such a report, a staff member shall notify the principal of the report, regardless of whether a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, regardless of whether 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 Administrative Regulation 1312.3.

Any individuals with information about cyberbullying activity shall save and print any electronic or digital messages that they feel constitute cyberbullying and shall notify a teacher, the principal, or other employee so that the matter may be investigated. When an investigation concludes that a student used a social networking site or service to bully or harass another student, the Superintendent or designee may report the cyberbullying to the social media platform and may request the material be removed.

### **Discipline/Corrective Actions**

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.

When a student has been suspended, or other means of correction have been implemented against the student, for an incident of racist bullying, harassment, or intimidation, the principal or designee shall engage both the victim and perpetrator in a restorative justice practice suitable to the needs of the students. The principal or designee shall also require the perpetrator to engage in a culturally sensitive program that promotes racial justice and equity and combats racism and ignorance and shall regularly check on the victim to ensure that the victim is not in danger of suffering from any long-lasting mental health issues. (Education Code 48900.5)

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.

### **Support Services**

The Superintendent, principal, or 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)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement, in accordance with Board Policy and Administrative Regulation 5141.52 - Suicide Prevention.

## **HARASSMENT**

### **Regulation 5145.3 Nondiscrimination/Harassment Adopted 2/21/23**

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Title IX Coordinator/ Director Student Services - Cindy Schreiner

**(title or position)**

1900 18th Avenue, Kingsburg, CA 93631

**(address)**

(559)897-7721

**(telephone number)**

cscheiner@kingsburghigh.com

**(email)**

### **Measures to Prevent Discrimination**

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:



Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communications

1. Post the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
2. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
3. Post in a prominent location on the district web site in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.6, 221.61, 234.6)
  - a. The name and contact information of the district's Title IX Coordinator, including the phone number and email address
  - b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
  - c. A description of how to file a complaint of noncompliance under Title IX, which shall include:
    - i. An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
    - ii. An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site
    - iii. A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office
  - d. A link to the Title IX information included on the California Department of Education's (CDE) web site
4. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. Such resources shall be posted in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.5, 234.6)
5. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior.
6. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.
7. Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a

language they can understand.

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 nondiscrimination 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 information for parents/guardians with limited English proficiency.

8. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students.
9. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)
10. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.

### **Enforcement of District Policy**

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination
4. Consistent with laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment
5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that the student knew was not true

### **Process for Initiating and Responding to Complaints**

Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, the principal or compliance officer shall notify the student or parent/guardian of the right to file a formal complaint in accordance with AR 1312.3 - Uniform Complaint Procedures or, for complaints of sexual harassment that meet the

federal Title IX definition, AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Once notified verbally or in writing, the compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

### **Issues Unique to Intersex, Nonbinary, Transgender and Gender-Nonconforming Students**

*Gender identity of a student* means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

*Gender expression* means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

*Gender transition* refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

*Gender-nonconforming student* means a student whose gender expression differs from stereotypical expectations.

*Intersex student* means a student with natural bodily variations in anatomy, hormones, chromosomes, and other traits that differ from expectations generally associated with female and male bodies.

*Nonbinary student* means a student whose gender identity falls outside of the traditional conception of strictly either female or male, regardless of whether or not the student identifies as transgender, was born with intersex traits, uses gender-neutral pronouns, or uses agender, genderqueer, pangender, gender nonconforming, gender variant, or such other more specific term to describe their gender.

*Transgender student* means a student whose gender identity is different from the gender assigned at birth.

The district prohibits acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, regardless of whether the acts are sexual in nature. Examples of the types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with the student's gender identity
2. Disciplining or disparaging a student or excluding the student from participating in activities, for behavior or appearance that is consistent with the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the restroom that corresponds to the student's gender identity
4. Taunting a student because the student participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's gender identity to individuals who do not have a legitimate need for the information, without the student's consent
6. Using gender-specific slurs
7. Physically assaulting a student motivated by hostility toward the student because of the student's gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) or Title IX sexual harassment procedures (AR 5145.71), as applicable, shall be used to report and resolve complaints alleging discrimination against intersex, nonbinary, transgender, and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's gender identity, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that intersex, nonbinary, transgender, and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. **Right to privacy:** A student's intersex, nonbinary, transgender, or gender-nonconforming status is the student's private information. The district shall develop strategies to prevent unauthorized disclosure of students' private information. Such strategies may include, but are not limited to, collecting or maintaining information about student gender only when relevant to the educational program or activity, protecting or revealing a student's gender identity as necessary to protect the health or safety of the student, and keeping a student's unofficial record separate from the official record.

