

# Student Handbook

## 2011 - 2012



KINGS RIVER UNION  
ELEMENTARY SCHOOL  
DISTRICT

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## **Superintendent's Message**

Welcome to another school year at Kings River School. This year will be a year of academic change. We are implementing a rigorous program to improve the academic capabilities of all our students. They will be given direct instruction to meet their personal academic needs. You will see a difference as you watch your child grow both in academics and character.

At Kings River School, we will continue the tradition of having high expectations for academic excellence along with an emphasis on character education. Our school will focus on California Content Standards in a concerted effort for our students to excel. Our goal will be to prepare every student academically for the technological world of the future with a curriculum rich content and in an environment filled with character education and positive role building.

Our dedicated, enthusiastic and highly professional staff, with parents help, will maintain a commitment to excellence and a shared vision where every student at Kings River will be well prepared socially, emotionally and academically, for a bright and successful future.

If you have any questions or concerns, please feel free to call the office at 897-7209. Our normal office hours are 7:30 a.m. to 4:00 p.m.

### **DISTRICT MISSION STATEMENT**

Kings River Union Elementary School District exists to empower all students to achieve their highest potential to become responsible, productive members of society through the highest standards of education.

## **Board of Trustees**

President – Dan Waldner  
Clerk – Gary Olson  
Trustee – Rogelio Fernandez  
Trustee – Jim Jost  
Trustee – Carolyn Moshier

## FOGGY DAY SCHEDULE

Even though buses run late on foggy day schedules, classes will begin at the regular time for those students who are at school. Foggy day announcements will be made on Channel 18, Channel 30, and radio station KMJ-580. A phone message will also be sent out.

**There will be four possible plans.** They will appear on the air as follows:

### **KINGS RIVER ELEM/KINGSBURG – 2 HOUR DELAY**

**BUSES WILL RUN 2 HOURS LATER THAN THEIR USUAL TIME.**  
(Classes will start at their regular time.)

### **KINGS RIVER ELEM/KINGSBURG – 3 HOUR DELAY**

**BUSES WILL RUN 3 HOURS LATER THAN THEIR USUAL TIME.**

### **KINGS RIVER ELEM/KINGSBURG – 4 HOUR DELAY**

**BUSES WILL RUN 4 HOURS LATER THAN THEIR USUAL TIME.**

### **KINGS RIVER ELEM/KINGSBURG – AM BUSES ARE CANCELLED.**

**ALL HOME TO SCHOOL BUSES ARE CANCELED.**  
(Buses will transport students home.)

### **PLEASE DO NOT CALL THE SCHOOL**

**Watch for Kings River Elem/Kingsburg on Channel 18 or Channel 30, or listen to radio station KMJ - 580. A phone message will also be sent out.**

## **SCHOOL SERVICES**

### **SCHOOL NURSE**

The school nurse is on campus part-time.

### **FIRST AID & ILLNESS**

The nurse's room is located in the office building. If you are ill and need assistance, inform your teacher and receive a pass to the office.

You and your parents should keep teachers and the administrator informed of any special health matters concerning you. You may not leave the campus when ill without notification of a parent or guardian through the office.

ALL STUDENTS must have an EMERGENCY PROCEDURE CARD on file. It should contain at least one name and phone number of a person to contact if parents are not able to be reached.

Any campus injury should be reported to the teacher and the teacher will be responsible for filling out an accident report and informing the administrator. The school nurse is on campus part-time.

### **PUPIL INSURANCE**

The district provides secondary accident insurance for all students who may be injured while at school or on a school sponsored activity. The parents may be required to pay for the first visit to the doctor's office. An insurance form may be obtained from the school office and be taken to the doctor on your first visit.

### **COMMUNICABLE DISEASE CONTROL**

Pupils who have communicable diseases are not permitted to attend school and the school should be notified as soon as possible by parents. Pupils will be readmitted to school when the danger of communicating the disease to other pupils no longer exists.

### **BUS TRANSPORTATION**

The district provides bus transportation for pupils who live a mile or more from school and may establish bus service for those who live closer to school if it is warranted.

### **PICTURES**

Individual pictures will be taken each year of all students. Packets of color prints of these pictures will be made available for purchase.

### **SCHOOL LUNCHES**

The school provides free breakfast and lunch for all students. If a student brings a lunch, he will be expected to eat in the cafeteria. Children who bring lunches may have milk.

## HEALTHY FOOD POLICIES

New standards for school foods have been introduced into the school system. It began September 2007 and each year the rules become stricter. Schools must now offer healthier food choices. In addition, schools must monitor closely the food offered to students during the school day by all staff members, not just kitchen staff. As a result, certain past practices will need to change or be eliminated. An example of this is the bringing of cupcakes or cookies for your student's birthday. This is no longer allowed, but you could provide 100 Calorie Nabisco Snack Packs instead, or any of the other snacks on the Suggested Allowable Healthy Snacks. (A list follows.)

There is growing evidence that a healthier diet can mean children are better behaved, more able to concentrate and generally more ready to learn. This, of course, makes them easier to teach and gives them greater opportunities to reach their potential. In addition, there is a worry that many children eat too much food with fat, salt, and sugar. This can lead to serious health problems now and later in their lives. Sweet fizzy drinks can also cause tooth decay and make children put on too much weight. For all of these reasons, Kings River is doing everything they can to provide a healthier, more balance food program for your child.

There are a few rules that must be followed, given that we must follow state and federal laws, so that we can continue to have a free and reduced breakfast and lunch program. Willfully breaking these laws could put our breakfast and lunch program in danger of losing funds.

1. No sharing of food. It doesn't matter whether it is from school or from home. Not only is it against the rules, it can be a health hazard, due to food allergies or the spreading of germs.
2. If you are going to eat the school lunch or breakfast, you eat only that and do not add home items to the menu. You are free to eat breakfast or bring your breakfast, but not mix home and school. The same is true for lunch.
3. No sodas of any sort allowed at school. Sodas will be taken away.
4. No candy is to be on campus for any reason. Candy will be taken away.
5. No fastfood may brought on campus for students to eat as their lunch. This type of food will have to be taken away.

