

Kingsburg Joint Union High School District

Staff Handbook

2024-2025



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District Organization & Site Staff

Message from Superintendent

Welcome to Kingsburg Joint Union High School District. Over the past years Kingsburg Joint Union High School District has established itself as one of the finest districts in the San Joaquin Valley. This reputation is based on the quality of the work and dedication of our staff members. The challenge for all of us is not to merely maintain this level of achievement but to improve upon it. The way to keep this focus on improvement is to be unified behind certain expectations and this handbook serves that purpose. We are supportive of one another and supportive of our students. I am always available and have an open door policy for everyone on campus.

Professionalism

The expectation for all staff is that we maintain a professional demeanor and create an environment that fosters mutual respect. There are certain things that we should all do to perpetuate this professionalism. They include, but are not limited to the following:

- **Do not meet with students in private.** If providing tutoring or discussing issues with students, always do so with others present or in the office. A staff member alone should not transport a student. This would be true for all staff, not only teachers.
- **Dress so that students understand that you are a professional.** There are casual green and gold days and even dress up days, but the majority of time we should be modeling appropriate attire for a professional worksite.
- **Conversations regarding students** should be limited to professional settings and to assist in providing support academically, socially or behaviorally. Casual conversations about students in the lounge, office or other places are not professional and violate their right to privacy.
- **Relationships within the staff should also be professional** even when we have differing views and opinions. It is important to share professional exchanges and to discuss educational issues by valuing all viewpoints and not getting personal in any way. All staff should be treated with respect and dignity by all other staff and management.
- **E-mail and other means of communication should also be professional.** There is no expectation of privacy when using the district network and all communications are products of work.
- **Attending meetings and being on time are important components in professionalism.** When asked to attend meetings, parent conferences or other events please honor the others present by being on time and being prepared. We honor one another with our attendance, our full attention to the matters at hand and by being on time.
- **Maintaining professional boundaries with students is important.** Students should understand clearly that you care about them and enjoy a positive rapport. There is a need for students to feel safe and secure in the fact that you are the adult and are responsible for them. It is a delicate balance of caring, supporting and keeping professional boundaries intact.
- **Communication with students via technology.** This preferred way of communication with students is through email, Google Classroom or Parent Square. Please do not text with students.

2024 Board of Trustees, Committees & Board Calendar

2024 BOARD OF TRUSTEES

COMMITTEES

Rick Jackson, Member..... Health Education; Recognition; Voting Representative
Fresno County Committee on School District
Organization (FCCSDO); Legislative Representative

Brent Lunde, Member Budget, Finance & Negotiations

Steve Nagle, Clerk Curriculum; Budget, Finance & Negotiations Alternate;
VROP Representative

Mike Serpa, President..... Transportation, Buildings & Grounds;
Resource Planning; Valley Regional Occupational
Program (VROP) Alternate Representative;
Curriculum Alternate

Johnie Thomsen, Member Employee Relations; Alternate Voting Representative
Fresno County Committee on School District
Organization FCCSDO

Kingsburg Joint Union High School District:

Don Shoemaker, District Superintendent
Shari Jensen, Administrative Assistant to Superintendent/Contact Person

Kingsburg High School:

Mr. Ryan Phelan, Principal
Maria Mancini, Administrative Assistant to Principal/Contact Person

Alternative Education:

Ryan Waltermann, Director Alternative Education
Don Shoemaker, Superintendent
Kathy Aguirre, Admin Assistant/Contact Person

2024 Board Meeting Schedule

Location: Kingsburg High School Board Room

<u>Day</u>	<u>Date</u>	<u>Time</u>
Monday	January 22, 2024	4:00 p.m.
Tuesday	February 13, 2024	3:00 p.m.
Monday	March 11, 2024	4:00 p.m.
Monday	April 15, 2024	4:00 p.m.
Monday	May 13, 2024	4:00 p.m.
Monday	June 10, 2024 (Budget/LCAP)	3:00 p.m.
Monday	June 24, 2024	4:00 p.m.
Monday	July 15, 2024	4:00 p.m.
Monday	August 12, 2024	4:00 p.m.
Monday	September 16, 2024	4:00 p.m.
Monday	October 14, 2024	4:00 p.m.
Monday	November 18, 2024	4:00 p.m.
TBD	December *, 2024	TBD p.m.

2024-25 Staff & Faculty Listing

ADMINISTRATION

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

FACULTY

Foreign Language

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

Language Arts

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

Mathematics

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

Physical Education

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

Science

Physics..... Scott Hodges
Honors Biology; Biology Satinderpal Klair
Earth Science..... Amanda Manuszak
AP Biology..... Leigh-Ann Olsen
Earth Science..... Darin Peterson
Chemistry Pauline Phillips

Social Science

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

Special Education

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

Visual & Performing Arts

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

Vocational Education

ROP Intermediate Graphic Design Matt Avila
Advance Animal Science; Ag Comm/Leadership;
Intro to Ag; Applied Ag Biology..... Allexis Calvert
Ag Mechanic 1, 2; 3, 4 Brian Donovan
Ag Earth Sci; Intro to Ag; Floral Design..... Amanda Ferguson
ROP Wild Fire (Off-Site)..... Tim Garrison
ROP CNA..... Diana Gomez
ROP Criminal Science; Criminal Justice Benjamin Gonzalez
ROP Sports Medicine..... Omar Jalil
ROP Aviation Maintenance (Off-Site)..... Jaime Luque-Montes
ROP Automotive (Off-Site) Stephen Rosendale

ROP Intro Manufacturing Engineering;
 ROP Construction Tech John Marquez
 ROP Introduction to Teaching Michele Schiller
 ROP Publishing Management Joelle Swenning

Miscellaneous

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

CLASSIFIED PERSONNEL

District Office Staff

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

Food Service Staff

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

Instructional Support

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

Maintenance Staff

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

Office Staff

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

Security

Campus Security Brandon Abril
Security Resource Officer Joey Arevalo

Technology Support

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

ATHLETIC HEAD COACHES

Fall

CheerCoach Erica Maness
Cross Country Josh Woods
FootballDave Wilson
Golf (Girls)..... Jacob Simmons
Tennis (Girls)..... Aaron Ortiz
Volleyball..... Kristen Torres
Water Polo (Boys) Open Position
Water Polo (Girls)..... Adam Hughes

Winter

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

Spring

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

KHS CLUBS & PROGRAMS

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

Goals and Objectives – Kingsburg Joint Union High School District

1. To provide opportunities for each student to develop his or her intellectual capabilities to the maximum degree.
2. To guide each student in developing a sense of honesty and respect for authority, property, and rights of others (moral values).
3. To encourage the development of qualities for responsible citizenship.
4. To provide an environment for self-understanding and acceptance.
5. To challenge each student to acquire a thirst for knowledge.
6. To guide each student to an awareness of his individual abilities, his limitations, and his responsibilities to himself and to his fellow man.
7. To adequately prepare each student to pursue higher education and/or employment goals beyond graduation.
8. To create an awareness of each student in regard to the value of time and to provide encouragement in developing good habits of time utilization.
9. To encourage awareness of students of the enrichment value of fine arts and to provide opportunities for developing an appreciation of the fine arts.

Mission Statement

We believe that education is the process that society uses to prepare its citizenry to be productive, valued, and cooperative participants. This process is designed to establish attitudes, values, knowledge, and skills that enable students to become positive influences in our world community.

We Value:

- Strengthening reading, speaking, thinking, writing, and computational skills.
- Providing the opportunity for each student to reach his/her maximum potential.
- Guiding students to develop a values system based on honesty, dignity, and respect for others.
- Encouraging students to develop qualities of responsible citizenship, which includes service to community.
- Preparing students in problem-solving and goal-setting to cope with a variety of real life situations.
- Providing enrichment in the fine arts and humanities for lifelong enjoyment.
- Strengthening the students' awareness and commitment to cultural diversity.
- Promoting an environment that fosters self-esteem, self-respect, and self-direction.
- Helping students to develop lifestyles of mental and physical wellness.
- Providing skills that enhance preparation to adjust to a rapidly changing technological world.
- Supporting students in the development of vocational talents to enter the world of work.
- Providing co-curricular programs which allow students to grow through competition and participation in special interests.
- Providing a safe and caring campus environment for each individual.

