

KINGS CANYON UNIFIED SCHOOL DISTRICT



**1801 10th Street
Reedley, California 93654
Telephone: 305-7010**

Board of Education

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Tim Heinrichs
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Roberto Gutierrez

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Deputy Superintendent

John Quinto
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Assistant Superintendent/CBO
Assistant Superintendent
Curriculum and Instruction

Mary Ann Carouso

Administrative Assistant
Student Services

Sheila Wiebe

Administrator for Resource
Development



Kings Canyon Unified School District

Mission Statement

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.

GOALS

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*

EXCELLENCE IN TEACHING

- *Continue to improve our approaches to recruitment and hiring, induction, mentoring, evaluation and recognition*
- *Work with principals and teachers in the area of leadership, teaching and learning*
- *Work to expand opportunities for teachers and administrators to participate in professional development*
- *Shall 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*

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*

MAINTAIN FINANCIAL STABILITY

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



STRENGTHEN PUBLIC CONFIDENCE

- *Continue to improve internal and external communication plan*
- *Communicate expectations to every employee in the district*
- *Establish a forum for dialogue and discussion*
- *Establish more direct links with parents at every school site*

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 provide 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.*

School Sites

District Office
675 W. Manning Avenue
Reedley, CA 93654
(559) 305-7010

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
305-7310

Dunlap Leadership Academy
39500 Dunlap Road
Dunlap, CA 93621
305-7320

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

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

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

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
477 W. Manning 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

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 School
2225 E. North Avenue
Reedley, CA 93654
305-7260

T.L. Reed School
1400 N. Frankwood Avenue
Reedley, CA 93654
305-7300

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



McCord School Staff 2017-2018

Oscar Villaseñor
Polly Rosalez

Principal
Learning Director

Certificated Staff

Kindergarten

Yaneli Godinez – Rm 7
Todd Knudsen– Rm 8
Dora Ledesma– Rm 9

First Grade

Martha Calderon – Rm 4
Belinda Rico – Rm 5
Maria Sanchez – Rm 6

Second Grade

Elena Cortez – Rm 1
Blanca Morales – Rm 2
Veronica Gonzalez – Rm 3

Third Grade

Natalie Loewen – Rm 10
Jessica Hernandez - Rm 11
Stephanie Moreno – Rm 12

Fourth Grade

Heather Card – Rm 17
Corinna Clark – Rm 18

Fifth Grade

Maribel Cuevas – Rm 19
Tonya Kennerley – Rm 21
Sonia Cory – Rm 22

RSP

Lynn Harris – Rm 20

Instructional Coach

Bendta Friesen

Psychologist

Ana Delgado

Speech and Language

Stephanie-Ann Obeso

Counselor

Alisha Ganske
Julissa Galvan

Nurse

Lea Perez

Support Staff

•Lorena Velasquez	Secretary
•Priscilla Calderon	Office/Health Aide
•TBD	BIA
•Maria Hernandez	BIA/EL Tech
•Laura Rivera	BIA
•Raul Gutierrez	Head Custodian
•TBD	Custodian
•Rosalinda Vera	Cook

•Maria Chapa	Bilingual Community Aide
•Cynthia Quintanilla	Library Clerk
•Cindy Friesen	Inst. Aide
•Amanda Friesen	RSP Tech
•Danny Vital	Custodian
•Hope Esparza	Food Service Manager
•Jennifer Evans	Cook



Principal's Message

Dear McCord parents and students,

We welcome our new and returning students to McCord School this 17/18 school year! We are the home of the Mustangs! At McCord, in unity with our parents, we help each student grow academically, socially, and emotionally.

We are looking forward to another year. Teachers continue to receive professional development to increase their knowledge and skills in the effective delivery of Common Core Standards. McCord is invested in making sure all students are successful!

Our expectations for students remain high. In order to accomplish great things, it is crucial to maintain excellent communication between McCord staff, parents, and students. Our expectation is that **McCord students** will bravely commit to learning and becoming the best person they can be.

Regular **daily attendance** for each student is extremely important as is parents' attendance at school-sponsored events. Continued parent assistance and support provides a nurturing environment where students experience the best education possible. Parent participation has increasingly improved over the years. Newsletters, notes and our School Messenger (automated phone service) are the primary source of communicating events. Our students and staff are delighted to have your support and participation. Prior to volunteering, a mandatory training and application form must be completed. **We welcome you to McCord!**

Student behavior and school culture continues to improve at McCord as a result of PBIS (Positive Behavior Intervention and Supports). For the fourth year in a row, McCord received a GOLD award from Fresno County Office of Education for our outstanding implementation and positive results. It is with parent, student, staff, and community support that we are able to effectively implement PBIS. Our expectation is that students continue to show HEART in the community.

Our school motto is "McCord has HEART!" McCord students and staff have HEART!



Has a good attitude
Ensures everyone is safe
Above and beyond
Responsibility
Treats others with respect

Please read all sections of this handbook with your student, so you will both be familiar with our procedures and policies. Keep this handbook as a reference throughout the school year.

Please feel free to contact McCord staff with questions you may have. We are here to work together in the best interest of your child! We may be reached at 559-305-7250

Sincerely,

Oscar Villaseñor

Oscar Villaseñor
Principal



McCord Daily Schedule

2017 – 2018

Kindergarten



7:50 First Bell/ Breakfast
 8:00 Tardy Bell/Instruction Begins
 9:25 Recess
 9:40 Instruction
 11:00 Lunch
 11:25 Recess
 11:40 Instruction
 2:00 Dismissal

Grade 1



7:50 First Bell/ Breakfast
 8:00 Tardy Bell/Instruction Begins
 9:25 Recess
 9:40 Instruction
 11:00 Lunch
 11:25 Recess
 11:40 Instruction
 3:00 Dismissal

Grade 2



7:50 First Bell/Breakfast
 8:00 Tardy Bell/Instruction Begins
 9:25 Recess
 9:40 Instruction
 11:30 Lunch
 11:55 Recess
 12:10 Instruction
 3:00 Dismissal

Grade 3



7:50 First Bell/Breakfast
 8:00 Tardy Bell/Instruction Begins
 9:45 Recess
 10:00 Instruction
 11:30 Lunch
 11:55 Recess
 12:10 Instruction
 3:00 Dismissal

Grade 4 & 5



7:50 First Bell/Breakfast
 8:00 Tardy Bell/Instruction Begins
 9:45 Recess
 10:00 Instruction
 12:00 Lunch
 12:25 Recess
 12:40 Instruction
 3:00 Dismissal

Early Release Dismissal

Wednesday

Kindergarten 12:30
 1st – 5th Grades 1:30

BEFORE SCHOOL

Teachers' supervision duty begins at 7:50 a.m., therefore supervision of students before 7:50 is minimal. With this in mind, it is strongly advised that students not be dropped off at school before 7:50 a.m. All students on campus before 7:50 are to report to the playground area. Gates open at 7:30 am. In cases of inclement weather all students are to report to the hallway next to their classrooms. Breakfast is served daily in the classrooms, beginning at 7:50 a.m.

McCord's Discipline Philosophy

McCord is a family with heart, with members who are responsible, respectful and believe that they can achieve!

McCord is in its seventh year of implementing PBIS – Positive Behavior Interventions and Supports. The goal of PBIS is to teach ALL students what behaviors are expected of them. Positive behavior is rewarded and problem behaviors are dealt with fairly and consistently. Interventions are provided as needed for students who need extra support. As a staff we have worked together to create a learning environment that is safe and supportive for all. The PBIS Team is continuing to implement interventions to support behaviors and promote positive behavior.

During the 2016-17 school year, McCord received a GOLD award for the fourth consecutive year for the continued implementation of PBIS.

Our school motto:

McCord HEART

Has a good attitude

Ensures everyone is safe

Above and beyond

Responsibility

Treats others with respect



CLASSROOM DISCIPLINE PLAN:

At the beginning of the school year, each teacher will review their classroom rules, consequences for misbehavior, and rewards for positive behavior with their students. All classes will participate in a review of the expectations at each location of the school. The McCord Rules will be posted in each classroom and reviewed with parents at Back to School Night.