Kings River must now offer healthier choices at meal times. The new standards means more fresh food, including fruit and vegetables, and less deep fried food and manufactured meat products. Sweets, chocolates and candy products are not allowed. We are working hard to meet these standards. If you have any questions, please contact Denise Bunker, the cafeteria manager, at 897-7209. I know we can count on your full support.

### Suggested Allowable Healthy Snacks

#### Snack Packs:

Pretzels	Trail Mix
Fruit & Nuts Mixes	Baked Chips — any kind
Chex Mix	Corn nuts
Teddy Grahams	Graham Crackers
Quaker Snack Mix	Goldfish Crackers — all flavors
Saltine Crackers	Popcorn
Nuts (Peanuts, Almonds, Cashews, Pecans, or Mixed Nuts)	
100 Calorie Snack Packs by Nabisco (Chips Ahoy, Cheese Nips, Oreo Thins, Honey Maid Thins, Planters PB Crisps, & Wheat Thins)	



## **LIBRARY**

Library books are available for student use. Students may check out books for one week. There is no charge for overdue books, but students are expected to treat the library books with respect. Students will be charged replacement cost depending on age and condition of books lost or damaged beyond repair. All books must be turned in before school is dismissed for the summer.

## **SCHOOL REGULATIONS**

The state law requires that all persons who are under the age of 18 and have not completed the 12<sup>th</sup> grade shall attend school regularly. Regular attendance is necessary to maintain a program of high scholarship.

## **RETURN FROM ABSENCE PROCEDURE**

Every absence from class must be cleared whether excused or unexcused. If a pupil is not in class, the absence may be cleared in the following manner:

1. The parent should call the office prior to the day of absence or on the day of the absence.
2. The parent may send a note to the school with the pupil if there is no telephone available. The note must include the date of the absence, reason for the absence, and parent's signature.

## **PART DAY ABSENCE**

If a pupil becomes ill or suffers an injury at school, he must report to the office. No ill or injured pupil may leave campus except under the supervision of a parent or the school.

If it is necessary for a pupil to be excused during the day for any reason except illness, he must bring a written request from his parent or guardian before the absence occurs. We recommend that all students be picked up by parent or guardian.

## **LEAVING CAMPUS**

Pupils are permitted to leave campus only upon the request of the parent or guardian for matters such as medical appointments, necessary trips with parents, etc. Medical appointments should be arranged after the school hours when possible and other requests should be kept to a minimum. Parents must report to the school office and sign a form to pick up pupils.

## **OVERT DISPLAYS OF AFFECTION**

Open displays of physical affection are not permitted at any school function either on or off campus.

## **HOMEWORK POLICY**

Homework is an assignment by the teacher for the student to complete at home. Teachers are required to assign homework on a regular basis and to require students to complete the assignments. Homework is NOT an option.

## **BICYCLES**

Though Kings River School does not recommend riding bicycles to school, if you do ride a bike to school, please abide by the rules noted. Remember to wear a helmet when riding your bike. Walk your bike while on school grounds; park your bike in the bike rack when you arrive. Do not "joyride" around the parking lot or vicinity of the school once you have arrived. Tampering with bikes (private property) or riding one without the owner's permission will result in disciplinary action plus costs for any damage to the bikes. All bikes should be locked. The school does not assume responsibility for any damage or theft.

**STUDENTS ARE PROHIBITED FROM DRIVING MOTORIZED VEHICLES TO SCHOOL**

## **PETS AND ANIMALS**

It is against school rules to have animals at school (mice, rats, snakes, etc.) unless they are part of a class activity or project. Arrangements must be made with the administrator prior to any of these activities.

Please insure that your pets do not follow you to school if you ride your bike or walk. Repeated violations would necessitate calling the animal shelter. For the safety of the children, please keep animals at home.

## **SCHOOL HOURS**

Mondays are Early Release for all students—

K-3	7:55-1:10
4-8	8:15-2:00

Tuesday through Friday are regular school hours—

K-3	7:55-2:20
4-8	8:15-3:00

## **WITHDRAWAL FROM SCHOOL**

If it becomes necessary for a student to transfer to another school before the end of the year, the student must return all school property including textbooks and library books. Outstanding fines or fees must be paid prior to withdrawal from school. A withdrawal form will be given to the student so that the teachers, librarian, and business office may sign a student out. Your school records will be forwarded to your next school upon the request from the administrator of your new school. Your school records include health records, personal data, and report cards. At no time will report cards be given out prior to the day indicated. A report card with all three trimester grades will be given out the last day of school.

## **TARDINESS**

Since prompt attendance is required by state regulations, you are expected to be on time to classes. Continued tardiness will result in disciplinary action.

## **ARRIVAL AND DEPARTURE**

Students may arrive on campus **NO** earlier than **7:30 a.m.** and must report directly to the cafeteria. Students will go to the playground when dismissed from the cafeteria by the morning supervisors.

All students are to go directly home after dismissal from school. Younger students are not allowed to wait until their older siblings are dismissed. Likewise, our playground is not available immediately after school for your child's enjoyment. Nor are students allowed to stay after school to watch a sporting event without an accompanying adult. Likewise older students may not take the early bus home to go to an appointment, you will need to pick them up from school. Exceptions to these rules include students who are required to stay after school to make up work or to participate in intervention classes, special activities or programs. In those cases, students must have permission both from their teacher and from a parent or guardian to stay after school.

## **DROPPING OFF AND PICKING UP STUDENTS**

Students are to be dropped off or picked up in the loading zone on Road 40 on the east side of the campus ONLY. Parents are not to *park* cars in this area, rather respect the loading or unloading rule in this area. If you want to walk your student to class or wait to pick them up, please park outside this loading zone. Further, do not use the staff parking lot to drop or pick up students. Please follow the school rules and demonstrate your good character!

