

Parent Information Handbook

2017-2018

Kings Canyon Unified School District

**1801 Tenth Street
Reedley, CA 93654
(559) 305-7010
637-1292 (FAX)**

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KINGS CANYON UNIFIED SCHOOL DISTRICT

The Kings Canyon Unified School District (KCUSD) welcomes you to another school year that staff members hope will be a positive learning experience for your child. This booklet provides information on your child's school participation for the coming year.

The California Education Code for public schools requires that school districts notify parents or guardians of minor pupils about certain programs and policies. Please take time to familiarize yourself with the information in this booklet. If you have any questions please call the school where your child is enrolled.

MISSION STATEMENT

The governing board and administrator for Kings Canyon Unified believe the success of any enterprise is enhanced when there is a clear statement of purpose and direction. The KCUSD ***Mission Statement*** is as follows:

Our mission is to provide a broad spectrum of educational programs and co-curricular activities for ALL students so that they may reach their highest potential.

Vision

All students can learn and succeed. Each student at every level:

- will encounter a challenging and interesting curriculum.
- will experience a variety of instructional strategies that promote lifelong learning.
- will build high self-esteem through success in personal responsibility and achievement.
- will engage in enriching co-curricular activities.

Core Beliefs and Guiding Principles

STUDENT ACHIEVEMENT: KCUSD supports success for all students by maintaining and enhancing quality educational and co-curricular programs for students and providing on-going professional development opportunities for teachers to build their capacity to enhance student achievement.

OUR EMPLOYEES: KCUSD employees are caring professionals who are skilled, empowered and prepared to provide effective services.

SAFETY: KCUSD strives to provide a safe and orderly learning environment.

FISCAL RESPONSIBILITY: KCUSD works to protect and preserve the fiscal health of the District. Our goal is to achieve long-term stability so that our energy can be focused on providing quality education for our students.

FACILITIES: KCUSD will continue to improve current facilities, build new ones and plan for future growth to ensure optimum learning environments.

Board of Trustees

Sarah Rola
726 S. East Ave.
Reedley, CA 93654
(559) 240-8667
Area #2
Term expires 11/2018

Floyd Smith
341 Hills Valley Road
Squaw Valley, CA 93675
(559) 332-2540
Area #6
Term expires 11/2020

Robin Tyler, President
7128 S. Englehart Ave.
Reedley, CA 93654
(559) 638-8404
Area #4
Term expires 11/2018

Manuel Ferreira
404 D Street
P. O. Box 8
Orange Cove, CA 93646
(559) 318-0857
Area #5
Term expires 11/2020

Noel Remick
124 S. Kings Drive
Reedley, CA 93654
Area #1
Term expires 11/2018

Connie Brooks
20124 E American Ave.
Reedley, CA 93654
(559) 638-8913
Area #3
Term expires 11/2018

Clotilda Mora
1478 E. Myrtle Avenue
Reedley, CA 93654
Area #7
Term expires 11/2020

E-Mail Addresses:
rola-s@kcusd.com
(same for each with
last name-first initial)

Board Meetings are held on every second and fourth Tuesdays of the month. Location of meetings is at KCUSD's Educational Support Center, 1801 Tenth Street, Reedley (unless otherwise noted). Starting time is 7:15 p.m.

Governing Board Goals

1 HIGH STUDENT ACHIEVEMENT

- Data driven decision making
- Ensure strong leadership at every school site.
- Explore pre-school opportunities for students.
- Maintain literacy as the District focus.
- Education is a partnership between the school, the family, and the community.
- Ensure students have opportunities to be involved in co-curricular programs.
- Ensure all students have access and opportunities to participate in a broad spectrum of courses and academic activities.

2 EXCELLENCE IN TEACHING

- Continue to improve our approaches to recruitment and hiring, induction, mentoring, evaluation and recognition.
- Work with principals and teachers in the areas of leadership, teaching, and learning.
- Work to expand opportunities for teachers and administrators to participate in professional development.
- Consistently utilize technology in teaching and learning to meet the needs of all students.
- Build capacity of educators to meet the needs of all students.

3 ENHANCE LEADERSHIP AND ACCOUNTABILITY

- Establish expectations for performance of individuals in leadership roles.
- Establish a model to build leadership skills and capacity necessary to increase student achievement.
- Recognize employee excellence at all levels.

4 MAINTAIN FINANCIAL STABILITY

- Plan for expenditures related to new facilities and growth.
- Maintain good fiscal practices.
- Seek alternate funding sources.

5 STRENGTHEN PUBLIC CONFIDENCE

- Continue to improve internal and external communications plan.
- Communicate expectations to every employee in the District.
- Establish a forum for dialog and discussion.
- Establish more direct links with parents at every school site.

School Sites

A.L. Conner Elementary
222 4th Street
Orange Cove, CA 93646
305-7200

Adult School
740 W. North Avenue
Reedley, CA 93654
305-7085

Alta Elementary School
21771 E. Parlier Avenue
Reedley, CA 93654
305-7210

Citrus Middle School
1400 Anchor Avenue
Orange Cove, CA 93646
305-7370

Dunlap Elementary School
39972 Dunlap Road
Dunlap, CA 93621
305-7320

Dunlap Leadership Academy
39500 Dunlap Road
Dunlap, CA 93621
305-7310

General Grant Middle School
360 N. East Avenue
Reedley, CA 93654
305-7330

Great Western Elementary
5051 S. Frankwood Avenue
Reedley, CA 93654
305-7220

Jefferson Elementary School
1037 E. Duff Avenue
Reedley, CA 93654
305-7230

KC Kids
1220 E. Washington St.
Reedley, CA 93654
305-7130

Kings Canyon High School
10026 S. Crawford Avenue
Dinuba, CA 93618
305-7390

Lincoln Elementary School
374 E. North Avenue
Reedley, CA 93654
305-7240

McCord Elementary School
333 Center Street
Orange Cove, CA 93646
305-7250

Mountain View School
877 E. North Avenue
Reedley, CA 93654
305-7080

Navelencia Middle School
22620 Wahtoke Avenue
Reedley, CA 93654
305-7350

Orange Cove High School
1700 Anchor
Orange Cove, CA 93646
626-5900

Reedley High School
740 W. North Avenue
Reedley, CA 93654
305-7100

Reedley Middle College High School
995 N. Reed Avenue
Reedley, CA 93654
305-7050

Riverview Elementary School
8662 S. Lac Jac Avenue
Parlier, CA 93648
305-7290

Sheridan Elementary School
1001 9th Street
Orange Cove, CA 93646
305-7260

Silas Bartsch Elementary
2225 E. North Ave.
Reedley, CA 93654
305-7360

T.L. Reed Elementary
1400 N. Frankwood Ave
Reedley, CA 93654
305-7300

Washington Elementary School
1250 K Street
Reedley, CA 93654
305-7270

District Administration

John Campbell	District Superintendent	305-7010 #7002
Roberto Gutierrez	Assistant Superintendent Certificated & Classified Services	305-7010 #7004
John Quinto	Assistant Superintendent Business Services & Facilities	305-7010 #7024
Monica Benner	Assistant Superintendent Curriculum and Instruction	305-7006 #7006
Mary Ann Carouso	Administrator Student Services	305-7010 #7015
Sheila Wiebe	Administrator Educational Programs	305-7010 #7013
Shaun Rodriguez	Director of Purchasing and Food Services	305-7010 #7056
Joseph Gonzalez	Director of Maintenance	305-7010 #7062
Jason Flores	Director of Transportation	305-7010 #7069
Luis Dan Gonzalez	Executive Assistant Superintendent/Board	305-7010 #7001

FACILITIES PLANNING DEPARTMENT

Aide Garza	Senior Administrative Assistant	305-7010 #7025
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Kings Canyon Unified School District 2017-2018 (revised 3/2017)

	S	M	T	W	T	F	S		
Aug								10	CA Buy Back Days- Staff Development
	6	7	8	9	10	11	12	11	All Staff Meeting at PAT/ Staff Prep-Cert . Duty Day
	13	14	15	16	17	18	19	14	CA Buy Back Days- Staff Development
	20	21	22	23	24	25	26	15	Staff Preparation Days- Certificated Days
	27	28	29	30	31			16	First Day of Instruction
Sept								4	Labor Day - Holiday
	3	4	5	6	7	8	9	27	CA Buy Back Day- Non Instructional Day
	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		
Oct								13	End of First Quarter (41 Days)
	1	2	3	4	5	6	7		
	8	9	10	11	12	13	14		
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
	29	30	31						
Nov								3	End of First Trimester (56 days)
				1	2	3	4	10	Veterans' Day - Holiday
	5	6	7	8	9	10	11	13-17	Parent Teacher Conference Week (K-5 & K-8 Schools)
	12	13	14	15	16	17	18	20-22	Non-Instruction Day
	19	20	21	22	23	24	25	23	Thanksgiving Day - Holiday
	26	27	28	29	30			24	Non-Instruction Day - Holiday
Dec								15	End of Second Quarter (39 days) End of First Semester (80 days)
	3	4	5	6	7	8	9	18-Jan-05	Christmas Recess - Non -Instruction Days
	10	11	12	13	14	15	16	22	Admissions' Day - Holiday
	17	18	19	20	21	22	23	25	Christmas Day - Holiday
	24	25	26	27	28	29	30		
	31								
Jan								1	New Years Day - Holiday
	1	2	3	4	5	6		8	Classes Resume
	7	8	9	10	11	12	13	15	Martin Luther King's Birthday - Holiday
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		
	28	29	30	31					
Feb								12	Lincoln's Birthday - Holiday
	4	5	6	7	8	9	10	19	Presidents' Day - Holiday
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
	25	26	27	28					
Mar								2	End of Second Trimester (61 days)
	4	5	6	7	8	9	10	9	End of 3rd Quarter (42 days)
	11	12	13	14	15	16	17	19-23	Parent Teacher Conference Week (K-5 & K-8 Schools)
	18	19	20	21	22	23	24	26-Apr-02	Spring Recess - Non-Instruction Days
	25	26	27	28	29	30	31	30	Holiday (not a 10 month employee Holiday)
Apr								3	Classes Resume
	1	2	3	4	5	6	7		
	8	9	10	11	12	13	14		
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
	29	30							
May								28	Memorial Day - Holiday
	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19		
	20	21	22	23	24	25	26		
	27	28	29	30	31				
Jun								31-May	Reedley High School Graduation
								1	Orange Cove High Graduation
								5	Adult School/KCHS/Mt. View School Graduation
								6	RMCHS/DLA Graduation
								7	Middle School Promotions
								8	Last day of Instruction/Final Duty Day
								8	End of 4th Quarter (58 days) 2nd Semester (100 days)
									3rd Trimester (63 days)
Jul								4	Independence Day - Holiday
	1	2	3	4	5	6	7		
	8	9	10	11	12	13	14		
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
	29	30	31						

Early release each Wednesday for K-12

- Non-Instruction Day
- Holiday/Classified Holiday
- CA Buy Back Day
- Staff Preparation

Notice of Parental Rights & Responsibilities

As a parent or legal guardian of a child in a public school, and more specifically a pupil in the Kings Canyon Unified School District you have certain rights and responsibilities and you are entitled to be made aware of certain information. The following is our District's annual notice to you of your rights and responsibilities.

Health and Disability Issues

Immunization for Communicable Disease. If your child is entering our District, he or she must be immunized against:

- diphtheria;
- tetanus;
- pertussis (unless your child is already 7 years old);
- poliomyelitis;
- rubella;
- mumps (unless your child is already 7 years old);
- measles;
- hepatitis B (if your child started kindergarten after July 1, 1997);
- and
- haemophilus influenzae type b (unless your child has already reached the age of 4 years and 6 months).¹

Furthermore, if your child started kindergarten after July 1, 2000, he or she must receive the varicella (chicken pox) immunization. You must present a written immunization record of each required vaccine, including date and provider, at school entry.

If your child is entering 7th grade, you will need to provide proof that your child has received all 3 shots in the Hepatitis B series. Your child may be admitted with proof of having received the first shot in the three shot Hepatitis B series, on condition that he or she receives the remaining two shots when due. A repeat DT and MMR may also be required. New for the 2011-12 school year, students entering 7th – 12th grades must provide proof of having received a booster immunization ("Tdap") against pertussis ("whooping cough").

Personal Belief Exemptions (PBE) can no longer be accepted after January 1, 2016; and families desiring a PBE for the 2016-2017 school year were required to submit it to the school by January 1, 2016. The PBE remains in effect until the child advances to the next grade span checkpoint; those being pre-school, Kindergarten, and 7th grade (or first entry into public school). Such students exempted from immunization because of their beliefs may be temporarily excluded from their school or institution if there is good cause to believe they have been exposed to a "communicable disease", as that term is defined in subdivision (a) of Section 120325 of the Health & Safety Code, until the local health officer is satisfied that they are no longer at risk of developing the disease.²

On or after January 1, 2014, the parent/guardian shall also submit a form prescribed by the CDPH which includes a signed attestation by a health care practitioner that indicates he/she has provided the parent/guardian with information regarding the benefits and risks of the immunization and the health risks of the communicable diseases listed in Health and Safety Code 120335 to the person and the community. The parent/guardian shall sign a statement indicating that he/she has received this information. Neither the health care practitioner nor the parent/guardian shall sign these statements more than six months prior to the date that the student is subject to the immunization requirement. In lieu of the original form, the District shall

¹ Health & Safety Code §120335.