When misconduct occurs in the cafeteria or on the school grounds, the infraction will be reported to the classroom teacher. Students will be sent to the Principal or Learning Director when a major infraction occurs. Each teacher will keep a written record of individual student conduct on an Office Detention Referral Form (ODR). Major infractions will also be documented in Power School (District Data Base). Parents will be contacted by the teacher for every ODR.

***Major Infraction:** In the case of severe misbehavior such as fighting, vandalism, defiance and immoral behavior, the classroom discipline hierarchy no longer applies and the student is immediately sent to the principal/learning director. Possible consequences may be suspension from school and/or lost privileges depending on the number and severity of previous infractions.

Students who choose to follow the rules will be recognized as a good citizen, and will participate in monthly and trimester behavior celebrations.



PBIS Team Members

Mrs. Rosalez
Mrs. Cory
Miss Calderon
Ms. Delgado
Mrs. Rivera

Administrator
Teacher, 5th Grade
Teacher, 1st Grade
Psychologist
Aide/ASP

Mrs. Kennerley
Mrs. Morales
Mrs. Harris
Mr. Herrera
Mrs. Ramos

Coach, 5th Grade
Teacher, 2nd Grade
RSP Teacher
Social Worker Intern
Parent

Major Infractions:

Infractions of Education Code 48900

A student can be suspended from school or recommended for expulsion by the superintendent, principal, or learning director of the school which the student is enrolled if he/she determines that the student has:

A. Physical Injury

1st Offense - Immediate detention by the school administrator, parent conference and 1-5 day(s) in-school-suspension/out-of-school suspension

2nd Offense - Procedures outlined above. 1-5 day(s) out-of-school suspension

3rd Offense - Procedures outlined above, contact law enforcement and possible recommendation for expulsion

B. Weapons

Confiscation of weapon, 1-5 days out-of-school suspension, parent conference, report made to law enforcement agency. Seriousness of the case may result in arrest and or expulsion from the Kings Canyon Unified School District.

C. Controlled Substance

1-5 days out of school suspension, parent conference, referral for possible placement in home studies or expulsion. Law enforcement agency notified and charges will be filed.

D. Drug Sales

2-5 days out-of-school suspension, parent conference, referral for possible placement in home studies or expulsion. Law enforcement agency notified and charges will be filed.

E. Robbery or Extortion (Force, Fear or Threats)

2-5 days out-of-school suspension, parent conference, possible referral to law enforcement agency and charges will be filed. Parents will be billed for damages and/or community service. Referral for possible placement in an alternative education program or expulsion.

F. Vandalism/ Defacing/Graffiti

1. Possession of permanent marker or any device which can be used for the purpose of defacing property.

1st Offense - Parent contacted by teacher

2nd Offense- Conference with principal/learning director and parent, 1 day in-school suspension

3rd Offense - Conference with principal/learning director and parent, 1-3 days in-school/out of school suspension

2. Vandalism/Defacing/Graffiti/Arson

2-5 days out-of-school suspension, parent conference, possible referral to law enforcement agency and charges will be filed. Parents will be billed for damages and/or community service. Referral for possible placement in an alternative education program or expulsion.

G. and L. Stealing, attempting to steal, or knowingly received- school property or private property.

1st Offense - May result in 1 day in-school- suspension or out-of-school suspension, parent conference, may result in report to law enforcement.

2nd Offense-1-3 day in-school-suspension or out-of-school suspension, parent conference, may result in report to law enforcement.

3rd Offense - 2-5 days out-of school-suspension, parent conference. May result in report to law enforcement

H. Tobacco-(Possession of or use of)

1st Offense - May result in 1 day in-school-suspension/out of school suspension

2nd Offense -1-2 in-school or out-of-school suspension

3rd Offense - 3-5 days out-of school suspension, may result in report to law enforcement. Referral for possible placement in an alternative education program or expulsion.

I. Profanity/Obscenity

*1st Offense - Parent contact by teacher, may result in detention or 1 day in school suspension.

2nd Offense - Parent contact, detention or may result in 1 day in school suspension.

3rd Offense - Parent contact and 1-2 day in-school-suspension

**If directed at a staff member, an immediate 1-5 day suspension will occur on the first offense.*



J. Drug Paraphernalia

2-5 days out-of-school suspension, parent conference, possible referral to law enforcement agency and charges will be filed. Referral for possible placement in an alternative education program or expulsion.

K. Defiance of Authority/Disruption of school activities

1st Offense - Parent conference with principal/learning director. May result in 1-3 day in-school or out-of-school suspension depending upon severity. May result in report to law enforcement

2nd Offense - Parent conference with principal/learning director, 2-3 day suspension (in-school or out-of-school depending upon severity) May result in report to law enforcement.

3rd Offense - 3-5 day suspension and possible recommendation for Expulsion

O, Q, and R Hazing/Intimidation/Harassment/Bullying and Immoral Behavior

1st Offense - Parent conference with principal/learning director. May result in 1-3 day in-school or out-of-school suspension depending upon severity. May result in report to law enforcement

2nd Offense - Parent conference with principal/learning director. 1-3 day suspension (in-school or out-of-school depending upon severity) May result in report to law enforcement

3rd Offense - 2-5 day Suspension and may be recommended for Expulsion

M. Possession of imitation firearm

1st Offense - May result in 1 day in-school or out-school-suspension

2nd Offense - 1-2 in-school or out-of-school suspension

3rd Offense - 3-5 days out-of school suspension. May result in report to law enforcement. Referral for possible placement in an alternative education program or expulsion.

N. Committed or attempted to commit a sexual assault

2-5 days out-of-school suspension, parent conference, possible referral to law enforcement agency and charges will be filed. Parents will be billed for damages and/or community service. Referral for possible placement in an alternative education program or expulsion.

Minor Infractions: Minor infractions are taken seriously and may result in suspension after the first offense.

A. Cheating on an assessment

1st Offense - Parent contact by teacher. Teacher will provide an alternative test taking environment

2nd Offense- All of the above. Zero grade on assessment

3rd Offense - All of the above and 1 day in-school-suspension

B. Forgery or Dishonesty

1st Offense - Parent contact by teacher. ODR – Minor offense, 1 day detention

2nd Offense - Parent contact. ODR – Major offense and 3 days detention

3rd Offense - Parent Contact and 1 day in-school-suspension

C. Purple Rule- Boys (blue) and girls (pink) may not show any public displays of affection

1st Offense - Parent contacted by teacher

2nd Offense - Parent conference and offenders meet with principal/learning director

3rd Offense - 1-3 in-school-suspension

Bullying

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying is a form of violence; and because it involves a real or perceived imbalance of power, often the more powerful child or group is attacking those who are less powerful. Bullying may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or emotional (spreading rumors, manipulating social relationships, extorting, or intimidating). Bullying can occur face-to-face or in the online world. Students who are victims of bullying are strongly encouraged to report that bullying to school staff. Students who participate in acts of bullying will face disciplinary consequences.

Other Minor Classroom Offenses (non-verbal defiance, off task, talking out of turn, throwing or playing with objects, disrupting, not following directions, copying, chewing gum, etc.) These infractions will be recorded on an Office Detention Referral Form (ODR). Three minor offenses will result in a consequence.

Office Detention Referral Form

An Office Detention Referral Form (ODR) will be issued when every attempt has been made to improve student's behavior in the classroom, playground or cafeteria. **The ODR will be sent home and a parent signature will be required.** When the student receives a total of three ODR's for a minor problem, they will then receive a consequence and serve the appropriate penalty. Major behavior problems will be addressed by the Learning Director or Principal and will not be placed on the Behavior Card.

Mustang Behavior Card:

Each consequence will be recorded on a Mustang Behavior Card numbered 1-3. The Behavior Card will be valid for a trimester. All consequences will be cleared at the end of each trimester. Consequences may vary by trimester.