2024-2025 KJUHSD School Calendar

Kingsburg Joint Union High School District 2024 – 2025 School Calendar

July 2024							Important Dates	January 2025 18 days							
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa	
	1	2	3	4*	5	6	Aug 19- First Day of School				1*	2	3	4	
7	8	9	10	11	12	13	Jun 5 – Last day of School	5	6	7	8	9	10	11	
14	15	16	17	18	19	20	Oct 15 – End 1 st Quarter	12	13	14	15	16	17	18	
21	22	23	24	25	26	27	Dec 19 – End 1 st Semester	19	20*	21	22	23	24	25	
28	29	30	31				Mar 18 – End 3 rd Quarter	26	27	28	29	30	31		
							Jun 5 – End 2 nd Semester								
August 2024 10 days							Certificated Inservice Days	February 2025 18 days							
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa	
				1	2	3	Aug 16							1	
4	5	6	7	8	9	10	Jan 6	2	3	4	5	6	7	8	
11	12	13	14	15	16	17	Jun 6	9	10*	11	12	13	14	15	
18	19	20	21	22	23	24		16	17*	18	19	20	21	22	
25	26	27	28	29	30	31		23	24	25	26	27	28		
September 2024 20 days							Holidays	March 2025 21 days							
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa	
1	2*	3	4	5	6	7	* Jul 4 Independence Day							1	
8	9	10	11	12	13	14	* Sep 2 Labor Day	2	3	4	5	6	7	8	
15	16	17	18	19	20	21	* Nov 11 Veterans Day	9	10	11	12	13	14	15	
22	23	24	25	26	27	28	Nov 25 – 29 Thanksgiving Break	16	17	18	19	20	21	22	
29	30						* Nov 28 – 29 Thanksgiving Holiday	23	24	25	26	27	28	29	
October 2024 23 days							* Dec 20 – Jan 6 Christmas Break	April 2025 16 days							
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5	* Dec 24 – 25 Christmas Holiday			1	2	3	4	5	
6	7	8	9	10	11	12	* Dec 31 – Jan 1 New Year's Holiday	6	7	8	9	10	11	12	
13	14	15	16	17	18	19	* Jan 20 Martin Luther King Jr. Day	13	14	15	16	17	18*	19	
20	21	22	23	24	25	26	* Feb 10 Lincoln's Birthday Holiday	20	21*	22	23	24	25	26	
27	28	29	30	31			* Feb 17 Washington's Birthday Holiday	27	28	29	30				
November 2024 15 days							* April 14 – 18 Easter Break	May 2025 21 days							
	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa	
					1	2	* April 18 – 21 Easter Holiday						1	2	3
3	4	5	6	7	8	9	* May 26 Memorial Day Holiday	4	5	6	7	8	9	10	
10	11*	12	13	14	15	16	* Jun 19 Juneteenth Holiday	11	12	13	14	15	16	17	
17	18	19	20	21	22	23		18	19	20	21	22	23	24	
24	25	26	27	28*	29*	30		25	26*	27	28	29	30	31	
December 2024 14 days							*12 month employee holiday	June 2025 4 days							
Su	M	Tu	W	Th	F	Sa		Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7	A = All Classes Schedule 1-6		1	2	3	4	5	6	7
8	9	10	11	12	13	14	E = Even Schedule 2,4,6	8	9	10	11	12	13	14	
15	16	17	18	19	20	21	O = Odd Schedule 1,3,5	15	16	17	18	19*	20	21	
22	23	24*	25*	26	27	28	F = Finals Schedule	22	23	24	25	26	27	28	
29	30	31*					I = Inservice Day 3	29	30						
							Teaching Days 180								
							Total Duty Days 183								
							Board Approved 01/22/2024								

2024 -2025 Fall/Winter Schedules

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

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

When weather conditions do not permit the safe operation of the buses, the high school may operate a foggy day schedule. Such decision is made by the administration on consultation with the bus drivers, the Highway Patrol and weather bureau officials. We attempt to make the decision prior to 6:30 a.m. and relay the information to television station KVPT TV Channel 18, Facebook and Remind App. If a decision is made to delay school because of extremely foggy conditions, classes will be shortened as indicated above and as follows:

- Plan A** 2 hour delay in class & morning transportation. Class begins at 10:10 a.m.
- Plan B** Additional 1 hour delay in bus time. Regular class begins at 10:10 a.m.
- Plan C** Morning transportation is canceled. Regular class begins at 10:10 a.m.

2024-2025 Spring Schedules

Monday

Early Bird	7:30 – 8:30
Staff Dev.	8:05 – 9:30
Period 1/2	9:35 – 10:58
Period 3/4	11:09 – 12:27
Lunch	12:27 – 1:07
Period 5/6	1:12 – 2:30

Tuesday - Friday

Early Bird	7:00 – 8:00
Period 1/2	8:10 – 9:55
Break	9:55 – 10:10
Period 3/4	10:15 – 12:00
Lunch	12:00 – 12:40
Period 5/6	12:45 – 2:30

Finals

Final	8:10 – 10:05
Break	10:05 – 10:35
Final	10:40 – 12:35

Extended Lunch

Early Bird	7:00 – 8:00
Period 1/2	8:10 – 9:50
Break	9:50 – 10:05
Period 3/4	10:10 – 11:50
Lunch	11:50 – 12:45
Period 5/6	12:50 – 2:30

Foggy Day

Period EB	9:00 -10:00
Period 1/2	10:10 - 11:20
Period 3/4	11:25 - 12:35
Lunch	12:35 - 1:15
Period 5/6	1:20 - 2:30

Rally

Early Bird	7:00 – 8:00
Period 1/2	8:10 – 9:45
Break	9:45 – 10:00
Period 3/4	10:05 – 11:40
Rally	11:40 – 12:10
Lunch	12:10 – 12:50
Period 5/6	12:55 – 2:30

Testing Schedule

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

When weather conditions do not permit the safe operation of the buses, the high school may operate a foggy day schedule. Such decision is made by the administration on consultation with the bus drivers, the Highway Patrol and weather bureau officials. We attempt to make the decision prior to 6:30 a.m. and relay the information to television station KVPT TV Channel 18, Facebook and Remind App. If a decision is made to delay school because of extremely foggy conditions, classes will be shortened as indicated above and as follows:

- Plan A** 2 hour delay in class & morning transportation. Class begins at 10:10 a.m.
- Plan B** Additional 1 hour delay in bus time. Regular class begins at 10:10 a.m.
- Plan C** Morning transportation is canceled. Regular class begins at 10:10 a.m.

Staff Policies & Procedures

Non Discrimination Statement

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (Policy 5145.3 pg. 75)

Proper Observance of Work Hours

Certificated: Article XVI of the Certificated Contract – CTA, (kingsburghigh.com > District Information > Employee Agreements/Info), will guide teaching staff as to the responsibilities regarding “Duty Schedule Hours” and “Extra Teaching Duties”. Please review for an understanding of proper observance of work hours. It is understood that each employee’s individual contract will also state the employee’s required hours of work and should be observed at all times.

Classified: Article VI of the Classified Contract – CSEA, (kingburghigh.com > District Information > Employee Agreements/Info), will guide classified staff as to the hours, vacations and holidays observed. It is understood that each employee’s individual contract will also state the employee’s required hours of work and should be observed and followed at all times. Those employees assigned to classroom time, please follow the observed classroom hours as detailed in the fall and spring bell schedules. An assignment to a classroom means observing the classroom hours. Please do not be late or leave early.

Payroll Checks

Our Kingsburg Joint Union High School District Payroll Department is now using DMS (District Management Systems) for paystub viewing. All payroll checks are on Automatic Payroll Deposit (APD) set up upon being hired. You can view your paystub information at <http://dms.fcoe.org>. For any questions, please visit Payroll Technician at the district office.

Absence & Attendance

Certificated Staff who miss work are required to access Frontline to arrange for time off. In addition, if you must leave campus, the sign out binder is located by the principal’s office.

Classified Staff who miss work due to illness are required to complete the *Employee Time-Off Form* no later than five working days after returning to work. This form is also used by employees who are requesting advance approval for use of their personal leave days or compensatory time off. These forms are available at the district and school office.

Substitute Teacher Preparation

In order for a substitute teacher to take over your class with a minimum of confusion, you must have available for the substitute all pertinent information about your class: ROLLBOOK, SEATING CHARTS, AND LESSON PLANS. It is most difficult for a substitute if he/she must step into a strange classroom and depend upon the students for help. Be explicit and clear in your directions.