² Health & Safety Code §120365.

accept a photocopy of the signed form or a letter by a health care practitioner that includes all information and attestations included on the form.

Additionally, your child may be exempted from this immunization requirement if his or her health may be adversely affected by immunization. To claim this exemption you must file a letter with the District from a licensed physician detailing the specific nature and probable duration of your child's medical condition or circumstances that prevent safe immunization.³

If the District participates in an immunization program to prevent or control communicable diseases, your child will not participate unless you have provided specific written consent.⁴

Administration of Medication at School. A designated school employee may administer medication to your child at school if you make a written request to that effect and include written instructions from a physician or surgeon with that request detailing the name of the medication, method, amount, and time schedule(s) for the student to take the medication.⁵

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, and medications to address diabetes. In order for a student to carry and self-administer epinephrine, asthma medication, or insulin/diabetes medications, 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.⁶

School staff members who would like to volunteer to be trained to administer an epinephrine auto-injector should notify their site administrator or department director. The training may be provided by school district nurses.

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.⁷

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.⁸

Lactation Accommodations. The CA School Age Families Education (Cal-SAFE) Program is a comprehensive program that focuses on youth development and dropout prevention for

³ Health & Safety Code §120370.

⁴ Ed. Code § 49403.

⁵ Ed. Code § 49423.

⁶ Ed. Code §49423, 49423.1.

⁷ Ed. Code § 49451.

⁸ Ed. Code § 49472.

pregnant and parenting pupils. This includes reasonable accommodations for a lactating pupil on a school campus, in order to ensure appropriate care and development of their children.

Continuing Medication. If your child needs daily medication, you must inform the school nurse or other designated certificated employee of the medication, the current dosage, and the supervising physician.⁹ If you consent, the school nurse may communicate with the designated physician or other school personnel regarding the effectiveness of the child's medication.

Student Mental Health Support (AB 2246). Protecting the health and well-being of all students is of utmost importance in KCUSD. In recent years the number of mental health practitioners (psychologists, social workers, counselors, interns, and contracted marriage and family therapists) in KCUSD has grown significantly so that student access to mental health professionals is widely available. In 2017, the Governing Board strengthened the suicide prevention policy as per AB 2246, to help protect students through the following steps.

- 1) Students in grades 7-12 will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.
- 2) Each school will have access to mental health professionals to serve as a point of contact for students in crisis and to refer students to appropriate resources.
- 3) When a student is identified as being at risk, s/he will be assessed by a school employed mental health professional who will work with the student and help connect him/her to appropriate local resources.
- 4) Students will have access to resources which they can contact for additional support.
- 5) Students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
- 6) Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

(For a more detailed review of policy changes, please see the district's full suicide prevention policy.)

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 (see page 22).¹⁰

Tobacco-Free Facilities [TUPE Certification]

All KCUSD facilities are tobacco-free facilities and the use of tobacco is prohibited at all times.

Asbestos Management Plan. An updated management plan for asbestos-containing material in school buildings is available at the District Office upon request.¹¹

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.) School site principals or their designees serve as the § 504 coordinators for their respective school sites.

Section 504 Plan or Individualized Educational Plan (IEP) and Eighth Grade Promotion. Pupils with a Section 504 Plan or IEP will meet eighth grade promotion ceremony and activity

⁹ Ed. Code § 49480.

¹⁰ Ed. Code §17612.

¹¹ 40 C.F.R §763.93.

requirements as established through their respective 504 Plan or IEP teams. Families are encouraged to see their school site handbooks for complete details regarding Eighth Grade Promotion.

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 District.¹²

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.¹³

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).¹⁴ 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 contact the District psychologist at your child's school site. IDEA information is available upon request.

Student Attendance and Absence Issues

Attendance Options. Enclosed with this notice is a list of the District's current statutory attendance options and local attendance options available on both an intradistrict and interdistrict basis, together with a description of each option, a description of the application procedure, the location of application forms, and a description of the appeal procedure available, if any (see page 19).¹⁵

Notice of Alternative Schools. "California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by

¹² Ed. Code § 48206.3.

¹³ Ed. Code § 48207, 48208.

¹⁴ Ed. Code § 56040, et seq.

¹⁵ Ed. Code §48980(i).

him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.

- (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to, the community in which the school is located.

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

Absences Excused for Justifiable Reasons. If you request in writing that your child be excused from school for justifiable personal reasons and if your written request is approved by the principal or designated representative, your child will be excused from school. A "justifiable personal reason" includes, but is not limited to:

- illness (District may require doctor verification)
- quarantine;
- medical appointments (including medical, dental, optometrical, or chiropractic services);
- an appearance in court or jury duty;
- attendance at a funeral service for immediate family member (one day for a service conducted in California and three days, if the service is outside California);
- observance of a holiday or ceremony of his/her religion, attendance at religious retreats (up to four hours per semester); or
- an employment conference.
- Time spent with parent who is an active duty member of the uniformed services, called to duty for deployment or on leave from such deployment.

A pupil will also be excused from school when he or she is the custodial parent of a child who is ill or has a medical appointment during school hours.

No student may have his or her grade reduced or lose academic credit (including class participation points) for any absences excused under Section 48205 of the Education Code, if missed assignments, tests, or participation points can reasonably be provided and are satisfactorily completed within a reasonable period of time. A copy of Education Code section 48205 is attached for your reference (see page 21).

Absences for Obtaining Confidential Medical Services without Parental or Guardian Consent. Please take note that school authorities may excuse any pupil from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. If your child is a pupil in the 7th through 12th grades he or she will also be notified that school authorities may excuse any pupil from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.¹⁶

¹⁶ Ed. Code § 46010.1.

Absence for Religious Purposes. Your child, with your written consent, may be excused from school to participate in religious exercises or receive moral or religious instruction for four or fewer days per month. However, even with your consent your child will not be so excused unless he or she attends school at least the minimum day for his or her grade.¹⁷

Minimum Days and Pupil-Free Staff Development Days. You will be informed of the District's schedule of minimum days and pupil-free staff development days. A copy of the District school calendar is enclosed (see page 7). School sites normally post their school calendars in their site handbooks. The current practice in the District is for minimum days to be held every Wednesday, to provide for collaboration and/or professional development at the sites. If any more minimum days or pupil-free staff development days are scheduled following circulation of this notice, you will be notified as soon as possible, and in no event later than one month prior to the scheduled minimum day or pupil-free staff development day.¹⁸

Students Leaving School Grounds During Lunch. The Governing Board of the District, pursuant to section 44808.5 of the Education Code, has decided to permit eligible high school students to leave the school grounds during the lunch period. See school site handbooks for the guidelines. Neither the District nor any of its officers or employees will be liable for the conduct or safety of any pupil who leaves school grounds during lunch period.¹⁹

Curricular and Instructional Issues

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.

Sex Education or Family Life Education Courses. The District provides students with a comprehensive sexual health education program. In addition, California state law requires that HIV/AIDS prevention education is taught in middle school and in high school. While the District strongly encourages students to communicate with parents/guardians about issues of human sexuality, the District's family life and sexual health education programs can assist parents/guardians in educating students about these important issues. You have the right to excuse your child from all or part of any comprehensive sexual health education, HIV/AIDS prevention education programs, and research on pupil health behaviors and risks. To do so, you must request in writing that your child not receive comprehensive sexual health education or HIV/AIDS prevention education.²⁰

The District contracts with a community agency which provides consultants to teach the comprehensive sexual health education or HIV/AIDS prevention courses during the school year. The written and audio/visual educational materials to be used for this instruction are available for your inspection.

As a parent, you also have the right to request a copy of Title 2, Division 4, Part 28, Chapter 5.6 of the Education Code which addresses the comprehensive sexual health programs and HIV/AIDS prevention education.

If the District plans to conduct anonymous, voluntary and confidential research and evaluation tests, questionnaires or surveys to measure 7th through 12th grade pupils' health behaviors and risks and if your child is in the 7th through 12th grades, the District will notify you, in writing, of

¹⁷ Ed. Code § 46014.

¹⁸ Ed. Code § 48980(c).

¹⁹ Ed. Code § 44808.5

²⁰ Ed. Code §51938.

the planned evaluations, questionnaires, or surveys prior to conducting the evaluation, questionnaire, or survey. Prior to the evaluation, questionnaire, or survey, the District will also provide you with an opportunity to review the materials to be used, and allow you to request in writing that your child not participate.²¹

If you request, in writing, that your child not participate in any of the above instruction or evaluation, your child will not participate, may not be subject to any disciplinary action, academic penalty, or other sanction, and must be provided with an alternative educational activity during the time instruction or evaluation is taking place.²²

Child Abuse Prevention Training Program. You have the right to refuse to allow your child to participate in a child abuse primary prevention program.²³

High School Exit Examination Suspension. Effective January 1, 2016, the CA High School Exit Examination (CAHSEE) has been removed as a condition of receiving a diploma of graduation from high school, for the 2015-2016, 2016-2017, and 2017-2018 school years. Similar allowances are being made for high school pupils completing grade 12 in 2003-2004 school year, and beyond. For more information, parents may contact any of the District's high schools.

Pupils' Rights to Refrain from the Harmful or Destructive Use of Animals. A pupil's moral objection to dissection or otherwise harming or destroying animals must be substantiated by a note from the pupil's parent or guardian. Each teacher whose instruction utilizes live or dead animals must also notify your child of his or her right to refrain from such activity.²⁴

Pupil Records

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 or private schools.²⁵

Specific records related to your child and available from the District on request include:

- the types of pupil records and information contained therein which are directly related to students and maintained by the District;
- the position of the official responsible for the maintenance of each type of record;
- the location of the log or record required to be maintained pursuant to Section 49064 of the Education Code;
- the policies of the institution for reviewing and expunging pupil records;
- the procedures for challenging the content of pupil records;
- the cost, if any, which you will be charged for reproducing copies of records;
- the procedures for amendment requests;
- the course prospectus availability; and,
- any other rights and requirements set forth in chapter 6.5 of Title 2, Division 4, Part 27 of the Education Code

Other rights to student records include:

- the right to inspect and review student records and the procedures for doing so;

²¹ Ed. Code § 51938.

²² Ed. Code § 51939.

²³ Welf. & Inst. Code § 18976.5.

²⁴ Ed. Code § 32255, et seq.

²⁵ Ed. Code § 49069.

- the right to the categories of information defined as directory information (Ed Code 49073)
- 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.

Additionally, the District uses specific criteria in defining “*school officials and employees*” and in determining “*legitimate educational interest*”—terms that are central to determining who has access to your child’s pupil records. “*School officials and employees*” are officials or employees whose duties and responsibilities to the District, whether routine or as a result of special circumstances, require that they have access to student records. “*School officials and employees*” also include contractors, consultants, volunteers, or other parties to whom the District has outsourced District functions and who perform services for which the District would otherwise use employees. “*Legitimate educational interest*” is an interest held by school officials and employees whose duties and responsibilities to the District, whether routine or as a result of special circumstances, require them to have access to student records.

By way of this notice, the District hereby notifies parent/guardian and student that the District discloses personally identifiable information to officials of a school, school system, or postsecondary institution where the student seeks to enroll.^{27B}

You, as a parent or guardian, are also granted certain rights under the Family Educational Rights Privacy Act (FERPA) regarding the public disclosure of your child’s student information.²⁶ More specific information on those rights is available upon request. Among those rights is the right to file a complaint with the U.S. Department of Education if you believe that the school has failed to meet the requirements of FERPA. Complaints should be filed with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-5920

Disclosure for Medi-CAL billing. KCUSD, in cooperation with the California Departments of Health Services and Education, has a program to allow the District to be reimbursed with federal Medicaid dollars for selected health services (such as hearing and vision screenings, health assessments) provided to eligible students at school. In accordance with Local Education Agency rules and guidelines, we are notifying you that eligible student records may be forwarded to the District’s billing agency. These records will be forwarded in a confidential manner. The District vendor holds a contract with the District that contains a specific confidentiality clause to ensure information is not disclosed inappropriately; further, the vendor is HIPAA compliant (Federal Health Insurance Portability & Accountability Act). School health services currently provided to all students will not be changed by this program, and you have the right to withdraw your consent to the disclosure of this information for these purposes at any time. Students will not be denied services they require to attend school, and parents will never be billed for services by the school district.

Disclosure of “Directory Information”. Your child’s personally identifiable information may be disclosed without your consent if the District has appropriately designated that information as “directory information,” unless you have exercised your right to bar the District from releasing this information, as discussed below. The District will provide you with the categories of information which the District has designated as directory information, if you so request.

Federal law requires the District to provide directory information access to military recruiters equal to that which is provided to prospective employers and postsecondary educational

^{27B} 34 C.F.R. §99.34.

²⁶ 20 U.S.C. §1232g; 34 C.F.R. Part 99; *NOTE:* A student over 18 years of age has the same rights with respect to his or her own student information.

institutions. This information is routinely requested and disclosed without your consent, unless you have exercised your right to opt out of public disclosure, as discussed below.

Parents wishing to exercise their right to prevent disclosure of their child's directory information in any form and to any party without written consent must notify the District in writing.

Disclosure to School Officials and Employees of the District. The District may permit access to pupil records, without parental consent, to school officials and employees of the District with legitimate educational interests in the records.²⁷ Disclosure may also be provided to The Student Aid Commission, for the purpose of providing grade point average (GPA) of all District students in grade 12 to the Cal Grant postsecondary financial aid program, except when students opt out or are permitted by rules of the Student Aid commission to provide test scores in lieu of GPA (Ed Code 69432.9). School officials and employees of the District include agents of the District assigned duties and responsibilities of the District, including, but not limited to, attorneys, experts and consultants retained by the District.

