

# KIT CARSON UNION SCHOOL DISTRICT

9895 7<sup>th</sup> Avenue, Hanford

## KIT CARSON GOVERNING BOARD

*Andy Atsma, President*  
*Sheree Deniz, Clerk*

*Jasmine Costa, Trustee*  
*Joe Oliveira, Trustee*

## SCHOOL ADMINISTRATION

Superintendent/Principal .....	Todd Barlow
Learning Director .....	Robin Jones (Extension 106)
Chief Business Official .....	Shelley Leal (Extension 103)
Administrative Secretary .....	Margaret DeSantos (Extension 101)
Director of Operations .....	Robert Inabnit (Extension 109)

## OFFICE STAFF

Office Hours: 7:30 a.m. – 4:30 p.m.

School Secretary/Receptionist.....	Valerie Lopez (Extension 100)
Student Specialist .....	Mari Shackelford (Extension 105)
Account Technician .....	Megan Vickers (Extension 104)

## TELEPHONE NUMBERS

Kit Carson School Office: .....	582-2843
Cafeteria: .....	582-6487
Preschool: .....	584-3015
Mid-Valley Charter School: .....	583-1149
Fax: .....	582-7565

**Kit Carson Web Page:** [kitcarsonschool.com](http://kitcarsonschool.com)  
**Mid-Week Message:** Distributed every Wednesday

# IMPORTANT SCHOOL DATES AND HOLIDAYS

## PROGRESS REPORTS

*September 2, 2015*  
*January 29, 2016*  
*April 29, 2016*

## REPORT CARDS

*November 20, 2015*  
*March 18, 2016*  
*June 1, 2016*

August 12, 2015 .....	<b>First Day of School</b>
August 17, 2015 .....	<b>Back to School Night</b>
August 21, 2015 .....	<b>Fall Photos</b>
September 7, 2015 .....	<b>Labor Day</b>
September 25, 2015 .....	<b>Picture Retakes</b>
October 5, 20-15 .....	<b>Parent Conferences-1:45 - 4:15 pm</b>
October 12, 2015 .....	<b>Parent Conferences – All Day</b>
October 19, 2015 .....	<b>Parent Conferences-1:45-4:15 pm</b>
November 11, 2015 .....	<b>No School – Veteran’s Day</b>
November 25-27, 2015 .....	<b>Thanksgiving Break</b>
December 21-31, 2015 .....	<b>Winter Break</b>
January 1-8, 2016 .....	<b>Winter Break</b>
January 11, 2016 .....	<b>School Resumes</b>
January 18, 2016 .....	<b>No School – MLK Day</b>
February 8, 2016 .....	<b>Lincoln’s Birthday Holiday</b>
February 15, 2016 .....	<b>Washington’s Birthday Holiday</b>
February 19, 2016 .....	<b>Spring Photos</b>
March 14, 2016 .....	<b>Parent Conferences: 1:45-4:15 pm</b>
March 21-28, 2016 .....	<b>Spring Break</b>
March 29, 2016 .....	<b>School resumes</b>
May 19, 2016 .....	<b>Open House-Early Release</b>
May 30, 2016 .....	<b>Memorial Day Holiday</b>
June 1, 2016 .....	<b>Graduation Ceremony</b>
June 1, 2016 .....	<b>Minimum Day-Last day of school</b>



## DAILY SCHEDULES

<b><u>Mondays/Early Release:</u></b>	School starts at 8:20 am (8:25 a.m. Kindergarten)	Dismissal at 1:30 pm
<b><u>Tuesday-Friday:</u></b>	School starts at 8:20 am (8:25 a.m. Kindergarten)	Dismissal at 2:40 pm

Students should not arrive earlier than 30 minutes (Morning supervision begins at 7:50 am) before school starts. All students should go home directly at the end of the day unless participating in a school activity, **and they are under the direction of their teacher, coach or other school personnel**. If you are providing transportation for your child after school, please pick up your child no later than 2:40 pm in grades K-3, and no later than 2:40 p.m. in grades 4-8. Please be advised that there is no after school supervision.

### **FOGGY DAY SCHEDULE**

ON foggy days, parents and students are encouraged to watch **Channel 18**, listen to radio stations KMJ and KJUG, or call the school at **582-2843, ext 5**, to hear a message regarding the foggy day bus schedule. *Because some areas are clear of fog while other areas are foggy, **for safety's sake, please delay bringing your child to school if heavy fog persists in your area; even if the school did not call a foggy day.***

The foggy day schedules are as follows:

- PLAN A:** Buses are delayed **one hour**; school starts at 8:20 a.m. Instruction begins at 8:20 a.m.
- PLAN B:** Buses are delayed **two hours**; school starts at 8:20 a.m. Instruction begins at 8:20 a.m.
- PLAN C:** Bus runs in the morning are **canceled**; school starts at 8:20 a.m. Instruction begins at 8:20 a.m.
- PLAN D:** Both **morning and afternoon** bus runs are **canceled**; school starts at 8:20 a.m. Instruction begins at 8:20 a.m.

## **STUDENT REGISTRATION**

Students living within the district may register at the school district office. Upon enrollment, parents/guardians shall fill out a Pupil Registration Form and Emergency Card. Absent a court order, students may only be released to the mother, father, legal guardian or person(s) listed on the Pupil Registration form and/or Emergency Card.

**Kindergarten** - Students must be five years old on or before December 2<sup>nd</sup> of the current school year and provide a Birth Certificate as proof of birth (a hospital certificate of birth is not acceptable) and **must** have all immunizations and an oral exam completed. A school entry physical is recommended.

**First grade students** - must have a physical exam eighteen months before or ninety days after entry into the first grade. Free health screening may be available through the CHPD program. Failure to comply may result in 5 days exclusion from school.

## **MEDICAL RECORDS REQUIREMENT FOR REGISTRATION- IMMUNIZATION REQUIREMENTS**

- **MMR:** 2 doses given up to (and including) 4 days before the 1<sup>st</sup> birthday (this dose is acceptable)
- **Polio:** 4 doses at any age, but... 3 doses meet requirement for ages 4-6 yrs if at least one was given on or after the 4th birthday;
- **DPT/DTaP/DT/Td:** 5 doses at any age, but 4 doses meet requirements for ages 4-6 yrs if at least one was on or after the 4<sup>th</sup> birthday;
- **Hepatitis B:** 3 doses for kindergarten and first grade entrants.
- Oral Exam: must be completed by May 31<sup>st</sup> of Kindergarten year
- Physical Exam: must be completed prior to entering the 1<sup>st</sup> grade
- One dose of TDAP at (or after) age 10 and prior to entering 7<sup>th</sup> grade



### **7<sup>th</sup> Grade Immunization Requirements:**

- **TDAP Booster** (Immunization booster for whooping cough and Tetanus) before entry into 7<sup>th</sup> grade.
- **Hepatitis B** (3 doses) **NOTE:** Students who have begun the 3-dose hepatitis B series may be admitted on the condition that they are up to date and finish the series. Personal beliefs and medical exemptions are allowed including laboratory confirmation of previous hepatitis B infection or vaccine;
- **TB** (tuberculosis) screening within 6 months prior to 7<sup>th</sup> grade

**NOTE: State law may prohibit your child from attending school if he or she is not properly immunized and/or does not have proof of immunization. Please provide proof to the office as soon as possible. Thank you.**

## **ACADEMICS**

### **REPORT CARDS & PROGRESS REPORTS**

The school is on a trimester system. Progress reports will be issued to students in grades 4-8 at mid-trimester and will be given to parents at the scheduled Parent/Teacher Conference. Report cards will be issued at the end of each trimester. The dates are on page 2 of this handbook. If you do not receive a progress report for your child, please notify the school office and a duplicate progress report will be issued. Parents are asked to sign the progress report and return it with their child within three (3) school days.

### **HONOR ROLL FOR FOURTH THROUGH EIGHTH GRADERS**

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

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

Honor Roll students will be recognized each trimester and at the annual awards assembly.

## TESTING

Students in 3rd through 8<sup>th</sup> grade will take the California Assessment of Student Performance and Progress, or CAASPP, which is California’s academic testing program. CAASPP is a system intended to provide information that can be used to monitor student progress to ensure that, when our students move on, they are ready for high school. CAASPP includes computer adaptive tests in English–language arts and mathematics as well as paper-based tests for science. If you would like more information, please visit the Department of Education’s CAASPP Web page. Parents/Guardians may make written request to excuse a child from any or all parts of the assessments. If you have any questions regarding your child’s participation, please contact the school.

## EXTRA HELP WITH CLASS WORK

The teacher may require that a student attend tutoring sessions during recess, and/or request that a student attend tutoring sessions before or after school. If the extra help is to be before or after school the parent must approve the request and arrange for transportation.

## PARENT-TEACHER CONFERENCES

The school schedules a parent-teacher conference for each student in the middle of the first trimester. Please see page 2 of this handbook for these dates. These meetings are extremely important and we ask that all parents attend. Other conferences may be scheduled at the parent’s or teacher’s request by appointment.

## PHYSICAL EDUCATION (PE)

Physical education is an important part of education. Therefore, all students are required to participate to the best of their ability. A student may be excused from participation in physical education for a limited time for reasons specified below.

**Post illness:** A note from the parent will be honored for 3 days

**Medical:** A note from medical personnel will be honored for the specified time.

Students missing 25% of PE classes may receive a grade of “Incomplete” for the current trimester.



## EIGHTH GRADE GRADUATION REQUIREMENTS/STANDARDS OF PROFICIENCY

The Board of Trustees shall confer a diploma of graduation on students who meet all the requirements listed below in section 1 or 2 as appropriate as per Administrative Regulation 6146.5:

1. (a) The student has successfully completed the prescribed course of study; and  
(b) The student has a cumulative Grade Point Average (GPA) of 2.0 in grades 7 and 8; and  
(c) The student has passed a Social Studies assessment with a minimum score of 70%.
  