Unable to report to work due to illness or other emergency:

- **Access Frontline** the evening before the absence, but **no later than 6:00 A.M.** on the day of the absence.
- **If you will not be returning the next day** it is your responsibility to access Frontline immediately or no later than 6:00 A.M. the following morning. If you do not, the expectation will be that you are teaching the following day as no substitute will be hired.

Absent in advance:

- Doctor appointment, field trip, conference, etc., must be pre-approved. Access Frontline to obtain substitute teacher. The District asks that you please only take the time off that is required for your appointment or school activity.

Assemblies, School Rallies & Events

Attendance by the faculty is considered part of their assignment and general supervision. Teachers will accompany their classes to the assembly to **supervise and monitor their students' behavior**. Teachers are required to attend rallies or other "whole school" events in order to provide for adequate general supervision.

Audio – Visual Usage Checkout

1. Audio-visual equipment is available in every department. Each department should have its own television, video players and recording devices.
2. Please see either your department chairperson or an administrator about the availability of LCD displays, projectors or other A-V equipment.
3. Under no circumstance is any teacher to remove a piece of A-V equipment from another teacher's classroom. YOU are responsible for the whereabouts of all equipment that is checked out to you.

Bus/Van Requests

Bus and van requests are on the KJUHSD intranet, **Transportation, through the district's Smartsheets system.**

1. Requests must be made three weeks in advance or as soon as possible to insure availability. The transportation department will approve your request and you will receive a confirmation email.
2. Please assume you do not have a vehicle reserved and confirmed until you receive the email confirmation. Once confirmation is complete, the status can be checked by

accessing the district intranet: Transportation, Transportation Scheduling Dashboard. (Please note section below on field trips for further details regarding needed approval and procedures.)

Field Trip/Event Guidelines & Student Release from Class

All field trips taken **on a school day** must directly relate to your curriculum. **Reward or bonding type activity are for weekends or non-school days.** Field trips can play an important part in supplementing classroom instruction. The administration supports curricular related learning activities outside of the traditional classroom setting.

There is no promise of transportation on weekends as we have limited drivers and no ability to pay overtime. **Transportation request must be made using the KJUHS D Intranet, Transportation, (see pg. 20 Use of Private District Vehicle) before planning a trip. Secure transportation early.**

Requests for field trips must be completed on the appropriate web form, through SmartSheets. and be approved by the principal. To access the web form, go to KJUHS D Intranet, Transportation, and click on the Field Trip Form.

For release of students from class, teachers must follow the policy outlined below:

1. Have prior approval for the activity from the principal and the school board if it is overnight. (See “Staff Guidelines for Overnight Trips”)
2. Complete parent permission release slips for students involved in off-campus activities. The signed release slips along with all lists mentioned below are to be turned into the attendance clerk on the day of the activity.
3. Release of large groups:
 - a. Send an e-mail to all teachers, administrators, and attendance one (1) week prior to the event and attach an alphabetized list of prospective group members. Be sure to include the date of the event on the list.
 - b. Teachers will scan the list and contact the individual sponsoring the activity if a student in their class should not be released. A teacher may give that student an opportunity to get assignments turned in before the trip. Please give plenty of advance notice to colleagues. Teachers are asked to work out any student release problems. If unable to resolve satisfactorily, contact the administration to arrange a conference.
 - c. On the day of the event, e-mail an updated alphabetized list of students participating in the event to all teachers, administration and attendance.
4. Release of individuals/small groups (5 or less)
 - a. Students should be given release slips to be signed by teachers whose class they will miss and return to teacher in charge three (3) days prior to the event. Teachers authorizing student release from their class must use their own discretion as to whether the student should remain behind and attend class.
 - b. The individual sponsoring the activity should check the slips and contact any teacher not signing for student release. Check with the attendance office for student’s schedule. Teachers are asked to work out any student release

problems. If unable to resolve satisfactorily, contact the administration for a conference.

- c. On the day of the event, e-mail an updated alphabetized list to attendance, teachers, and administration.
5. Make up work for students released
 - a. Students should turn in work prior to absence but no later than the day they return to class. (Not same as make-up for absence due to illness, etc.)
6. Rehearsals, practices for plays or sports or any other event, as a pull-out during school time is NOT ACCEPTABLE. Please schedule these during non-school hours.
7. Field/Overnight trips and events **should not be planned during any testing times**, (which is from about March through June). Please check the calendar carefully and do not plan any trips on a testing date.

Student Transportation

All students participating in school sponsored activities, which require being out of town, must ride in school vehicles. Any exception to this rule must follow the vehicle and individual student liability release format set up by the district. Appropriate forms are available in the district office.

- KJUHSD will provide transportation to all scheduled contests during and after the school day.
- All students must ride school provided transportation to their scheduled contest. At the conclusion of the contest, a player may ride home with parent as long as it is approved and documented with head coach.
- All weekend, student holidays, legal holidays, and summer travel will be the responsibility of the athletic teams and programs. Coordination of travel will be the responsibility of the head coach of each sport.
- Coaches using district provided suburbans for means of transportation must sign up through the transportation office.
- Weekend and Holiday trips using suburbans must get pre-approval from the Principal/AD.
- KJUHSD Teams will not travel outside of the CIF Central Section with the following exceptions:
 - Participation in CIF State or Regional Play-Offs
 - Special Permission may be granted by the site principal if all travel costs are covered by the specific team that would be traveling.
 - Exceptions will be determined by the athletic director and the principal.
- Travel will be covered for teams or individuals that have entered post-season play or have advanced to Area, State, or National competition
- Varsity teams will be limited to two tournaments during their season of sport. Teams shall not travel, at District expense, to tournaments further than 50

miles from the high school. If a team wishes to add additional tournaments or travel further than the 50 mile limit, it will be at the organization's expense.

- Junior varsity and freshman teams shall be limited to one tournament (as defined by CIF) during their season of sport. Teams shall not travel at district expense to tournaments further than 50 miles from the high school. Any further travel or tournaments will be at the organization's expense.
- Musical groups will not exceed 50 miles from the high school. Any exceptions will be determined by the principal.

Chaperones Volunteers

Chaperones: Ideal ratio of chaperones to student would be one to seven, but at no time should it be more than one to ten. If both male and female students are attending, there should be both male and female chaperones in attendance.

Chaperones must have board approval and be fingerprinted by the district office before attending overnight trips.

Please call the district office for the SmartSheets link for volunteer chaperones to begin the application process.

As a staff member, if you are not aware of the automated process for volunteers at our district, please contact the district office – 897-7721 or x 2307 and Shari Jensen or Elsa Vargas will be able to assist you.

Use of Private & District Vehicles

All STAFF and community members must complete the following procedures to drive a private or district vehicle on any school trip.

Use the KJUHSD Intranet, Transportation link, to complete, and provide, the following information through the SmartSheets system:

- Start the web form for either the *Driver Registration District Vehicle or Personal Vehicle*
- Provide Valid CA driver's license when requested
- If private car, provide information on "minimum liability insurance" as required by the State of California
- Number of passengers for the vehicle that shall not exceed the number of seat belts.
- If private vehicle: The *Kingsburg Private Car Check* by Transportation /Maintenance department will need to be submitted and complete.

For a community member, once a staff member has accessed the KJUHSD Intranet, Transportation Link, one can click on the appropriate form for district or private vehicle and copy the URL to the driver. (For questions, call the district office and ask for Elsa Vargas or Shari Jensen)

Staff Guidelines for Overnight Trip

All OVERNIGHT TRIPS must be approved by the Board of Trustees 30 days in advance of the activity. Any instructor considering an overnight field trip must submit an "Overnight Trip Form" to the superintendent administrative assistant through SmartSheets no later than two weeks in advance of the board meeting so that requests can be placed on the board agenda for consideration. The Board meets monthly. Meeting dates are posted for your convenience on the kingsburghhigh.com website.