## **PICKING UP YOUR CHILD DURING SCHOOL HOURS**

Please try to schedule appointments for doctor, dentist, orthodontist, etc. after school hours. If it is necessary for your child to leave school during school hours (i.e. to see a doctor) please call or send a note to the office stating the time he/she will be picked up. The person picking up a student early must be on the student's emergency card and come into the office to sign that student out. Please do not pick up your child during school hours from his/her classroom or from the playground. All students **must** be checked out of school through the **office—no exceptions.**

## **VISITORS**

Student visitors (cousins, younger brothers, sisters or other relatives) are not permitted. Any person coming onto the school grounds during the school hours **must first report to the office to secure permission and a visitors badge** to be on the grounds and/or to conduct any business and/or to see any teacher or pupil. This law applies to any person, parent, pupil, salesman, or police officer.

ALL VISITORS MUST REGISTER WITH THE OFFICE  
NO LOITERING PER PENAL CODE 653G  
NO ALCOHOL, DRUGS, OR TOBACCO PERMITTED  
NO CYCLING OR SKATEBOARDING

You are always welcome to observe all phases of our instructional program. Please check with your child's teacher and let him/her know that you would like to visit. We ask that you observe the following procedures:

1. **Please check in at the school office for a visitor's badge before going to the classroom.** You will be given a visitor's badge to wear. Since students and staff are asked to report any stranger on campus, your visitor badge will ease your access to school.
2. Take a seat at the back of the classroom where you can observe your child.
3. If you have questions, jot them down and talk to the teacher later (at recess or after school).

Our instructional time is very important to us, so it is important that we minimize disruptions in our normal procedures. If you want to watch your student perform during one of the assemblies, please come to the office for a visitor's pass before going to the cafeteria to watch the performance. Please keep smaller children close to you at all times, and minimize any disruptions to the event.

### **PARENT-TEACHER CONFERENCES**

A supportive and cooperative relationship between student, parent, and teacher is a vital part of a successful educational experience. You will be asked to attend one or more parent-teacher conferences during the school year to discuss your child's progress with his/her teacher. Please make every effort to attend these conferences when they are scheduled. Feel free to call to make an appointment to meet with the teacher whenever necessary.

### **PARENT INVOLVEMENT**

Parents play an essential role in the successes we have had at Kings River School. Involvement begins at home(i.e. assisting with homework, and asking about your child's day), and can be extended to activities on our campus such as:

1. **Volunteering:** Volunteers are an important part of our campus. Ranging from an hour of classroom assistance to regularly scheduled involvement, your efforts are always appreciated. If you are interested in volunteering, please contact your child's teacher, or the school office.
2. **School Site Council:** This group of parents and school personnel is an advisory committee that works to communicate the goals and needs of our specially funded Kings River programs. Your interest and participation in the Kings River School is encouraged.
3. **English Language Learner Advisory Group:** This group is open to all parents of students who have been classified as English Language Learners. Meetings are held approximately six times during the year on the same date as the Migrant Parent Advisory meeting.
4. **Migrant Advisory Committee:** This group is open to parents of children enrolled in the Migrant Education Program. Meetings are held approximately six times a year on the same date as the English Language Learner Parent Advisory Committee.
5. **Parent-Teacher Club:** This important organization's mission is to help Kings River School be the best it can be while forging a close bond between school and home. PTC meetings are held every third Thursday of the month. Please let us know if you wish to be a part of the PTC.
6. **Gifted and Talented Education Advisory Group:** This group is open to parent of students who have been classified as G.A.T.E. students. Meetings are held three times a year.

## **ATTENDANCE**

Regular attendance in school is vital to your child's educational success. Please see that your child attends school regularly, and that he/she arrives at school on time. All absences must be verified by the parent/guardian by either 1) sending a note to the teacher or office, or 2) a telephone call to the office. Please note the following attendance information:

1. **Excused Absence:** Limited to verified illness, quarantine, medical/dental appointment, or a funeral of an immediate family member. Includes court appearance or religious holiday.
2. **Unexcused Absence:** All other absences other than those listed in number 1. Such absences may be reflected in the student's final grade.
3. **Tardy:** Five or more minutes late to school or to class. Continued tardiness is considered a serious matter. For attendance accounting purposes, three tardies equal one unexcused absence. Promptness to class is very important. Students are expected to be in their places, and ready to work at the appropriate time.
4. **Truant:** Any pupil who is absent from school without a valid excuse for five or more days in any school year is considered truant, and shall be reported to the attendance supervisor and the School Attendance Review Board (SARB).

## **PERSONAL BELONGINGS**

Students are not allowed to bring items to school, which are not a part of the educational program (unless specifically requested by the teacher). The only items students may bring are sports equipment. Please be sure to clearly mark anything brought from home with your child's name, this includes sports equipment, coats, sweaters, lunch boxes, or books, etc. **Students are NOT to bring any electronic devices to school;** including but not limited to: "iPods" or other, MP3 devices or any stereo headphone sets. Students should not bring toys of any kind to school. If toys or electronic items are brought to school, they will be confiscated and held in the office until reclaimed by a parent. **The school is not responsible for personal equipment brought to school.**

## **SUPPLIES AND TEXTBOOKS**

Kings River provides the necessary textbooks and the vast majority of supplies for your child's educational program. Students are expected to take care of their textbooks in a responsible manner. It is also expected that students will conserve supplies whenever possible. Parents of students who have lost or damaged books are responsible for paying the cost of replacing the text.

## **PARENT LIABILITY**

Parents are financially liable for damage to equipment and/or facilities by their children, including, but not limited to acts of vandalism and graffiti.

## **CHARACTER COUNTS**

Kings River School believes strongly in forming a partnership with the home to teach and embrace basic, fundamental values to students. A nationally accepted program *Character Counts* provides the core of the teachings. The staff is encouraged to use everyday situations to teach the following: respect, trustworthiness, responsibility, caring, citizenship, and fairness. We will have monthly "Terrific Kids" assemblies throughout the school year.