Consequences:

1. Warning and morning Responsibility Room. Parent will be contacted by the Learning Director.
2. 3 mornings in the Responsibility Room and parents will meet with Learning Director and teacher to discuss a Behavior Plan.
3. 1 day Mustang Time Out. Parent, teacher, administration conference. Behavior Contract will be implemented.

Behaviors that warrant teacher intervention before an ODR is issued:	Behaviors that do not warrant teacher intervention before an ODR is issued:	Serious behaviors that result in automatic Office Referral and possible suspension:
*talking	*unsafe behaviors such as:	*profanity directed toward any adult
*out of seat	hitting, tripping, pushing, shoving, etc	*language/gesture having sexual
*making noises	*profanity (1st offense)	Connotations
*playing with items	*stealing (1st offense)	*defiance toward any adult
*day dreaming	*dishonesty, cheating (1st offense)	*threats or intimidation
*interrupting others	*not taking care of school property	*possession of weapons/drugs
*not keeping hands to self	*bullying	*fighting/provoking/encouraging a fight
*lying/cheating (1 st)	*chronic 1st column with documentation	*cheating, dishonesty (after 1st offense)
	*lying/cheating (2 nd)	*stealing (after 1st offense)
		*chronic column 2 behaviors

*****Students with good behavior may be recognized by teachers and staff members by receiving a Mustang Behavior Blue Slip. This will be entered into a monthly drawing for a Mustang Behavior HEART shirt. If their slip is not chosen, it will become a Fast Pass for lunch.***

SUBSTITUTE TEACHERS

At McCord School every student is expected to follow the classroom rules. We are very grateful for the support that substitutes provide our school. In order to maintain the best learning environment for every student and teaching experience for every teacher, we will have **zero tolerance** for bad behavior in class when we have a guest teacher.

The following steps will be taken to improve student conduct:

1. Verbal warning by substitute teacher
2. Referral to the office – automatic ODR.

***These consequences will be handled separately by the Learning Director or Principal.**

Breakfast in the Classroom

Students will be provided free breakfast in the classroom. All students are eligible but are not required to eat. Students will receive breakfast at 7:50 a.m. Before school, students should report to the playground area and not to the cafeteria. We strongly advise that students not be dropped off before 7:50 a.m. as supervision of students will be minimal.

Cafeteria Rules:

For student safety, the cafeteria supervisor's requests must be honored at all times.

1. Be thankful for your food, try new foods and shirts tucked in nicely.
2. Hands and feet to yourself in line. Eat your own food. Stay seated until dismissed.
3. Keep the cafeteria clean.
4. Clean up after yourself. Use quiet voice if you need to speak.
5. Use proper manners and listen to adults.

Cafeteria staff will issue blue behavior tickets to students who are following the rules. The tickets can be used to purchase school supplies or snacks during reward recess.

Playground Rules

Minor playground infractions will be referred to classroom teachers and may result in an Office Referral Form. Major infractions will be referred to the office.

1. Play fair and be a good sport.
2. Use equipment appropriately. Walk on the blacktop.
3. Be kind, share equipment, and invite others to play.
4. Throw trash away and keep the playground clean. Line up quietly in 2 lines when asked.
5. Respect others with words and body.



Chase games such as tag are not allowed. Students must sit when going down the slide and must never climb up the slide. Students must play in your designated area.

PLAYGROUND VIOLATION:

1. Playground supervisor may use Assertive Discipline in addition to or in place of verbal warnings, isolation on wall or bench, etc.
2. Playground supervisor completes pink form and places it in the box of the student's teacher to determine the consequences.

Bus Safety Regulations

Riding a school bus at Kings Canyon Unified School district is a privilege not a right. This bus service is provided for home-to-school services 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's 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 bus stops. He/she may remove any student from the bus who continues to misbehave.

Parents:

BUS RIDING IS A PRIVILEGE, NOT A RIGHT!

It is important that all students show proper conduct on the bus. All students who ride the bus must be familiar with the bus rules. Your child(ren) may receive a citation from the bus driver for misbehaving on the bus or at bus stops. Misconduct in the part of students may result in a denial of transportation. Please review the following requirements for a successful bus ride for your 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. **Kindergartners will not be dropped off at any bus stop unless an adult is there to meet them. Multiple incidents may result in a citation.**
3. Children who walk to the bus stop are to use the shoulder of the road or sidewalks.
4. Children should respect 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 the 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. 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/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 child to respond to the bus driver's question.
2. The driver will check the traffic for safety. When the traffic has cleared, the bus driver will activate the red warning lights and then the driver will have the children follow him/her off of the bus. (They should always follow the driver 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 there 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 quiet voices in the bus. No loud, obscene or profane language will be allowed.
4. Animals, insects, glass, spray cans, 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 window.
8. A passenger may be denied transportation for continued misbehavior.
9. Passengers may be held financially responsible for destruction of property.

Traffic Regulations Surrounding McCord School

A "priority" for McCord School is to provide a safe and orderly arrival and dismissal for "our students" and "your children." In working with the City of Orange Cove, Orange Cove Police Department, KCUSD Administration, Transportation Department, and the McCord Staff, the following guidelines have been developed:

1. **Bus Loading and Unloading Area:** Gate on "D" Street by Mustang Park
2. **Parent Drop off Area:** Center Street gate north of the Main gate and "C" Street gate, or the Main gate if being dropped off by car.
3. **Pick-up Area:** Center Street gate north of the Main gate and "C" Street

*To prevent hazardous situations, parents are asked not to double/triple park on C Street or at the front of the school. An area in front of the school has been designated as a 5 minute parking area. This area can be distinguished by the signs and green curb. Parents should wait outside of the gate, avoid waiting inside of the gate for student safety so as not to impede students leaving. Students are to use the crosswalks at the corners of C & Center streets and D & Center streets.

Walking Students

Students who walk to school should come straight to school, remain on sidewalks at all times and cross only at designated crosswalks. Remember the safety rules: walk with a friend and never accept a ride with a stranger. For safety reasons, students are not allowed to stop at any store or a friend's house on the way to or from school.

Homework

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Students should be expected to spend an average of twenty (20) minutes on homework at the primary level and an average of forty (40) minutes at the intermediate level, three or four days a week. The student must remember to return the work to school the following day. Class work not completed during the regular day will go home to be finished. This is not homework, but rather work that the student failed to complete during the normal school day. If you have questions or concerns about unfinished class work then see your child's teacher.



Report Cards/Parent Conferences

Report cards are issued following the completion of each trimester grading period. Please carefully review your child's progress and contact the school if you have questions regarding grades.

Parent-Teacher Conferences will be held at the end of first trimester. Teachers can do a better job with students if they can share their understanding of the student directly with the parent. Parent conferences are encouraged and can be arranged at any time during the school year by calling the office and scheduling an appointment with your child's teacher. If you have any questions regarding your child, please call the school office. A minimum day schedule will be held during Parent-Teacher Conference week.

Attendance Procedures

Daily attendance in school is very important for continued academic growth. Children can quickly fall behind their classmates when they are not in school every day.

We certainly don't want children to come to school when they are ill. We understand the need to schedule doctor's appointments, and we ask that you try to schedule appointments after school hours whenever possible. We also ask that you continue to send a note or call to verify illnesses or appointments. **Illnesses with a Doctor's verification must be turned into the office within 3 days of returning back to school.**

It is the responsibility of each parent to clear all absences within 24 hours. The school calls daily to verify any absences that have not yet been verified. **If your child shows a pattern of excessive absences a home visit by school personnel may take place. After 5 consecutive days of absences (verified or not) your child will be dropped from our attendance records.**

 **Your child may be considered a truant if he/she has three or more unexcused absences, is tardy for 30 minutes on three different days or leaves 30 minutes or more early on three different days.** This may result in a referral to the School Attendance Review Board, also known as SARB.