1. **Board Approval:** All overnight trips require prior approval by the Board at a regularly scheduled meeting.
2. **Overnight Trip Form** can be accessed through the KJUHSD Intranet, Transportation Link. Complete the web form and process through SmartSheets.
3. **Volunteer/Chaperones** – page 20
4. **Bus/Van Requests** – page 17
5. **Volunteer Drivers-** page 20 "Private" or "District" vehicle use.
6. **Itineraries of the trip and emergency contact phone numbers** should be provided to the Principal and the parents before taking the trip.
7. **Overnight Contract Form:** Prior to the overnight trip, students are to be assigned to their respective rooms and roommates. **Overnight Contract Form**, available in Appendix A of this document, should be completed by the teacher, verified by the principal and signed by the parents before the trip.
8. If a student is uncomfortable in their respective room, they may request a new room assignment.
9. All appropriate permission slips and medical/emergency slips should be completed and taken on the trip
10. Chaperones should accompany groups of students at all times whether sightseeing, shopping, dining, or attending a conference event.
11. Chaperones should be assigned a set number of hotel rooms as their personal responsibility and they should do a room check at curfew time and again when waking the students in the morning. Tape should be placed on the room at room check time at night and removed by the chaperone at room check in the morning. Students should be informed that they are not to leave their room for any reason and of the procedure of taping the room to be sure all students stay in their rooms.
12. Students should be given the room phone number of their chaperone and the teacher in charge of the trip to allow them to make contact with the appropriate adult in case of an emergency.
13. Staff Member will be responsible for blocking all "Pay Per View" television channels in student and chaperone rooms.
14. All school rules and consequences apply throughout the trip.
15. **At no time is a student to be left on his or her own.** They are to be in groups assigned, whole group and with chaperones at all times. This is a safety precaution to protect students from others and not a lack of trust of our students and their excellent behavior.

Travel Policy

This policy applies uniformly to employees and governing board members.

Travel includes attendance at workshops, seminars, conventions, conferences, overnight trips or other meetings of interest to the district.

The actual and necessary expenses incurred by an employee or governing board member in the course of performing services for the district, under the direction of the governing board, shall be paid by the District.

An employee may be authorized to travel with allowable expenses paid, when the employee has requested the authorization to travel and has the required signature of the Chief Business Official or Superintendent.

Meals – Maximum Per Diem- The per diem for meals shall not exceed \$60 per day. The per diem rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. The first and last day of travel should not exceed 75% of a full per diem daily rate.

Breakfast is allowed if travel begins before 7:00 a.m., lunch if travel begins before 10:30 a.m. and dinner when travel ends after 7:00 p.m.

NOTE: There is no provision for paying expenses for spouses/guests. Itemized receipts should be for employees only. No per diem for 1 day conference.

Lodging - shall be reimbursed for authorized stay-over.

Conferences/Meetings - copy of brochure, pre-registration form, or agenda shall be required.

Mileage - Employees performing authorized travel involving the use of their own vehicle can be reimbursed for mileage at the current IRS standard mileage rate. Mileage calculations are based on <https://www.google.com/maps> driving directions.

Travel reimbursement claims - shall include who, why, when and where, the claimant's signature and an approval signature.

Documentation of expenses for hotel, transportation, meals, registration fee's, etc. - shall be by actual itemized receipt and must be dated within the current fiscal year.

Leaving Campus

Students must secure permission from the attendance office when leaving the school grounds during school time. If a teacher finds it necessary to send a student off campus, he/she should send the student first to the attendance office to secure parent permission. OFF CAMPUS PASSES ARE ISSUED ONLY BY ADMINISTRATION after securing permission of parent.

KHS Student Passes

Pupils are not to be excused from class without sufficient reason. You should deny the "pass" privilege to any student who repeatedly abuses it. Do not excuse your students to stay with another teacher unless that teacher initiates the request and in advance of your class time. If permission is granted, the time of leaving and returning should be carefully observed. No greater than five (5) minutes discrepancy should be allowed. Pass slips must be signed by both the originating and the receiving teacher, and must be returned to the teacher whose class the student is leaving. **DO NOT KEEP STUDENTS FROM ANOTHER TEACHER'S CLASS.**

All passes will be written and should have the following information:

1. One name per pass
2. Time of departure
3. Time of arrival
4. Destination (*list continues next pg.*)
5. Date
6. Teacher's signature

Teachers will require every student who is given a pass to return by the end of the class period for dismissal or the receiving teacher will return the pass to original teacher in mailbox at the close of the school day.

Food in the Classroom

In order to keep our buildings and classrooms clean and nice for years to come, **DO NOT ALLOW STUDENTS TO BRING FOOD OR DRINKS INTO YOUR CLASSROOM DURING CLASS.** Food or drink may be allowed during lunch time teacher-supervised tutorials only. Also, remind all students that there is no gum allowed on campus.

Skateboards, Rollerblades, Scooters, Bikes, Etc.

1. All skateboards, bikes, etc. must be locked up during school hours (with the exception of lunch time).
2. There should be no skateboards, bikes, etc. brought into a classroom or left in a classroom.
3. There should be no skateboarding or bicycling on campus during school hours (including breaks and lunch).
4. We want to promote safe and legal skateboarding, so all skateboarders, roller bladders, bicyclers, etc. are expected to wear a helmet.
5. After hours skateboarding, rollerblading, bicycling, etc. is permitted as a way of passing through campus or getting to a location. There should be no jumping, riding in the middle of roads, etc. at any time through or on campus. There should be no extended time of riding, doing tricks, etc. on campus at any time.
6. Violations will be considered defiance and handled accordingly.

Lesson Plans, Lessons & Assignments

Teachers are expected to make weekly lesson plans, which will be kept in their grade books. These lesson plans should reflect the day's activity and provide for immediate direction if a substitute teacher were to be conducting the class.

Clear and definite school assignments enhance instruction. Students feel more secure about their work when they understand that they have a definite task to do, and that they will be held accountable. Class/grading guides must be given to the students in writing at the beginning of the school year. A copy of this guide(s) must be on file in the principal's office.

Student Discipline/Class Management/Supervision

Teachers are expected to carry out all the duties of their positions as indicated by the *California Education Code* and by commonly accepted professional ethics, to the best of their ability. This includes proper classroom and general school discipline, attention to the details of teaching, the keeping of proper records, filing reports, and parent/teacher communication.

Teachers are responsible by law for a safe and orderly environment for all students. Students should never be left alone in your classroom without adult supervision. Teachers should keep all students until the bell rings to be dismissed.

In addition to maintaining proper discipline in their classrooms, teachers are expected to maintain discipline elsewhere on the campus and particularly in the neighborhood of their respective classrooms. During a school function, it is the responsibility of EVERY teacher, whether in charge or not, to maintain discipline, statutes require teachers to "enforce...the rules and regulations prescribed for schools" (Ed. Section 44805) and to "exercise careful supervision over the moral conditions in their respective schools," (5 *Cal. Admin. Code*, Section 5530). Insubordination on the part of a Kingsburg High School pupil to any teacher is to be reported at once to administration and will not be tolerated.

Student Office Referrals

Teachers are expected to take care of problems related to classroom control that are of a minor nature; however, a teacher should not hesitate to send a student to the office for a serious breach of conduct such as persistent defiance of authority, profanity or willful disobedience. The appropriate administrator will receive students sent to the office for disciplinary action.

Each KHS student sent to the office for disciplinary reasons must be given a DISCIPLINARY REFERRAL and should be charged with a specific offense. Teachers should not allow a student to return to class before receiving a copy of the referral slip from the office indicating the disposition of the case. PLEASE DO NOT ENTER MORE THAN ONE NAME ON EACH REFERRAL SLIP.

In the handling of students please remember:

1. The teacher's first responsibility is TO REMAIN WITH HIS OR HER CLASS. A teacher may be held personally liable for any incident occurring during his/her absence.

Let the offense determine the disposition of each case referred to the administration. The Student Handbook clearly states expectations for behavior and consequences.

Pupil Seating

Assigned seats by teachers are a great aid in keeping order. Any student known to be visual or hearing impaired should be seated advantageously. The seating chart should be kept in the roll book where it is readily available to a substitute.

Student Grade and Attendance Recordkeeping

Keeping accurate records concerning grades and attendance is required of every teacher. Grade records should include homework, class work and tests. An accurate record of absences and tardies must be kept by the instructor. Electronic grade book record keeping and regular printouts home are important and required. **Grades are expected to be updated at least once every two weeks.**

Grade Reporting Information

Report card time is a time for serious thought by both teacher and student. The report card represents your best evaluation of the student's work during the grading period. You should be prepared to justify and explain to every student, as well as his/her parent, how the mark is derived. Because teachers carefully assign grades, the changing of any grade other than an "I" after report cards are issued, will require administrative approval justifying the need for the grade change. Help students understand that they are the ones who determine the marks and that you merely record the results of their effort! Please check the school calendar for the actual dates on which each quarter or semester ends.