2. (a) The student has successfully completed his/her individualized educational plan; and  
(b) The student has passed the approved differentiated standards described in an individualized educational plan.

## ATTENDANCE

Students are expected to be at school every day unless they're ill or have a valid reason to be absent. A student with three (3) unexcused absences shall be classified a truant. Any student with (15) unexcused absences in a trimester may be assigned a failing (F) grade for the grading period. The failing grade will be noted as being due to excessive absences (Education Code 49067(b)). Any student with unexcused absences who has been declared a truant or is not making educational progress that is equal to their ability may be referred to the School Attendance Review Board (SARB). The attendance law has been amended and now states that if you take your child out of school early, more than 30 minutes three times in one year, your child will be considered a truant. However, if the reason you take your child out early is for a doctor's appointment or other excused reason, there are no consequences other than the missed learning time.

The Education Code (section 48205) specifies the following reasons for **excused absences**:

1. Absence due to illness.
2. Absence due to professional medical, dental, optometry, or chiropractic service.
3. Absence due to attendance at a funeral for a member of immediate family (mother, father, grandmother, grandfather, or siblings).
4. Absence due to justifiable personal reasons (appearance in court, observance of a religious holiday or ceremony)
5. Absence due to quarantine.

Student absences for any reason other than specified above are counted as **unexcused**.

### **PERFECT ATTENDANCE**

Students who are in attendance in their classroom each day school is open are eligible to receive a perfect attendance award. Any student who is absent for any reason or any student who is on independent study is not considered in attendance, although he/she earns credit for work completed, is not eligible for perfect attendance. Students who have more than three tardies also do not qualify for the Perfect Attendance Award.

### **ABSENCES**

If your child must attend only part of the school day due to appointments or family business, please plan to have them miss the afternoon. For primary grades (K-3), it is best if your child attends 8:20 am-11:45 am. For grades 4-8 it is best if your child attends 8:20 am-12:15 pm. When a student becomes ill or suffers an injury at school, he/she will be referred to the office. Parents will be called and advised of the illness or injury. When it becomes necessary for parents to take their child home during the day, parents must sign the student out in the office. No student may leave the campus except under the supervision of the school staff or parent/guardian.

If it is necessary for a student to be released during the day, the school must have written permission from his/her parent/guardian before the release occurs. No student may leave campus without administrative approval.

However, Education Code Section 46010.1 states the following: *"The governing board of each school district shall, each academic year, notify pupils in grades 7 and 8, and the parents or guardians of all pupils enrolled in the district, that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian."*

### **ABSENCES FOR REASONS OTHER THAN ILLNESS**

When you know your child will miss **five or more** days of school for other than illness-related reasons, an ***Independent Study Contract*** may be arranged for your child. Independent study contracts are issued for a minimum of 5 days. Your child's teacher will prepare a daily schedule of work, which must be completed before your child returns to school. This program will ensure your child's educational progress will not be affected during his/her absence. It also ensures that your child's attendance is not adversely affected by unexcused absences, which may cause your child to be classified as a truant. Please call the school a minimum of three (3) days prior to the day of absence so the staff has adequate time to prepare quality work for your child.

### **ABSENCES AND MAKE-UP WORK**

Students who are absent will be expected to make up missed assignments. Request for homework should be made through the office 24-hours prior to picking up the assignments. If the work has not been requested while the student is absent, upon the student's returning to school, it is the responsibility of the student and/or parent to make an appointment with the teacher to obtain make-up assignments.

Students will be allowed a number of days equal to the days absent (to a maximum of two weeks) to complete their make-up work assignments. In cases of hardship, a teacher may allow extra days. Assignments not completed by the date due will be given a grade of "no credit" or "F". If a student is absent at the end of a grading period a grade of "Incomplete" may be given until the work is made up, or the allowed time has passed.

### **ABSENCE ON DAY OF TEST**

If a student has been absent only on the day of the test he/she will be expected to take the test immediately upon his/her return to class.

### **TARDIES**

Students are expected to attend school and arrive to class on time each day. If a student is tardy for class he/she must obtain a pass before reporting to class. After three tardies a student receives a mid-morning recess detention for each time they are tardy.

### **DEFINITION OF TARDINESS**

Tardiness is defined as unexcused lateness arriving to school or class after the beginning of the instructional period. Valid reasons or excuses for lateness are the same as for excused absences (See the reasons listed in Education Code 42805 on page 6).

### **TRUANCY**

Truancy is defined in the California Education Code section 48260 as being absent from school without a valid excuse, three full days in one school year or tardy or absent for more than a 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of school district. Upon the next classification of truancy, the student will be classified a habitual truant and be referred to the School

Attendance Review Board (SARB).

The school district is required to notify the pupil's parent or guardian of the pupil's first truancy and upon the students' classification as a "habitual truant" (After a pupil has been reported as a truant three or more times in a school year).

### **HABITUAL TRUANCY**

Any pupil who has seven (7) or more unexcused absences per school year is classified as a habitual truant and will be referred to the School Attendance Review Board (SARB) for a hearing (Education Code section 48263).

### **SCHOOL ATTENDANCE REVIEW BOARD (SARB)**

If a student is classified as a truant or his/her attendance is a problem or interferes with his/her educational progress, or the student demonstrates behavior problems or is disruptive in class, he/she will be referred to the School Attendance Review Board (SARB).

The SARB Board consists of representatives of the general public, schools, police and probation departments that deal with students who are classified as truant or who demonstrate behavior patterns that are disruptive or constitute a problem. In situations where attempts have failed to improve student's attendance or behavior patterns, the case will be turned over to the county SARB. Parents and the student will be involved in this process and will be required to appear before the SARB.



## STUDENT ACTIVITIES

Student activities allow opportunities for learning, growing and experiences outside of and in addition to the normal classroom experience. They are an important part of school life. We believe these opportunities are earned; please see the section on page 10 regarding eligibility.

### ATHLETICS



Kit Carson School is a member of the **Eastern Kings County Small School Districts Sports League**. This league has been organized to provide athletic competition for students in grades six, seven, and eight. Within the guidelines of Title IX, the following sports are provided: Flag Football, Volleyball, Soccer, Basketball, Track, and Slow-pitch Softball.

Practice and game schedules for sports teams will be provided by the coach. Students are transported to away games site and back to school by the school bus. It is the parent's responsibility to provide transportation for their child from school after, all games and practices. Parents/guardians are only allowed to transport their own child.

Students who play in the sports teams represent Kit Carson School and are held to a high level of behavior expectation. It is a privilege to be a part of a sport team. Students may lose that privilege. A player who receives a Level "A" citation may miss the next game at the discretion of the coach. A player who receives three Level "A" citations during the season or who receives a Level "B" or "C" citation may be removed from the team for the remainder of the season. Please see the sections on STUDENT DISCIPLINE and STUDENT BEHAVIORA EXPECTATIONS for more details.



### FIELD TRIPS

The Superintendent may approve field trips if it is a valid educational/instructional experience for students. Advance notice of approved trips will be given to students and parents. Parents volunteering as chaperones on a field trip cannot take their personal vehicles unless it is deemed necessary by the teacher or trip organizer. They must ride on the school provided transportation. Students on field trips will have the opportunity to be served a school lunch, if needed. **Participants shall be limited to those directly involved with the activity. This would include the bus driver, teacher(s), coach(s) chaperones and participating students, only.**

### STUDENT COUNCIL

Students in **fourth through eighth grades** participate in the election of Student Council officers and representatives. Each fall Student Council officers are elected to serve for the school year and each fourth through eighth grade class elects a Student Council representative and an alternate. These elected students are the Governing Body for the students. Each Student Council member must maintain a 2.0 GPA, a positive citizenship record, and not be suspended during the term of the elected office.

Student Council sponsors a yearly fundraiser to support the student activities during the school year. These activities include, but are not limited to assemblies, field trips, Tiger Society rewards, support of the yearbook, and the purchase of items for the school.

## **SPELLING BEE**

All students have the opportunity to participate in the annual Spelling Bee. Teachers will choose top spellers to join the local bee. Winners at each grade level will earn a chance to participate in the County wide competition! Eligibility rules apply (see below).

## **TIGER SOCIETY**

Tiger Society is a trimester rewards for students who meet the following criteria:

### **Grades (K-3):**

- Good attendance
- A good record of classroom/yard behavior (No citations)
- Good classroom effort and behavior
- No more than 4 unexcused tardies
- Good financial standing (see below)

### **Grades 4-8:**

- Good attendance
- A good record of classroom/yard behavior (No citations)
- A Grade Point Average of at least 2.0
- No "F" or "Incomplete" grades
- No more than 4 unexcused tardies
- Good financial standing (see below)



The Student Council will work with their advisor on appropriate Tiger Society activities.

## **YEARBOOK**

Students in 7<sup>th</sup> and 8<sup>th</sup> grade have the opportunity to join the yearbook club. This club meets regularly and is responsible for the publishing of the annual yearbook, the *Tigers Roar*.

## **FUNDRAISERS**

Students are encouraged to participate in the approved school-wide fundraisers. Proceeds from fundraisers benefit all students by deferring the cost of field trips, Tiger Society/Cub Club activities, assemblies, and other student learning activities, including student rewards.

# **IMPORTANT!**

## **ELIGIBILITY FOR STUDENT ACTIVITIES**

In order to be eligible for student activities, students shall maintain an adequate level of academic achievement and a positive behavior record. Students in grades six through eight shall have earned a minimum of a 2.0 ("C") grade point average on a 4.0 scale. If a student receives an "F" grade in any academic class he/she will be ineligible for the next grading period (BP 6145). All students are eligible at the beginning of the year. From that point, eligibility is determined at the first trimester progress report, and again at the first report card, then at the second progress report and so on.

## **GOOD FINANCIAL STANDING**

Students' accounts must be in good financial standing in order for them to participate in Tiger Society, be given a band instrument to take home, attend school dances (on or off campus), or be given progress reports, report cards or diplomas.