General Policies and Programs

Alternative Schools. The District operates an alternative education program, known as Kings Canyon Educational Options. This program includes a continuation high school (Kings Canyon High School, grades 10-12), an Opportunity program (grades 7-9, located at Great Western School), an independent studies program (Mountain View School, grades K-12), and an adult education program (grades 11 through adult). The educational options program utilizes a student-centered educational philosophy that offers a diverse listing of classes, provides a number of diploma options, and encourages the pursuit of higher education and training after the high school diploma.

Discrimination. Your child will not be discriminated against, harassed, intimidated, or bullied based on the actual or perceived characteristics set forth in Section 422.55 of the Penal code and Section 220, and age, ancestry, color, ethnic group identification, gender, gender identity, gender expression, disability, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all programs or activities that receive or benefit from state financial assistance. "Hate crimes" as set forth in Penal Code § 422.6(a) will not be tolerated.²⁸ Concerns or complaints can be directed to school site administrators or the District Office, and will be processed through the District's Uniform Complaint Procedures (UCP).

District Rules Regarding Student Discipline. The District maintains rules regarding the discipline of students that are available to you upon request.²⁹

Authorized Charges. As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. For such authorized fees, deposits, and charges, the District shall consider pupils' and parents'/guardians' ability to pay when establishing fee schedules and granting waivers or exceptions. The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for pupils' participation in the educational program are made available to them. No pupil shall be required to pay any fees, deposits, or other charges for his/her participation in an educational activity which constitutes an integral fundamental part of the District's educational program, including curricular and extracurricular activities. Whenever a pupil or parent/guardian believes that an impermissible fee, deposit, or other charge is being

²⁷ 34 C.F.R. §99.31.

²⁸ Ed. Code § 220; Title IX of the Education Amendments of 1972, 34CFR § 106.9; Title VI of the Civil Rights Act of 1964, 34 CFR §100.6; Section 504 of the Rehabilitation Act of 1973, 34 CFR §104.8; Americans with Disabilities Act of 1990, 28 CFR §35.106.

²⁹ Ed. Code § 35291.

required of the pupil for his/her participation in an educational activity, the pupil or his/her parent/guardian may file a complaint with the principal or designee using the District's procedures in BP/AR 1312.3 - Uniform Complaint Procedures (Ed Code 49011).

Sexual Harassment. The District's policy prohibiting sexual harassment is attached to this notice and is incorporated herein by this reference (see page 24).³⁰

Prohibition of Sexual Bias In Course of Study. The District offers classes and courses to its pupils without regard to the sex of the student. The District also provides counseling in career, vocational or higher education opportunities without regard for the sex of the student counseled. The District will notify you of such counseling to provide you the opportunity to participate in the counseling sessions and decisions.³¹

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 (see page 31).

Fingerprint Program. The governing board of the District may offer a Fingerprint Program for all children enrolled in Kindergarten or newly enrolled in the District. You will be informed of the school's fingerprinting program when you first enroll your child in the public schools. At that time, you must declare, in writing, whether or not you consent to the program. If you do consent, you must pay the applicable fee.³²

Duffy - Moscone Family Nutrition Education and Services Act. Eligible students may receive meal supplementation while attending school. The District will provide pertinent details relating to student eligibility and availability of programs if you so request.³³

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.³⁴

Uniform Complaint Procedures. The Board policies of the District contain Uniform Complaint Procedures (UCP) 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 (see page 32).

Photographs of Students. The Board policy on the publishing of photographs of students while in class, on field trips, while participating in co-curricular activities and/or sports, shall be to permit the school to electronically publish such photos. Parents should be aware that any photo on the web can be copied, altered, and used in formats that were different than the original photo. Parents desiring to restrict the photos of their child(ren), should contact the school and indicate on the Denial of Photo Reproduction Form that they do not want their child included in any photos.

Protection of Pupil Rights Amendment. You, as a parent or guardian, are granted certain rights under the federal Protection of Pupil Rights Amendment (PPRA) regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams,

³⁰ Ed. Code § 231.5.

³¹ Ed. Code § 221.5.

³² Ed. Code § 32390.

³³ Ed. Code § 49510, et seq.

³⁴ Ed. Code § 35256.

involving your child.³⁵ More specific information on those rights is available from the District upon request (see page 42). Among those rights is the right to file a complaint with the U.S. Department of Education if you believe that the school has failed to meet the requirements of the PPRA. Complaints should be filed with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC
20202-5920

School Uniforms. The KCUSD school Board of Trustees recognizes that, in order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a District school may wish to establish a reasonable dress code requiring students to wear uniforms. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval.

The Board shall approve such dress codes when it determines they are necessary for the health and safety of the school's students.

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from an adopted school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide,

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

High School Open/Closed Campus. The Governing Board establishes a closed campus at all schools; however, juniors/seniors who meet eligibility requirements may use lunch passes to leave campus during the lunch hour. This open campus privilege may be revoked for students who do not meet the eligibility standards. Otherwise, students shall not leave the school grounds at any other time during the school day without written permission of their parents/guardians and school authorities. Students who leave school or who fail to return following lunch without authorization shall be classified truant and subject to disciplinary action.

Attendance Options Choosing Your Child's School (Education Code 48980(i))

California law requires all school boards to inform each student's parents/guardians at the beginning of the school year of the various ways in which they may choose schools for their children to attend other than the ones assigned by school districts. Students that attend schools other than those assigned by the districts are referred to as "transfer students" throughout this notification. There are several processes for choosing a school within the District which the parents/guardians live (intradistrict transfer), and separate processes for selecting a school in other districts (interdistrict transfer). A variety of forms for each type of request are available at the District Office. The general requirements and limitations of the intradistrict and interdistrict processes are described below:

³⁵ 20 U.S.C. §1232h; 34 C.F.R. Part 98; *NOTE:* A student over 18 years of age has the same rights.

Intradistrict Transfers (Education Code 35160.5(b))

The law requires the school board of each district to establish by July 1, 1994, a policy that allows parents/guardians to choose the schools their children will attend, regardless of where the parents/guardians live in the district. The law limits choice within a school as follows:

1. Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
2. In cases in which there are more requests to attend a school than there are openings, the selection process is based on date and time of the application for a given school. A District cannot use a student's academic or athletic performance as a reason to accept or reject a transfer.
3. Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
4. A district is not required to provide transportation assistance to a student that transfers to another school in the district under these provisions.
5. If a transfer is denied, a parent/guardian does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents/guardians to appeal a decision.

KCUSD Selection Procedures

1. The Superintendent or designee shall identify those schools which may have space available for additional students.
2. Applications are available the first Monday in March at the District Office. The (Parent Initiated Request) applications are numbered, providing a means to generate a prioritized list of students requesting a given school site. School site administrators meet in May to consider applications based on anticipated space for the following school year. School site administrators also meet soon after school starts to consider applications based on actual student attendance.
3. Priority for enrollment in a school of request shall be determined based on criteria:
 - a. Enrollment space available.
 - b. Number on application
 - c. Consideration for identified Special Education students
 - d. Placement of students on mandated transfer options (eg. Program Improvement transfers, Open Enrollment Romero Bill transfers, AB490 for Foster Children, etc.)
4. The District Office shall inform applicants by mail as to whether their applications have been approved or denied.
5. Applicants who receive approval must confirm their enrollment immediately. Failure to confirm enrollment in 5 school days would result in forfeiture of attendance at the requested school.

Complaints regarding the selection process may be submitted to the Superintendent/designee.

Interdistrict Transfers AB 19 District of Choice (Education Codes 48209 through 48209.16)

The law allows, but does not require, each school district to become a "District of Choice" - that is, a District that accepts transfer students from outside the District under the terms of the Education Codes sections listed above. KCUSD is not an AB 19 District of Choice.

Other Interdistrict Transfers (Education Codes 46600 through 46611)

The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years.

Allen Bill Transfers - Parental Employment in Lieu of Residency (Education Code 48204)

The law provides that if one or both parents/guardians of an elementary school student are employed in the boundaries of a school district other than the one in which they live (for 10 or more hours during the school week, effective July 2012), the student may be considered a resident of the school district in which his/her parents or guardians work. This code section does not require that a school district automatically accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement or any other "arbitrary" consideration.

A pupil may comply with the District's residency requirement in instances where the pupil's parent/guardian resides outside the boundaries, but is employed and lives with the pupil at the place of employment for a minimum of 3 days during the school week.

If an employee of the District reasonably believes that a pupil's parent/guardian has provided false or unreliable evidence of residency, the school district may take reasonable efforts to determine that the pupil actually meets the residency requirements.

KCUSD Interdistrict Transfers

KCUSD will consider interdistrict transfer petitions. Interdistrict transfers will be granted, denied or revoked per California Education Code provisions. Available classroom space will be the primary consideration. Interdistrict Attendance Permit forms are available at the District Office.

High School Attendance Options

The Kings Canyon Unified School District Board of Education affirms its commitment and responsibility to assume and maintain a culture of high school choice/open enrollment District-wide. The District's philosophy of choice/open enrollment is grounded in the belief that parents best know their children and should have options from which to choose to best meet their children's needs.

District residents wanting their children to attend a high school other than their neighborhood school may apply for a choice during the high school choice window. This is held yearly during the month of February and provides a means for parent/guardian-initiated enrollment of a student in any District high school.

Choice Guidelines

Students residing within the Kings Canyon Unified School District shall be assigned to attend their neighborhood high school unless an application for high school choice is completed and all deadlines and requirements of application are met. Students who enroll in a school through high school choice/open enrollment, but who do not reside within the neighborhood attendance area, shall be granted admission for all grades served by the school.

The office of the principal of each school will be responsible for checking student enrollment records to determine that each student is a legal resident of that school's attendance area or has been an approved authorization for open enrollment or transfer. Registration in the requested school will not be permitted until the student has received written verification of successful high school choice completion.

Student Selection Criteria: Completed School Choice application in compliance with all guidelines and timelines.

Procedure

If you are interested in having your student participate in the District's High School Choice enrollment option for the 2018-2019 (upcoming) school year, there is a process and timeline which must be followed. You do not need to take part in open enrollment if you would like your student to attend the school serving your current attendance area or if you would like your student to continue at his/her current high school.

Any parent or legal guardian of a Kings Canyon Unified student who desires to enroll in a high school other than their neighborhood high school shall follow the prescribed procedure.

- 1) Secure the "High School Choice" form from the student's current school.
- 2) Return the completed form to the Principal of the neighborhood high school which the student normally would attend. After meeting with the parent/guardian and collecting the form, the home school Principal will forward the request to the District Office.
- 3) The District Office will verify compliance with the timelines and the school of choice process. The District Office will also notify both high school principals and the parents of the student's enrollment status.
- 4) The student will then be included in the spring semester regular enrollment and registration process of their chosen high school. The student shall hold all rights and responsibilities of any student enrolling in that high school.

Student Selection Criteria: All applicants who complete the high school choice process within the prescribed timelines will be granted their requested placement.

Intra District Transfers Open Enrollment

Any parent or guardian who fails to meet the established timelines to choose a high school other than their neighborhood high school, or decides at a later date to request a high school other than their neighborhood high school, has the option of going through the Intradistrict Transfer Process as outlined on page 19, per California Education Code Section 35160.

All intradistrict transfers within KCUSD are dependent upon space available. Other restrictions may apply. Enrollment projections as well as facility capacity will determine the maximum number of students allowed to enroll at any high school.

Student Selection Criteria: Available space at requested High School. The above summary of the attendance alternatives available to parents/guardians and their children is intended to provide them with an overview of the laws applying to each alternative. Any parent/guardian who is interested in securing more information about these options, District policies or procedures, and timelines for applying for transfers should contact his/her own school district, or the district they may be thinking about transferring into.

**Pupil Loss of Credit for Excused Absences
Education Code Section 48205**

- (a) Notwithstanding section 48200, a pupil shall be excused from school when the absence is:
 - (1) Due to his or her illness (with doctor's verification).
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the

service is conducted in California and not more than three days if the service is conducted outside California.

- (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Elections Code.
 - (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support position.
 - (10) For the purpose of attending the pupil's naturalization ceremony to become as U.S. citizen.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, has the same meaning as that set forth in section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

**Pesticide Notification/Use
Pesticide Notification
(Education Code 17612)**

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. Parents may register with the District if they wish to receive notification of individual pesticide applications at the school facility.

**NOTIFICATION OF PLANNED PESTICIDE USE
AND INDIVIDUAL APPLICATION REGISTRY**

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

Pest Control

Product

Stick-em Glue Strips

Active Ingredient

Use

mice & rats

Stinger Wasp Spray	Pyrethrins	wasps
Pre-empt Gel Bait	Imidacloprid	roaches
Maxforce Granular Bait	Hydramethylnon	spiders & ants
Maxforce Roach Bait	Fipronil	roaches
Presmise 75	Imidacloprid	termites
Drax Ant Bait	Orthoboric Acid	ants
Kicker	Pyrethrins	spiders & ants
Spectracide	Prallethrin	wasps & insects
Della Dust	Deltamethrin	antes,bees,roaches,black widows
Suspend	Deltamethrin	spiders & ants
Contrac Blox	Bromadiolone	mice & rats

Grounds

Roundup Promax	Glyphosphate	weeds
Finale	Glufosinate-ammonium	weeds
Pendulum Aqua Cap	Pendimethalin	weeds
Pre-m	Pendimethalin	weeds
Snapshot	Trifluralin	weeds
Showcase	Trifluralin	weeds
Sedge Hammer	Halosulfuron methyl	weeds
Pcq squirrel bait	Diphenylace/Indandione	weeds
Wilco Gopher bail	Strychnine alkaloid	gophers
Poison Oats	Diphacinone 2-diphenylacetyl-1, 3-indandione	squirrels
Lontrel	Clopyralid	weeds

Parents or guardians may request prior notification of individual pesticide applications at the school site. If you would like to be notified every time we apply a pesticide, please complete and return the form below and take it or mail it to your home school site, attention site administrator. If you have any questions, please contact the Director of Maintenance at 305-7010, ext. 7062.

REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION

I understand that, upon request, the school district is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application at _____ school. [Return to your home school site administrator.]

The best way to reach me: _____

Name of Parent/Guardian: _____

Address: _____

Day Phone: _____ Evening Phone: _____

E-mail: _____

Sexual Harassment
All Personnel (Board Policy 4119.11)

The Governing Board prohibits sexual harassment in the working environment of District employees or applicants by any person in any form. Employees who permit or engage in such harassment may be subject to disciplinary action up to and including dismissal.

Any employee or applicant for employment who feels that he/she or another individual in the district is being sexually harassed should immediately contact his/her supervisor, principal, other District administrator or the Superintendent or designee in order to obtain procedures for reporting a complaint. Complaints of harassment can be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. Any supervisor who receives a harassment complaint shall notify the Superintendent or designee, who shall ensure that the complaint is appropriately investigated.

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

(Please call District Office, 305-7010 ext. 7004, if you desire legal references)
Approved: October 5, 2005

All Personnel
(Administrative Regulation 4119.11(a))

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex by in the work or educational setting when:

- 1) Submission to the conduct is made explicitly or implicitly a term or condition of any individual's employment.
- 2) Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual.
- 3) The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. Regardless of whether or not the alleged harasser was motivated by sexual desire, the conduct is sufficiently severe, persistent, pervasive, or objectively offensive as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
- 4) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the district.

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

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

Each principal and supervisor has the responsibility of maintaining an educational and work environment free of sexual harassment. This responsibility includes ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically

thereafter. Such training shall include the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee.

Notifications

A copy of the District's policy and administrative regulation on Harassment in Employment shall:

1. Be displayed in a prominent location near each school principal's office.
2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year, or whenever a new employee is hired.
3. Appear in any school or District publication that sets forth the school or District's comprehensive rules, regulations, procedures and standards of conduct.

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing or a copy of District information sheets that contain, at a minimum, components on:

1. The illegality of sexual harassment.
2. The definition of sexual harassment under applicable state and federal law.
3. A description of sexual harassment, with examples.
4. The District's complaint process available to the employee.
5. The legal remedies and complaint process available through the Department of Fair Employment (DFEH) and Housing Department and the Equal Employment Opportunity Commission (EEOC).
6. Directions on how to contact the DFEH and EEOC.

Approved: January 26, 2016

SEXUAL HARASSMENT COMPLAINT FORM

Prior to completing this form, please read the following:

1. Accurate completion of this form will ensure the immediate and thorough investigation of the complaint.
2. This form should be submitted to the Assistant Superintendent - Personnel
3. An investigation will be conducted promptly and fairly and all information will be confidential.
4. Appropriate and immediate action will be taken if the District harassment policy has been violated. No action will be taken against an employee for filing a complaint.
5. The employee filing the complaint will be notified of the outcome of the investigation.

Please complete all sections, sign and date the complaint

Name _____ School/Dept _____

Name of the person this complaint is being filed against _____

School/Dept _____

Names of witnesses or other persons having knowledge of the conduct complained of:

1. _____ 2. _____ 3. _____

Employee's Signature _____

Date _____

**Students
(Board Policy 5145.7)**

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or

school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation. The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment.

Complaint Process and Disciplinary Actions

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

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account. Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student

shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

Complainants may seek help from agencies such as legal assistance agencies, local mediation centers or the county office of education. Local resources include:
Fresno County Office of Education, 1111 Van Ness Avenue, Fresno, California 93721-2000
Dispute Resolution Center, 2519 W. Shaw, Suite 106, Fresno, California 93711.

Approved: November 29, 2016

Students
(Administrative Regulation 5145.7)

The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Deputy Superintendent, Personnel
1801 10th Street
Reedley, CA 93654
(559) 305-7005

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

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

Types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:

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

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it

has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.

Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

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

When a verbal or informal report of sexual harassment is submitted, the principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3. In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent. In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Superintendent or designee who shall determine who will investigate the complaint.

Confidentiality

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)

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

Response Pending Investigation

When an incident of sexual harassment is reported, the principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

Notifications

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

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year
2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted. A copy of the district's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media.
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session
4. Appear in any school or District publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct

Approved: November 29, 2016

Pupil Internet Access Pupil Internet Access Policy (Education Code 51870 – 51871.5)

The Superintendent or designee shall establish regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the internet which may be obscene or pornographic and preclude other misuses of the system. In addition, these regulations shall establish the fact that users have no expectation of privacy and that District staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by District rules shall be subject to disciplinary action, revocation of the user account and legal action as appropriate.

Technology Acceptable Use Policy for Students

The purpose of this Technology Acceptable Use Policy is to ensure appropriate, responsible, ethical and legal use of technology within the District (KCUSD) community. Acceptable use of KCUSD technology is for the purpose of improving student learning and to prepare students to be career-ready graduates. KCUSD provides technology, including, but not limited to: computers, networks and Internet services. KCUSD technology remains at all times the property of KCUSD. This policy shall conform to District policies including Board Policy 0440, 6162.6, 6162.7, 6163.4 (Technology Board Policy & Administrative Regulations), established procedures and copyright laws, and shall not violate federal, state or local laws.

The KCUSD Acceptable Use Policy (“AUP”) is in place to prevent unauthorized access and other unlawful activities by online users, prevent unauthorized disclosure of or access to sensitive information, and to comply with the children’s Internet Protection Act (“CIPA”). Only users who agree to this Acceptable Use Policy are authorized to access KCUSD technology.

This policy describes acceptable uses of District technology systems (hardware, software, network, and Internet) as well as unacceptable uses. These policies are established to:

- Enhance teaching and learning;
- Increase safety for students and staff;
- Improve the efficiency of District technology systems;
- Clarify acceptable and proper use of District technology;
- Ensure alignment with KCUSD Core Beliefs and Commitments;
- Ensure compliance with applicable District policies, state and federal laws;
- Educate students, staff, and others who use KCUSD technology.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The District reserves the right to monitor users’ online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should not have an expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

Violation of these policies may result in one or more of the following: loss of access privileges, suspension, and/or expulsion. The District will attempt to tailor any disciplinary action to the specific issues related to each violation. By accepting technology-based items (phones, pads, laptops, computers, etc.), students and their families agree to the monitoring and search of those devices as deemed necessary by the District, particularly with respect to behavior that may be in violation of the CA Education Code and/or other civil codes of law.

Unacceptable Uses of KCUSD Technology

Below are examples of inappropriate activity on the District web site, however the District reserves the right to take immediate action regarding activities that 1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or 2) expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or 3) are determined by the District as inappropriate.

Examples of Inappropriate Activity:

1. Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
2. Engaging in criminal activities that can be punished under law.
3. Selling or purchasing illegal items or substances.
4. Obtaining and/or using anonymous email sites, spamming, spreading viruses.
5. Causing harm to others or damage to their property.
6. Using profane or abusive language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive harassing, or disparaging materials.
7. Deleting, copying, modifying, or forging other users’ names, emails, files, or data. Disguising one’s identity, impersonating other users, or sending anonymous email.
8. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
9. Using any District computer to pursue “hacking,” internal or external to the District, or attempting to access information protected by privacy laws.
10. Accessing, transmitting or downloading large files, including “chain letters” or any type of “pyramid schemes.”

11. Using KCUSD internet and intranet property, such as web sites, email, networks, or other technology for political uses or personal gain.
12. Intentionally accessing, creating, storing or transmitting material that is offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults or attacks others.
13. Advertising, promotion non-district sites or commercial efforts and events.
14. Not adhering to all copyright laws.
15. Using the network for non-academic related bandwidth intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.

The Technology Acceptable Use Policy contains policy and procedures stated in the related KCUSD Board Policies listed below (and their supporting Administrative Regulations):

- BP 0440: Philosophy, Goals, Objectives and Comprehensive Plans
- BP 6162.6: Instruction; Use of Copyrighted Materials
- BP 6162.7: Use of technology in Instruction
- BP 6163.4: Student Use of Technology

User Agreement and Parent Permission Form

Please PRINT the information below:

Student's Last Name _____ First Name _____

Grade _____ Teacher/Class _____ Student Number _____

Parent/Guardian's Last Name _____ First Name _____

We understand that our daughter or son may create art work or writing which would be suitable for publication on the District website or any publicly reproduced document related to awards received, sports and/or club activities which feature your child, and other celebratory occasions. All postings of work or photos will appear in an educational context with appropriate copyright notice prohibiting the copying of such work without express written permission. No home address or telephone number will appear with such work or photos. If you would not like your child's art work, writing or photos to appear on the KCUSD website or any publicly reproduced document, please contact your child's principal.

As a user of the KCUSD computer network, I hereby agree to comply with the above-stated rules. I will use the network responsibly and will honor all relevant laws and restrictions.

Student's Signature _____ Date _____

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services such as electronic mail and the Internet. I understand that some materials on the Internet may be objectionable, but that KCUSD has systems to limit access to this information. Ultimately, I must work with my child to stress the importance of appropriate and responsible behavior and that there are disciplinary and legal consequences for misbehavior.

Parent/Legal Guardian Signature _____ Date _____

Uniform Complaint Procedure (5 CCR 4622)

Board policy contains Uniform Complaint Procedures which apply to all state and federal categorical programs requiring formal complaint procedures regarding alleged acts of unlawful discrimination, harassment, intimidation or bullying, regarding actual or perceived characteristics such as age, ancestry, color, disability, ethnic group identification, gender expression, gender identity, gender, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, marital or parental status, or genetic information or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristic

Community Relations (BP 1312.3 and BP 3260)

The Governing Board recognizes that KCUSD has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees. The District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by this local board. Complaints alleging the occurrence of unlawful discrimination against any student employee, or other participant in district programs, discriminatory harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, pregnancy, marital or parental status, genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal law in

- Adult Education
- After School Program (education and safety)
- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training Programs
- Child Care and Development Programs
- Child Nutrition Programs
- Special Education Programs
- School Safety Planning Requirements
- Any other district-implemented program, listed in CA Education Code 64000(a) (5 CCR 4610)

A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.

If a public school finds merit in a pupil fees complaint the public school shall provide a remedy to all affected pupils, and parents/guardians that where applicable includes reasonable efforts by the public school to ensure full reimbursement to all affected pupils, parents/guardians, subject to procedures established through regulations adopted by the state board (Education Code 49013(d)).

A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.

- A security deposit, or other payment that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

The Board encourages the early, informal resolution of complaints at the site level whenever possible. Upon receipt of a written complaint from an individual, public agency or organization, uniform complaint procedures shall be initiated. The Superintendent or designee shall distribute full information about these procedures. The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal compliance investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate, the Superintendent or designee will keep the identity of a complainant alleging discrimination, harassment, intimidation, or bullying confidential to the extent that the investigation of the complaint is not obstructed.

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination or participation in complaint procedures. Such participation shall not in any way affect the status, grades or work assignments of the complainant. (Please call District Office, 305-7015 ext. 7004, if you desire legal references.)

Approved: November 29, 2016 and August 12, 2014

Community Relations (Administrative Regulation 1312.3)

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

Compliance Officers - The district designates the Assistant Superintendent of Personnel for KCUSD (located at 1801 Tenth Street, Reedley; 559-305-7005) as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual also serves as the compliance officer specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint. In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

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

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

Notifications – The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms.

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth and homeless students, to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. The annual notification and complete contact information of the compliance officer may be posted on the district web site and, if available, provided through district-supported social media.

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

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

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.

c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation reveals that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. g. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.

i. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:

1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed

2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency

3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1

j. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision. In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.

k. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

l. Copies of the district's UCP are available free of charge.

District Responsibilities – All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631) For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint. The compliance officer shall maintain a record of

each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633. All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5CCR 4630, 4964)

Step 1, Filing of Complaint -- The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing 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 may be filed by any individual, public agency, or organization. (5 CCR 4630)

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

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

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

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

Step 2, Mediation -- Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

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

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint. The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Step 3, Investigation of Complaint -- Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint. Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

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

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

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

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631) The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Step 4, Report of Findings -- Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant, and respondent if there is one, a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631) In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the district's decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Step 5, Final Written Decision -- The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631) In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

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

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

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

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

- a. How the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The relationship between the alleged victim(s) and offender(s)
 - d. The number of persons engaged in the conduct and at whom the conduct was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600
- For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
- b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
- c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

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

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

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

- 1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
- 2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
- 3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

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

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

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

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

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

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement. The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

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

Appeals to the California Department of Education -- Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with the CDE. The complainant or respondent shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

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

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

Approved: November 29, 2016

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (Board Policy 0410)

The Board is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Annually, the Superintendent or designee shall review district programs and activities to ensure the removal of any barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, including the use of facilities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act and any implementing standards and/or regulations. The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, notetakers, written materials, taped text, and Braille or large print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to the school-sponsored function, program, or meeting

(Please call District Office, 305-7010 ext. 7004, if you desire legal references.)
Approved: April 8, 2014

COMPLAINTS CONCERNING DISCRIMINATION IN EMPLOYMENT (Administrative Regulation 4031(a))

The Governing Board designates the following person(s) as Coordinator(s) for Nondiscrimination in Employment: Roberto Gutierrez, Assistant Superintendent - Personnel, 1801 Tenth Street, Reedley, CA 93654, (559) 305-7010 ext. 7004.