The district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's intersex, nonbinary, transgender, or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless the employee is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's intersex, nonbinary, transgender, or gender-nonconformity status or gender identity or gender expression to the student's parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion of gender identity and begin to treat the student consistent with that gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.
3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, the student's parents/guardians to identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained. The meeting shall discuss the intersex, nonbinary, transgender, or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming individual, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting the student's educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because the student is intersex, nonbinary, transgender, or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.
  
5. **Student Records:** Upon each student's enrollment, the district is required to maintain a mandatory permanent student record (official record) that includes the student's gender and legal name.
 

A student's legal name as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. A student's gender as entered on the student's official record required pursuant to 5 CCR 432 shall only be changed with written authorization of a parent/guardian having legal custody of the student. (Education Code 49061)

However, when proper documentation or authorization, as applicable, is not submitted with a request to change a student's legal name or gender, any change to the student's record shall be limited to the student's unofficial records such as attendance sheets, report cards, and school identification.
  
6. **Names and Pronouns:** If a student so chooses, district personnel shall be required to address the student by a name and the pronoun(s) consistent with the student's gender identity, without the necessity of a court order or a change to the student's official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying district policy.
  
7. **Uniforms/Dress Code:** A student has the right to dress in a manner consistent with the student's gender identity, subject to any dress code adopted on a school site.

**Kingsburg Joint Union HSD**  
**Regulation AR 5145.7 2/16/2022**

**SEXUAL HARASSMENT**

**Definitions**

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

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

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

For purposes of applying the complaint procedures specified in Title IX of the Education Amendments of 1972, *sexual harassment* is defined as any of the following forms of conduct that occurs in an education program or activity in which a district school exercises substantial control over the context and respondent: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

### **Examples of Sexual Harassment**

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment under state and/or federal law, in accordance with the definitions above, include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

### **Title IX Coordinator/Compliance Officer**

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures, as well as to oversee investigate, and/or resolve sexual harassment complaints processed under AR 1312.3 - Uniform Complaint Procedures. The Title

IX Coordinator(s) may be contacted at:

Executive Director of Student Services

(title or position)

1900 18<sup>th</sup> Ave., Kingsburg, CA 93631

(address)

(559)897-7721

(telephone number)

FirstinitialLastname@kingsburghigh.com

(email)

## **Notifications**

The Superintendent or designee shall notify students and parents/guardians that the district does not discriminate on the basis of sex as required by Title IX and that inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights, U.S. Department of Education. (34 CFR 106.8)

The district shall notify students and parents/guardians of the name or title, office address, email address, and telephone number of the district's Title IX Coordinator. (34 CFR 106.8)

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

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted (Education Code 231.5)
3. Be summarized on a poster which shall be prominently and conspicuously displayed in each bathroom and locker room at each school. The poster may be displayed in public areas that are accessible to and frequented by students, including, but not limited to, classrooms, hallways, gymnasiums, auditoriums, and cafeterias. The poster shall display the rules and procedures for reporting a charge of sexual harassment; the name, phone number, and email address of an appropriate school employee to contact to report a charge of sexual harassment; the rights of the reporting student, the complainant, and the respondent; and the responsibilities of the school. (Education Code 231.6)
4. Be posted, along with the name or title and contact information of the Title IX Coordinator, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6; 34 CFR 106.8)
5. Be provided as part of any orientation program conducted for new and continuing students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
6. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
7. Be included, along with the name or title and contact information of the Title IX Coordinator, in any handbook provided to students or parents/guardians (34 CFR 106.8)

The Superintendent or designee shall also post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

## **Reporting Complaints**

A student or parent/guardian who believes that the student has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to a teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Within one school day of receiving such a report, the principal or other school employee shall forward the report to the district's Title IX Coordinator. Any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report the observation to the principal or Title IX Coordinator. The report shall be made regardless of whether the alleged victim files a formal complaint or requests confidentiality.

When a report or complaint of sexual harassment involves off-campus conduct, the Title IX Coordinator shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If the Title IX Coordinator determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Title IX Coordinator shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with applicable district complaint procedures.

### **Complaint Procedures**

All complaints and allegations of sexual harassment by and against students shall be investigated and resolved in accordance with law and district procedures. The Title IX Coordinator shall review the allegations to determine the applicable procedure for responding to the complaint. All complaints that meet the definition of sexual harassment under Title IX shall be investigated and resolved in accordance with AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Other sexual harassment complaints shall be investigated and resolved pursuant to BP/AR 1312.3 - Uniform Complaint Procedures.