## STUDENT BEHAVIORAL EXPECTATIONS

Kit Carson is a **CHARACTER COUNTS** school!

The following six pillars of character are qualities expected of all students:



These six principles cover most situations that might occur during the school day. Students are successful when they follow these character traits.

Students of Kit Carson School are expected to:

- Follow directions of staff members in a polite way
- Show courtesy to others and school/student property
- Be on time and be prepared to work
- Bring all required materials to school
- Give their best effort on academic tasks
- Complete all assignments to the best of their ability

These basic principles serve as the foundation for expectations for student behavior at Kit Carson School. In addition, specific rules and consequences are listed on the following pages and are designed to promote learning for all students.

**All students have the right to attend schools that are safe, secure, and peaceful and be educated in a positive learning environment free from disruption.**

School authorities will supervise the conduct of students and enforce discipline rules and regulations necessary for their protection and to assure that a proper climate is maintained.



## KIT CARSON SCHOOL SITE CAMPUS SPECIFIC RULES

The following list of rules is extensive, but not exhaustive. In all cases, students need to operate under the six pillars of CHARACTER COUNTS listed above.

### SPECIFIC RULES

- Students should not arrive earlier than 7:45 a.m.
- Students arriving earlier than 8:00 a.m. are to go directly to the cafeteria.
- Students are expected to arrive at school on time and be in class on time.
- The school dress and grooming code is to be followed at all times.
- Unless signed out by a parent/guardian, students shall remain on campus until dismissal time.
- Students shall **walk** in corridors or on concrete play areas except when running is required as part of an organized game (e.g. basketball, dodge ball, four square)
- Students may not be in the hallways during instructional time unless they have a hall pass.
- Students shall remain in designated play areas at all times. Areas considered off limits include the area between the wings, outside the fence line, in the parking lot area without an adult, in any room without an adult, outside the classroom during class time without a pass.
- All students not out to recess will use only the corridors when traveling to other locations in the school. Students are not to travel behind the wings or between portables.
- Corridors are off-limits during recess.
- Students are not to disrupt the classroom learning environment.
- Students shall report to class prepared to work.
- Students shall line up with their class when the bell rings at the end of recess period.
- Students may not use the restroom or use water fountains after the warning bell.
- Students are expected to return books, materials, and homework to school on a daily basis or as specified by the teacher.
- Students shall not bring personal property to school unless given permission by a school official.
- Students shall not write or draw on school books or school property.
- Students shall not chew gum or any type of shelled seeds on campus at any time.
- Students shall not show public display of affection on campus. Hand holding, hugging, kissing, etc. are not permitted.
- Students shall not use profanity or foul language.
- Students shall not push, shove or hit others. Students are to keep their hands and feet to themselves.
- Students shall **NOT** bring knives or other dangerous objects to school.
- Students shall **NOT** bring weapons of any sort to school.
- Students shall **NOT** bring imitation firearms to school.
- Students shall not make threats to other students or adults.
- Students shall not bully other students.
- Students shall not forge records.
- Students shall not cheat on class work assignments. Consequences include Parent notification, and a possible failing grade on the work, and/or a level "A" citation.
- Students shall not lie to adults or others.
- Students may not play in the restroom.
- Students may not take play equipment into the restroom.
- Students shall use restroom assigned to their grade level.



- Toys are not appropriate at school. Sports equipment brought from home for use in games should be approved by the teacher and labeled with student's name. The school accepts no responsibility for loss or damage to personal property.
- Students shall not provoke or cause conflict between or among students, or engage in gossiping or passing rumors, which incite other students to conflict.
- After the school day ends, students shall wait for buses in the designated waiting areas.
- Students shall go home directly at the end of the day unless participating in a school activity, or they are under the direction of the Teacher, or the other school personnel.

### **YARD RULES**

- Students are to remain in designated play areas at all times.
- Students shall not climb fences, trees, backstops, etc. on the school campus.
- Students shall not interrupt organized games.
- Students shall not engage in unsafe or rough play. Students shall avoid physical contact with the exception of normal contact that occurs in some organized games (e.g. football).
- Students shall not throw/kick balls/objects near buildings or at buildings.
- Students shall not bounce basketball in the corridors.
- games are restricted to specifically designated areas(no football on the basketball courts, etc).
- When the bell rings at the end of recess period, all games cease and students line up with their class
- "Bombardment" games are not allowed.

Marble Rules: Students must ask permission from yard duty personnel before playing marble games. Marbles must be in a container, not in pockets; marbles are only to be used in games; marbles are to remain on or near (within a foot) of the ground. Steel or other heavy metallic marbles are not allowed

Swings: Students shall share swings. When one isn't available, the student using the swing must give the swing to another student after 50 swings. No jumping out; pushing, running in between swings; twisting swings around; standing up in swings; swinging on stomach or swing bumping.

Tetherball: Each player stands on opposite sides. Play two games per person, and then rotate a new player in if one is waiting. Rules are to be made and agreed upon before the game starts. Students shall not swing on the tetherball rope.

### Markers:

- Students are not to mark on each other's skin or clothing.

### Other:

- Students shall not pick up or throw objects in a dangerous manner.
- Four-square and two-square games shall be played using underhand only.
- Students are obligated to report to an adult if they know a fight is planned among students.
- Students are not to gather as spectators if a fight occurs
- Skateboards and skates are not allowed on campus at any time.

## STUDENT CONDUCT ON BUSES

In order to help ensure the safety and well-being of students, bus drivers, and others, the District expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including when preparing to ride, riding, or leaving the bus.

The bus drivers' main responsibility is to transport students safely. Students who refuse to obey the bus driver may lose the privilege of riding the bus and may incur other disciplinary actions, including suspension from school and expulsion.

Because bus passengers' behavior can directly affect their safety and the safety of others, all bus riders shall comply with the following rules at all times when students are riding a school bus, including when on school activity trips:

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at their designated bus stop on time and stand in a safe place at the stop to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.
5. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large or bulky items, such as class projects or musical instruments, on the bus **only** if the item does not displace any other rider or obstruct the driver's vision.
6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver is prohibited.
8. Riders shall not use tobacco products, eat, or drink while riding the bus.
9. Riders shall not put any part of the body out of the window nor throw any item from the bus.
10. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
11. Service animals are permitted on school transportation services; all other animals are prohibited. (Education Code 39839; 13 CCR 1216)
12. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.
13. Riders should be alert for traffic when crossing a road.

**NOTE: Video surveillance equipment has been installed on each of our school buses** to help monitor student behavior while traveling to and from school and school activities. This is expected to deter misconduct and help ensure the safety of all students. The bus video may be used in student disciplinary proceedings or referred to local law enforcement, as appropriate.



**NOTE: For purposes of behavioral expectations and discipline procedures, students who ride the bus are considered “at school” when traveling to and from school on school buses.**

## ITEMS NOT ALLOWED AT SCHOOL

- 1. Personal Property** - The school is not responsible for personal property brought to school by students. Personal property brought to school for a special event or with the permission of school personnel is the responsibility of the owner. Sports equipment brought from home for use in games should be approved by school personnel and labeled with student's name. Toys are not allowed at school. Animals or any special items to be shared or brought for display purposes must have the permission of the teacher and administration.
- 2. Dangerous Items** – Knives, sharp instruments, or any instrument that can be used as a weapon are **not** permitted at school. No firearms are allowed at school. This includes imitation firearms.
- 3. Laser pointers** - Laser pointers are not allowed at school nor at school sponsored events.
- 4. Personal Electronic devices** - In general, these are not allowed at school, although some items may be permitted on *certain field trips*. In all cases the responsibility of personal property lies with the student. Once again, the district or school personnel will not be responsible for personal property that is brought to school.
- 5. Gum and Candy** – Gum is never allowed at school. Students are not allowed to bring or distribute candy except during sanctioned school parties.

## CELL PHONES

Cell phones are permitted at school under the following conditions:

- Cell phones are to be **turned off during school hours**
- Students may only contact their **parents** or other **caregivers** before or after school
- Cell phones cannot be used at recess and are to be put away during recess
- Cell phones cannot be used inside the classroom and are to be put away during class
- Cell phones are not to be shared with other students
- Students are not to take pictures with the cell phone
- Students are not to send text messages or call other students while at school



The school is not responsible for lost, stolen or damaged cell phones.

Violations of Kit Carson's cell phone policy have a unique set of consequences detailed below:

- 1<sup>st</sup> Offense:** the cell phone is taken to the office and may be picked up at the end of the day by the student. A warning letter will be sent home.
- 2<sup>nd</sup> Offense:** a Level A citation will be issued and the parent must pick up the phone.
- 3<sup>rd</sup> Offense:** a Level A citation will be issued for defiance of authority and the privilege to have a cell phone at school will be revoked for the remainder of the school year.
- 4<sup>th</sup> Offense:** a Level B citation will be issued for defiance of authority.

**NOTE:** Bullying via threatening or inappropriate text messages or through cell phone calls is illegal and against school rules a Level B citation will be issued (See STUDENT DISCIPLINE).

## DRESS CODE

Kit Carson Union School District is committed to a dress code that will support an educational environment that is positive and safe. The dress code applies to all students attending all school-sponsored events.

**As an overall rule, clothes must be neat, clean, hemmed, without holes or rips (or the appearance of hole or rips), and acceptable in appearance.**

In all cases, the **determination of appropriate dress will be made by school personnel.**

*NOTE: A committee of parents and staff met in October of 2003 to review Kit Carson School's Dress Code Policy and find a common interpretation. The comments agreed upon by the committee are written below in smaller print and in italics. The comments are not part of the policy but they help in the interpretation of the dress code policy.*

*This dress code policy applies to all students grades K-8.*

- **Tops**

All shirts: must be solid material (no fishnet or see-through, even if an *appropriate item is worn underneath said item*. If wearing a tank under another shirt, shirt must be kept buttoned up.