McCord School staff is dedicated in supporting you. If there is any way that we can assist you in improving or preventing truancy for your child, please feel free to call the office. Your assistance in helping your children achieve excellent school attendance does three things:

- ✓ It sends a clear message to your child that being in school every day is important because a good education is important.
- ✓ It establishes a daily pattern of "on-the-job" behavior with your child that carries over into adult life.
- ✓ It helps Kings Canyon Unified School District provide the best educational program that we can for your child.

Excusing Children from School

A child is not permitted to leave school or school grounds before regular dismissal without consent of the parent or guardian. Parents must check students out through the office in all cases of early departure. ***If a child is being picked up during school hours by someone other than the child's parent, the parent will need to notify the office before the child will be released.***

Tardiness

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any student who arrives at school after 8:00 AM is considered tardy. Students who show a pattern of frequent tardiness will be required to make up the time during recess. **Your child may be considered a truant if he/she is tardy for 30 minutes on three different days and may result in a referral to the School Attendance Review Board, also known as SARB. Also students picked up early from school 30 minutes or more on three different days will be considered truant.** Arriving to school on time allows students to get off to a good start and benefit from every learning opportunity.

****Students who receive three or more unexcused tardies in a trimester will be ineligible for a trimester Perfect Attendance award.***

*****Students who receive three or more unexcused tardies for the year will be ineligible for the end of the year Perfect Attendance award.***

Hot Seats

"Hot Seats" is a way of motivating students to come to school every day. Classrooms in grades K-2 and 3-5 compete within their own grade level cluster. We have both weekly and monthly winners. Winners are identified by having the highest percentage of students in class for the week and/or month. These classes receive incentives and recognition during school wide morning announcements and through the McCord School newsletter. The ultimate goal is to have 100% "Hot Seats." Weekly winners receive a healthy snack. Monthly winners receive a personal pizza at lunch and get to eat outside with the learning director. Many more exciting incentives will be introduced to students and parents this year!

Foggy Days

Each year we cope with "Foggy Days." These days are often confusing for parents and students. Please read this section carefully and discuss it with your child.

1. **What is a Foggy Day?**

A foggy day is a day when the bus drivers decide that visibility is too poor to safely drive a bus.

2. **Who calls the Foggy Day?**

The KCUSD has spotters located all over the attendance area. These spotters, as well as the bus drivers, are responsible for calling "Foggy Day" schedule.

3. **What happens on a Foggy Day?**

Buses will be delayed 1 1/2 or 2 1/2 hours, or may not run at all depending upon conditions. Channel 18, 24, 30, and 47 and many local radio stations will be broadcasting all the necessary information regarding the "Foggy Day." Bus riders may also call the district fog line at 305-7070 after 6:00 a.m.

4. **Any change in the school day on Foggy Days?** Teachers will be in their classrooms at the regular scheduled time and students who walk to school or parents who wish to drive their children to school may arrive at school as usual. PLEASE EXERCISE EXTREME CAUTION WHEN COMING TO SCHOOL.

v Busses that travel within Orange Cove will run on time. Foggy day schedules only pertain to the busses that run in the country.

Those children coming by bus will arrive later. There is no change in the normal dismissal times. Please watch either Channel 18 or listen to the radio for information regarding foggy days. Students will not lose out on school privileges or miss their school work because of a foggy day schedule.

Emergencies

In case of illness or injury a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. In the event of an emergency, every attempt will be made to contact the parent(s) if a student requires immediate medical attention. The Emergency Card on file in the school office lists who to contact in case of emergency, as well as, important information regarding your child's health and physical conditions. Without accurate information we cannot provide the proper service in case of an emergency. School Staff will follow the parent's directions as far as it is possible to do. **PLEASE FILL THE EMERGENCY CARD COMPLETELY...IF THERE IS A CHANGE OF ADDRESS, TELEPHONE, CONTACT PERSON, OR EMPLOYMENT...NOTIFY US IMMEDIATELY SO THAT WE CAN CHANGE THE EMERGENCY CARD.**

Change of Address-Withdraw From School

Please notify the office of any change in address or telephone number where we can reach the parents if there is an emergency. Please notify the office when students are transferring out of McCord School.

School Nurse

The school nurse's office is located in the main office area of the school. The nurse is responsible for the maintenance of health records, routine health checks, care of minor injuries, and assistance in health teaching and vision/hearing screening. Please be sure to contact the nurse if your child has any unusual health problems. Please call the school nurse if your child is absent from school due to communicable disease. Precautions will be taken to protect other children.

If your child must bring medication to school, you MUST obtain a "Medication at School" form from the office. Remember the following:

1. Send only medication that must be taken during school hours.
2. It must be prescriptive medicine.
3. Medication must be kept in nurse's office.
4. Medication must be in original container, clearly labeled with the student's name, name of medication and dosage.
5. In order for the school to give any type of medication the "Medication at School" form must be signed by a doctor and written permission must be provided by the parent. You may obtain a "Medication at School" form in the office.

Other services that are provided at McCord School are:

- | | |
|----------------------|---------------------------|
| 1. Vision Screening | 3. Hearing Tests |
| 2. Speech Correction | 4. Psychological Services |



Psychologist

A staff psychologist visits the school on a regular basis. He/she is available as special counselor to students and provides the teaching staff with different kinds of evaluation tools. The psychologist is also available to parents who have special concerns about their children.

Counseling Services

District guidance staff is available on a limited basis to provide counseling services (individual and group) when behavioral or personal problems appear to be affecting a student's school performance or personal well being. Requests for these services are arranged through contact with the school staff. Although parent/guardian written permission is required before such services are provided, guidance staff also may provide immediate counseling to students in crisis situations. In these cases, efforts will be made to inform parents of the services provided to their child as soon as possible and, if necessary, additional assistance will be provided. (Education Code 49602; KCUSD Board Policy 5141.52, adopted 7/5/88)

Speech Therapist

A speech therapist is at school two days a week. Qualifying students who are referred by their teachers may work with the therapist on a regular basis. Screening of children (primary) is also done. If any parent feels that their child may need help in the area of speech development they should contact their child's teacher to see about obtaining an evaluation from the therapist.

Student Insurance

Student insurance is available at the beginning of each school year at a nominal cost. The insurance is made available through a private company and is not connected with the school. **Purchase of the insurance is optional but highly encouraged.**

Registration K-5

State law requires a child to be five years of age before December 2 to start Kindergarten and six years of age to start first grade. To register your child you will need the following:

1. Birth Certificate or other legal proof of birth
2. 2 proofs of residency
3. Proof of immunizations; and
4. Social Security Card (optional)
5. A few minutes of your time to fill out some necessary paper work at the school office.

Immunizations

State law requires that all pupils must be immunized before entering school. The required immunizations are:

1. **POLIO:** 4 Doses 3 doses meet requirement for ages 4-6 if at least one was given on or after the 4th birthday; 3 doses meet requirement for ages 7-17 years if at least one was given on or after 2nd birthday.
2. **DTP, DTaP DT:** 5 doses, 4 doses meet requirements for ages 4-6 if at least one was on or after 4th birthday. 4 doses, 3 doses meet requirements for ages 7-17 years if at least one was on or after the 2nd birthday. If last dose was given before the 2nd birthday one more (Td) dose is required.
3. **MMR:** 2 doses on or after 1st birthday
4. **HEPATITIS B:** 3 doses.
5. **PPD skin test:** Must show proof of valid skin test given within 1 year of entering any school in the United States. If reading is Positive, proof of chest X-ray must be shown.
6. **VARICELLA***Kindergarten:** 1 dose or health care provider-documented varicella or immunity.

Physical Examinations

State law requires that all pupils are to have a health screening examination 18 months prior to entering first grade. This examination can be obtained from your family doctor or through services provided by the county health department. Verification of health screenings is only by written medical records. Pupils will be assigned to a class with proof of having completed the health screenings.

Special Services

The school district provides the following services to students: Resource Specialist Program, Speech Therapy, English as a Second Language, Migrant Education, Title I Services, and Gifted and Talented Education. These are available to those students who might benefit from them. Specialists may screen and/or test students for placement in special programs. Parent requests are given consideration. Contact the school for further information.