If sexual harassment is found following an investigation, the Title IX Coordinator, or designee in consultation with the Coordinator, shall take prompt action to stop the sexual harassment, prevent recurrence, implement remedies, and address any continuing effects.

## **SUICIDE PREVENTION**

### **Policy 5141.52 7/18/2022**

The Governing Board recognizes that suicide is a leading cause of death among youth, prevention is a collective effort that requires stakeholder engagement, and school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior, its impact on students and families, and other trauma associated with suicide, the Superintendent or designee shall develop measures, strategies, practices, and supports for suicide prevention, intervention, and postvention.

In developing policy and procedures for suicide prevention, intervention, and postvention, the Superintendent or designee shall consult with school and community stakeholders, school-employed mental health professionals, suicide prevention experts, and, in developing policy for grades K-6, the county mental health plan. (Education Code 215)

School and community stakeholders and school mental health professionals with whom the Superintendent or designee shall consult may include district and school administrators, school counselors, school psychologists, school social workers, school nurses, other staff, parents/guardians and caregivers, students, local health agencies, mental health professionals, community organizations, law enforcement, legal counsel, and/or the district's risk manager or insurance carrier. The Superintendent or designee may also collaborate with county and/or city governments in an effort to align district policy with any existing community suicide prevention plans.

Measures and strategies for suicide prevention, intervention, and postvention shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, interns, school counselors, and others who interact with students, including, as appropriate, substitute teachers, coaches, expanded day learning staff, crossing guards, tutors, and



volunteers

2. Instruction to students in problem-solving, coping, and resiliency skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others
3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students
4. The review of materials and resources used in awareness efforts and communications to ensure they align with best practices for safe and effective messaging about suicide
5. The provision of information to parents/guardians and caregivers regarding risk and protective factors, warning signs of suicide, the severity of the suicide problem among youth, the district's suicide prevention curriculum, the district's suicide prevention policy and procedures, basic steps for helping suicidal youth, the importance of communicating with appropriate staff if suicide risk is present or suspected, access to suicide prevention training, and/or school and community resources that can help youth in crisis
6. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
7. Crisis intervention procedures for addressing suicide threats or attempts
8. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide
9. Establishment of district and/or school-site crisis intervention team(s) to ensure the proper implementation and review of this policy and other district practices related to the emotional and behavioral wellness of students, including, but not limited to, the oversight of mental health and suicide prevention training, collaboration with community mental health organizations, identification of resources and organizations that provide evidence-based treatment, collaboration to build community response, and compliance with Education Code 215

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning. (Education Code 215)

District employees shall act only within the authorization and scope of their credential or license. Nothing in this policy shall be construed as authorizing or encouraging district employees to diagnose or treat mental illness unless they are specifically licensed and employed to do so. (Education Code 215)

The Board shall review, and update as necessary, this policy at least every five years. The Board may, at its discretion, review the policy more frequently. (Education Code 215)

The Superintendent or designee shall periodically review district data pertaining to school climate and reports of suicidal ideation, attempts, or death to identify patterns or trends and make recommendations regarding program development.

The Superintendent or designee shall post this policy on the district's web site, in a prominent location and in a manner that is easily accessible to parents/guardians and students. (Education Code 234.6)

## **Suicide Prevention Regulation 5141.52**

### **Staff Development**

Suicide prevention training shall be provided to teachers, interns, counselors, and others who interact with students, including, as appropriate, substitute teachers, coaches, expanded day learning staff, crossing guards, tutors, and volunteers. The training shall be

offered under the direction of a district counselor, psychologist, and/or social worker who has received advanced training specific to suicide and who may collaborate with one or more county or community mental health agencies.

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Additionally, staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are impacted by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning
2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe or traumatic stressor or loss, family instability, impulsivity, and other factors
3. Identification of students who may be at risk of suicide, including, but not limited to, warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a student's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum, promoting mental and emotional health, reducing the stigma associated with mental illness, and using safe and effective messaging about suicide
6. The importance of early prevention and intervention in reducing the risk of suicide
7. School and community resources and services, including resources and services that meet the specific needs of high-risk groups
8. Appropriate ways to interact with a student who is demonstrating emotional distress or is suicidal and procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide, including, but not limited to, appropriate protocols for constant monitoring and supervision of the student, during the time the student is in the school's physical custody, while the immediate referral of the student to medical or mental health services is being processed
9. District procedures for responding after a suicide has occurred
10. Common misconceptions about suicide

The district may provide additional professional development in suicide risk assessment and crisis intervention to district mental health professionals, including, but not limited to, school counselors, psychologists, social workers, and nurses.