Complaint Procedure

Any complaint by an employee or job applicant alleging discrimination or harassment shall be addressed in accordance with the following procedures:

1. Notice and Receipt of Complaint: Any employee or job applicant (the "complainant") who believes he/she has been subjected to prohibited discrimination or harassment shall promptly inform his/her supervisor, the district's Coordinator for Nondiscrimination in Employment, or the Superintendent. The complainant may file a written complaint in accordance with this procedure, or if he/she is an employee, may first attempt to resolve the situation informally with his/her supervisor. A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the Coordinator, whether or not the complainant files a written complaint. The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. Investigation Process: The Coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five school days of receiving notice of the behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete. The Coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The Coordinator shall inform the complainant that the allegations will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation. If the Coordinator determines that a detailed fact-finding investigation is necessary, he/she shall begin the investigation immediately. As part of this investigation, the Coordinator should interview the complainant, the person accused, and other

persons who could be expected to have relevant information. When necessary to carry out his/her investigation or to protect employee or student safety, the Coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager. The Coordinator also shall determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents do not occur. The Coordinator shall ensure that such interim measures do not constitute retaliation.

3. **Written Report on Findings and Corrective Action:** No more than 30 days after receiving the complaint, the Coordinator shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Coordinator shall notify the complainant and explain the reasons for the extension. The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report also shall include any corrective action(s) that have been or will be taken to address the behavior, correct the effect on the complainant, and ensure that retaliation or further discrimination or harassment does not occur.

4. The report shall be presented to the complainant, the person accused, and the Superintendent or designee.

5. **Appeal to the Governing Board:** The complainant or the person accused may appeal any findings to the Board within 10 working days of receiving the written report of the Coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 working days.

Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may also file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960.
2. To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s).
3. To file a valid complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier.

(Please call District Office, 305-7010 ext. 7004, if you desire legal references.)

Approved: July 27, 2010

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors ("eligible students") certain rights regarding the school district's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. *Consent to federally funded surveys concerning "protected information."* If the U.S. Department of Education funds a survey in whole or in part, a student's parents or an eligible student must consent in writing before the student may provide information relating to the following categories:
 - Political affiliations;
 - Mental or psychological problems of the student or student's family;
 - Sexual behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of student's family members;

- Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parents; or
- Income other than that required by law to determine program eligibility.

A survey that concerns any of these points is called a "protected information survey."

2. *Opt out of certain surveys and exams.* Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
 - Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
 - Any protected information survey, regardless of funding; and
 - Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.
3. *Inspect certain material.* Parents and eligible students have the right to inspect the following, upon request, before the District administers or uses them:
 - Protected information surveys of students (including any instructional materials used in connection with the survey);
 - Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the education curriculum.
4. *Receive notification of District policy.* The School District has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students, such as through the U.S. Mail or e-mail, of this policy at least annually at the start of each school year and after any substantive changes are made.
5. *Report violations.* Parents and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Ave. SW
 Washington, DC 20202-4605

Every Student Succeeds Act

In 2015, the widely known federal No Child Left Behind Act was replaced with the Every Student Succeeds Act (ESSA). Several provisions regarding parent rights remain within other aspects of federal law and/or CA Education Code.

I. Teacher Qualifications

Under Section 111(h)(6) of the Act, local education agencies that receive Title 1 funds must inform parents of their rights to request information on the qualifications of their child's teacher, including at a minimum:

- Whether the teacher has met state credentialing or license criteria for grade level and subject matter taught
- Whether the teacher is teaching under emergency or other provisional status

- The baccalaureate degree major of the teacher and any other graduate certification or degree held
- Whether the child is provided services by paraprofessionals, and, if so, their qualifications

II. Parents' Right to Inspect Instructional Materials

All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis or evaluation shall be available for inspection by parents or guardians.

(20 U.S.C. & 1232h(a).)

III. Parents' Right to Object to Certain Tests, Exams, Questionnaires, or Surveys

California Education Code section 51513 already requires school districts, in their annual notices, to inform parents that before the school district can administer a test, questionnaire, survey or examination to the child containing questions about the student's or the parents' personal beliefs, beliefs or practices in sex or attitudes regarding sex, family life, morality or religion, school district must first obtain written parental permission. The Act expands on this duty by requiring school districts to notify in writing whenever the following types of information are sought by way of a test, questionnaire, survey or exam about a parent or student:

- political affiliations or beliefs
- illegal, anti-social, self-incriminating or demeaning behavior
- mental or psychological problems
- the identity of the parent or student's lawyer, physician, or minister (or other relationships that are legally recognized as being privileged)
- critical appraisals of individuals with whom the student or parent has close family relationships
- income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

Parents have the right to request such test, questionnaire, survey or examination not be administered to their child. (20 U.S.C. & 132h(b).) It is worth noting that once school districts have notified parents that these categories of information are being sought, parents then have the affirmative duty to notify the school district that they do not wish this information release.

IV. Development and Adoption of Board Policies

The Act requires school districts to develop and adopt policies in consultation with parents regarding the following:

- a. parents' right to inspect surveys created by a third party before the survey is administered by a school;
- b. procedures for granting a parent's request for reasonable access to the survey within a reasonable time;
- c. arrangements to protect student privacy when a survey is distributed that requests information about a student or parent's political affiliations or beliefs, illegal, anti-social, self-incriminating or demeaning behavior, mental or psychological problems, lawyer, physician, minister, or other relationships that are legally recognized as being privileged, critical appraisals of individuals with whom the student or parent has close family relationships, and income;
- d. parents' right to request access to the survey or instructional materials within a reasonable time;
- e. parents' right to inspect any instructional materials used as part of the educational curriculum for their student
- f. procedures for granting a request by a parent for reasonable access to instructional materials within a reasonable period of time;

- g. administration of student physical exams or screenings;
- h. steps taken by the District to ensure student privacy in the event of the collection, disclosure, or use of student personal information for marketing or sale and the right of the parent to inspect any instruments used in the collection of personal information;
- i. right of a parent to inspect any instrument used in the collection of student personal information before the instrument is administered or distributed to a student; and
- j. procedures for granting a parent's request for reasonable access to such instrument within a reasonable period of time. (20 U.S.C. & 1232(c))

V. Access to Student Records By Military Recruiters and Institutes of Higher Learning

Under the Act, secondary schools must notify parents that military recruiters and institutes of higher learning are authorized to access student directory information unless parents request in writing that their student's name, address, and telephone number not be released without prior written consent. (20 U.S.C. & 7908) Parents must inform the school district in writing, within a reasonable number of days after receiving the notice, that they do not wish to have their student's information released to military recruiters or institutes of higher learning.

Sex Offenders
Information on Sex Offenders Living in KCUSD
(AB 488, Penal Code 290.46, Board Policy 3515.5)

Californians seeking names, photos and addresses of sex offenders living in their neighborhoods can now access that information. The state's long awaited Megan's Law Web site went up on the internet in December of 2004. The site, <http://meganslaw.ca.gov>, provides information on more than 63,000 persons required to register in California as sex offenders. Specific home addresses are displayed on more than 33,500 offenders in the California communities. The site displays the last registered address reported by the offender. An additional 30,500 offenders are included on the site with listing by ZIP Code, city, and county. This internet web site also has many valuable links providing information on How to Protect Yourself and Your Family, Facts about Sex Offenders, Frequently Asked Questions, and Sex Offender Registration Requirements in California. Copies of these links are available at all KCUSD school sites.

Safety is the top priority at any school site. This database provides important information in the ongoing effort to keep our children and students safe. Parents/guardians are strongly encouraged to access this web site and review with their children the information provided on the links referred to above.

Transportation
Bus Safety Regulations

Riding a school bus in Kings Canyon Unified School District is a privilege, not a right. This bus service is provided for home-to-school service only and shall not be used for other purposes. Students who ride the bus shall be dropped off only at their authorized stop. Parent or guardian written permission must be given to the school to designate emergency alternate stops for students.

The bus driver is a school official and by law, has the responsibility to ensure passenger safety while on the bus and at the bus stops. He/she may remove any student from the bus who continues to misbehave. In addition, parents/guardians and staff are hereby notified that surveillance may occur on any school bus and that the contents of a recording may be a student record and, as such, may be used in student disciplinary proceedings or referred to local law enforcement, as appropriate.

BUS RIDING IS A PRIVILEGE, NOT A RIGHT

It is important that all students exercise proper conduct on the bus. All students who ride the bus must be familiar with the bus rules. Child(ren) may receive a citation from the bus driver for misbehaving on the bus or at the bus stops. Misconduct on the part of the students may result in a denial of transportation. Please review the following requirements for a successful bus ride for child(ren).

1. Make sure students are at the bus stop ahead of time by at least 5 minutes.
2. Accompany young children to the bus stop and meet them on their return. Kindergarteners will not be dropped off at any bus stop unless an adult is there to meet them.
3. Children who walk to the bus stop are to use the shoulder of the road or sidewalks.
4. Do not allow your child(ren) to play/damage other people's property.
5. Children are to wait in a safe place well off the road, in a single file until the bus stops and the driver opens the door.
6. Enter the bus in an orderly manner, find a seat quickly, and remain seated while the bus is in motion.
7. Students should be reminded to check in at home after leaving the bus.

School Bus Stop Instructions

- When Children Must Be Escorted Across the Street -

It is very important that your child understands that it is dangerous for him/her to cross the street. It is especially dangerous at school bus stops. We expect the motoring public to observe a big yellow school bus and use extreme caution but unfortunately this is often not the case.

It is law in California that all school age pupils of eighth grade level or below be escorted across the street by the bus driver when they need to cross a roadway. It is District policy that high school students are also escorted across the roadway. The school bus driver will activate the Red Flashing Lights on the school bus for ALL students loading and unloading at stops. All too often motorists will never even slow down for the stopped school bus with the red lights flashing, much less stop for it. Our school bus drivers need your child's/children's assistance and cooperation to ensure their safety when crossing the street. The following procedure should be followed every time your child is escorted across the street at their stop.

1. Your child must remain seated until the bus stops at their designated stop. The driver will ask if your child needs to cross the street. Please instruct your student to respond to the bus driver's question.
2. The driver will check the traffic for safety. When the traffic has cleared, the driver will activate the red warning lights and then the driver will have the children follow them off of the bus. (They should always follow the driver getting off.)
3. After the children exit the bus, it is very important that they stand beside the entrance door of the bus on the curb, sidewalk or edge of the roadway. The children need to wait here until the driver tells them it is safe to cross the street. (Never assume that the traffic will stop.)
4. Once the driver determines that it is safe for the child to safely cross the street, he/she must walk quickly and carefully in front of the bus, between the bus and the driver, to the other side of the street. When the student has safely crossed the street, the driver will return to the bus. Students should not attempt to return to the bus after the driver leaves the roadway, but should go directly home.

Rules for Passengers

- The Following Rules Are To Be Observed At All Times While Riding The Bus -

1. Passengers are to obey the driver at all times.

2. Passengers must sit facing forward and not leave their seats while the bus is in motion.
3. Passengers shall use a quiet voice on the bus. No loud, obscene or profane language will be allowed.
4. Animals, insects, glass, and large parcels are prohibited on the bus.
5. Passengers must not bother the driver or other passengers on the bus or at the bus stop.
6. Passengers shall not leave trash on the bus.
7. It is against the law for passengers to throw any object in or out of the windows.
8. A passenger may be denied transportation for continued misbehavior.
9. Passengers may be held financially responsible for destruction of property.

School Climate & School Safety
Positive Behavioral Interventions and Supports (PBIS)

KCUSD is underway with implementation of PBIS throughout the District. Schools participated in a 3 year training program, starting in the years shown here:

Cohort 1 2010-2011	Cohort 2 2011-2012	Cohort 3 2012-2013	Cohort 4 2013-2014	Cohort 5 2014-2015	Cohort 6 2015-2016
Citrus	Dunlap	KCHS	ALConner	Grant	DLA
Reedley High	McCord	Lincoln	Alta	Jefferson	
Silas Bartsch	TLReed	Navelencia	Great Western	Sheridan	
		Riverview			
		Orange Cove High			

It is the mission of the District PBIS Team at KCUSD to facilitate the effective implementation and teaching of school-wide positive interventions and support for behavior. It is our vision to create and to maintain effective learning environments by establishing behavioral supports and a social culture needed for all students to achieve social, emotional, and academic success. In May 2017, Fresno County Office of Education (FCOE) designated 19 District schools "Model PBIS Schools:" 3 silver level and 16 gold level.

The Kings Canyon Unified School District believes that all students have a right to a safe and healthy school environment. The District, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance. Behaviors of harassment or bullying that infringe on the safety of any student will not be tolerated. A pupil shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, verbal assaults, and social isolation or manipulation. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Anyone witnessing or experiencing bullying, harassment, or any act that decreases school safety or detracts from a positive school climate, is encouraged to report such incidents

Rules Regarding Student Discipline
(Education Code 35291)

The governing board of each school district maintaining grades one through twelve shall notify the parents or guardians of the availability of rules regarding student discipline.