Students Dress and Grooming

AR 6132 (a)

The Governing Board approved a dress code which was developed by teachers, principals, and parents from every school site in the district. The dress code policy and requirements are as follows:

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.

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 pre-approved 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 should 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 pant inseam. Tank tops, tube tops, halter tops, spaghetti straps, off the shoulder blouses, bare midriffs, see through, or 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, and 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 makeup, 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 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.

Teachers will monitor the dress code and will send students who are questionably dressed to the office for final determination of dress code violations.

All students must wear uniforms AND adhere to Kings Canyon Unified School District attire policy.

Consequences of District Dress and Grooming Code Violations

- 1st Offense – Parent phone call
- 2nd Offense – Parent phone call and morning detention
- 3rd Offense – Parent Meeting



McCord Student Dress and Grooming

McCord School has a mandatory uniform dress code: Disciplinary action may take place for students who are not on uniform waivers and are not in uniform.

Shirts and Blouses

Types: Polos, Oxford, Turtleneck, Dress Shirt

Colors: White, Hunter Green, Navy Blue, or Burgundy

- Must have collar that turns over
- Must have sleeves (short or long)
- Solid colors only
- **McCord Spirit Shirt**



Pants and Shorts (*Jeans are only allowed on Fridays with a McCord spirit shirt. No Exceptions.)

Colors: Navy Blue and Khaki

- Solid colors only
- Must be at least mid-thigh in length and not extend below the knee
- Fitted at waist (belted or elastic, drawstring)
- Twill or cotton blend (*no jeans or Levis)
- Sweats must be navy blue
- Pants, shorts, belts may not be more than one size too large or too small
- **No leggings**



Skirts, Jumpers, Skorts, Culottes

Colors: Navy Blue and Khaki

- Solid colors only
- Two inches above the knee



Belts: No Web Belts

Footwear: Footwear must always be worn and should provide a firm walking and running surface, good balance, secure attachment to the foot, and be appropriate for participation in all school activities. **No thongs, flip-flops or open toe sandals.**

Coats: Parent Choice, but not overly large or small. Jackets and Sweatshirts with camouflage or that depicts professional sport teams shall not be worn.

Students wearing uniforms everyday may be chosen to participate in weekly lunch recess activities referred to as Shake-it-Up Fridays. There will also be other activities where students in uniforms will be rewarded.

Consequences for Uniform violation:

- 1ST Offense - Teacher verbal warning
- 2nd Offense - Notice sent home by teacher
- 3rd Offense - Student sent to the office and parent contact made
- 4th Offense - Responsibility Room and Parent contact
- 5th Offense - ODR – Minor offense

McCord Mustangs T-Shirts/Sweatshirts

McCord Mustang T-shirts, Bling shirts and sweatshirts may be purchased in the office. Pre-order forms are sent home at the beginning of the school year. Students and staff are encouraged to wear the Mustang T-shirt on Fridays to express our school spirit. Sweatshirts may be worn anytime. **Friday is the only exception to wearing jeans if worn with a spirit shirt. Spirit shirts can be worn daily as a uniform shirt.** Parents who wish to buy Mustang clothing may contact or visit the school office.

Lost and Found

All clothing found on the campus, regardless of its value, is placed in the lost and found rack by the office. Money, jewelry, or any other articles of value are turned into the office. Students may claim them after proper identification. Unclaimed clothing will be donated to needy families, thrift shops, or charities. It is helpful to label all sweaters, jackets and personal items so that they may be identified and returned.

Student Store

McCord School has implemented a student store program where students may purchase school supplies and miscellaneous items. Profits from the student store are used for student activities. Student store hours vary from year to year and are announced by the faculty advisors.

Telephone

The office phone is used for school business and we discourage its use by students. It helps if after-school arrangements are made before your child comes to school. Last minute messages should be kept to a minimum.

Closed Campus

Once at school, all students are to remain on school grounds. If a student has an appointment, the student should bring a note from a parent and give it to the teacher. When a student is leaving school grounds the parent/guardian needs to sign out at the office.

Study Trips

Throughout the school year, students will occasionally be going on study trips. Signed parental permission is required for attending field trips. Permission slips must be signed and returned to school personnel before the trip. All standard rules of conduct and procedures apply on such trips. Parents participating in field trips must participate as part of the class and ride the buses with the students.

Parent Visits to School

Parents are welcome and encouraged to visit their child's school at any time. Visits with teachers or other school personnel should be by appointment because this will assure that the persons or subjects you want to see are available when you come. For the safety and protection of students, **all visitors must check in at the office and pick up a visitors badge before entering the classroom.** This is a practice of courtesy, and is required by state law. All parents dropping off their child before school must leave the campus by 7:50 am.

Healthy Snacks

The Mustang Leadership Team consisting of third, fourth and fifth grade students, in part with the Alliance for a Healthier Generation is promoting a healthy school environment. We want to encourage students to make wise choices for snacks (fruit, vegetables, water, and healthy crackers) so that they develop good habits early in life. We encourage parents to consider the nutritional value of snacks and drinks sent to school for our students. With this in mind a new classroom snack policy has been established. Please send **ONLY** healthy snacks to school. Also, we want to begin to acknowledge and celebrate student birthdays with healthy snacks OR non-edible ones! For example; pencils, erasers, etc.

We will limit sugary snacks to three times a year for classroom parties, Christmas, Valentine's Day and End of the Year celebrations. These will be the only parties in which unhealthy snacks will be allowed. **Cakes, cupcakes or sweet drinks will not be allowed in the classrooms to celebrate birthdays.**

Some ideas for healthy snacks recommended by McCord students:

- | | | |
|-----------------------------|---------------------------------------|-------------------------------------|
| - Fresh fruit | - Yogurt or Jello | - 100% Juice – orange, apple, grape |
| - 100% fruit snacks | - Vegetable tray with low-fat dip | - Celery sticks with peanut butter |
| - String cheese | - Low-fat pretzels or popcorn | - Granola Bars or breakfast bars |
| - Trail mix or cereal mixes | - Angel food cake with fruit toppings | - Nuts |

**Teachers will be made aware of any student allergies and that information will be given to the students and parents to avoid those specific foods.

Healthy celebrations are an important part of providing a healthy school environment. Good nutrition is linked to better behavior and academic performance. To provide the best possible learning environment for children, we must also provide an environment that supports healthy behaviors. If you have questions about a snack you would like to bring to the classroom, please contact the office.

Bicycles

Please remember that our city strongly recommends the registration of all bicycles. In addition, it is the law that students must wear a **safety helmet** when riding their bikes to school and on their way home. Non-compliance may mean a sheriff citation and parent will need to pick up the bicycle from school. We suggest that parents record their child's bicycle serial numbers. When traveling to and from school students must obey all traffic regulations.

Bicycles are to be parked in the racks. Students should always lock their bicycle. Bicycles and skateboards are not allowed on the school grounds at any time.



Water Bottles

Students may bring room temperature, plastic water bottles to school. Classroom teachers will modify as needed. **Any other beverages are not permitted, unless prescribed by doctor.**

Parent Teacher Club (PTC)

All parents who have children enrolled in McCord School are members of the PTC. Our McCord School PTC is an active group of parents meeting social and academic needs of our "MUSTANG" kids. The officers, committees, and interested parents meet with the site principal and teachers to develop projects, fund raisers, and activities for the benefit of our students.

Library

The library is open on a regularly scheduled basis and is supervised by the librarian. Library classes are scheduled for grades K-5 at the request of the teacher. The classes are held for the purpose of library instruction as well as for the enjoyment of the materials and books.

Students are allowed to use the library during library hours. Kindergarten students are allowed to check out books under their teacher's name and they are kept in their classroom for one week. All other students need to have a Library Agreement form signed by a parent or guardian on file in order to be allowed to check out books. First graders are allowed to check out one book at a time, second graders two books and third graders three books. Fourth and fifth graders are allowed to check out videos, books recorded on tape, magazines, and books for a total of five checkouts. Parents are welcome to check out library materials under their child's name. There are fines which could amount to the cost of the item for lost or damaged library materials.