- Must fit properly (shall not be oversized)
- Must conceal undergarments (*including boxers*)
- Must have sleeves that extend beyond the point of the shoulder. (*Must fit closely under the arms*)
- May not hang lower than the wrist with arms fully extended (*If body of the shirt fits properly then the sleeve is acceptable*)
- And must be of sufficient length to be tucked in or cover the waistband of the pants, skirt, or shorts, when the student raises both arms above their head (*If no skin is showing in normal activity the shirt will be deemed acceptable*)

- **Pants/Shorts**

Must be hemmed

- must be worn fitted at the waist and cover under garments (*not fringed*)
- may be no more than one size too large for the student
- must be designed for daily wear (no spandex, Lycra, bicycle type pants, leggings, sweat/yoga pants or athletic shorts and pants)

Short shorts or bathing suits are **absolutely not** to be worn at school. Shorts must come at least to mid thigh (*As a general rule shirts/shorts/skorts must be longer than the student's finger tips when they put their arms by their side*).

- **Skirts or Dresses**

Skirts or dresses must be mid-thigh or longer when seated. (*Same rule as above*).

- **Footwear**

Shoes or sandals must be worn at all times. Sandals must have heel straps and cover toes and be safe and protective footwear.

- Jewelry  
Jewelry may be worn if, in the judgment of a teacher or supervisor, it does not constitute a danger to any student. Ear rings may not hang more than 1/2 inch.
- Make-up and Tattoos  
**No make-up may be brought on campus.** Students may wear appropriate make-up to school.  
**Tattoos:** It is illegal for a tattoo parlor to tattoo a minor. Therefore, tattoos are not appropriate for the school environment. If a student has a tattoo, it must be covered at all times.
- Belts  
Belts must be woven, cloth or leather plain or with the students name or family surname. Belt buckles must be a size that does not interfere with school and educational activities. Buckles may be an award or crafted, but shall not depict or advertise alcohol, tobacco products or any controlled substance, and shall not express, show or suggest profanity, obscenity, and violence or defame ethnic, religious, social groups, or suggest gang affiliation. *Belts must be worn through the loops and must be the appropriate size.*
- Advertising Symbols  
Clothing and/or accessories may not depict or advertise alcohol, or any controlled substance; clothing may not express, promote, show or suggest profanity, obscenity, violence, defiance or defame any ethnic, religious or social group. Clothing which is disruptive to the educational process is not allowed at school.
- Gang Logos: Any gang related color, symbol, insignia, bandannas, or other apparel is not allowed at school or school functions.
- Hair  
Hairstyles must be neat, clean, and not interfere with normal school activities. Mohawks and other such **styles, which** are not appropriate for a school environment.  
NO HAIR SPRAY (including products for hair dye or coloring) IS ALLOWED ON SCHOOL GROUNDS (*Unnatural hair color is not permitted at school, i.e. red, blue, green, purple, etc.*).
- Hats/Head Coverings  
Hats are allowed at school. Hats can only be worn outside. Hats may not be shared with others for health reasons.

#### Consequences of violations to the Dress Code

The student will be warned verbally about a violation to the Dress Code. If the student ignores the warning, citations may be issued for willful disobedience and defiance of authority. Students may be required to sit in the office during recess and/or class time if they dress or style their hair and/or make-up inappropriately. The normal progression of interventions will be followed.

**RESPECT**



**RESPONSIBILITY**



**HARD WORK**



## STUDENT DISCIPLINE

### PHILOSOPHY

The purpose of discipline is not to punish students, but to teach the lesson that all citizens must follow rules in our society and will be held accountable for their actions. Consequences are levied hopefully, with the intention that students learn from their actions.

Disciplinary measures typically used to address inappropriate behavior are listed below. They may include, but are not limited to, any of the items. Also, teachers employ a system of progressive rewards and consequences in each of their classrooms.

The list below is not necessarily in order. Consequences may be given when appropriate.

### CONSEQUENCES FOR STUDENT BEHAVIOR

- Verbal warning/counseling
- Phone or written contact with parent
- Use of classroom progressive discipline policy
- Notation on report card or letter to parents
- Verbal or written apology
- Preferential seating within the class
- Removal from classroom as per Education Code
- Restricted Recess
- Detention - at school beyond the regular school hours or at school during recess to make up time lost or wasted, or work not done
- **Loss of privileges**, which are normally earned by satisfactory behavior. These may include, but are not limited to, **participation in sports**, field trips, or classroom privileges
- Special tasks - assigned to help rectify a problem created by negative behavior
- Conference with parent and student
- Suspension from school - a temporary denial of the privilege of attending school and any school related activity. Suspended students may not be present at any school function during the period of suspension.
- Expulsion from school - a long-term denial of the privilege of attending school or any school-related activity for violation of Education Code 48900 or 48915 (pursuant to due process regulations.)

### CITATIONS

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

The following violations listed under Level “A”, Level “B”, Level “C-1” and Level “C-2” contain brief descriptions of acts in violation of Education Code 48900 and Education Code 48915. For complete details of the Education Code pertaining to student discipline and due process, you may contact the Superintendent’s Office.

#### **LEVEL “A” VIOLATIONS**

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

**Consequences of Level “A” Violations:** The parents or guardian will be notified of each citation issued. The method of transmittal will be by mail, phone call, and personal transmittal by the student if possible. The method of transmittal shall be documented on the student’s behavior record. A student-parent teacher conference, (Student Study Team), will be scheduled upon receipt of the seventh Level “A” citation. A student who receives five (5) Level “A” citations will be suspended for one day. A student who receives ten (10) Level “A” citations will be suspended for one day. An accumulation of fifteen (15) citations of any level shall result in a recommendation for expulsion. A pre-expulsion conference will be scheduled with the superintendent or designee for all students recommended for expulsion.

#### **LEVEL “B” VIOLATIONS: (may require sheriff’s intervention)**

- Possession or use of tobacco, etc. seq.
- Defiance of authority/disruption of school activities
- Attempting or threatening to cause physical injury to a person
- Attempting to cause damage to school property or private property
- Committing sexual harassment
- Committing or participating in an act of hate violence
- Intentionally engaging in harassment, threats of intimidation
- Harassing, threatening or intimidating a witness.
- Engaged in an act of bullying, including through texting messaging/electronic devices and directed toward a pupil or school personnel

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

#### **LEVEL “C-1” VIOLATIONS: (may require sheriff’s intervention)**

- \* Damaging school property or private property
- \* Committing an obscene act or habitual profanity or vulgarity

- \* Willfully using force/violence against another person
- \* Causing physical injury to a person
- \* Possession, using, furnishing, selling or being under the influence of a controlled substance, alcoholic beverage or intoxicant
- \* Possession, offering, arranging or negotiating to sell any drug paraphernalia
- \* Stealing or attempting to steal school property or private property
- \* Knowingly receiving stolen school property or private property
- \* Offering, arranging, or negotiating to sell a liquid or look-a-like substance representing a controlled substance, alcoholic beverage or intoxicant
- \* Possessing an imitation firearm
- \* Attempting to commit extortion or robbery
- \* Making a terrorist threat against school officials or school property
- \* Creating a hostile environment

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

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

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

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

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

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

### **BEHAVIORAL INTERVENTION**

A student who reaches 15 citations of any level may be taken to an expulsion hearing with the Board of Trustees and be recommended for expulsion. In order to help the student avoid reaching that point, the following intervention steps will be implemented:

<u>Citation #4</u>	Parent notified by letter of possible suspension if a fifth citation is earned
<u>Citation #5</u>	Student placed on behavior contract. A student may be suspended for serious repeat offenses.
<u>Citation #7</u>	Referral to Student Study Team; Hold Student Study Team meeting
<u>Citation #9</u>	Parent notified by letter of possible suspension if a tenth citation is earned
<u>Citation #10</u>	Parent meeting with student specialist; Behavior contract revisited
<u>Citation #13</u>	Parent conference with the Superintendent/Principal
<u>Citation #14</u>	Citations analyzed. Parent notified by letter of possible expulsion recommendation upon receipt of 15 <sup>th</sup> citation
<u>Citation #15</u>	Citations analyzed. Parents contacted with notification of 15 <sup>th</sup> citation and possible expulsion hearing. Pre-expulsion conference held.

### **SUSPENSION**

A student may be suspended from school or expelled for acts in violation of Education Code 48900 or Education Code 48915 if the act occurs at school or is related to a school activity which occurs at any time, including but not limited to: 1) while on school grounds; 2) while going to or coming from school; 3) during the lunch period, or 4) during, or while going to or coming from a school sponsored activity.

### **EXPULSION AND RE-ADMISSION**

Expulsion hearings will be scheduled before the Board of Trustees. Hearings shall be conducted pursuant to Education Code 48918. Readmission of a student following an expulsion is contingent upon the student’s compliance with his/her Plan of Rehabilitation. For complete details of the Expulsion/Readmission process, parents/guardians may review **Administrative Regulations 5144.1**, which is available at the office.

### **RESPONSIBILITY FOR DAMAGES (Education Code 48904)**

If a student willfully damages school property, or fails to return property loaned to him/her when it is requested, parents/guardians are responsible for the cost or replacement cost for lost items. This includes library materials, books, musical instruments, and team uniforms. Report cards and/or graduation diplomas may be withheld if the student has not paid or returned school property. California Education Code 48904 establishes \$10,000 (adjusted annually for inflation) as the maximum financial responsibility of a parent in any one incident. Disciplinary consequences apply in all cases.

### **STUDENT SEXUAL HARASSMENT**

Sexual harassment between and among students shall not be permitted. Sexual harassment

means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from, or in the educational setting. Examples of sexual harassment include, but are not limited to, any of the following conduct or actions:

- 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 another's body/overly personal conversation
- 4) Sexual jokes, stories, drawings, pictures, or gestures
- 5) Spreading sexual rumors
- 6) Assault, touching, impeding, or blocking movement in a sexual manner
- 7) Continuing to express sexual interest after being directed/asked to stop
- 8) Making reprisal, threats of reprisal, or implied threats of reprisal following a report of harassment.