## **TELEPHONE**

Students may use the school telephones only in case of emergency, and only with permission from the teacher and the office or a written request from a parent. No pupil will be permitted to use the telephone to call home to ask parents to bring books, etc., unless requested by a teacher. Only the school nurse or school personnel may call home if a student becomes ill.

## **Cell Phones**

In past years the district allowed cell phones to be brought to school as long as they didn't interfere in the educational process. Unfortunately, several students have been suspended and considered for expulsion because of improper use and cell phone access to the internet. The Board of Education has voted to disallow them at school.

You have a right to appeal this decision with the Superintendent. Students who win the appeal will have their phone located in the main office for after school access.

Unauthorized phones are subject to the following:

**First Offense:** Phone is confiscated and given to an administrator and must be picked up by a parent.

**Second Offense:** The phone is confiscated and the incident is treated as a severe behavior infraction, and all use of a cell phone will be denied for the rest of the year.

## **BUS TRANSPORTATION**

Pupils transported on a school bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus in route between home and school or other destination.

The following lists of student actions constitute violations of the established rules and regulations and may be sufficient reason to deny the pupil the privilege of bus transportation. **BUS CONDUCT REPORT TO PARENTS** will be given to the student which must be signed promptly by the parent and returns the referral to the bus driver in order to continue riding the bus.

1. Students shall not refuse to submit to the authority of the bus driver.
2. Students shall not fight or hit while on the bus.
3. Students shall not tamper or destroy bus or bus equipment.
4. Students shall not use profane or vulgar language.
5. Students shall sit facing front of the bus and not leave their seat while the bus is in motion.
6. Students shall not eat or leave litter on the bus.
7. Students shall not shoot or throw anything while on the bus.
8. Students shall not put head or arms out of the bus windows.
9. Students shall not smoke or light matches.
10. Students shall not cross road or highway to the rear of the bus.
11. Students shall not carry glass containers or animals in the bus.

School bus transportation is a **privilege not a right by law**.

### **Consequences:**

1. Verbal warning to the student.
2. Name and check mark on clipboard. Student will be moved to another seat for the remainder of the week. Bus driver will conference student.
3. Name and 2 checks on clipboard. A notice will be sent to parents.
4. Name and 3 checks on clipboard. Student will be sent to Principal.
  - 1st Notice -- Parent conference
  - 2nd Notice -- 3 days denial of bus transportation
  - 3rd Notice -- 1 week denial of bus transportation
  - 4th Notice -- 2 weeks denial of bus transportation
  - 5th Notice -- 4 weeks denial of bus transportation
  - 6th Notice -- Permanent denial of bus transportation
5. **Based upon the infraction, the administration reserves the right to deny bus transportation without prior notice.**

## **SCHOOL BUS EVACUATIONS**

All buses have Emergency Exits. There's one in the rear of the bus, one or two on the sides. All exits work by lifting the handles and pushing them open. The newer buses have exits in the roof and they work by turning the red handles and then pushing them open. The front doors, in case of an emergency, open by shutting off the air supply. This is done either by turning off the air supply control by the door or lifting the red handle, and then pushing the doors open.

The First Aid Kits, Fire Extinguisher, and Emergency Reflectors are all in the front section of the buses, with labels and signs clearly marking their location.

## **EMERGENCY EVACUATION**

Emergency Evacuation is as follows: Beginning with the right side seat closest to the exit being used, evacuate first, single file followed by the seat directly across the aisle from that seat and alternate following the same pattern towards the back of the bus until all students are safely clear from the bus. The Safety Zone is at least 100 steps from the bus. Pursuant to Education Code 39830 and Administration Code 14102 and 14103 states that all students that receive bus transportation shall be provided appropriate instruction in emergency bus evacuation at least once a year. Also students are to receive training in the Education Code Section 38048 how to safely cross the road, highway, or private road.

## **BUS PASSES**

It is very important to send notes to school if your student needs to be dropped off at a stop other than home. In the note, please include:

- Student's name
- Where to drop off the student with address and name of person assuming your child's care
- Date – When and how long the pass will be needed
- Parent Signature

**Without a Bus Pass your student will be delivered to their home address.**

KINGS RIVER SCHOOL  
BUS CONDUCT REPORT TO PARENTS

\_\_\_\_\_ has violated the rule(s) checked below which govern bus transportation in our school district. Failure to comply with the standards of conduct is in violation of the California State Education Code. The action taken in this case is necessary for the safety of the other passengers.

**NOTICE TO PARENTS:** Please read and review the following to help your student understand the rules and procedures for bus transportation.

**RULES:**

1. Students shall not refuse to submit to the authority of the bus driver.
2. Students shall not tamper or destroy bus, bus equipment
3. Students shall not tamper or destroy any property at the bus stop.
4. Students shall not fight or hit while on the bus or at the bus stop.
5. Students shall be at their bus stop 5 minutes before the bus arrives.
6. Students shall not use profane or vulgar language or gestures.
7. Students shall sit facing front of the bus and not leave their seat while bus is in motion.
8. Students shall not eat or leave trash or debris on the bus.
9. Students shall not shoot or throw anything while on the bus.
10. Students shall not put head or arms out of the bus windows.
11. Students shall not smoke or light matches.
12. Students shall cross the road or highway only in front of the bus.
13. Students shall not carry glass containers, animals or insects on the bus.
14. Students shall not make excessive noise or commotion while on the bus.
15. Students shall not use perfume, cologne or hairspray while on the bus.
16. Students shall move over toward the window to make room for other students to sit.
17. Students shall not tamper with other student's property.