At the end of the school year, any materials a child has not returned will be assumed lost and the child will be asked to pay for the material. The following actions will be taken:

1. A notice will be given to the child as a reminder
2. If fees are unpaid, a phone call or home visit will be made
3. If payment is not made by June 1st, privileges for end-of-the-year activities will be taken.

The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. A variety of resource materials are available for teacher use in the classroom. Parents are welcome to examine the materials available in the library. Please make an appointment for an appropriate time to visit the library for such an examination. Library donations are always gratefully accepted.

Student Recognition

Our school strives to recognize positive behavior and achievement. In addition to verbal praise, the individual student is recognized in many ways:

Student of the Month

Each month a student is selected from each classroom as the "Student of the Month". Selection is made by the homeroom teacher and is based on citizenship, classroom behavior, playground behavior, and academics. They receive a certificate of recognition with a picture, lunch with the principal, and various treats.

Recognition Assembly

At McCord, students are recognized at a Monthly Mustang Assembly for their outstanding achievements. Areas of recognition may include

- Reading
- Writing
- Math



We also recognize students throughout the school for:

- Attendance
- “Hot Seats” (Weekly & Monthly)
- Athletic Competit
- Special Occasions
- Mustang Behavior
- Good Behavior (Lunch Raffle)

Music

Teachers and District Music Personnel provide musical opportunities for students in grades 1st – 5th. Students in kindergarten sing in their classrooms.

Sports Participation

McCord School participates in the KCUSD Cross Country and Track teams. Third, fourth, and fifth grade boys and girls are eligible to participate.

Specific goals of the program are:

1. To help students develop psycho-motor skills for physical activities.
2. The development of lifetime athletic skills.
3. Encourage the development of a positive value system that will help students become successful adults.
4. Increase student involvement in school activities that foster the bonding of students to adults.
5. Promote student participation in a school activity that provides students with the opportunity to explore their areas of strength and interest.



Substitute Teacher

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately and will most likely result in a visit to the principal or learning director. (See page 11)

Parent Volunteers

McCord School considers its parent volunteers as a very special resource. Parents are encouraged to help in all classrooms, programs, and co-curricular activities. It is with your support and dedication that makes McCord the best that we strive to be. Please feel free to call the office if you have time and skills you can share to make our school a better place for students to learn and grow. All volunteers will be required to attend a short volunteer orientation class and complete a volunteer application before working at the school. Classes will be offered at the beginning of the school year and upon request. **All volunteers are asked to check in with the office before going to your child's class.**

Cell Phone Policy

Students' cellular phones, while permitted on campus, must be turned off (not on vibrate) and should never be visible. Exceptions to this policy require administrative approval. In the event of need for communication between parents and students to and from school, cell phone use is expressly limited to use outside the instructional day. A “bell to bell” protocol (start of day to end of day) shall be in place at all sites, preserving the instructional day as free from all electronic device usage. Electronic devices used in violation of these guidelines will be confiscated by staff, and must be picked up by the legal guardian of the student (referred to as “parent” below). Items will not be returned to students. Because the district office requests that school sites establish their individual time frames for pick up of devices by parents, at McCord School that window is 3:00 pm-4:00 pm. The school site and/or district are not responsible for lost or stolen items, including items confiscated during school hours.

- 1) 1st Offense: Item confiscated and returned to parent at the end of school day (3:00 pm).
- 2) 2nd Offense: Item confiscated and returned to parent after a conference with the Learning Director.
- 3) Repeated violations will be viewed as intentional defiance, and proceed through normal disciplinary consequences.

It should be noted that additional disciplinary consequences may be added to those above, if cell phone use/possession is connected to other violations of school rules. Due to the expense, possible loss, and interruption of the learning environment, other types of electronic devices designed solely for entertainment (e.g., psp's, game systems, ipods, mp3 players, laser pointers, headphones), are not permitted on campus.

Students Should Avoid Bringing the Following Items

Personal items such as iPods, comic books, cards, games, toys, baseball cards, balls, sunglasses (except prescription), jewelry or other such valuables need to be left at home. Students should avoid bringing large sums of cash to school unless there is a specific purpose (Book Fair, fundraiser). There is no way we can easily prevent or prohibit students from bringing some of these items to school; however be aware the school does not accept any responsibility for these items if they are lost, broken or stolen. Any item, which results in the disruption of the educational process, will be taken from the student and returned to the parent. **The law and school rules prohibit students from bringing such items as knives, hard baseballs, tobacco, illicit drugs, publications photos or objects with sexual content or alcohol in any form, or any type of weapon. Students who bring any of these items to school may face severe disciplinary action including suspension, expulsion, and/or citation from the local law enforcement agency. (Please refer to Ed. Penal Code 48900).**

Cyberbullying Policy

Cyberbullying or online bullying is a term used to refer to bullying over electronic media. **Cyberbullying is willful and often involves recurring or repeated harm inflicted through electronic text.** Cyberbullying is the repeated use of information technology, including but not limited to e-mail, instant messaging, blogs, chat rooms, social networking sites (example Facebook, MySpace, YouTube, etc.), cell phones, and gaming systems to deliberately harass, threaten or intimidate others. It can be as simple as continuing to send an e-mail to someone who has said they want no further contact with the sender. It may also include unwanted e-mail, threats, putdowns, or hate-motivated speech. Cyberbullies may publish the personal contact information of their victims. They may attempt to assume the identity of a victim for the purpose of publishing material in their name that defames or ridicules them. (www.cde.ca.gov)

CA Education Code 48900 was amended in 2009 to add “bullying committed by means of an electronic act...directed specifically toward a pupil or school personnel” to list of offenses that administrators can potentially suspend or expel students. In 2011, it was further amended by AB 746 to deal with media or social networking sites created by students to harass, ridicule, or embarrass students at particular school sites. The language of AB 746 gives schools the ability to discipline students for creating messages or interacting with electronic information such that a “material disruption to the learning environment” is created, **even if such bullying is happening outside of school.** Students participating in cyberbullying are subject to the progressive discipline process at McCord School, including possible suspension and/or recommendation for expulsion, and involvement of law enforcement.

Because we have increasing access to technology, it should be noted that any instances of cyberbullying will be cause for disciplinary action. Cyberbullying is the repeated use of information technology, including but not limited to e-mail, instant messaging, blogs, chat rooms, social networking sites (example Facebook, MySpace, YouTube, etc.), cell phones and gaming systems to deliberately harass, threaten or intimidate others. In recent years, the Internet has increased the ability to bully at school. Unlike physical bullying, where the victim can walk away, technology now allows for continuous harassment, from and distance, in a variety of ways. Parents and students need to be advised that CA Education Code 48900 was amended in 2011 giving schools the responsibility to discipline students for creating messages for interacting with electronic information such that a “material disruption to the learning environment” is created. Students at McCord involved in cyberbullying will face disciplinary consequences.

Kings Canyon Unified School District
675 W. Manning Ave.
Reedley, CA 93654



Technology Acceptable Use Policy

The purpose of this Technology Acceptable Use Policy is to ensure appropriate, responsible, ethical and legal use of technology within the Kings Canyon Unified School 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 Kings Canyon Unified School District 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.

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, promoting 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:

- 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

And their supporting Administrative Regulations.

Technology Acceptable Use Policy for Students

Please PRINT the information below:

Student's Last Name: _____ First Name: _____

Grade: _____ Teacher/Class: _____ Student Number: _____

Parent/Guardian's Last Name: _____ First Name: _____

User Agreement and Parent Permission Form

Your son or daughter may create art work or writing which would be suitable for publication on the district website or any publicly reproduced document. In addition, there are times when we would like to post your child's photo 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 some material 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 _____

Photographs of Students

BPXXXX.X

Electronic Documents and Web Sites

The District 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 the Denial of Photo Reproduction Form that they do not want their child included in any photos. The limitation of photos shall be in effect until the child leaves the school.