Education Code Section 48900.2 states the following: "The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment."

A student who sexually harasses another student will receive appropriate consequences and/or intervention. The consequences can include suspension or recommendation for expulsion. Any student in grades fourth through eighth may be subject to severe disciplinary consequences on the first incident, if the severity of the incidence warrants. The law excludes students in grades kindergarten through third from these provisions.

#### **ALCOHOL and OTHER DRUGS – ENFORCEMENT and DISCIPLINE**

The Superintendent or his designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the well-being of students.

1. **Possession or use of alcohol or illegal drugs:** When any student uses or possesses illegal drugs at school or while under school jurisdiction, the following shall result:
  - a. Parent/guardian contact
  - b. One to three day suspension and recommendation for expulsion
  - c. Restriction from school activities.
2. **Selling or providing alcohol or illegal drugs.** When any student sells or provides alcohol or other drugs or while under school jurisdiction, the following shall result:
  - a. Parent or guardian contact
  - b. Suspension with recommendation to expel, and
  - c. Law enforcement contact.

## GENERAL INFORMATION

### ADMINISTRATION OF MEDICATION AT SCHOOL

A school employee may administer medication to your child at school if you submit a written request to that effect, and include written instructions from a physician or surgeon detailing the name of the medication, method, amount, and time schedule(s) for the student to take the medication. Please request the appropriate forms from the district office.

Written permission and pharmacy label must match. Authorization must be renewed annually or when a change occurs. All medication, including over-the-counter medications (cough drops), must be in a properly labeled container, which includes the name and phone number of the pharmacy, student name, name of physician, and dosage of medication to be given. The office personnel shall assist your child in taking the medication. Parent and physician may authorize a student to carry his/her medication at school under certain circumstances. Students are prohibited from sharing any kind of medication, including items such as aspirin or cough drops.

Additionally, some students may need to carry and self-administer their medication. Medications which students may carry and self-administer include prescription auto-injectable epinephrine and inhaled asthma medication. In order for a student to carry and self-administer epinephrine or asthma medication, the school district must receive a written statement from a physician detailing the same physician's instructions as above and confirming that the student is able to self-administer the medication, as well as a written statement from the student's parent, guardian, or foster parent consenting to the self-administration, providing a release for designated school personnel to consult with the prescribing physician regarding any questions about the medication, and releasing the school district and school personnel from civil liability if the self-administration results in any adverse reaction. Students may be disciplined under Section 48900 of the Education Code if they use auto-injectable epinephrine or inhaled asthma medication in a manner other than prescribed.

### AFTER SCHOOL ADVENTURE

The After School Adventure program is a free after school program provided for students in grades 2 through 6. In this structured environment, students are provided with assistance with their homework, tutoring with standards based lessons, enrichment activities and snacks. The program operates five days a week after school. See program documents for times. **Students must attend every day to be eligible to participate.** Transportation is provided for students living in Kit Carson attendance area. Students are enrolled on a space available basis. For further information please call the school district office.

### BOOKS, SUPPLIES, SCHOOL EQUIPMENT and PROPERTY

Students are issued textbooks and instructional materials. If these materials are lost, damaged, or stolen, the student must pay the replacement cost. Students are responsible for the care, protection, and proper use of all textbooks assigned to them. Textbooks are very expensive and need to be properly cared for. The school requests that students place book covers on all their textbooks.

## **COMPLAINT - RESPONSE PROCEDURE**

When you are dissatisfied with the actions of your child's teacher, we recommend that you follow the following steps:

1. Discuss the problem with your child's teacher;
2. Ask for a conference with the teacher and an administrator
3. Submit your complaint in writing in accordance with the Uniform Compliance Procedure, the form is available at the district office.

You always have the option of going straight to the Superintendent with your complaints. If possible, please make an appointment to speak to the Superintendent.

## **EXTENDED DAY CARE (LATCHKEY)**

An extended day care program is offered at Kit Carson. The program operates on the same days that school is in session for students. It is closed during holidays, teacher workdays, Winter break, Spring break and during the summer. This program provides students with a structured environment centering on scheduled activities.

An arrangement for this childcare is contracted in advance. Applications can be obtained through the school office or directly from the Latchkey Director. Once a commitment is contracted, payments are required on first and third Tuesday of the month. Payments not received within two (2) days of the due date will be charged a non-refundable \$15 late fee and your student(s) will be dropped from the Latchkey program until payment is made.

There is no "sick care" available. Parents are expected to pick up their student immediately upon notification that student is ill.

Accounts with unpaid fees are ineligible from participating in the Latchkey program until the fees are paid.

Please remember that the extended day care program is not a "drop-in" program; if an emergency arises please contact the front office immediately. An additional charge may be assessed to your account.

Additional information is available at the district office, 582-2843 extension 104.

## **FIRST AID and ILLNESS**

First aid is administered in case of minor injuries. If illness or a serious injury occurs during the school day, an attempt will be made to notify the parent at once. The school requires current emergency numbers to call when parents are not at home. If the parent or designated emergency contact person cannot be reached, the school will arrange to have the child taken to the hospital, if necessary. The parent will be responsible for the cost of transporting the child to the hospital. Therefore, it is important that parents notify the school of any changes in phone numbers. If your child is referred to the office for illness, his/her temperature will be taken. If your child does not have a temperature, s/he will not usually be sent home. If there are any questions regarding our office policy on student illness, please do not hesitate to call the district office.

## **HOME/HEALTH INSTRUCTION**

The Kit Carson School District will provide, at no cost to parents, a home teacher for any student who will be out of school because of an illness or accident. If you think your child will be out of school for at least three weeks, contact the school superintendent for this service.

## **INTER-DISTRICT REQUEST**

Parents/Guardians may apply for an inter-district request by completing the appropriate form. For information please contact the Kit Carson School District Office.

## **LICE**

Transmission of lice can occur quite easily from one infested individual to another. Children should be instructed not to share combs, brushes, hats, scarves, coats and sweaters. Treatment for lice consists of shampooing with a special medicated shampoo. All bed linens should be washed in hot soapy water. Clothing, combs, and brushes should be cleaned. Students will be excluded from school until the treatment for lice has been completed and upon inspection by school personnel to ensure that the treatment was successful. The District has a no-lice policy.

## **LOST ITEMS**

The school is not responsible for student's personal property left at school or lost at school. Items found will be turned in to the school office and stored. Students and/or parents must claim lost items within a period of eight (8) weeks or such items will be given to a charitable organization. Students should tell either their teachers or the school office of personal items lost, misplaced, or stolen. Expensive items should not be brought to school.

## **OFFICE TELEPHONE**

The office telephones are not for student use. In an emergency office staff may give permission to students to use the office telephone. The office telephone is not to be used when a student forgets a homework assignment, class project, desires to stay after school to participate in a school activity, or wants to get parent permission to go home with a classmate. Teachers may allow students to use classroom telephone, at the teachers' discretion.

## **PARENTS RIGHTS -STUDENT RECORDS**

It is the policy of this school district to allow parents access to any records that pertain to their child/children. These records may include: cumulative, health, attendance and psychological information. If a parent wishes to see any or all of these records, please contact the Superintendent. An appointment will be scheduled to review the student records. If a parent wishes to have copies of all or part of their child's records, they may request copies from the school office. There is a charge of \$.25 for each page copied. The school will not release a child's records to anyone without written consent except in the following cases:

1. When school officials or teachers within this District have a legitimate educational reason for having the records;
2. When State or Federal officials request to have this information as required by State and/or Federal Law;

3. When information is needed to protect the health and/or safety of your child or other children, and
4. When a school district within the State to which your child has transferred requests said records.

Kit Carson School District will release all or part of the following (known as Directory Information) to "responsible persons or agencies" as provided by law:

1. Student name
2. Place of birth
3. Participation in school activities or sports
4. Dates of attendance
5. Outstanding school accomplishments

If you do not want any or all of the Directory Information released without your written consent, please inform the school immediately.

### **SCHOOL PHOTOGRAPHS**

A professional photograph of each student is taken in August or September and in the spring. Advance notice will be provided. The photographs are offered to parents in a variety of packets and price ranges.

### **SCHOOL SITE COUNCIL**

Kit Carson School Site Council is comprised of parents, teachers, and other school staff. The meetings are scheduled throughout the school year. All parents are encouraged to participate in the School Site Council meetings.

### **VISITATIONS**

Parents are welcome and encouraged to visit the school. However, visits should be scheduled with the teacher in advance in order to make the visit as productive as possible. Advanced notice also minimizes disruption to the classroom. In the interest of safety **all visitors must check in at the office upon their arrival on campus and prior to visiting a classroom.**

### **WITHDRAWAL FROM SCHOOL**

If your student leaves school or transfers to another school before the end of the year, please notify the school office at least three (3) days in advance. All school property must be returned, including textbooks and library books, and all debts to the district must be cleared before the district will release the student's records.

## TRANSPORTATION

Although education code does not require that school districts provide transportation for students, Kit Carson School District provides transportation as a courtesy to our students and families.

The **BUS PICK-UP SCHEDULE** is mailed home prior to the beginning of the school year.

### STUDENT CONDUCT ON BUSES

SAFETY is the first concern for our bus drivers. Student behavioral expectations will be strictly enforced to maximize the safety of all students. Students who violate school rules while on the bus and/or disobey the directions of bus drivers may lose their transportation privileges. Suspensions from the bus may be temporarily imposed. In extreme cases, or after repeated violations, a student's transportation privilege may be revoked.

*See the section on STUDENT BEHAVIORAL EXPECTATIONS for more detailed information.*

### BUS NOTES

Each student has a designated pick-up and drop-off point when riding on the Home-to-School Transportation Program provided by the District. Only the parent, legal guardian, or a person designated on the student emergency card can call to request a different drop off location. The school requests that these calls be received by our office no later than 11:00 a.m. on the day the change in drop-off location is requested. A note will be generated by our office staff to inform the bus driver of this change and a copy will be given to the student.