Deficiency Notice Requirements

Deficiency notices are provided in the fifth week of any grading period in order to alert parents that added academic support is needed and will offer time for parents to intervene. Deficiency notices are sent home for student who are earning a 'D' or 'F' grade. **A student must have received a deficiency notice of D or F in order for a teacher to assign a failing grade.**

Teachers are encouraged to communicate with parents concerning a student's grade or behavior as often as possible using electronic grade book printouts. Counselors are also available to provide assistance to teachers and students as needed.

Student Bills Owed End of Year

1. We have been encouraging payment of debt at the time incurred. We hope there will not be too many students at final check-out with sizeable bills!
2. All students should be checked out by each teacher as they attend class during the final schedule days. Only those still owing money should be recorded on the **Teacher Master List of Money Owed.** Please be sure each student is aware of

any charges by having him/her sign the money owed form. All forms available from the ASB Clerk.

3. At the close of the day, Teacher Master List of Money Owed will be due in the business office with student signatures.
4. Please do not check out students prior to their scheduled period unless they have administrative approval (a signed note).
5. Please be responsible in getting books back from students. It is much easier to get them at the end of the school year than several months later.

Use of Technology

Each year employees of the district confirm they have received the “KJUHSD Ethical Use Agreement and Release of District from Liability (Employees) Form” (EUA). This form, along with BP4040, is a guideline for use of technology while employed with the district. District employees receive this form each year during annual training in Keenan. Your acknowledgment of receiving this form is your agreement to follow all district policy in regards to technology. As stated under Personally Owned Devices, employees are prohibited from photographing students on personal devices and from including any such photographs on social media without expressed permission from immediate supervisor.

Keys/Protect

Guard your keys! Keys to all facilities will be issued by the district office. Keys are not to be copied or transferred without administrative approval. In unauthorized hands, keys can cause tremendous losses and other problems for the district. **DO NOT GIVE YOUR KEYS TO STUDENTS FOR ANY REASON.**

KHS Library Media Center Usage

1. The goal of the library staff is to provide students a welcoming environment, access to stimulating print and electronic material (both fiction and nonfiction), research guidance, lessons that encourage students to become ethical users and consumers of information, and access to technology. Students are given the opportunities and support needed to become critical thinkers and lifelong learners.
2. The teacher-librarian maintains a library page accessible via the kingsburghigh.com website. The teacher-librarian uses Google Classroom to create curriculum that is specific to the teacher and the type of assignments, lessons, and materials needed for their unit of study. The teacher-librarian can also work collaboratively with the classroom teacher to develop research lessons and activities to support the curriculum in their subject area. When classes meet in the library, the classroom teacher must accompany the students to the library and remain with them at all times.
3. If print or electronic materials are needed for a particular unit of study, the classroom teacher should consult with the teacher-librarian well in advance of the unit of study so that an assessment of current materials may be made and additional materials can be purchased or acquired.

4. The library also maintains a teacher work area with a color poster maker, laminating machine, large paper cutter, and a die-cut machine. There are also rolls of colored butcher paper, colored card stock, and copy paper available for classroom projects. Teachers can come in to use these materials at any time, but it is helpful to call in advance so that the machines can be prepared for use if necessary.
5. When a student comes to the library from the classroom, teachers should use Minga. When this is not possible, a signed pass by the teacher is required. The teacher-librarian will make every effort to initial the pass and indicate the time when the student left the library to return to class. Students who are not attending to the task for which they were sent will be asked to return to the classroom. Please limit the number of students on a pass at one time to six.
6. If you have a student or students who need to make up a missed test, you may send them to the library, but you need to inform the teacher-librarian in advance. Sometimes it may be necessary to send students back to the classroom if the library is fully occupied by other students or classes.
7. The library is accessible to students 30 minutes before school and will remain open on most days until 4:00 p.m. Students can also come in during break and lunch. Students do not need a pass to use the library during these times.
8. There is a 10-station computer lab with two laser printers (black and white only) in the main library area for students who need to print or simply work on assignments. The library photocopier is also available for student use, but students will be limited in the number of pages they can copy from any given book. There is also a laser color printer and scanner available to students for academic projects. A charging station is available for student use, but students are solely responsible for the safety of their devices. Our media lab is equipped with a green screen, and lighting for video production. Students will also have access to a high-quality 4K video camera and microphones or they may use their own devices for their media projects.

The Library Classroom is also available for teachers with seating for 36 and an interactive projector and dedicated laptop. Students and teachers may reserve any of the teaching areas in the library at any time when the library is open. These areas contain completely mobile furniture, and teachers can request creative re-arrangement of these spaces to suit their needs. You can consult the Library Google Calendar to check for availability at any time.

There are two collaboration areas in the main library that are equipped with large TV screens. Students who are working in groups can project to these screens from their devices via Chromecast or HDMI cable connection.

Students and teachers may use these at any time when the library is open. The Student Supplies Station in the library is stocked with color paper as well as various art and school supplies. This is free to use for all students.

9. Although food consumption is allowed in the library, this privilege can be revoked at any time if it is abused in any way.
10. The patio area outside of the library with its picnic tables is open for students to use during the school day. Please understand that this area is not supervised during class time and that excessive littering and/or vandalism in this area will result in the closure of the patio for a period of time.

11. The Teacher Librarian is here to “Help Vikings Succeed”!

Mailboxes

Each staff member has a mailbox in the office for mail, daily bulletins, special notices and other pertinent information. Please check your mailbox when you arrive in the morning and before leaving in the afternoon and empty it daily. **Please do not ask students to get material from your mailbox!** Sometimes there is confidential information which should not get into the hands of students.

Bulletin Announcements

Requests are submitted through email by 3:00 p.m., one day prior to the needed announcement for timely posting. Late requests may not make it into the bulletin for the date specified. The email request subject line should be the sole word of “Bulletin”. Send all requests to the Librarian.

KHS Master Calendar

The Responsibility Center (R/C) Clerk, in cooperation with the administration, will maintain the master calendar in the main office as well as on the google calendar platform, *KHS Main Activities Calendar*. All curricular and extra-curricular activities, whether they are held during or after school, are to be listed on the calendar. The purpose of the calendar is to avoid conflict of dates and to encourage better planning of activities throughout the year. Teachers should schedule their activities as far in advance as is reasonably possible. Do not plan field trips during test black-out dates.

School Building or Facilities Use Request

Accounts Payable Technician at the District Office maintains the master calendar for use of school/building facilities. Any teacher or community person wishing to use any facility must complete a Smartsheet Use of Facility Request. Any charges for use are subject to established district policy and scheduling is on a first come, first serve basis.

Supervision Responsibility

If you are assigned to supervise an activity, you are to assume full responsibility along with others who may be assigned. When a staff member consents to sponsor an activity, they are immediately invested with responsibility to act as an administration designee at that activity. If you are unable to fulfill an assignment, it is your responsibility to secure a replacement and to get **prior approval from the assistant principal in charge of these duty assignments.**

Testing

There are many demands made upon teachers, students and administration due to the state mandated testing and accountability requirements. Therefore, testing will supersede any other planned activities. Be sure to check the school’s master testing

calendar and do not expect approval for activities, field trips, or other events during CAASPP (SBAC) or AP Exams.

KHS Visitor's Campus Pass

A visitor's campus pass will be issued in the main school office by the administrative staff. ALL visitors of any age will not be permitted in class or on campus without a pass and is at the Principal's discretion. All visitors, except for military or emergency service personnel will check in through our visitor management system, Raptor.

Staff and Visitor Parking Guidelines/Permits

Parking and traffic regulations are designed to provide for maximum utilization of available parking, and to ensure safe traffic flow on campus. As another safety measure, all students and staff will be provided with one free parking permit that must be displayed in their vehicle in the manner prescribed by the type of permit. If a parking permit is lost or stolen, a replacement parking permit can be purchased for \$10.00 in the ASB office at Kingsburg High School.