**The continuation of these violations will result in the denial of the privilege of riding to and from school or any trips.**

**1<sup>st</sup> Notice - Parent conference**

**2<sup>nd</sup> Notice - 3 days denial of bus transportation**

**3<sup>rd</sup> Notice - 1 week denial of bus transportation**

**4<sup>th</sup> Notice - 2 weeks denial of bus transportation**

**5<sup>th</sup> Notice - 4 weeks denial of bus transportation**

**6<sup>th</sup> Notice - Permanent denial of bus transportation**

**Section 1085** Regulations and Laws relating to Pupil Transportation in California reads as follows: "Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a governing board of a school district to refuse transportation to any pupil and for such other punishment as law may provide. The driver of any bus shall be held responsible for the orderly conduct of the pupils transported. No bus driver shall require any pupil to leave the bus before such pupil has reached his destination."

**2011-2012 DRESS CODE ALL GRADES K-8**

Clothing which disrupts school activities and the classroom learning atmosphere is prohibited. Boys and girls must be adequately covered in appropriate clothing for school at all times. Should a student be dressed improperly, parents will be notified to bring appropriate clothing or sweat pants or a t-shirt will be loaned to them for the remainder of the day. Repeat offenders will receive disciplinary action.

Kings River School District's standards include but are not limited to:

1. No student will be allowed to wear any article of clothing or style of dress that is recognized as gang affiliated; or makes references to sex, drugs, alcohol, tobacco, or states hatred of a particular group of people.
2. Shorts must meet two criteria: 1) while standing straight, the shorts must reach the tips of the fingers while the arms are fully extended down the side of the body if you are a girl or 2) the shorts must fall close to the bottom of the knee if you are a boy.
3. No excessively baggy clothing, nor pants that sag (meaning the crotch area must not be anywhere close to the mid thigh area). Excessively baggy is defined as: *when the side seam of the pant leg at mid-thigh measures wider than 4(four) inches when pulled away from the leg.*
4. No unnatural hair coloring allowed, meaning no two-toned hair coloring—other than highlighting, no colors other than naturally occurring hair colors—no blue, orange, etc...
5. No body piercing of any sort other than earrings.
6. Shirts must cover all skin when the arms are raised above your head.
7. Tank top straps must measure at least three fingers or about two and half inches in width. In addition, all underwear straps *must* be covered by the strap no matter the width.
8. No tube tops, spaghetti straps, or halter tops—even when worn with a jacket or sweater.
9. No half-shirts, muscle shirts, or mesh shirts.
10. No obscene writing, drawing, and/or drug or alcohol related patches, or writing may be on clothing worn to school.
11. Shoes must be worn at all times. Flips flops may be worn as long as shoes appropriate for P.E. are also at school.

There may be special designated activities and events throughout the year during which certain variations of the dress code may be in effect. Students will be notified in advance if the dress code is going to be altered for any of these events.

## **Kings River Union Elementary 2011-2012 Uniform Complaint Procedures**

The Board of Education recognizes that the district has primary responsibility for insuring that it complies with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow the Uniform Complaint Procedures (UCP) when addressing complaints.

These complaints would include unlawful discrimination against any protected group as identified in Educational or Governmental Codes, including actual or perceived sex, ethnicity, religion, age, gender, sexual orientation, race, national origin, physical or mental disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, and special education programs. Unlawful discrimination complaints shall be filed not later than six months from the date the alleged discrimination occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination.

The Board acknowledges and respects students and employees 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 complaint confidential except to the extent necessary to carry out the investigation, as determined by the superintendent or designee on a case-by-case basis.

The Board prohibits retaliation in any form for participating in complaint procedures, including but not limited to the filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

The Superintendent 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 to be determined by the Superintendent or designee. The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. The Superintendent shall ensure that the mediation results are consistent with state and federal laws and regulators.

### **COMPLIANCE OFFICERS:**

The Board of Education designates the Superintendent/Principal and the Assistant Principal to receive and investigate complaints and ensure district compliance with law.

### **NOTIFICATIONS:**

Notification of the UCP will be included in the District's handbook and mailed to each household. Printed flyers are available in Kings River's office. In addition, the UCP policy is posted in the school and district office.

### **PROCEDURE:**

The following procedure shall be used to address all complaints that allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint as required for compliance with the California Code of Regulations, Title 5, Section 4631.

**FILING AND INVESTIGATION OF A COMPLAINT:**

The complainant shall submit a complaint in writing to the Superintendent/Principal or the Assistant Principal. The District will use local procedures to investigate and produce a written report of the investigation within 60 days of the receipt of the complaint unless the complainant agrees in writing to extend the time line. The District will notify the complainant of the right to appeal to the California Department of Education.

**APPEALS:**

After the receipt of the District's decision on the investigation, the complainant may appeal to the California Department of Education within 15 days of the decision. At any time the District may resolve the complaint and the process would end at that point. If an agreement cannot be reached then the complainant may continue the appeal process to the Office of the Superintendent of Public Instruction, California Department of Education, who will then make a decision within 35 days of the receipt of the complaint. The appeal must include a copy of the locally filed complaint and a copy of the Local Education Agency decision.

**CIVIL LAW REMEDIES:**

Nothing in this policy precludes a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Civil remedies may include mediation centers, public/private interest attorneys, injunctions, restraining orders, etc. For discrimination complaints, however, a complaint must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint. For assistance you may contact:

Tulare/Kings County Legal Aid  
208 W. Main Street/Suite U-1  
Visalia, California 93291  
(559) 733-8770

Tulare County Bar Association  
Attorney Referral Services  
Visalia, California 93291  
(559) 732-2513

## Kings River Union District Uniform Complaint Procedure Form For *Education Code Section 35186* Complaints

*Education Code Section 35186* created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information. The response will be sent to the mailing address of the complainant indicated on the complaint.

Response requested:  Yes  No

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

### Issue of complaint (please check all that apply):

#### 1. Textbooks and Instructional Materials

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

#### 2. Facility Conditions

- A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.