## **Instruction**

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum in an age and developmentally appropriate manner and shall be designed to help students:

1. Identify and analyze warning signs and risk factors associated with suicide, including, but not limited to, understanding how mental health challenges and emotional distress, such as feelings of depression, loss, isolation, inadequacy, and anxiety, can lead to thoughts of suicide
2. Develop coping and resiliency skills for dealing with stress and trauma, and building self-esteem

3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults; school resources, including the district's suicide prevention, intervention, and referral procedures; and/or community crisis intervention resources where youth can get help
5. Develop help-seeking strategies and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention
6. Recognize that early prevention and intervention can drastically reduce the risk of suicide

The Superintendent or designee may develop and implement school activities that raise awareness about mental health wellness and suicide prevention.

### **Student Identification Cards**

Student identification cards for students in grades 7-12 shall include the National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line and/or a local suicide prevention hotline telephone number. (Education Code 215.5)

### **Intervention**

Students shall be encouraged to notify a teacher, principal, counselor, designated reporter, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, the staff member shall promptly notify the principal, school counselor, or designated reporter, who shall implement district intervention protocols as appropriate.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, discussed, or referred to with third parties, the counselor may report to the principal or student's parents/guardians when there is reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or others within the school community. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment, or to report child abuse and neglect as required by Penal Code 11164-11174.3. (Education Code 49602)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision and providing comfort to the student until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether it is necessary, pursuant to laws for mandated reporters of child neglect,

to refer the matter to the local child protective services agency.

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate steps to ensure the student's readiness for return to school and determine the need for ongoing support.

### **Postvention**

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. The Superintendent or designee shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. Students significantly affected by suicide death and those at risk of imitative behavior should be identified and closely monitored. School staff may receive assistance from school counselors or other mental health professionals in determining how to best discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

### **UNIFORM COMPLAINT PROCEDURES**

The Kingsburg Joint Union High School District has primary responsibility for ensuring 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, and vocational educational 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, Director of Student Services, 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 district's 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.kingsburghigh.org](http://www.kingsburghigh.org) > District Information > under Forms or KJUHSD Uniform Complaint Procedures.

### **Uniform Complaint Procedure**

**BP 1312.3**

### **Community Relations**

**Adopted 02-21-23**

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

### **Complaints Subject to UCP**

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

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
11. Educational and graduation requirements for students in foster care, homeless students, students from military families, and students formerly in a juvenile court school (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)
14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School safety plans (Education Code 32280-32289)
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
22. State preschool programs (Education Code 8207-8225)
23. State preschool health and safety issues in license-exempt programs (Education Code 8212)
24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve

complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

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

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

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

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

### **Non-UCP Complaints**

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.
4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)
8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

**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 the accompanying Board policy.

- (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)*

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

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

- (cf. 5145.3 - Nondiscrimination/Harassment)*
- (cf. 5145.7 - Sexual Harassment)*
- (cf. 5145.71 - Title IX Sexual Harassment Complaints Procedures)*

Title IX Coordinator/Director Student Services - Cindy Schreiner

**(title or position)**

District Office

**(unit or office)**

1900 18th Avenue, Kingsburg, CA 93631

**(address)**

(559)897-7721

**(telephone number)**

cschreiner@kingsburghigh.com

**(email)**

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

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

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

*(cf. 4331 - Staff Development)*

*(cf. 9124 - Attorney)*

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

## **Notifications**

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

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

*(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 a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred
4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct



5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities  
(*cf. 3260 - Fees and Charges*)
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint  
(*cf. 0460 - Local Control and Accountability Plan*)
7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, homeless students, children of military families, and former juvenile court school students now enrolled in the district, as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process  
(*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*)
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
11. A statement that copies of the district's UCP are available free of charge

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

(*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 UCP policy, regulation, forms, and notices shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

## Filing of 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. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

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

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

## Mediation

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

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

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

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

### **Investigation of Complaint**

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

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

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

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

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

### **Timeline for Investigation Report**

Unless extended by written agreement with the complainant, the investigation report shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint.