Parking Expectations: The following ordinances and all state and municipal regulations are strictly enforced on and about school campus:

1. All vehicles parked on school campus in any designated parking areas, other than short term visitors, are required to display a valid parking permit in the manner prescribed on each type of permit and are to park only in the designated areas.
2. Parking is specifically **prohibited at all times:**
 - a. In handicapped spaces, except for vehicles displaying handicap decals.
 - b. In marked RED zones, or where a vehicle blocks a driveway or exit.
 - c. In YELLOW zones except for loading and unloading.
 - d. **In any zone marked for temporary main office visitors or district staff/visitors. When staff uses the "visitors" parking, anyone coming to campus for meetings is unable to conveniently park. Please do not park in areas marked "Visitor Parking".**
 - e. Within fifteen feet of a fire hydrant.
 - f. Double Parking (parking in the street when all legal parking places at the curb are taken
 - g. On the roadside of any vehicle parked, stopped or standing at the curb or edge of any roadway (double parking)
 - h. In grass, dirt, or any other non-designated parking spot.
 - i. If it impedes or blocks any agriculture area or along any road or place which will block movement of any vehicle, farm machinery or equipment.
 - j. Vehicles parked on Kingsburg High School grounds must be contained completely within one appropriate parking space.
 - k. It shall be unlawful to fail to obey any sign erected or posted to designated NO PARKING area or to willfully not comply with any lawful order, signal or direction of any school official or any law enforcement official.

- I. No person shall drive any vehicle, nor shall any person stop, park or leave standing, whether attended or unattended, upon the driveways, sidewalks, landscape areas or areas not improved, paved or marked for parking or in any location which will impede, block, interrupt or alter the normal flow of traffic.
3. It shall be unlawful to park any vehicle displaying or using an altered, substituted or unauthorized parking permit.
4. Out of respect for our Kingsburg High School neighbors, all students and faculty/staff should not park in the neighborhoods. Parking on the same side of Memorial Park is allowed.

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

Work Orders

To request maintenance or repair work, please complete a Maintenance Request via the district intranet, accessed through the KJUHSD Intranet icon located on computer desktop. If not setup, please contact the IT Department.

Technical Support

To request technical support, please complete a Technical Request via the KJUHSD Intranet page located at <http://intranet.kingsburghigh.com>. If not set up, please contact the IT Department by either emailing support@kingsburghigh.com or dialing 8888 from any desk phone in the district.

School Safety Policies and Procedures

Bomb Threat

The majority of bomb threats received in schools are hoaxes, which result in nothing more than disruption of school routine. In any case, the primary concern of the school administration is the safety of the students and staff.

1. On receiving a call:
 - a. Do not hang up!
 - b. Notify the administration
 - c. Keep the caller on the line as long as possible
 - d. Note the exact time and which phone line is being used
 - e. Note as many characteristics of the caller as possible; be friendly, ask questions
2. Communication
 - a. The staff and students will be notified if they are to vacate the building.
3. Responsibilities
 - a. Upon receiving information that there has been a threat, teachers will move students immediately to the football bowl or any other location that might be stipulated by administration at the time.

- b. Teachers are to remain there with their class and be available to provide keys and other help for the city emergency team.
- c. The maintenance crew will report to their supervisor immediately for direction.
- d. The administrators will serve as liaison with faculty, parents, students, police, fire and maintenance crew throughout the entire procedure.

Fighting

Because fighting presents a safety hazard, students so involved will be liable to suspension. Teachers are expected to intervene and assist in getting offenders to the office safely.

Fire Drill

1. General Rules
 - a. At the sound of an alarm, teachers are to take their class in an orderly fashion outside and away from buildings to their assigned location.
 - b. Each teacher and his or her group must remain in their assigned location until the all-clear signal is sounded to re-enter the building.
2. Signals
 - a. School personnel should be familiar with the location and operation of all fire extinguishers in their respective buildings.
 - b. Should a fire be discovered on any part of the campus, the alarm is to be turned on at the nearest fire alarm box and an immediate report made to the main office.
3. On vacating:
 - a. Inform the class that the first pupil to reach the door leading to the outside is to open the door and fasten it open, or hold the door open until all the pupils who must use the opening have passed through.
 - b. Assign one student to be responsible for helping each physically challenged pupil who needs help in getting out of the building.
 - c. Check room to make sure it is vacated.
 - d. Take the class roll book out of the building as you exit.
 - e. Close/lock the door to the classroom.

School Evacuation

In the event of a need to evacuate school we will do the following:

COMMUNICATION

- A. The students and staff will be notified to evacuate and given specific instructions through "Revolution".

ACTION

- A. Bus Drivers
 1. Every bus driver will report at once to his bus and take the bus to the regular loading point.
 2. If a bus is not operational at the time of the alert, the principal is to be notified.

A. Teachers/Students

1. All students will remain in their classroom under supervision of the teacher until instructed to go to the buses or leave campus.

A. Departure

1. When the driver has loaded students, he will ask the administration for permission to depart on his regular route. (An administrator will report to the bus loading area).
2. Students who do not ride the bus may depart from the campus when others go the buses.
3. Drivers will keep bus radios or cell phones tuned during evacuation.
4. Employees may leave as soon as the campus is clear of students.

Hazing and Harassment

The Education Code prohibits students or others from engaging in hazing, harassing or committing any act that intends to injure, degrade or disgrace any student. Please make it your business to detect harassment and cope with the situation, referring the matter to the administration. Law dictates you cannot tolerate harassment of any kind by anyone and you are liable if you do not intervene.

Student Accident Reports

- An accident report must be filled out on every injury no matter how small.
- Forms are available in the main school offices. Please print or type all accident reports.
- Remember to complete a report for every injury whether the activity is on campus or out of town!
- Please send this report to the school nurse, ASB Clerk.
- If an injury is serious, notify the administration immediately to determine the need for emergency services.
- Please instruct students to report their accidents to the teacher in charge immediately.
- Responsibility for reporting is placed upon the student.
- Responsibility for making the accident report is the teacher's.
- Occasionally an injury does not seem serious enough to require the attention of a doctor at the time, but a few days later may still be giving the student trouble. However, if the student report is filled out at the time of injury, it may save the teacher hours of red tape and legal difficulty.
- The student should advise the school nurse of any medical facility visited later for treatment.

Use of Alcohol and Drugs

The *Education Code* specifically forbids the possession or use of alcohol or other drugs on school grounds. Teachers should remember that these rules apply to all school activities, whether on our campus or on another campus, field trip, etc. The use or possession of alcohol or dangerous drugs in any form at school or at school activities is not to be tolerated and must be reported immediately.

Opioid Awareness

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

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

Synthetic Drugs Resource Links

[The Facts About Fentanyl](#)

[Fentanyl & Opioid Overdose Prevention](#)

Use of Tobacco

By State law, and district policy, smoking by anyone on campus is prohibited.

Purchasing and Fundraising

ASB Fund Raising "How-To's"

1. Sign up and get permission from the Athletic Director or Assistant Principal. The calendar and forms are in the school main office. Normally only two fundraisers are allowed at one time.
2. **AFTER** permission has been granted and **BEFORE** purchasing any items, fill out an **ASB Requisition Form** to purchase the products to be sold. You may have to estimate the amounts at this time.
3. You may begin selling your items **AFTER** you receive the **ASB Purchase Order** approving the expenditure of funds.
4. It is your responsibility to keep track of what is being sold and that the appropriate amount of money is being turned in by the student. Students turn in cash to you and you consolidate all student cash before turning it into the ASB office. Fill out a deposit slip (second basket by ASB Technician office) when turning in money. It is

not a good idea to leave cash in your classroom. ASB Technician has sealed bank bags that can be locked in the vault if you have cash that has not been counted by you.

5. When turning in money, the ASB Technician needs to re-count the money with you present. Normal student hours are break and lunch, and teacher hours are after school. If ASB Technician is not busy during student hours (break and lunch) money can be counted then. Otherwise, counting can occur after school or during your conference period. Please do not send money to the office with students.
6. When all items have been received, turn in the goldenrod copy of the ASB purchase order, signed, authorizing the bill to be paid.
7. A **Fund Raiser Report Form** needs to be filled out on each fundraiser you do. This is an informal audit to make sure all money has been deposited into your account. Please make sure that when you deposit money that your fundraiser money is separate from all other money so that this form can be accurately filled out and audited.
8. Just a reminder that fundraised money needs to be spent by the students fundraising it. Also you need to have a specific goal when fundraising (scholarships, trip, etc.). Legally we cannot force students to fundraise.