#### 3. Teacher Vacancy or Misassignment

- Teacher vacancy – A trimester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year.
- Teacher misassignment – A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- Teacher misassignment – A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: \_\_\_\_\_ Location of Problem (School Name, Address, Room Number or Location): \_\_\_\_\_

Grade Level: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

Please describe how the condition poses a threat to the health and safety of the students and staff. You may attach additional pages if necessary to fully describe the situation:

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Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please file this complaint at the following location:  
Superintendent/Principal, KRUESD  
Kings River Union Elementary School District  
3961 Avenue 400  
Kingsburg, CA 93631  
Telephone: (559) 897-7209

## **PARENT COMPLAINT PROCEDURE UNDER EDUCATION CODE SECTION 35160.5(c)**

### **POLICY**

Pursuant to regulations established by this Board, parents and guardians of pupils enrolled in the district may present complaints regarding employees of the district. Employees will be given an opportunity to respond to the complaints. Every reasonable effort will be made to resolve the complaints utilizing the regulations adopted pursuant to this policy.

Nothing in this policy or the regulations which implement it shall nullify the provisions of any collective bargaining agreement in effect on the date of adoption of this policy. However, nothing in any collective bargaining agreement shall be applied so as to prevent this Board from complying with the mandate of Education Code Section 35160.5(c).

### **REGULATION**

Except as otherwise provided in any collective bargaining agreement which is in effect on the date of adoption of these regulations and which affords parents or guardians the full rights established by Education Code 35160.5(c), the following shall apply to complaints presented against district employees by parents or guardians:

1. All complaints shall be in writing, signed by the complainant and giving an address and/or telephone number where he or she can be further contacted. Oral complaints may be received and processed on condition that a subsequent written complaint be filed before final action is taken under this policy. Parent Complaint Form (21) must be completed and given to the Superintendent.
2. Complaints shall be filed:
  - A. with the school principal if the complaint involves school site personnel other than the principal, or
  - B. at the superintendent's office if the complaint involves a principal or any employee not working at a school site, or
  - C. with the President of the Governing Board if the complaint involves the superintendent of the district. (Complaints filed against the superintendent shall be reviewed by the entire board before further action is taken.)
3. The principal or superintendent (or authorized board representative if the superintendent is the subject of the complaint) shall contact the complainant and attempt to resolve the matter informally.

4. If it appears that informal resolution is not appropriate, the principal or superintendent (or authorized board representative) shall meet with the employee complained of to discuss the complaint and to give the employee the opportunity to respond, at the employee's option, orally or in writing. If the employee requests, an attempt shall be made to have the complainant and the employee meet in the presence of the principal or superintendent (or board representative) to discuss and, if possible, resolve the complaint.
5. Any complaint brought against any employee other than the superintendent shall be finally disposed of by the superintendent, unless the superintendent determines that the matter should be reviewed by the governing board. Any complaint against the superintendent shall be finally disposed of by the governing board, which shall conduct all proceedings concerning the complaint in closed sessions unless the superintendent demands that the proceedings be conducted in open session.
6. Nothing in these regulations shall authorize a resolution of a complaint in a manner which conflicts with any applicable collective bargaining agreement, contract of employment or statute.
7. No document concerning this complaint procedure shall be placed in an employee's file without following the requirements of any applicable collective bargaining agreement and statute.

Legal Reference: Ed. Code Section 35160.5(c)  
Adopted November 5, 1984

**PARENT COMPLAINT FORM**  
**Kings River School**

Name of Parent \_\_\_\_\_ Date \_\_\_\_\_

Nature of complaint and person(s) involved \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Steps to follow:

**Step One:** I have met with the person involved in the complaint on \_\_\_\_\_(Date)

**Step Two:** I have met with the principal or designee and the teacher involved in the complaint on \_\_\_\_\_ (Date).

I have referred this to the principal or designee and the teacher involved in the complaint on \_\_\_\_\_ (Date).

**Step Three:** I wish to be put on the Kings River Board Agenda. My complaint is (be very specific).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you need assistance in completing this form the school will provide that assistance. Contact the office for help.

## GENERAL DISCIPLINARY RULES

*Any student found in the construction site or in an out-of-bounds area will be sent to the office immediately and face suspension.*

### **SCHOOL DISCIPLINE PROCEDURE**

The primary function of education is to prepare young people to live in the present and prepare for the future. This preparation calls for a classroom atmosphere that allows the teacher to teach and the child to learn without other students interfering with that function.

#### Basic Rights:

- 1) Every student has the right to learn.
- 2) Every teacher has the right to teach.
- 3) Everyone has a right to a safe and orderly environment.

#### Basic Expectations:

- 1) Keep hands, feet, objects, and unkind words to yourself.
- 2) Model the Six Pillars of Character.
- 3) Be in class on time, with all the proper materials, and ready to learn.
- 4) Abide by school dress code.
- 5) Every student is expected to work up to their maximum potential.

#### Assertive Discipline Procedure:

Kings River Union Elementary School follows Assertive Discipline. It is a classroom discipline plan that clearly lets the student know the teacher's expectations and how they are expected to behave to maximize the learning process.

Assertive discipline defines behaviors in two categories. The first is moderate. Moderate infractions are not serious and the teacher is expected to help the student modify these behaviors. If not, they can become serious. The second category is severe infractions and lead to the student being referred to the Administration. Below you will find a partial list of both categories of behaviors.

When a student misbehaves he/she is placed on a five step card. Your child has several chances to improve their behavior and the teacher will notify you when behaviors are becoming severe. When the student reaches step three, you will be notified. If a student reaches step five, he/she is referred to Administration for discipline. Generally, the student can be suspended from one to five days. Administration will always notify the parent when this occurs.

A severe behavioral infraction automatically sends the student to the office regardless of where they were on the discipline step form. The teacher will use the severe behavior conduct referral. Major behaviors generally lead to a suspension.