## FOOD SERVICES



### BREAKFAST AND LUNCH PROGRAM

Kit Carson School provides a basic breakfast Monday through Friday as recommended by the National School Breakfast Program. Breakfast is served in the school cafeteria from 7:50 am through 8:15 am.

Kit Carson Union School District requires a positive balance for all meals served. Money may be deposited into a student's meal program account. Envelopes for pre-payments are in the office. If a student does not have money deposited into the prepaid account or money to purchase a meal, he/she may charge a maximum of three (3) meals. Charges must be paid back the next school day. Please call 582-6487 for any questions regarding accounts. **Notices regarding cafeteria balances are given to the teachers weekly to distribute to the students.** Yellow notices are positive balances and red notices are negative balances. Please check with your student for these notices. Students who owe money will not receive progress reports or report cards **and will not be able to attend the Ice Cream Social at the end of the school year (If there is a negative balance).** **Those individual with a negative balance will be refer to a local collection agency twice per year, once in December and again in June.**

You may qualify for free or reduced meals. Please make sure that you fill out the free/reduced meal application. If there are any questions, please call the Food Services Supervisor at 582-2843, ext. 125 between the hours of 7:00 a.m. and 3:00 p.m. or leave a message at any time.

Kit Carson Union School District participates in the State Free and Reduced Price Meal Program. Applications are sent home with students the first week of school (or upon registration). You must reapply for this program each school year. A student's needy meal status remains "full pay" until a fully completed needy meal application has been received and processed by Kit Carson Union School District Food Services Supervisor.

<b>Meal Prices</b>			
	<b>Breakfast</b>	<b>Lunch</b>	<b>Milk</b>
Full price:	\$1.20 (includes milk)	\$1.80 (includes milk)	\$ .30
Reduced price	\$ .30 (includes milk)	\$ .40 (includes milk)	
Free Meal	No charge	No charge	
Adult lunches:	\$1.80	\$3.80 (w/ Salad Bar)	



*(The U.S. Department of Agriculture (USDA) and the Nutrition Services Division (NSD) prohibit discrimination in all their programs and activities on the basis of race, color, national origin, gender, religion, age or disability. To file a discrimination complaint, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup> and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964. USDA is an equal opportunity provider and employer.)*

**Note: Each student has access to ONE milk with their Hot or Cold lunch. To purchase an EXTRA milk the student must have a positive account balance or cash on hand.**

### **MEAL ACCOMMODATIONS**

If your child has a food allergy that may result in a severe, life threatening reaction, please provide written certification by your child's physician detailing the condition and needs. Written certification must be renewed annually or when a change occurs. Meal accommodations can be made.

### **BRINGING FOOD FROM OUTSIDE**

**California law prohibits** bringing outside food to be served to students, with the exception of school parties. Parents may bring an outside food to be consumed by their child **only**; sharing it with other students is not allowed. Thank you for your understanding.

### **CAFETERIA RULES (Also see STUDENT BEHAVIORAL EXPECTATIONS)**

Meals must be eaten in the school cafeteria or other designated areas when approved by school personnel. Students may **not** share or exchange food. Students shall maintain appropriate cafeteria behavior, use moderate voice levels, sit properly and clean up their area after eating.

## **STUDENT SERVICES**

### **SPECIAL EDUCATION INTEGRATED SERVICES**

Kit Carson School has redesigned the plan to deliver Special Education Services to students in the District. The change began in the 2005-2006 school year because the previous model (the RSP Program) was outdated.

The State of California has changed the credential requirements to teach Special Education students. The Special Education Program was designed for services to be delivered through a Resource Specialist Program and a Special Day Class Program. The State no longer issues credentials for those two programs. The State now issues the same credential to teachers who work with students with mild/moderate disabilities or moderate/severe disabilities.

Prior to the school year of 2005-2006 the focus was to assign students to a program (RSP or Special Day Class), rather than to serve the individual needs of the student regardless of placement. The Integrated Services Program focuses on serving the student's needs rather where to place the student. This allows more flexibility to meet the needs of all students.

The amount of time that students work with the Special Education teacher is not limited to a percent of the day. The type of curriculum the student is provided can be modified to meet the needs of the student in the regular classroom. Or the Special Education teacher can provide instruction in her classroom for students who need more support or who need specially designed curriculum. Students are integrated into the regular education classroom as much as possible with modifications and accommodations.

Students still receive support in the classroom by both the Special Education Teacher and the Special Education Instructional Aide depending on the student's needs.

### **PSYCHOLOGICAL SERVICES**

Kit Carson has the services of a school psychologist one day per week. The main responsibility of the psychologist is to test and assess students referred for possible Special Education placement. The psychologist can and does act as a consultant on some types of student behavior and may help with crisis intervention. This service is provided by the Kings County Office of Education.

### **SPEECH, HEARING, AND LANGUAGE SPECIALIST**

The Speech Specialist provides services to Kit Carson School students 1.5 days per week. The Speech and Language Specialist assesses students referred for speech, learning or language problems. This certificated specialist provides instruction and remediation lessons for students who qualify as having a speech, language, or hearing problem.

### **NURSE SERVICES**

Kit Carson employs a Licensed Vocational Nurse (LVN) who provides daily nursing services. A Registered Nurse (RN) contracted through the Kings County Office of Education provides oversight of the nursing program; the program includes screening for vision, hearing and scoliosis.

### **LIBRARY SERVICES**

Kit Carson School employs a full-time Library Aide. The Library Aide maintains books, checks books out, and generally maintains the library. Each class visits the library once per week when they have story time, and receive appropriate instruction in library skills. Currently Kit Carson's library consists of about 9,000 pieces, including books and DVDs. Parents must give permission for their children to check out library books.

### **OUTDOOR EDUCATION**

Sixth grade students attend an outdoor educational program at the Sierra Outdoor School in Sonora, California. Students extend their classroom learning of topics related to the environment, ecology, and earth science during this trip. Students are expected to participate in fundraising events to help pay for the cost of this field trip.

### **COMPUTER LAB & MOBILE LABS**

Kit Carson operates a computer lab staffed with a full time computer technician. The computer lab has over 30 stations equipped with Personal Computers. All stations in the computer lab have access to the Internet. All students receive computer lab time each week. In addition, students in grades 3-8 have access to one of several Mobile Labs with classroom sets of mobile laptop devices.

### **SCHOOL-WIDE TITLE I**

Federal legislation known as “No Child Left Behind” provides funding for Title I services to all students. Kit Carson holds its annual Title I parent Information meeting before *Back-to-School* night in August.

### **ENGLISH LEARNERS ASSISTANCE PROGRAM**

Additional instruction and support is provided for students identified as English Language Learners with limited English proficiency. These students receive special instruction from their classroom teacher in English. They may also receive additional tutoring from a classroom aide under the supervision of the classroom teacher.

### **PARENT INVOLVEMENT:**

#### **PARENT'S RESPONSIBILITY IN HOMEWORK**

Education is a team effort between the school, home and the student. Students will be more successful when they have parent support. Parents can support their child by:

1. Having students attend school daily, ready to learn;
2. Cooperate with the school and support its efforts to educate your children;
3. Attend parent-teacher conferences;
4. Provide proof of certification for your child indicating that the required physical examination and immunizations have been completed, or sign a waiver;
5. Sign and return Report Cards and Progress Reports promptly after receipt, and
6. Promote a positive attitude toward education, the school, the teachers, and demonstrate your best attitude each day to your child.

### **COMMUNITY INVOLVEMENT**

Kit Carson School provides many opportunities for parents, school and community involvement in school program(s). In September, information will be distributed concerning advisory committees including School Site Council, English Learner Advisory Council (ELAC), and Migrant Education Advisory Committee. Parents are encouraged to participate in these advisory committees.

### **PARENT-TEACHER CLUB**

The Kit Carson Parent-Teacher Club is an important link between the school and the community. The club sponsors many projects, which will benefit the school and students. All parents are invited to participate in the club's activities. Meetings are held once a month. There are no dues for membership. The objective of the Parent-Teacher Club is to promote a better understanding between the school and home, and to aid in the welfare of the children.

## ROOM PARENTS

The Parent-Teacher Club organizes room parents. The Room Parents assist the teacher in planning and conducting various activities during the school year such as parties, field trips and fundraisers.

## MID-VALLEY ALTERNATIVE CHARTER SCHOOL

Mid-Valley Alternative Charter School provides an expanded learning opportunity for kindergarten through eight grade students and their parents. Parents who enroll their child in the Mid Valley Alternative Charter School accept the responsibility for their child's education and the responsibility of becoming the child's primary teacher with direct assistance from the charter teacher. Mid-Valley Alternative Charter School is located on the Kit Carson Campus. For additional information about Mid-Valley Alternative Charter School call 583-1149.