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

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

*(cf. 9321 - Closed Session)*

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

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

### **Investigation Report**

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

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

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

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

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

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

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

## Corrective Actions

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

*(cf. 5137 - Positive School Climate)*

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

1. Counseling  
*(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

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

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team  
*(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, 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, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

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

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

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

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

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

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

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

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

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

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

## **STUDENT RIGHTS TITLE IX POLICY**

### **Title IX: Notice of Student Rights and Title IX Policy** (34 C.F.R. § 106.8, subd. (b); Cal. Ed. Code § 221.61.)

The **Kingsburg Joint Union High School District** (“District”) does not discriminate on the basis of sex in any education program or activity that it operates. The prohibition against discrimination on the basis of sex is required by federal law, Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C §§ 1681-1688, and specifically 34 C.F.R. § 106.8, subsection (b). Title IX requires that school districts take immediate and appropriate action to address any potential Title IX violations that are brought to its attention.

### **TITLE IX COORDINATOR**

**Cindy Schreiner, Executive Director of Student Services is the Title IX Coordinator** for the Title IX complaints involving students for the Kingsburg Joint Union High School District (“District”), and can be reached by telephone at (559)897-7721 x2302, by e-mail at [cshreiner@kingsburghigh.com](mailto:cshreiner@kingsburghigh.com), by mail or in person at 1900 18<sup>th</sup> Avenue, Kingsburg, CA, 93631.

Any inquiries about the application of Title IX, this notice, and who is protected by Title IX may be referred to Cindy Schreiner, or to the Assistant Secretary for Civil Rights from the United States Department of Education, or both.

### **SEXUAL HARASSMENT UNDER TITLE IX**

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the school district conditioning the provision of an aid, benefit or service of the school district on an individual’s participating in unwelcome sexual conduct (*quid pro quo*);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity; or
3. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

Alleged conduct that does not rise to the level of the sexual harassment under Title IX will be addressed in accordance with other District policies that prohibit sexual harassment and/or sex-based discrimination, or address other forms of inappropriate conduct, as is deemed appropriate.

## **REPORTING AND FILING A TITLE IX COMPLAINT WITH THE DISTRICT**

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is also the alleged victim), in person, by mail, by telephone or by e-mail, using the contact information listed for the District's Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such reports may be made at any time, including during non-business hours.

A formal Title IX complaint is written complaint that alleges sexual harassment against a respondent (or the person accused of committing the alleged conduct), and requests that the school district investigate the allegation of sexual harassment. The written complaint must be filed by the victim of alleged sexual harassment (referred to as the complainant), or the victim's parent/guardian, using the Title IX Coordinator's contact information listed above. It may be filed at any time the student, who is the victim of the alleged conduct, is participating in, or attempting to participate in the District's education program or activity. However, the District encourages all reports to be brought forth as soon as possible, as the length of time elapsed between an incident of alleged sexual harassment, and the filing of a formal complaint, may, in specific circumstances, prevent the District from collecting enough evidence to reach a determination.

When circumstances arise where the Title IX Coordinator has received a report of sexual harassment, but the complainant does not wish to file a formal Title IX complaint, the District will respond in a manner that is not deliberately indifferent. This may include the Title IX Coordinator signing and initiating a formal Title IX complaint.

### **Title IX Complaint Procedure**

The District will process all formal Title IX complaints in accordance with Title IX and District Board Policy ("BP") 5145.7 – Sexual Harassment, and Administrative Regulation ("AR") 5145.71 - Title IX Sexual Harassment Complaint Procedures, which includes the option of informal resolution for certain matters.

All investigations will be conducted as confidentially as possible. Upon receipt of a formal Title IX complaint, the District will provide the complainant and respondent (or "the parties") with adequate notice of the District's complaint process and the underlying allegations. During the course of the investigation, the District will provide the parties with an equal opportunity present witnesses and evidence. The District will not restrict the ability of the parties to discuss the allegations under investigation, and it will allow parties to utilize an advisor of their choice, who may be an attorney if they so choose. As detailed in AR 5145.71, prior to the conclusion of the investigation, the parties will have the opportunity to inspect and respond to all evidence that is directly related to the allegations in the complaint that was gathered during the course of the investigation. Thereafter, and prior to any final decision being made, the parties will receive a copy of the investigation report that fairly summarizes the relevant evidence, and they will have an opportunity to submit written, relevant questions to be asked of the other party or any witness. Next, a determination regarding responsibility will be made and issued in writing to both parties. Under Title IX and District policy, the responding party is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the end of the complaint process.