ASB Spending 101

“A STUDENT BODY IS NOT OBLIGATED TO PAY FOR AN EXPENDITURE ORDERED BY A TEACHER, STUDENT, OR OTHER PERSON WHO HAS NOT FIRST RECEIVED A WRITTEN PURCHASE ORDER FROM THE PERSON RESPONSIBLE.” (CA Department of Education)

1. All student body purchases need to have student approval prior to purchases being made. Your club should meet and decide as a group how their money is to be spent.
2. **BEFORE** making any purchase, fill out a requisition, (top basket by ASB Technician’s door), return the requisition to ASB Technician and wait for a purchase order. Except in emergencies please allow approximately 3 days to receive a written purchase order. The requisition needs to have your signature, your club treasurer’s signature and an administrator’s signature
3. Please note on the requisition if you want the purchase order to be faxed to the business and note the fax number or email address. ASB Technician will fax it for you or email if all information is given, otherwise it will be returned to you.
4. **Immediately** after receiving your items please return the goldenrod copy of the purchase order, signed, authorizing payment. The pink copy is yours to keep.
5. Equipment (machines, furniture, vehicles, furnishings, etc.) purchases must have KJUHSD governing board approval before purchase and the club is responsible for upkeep costs.
6. ASB money is to be used for co-curricular student activities. ASB funds should not be used for classroom/advisor expenditures.
7. Penal Code 319 states that it is illegal for student groups to hold raffles or games of chance.

District Purchasing Procedures

By district policy, there is a specific purchase order system for all district purchases. Do not make any purchase on behalf of the district **BEFORE** completing all appropriate forms and receiving approval with a purchase order or purchase order number. Department requisition forms must come through the department chairperson prior to being submitted to the Superintendent or Chief Business Official for final approval. Department requisitions need budget approval and all purchase orders must be signed by the Superintendent or the Chief Business Official. The department chairperson has control of the total department's budget and should keep a running account of monies available. Staff members making unauthorized purchases will be held liable for the purchases. If you must make purchases on behalf of a student body organization, please follow purchase order procedures as well.

Student Bills

Please encourage the prompt payment of financial obligations by students in your charge. In shop areas, please do not allow students to take their projects from the premises until their financial obligations for those projects have been cleared.

Upon receipt of any class drop, ALL financial obligations for the student shall be noted and forwarded to the office immediately. This will eliminate additional overlooked debts being mailed to an unsuspecting parent at a later date.

Personnel Policies

Change of Address, Dependents and Phone Numbers

Please notify the Human Resource/Payroll Technician desk promptly of any change in your telephone number, dependent address or similar personal data. A "Change of Address" form can be found at the District Office. An additional form "SISC Form #3 Membership Change of Address" also needs to be completed at the district office. Please see the Human Resources/Payroll Technician.

Worker Compensation Insurance

If injured while on the job, each employee is protected by Worker's Compensation Insurance through TRISTAR Risk Management. Should you become injured on the job, our workers compensation benefit program requires that you first call 1-844-752-0415 whether you go to the doctor or not. Please review the process for reporting work-related injuries below:

1. Report all on-the-job injuries or illnesses, whether you go to the doctor or not. Immediately call (Toll-Free) 1-(844) 752-0415.
2. A Registered Nurse will answer your call, initiate the claim and assist with determining the appropriate medical provider.
3. Notify your supervisor immediately. Follow your department procedures.

4. You must submit a work status report to your supervisor after you go to a Medical Provider Network (MPN) Clinic or Physician.
5. After the initial medical appointment, future appointments should be scheduled not to conflict with your work schedule.
6. The Workers' Compensation Claims Administrator is TRI STAR Risk Management. For any follow-up information or questions regarding your claim, call 1-(559) 432-1260 to speak with the claims team.
7. LIFE- OR LIMB-THREATENING EMERGENCIES: Call 911 or go to the nearest medical facility. Immediately notify your supervisor. Supervisor or designee will report the injury to (Toll-Free) 1-(844) 752-0415.
8. For NON-LIFE-THREATENING EMERGENCIES and AFTER HOURS CARE, go to the closest hospital. Follow-up care must be provided by one of the designated providers.

KJUHSD Injury & Illness Prevention Program

The Injury & Illness Prevention Program (IIPP) is established to provide a framework for the Kingsburg Joint Union High School District to ensure a safe and healthy work environment for all of its employees. The purpose of this manual is to provide information necessary to communicate the elements of the *Injury and Illness Prevention Program*. All employees of the Kingsburg Joint Union High School District are governed by the procedures outlined in this manual, unless otherwise stipulated.

The goal of the program is to eliminate occupational injuries and illnesses. This program has been developed and implemented as required under the California Code of Regulations, Title 8, Chapter 4, Subchapter 7, Section 3203.

The SUPERINTENDENT is responsible for the implementation and coordination of the *Injury and Illness Prevention Program*. This plan will be reviewed annually and revised as necessary. The master copy of this IIPP can be found at the District Office. Copies of the IIPP are also available on our District website: [kingsburghigh.com/District Information/Employee Agreements/Information](http://kingsburghigh.com/District%20Information/Employee%20Agreements/Information) or at this link : <https://www.kingsburghigh.com/Page/113>

The IIPP will include the following topics: Responsibilities, Compliance, Communication, Hazard Assessment, Hazard Correction, Accident/Injury Investigation, Training/Instruction, and Recordkeeping.

Required Staff Training & Certificates

All district personnel are **required** to complete certificates each year showing the completion of the following: Bullying Recognition/Response; Mandated Reporter; Sexual Harassment; Youth Suicide Awareness & Prevention; Students Experiencing Homelessness; Self Harm Awareness & Prevention; Opioid Overdose Response Awareness; Injury & Illness Prevention Program. These listed trainings are not all inclusive, as some are done bi-annually and some are added as necessary or mandated after the new year publication of this document. Contact the district office for a full listing each year. The training is provided through our district training modules at Kingsburg Jt Keenan SafeSchools site.

Mandated Reporter

The Kingsburg Joint Union High School District believes in protecting all children in at our district and follow guidance from California Social Services and California Department of Education to satisfy requirements of AB1432, and that our staff must know it the law to report instances of actual or suspected child abuse and child neglect. Policy of the district will require staff to complete annual training regarding Mandated Reporter: Child Abuse and Neglect/California.

Reporting Child Abuse

Who must report: How, When and Where?

Every person employed as a child care custodian or health practitioner...”who has knowledge of or who observes a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse...” must report the known or suspected child abuse to a child protective services agency immediately as stated at <https://www.co.fresno.ca.us/departments/social-services/adult-services/reporting-abuse> (*Penal Code* Section 11166.)

1. The initial report must be made by telephone immediately (559)600-8320 The telephone report of suspected child abuse shall include the name of the person making the report, the name of the child, the present location of the child, the nature and extent of the injury and any other information, including the information that led the person to suspect child abuse, that is requested by the child protective agency. (*Penal Code* Section 11167 (a).)
 - a. Note the name of person you spoke with and fax number where the written form can be submitted.
2. The written report is required within 24 hours of becoming aware of the known or suspected child abuse.
 - a. The form can be downloaded and filled out electronically from kingsburghigh.com website under District Information > Employee Agreements Information > Link to “Suspected Child Abuse Report Form”.
 - b. The form will be faxed to the contact and number at the child protective services agency. It is not required, but a report can be filed at the district office in a secure location.

Definitions & Further Information

A “child care custodian” is defined to include teachers, instructional aides, teacher aides, teacher assistants and other classified employees who have been trained in the area of child abuse reporting; administrative officers; supervisors of child welfare and attendance; or certificated pupil personnel employees of any public or private school, etc. (*Penal Code* Section 11166.5) A health practitioner is defined to include “...psychiatrists, psychologists...licensed nurses” and other health care professionals. (*Penal Code* Section 11166.5)

A child protective services agency includes any police or sheriff’s department, county probation department or county welfare department. (*Penal Code* Section 11165 (K).)

The reporting obligations outlined above are individual. (*Penal Code* Section 11166 (f).) When two or more persons are individually aware of the same incident they may designate one person to make the report for all of them. (*Penal Code* Section 11155(e).

Any person who has knowledge of the suspected child abuse and the failure of another individual to report that abuse, must make the report.

School district officials must be aware that the reporting requirements outlined above also apply when an incident of known or suspected child abuse directly involves a school district employee.

Penalty for failing to report:

Failure to report child abuse is a misdemeanor and punishable by up to six months in county jail or by a fine of not more than one thousand dollars or both. (*Penal Code* Section 11172.) The California Commission may sanction certificated employees for failure to report child abuse.

What is child abuse?