### **REQUIRED PARENT NOTIFICATIONS:**

1. **Exemption from Physical Examinations** You can exempt your child from all physical examinations by making a written request that your child be exempted. Your child will be exempted only after the District receives the written request. However, if your child is exempted from physical examinations, he or she may be sent home if there is a good reason to believe that he or she is suffering from a recognized contagious or infectious disease.
2. **Medical and Hospital Services for Pupils** The District may provide medical or hospital service, or accident or liability insurance policies for student injuries occurring while in or on the District's property. Your child will not be compelled to accept such service without your consent. If the student is emancipated or an adult then he or she will not be compelled to accept such service without his or her consent.
3. **Pesticide Notification** Enclosed with this notice is a notification of the name and active ingredients of all pesticide products expected to be applied at District schools during the upcoming year. You may register with the District if you wish to receive notification of individual pesticide applications at the school facility.
4. **Asbestos Management Plan:** An updated management plan for asbestos-containing material in school buildings is available at the District Office upon request.
5. **Disabled Pupils:** Your child will not be discriminated against on the basis of disability. Reasonable accommodation is available for disabled students if necessary. (Section 504 of the Rehabilitation Act of 1973.) The Superintendent/Principal and Special Education/Intervention Specialist are the § 504 Coordinators for the District.
6. **Pupils With Temporary Disabilities - Individual Instruction:** Students with temporary disabilities, who cannot attend regular day classes, may receive individual instruction provided by the District. If you believe your child is such a student, please contact the school.
7. **Pupils With Temporary Disabilities - Residency Requirements:** If your child has a temporary disability and is in a hospital or other health facility, excluding a state hospital, that is outside of the school district in which you reside, your child is deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. You have the primary responsibility to notify the school district in which the qualifying hospital is located that your child is in a qualifying hospital within that school district's boundaries. That school district has the obligation to determine whether your child qualifies for individual instruction while he or she is in the qualifying hospital. Your child should be provided with instruction no later than 5 working days after a determination is made that he or she qualifies for individual instruction.
8. **Special Education for Handicapped Pupils, Child Find System; Policies and Procedures.** Any pupil with exceptional needs, who is qualified and eligible to receive educational and related services, shall receive such instruction or services or both, at no cost and in the least restrictive environment as required federally by the Individuals with Disabilities Education Act (IDEA). You and your child may have certain rights and procedural safeguards under the IDEA and its state-law counterparts. If you believe that your child may qualify as a pupil with exceptional needs please review the copy of the IDEA procedural safeguards notice and contact our Special Education/Intervention Specialist, Tina Gonzales.
9. **Availability of Prospectus.** The prospectus of school curriculum, which the District has prepared pursuant to Education Code section 49091.14, is available upon request. If you request a copy of the prospectus, the District may charge you up to the amount it

costs to make the copy.

10. **Child Abuse Prevention Training Program.** You have the right to refuse to allow your child to participate in a child abuse primary prevention program.

11. **Pupil Records; Right to Access.** Parents of currently enrolled or former pupils have an absolute right to access to any and all pupil records related to their children that are maintained by school districts.

12. **Discrimination.** Your child will not be discriminated against on the basis of sex, ethnic group identification, race, national origin, religion, color, mental or physical disability, or any basis for "hate crimes" as set forth in Penal Code § 422.6(a).

13. **Sexual Harassment.** The District's policy prohibiting sexual harassment is attached to this notice and is incorporated herein by this reference.

14. **Pupil Internet Access Policy.** This District provides pupils with access to internet and on-line services. Pupil access is governed by an Internet Access Policy, which is attached for your reference.

15. **School Accountability Report Card.** The Governing Board of the District will annually issue a School Accountability Report Card for each school in the District. You will be provided with a copy upon request or you may review it on our school district Web Page.

16. **Uniform Complaint Procedures.** The Board policies of the District contain Uniform Complaint Procedures which apply to all state and federal categorical programs requiring formal complaint procedures regarding alleged acts of discrimination on the basis of ethnic group identification, religion, age, sex, color, and physical or mental disability. A copy of the District's UCP policy is attached for your reference.

17. **No Child Left Behind Act of 2001.** The federal No Child Left Behind Act (NCLB) provides certain rights to parents regarding the education of their children if those children attend a school receiving funds under Title I, Part A of the Elementary and Secondary Education Act. You are entitled to annual notification of your right to be informed about the professional qualifications of your child's classroom teachers, paraprofessionals, and aides, including: whether the teacher meets State qualifications and licensing criteria for the subject(s) and grade(s) he or she teaches; whether the teacher is teaching under an emergency permit or other provisional status; the teacher's college major, and any advanced degree (and major) he or she holds; and whether any instructional aides or paraprofessionals provide services to your child, and if so, their qualifications. Should you wish to receive the information described above, the District will provide it to you upon your request. You are also entitled to information regarding the level of achievement of your child on every State academic assessment. Should you wish to receive this information, the school your child attends will provide it to you upon your request.

Additional notices that may be required under the NCLB regarding your child's education shall be sent to you by the District under separate cover at such time(s) as those additional notices may be required.

## **Board Policy**

### **Sexual Harassment**

BP 5145.7

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

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

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

### **Complaint Process**

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

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

### **Disciplinary Actions**

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

### **Confidentiality and Record-Keeping**

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

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

BP 1312.3

### **Uniform Complaint Procedures**

#### **Community Relations**

Policy KIT CARSON UNION SCHOOL DISTRICT

adopted: April 15, 2015 Hanford, California

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, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board shall adopt a uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

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

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs (5 CCR 4610)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 6159 - Individualized Education Program)

(cf. 6174 - Education for English Language Learners)

(cf. 6178 - Career Technical Education)

(cf. 6178.2 - Regional Occupational Center/Program)

(cf. 3555 - Nutrition Program Compliance)

(cf. 5148 - Child Care and Development)

(cf. 6171 - Title I Programs)

(cf. 6175 - Migrant Education Program)

(cf. 6178.1 - Work-Based Learning)

(cf. 6200 - Adult Education)

2. Any complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, in district programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the district, which is funded directly by, or that

receives or benefits from any state financial assistance. (Education Code 200, 220, 234.1; Government code 11135; 5 CCR 4610; Penal Code 422.55)

(cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 4030 - Nondiscrimination in Employment)  
(cf. 4031 - Complaints Concerning Discrimination in Employment) (cf. 5145.3 - Nondiscrimination/Harassment)  
(cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging bullying in district programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics  
(cf. 5131.2 - Bullying)
4. Any complaint alleging district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

A student fee complaint shall be filed no later than one year from the date the alleged violation occurred.

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

5. Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

6. Kit Carson Union Elementary School District shall ensure that complainants are protected from 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.

7. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is agreeable to all parties. One type of ADR is mediation, which 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 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.

In filing and investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation, discrimination, harassment, intimidation or bullying, the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, as long as the integrity of the complaint process is maintained. (Education Code 234.1; 5 CCR 4621)

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

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall 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 related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints. All such records shall be destroyed in accordance with applicable state law and district policy.

(cf. 3580 - District Records)

#### Non-UCP Complaints

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination, harassment, intimidation and bullying shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve 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.

(Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination	8200-8498 Child care and development programs
8500-8538 Adult basic education	18100-18203 School libraries
32289 School safety plan, uniform complaint procedures	35186 Williams uniform complaint procedures
48985 Notices in language other than English	49010-49013 Student fees
49060-49079 Student records	49490-49590 Child nutrition programs
52060-52077 Local control and accountability plan, especially	
52075 Complaint for lack of compliance with local control and accountability plan requirements	
52160-52178 Bilingual education programs	52300-52490 Career technical education
52500-52616.24 Adult schools	52800-52870 School-based program coordination
54400-54425 Compensatory education programs	54440-54445 Migrant education
54460-54529 Compensatory education programs	56000-56867 Special education programs
59000-59300 Special schools and centers	64000-64001 Consolidated application process

##### GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

##### PENAL CODE

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

##### CODE OF REGULATIONS, TITLE 5

3080 Application of section 4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws  
1681-1688 Title IX of the Education Amendments of 1972  
6801-6871 Title III language instruction for limited English proficient and immigrant students  
7101-7184 Safe and Drug-Free Schools and Communities Act  
7201-7283g Title V promoting informed parental choice and innovative programs  
7301-7372 Title V rural and low-income school programs  
12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

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

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

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

BP 3513.3

**Tobacco-Free Schools**

**Business and Noninstructional Operations**

adopted: October 22, 2014 Hanford, California

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

(cf. 3514 - Environmental Safety)

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

(cf. 5030 - Student Wellness)

(cf. 5131.62 - Tobacco)

(cf. 5141.23 - Asthma Management)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

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

This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program,

activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

(cf. 1330 - Use of School Facilities)

(cf. 1330.1 - Joint Use Agreements)

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

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

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

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension/expulsion                      48901 Prohibition against tobacco use by students

HEALTH AND SAFETY CODE

39002 Control of air pollution from nonvehicular sources  
104350-104495 Tobacco use prevention, especially:  
104495 Prohibition of smoking and tobacco waste on playgrounds  
119405 Unlawful to sell or furnish electronic cigarettes to minors

LABOR CODE

3300 Employer, definition  
6304 Safe and healthful workplace                      6404.5 Occupational safety and health; use of tobacco products

UNITED STATES CODE, TITLE 20

6083 Nonsmoking policy for children's services  
7100-7117 Safe and Drug Free Schools and Communities Act

CODE OF FEDERAL REGULATIONS, TITLE 21

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

PERB RULINGS

Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)  
CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Management Resources:

WEB SITES

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

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

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

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

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

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

AR 3513.3

**Tobacco-Free Schools**

**Business and Noninstructional Operations**

Approved: June 1, 2011    Hanford, California

**Notifications**

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

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

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

(cf. 1113 - District and School Web Sites)

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

### **Enforcement/Discipline**

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

(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 5144 - Discipline)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)

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

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

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

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

BP 5125

### **Student Records**

adopted: March 18, 2015 Hanford, California

### **Student Records from Social Media**

The Superintendent or designee may gather and maintain information from the social media of any district student, provided that the district first notifies students and parents/guardians about the proposed program, offers an opportunity for public comment at a regularly scheduled Board meeting, and gathers only information that directly pertains to school safety or student safety. (Education Code 49073.6)

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 5145.6 - Parental Notifications)  
(cf. 9323 - Meeting Conduct)

(cf. 5131.2 - Bullying)  
(cf. 9322 - Agenda/Meeting Materials)

### **Contract for Digital Storage, Management, and Retrieval of Student Records**

The Superintendent or designee may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code 49073.1 and other applicable state and federal laws.