The Kings Canyon Unified School District utilizes all avenues provided in law for the discipline of students. These include, but are not limited to, advising and counseling students, conferences with parents or guardians, detention, alternative educational environments, and, if necessary, suspension and expulsion. The governing board recognizes that maintaining an educational environment which promotes learning and protects the health, safety and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction for a period of time deemed necessary to correct the behavior of that student.

Discipline Issues Originating Off Campus

Administrators may take appropriate action when information becomes available about student misconduct that originates away from school grounds or school activities that has a direct and detrimental effect on or seriously threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the District. When assessing the impact of conduct or behavior originating away from school grounds on a District school, staff, students, and/or the educational environment, District administrators will take into consideration the seriousness of the alleged student conduct and the protection of students, faculty, staff and administrators from the effects of violence, drugs, disruption of the educational environment, or other relevant factors. District administrators evaluate each situation relating to conduct originating away from school grounds on a case-by-case basis. Student conduct originating away from school grounds, which may be subject to discipline as provided herein includes but is not limited to electronic acts that result in a substantial disruption to the educational environment, or for which a substantial disruption to the educational environment is reasonably foreseeable under the circumstances (Education Code section 48900(s)). District administration may gather and maintain information that pertains to school or student safety, from the social media of any District student (Education Code section 49073.6).

Gun Free School Zone

The Federal Gun Free School Zone Act and CA law prohibit the possession of firearms on school campuses, without the written permission of certain school district officials. Possession includes, but is not limited to, storage in lockers, purses, backpacks, or automobiles. Violation of this act is punishable by law. This section does not apply to a peace officer appointed and authorized to carry a firearm by the appointing agency.

Contraband Detection Dogs (BP & AR 5145.12)

Illegal drug possession and use by students is a problem parents and school districts must work together to combat. To assist with District vigilance in working to prevent illegal drugs from entering schools, KCUSD may use specially trained nonaggressive contraband detection dogs to sniff out and alert staff to the presence of substances prohibited by law or KCUSD policy. Prior to conducting an inspection, students shall be asked to leave the room that will be subject to the canine sniff. The random searches of student belongings, vehicles parked on district property, and district properties under a student's control – including lockers or desks -- may be conducted by the canine and its handler.

Suspension (Educational Code 48925, 48900, 48900.2 – 48900.7)

Suspension means the removal of a pupil from ongoing instruction for adjustment purposes. Reasons for suspension would include if a student:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person. Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered or arranged or negotiated to sell any controlled substance, (commencing with Section 11053) of the Division 10 of the Health and Safety Code, an

- alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
 - f. Caused or attempted to cause damage to school property or private property.
 - g. Stolen or attempted to steal school property or private property.
 - h. Possessed or used tobacco, or any products containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
 - i. Committed an obscene act or engaged in habitual profanity or vulgarity.
 - j. Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
 - k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in performance of their duties.
 - l. Knowingly received stolen school property or private property.
 - m. Possessed an imitation firearm.
 - n. Committed or attempted to commit a sexual assault or sexual battery, as defined in the Penal Code.
 - o. Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding, for the purpose of preventing that pupil from being a witness or retaliating against that pupil for being a witness.
 - p. Unlawfully offered, arranged to sell, negotiated to sell, or sold prescription drug Soma.
 - q. Engaged in, or attempted to engage in "hazing," as explained in the Education Code.
 - r. Engaged in an act of bullying, including an electronic act, directed specifically toward a pupil or school personnel. Electronic act means the creation or transmission originated on or off the school site, by means of an electronic device.
 - s. Engaged in acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school-sponsored activity.
 - t. A pupil who aids or abets in the infliction or attempted infliction of physical injury to another person.

In addition to the reasons specified in Section 48900, a pupil may be suspended or recommended for expulsion for committing any of the following acts:

- 48900.2 Committed sexual harassment as defined in Section 212.5.
- 48900.3 Caused, attempted to cause, threatened to cause, or participated in, an act of hate violence as defined in subdivision (c) of Section 3032.5 (Grades 4-12 inclusive).
- 48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group, that is sufficiently severe or pervasive to disrupt class work create substantial disorder, and invade the rights of others by creating an intimidating or hostile educational environment (Grades 4-12 inclusive).
- 48900.7 Made terroristic threats against school officials or school property, or both.

Administrative Suspension Procedure Requires:

1. That an informal conference be held with the student to allow the opportunity to present his/her version of the incident and evidence in his/her defense and advise the student of the reason for disciplinary action.

2. That parents be given written and/or telephone notice of suspension within 24 hours. This includes occasions when a student is assigned to a supervised suspension classroom.
3. That parents or guardians respond to the school's request for a conference without delay, as per state law.
4. That parents be informed that suspensions may be referred to the superintendent or his designee.
5. That a student may not be suspended for more than five consecutive days for any one incident.
6. That no pupil shall be suspended for more than 20 days in one school year.
7. That suspended students be allowed to complete and receive credit for all assignments and tests missed during the suspension which can reasonably be provided by the teacher.
8. That suspended students must remain under parental supervision and are not to be on any school campus or attend school activities for the duration of the suspension

Expulsion (Education Code 48915)

Expulsion is the removal from enrollment in a school or the District as ordered by the governing board. Expulsion may be ordered by the board when other means of correction have repeatedly failed to result in acceptable conduct or if the continued presence of the student causes danger to the safety of others. Pupils may be expelled only for those reasons for which they also may be suspended. State law provides for full due process and rights to appeal any order of expulsion.

Student Dress and Grooming AR 5132

Kings Canyon Unified School District is an exemplary district. The primary function of the KCUSD standard dress attire policy is to establish a safe and secure learning environment that reflects positive student choice. The District standard dress attire policy will be enforced consistently and fairly on school campuses and at school sponsored functions. Schools are responsible for notifying students and parents/guardians in a timely manner of established site standards. Approved: June 17, 2002

Educationally Appropriate Dress and Grooming

Any apparel, hair style, cosmetic or jewelry, even if not specifically mentioned below, which creates a safety concern, draws undue attention to the wearer, or tends to detract from the educational process is prohibited unless addressed elsewhere in this regulation.

1. Headwear: District approved headwear must be worn outside only. Any student entering a room or building must remove the headwear prior to entering. Only District approved hats will be allowed at school, unless a doctor's note is provided.
 - a. Hats must be khaki or white cloth type, with a 2" brim that encircles the entire hat. The hat must be free of any insignias or markings except for the individual's name written inside in one inch block letters.
 - b. A parent/guardian may elect to purchase a hat from a source other than the school/District. However, the hat must be preapproved by the site administrator prior to the wearing of the hat by the student.
 - c. During after school activities open to the public, only headwear that is not gang related may be worn.
 - d. Knit caps are allowed during cold and/or inclement weather.
2. Sunglasses: Sunglasses are not to be worn unless prescribed by a physician or authorized by the principal for special events.

3. Shoes: Shoes must be worn on campus and at school functions by all students. For safety reasons, students are not allowed to wear flip flops, shoes or sandals without heel straps.
4. Undergarments: Top garments shall be sufficient to conceal undergarments at all times.
5. Pants: Excessively baggy pants are not allowed. Pants may not extend beyond 5 inches (5") when measured at the kneecap of the straightened leg. Pants must fit and be worn no lower than 2 inches (2") below the natural waist. No frayed clothing is acceptable (manufactured or otherwise).
6. Shirts/Blouses: Shirts and blouses must have finished edges and be no longer than the top of the inseam. Tank tops, tube tops, halter tops, spaghetti straps, off the shoulder blouses, bare midribs, see through shirts, oversized shirts, or any items that present a safety concern or draw undue attention are not acceptable.
7. Hem Lines: All dresses, skirts, shorts, and pants must have a finished hem. Shorts must have at least a 4 inch (4") inseam. Skirts and dresses may be no shorter than 4 inches (4") above the knee.
8. Dangerous Attire: Attire which may be used as a weapon may not be worn, including but not limited to steel toed boots, chains, items with spikes or studs, other items deemed inappropriate by the principal and/or school site council.
9. Fashions: Fashions that draw undue attention to the wearer and/or detract from the educational environment are not acceptable. This includes exotic clothing, extreme make-up, tattoos, body piercing, military or camouflage attire, etc.
10. Facial and/or Body Piercing: Facial and/or Body Piercing is not acceptable with the exception of ears.
11. Hair Styles: Hair styles that draw undue attention and/or detract from the educational environment are not acceptable; i.e. unusual designs, unnatural colors, mohawks, tails, unusual razor cuts (including eyebrows), or extensive sculpting.
12. Gang Related Apparel: Gang related apparel is not acceptable. The District will collaborate with Law Enforcement Agencies to update changes in gang-related apparel as necessary. Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening or intimidating others will not be allowed.
13. Jackets: Jackets and other apparel depicting professional sports teams shall not be worn.

Exceptions to Regulations

Generally, these neutral dress and grooming rules will be applied to all students. Religious beliefs and/or medical requirements may be grounds for an exception to a specific portion of the KCUSD Dress Code with specific advance approval from the District. A petition for an exemption from enforcement of a specified portion of KCUSD Dress Code should be submitted to the Principal.

Under no circumstances will the Principal allow an exception for dress or grooming that displays gang symbols, uses profanity or displays products or slogans that promote tobacco, alcohol, drugs or sex.

Clothing with Writing, Symbols, Pictures and Insignia

Articles of clothing, jewelry or personal effects (back packs, fanny packs, binders, gym bags, buttons, water bottles, etc.) are not allowed if those items contain writing, symbols, pictures, or insignia that:

1. Display gang-related symbols
2. Use profanity
3. Display products or slogans which promote tobacco, alcohol, drugs or sex
4. Disrupt the educational process
5. Are obscene, libelous, or slanderous
6. Create a clear and present danger of the commission of unlawful acts, violation of school regulations, or injury to students, staff, or community
7. Violate state hate-crime laws

Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed. With regard to this section, school-site personnel do not have the discretion to create stricter dress and grooming standards at the school site, and personnel do not have the discretion to create exceptions to these requirements.

Students who fail to follow the provisions of this policy will be held accountable in accordance with established District/site discipline policy.

CAASPP Testing Exemptions (California Assessment of Student Performance and Progress)

Notwithstanding any other provision of law, a parent's or guardian's written request to school officials to excuse his or her child from any or all parts of the assessments administered pursuant to this chapter shall be granted. (Education Code Section 60615)

A parent or guardian may submit to the school a written request to excuse his or her child from any or all parts of any test provided pursuant to Education Code section 60640. A school district and its employees may discuss the California Assessment of Student Performance and Progress program with parents and may inform parents of the availability of exemptions under Education Code 60615. However, the school district and its employees shall not solicit or encourage any written exemption request on behalf of any child or group of children. (California Code of Regulations, Title 5, Education, Section 852)

If parents/guardians submit exemption requests after testing has begun, any tests completed before the request is received will be scored and the results reported to the parents/guardians and entered into student records.

Oral Health Assessments (Assembly Bill 1443)

Beginning January 1, 2007, landmark legislation requiring oral health assessments for children entering public school for the first time (at kindergarten or first grade) becomes effective. The ultimate goal of this program is to establish a regular source of dental care for every child.

Schools must notify parents or guardians about this new requirement when they register their children for school.

Children entering public school for the first time, in kindergarten or first grade, are to have a dental check-up by May 31st of the first school year. The evaluation must be completed by a licensed dental professional. Oral health evaluations that occurred within the 12 months prior to school entry also meet this requirement. This assessment, or evaluation can be met in many ways. It can be a complete examination and treatment plan performed by a dentist, or it can be a more basic oral health evaluation, such as a dental screening, which can be performed by dentists, as well as dental hygienists and registered dental assistants with supervision.

Parents may obtain a waiver of this requirement if they cannot find a dental office that takes their child's insurance, cannot afford to pay for it, or the parent chooses not have their child's oral health evaluated. All required forms are available at your neighborhood school site.

Wellness Policy

PREAMBLE

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, the Kings Canyon Unified School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Kings Canyon Unified School District that:

- the school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- all students in grades K-12 will have *daily* opportunities, support, and encouragement to be physically active on a *consistent* basis.
- foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans and current law, State Education Code 49430-49431.7; 5 CCR Section 15500-15501; 5 CCR Section 15575-15578; 7 CFR Sections 210.11 – 220.12 Appendix B*
- qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- to the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program [including after-school snacks]).
- ***all Students, K-12, will receive nutrition education and physical education*** to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

TO ACHIEVE THESE POLICY GOALS:

Coordinated School Health Advisory Committee

The Kings Canyon Unified School District Coordinated School Health Programs Advisory Committee will implement, monitor, and, as necessary, strengthen all components of the Coordinated School Health Programs. The council also will serve as a resource to school sites for implementing school health policies. The Coordinated School Health Advisory Committee consists of a group of individuals representing all eight components of Coordinated School

Health Programs from within the school and community including parents and students. The committee will meet at a minimum of twice per year. KCUSD BP 5030; (cf.6164.2)

Community Eligibility Provision

KCUSD has implemented the Community Eligibility Provision (CEP). All enrolled students of ALConner, Alta, Citrus, Dunlap Leadership Academy, Dunlap, Grant, Great Western, Jefferson, Kings Canyon High School, Lincoln, McCord, Navelencia, orange Cove High School, Reedley High School, Reedley Middle College High School, Silas Bartsch, Sheridan, TLReed, and Washington are eligible to receive a healthy breakfast and lunch at school at no charge for the **2017-2018** school year. Students will be able to participate in these meal programs without having to pay a fee or submit an application.