This policy shall go into effect, May 1, 2000

Proposes: February 7, 2000

Adopted: March 6, 2000

Modified:

Denial of Photo Reproduction Form

I (print Name) _____ am the parent or Legal Guardian of:

Name _____ DOB ____/____/____

I request that the District/school/sport/club etc. not use my children(s) photo in any reproduced document or computerized form (web site) that is available to the public. I am aware that any photo on the web can be copied, altered and used in formats that were different that the original photo. I understand that this agreement will only be valid after the date of signature and only for the time that the students are at this school. If my child transfers or relocates to another school I understand that I will need to complete another copy of this form.

Date of Signature

Signature of Parent/Guardian

Medication at School

Child's Name: _____ Birth Date: _____

Parent's Name: _____

Dear Parent:

Education Code Section 49423 defines certain requirements for administration of medication "...any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desired that the school district assist the pupil in the matter set forth in the physician's statement."

The medication must be clearly labeled and sent to school in a container from the pharmacy.

At the beginning of each school year or upon entry to a school a "Medication at School" form must be completely renewed.

Parents' Request

We the undersigned, who are parents/guardian of _____ request that the school nurse or designated school personnel assist the pupil in matter set forth by the physician's statement. In if there is an untoward or subsequent reaction it is understood that we, as school personnel, will in no way be held responsible for carrying out this request.

Date: _____ Signature of Parent/Guardian: _____

Physician's Orders

1. Medication including dosage, hour, method of administration and time limit:

2. Condition for which the medication is to be given (i.e., allergy, specific McCord School Rules type of reaction: localized, generalized, mild, severe, etc.)

School Administrator _____ School Nurse _____

Date: _____ Tele. #: _____

Physician's Signature: _____

AS REQUIRED BY FRESNO COUNTY DEPARTMENT OF EDUCATION

Information on Sex Offenders Living in KCUSD

SEX OFFENDERS

(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.](#)

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.

**Sexual Harassment
Student to Student**

Excerpt from Board Policy 5145.7

Any student who engages in the sexual harassment of anyone at school or at a school-related activity shall be subject to disciplinary action. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. (Education Code 212.5)

Kings Canyon USD Board Policy

BP1312.3

Community Relations

UNIFORM COMPLAINT PROCEDURES

Kings Canyon Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations. In the event that a concern is not resolved at the school site level, the District processes UCP complaints concerning particular programs or activities for which it receives state or federal funding. A complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include unlawful discrimination, harassment, intimidation or bullying. Such 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, sexual orientation, or on a person's association with one or more of these actual or perceived characteristics. Complaints and subsequent investigations are the responsibility of: John Campbell, Deputy Superintendent; 675 W. Manning Avenue, Reedley, CA, 93654; (559)305-7004.

The Governing Board recognizes that the district is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The district shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

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 student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.

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, 637-1200 ext. 204, if you desire legal references)

**Kings Canyon USD Administrative Regulation
Community Relations**

**AR 1312.3
UNIFORM COMPLAINT PROCEDURES**

Compliance Officers - The Governing Board designates the following compliance officers to receive and investigate complaints and ensure district compliance with law: Jean Fetterhoff, Assistant Superintendent for Personnel, 675 W. Manning Ave., Reedley, California, (559) 637-1200. The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

Notifications - The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of district complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the California Department of Education. *Annual written notification of local complaint procedures shall be made to all students, employees, parents or guardians, district/school advisory committees, and other interested parties.* The Superintendent or designee shall ensure that complainants understand that they may pursue other remedies, including actions before civil courts or other public agencies. The above notification shall state that complainants may seek help from agencies such as legal assistance agencies, local mediation centers or the county office of education, or may utilize any civil law remedies that may be available under state or federal discrimination laws, if applicable, and of the appeal pursuant to Education Code Section 262.3. Federal Local resources include: Fresno County Office of Education, 1111 Van Ness Avenue, Fresno, CA 93721-2000; Dispute Resolution Center, 2519 W. Shaw, Suite 106, Fresno, CA 93711

Procedures - The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Code of Regulations, Title 5, Section 4632. All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the district.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint. Copies of the LEA complaint procedures shall be available free of charge.

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. 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.

Step 3: Investigation of Complaint

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative and the district's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses.

Step 4: Response

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant.

Step 5: Final Written Decision

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant. This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any
2. The rationale for the above disposition
3. Notice of the complainant's right to appeal the decision to the California Department of Education, and procedures to be followed for initiating such an appeal
4. A detailed statement of all specific issues that were brought up during the investigation and the extent to which these issues were resolved

If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision.

Board Policy Parent Involvement

BP 6020

Instruction

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

(cf. 0420 - School Plans/Site Councils)
(cf. 0420.1 - School-Based Program Coordination)
(cf. 0420.5 - School-Based Decision Making)
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1230 - School-Connected Organizations)
(cf. 1240 - Volunteer Assistance)
(cf. 1250 - Visitors/Outsiders)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation.

(cf. 0500 - Accountability)

Title I Schools

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program. (Education Code 11503)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318)

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities. (20 USC 6318)

(cf. 3100 - Budget)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent involvement policy in accordance with 20 USC 6318.

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

Legal Reference:

EDUCATION CODE

11500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

64001 Single plan for student achievement

LABOR CODE

230.8 Time off to visit child's school

UNITED STATES CODE, TITLE 20

6311 Parental notice of teacher qualifications and student achievement

6312 Local educational agency plan

6314 Schoolwide programs

6316 School improvement

6318 Parent involvement

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

Management Resources:

CSBA PUBLICATIONS

Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services Policy Briefs, August 2006

STATE BOARD OF EDUCATION POLICIES

89-01 Parent Involvement in the Education of Their Children, rev. 1994

U.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE

Parental Involvement: Title I, Part A, April 23, 2004

WEB SITES

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

California Department of Education, Family, School, Community Partnerships: <http://www.cde.ca.gov/ls/pf>

California Parent Center: <http://parent.sdsu.edu>

California State PTA: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

National PTA: <http://www.pta.org>

No Child Left Behind: <http://www.ed.gov/nclb>

Parent Information and Resource Centers: <http://www.pirc-info.net>

Parents as Teachers National Center: <http://www.parentsasteachers.org>

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

Policy KINGS CANYON UNIFIED SCHOOL DISTRICT
adopted: June 12, 2007 Reedley, California

Administrative Regulation

Parent Involvement

AR 6020

Instruction

District Strategies for Title I Schools

To ensure that parents/guardians of students participating in Title I programs are provided with opportunities to be involved in their children's education, the Superintendent or designee shall:

1. Involve parents/guardians of participating students in the joint development of the Title I local educational agency (LEA) plan pursuant to 20 USC 6312 and the process of school review and improvement pursuant to 20 USC 6316 (20 USC 6318)

(cf. 6171 - Title I Programs)

The Superintendent or designee may:

- a. Establish a district-level committee including parent/guardian representatives from each school site to review and comment on the LEA plan in accordance with the review schedule established by the Governing Board
- b. Invite input on the LEA plan from other district committees and school site councils - annually
(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
- c. Communicate with parents/guardians through the district newsletter, web site, or other methods regarding the LEA plan and the opportunity to provide input
- d. Provide copies of working drafts of the LEA plan to parents/guardians in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand
- e. Ensure that there is an opportunity at a public Board meeting for public comment on the LEA plan prior to the Board's approval of the plan or revisions to the plan
- f. Ensure that school-level policies on parent involvement address the role of school site councils and other parents/guardians as appropriate in the development and review of school plans

2. Provide coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance (20 USC 6318)

The Superintendent or designee may:

- a. Assign person(s) in the district office to serve as a liaison to the schools regarding Title I parent involvement issues
- b. Provide training for the principal or designee of each participating school regarding Title I requirements for parent involvement, leadership strategies, and communication skills to assist him/her in facilitating the planning and implementation of parent involvement activities