(cf. 3312 - Contracts)

Legal Reference:

EDUCATION CODE

17604 Contracts

48201 Student records for transfer students who have been suspended/expelled

48853.5 Foster youth; placement, immunizations

48902 Notification of law enforcement of specified violations

48904-48904.3 Withholding grades, diplomas, or transcripts

48918 Rules governing expulsion procedures

48980 Parental notifications

48985 Notices in parent/guardian's primary language

49060-49079 Student records

49091.14 Parental review of curriculum

51747 Independent study

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22580-22582 Digital privacy

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3025 Access to records by noncustodial parents

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120440 Immunizations; disclosure of information

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245 Assault with deadly weapon

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CODE OF REGULATIONS, TITLE 5

430-438 Individual student records

16020-16027 Destruction of records of school districts

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

1232h Protection of Pupil Rights Amendment

UNITED STATES CODE, TITLE 26

152 Definition of dependent child

UNITED STATES CODE, TITLE 42

11434a McKinney-Vento Homeless Assistance Act; definitions

CODE OF FEDERAL REGULATIONS, TITLE 16

Part 312 Children's Online Privacy Protection Rule

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

300.501 Opportunity to examine records for parents of student with disability

Management Resources:

FEDERAL REGISTER

Final Rule and Analysis of Comments and Changes, Family Educational Rights and Privacy, December 9, 2008, Vol. 73, No. 237, pages 74806-74855

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Data in the Cloud: A Legal and Policy Guide for School Boards on Student Data Privacy in the Cloud Computing Era, April 2014

## U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to Student Health Records, 2008

Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, October 2007

### WEB SITES

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

National School Boards Association: <http://www.nsba.org>

U.S. Department of Education, Family Policy Compliance, <http://www.ed.gov/policy/gen/guid/fpco>

AR5125(r)

### **Notification of Parents/Guardians**

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. If 15 percent or more of the students enrolled in the district speak a single primary language other than English, then the district shall provide these notices to that language. Otherwise, the district shall provide these notices in the student's home language insofar as practicable. The district shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 49063, 48985; 34 CFR 99.7)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

(cf. 5020 - Parent Rights and Responsibilities)

12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g
13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

### **Student Records from Social Media**

For the purpose of gathering and maintaining records of students' social media activity, the Superintendent or designee shall: (Education Code 49073.6)

1. Gather or maintain only information that pertains directly to school safety or student safety
2. Provide a student with access to any information that the district obtained from his/her social media activity and an opportunity to correct or delete such information
3. Destroy information gathered from social media and maintained in student records within one year after a student turns 18 years of age or within one year after the student is no longer enrolled in the district, whichever occurs first
4. Notify each parent/guardian that the student's information is being gathered from social media and that any information maintained in the student's records shall be destroyed as provided in item #3 above. The notification shall also include, but is not limited to, an explanation of the process by which a student or his/her parent/guardian may access the student's records for examination of the information gathered or maintained and the process by which removal of the information may be requested or corrections to the information may be made. The notification may be provided as part of the annual parental notification required pursuant to Education Code 48980.
5. If the district contracts with a third party to gather information on a student from social media, ensure that the contract:
  - a. Prohibits the third party from using the information for purposes other than those specified in the contract or from selling or sharing the information with any person or entity other than the district, the student, or his/her parent/guardian
  - b. Requires the third party to destroy the information immediately upon satisfying the terms of the contract, or when the district notifies the third party that the student has turned 18 years of age or is no longer enrolled in the district, whichever occurs first

AR 5141.21

**Administering Medication And Monitoring Health Conditions (Students)**

approved: March 18, 2015                      Hanford, California

**Definitions**

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel means any individual employed by the district, including a nonmedical school employee, who has volunteered or consented to administer medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601, 621)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Emergency medical assistance for a student suffering an epileptic seizure means the administration of an emergency antiseizure medication such as diazepam rectal gel and other emergency medications approved by the federal Food and Drug Administration for patients suffering from epileptic seizures. (Education Code 49414.7; 5 CCR 621)

Epinephrine auto-injector means a disposable drug delivery system with a spring-activated needle that is designed for emergency administration of epinephrine to provide rapid, convenient first aid for persons suffering a potentially fatal reaction to anaphylaxis. (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

### **Notifications to Parents/Guardians**

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

### **Parent/Guardian Responsibilities**

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. Providing parent/guardian and authorized health care provider written statements each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49414.7, 49423, 49423.1; 5 CCR 600, 626)
2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician and updating the information when needed. (Education Code 49480)
3. If the student suffers from epilepsy, notifying the principal or designee whenever the student has had an emergency antiseizure medication administered to him/her within the past four hours on a school day. (Education Code 49414.7)
4. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

### **Parent/Guardian Statement**

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the health care provider's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer the medication or otherwise assist the student in its administration
4. Contain an acknowledgment that the parent/guardian understands his/her responsibilities to enable district employees to administer or otherwise assist the student in the administration of medication, including, but not limited to, the parent/guardian's responsibility to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment

5. Contain an acknowledgment that the parent/guardian understands that he/she may terminate the consent for the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that his/her child be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration
2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to his/her child, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation
2. That the individual is permitted to be on the school site
3. Any limitations on the individual's authority

### **Health Care Provider Statement**

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer auto-injectable epinephrine or prescribed diabetes or asthma medication during school hours, the authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code 49414.7, 49423, 49423.1; 5 CCR 602, 626)
2. The name of the medication (Education Code 49414.7, 49423, 49423.1; 5 CCR 602, 626)
3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49414.7, 49423, 49423.1; 5 CCR 602, 626)
4. If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49423, 49423.1; 5 CCR 602)
5. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
6. Possible side effects of the medication
7. Name, address, telephone number, and signature of the student's authorized health care provider

When authorizing a district employee to administer emergency antiseizure medication to a student, the authorized health care provider's written statement shall also include the following: (Education Code 49414.7; 5 CCR 626)

1. Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of the medication becomes necessary
2. Any potential adverse responses by the student and recommended mitigation actions, including when to call emergency services
3. A protocol for observing the student after a seizure, including, but not limited to, whether he/she should rest in the school office or return to his/her class and the length of time he/she should be under direct observation
4. A statement that, following a seizure, a school administrator or other staff member shall contact the school nurse and the student's parent/guardian to continue the observation plan

### **District Responsibilities**

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medication in accordance with the authorized health care provider's written statement
2. Accept delivery of medications from parents/guardians and count and record them upon receipt
3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medication, and note on the list the type of medication and the times and dosage to be administered
4. Maintain for each student a medication log which may:
  - a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
  - b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication
5. Maintain for each student a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student
6. Ensure that student confidentiality is appropriately maintained

(cf. 5125 - Student Records)

7. Coordinate and, as appropriate, ensure the administration of medication during field trips and other school-related activities

(cf. 5148.2 - Before/After School Programs)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

8. Report to a student's parent/guardian and the site administrator any refusal by the student to take his/her medication
9. Keep all medication to be administered by the district in a locked drawer or cabinet
10. As needed, communicate with a student's authorized health care provider and/or pharmacist regarding the medication and its effects
11. Counsel other designated school personnel regarding the possible effects of a medication on a student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose
12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances
13. Provide immediate medical assistance if needed and report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

### **Additional Requirements for Management of Epileptic Seizures**

In addition to applicable provisions in the sections above, the Superintendent or designee shall make arrangements for assisting students with epilepsy who may suffer a seizure at school. Such arrangements shall include the following: (Education Code 49414.7; 5 CCR 620-627)

1. Services or Accommodations: Whenever a parent/guardian requests that a nonmedical district employee be trained to provide emergency medical assistance to his/her child, the parent/guardian shall be notified that the child may qualify for services or accommodations pursuant to 20 USC 1400-1482, the Individuals with Disabilities Education Act (IDEA), or 29 USC 794, Section 504 of the federal Rehabilitation Act of 1973 (Section 504).

(cf. 6159 - Individualized Education Program)

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

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

The Superintendent or designee shall assist the parent/guardian to explore that option and shall encourage him/her to adopt the option if the student is determined to be eligible for such service or accommodation.

If the student's parent/guardian refuses to have him/her assessed for services or accommodations under IDEA or Section 504, the Superintendent or designee may develop an individualized health plan, seizure action plan, or other appropriate health plan designed to acknowledge and prepare for the student's health care needs in school.

2. Request for Volunteers: The Superintendent or designee shall distribute an electronic notice to school staff no more than twice per school year per student whose parent/guardian has requested provision of emergency medical assistance pursuant to Education Code 49414.7. The notice shall be in bold print and, in accordance with Education Code 49414.7, shall contain a description of the request for a volunteer school employee, the training that such volunteer school employee will receive, the voluntary nature of the program, and the timelines for the volunteer school employee to rescind his/her offer. No other means of soliciting volunteer school employees shall be conducted.

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

If no employee volunteers to administer emergency antiseizure medication to a student, the Superintendent or designee shall again notify the student's parent/guardian of the option to have the student assessed for services and accommodations under IDEA or Section 504.

3. Training: Any employee who volunteers to administer an emergency antiseizure medication shall receive from a licensed health care professional the training specified in 5 CCR 623 before administering such medication. The training shall include, but is not limited to:
  - a. Recognition and treatment of different types of seizures
  - b. Administration of an emergency antiseizure medication
  - c. Basic emergency follow-up procedures, including, but not limited to, a requirement for the principal or designee to call the emergency 911 telephone number and to contact the student's parent/guardian, but not necessarily to transport the student to an emergency room
  - d. Techniques and procedures to ensure student privacy

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 5022 - Student and Family Privacy Rights)

When a trained employee has not administered an emergency antiseizure medication to a student within two years after completing the training and a student who may need the administration of an emergency antiseizure medication is enrolled in the school, the employee shall be retrained in order to retain the ability to administer an emergency antiseizure medication.

4. Notification of Administration: The Superintendent or designee shall establish a process for notifying the credentialed school nurse, or the Superintendent or designee as applicable, whenever an employee administers an emergency antiseizure medication to a student at a school site.
5. Supervision of Volunteers: Volunteer school employees shall be supervised by a licensed health care professional in accordance with 5 CCR 627.

### **Emergency Epinephrine Auto-Injectors**

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414, and shall be based on the standards developed by the Superintendent of Public Instruction. Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414)

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers. Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in his/her personnel file. (Education Code 49414)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying of the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

(cf. 3290 - Gifts, Grants and Bequests)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

(cf. 3580 - District Records)

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