BEHAVIORAL CATEGORIES (Not Inclusive)

## Minor/Moderate

- gum/candy/food
- tardy/late to class
- unprepared for class/supplies
- put downs/unkind words/bullying
- inappropriate language
- unreturned parent communication
- out of seat without permission
- public displays of affection
- throwing objects in class
- lying
- cheating
- no show for detention
- not following classroom rules
- dress code
- lasers
- self tattooing
- felt tip markers
- electronic devices
- running in the halls or cafeteria
- permanent felt tip markers
- in halls without a pass
- hats/headgear inside
- leaving supervised areas
- in the hallway without permission
- inappropriate playground behavior

## Severe

- fighting/dangerous play
- defiance/open disrespect
- refusal to work in class
- severe bullying/threats/cyber bullying
- habitual profanity
- sexual harassment
- drugs/pornography/tobacco
- vandalism of school property
- vandalism of personal property
- graffiti/gang writing/gang signs
- racial slurs
- verbal, written, or physical abuse
- dress code (severe)
- theft/stealing
- inappropriate hair style
- weapons/matches/lighters
- vulgarity toward staff/students
- stealing
- weapons of any type
- lewd or lascivious acts
- extortion
- inappropriate websites
- in construction zone
- leaving campus without permission
- cell phones on campus

## SUSPENSION AND EXPULSION

A student may be suspended and expelled for any of the following actions while he or she is on school grounds or while he or she is off school grounds and involved in activity related to school attendance.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Causing, attempting to cause or threatening to cause physical injury to another person except in self-defense.
4. Possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds.
5. Unlawfully possessing, using, or otherwise furnishing or being under the influence of a restricted drug, alcoholic beverage or intoxicant.
6. Possessing or using tobacco on school grounds or at a school activity off school grounds.
7. Committing an obscene act or engaging in habitual profanity or vulgarity.
8. Disrupting school activities or defying the authority of school supervisors, teachers or administrators.

**SUSPENSION:** Removal of the student from class for disciplinary measures by the teacher or principal

**EXPULSION:** Expulsion is enacted by an action by the governing board to remove a student from the school because of serious offenses or where other methods of correction have repeatedly failed to bring about proper conduct.

**Notice of Student Suspension**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Type of Suspension: In School \_\_\_\_ Home \_\_\_\_

This is to confirm that your son/daughter has been suspended from school for the following violation(s): (Education Code 48900)

- \_\_\_ a(1). caused, attempted to cause, or threatened to cause physical injury to another person;
- \_\_\_ a(2). willfully used force or violence upon the person of another, except in self-defense;
- \_\_\_ b. possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a CERTIFICATED school employee, which is concurred in by the principal or the designee of the principal;
- \_\_\_ c. unlawfully possessed, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11052) of Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind;
- \_\_\_ d. unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant;
- \_\_\_ e. committed or attempted to commit robbery of extortion;
- \_\_\_ f. caused or attempted to cause damage to school property or private property;
- \_\_\_ g. stolen or attempted to steal school property or private property;
- \_\_\_ h. possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products;
- \_\_\_ i. committed an obscene act or engaged in habitual profanity or vulgarity;
- \_\_\_ j. had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code;
- \_\_\_ k. disrupted school activities of otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties;
- \_\_\_ l. knowingly received stolen school property or private property.
- \_\_\_ m. possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- \_\_\_ n. harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- \_\_\_ r. engaged in an act of bullying, included but not limited to bullying by means of an electronic act and directed specifically toward a pupil or school personnel.

**ADDITIONAL REASON(S) FOR SUSPENSION OR EXPULSION:**

- \_\_\_ 48900.2 Sexual harassment as defined by Section 212.5 to mean unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting;
- \_\_\_ 48900.3 caused, threatened to cause, or participated in an act of, hate violence, as defined in subdivision(s) of Section 33032.5;
- \_\_\_ 48900.4 Harassment. The pupil intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils that is sufficiently severe or pervasive to have the actual and reasonable and expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_ Reported by: \_\_\_\_\_

Description of incident:

\_\_\_\_\_  
\_\_\_\_\_

Suspended from (date) \_\_\_\_\_ through \_\_\_\_\_, to return on \_\_\_\_\_ Length of suspension \_\_\_\_\_ days

Suspension from school requires that the student remain under your personal supervision during the regular school hours and is not to be on or near a school campus during the time of suspension. This is a violation of the Penal Code Section 626.2 and can result in a jail sentence of up to six months or up to a \$500.00 fine. The student also may not attend, as a participant or spectator, any school activity either at this school or another school during the time of the suspension.

You and/or the student have the right to request a meeting of the Superintendent or his/her designee to appeal this suspension, and also have the right to have access to the school records pertaining to this suspension during normal hours and as can be conveniently arranged for both parent/student and school administrators.

Parent/Guardian contacted on \_\_\_\_\_ date at \_\_\_\_\_ time by: phone \_\_\_\_ in person \_\_\_\_ through interpreter \_\_\_\_ .

Pupil: I have been given the opportunity to explain my side of the story and have been told why I am being suspended

\_\_\_\_\_  
Student's Signature Date Principal or Designee Date

If noted below, it is requested that you attend a conference with school officials regarding your student's behavior. State law requires that a parent or guardian respond to such a request without delay. Please contact the administrator at 559 897 7209.

Conference with administrator scheduled for: \_\_\_\_\_ at \_\_\_\_\_ or conference not needed at this time \_\_\_\_.

Extracurricular activity involvement: Yes \_\_\_\_ Type \_\_\_\_\_ No \_\_\_\_

Police Report Filed # \_\_\_\_\_

## **FIGHTING - POLICY AND PROCEDURE**

This policy provides that any child who is involved in a fight with another student will be suspended from school for a minimum of the remainder of that day and for one additional full day. The parents will be called and asked to come to school to pick the child up or else the child will be brought home by school personnel. In those situations where no adult is at home, the child will be returned to school, but will be removed from the classroom. Parents will also be requested to come to school for a conference with the teacher/principal or both.

This policy will apply to 4th through 8th grade students. Fighting problems involving kindergarten through 3rd grade students will be handled on an individual basis by the teacher and the principal, except a parent will be asked to come in for a conference when needed.