3. Build the capacity of schools and parents/guardians for strong parent involvement (20 USC 6318)

The Superintendent or designee shall: (20 USC 6318)

- a. Assist parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children through parent/guardian meetings, workshops, parent conferences, back to school nights, student CST reports, site council meetings and

annual Title I meetings

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

b. Provide materials and training to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement through site level workshops, CBET, advisory committee meetings, annual Title I meetings

c. Educate teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools through ongoing staff development

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

d. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, public preschool, and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents/guardians in more fully participating in their children's education

e. Ensure that information related to school and parent/guardian programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand

f. Provide other such reasonable support for parent involvement activities as parents/guardians may request

g. Inform parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students

In addition, the Superintendent or designee may:

a. Provide other such reasonable support for parent involvement activities as parents/guardians may request

b. Pay reasonable and necessary expenses associated with parent involvement activities, including transportation and child care costs, to enable parents/guardians to participate in school-related meetings and training sessions CBET, PTC, Parent Conferences, Parent Workshops

c. Train parents/guardians to enhance the involvement of other parents/guardians, Passport program for example.

d. Arrange school meetings at a variety of times or, when parents/guardians are unable to attend such conferences, conduct in-home conferences between parents/guardians and teachers or other educators who work directly with participating students

e. Make referrals to community agencies and organizations that offer literacy training, parents/guardians and teachers or other educators who work directly with participating students

f. Provide a master calendar of district activities and district meetings

g. Provide information about opportunities for parent involvement through the district newsletter, web site, or other written or electronic means

h. Engage parent-teacher organizations to actively seek out and involve parents/guardians through regular communication updates and information sessions - PTC luncheons with the Superintendent.

(cf. 1230 - School-Connected Organizations)

i. To the extent practicable, provide translation services at school sites and at meetings involving parents/guardians as needed

j. Provide training and information to members of district and school site councils and advisory committees to help them fulfill their functions

k. Regularly evaluate the effectiveness of staff development activities related to parent involvement through parent surveys

l. Include expectations for parent/guardian outreach and involvement in staff job descriptions and evaluations

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

4. Coordinate and integrate Title I parent involvement strategies with Head Start, Home Instruction Program for Preschool Youngsters, public preschool, Migrant Pre School, CBET, State Preschool and other programs (20 USC 6318)

(cf. 6300 - Preschool/Early Childhood Education)

5. Conduct, with involvement of parents/guardians, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served by Title I (20 USC 6318)

The Superintendent or designee shall:

a. Ensure that the evaluation include the identification of barriers to greater participation in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background (20 USC 6318)

b. Use the evaluation results to design strategies for more effective parent involvement and, if necessary, to recommend changes in the parent involvement policy through site council input from all sites (20 USC 6318)

6. Involve parents/guardians in the activities of schools served by Title I (20 USC 6318)

The Superintendent or designee may:

a. Include information about school activities in district communications to parents/guardians via website, district newsletters, newspaper articles.

b. To the extent practicable, assist schools with translation services or other accommodations needed to encourage participation of parents/guardians with special needs

c. Establish processes to encourage parent/guardian input regarding their expectations and concerns for their children

The district's Board policy and administrative regulation containing parent involvement strategies shall be incorporated into the LEA plan and distributed to parents/guardians of students participating in Title I programs. (20 USC 6318)

(cf. 5145.6 - Parental Notifications)

School-Level Policies for Title I Schools

At each school receiving Title I funds, a written policy on parent involvement shall be developed jointly with and agreed upon by parents/guardians of participating students. Such policy shall describe the means by which the school will: (20 USC 6318)

1. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved
2. Offer a flexible number of meetings, such as meetings in the morning or evening, for which related transportation, child care, and/or home visits may be provided as such services relate to parent involvement
3. Involve parents/guardians in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent involvement policy and, if applicable, the joint development of the plan for schoolwide programs pursuant to 20 USC 6314 through SSC/ELAC and PTC's

The school may use an existing process for involving parents/guardians in the joint planning and design of the school's programs provided that the process includes adequate representation of parents/guardians of participating students.

4. Provide the parents/guardians of participating students all of the following:
 - a. Timely information about Title I programs
 - b. A description and explanation of the school's curriculum, forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5123 - Promotion/Acceleration/Retention)

- c. If requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions related to their children's education, and, as soon as practicably possible, responses to the suggestions of parents/guardians
5. If the schoolwide program plan is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district
6. Jointly develop with the parents/guardians of participating students a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards
- b. Ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time

(cf. 1240 - Volunteer Assistance)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5113 - Absences and Excuses)

(cf. 6145 - Extracurricular/Cocurricular Activities)

(cf. 6154 - Homework/Makeup Work)

- c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
 - (1) Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the student's achievement - on or before the first trimester parent conference
 - (2) Frequent reports to parents/guardians on their children's progress at each trimester, minimum
 - (3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
7. Build the capacity of the school and parents/guardians for strong parent involvement by implementing the activities described in items #3a-f in the section "District Strategies for Title I Schools" above
8. To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand

If the school has a parent involvement policy that applies to all parents/guardians, it may amend that policy to meet the above requirements. (20 USC 6318)

Each school's parent involvement policy shall be made available to the local community and distributed to parents/guardians of participating students in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand on an annual

basis. (20 USC 6318)

Each school receiving Title I funds shall annually evaluate the effectiveness of its parent involvement policy. Such evaluation may be conducted during the process of reviewing the school's single plan for student achievement in accordance with Education Code 64001.

The principal or designee, jointly with parents/guardians of participating students, shall periodically update the school's policy to meet the changing needs of parents/guardians and the school. (20 USC 6318)

District Strategies for Non-Title I Schools

For each school that does not receive federal Title I funds, the Superintendent or designee shall, at a minimum:

1. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide or make referrals to literacy training and/or parent education programs designed to improve the skills of parents/guardians and enhance their ability to support their children's education; CBET, Adult Ed., Migrant, for example
- b. Provide information, in parent handbooks and through other appropriate means, regarding academic expectations and resources to assist with the subject matter
- c. Provide parents/guardians with information about students' class assignments and homework assignments

2. Inform parents/guardians that they can directly affect the success of their children's learning, by providing them with techniques and strategies that they may use to improve their children's academic success and to assist their children in learning at home (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide parents/guardians with information regarding ways to create an effective study environment at home and to encourage good study habits
- b. Encourage parents/guardians to monitor their children's school attendance, homework completion, and television viewing
- c. Encourage parents/guardians to volunteer on a regular basis in their child's classroom and to actively participate in school advisory committees

3. Build consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students
- b. Provide opportunities for parents/guardians to observe classroom activities and to regularly volunteer in their child's classroom
- c. Provide information about parent involvement opportunities through district, school, and/or class newsletters, the district's web site, Connect Education messages and other written or electronic communications
- d. To the extent practicable, provide notices and information to parents/guardians in a format and language they can understand
- e. Develop mechanisms to encourage parent/guardian input on district and school issues through district and school site advisory committees, organizations and councils
- f. Identify barriers to parent/guardian participation in school activities, including parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background
- g. Encourage greater parent/guardian participation by adjusting meeting schedules to accommodate parent/guardian needs and, to the extent practicable, by providing translation or interpreter services and/or child care

4. Train teachers and administrators to communicate effectively with parents/guardians (Education Code 11502, 11504)

The Superintendent or designee may:

- a. Provide staff development to assist staff in strengthening two-way communications with parents/guardians, including parents/guardians who have limited English proficiency or limited literacy
- b. Invite input from parents/guardians regarding the content of staff development activities pertaining to home-school communications through site needs assessment surveys - district advisory meetings

5. Integrate parent involvement programs into school plans for academic accountability

The Superintendent or designee may:

- a. Include parent involvement strategies in school reform or school improvement initiatives through site advisory committees, surveys, questionnaires
- b. Involve parents/guardians in school planning processes

Regulation KINGS CANYON UNIFIED SCHOOL DISTRICT

approved: June 12, 2007

Reedley, California

revised: June 23, 2009