Any party not satisfied with the final written determination will have the option to appeal the final determination, as detailed in AR 5145.71. Additionally, any complainant who is dissatisfied with the District's determination may file an appeal in writing with the California Department of Education within 30 calendar days of receiving the District's written determination, which shall serve as the Investigation Report required as part of California's Uniform Complaint Procedures (cf. BP/AR 1312.3 – Uniform Complaint Procedures). Sexual harassment and discrimination complaints made by or on behalf of students may also be filed with the U.S. Department of Education, Office of Civil Rights within 180 calendar days of the date of the alleged discrimination, unless the time for filing is extended by the Office of Civil Rights for good cause shown under certain circumstances.

Additional details about procedures for filing a formal Title IX complaint and Title IX complaint procedures may be found in BP – 5145.7 – Sexual Harassment and AR 5145.71 – Title IX Sexual Harassment Complaint Procedures <http://kjuhsd.com/board-policy/>. Copies may also be obtained at the District office.



## **ALL OTHER STUDENT COMPLAINTS OF SEXUAL HARASSMENT AND DISCRIMINATION**

The District requires all employees and encourages all parents, students, and community members to immediately report suspected incidents of all forms of sexual harassment or discrimination, regardless of when it occurred, to the Title IX Coordinator/compliance officer or a District administrator so that the District may take appropriate steps to address the alleged misconduct.

Sexual harassment and discrimination complaints brought forth by or on behalf of students that do not qualify as formal Title IX complaints, or do not rise to the level of sexual harassment as defined by Title IX, as described above, will be processed in accordance with BP/AR 1312.3 – Uniform Complaint Procedures, or in a manner that is otherwise deemed appropriate by the District.

Please be aware that the timeline for filing a complaint of sexual harassment or discrimination under California's Uniform Complaint Procedures is six months from the date of the alleged incident, or six months from the date the complainant first obtained knowledge of the facts of the alleged incident (cf. BP and AR 1312.3 – Uniform Complaint Procedures.) Parents, students, and community members may request to meet with the Title IX Coordinator/compliance officer to determine how best to accommodate or resolve concerns that may arise from the District's implementation of its nondiscrimination policies. To the extent possible, the District will address any individual student's interests and concerns privately.

### **STUDENT RIGHTS PURSUANT TO EDUCATION CODE SECTION 221.8**

In addition to federal law, the California Education Code similarly prohibits schools from discriminating against its students on the basis of sex. Education Code section 221.8 provides as follows:

The following list of rights, which are based on the relevant provisions of the federal regulations implementing Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), may be used by the department for purposes of Section 221.6:

- (a) You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.
- (b) You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- (c) You have the right to inquire of the athletic director of your school as to the athletic opportunities offered by the school.
- (d) You have the right to apply for athletic scholarships.
- (e) You have the right to receive equitable treatment and benefits in the provision of all the following:
  1. Equipment and supplies.
  2. Scheduling of games and practices.
  3. Transportation and daily allowances.
  4. Access to tutoring.
  5. Coaching.
  6. Locker rooms.
  7. Practice and competitive facilities.
  8. Medical and training facilities and services.
  9. Publicity.
- (f) You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.
- (g) You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
- (h) You have the right to file a confidential discrimination complaint with the United States Office for Civil Rights or the state Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.

- (i) You have the right to pursue civil remedies if you have been discriminated against.
- (j) You have the right to be protected against retaliation if you file a discrimination complaint.

### **Additional Resources**

- United States Department of Education Office for Civil Rights: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- United States Department of Education Office for Civil Rights Complaint Forms: <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>
- United States Department of Education Office for Civil Rights Contact Information: 1-800-421-3481 or ocr@ed.gov
- California Department of Education Office of Equal Opportunity: <https://www.cde.ca.gov/re/di/or/oeo.asp>
- California Department of Education link to statewide resources that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families: <https://www.cde.ca.gov/lr/ss/se/bullyres.asp>
- Link to Access Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures, Board Policy and Administrative Regulation 5145.3 – Nondiscrimination/Harassment, Board Policy and Administrative Regulation 5145.7 – Sexual Harassment, Board Policy and Administrative Regulation 5145.71 – Title IX Sexual Harassment Complaint Procedures: <https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030437> Copies may also be obtained at the District office.

### **Training Materials**

Materials used to train the District's Title IX Coordinator, investigator(s), decision-maker(s), appeals officer(s), and any person who facilitates an informal resolution process may be found here on the initial link to Title IX information in the KJUHS.com website: [www.kingsburghigh.com](http://www.kingsburghigh.com) under District Information > Title IX Information.

## **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.