If it can be determined that a child acted strictly in self-defense, he or she will not be suspended. Self-defense means that he or she did absolutely nothing to provoke the fight, i.e., no name calling, ridicule, threats, harassment, intimidation, etc. Self-defense differs from mutual combat in that, with self-defense, the victim actively seeks to avoid confrontation.

## **PROCEDURE FOR MEDICATION AT SCHOOL**

As you are aware, drug abuse (the misuse of drugs) is a major problem throughout the country. In order to decrease the possibility of a drug problem in our school and to protect your child, we are requesting the following procedure to use if your doctor feels your child is well enough to be in school but must continue to take medication:

1. Write a note to the school nurse with the following information:
  - A. your child's name
  - B. name of the medication
  - C. time and amount of the medication to be taken
  - D. name of prescribing physician
  - E. a statement requesting that the student be allowed to take the medicine
  - F. your signature and physician's signature
2. Students on long-term medication must have a physician's note on file in addition to the parent note suggested in #1. (Such a note is required by state law.)
3. In general we would prefer you send only enough medicine to supply your child with medication while in school (no more than a week's supply) and in a labeled container. Student's name and name of medication must be on the label. **DO NOT SEND THE ENTIRE SUPPLY OF MEDICATION TO SCHOOL.**

If you have any questions or should your child be placed on long term medication, please contact the school.

**MEDICATION IN SCHOOL  
REQUEST FORM**

TO: SCHOOL ADMINISTRATOR  
ATTN: SCHOOL NURSE

Name of student \_\_\_\_\_ Address of student \_\_\_\_\_

Medication is absolutely necessary at school for the following reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Type of medication: \_\_\_\_\_

Dosage \_\_\_\_\_ Time of administration \_\_\_\_\_

Time limit \_\_\_\_\_  
(i.e., 3 months, 6 months)

Date \_\_\_\_\_ Physician's signature \_\_\_\_\_

Physician's address \_\_\_\_\_

Parent's signature \_\_\_\_\_

This report is to be returned to the school nurse or administrator by parent of physician.

\*\*\*\*\*

**MEDICATION IN SCHOOL**

Medication is given at school, when absolutely necessary for adequate treatment for the child, with the following provisions:

1. A request in writing from the parent stating the child's physician has ordered medication to be given at school.
2. An order in writing from the physician giving instructions for medication -- the type, dosage, and the method of administration. Time limit must be stated, such as: order effective 3 months, 6 months, etc.
3. Medication must be clearly labeled.

## INDEPENDENT STUDY PROGRAM

The Governing Board recognizes its responsibility for the education of all youths in the school system. The Board authorizes the Superintendent to establish Independent Study programs as an alternative means of meeting the district curriculum graduation requirements.

The primary goal of Independent Study is to offer a means of individualizing the educational program for students whose needs may best be met through study outside of the regular classroom instructional setting. Independent Study programs may serve students who:

1. Could be classified as school phobics.
2. Have experienced difficulty in adapting to the regular curriculum, achieving academic success, or conforming to school rules and are ready to drop out of school or have dropped out.
3. Wish to pursue special or unique educational interests that are not compatible with attendance in the regular educational program.
4. Have special medical problems best served by home teaching and cannot meet normal education requirements.
5. Wish to continue studies while on extended family vacation or travel. Must be five days or more, with 5-day prior notice for preparation of lessons.
6. Are in danger of being expelled.
7. Are genuinely needed at home or whose parents/guardians want to provide home schooling for their children.
8. Have no other realistic educational options.

The Superintendent or designee shall ensure that each participating student has an executed Independent Study contract with the district as prescribed by law. Individual Independent Study contracts must be consistent with the district's adopted course of study.

No individual with exceptional needs, as defined in Education Code 56026, may be enrolled in an Independent Study program unless his/her Individualized Education Program specifically provides for such enrollment.

Students requesting Independent Study and their parents/guardians should recognize that Independent Study at the elementary level must emphasize a commitment on the part of the student's parents/guardians.

Further information may be obtained by calling the school office.

## **GRADUATION CEREMONY REQUIREMENTS\*\***

Students will not be allowed to participate in the graduation ceremony unless they meet the following Kings River School Board requirements:

Attendance - Absences may not exceed ten (10) days total (excused and/or unexcused). For the purposes of this policy, three tardies equals one unexcused absence. In the event that a student accumulates more than ten (10) absences, a parent and/or guardian may appeal the exclusion. The appeal must be made to the District Superintendent in writing. Note that if this need arises, a student wishing to make up absences may sign up for Saturday School sessions scheduled regularly during the year.

Grade Point Average - For purposes of eligibility, receiving a diploma, and participating in the graduation ceremony, a student must meet the following:

1. Maintain letter grades of a 2.0 GPA for all three trimesters of the school year in all subjects except music.
2. May not have more than one cumulative failing grade in any subject during the eighth grade school year.
3. Deadline for meeting the academic eligibility is two weeks prior to the date of the promotion.
4. Any incoming student who has been in attendance for 30 or more school days is eligible for the graduation ceremony.

Citizenship -- Participation in graduation exercises will be denied to any student having:

1. Twelve (12) discipline points during the 8<sup>th</sup> grade year.
2. Ten (10) or more days of suspension (either in-school or home).
3. Five (5) discipline points in the third trimester regardless of the accumulated yearly total.
4. No more than two "No's" in behaviors that promote learning on the progress report the last trimester. (2 weeks prior to promotion)

\*\*Final determination will be determined by the Administration, and reviewed by the KRUS School Board.

## SATURDAY SCHOOL

If a need for Saturday School arises students in grades 6-8 who wish to make up absences may sign up for Saturday School sessions scheduled regularly during the school year. Sessions scheduled begin at 8:00 a.m. and end at 12:00 p.m. Lunch is provided to Saturday School students. Parents must provide transportation to and from Saturday School.