Riverview School does not qualify to participate in CEP. However, meals are available to students there at no charge. Be advised that a confidential meal application may still need to be filled out in order for this to occur.

Nutritional Quality of Foods and Beverages Sold and Served on Campus

BP 3550(a)

School Meals

(cf. 3312 – Contracts); (cf.3551 –Food Service Operations/Cafeteria Fund); (cf. 3553 – Free and Reduced Price Meals);

(cf. 3554 – Other Food Sales); (cf. 5141.32 – Child Health and Disability Prevention Program); (cf. 6142.8 - Comprehensive Health Education)

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations under HHFKA;
- offer a variety of fruits and vegetables;¹
- serve only low-fat (1%) and fat-free milk² and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
- serve only whole grains³
- Schools will engage students and parents in selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food choices.

Breakfast

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

- Schools will, to the extent possible, operate the School Breakfast Program.
- Schools will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation.
- Schools that serve breakfast to students will notify parents and students of the availability of the School Breakfast Program.
- Schools will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

Free and Reduced Priced Meals

Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals⁴.

Meal Times and Scheduling

Schools: Dining Environment – KCUSD

- will ensure adequate space and a pleasant, clean environment to enjoy meals. School sites are encouraged to have students “play first, eat second”, thus allowing an increased appetite and quality time to enjoy the meal.

- will ensure a healthy source of water (meeting health standards) available at all school sites. And ensures students have access to drinking water throughout the day.
- will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.;
- should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- schools will be encouraged to schedule lunch periods to follow recess periods (in elementary schools);
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks;
- encourage staff to eat with students periodically, to model behavior.
- provide adequate supervision during meal periods
- encourage parents to supply students with healthy choice options in their sack lunch.
- school sites are encouraged to provide adequate amounts of trash cans to maintain cleanliness and sanitation.
- as appropriate and/or funding is made available include dining areas in future re-modernization.

Qualifications of School Food Service Staff

Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, the district will provide continuing professional development for all nutrition professionals in schools. The district recognizes the cultural diversity within the student population and will include as a part of staff development to reflect the diversity of healthy food traditions in the student population. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.⁵ (*cf. 4231 – Staff Development*)

Sharing of Foods and Beverages

Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets. District staff is encouraged to inform students of the health risks in sharing foods and beverages.

Foods and Beverages Sold Individually (*i.e.*, foods sold outside of the reimbursable school meal) such as through vending machines, cafeteria a la carte [snack] lines, fundraisers, school stores, etc.

(*cf. 3550 – Food Service/Child Nutrition Program*); (*cf. 3551 – Food Service Operations/Cafeteria Fund*); (*cf. 3553 – Free and Reduced Price Meals*)

Nutrition Guidelines for Food and Beverages (Available outside the school meal programs)

Individual food items sold outside the federal reimbursable meal programs shall meet local, state and federal requirements

- The term "sold" refers to any food or beverages provided to students on school grounds in exchange for money, coupons, or vouchers. The term does not refer to food brought from home for individual consumption.
- Schools shall follow nutrition standards for kindergarten through grade twelve, including before and after school programs (See Box Below).
- Food or beverages sold for fundraising on campus during the school day must meet the nutrition guidelines as noted in the box below.
- Food or beverages that do not meet the nutrition standards in the box below, may be sold by students⁶:
 - If the sale takes place off and away from school campus; or
 - On school grounds, if sales occur 30 minutes after the end of school.

Elementary Schools

The school food service program will approve and provide all food and beverage sales to students in elementary schools based on current State and Federal Regulations. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, and non-fried vegetables. Follow the guidelines of the Smart Snacks Law.

FOOD References: <i>Education Code</i> sections 49430, 49431, 49431.7; <i>California Code of Regulations</i> sections 15575, 15577, 15578; <i>Code of Federal Regulations</i> sections 210.11, 220.12 (1/1/2017)	BEVERAGES References: <i>Education Code</i> Section 49431.5, <i>California Code of Regulations</i> Section 15576, <i>Code of Federal Regulations</i> sections 210.10, 210.11, 220.8, 220.12 (1/1/2017)
<p>Restrictions apply to ALL foods sold to students by any entity. (Sold means the exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.)</p> <p>Compliant foods</p> <p>Must meet one of the following general food standards:</p> <ul style="list-style-type: none">• Be a fruit, vegetable, dairy, protein, or whole grain item* (or have one of these as the first ingredient), or• Be a combination food containing at least ¼ cup fruit or vegetable. <p>AND must meet the following nutrition standards:</p> <ul style="list-style-type: none">• ≤ 35% calories from fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, dried fruit and nut/seed combo, fruit, non-fried vegetables, seafood), and• < 10% calories from saturated fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, dried fruit and nut/seed combo), and• ≤ 35% sugar by weight (except fruit**, non-fried vegetables, dried fruit and nut/seed combo), and• < 0.5 grams trans fat per serving (no exceptions), and• ≤ 200 milligrams sodium per item/container (no exceptions), and• ≤ 200 calories per item/container (no exceptions) <p>Paired foods:</p> <ul style="list-style-type: none">• If exempt food(s) are combined with nonexempt food(s) or added fat/sugar they must meet ALL nutrition standards above.• If two foods exempt from one or more of the	<p>Restrictions apply to ALL beverages sold to students by any entity. (Sold means the exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.)</p> <p>A compliant beverage must be marketed or labeled as a fruit and/or vegetable juice, milk, non-dairy milk, or water AND meet all criteria under that specific category.</p> <p>Compliant beverages:</p> <ol style="list-style-type: none">1. Fruit or Vegetable juice:<ol style="list-style-type: none">a. ≥ 50% juice andb. No added sweetenersc. ≤ 8 fl. oz. serving size2. Milk:<ol style="list-style-type: none">a. Cow's or goat's milk, andb. 1% (unflavored), nonfat (flavored, unflavored), andc. Contains Vitamins A & D, andd. ≥ 25% of the calcium Daily Value per 8 fl. oz., ande. ≤ 28 grams of total sugar per 8 fl. oz.f. ≤ 8 fl. oz. serving size3. Non-dairy milk:<ol style="list-style-type: none">a. Nutritionally equivalent to milk (see 7 <i>CFR</i> 210.10(d)(3), 220.8(i)(3)), must contain per 8 fl. oz.:<ul style="list-style-type: none">• ≥ 276 mg calcium• ≥ 8 g protein• ≥ 500 IU Vit A• ≥ 100 IU Vit D

nutrition standards are paired together and sold as a single item, the item must meet for trans fat, sodium, and calories.

* A whole grain item contains:

- The statement “Diets rich in whole grain foods... and low in total fat... may help reduce the risk of heart disease...,” **or**
- A whole grain as the first ingredient, **or**
- A combination of whole grain ingredients comprising at least 51% of the total grain weight (manufacturer must verify), **or**

At least 51% whole grain by weight

(*Dried blueberries, cranberries, cherries, tropical fruit, chopped dates or figs that contain added sugar are exempt from fat and sugar standards. Canned fruit in 100% juice only.)

- ≥ 24 mg magnesium
 - ≥ 222 mg phosphorus
 - ≥ 349 mg potassium
 - ≥ 0.44 mg riboflavin
 - ≥ 1.1 mcg Vit B12, **and**
- b. ≤ 28 grams of total sugar per 8 fl. oz., **and**
- c. ≤ 5 grams fat per 8 fl. oz.
- d. ≤ 8 fl. oz. serving size

4. Water:

- a. No added sweeteners
- b. No serving size

All beverages must be caffeine-free (trace amounts are allowable).

ELEMENTARY SCHOOL-STUDENT ORGANIZATIONS

Reference: *California Code of Regulations* Section 15500

Student organization is defined as a group of students that are NOT associated with the curricula or academics of the school or district.

Effective from midnight to one-half hour after the end of the official school day.

Student organization sales must comply with all food and beverage standards AND **all** of the following:

1. Only **one food or beverage item** per sale.
2. The food or beverage item must be **pre-approved** by the **governing board** of the school district.
3. The sale must occur **after the last lunch period** has ended.
4. The food or beverage item **cannot be prepared on campus**.
5. Each school is allowed **four sales** per year.
6. The food or beverage item cannot be the same item **sold in the food service program** at that school during the same school day.

Middle/Junior High and High Schools

In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards (based on current law)

<p>FOOD References: <i>Education Code</i> sections 49430, 49431.2, 49431.7, <i>California Code of Regulations</i> sections 15575, 15577, 15578, <i>Code of Federal Regulations</i> sections 210.11, 220.12 (1/1/2017)</p>	<p>BEVERAGES References: <i>Education Code</i> Section 49431.5, <i>California Code of Regulations</i> Section 15576, <i>Code of Federal Regulations</i> sections 210.10, 210.11, 220.8, 220.12 (1/1/2017)</p>
<p>Restrictions apply to ALL foods sold to students by any entity. (Sold means the exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.) “Snack” foods must meet one of the following general food standards:</p> <ul style="list-style-type: none"> • Be a fruit, vegetable, dairy, protein, or whole grain item* (or have one of these as the first ingredient), or • Be a combination food containing at least ¼ cup fruit or vegetable. <p>AND must meet the following nutrition standards:</p> <ul style="list-style-type: none"> • ≤ 35% calories from fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, dried fruit and nut/seed combo, fruit, non-fried vegetables, seafood), and • < 10% calories from saturated fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, dried 	<p>Restrictions apply to ALL foods sold to students by any entity. (Sold means the exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.) A compliant beverage must be marketed or labeled as a fruit and/or vegetable juice, milk, non-dairy milk, water, electrolyte replacement beverage/sports drink, or flavored water AND meet all criteria under that specific category. Compliant beverages:</p> <ol style="list-style-type: none"> 1. Fruit or Vegetable juice: <ol style="list-style-type: none"> a. ≥ 50% juice and b. No added sweeteners c. ≤ 12 fl. oz. serving size 2. Milk: <ol style="list-style-type: none"> a. Cow’s or goat’s milk, and b. 1% (unflavored), nonfat (flavored, unflavored), and c. Contains Vitamins A & D, and d. ≥ 25% of the calcium Daily Value per 8 fl. oz., and e. ≤ 28 grams of total sugar per 8 fl. oz. f. ≤ 12 fl. oz. serving size 3. Non-dairy milk: <ol style="list-style-type: none"> a. Nutritionally equivalent to milk (see 7 <i>CFR</i> 210.10(d)(3), 220.8(i)(3)), and b. ≤ 28 grams of total sugar per 8 fl. oz., and c. ≤ 5 grams fat per 8 fl. oz. d. ≤ 12 fl. oz. serving size 4. Water: <ol style="list-style-type: none"> a. No added sweeteners b. No serving size limit 5. Electrolyte Replacement Beverages (HIGH SCHOOLS ONLY) <ol style="list-style-type: none"> a. Must be either ≤ 5 calories/8 fl. oz. (no calorie) <p>OR ≤ 40 calories/8 fl. oz. (low calorie)</p> <ol style="list-style-type: none"> b. Water as first ingredient c. ≤ 16.8 grams added sweetener/8 fl. oz. d. 10-150 mg sodium/8 fl. oz. e. 10-90 mg potassium/8 fl. oz. f. No added caffeine g. ≤ 20 fl. oz. serving size (no calorie) <p>OR ≤ 12 fl. oz. serving size (low calorie)</p> 6. Flavored Water (HIGH SCHOOLS ONLY) <ol style="list-style-type: none"> a. Must be either ≤ 5 calories/8 fl. oz. (no calorie)

<p>fruit and nut/seed combo), and</p> <ul style="list-style-type: none"> • ≤ 35% sugar by weight (except fruit**, non-fried vegetables, dried fruit and nut/seed combo), and • < 0.5 grams trans fat per serving (no exceptions), and • ≤ 200 milligrams sodium per item/container (no exceptions), and • ≤ 200 calories per item/container (no exceptions) <p>Paired foods:</p> <ul style="list-style-type: none"> • If exempt food(s) are combined with nonexempt food(s) or added fat/sugar they must meet ALL nutrition standards above. • If two foods exempt from one or more of the nutrition standards are paired together and sold as a single item, the item must meet for trans fat, sodium, and calories. <p>“Entrée” foods must be intended as the main dish and be a:</p> <ul style="list-style-type: none"> • Meat/meat alternate and whole grain rich food, or • Meat/meat alternate and fruit or non-fried vegetable, or • Meat/meat alternate alone (cannot be yogurt, cheese, nuts, seeds, or meat snacks = these are considered a “snack” food). <p>AND</p> <p>A competitive entrée sold by District/School Food</p>	<p>OR ≤ 40 calories/8 fl. oz. (low calorie)</p> <ol style="list-style-type: none"> No added sweetener No added caffeine ≤ 20 fl. oz. serving size (no calorie) <p>OR ≤ 12 fl. oz. serving size (low calorie)</p> <p><u>All beverages must be caffeine-free (trace amounts are allowable).</u></p> <hr/> <p>MIDDLE/HIGH SCHOOL-STUDENT ORGANIZATIONS</p> <p><i>Reference: California Code of Regulations Section 15501</i></p> <p>Student organization is defined as a group of students that are NOT associated with the curricula or academics of the school or district.</p> <p>Effective from midnight to one-half hour after the end of the official school day. Student organization sales must comply with all food and beverage standards AND all of the following:</p> <ol style="list-style-type: none"> 1. Up to three categories of foods or beverages <i>may</i> be sold each day (e.g., chips, sandwiches, juices, etc.). 2. Food or beverage item(s) must be pre-approved by the governing board of the school district. 3. Only one student organization is allowed to sell each day. 4. Food(s) or beverage(s) cannot be prepared on campus. 5. The food or beverage categories sold cannot be the same as the categories sold in the food service program at that school during the same school day. <p>In addition to one student organization sale each day, any and all student organizations may sell on the same four designated days per year. School administration may set these dates.</p>
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Service the day of or the day after it appears on the reimbursable meal program menu must be:

- ≤ 400 calories, **and**
- ≤ 35% calories from fat
- < 0.5 grams trans fat per serving

A competitive entrée **sold by Food Service if NOT on the menu the day of or day after or any other entity (PTA, student organization, etc.)** must meet one of the following general food standards:

- Be a fruit, vegetable, dairy, protein, or whole grain item (or have one of these as the first ingredient), **or**
- Be a combination food containing at least ¼ cup fruit or vegetable

AND meet the following nutrition standards:

- ≤ 35% calories from fat, **and**
- < 10% calories from saturated fat, **and**
- ≤ 35% sugar by weight, **and**
- < 0.5 grams trans fat per serving, **and**
- ≤ 480 milligrams sodium, **and**
- 1. ≤ 350 calories

* A whole grain item contains:

- The statement “Diets rich in whole grain foods... and low in total fat... may help reduce the risk of heart disease...,” **or**
- A whole grain as the first ingredient, **or**
- A combination of whole grain ingredients comprising at least

<p>51% of the total grain weight (manufacturer must verify), or</p> <ul style="list-style-type: none"> • At least 51% whole grain by weight. <p>** Dried blueberries, cranberries, cherries, tropical fruit, chopped dates, or chopped figs that contain added sugar are exempt from fat and sugar standards. Canned fruit in 100% juice only.</p>	
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During meal periods, a choice of at least two fruits and/or non-fried vegetables will be offered for sale at any school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat guidelines).⁸

At no time are students allowed to sell food items for personal profit on school grounds.

Portion Sizes

Limit portion sizes of foods and beverages sold individually to single serving sizes. Supersize portions will not be allowed.

Fundraising Activities Food based fund raising on campus is required to comply with current state and federal law from midnight to ½ hour after school hours. To the extent possible to support children's health and school nutrition-education efforts, school fundraising activities will involve food that meets the above current legislation. Schools will encourage fundraising activities that promote physical activity. The school district will make available a list of ideas for acceptable fundraising activities.

If schools choose to sell food and beverage items during the school day as a fundraising project, the following California regulations shall be followed (*California Code of Regulations Title 5, Sections 15500 and 15501*):

Food Sales in Elementary Schools

The sales of competitive foods (during school hours) are allowed by student organizations under the following conditions:

- Only **one food or beverage item** per sale.
- The food or beverage item must be pre-approved by the governing board of the school district.
- Food sales must occur after the lunch period has ended.
- Each school is allowed four sales per year.
- The food or beverage item cannot be the same item sold in the food service program at that school during that school day.

Food Sales in High Schools and Junior High Schools

The sales of competitive foods (during or after school hours) are allowed by student organizations under the conditions below. These conditions are **ONLY** for student organizations. Up to three (3) categories of foods or beverages *may* be sold each day (e.g. chips, sandwiches, juices, etc.)

- Food or beverage item(s) must be pre-approved by governing board of school district.

- Only one organization *may* be allowed to sell each day.
- Any one organization may conduct no more than four sales per year, and the sales may be held on the same four designated days for any and all organizations. School Administration may set these dates (Title V)
- Food or beverage categories sold cannot be prepared on the campus. The food or beverage categories sold cannot be the same as the categories sold in the Food Service program at that school during the same school day. (cf. -3550 – Food Service/Child Nutrition Program); (cf. -3551 – Food Service Operations/Cafeteria Fund); (cf. -3553 – Free and Reduced Price Meals); (cf. -1230 – School-Connected Organizations); (cf. -1321 – Solicitations of Funds from and by Students); (cf. -3550 – Food Service/Child Nutrition Program)

Snacks

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and beverages that are within the nutritional standards, as stated above. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents. If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.

Rewards

Schools, to the extent possible, will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior,⁹ and shall not withhold food or beverages (including food served through school meals) as a punishment. Food Services will provide a list of alternative rewards.

Celebrations & Events

Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above). The district will disseminate a list of healthy party ideas to parents and teachers.

School-sponsored Events (such as, but not limited to, athletic events, dances, or performances) Foods and beverages offered or sold at school-sponsored events outside the school day, to the extent possible, shall meet current legislation.

Nutrition and Physical Activity Promotion and Food Marketing

Kings Canyon Unified School District aims to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also encouraged to occur in classroom instruction subjects such as math, science, language arts, social sciences, and elective subjects;
- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- links with school meal programs, other school foods, and nutrition-related community services;

- teaches media literacy with an emphasis on food marketing; and
- includes training for teachers and other staff; including Common Core standards.

Integrating Physical Activity into the Classroom Setting

For students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be encouraged to be incorporated into other subject lessons;
classroom teachers are encouraged to provide short physical activity breaks between lessons or classes, as appropriate. (*cf. 6010 – Goals and Objectives*); (*cf. 6011 – Academic Standards*); (*cf. 6143 – Courses of Study*)

Communications with Parents

- The district/school will support parents' efforts to provide a healthy diet and daily physical activity for their children. In partnership with community health agencies, the district/school will offer healthy eating seminars for parents, send home nutrition information, post nutrition tips on school websites, and provide nutrient analyses of school menus. Schools should encourage parents to pack healthy lunches and snacks.
- The district/school will provide parents SMART SNACK that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities. In addition, the district/school will provide opportunities for parents to share their healthy food practices with others in the school community.
- The district/school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.
- The district will supply the nutrition requirements based on *State Education Code 49430-49431.7*; *5 CCR Section 15500-15501*; *5CCR Section 15575-15578*; *7 CFR Sections 210.11-210.12, Appendix B* (or current law) to all parents at the start of the school year.

Food Marketing in Schools

School-based marketing will be consistent health promotion. Schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (legislation summary above).¹⁰ School-based marketing of brands promoting predominantly low-nutrition foods and beverages¹¹ is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Examples of marketing techniques include the following: logos and brand names on/in vending machines, books, curricula, or textbook covers, school supplies, scoreboards, school structures, and sports equipment, educational incentive programs that provide fruits and/or vegetables as a reward; programs that provide schools with supplies when families buy low-nutrition food products; in-school television free samples or coupons; and food sales through fundraising activities. Marketing activities that promote healthful behaviors (and are therefore allowable) include: vending machine covers promoting water; pricing structures that promote healthy options in a la carte lines or vending machines; and sales of fruit for fundraisers.

Physical Activity Opportunities and Physical Education

Daily Physical Education (P.E.) K-12

All students in grades K-12, including students with disabilities, special health-care needs, and in alternative educational settings, will receive daily physical education (or its equivalent of 200 minutes/10 days for elementary school students and 400 minutes/10 days for middle and high school students) for the entire school year. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity. (*EC 51210, 51222 and 51223*)

- Grades 1-6 and schools with grades 1-8 will receive physical activity, at minimum, 200 minutes each 10 schooldays, instructed by teachers or staff. (*EC 51210, 51223*)
- Grades 7-12 will receive, physical activity, at minimum, 400 minutes each 10 schooldays, instructed by qualified physical education teachers. (*EC 51222*)
- A monitoring system will be implemented to insure mandated physical education time. All school site Principal's or designee will ensure every student receives age-appropriate and health based physical activity standards.
- Teachers will have opportunities for staff development in an approved age/grade appropriate physical activity training program. (*cf. 4119.21/4219.21/4319.21*)

Daily Recess

All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment. (NOTE: This period cannot count as physical education). Schools should discourage extended periods (*i.e.*, periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity Opportunities Before and After School

All elementary, middle, and high schools will offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. All high schools, and middle schools as appropriate, will offer interscholastic sports programs. Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

After-school child care and enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants.

Physical Activity and Punishment

Physical activity may be used as an optional intervention to help a student to continue in the regular school program. (*cf. 5121- Grades/Evaluation of Student Achievement*); (*cf. 6142.8 – Comprehensive Health Education*); (*cf. 6145.2 – Athletic Competition*); (*cf. 6146.1 – High School Graduation Requirements*); (*cf. 6190 – Evaluation of the Instructional Program*)

Safe Routes to School

The school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, the district will work together with local public works, public safety, and/or police departments in those efforts. The school district will explore the availability of federal "safe routes to school" funds, administered by the state department of transportation, to finance such improvements.

Use of School Facilities Outside of School Hours

School sites are encouraged to partner with the community to encourage use of spaces and facilities. Sites should be available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations. These spaces and

facilities should be available to community agencies and organizations offering physical activity and nutrition programs. School policies concerning safety will apply at all times.

Staff Wellness

Kings Canyon Unified School District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. The Coordinated School Health Advisory Committee will develop, encourage, and oversee a multifaceted plan to promote staff health and wellness. The plan will be based on input solicited from school staff and should outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff.

Monitoring and Policy Review

Monitoring

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies.

In each school the guidelines for reimbursable meals will not be less restrictive than federal regulations and guidance issued by the USDA

In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee.

School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service program and will report on this matter to the superintendent (or if done at the school level, to the school principal). In addition, the school district will report on the most recent USDA Administrative Review (AR) review findings and any resulting changes.

The superintendent or designee i.e. Coordinated School Health Program Advisory Committee, will develop a summary report every two years on district-wide compliance with the district's established school health / wellness policies, based on input from schools within the district. That report will be provided to the school board and also distributed to all school health councils, parent/teacher organizations, school principals, and school health services personnel in the district.

In addition to the Coordinated School Health Program Advisory Committee, the superintendent may designate a member of the KCUSD staff to administer, coordinate and evaluate the Local School Wellness Policy. The individual will inform district staff of the wellness policy, provide tips for healthy incentives, fundraising, class rewards and physical activity breaks. Establish protocols, compile evaluations and report to the board at a minimum of one time per school year. A minimum of eight hours per week should be allotted to the individual designated to perform the necessary duties.

Policy Review

To help with the initial development of the district's wellness policies, each school in the district will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies.¹² The results of those school-by-school assessments will be compiled at the district level to identify and prioritize needs.

As part of an ongoing process, the school district will review the nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The district, and individual schools within the district, will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

Assessments will be repeated every two years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school district will review the nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The district, and individual schools within the district, will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

FOOTNOTES

¹ To the extent possible, schools will offer at least two non-fried vegetable and a fruit options each day and will offer five different fruit and five different vegetable subgroups over the course of a week. Schools are encouraged to source fresh fruits and vegetables from local farmers when practicable.

² As recommended by the *Dietary Guidelines for Americans 2010*.

³ A whole grain is one labeled as a "whole" grain product or with a whole grain listed as the primary grain ingredient in the ingredient statement. Examples include "whole" wheat flour, cracked wheat, brown rice, and oatmeal.

⁴ It is against the law to make others in the cafeteria aware of the eligibility status of children for free, reduced-price, or "paid" meals.

⁵ School nutrition staff development programs are available through the USDA, School Nutrition Association, and Fidelity Safety and Training.

⁶ Surprisingly, seltzer water may not be sold during meal times in areas of the school where food is sold or eaten because it is considered a "Food of Minimal Nutritional Value" (Appendix B of 7 CFR Part 210).

⁷ If a food manufacturer fails to provide the *added* sugars content of a food item, use the percentage of weight from total sugars (in place of the percentage of weight from *added* sugars), and exempt fruits, vegetables, and dairy foods from this total sugars limit.

⁸ Schools that have vending machines are encouraged to include refrigerated snack vending machines, which can accommodate fruits, vegetables, yogurts, and other perishable items.

⁹ Students with Individual Education Plans (IEP's) will participate in the least restrictive environment and the explanation and justification of the extent to which a student will not participate will be specified by the students IEP or 504 plan.

¹⁰ Advertising of low-nutrition foods and beverages is permitted in supplementary classroom and library materials, such as newspapers, magazines, the Internet, and similar media, when such materials are used in a class lesson or activity, or as a research tool.

¹¹ Schools should not permit general brand marketing for food brands under which more than half of the foods or beverages do not meet the nutrition standards for foods sold individually or the meals are not consistent with school meal nutrition standards.

¹² Useful self-assessment and planning tools include the *School Health Index* from the Centers for Disease Control and Prevention (CDC), *Changing the Scene* from the Team Nutrition Program of the U.S. Department of Agriculture (USDA), and *Opportunity to Learn Standards for Elementary, Middle, and High School Physical Education* from the National Association for Sport and Physical Education.

Updated 7/13/17

Parent/Guardian Signature
Please sign & return

This informational handbook has been prepared to advise and make you aware of certain rights and responsibilities. Your signature below indicates that you have reviewed this annual notification, as required by law (Education Code 48982). If you have students at different school sites, just return this form to one of the sites.

_____ - PARENT/GUARDIAN SIGNATURE -

_____ - DATE -

_____ - STUDENT -

_____ - SCHOOL SITE -

_____ - GRADE -

_____ - STUDENT -

_____ - SCHOOL SITE -

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