Child abuse is defined as "...a physical injury which is inflicted by other than accidental means; sexual abuse; willful cruelty or unjustifiable punishment; cruel or inhumane corporal punishment or injury; and negligent treatment or maltreatment under circumstances indicating harm or threatened harm to the child's health or welfare. (*Penal Code* Section 11165.6.)

While the statutory definition of child abuse does not encompass mental or emotional suffering, the reporting laws provide that child care custodians, health practitioners and any other person required to report child abuse who suspects that mental suffering has been inflicted on a child, or who suspects that his/her emotional well-being is being endangered in any other way, may report such to a child protective services agency. (*Penal Code* Section 11166 (b).

Child abuse includes unlawful corporal punishment

Child abuse includes unlawful corporal punishment where a person willfully inflicts upon a child cruel or inhumane corporal punishment or injury resulting in a traumatic condition.

However, *Penal Code* Section 11165.4 specifically excludes from the definition of child abuse that amount of force that is reasonable and necessary for a person employed by or engaged in a public school to quell a disturbance threatening physical injury to a person or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the pupil, as authorized by Section 49001 of the *Education Code*.

Moreover, child abuse does not include the exercise of the degree of physical control as authorized by Section 44807 of the *Education Code*. Section 44807 permits a certificated employee to exercise the same amount of physical control over a student, which a parent could legally exercise. However, in no event should that control exceed the amount reasonably necessary to maintain order and learning, protect property and protect pupil health and safety.

Child abuse does not include a mutual altercation between minors

Penal Code Section 11165.6 excludes from the definition of child abuse a mutual affray or altercation between minors. In addition, *Penal Code* Section 11166 states that a pregnancy of a minor does not, in and of itself, constitute the basis of reasonable suspicion of sexual abuse.

Victims may be interviewed at school

Under certain circumstances, *Penal Code* Section 11174.3 permits a representative of a child protective agency to interview a suspected victim during school hours on school premises concerning a report of alleged child abuse that occurred in the child's home. The child must be afforded the option to be interviewed in private or in the presence of any adult member of the staff chosen by the child. The child protective agency is responsible for giving the alleged victim these options prior to the interview.

If the child selects a staff member, the staff member must lend support to the child without directly participating in the interview. The staff member is prohibited from discussing the facts of the alleged abuse with the child and must maintain the confidentiality of the case or be guilty of a misdemeanor. (*Penal Code* Section 11167.5 (a)).

Bullying Training Certificate

The Kingsburg Joint Union High School District believes all students have a right to a safe and healthy school environment, and that it is our obligation to promote mutual respect, tolerance and acceptance as mandated by the State Department of Education Code Section 35294.2 (g), stating policy and the requirement of staff to be trained annually on the prevention of bullying and harassment.

Opioid Overdose Response Awareness

The Kingsburg Joint Union High School District is aware of the epidemic of opioid overdoses occurring from prescription narcotics, heroin and fentanyl. Staff is trained on recognizing types of opioids, signs and symptoms and the use of opioid reversal agent, naloxone and after-incident record and resource identification. (Senate Bill 234)

Self-Harm Awareness & Prevention

The Kingsburg Joint Union High School District informs the teachers and staff that self-harm is a major concern that affects many teens. The training provides an overview and strategies to respond to and mitigate the effects of self-harm. (BP 5141.5 Mental Health)

Sexual Harassment Certificate

The Kingsburg Joint Union High School District is committed in providing a safe work environment that is free of harassment and intimidation for staff and students. Policy will require staff to be trained annually on the prevention of sexual harassment. (BP 4119.11; Government Code 12900-12996).

Students Experiencing Homelessness Certificate

The Kingsburg Joint Union High School District brings awareness of how homelessness affects many children every year, and can be a barrier to education in many ways. Understanding policy, federal laws and strategies for identifying and assisting a homeless student by using the McKinney-Vento Homeless Assistance Act. Staff is required to complete training to understand and support our student who may be experiencing homelessness. (BP AR 6173; Ed Code 48859; 42 USC 11434a)

Youth Suicide Awareness Training Certificate

The Kingsburg Joint Union High School District recognizes that suicide is a leading cause of death among youth and requires suicide prevention training of all personnel who interact with students on an annual basis to help reduce the likelihood of suicide among students, best practices for intervention and as well as postvention (California Education Code Section 215).

Lactation Accommodation

The District is supportive for a district employee to express milk for their child upon returning to work. Request for accommodation shall be made to the employee's supervisor in advance so that arrangements can be made, (Policy 4033 included in this handbook pg. 87). A private area has been designated within the Kingsburg High School staff lounge which also provides refrigeration.

Tuberculosis Skin Test/Spread

Every four years, one must verify that he/she is free from active tuberculosis (TB). Skin tests may be taken by your doctor, or for a low cost fee of \$20.00 at the Fresno EOC, (559)499-1690; 1047 R. Street, Fresno, CA 93721. Please submit your TB Test to the human resource desk at the district office for filing.

TB bacteria are spread through the air from one person to another. The TB bacteria are put into the air when a person with TB disease of the lungs or throat coughs, speaks, or sings. People nearby may breathe in these bacteria and become infected.

TB is NOT spread by

- shaking someone's hand
- sharing food or drink
- touching bed linens or toilet seats
- sharing toothbrushes
- kissing
-

When a person breathes in TB bacteria, the bacteria can settle in the lungs and begin to grow. From there, they can move through the blood to other parts of the body, such as the kidney, spine, and brain.

TB disease in the lungs or throat can be infectious. This means that the bacteria can be spread to other people. TB in other parts of the body, such as the kidney or spine, is usually not infectious.

People with TB disease are most likely to spread it to people they spend time with every day. This includes family members, friends, and coworkers or schoolmates.

Adult Immunizations

<http://www.acpm.org/adult.htm>

Rationale Statement

Appropriately timed adult immunizations can reduce or prevent morbidity and mortality related to influenza, pneumococcal infection, hepatitis B, diphtheria, tetanus, measles, mumps, and rubella. Influenza and pneumococcal disease, which cause considerable morbidity and mortality in the ever-increasing population over age 65, can be reduced through vaccination with little associated harm or net cost. Vaccination of adults at risk for hepatitis B infection can reduce the expenses of perinatally acquired chronic hepatitis B infection in their offspring as well as the cost of adult morbidity and mortality. (17) Diphtheria, tetanus, measles, mumps, and rubella affect small numbers of adults, but morbidity and mortality attributable to these preventable illness can be reduced substantially by selective immunization of at-risk adults.

Recommendations of the American College of Preventive Medicine

Adults aged 18 years of age and older without contraindications should receive immunizations for influenza, pneumococcal disease, hepatitis B, tetanus-diphtheria, and measles-mumps-rubella as outlined in the ACIP's Update on Adult Immunization (Table 1). (4) Priorities should include efforts to improve provider and public awareness of the safety and efficacy of adult vaccination; to avoid missed opportunities for vaccination, such as visits to health care providers for other problems, entry into school or employment situations, or travel; to use reminder systems for patients and providers; to have adequate supplies of vaccine; to improve mechanisms for financing and delivery of vaccine; and to assure support for research on better vaccines. (3) Individuals with special risk factors might require additional immunizations.

Table 1. ACIP recommendations for adult immunizations

Age Group (years)	Td (every 10 years)	Measles	Mumps	Rubella	Influenza (annual)	Pneumococcal polysaccharide	Hepatitis B (series)
18-24	X	(1)	(2)	(3)	-	-	(4)
25-64	X	(1)	(2)	(3)	-	-	(4)
> 65	-	-	-	-	(5)	(6)	(4)

(1) Indicates for persons born after 1956 and for health care workers even if born before 1957; two doses recommended for individuals in college settings and among health care workers.

(2) Indicated for all adults believed to be susceptible.

(3) Especially indicated for non-pregnant women of child-bearing age.

(4) Indicated if not previously immunized and at increased risk of occupational, social, family, environmental, or illness-related exposure to HBV.

(5) Also indicated for younger persons at high risk of lower-respiratory-tract complications and death (i.e., chronic disorders of the cardiovascular, pulmonary, and/or renal systems; metabolic diseases; severe anemia; and/or compromised immune function); persons in nursing homes.

(6) Indicated for younger persons at high risk of pneumococcal disease (i.e, chronic disorders of the cardiovascular or pulmonary systems; metabolic diseases; alcoholism; cirrhosis; and/or compromised immune function); persons in special environments or social settings.

Infectious Disease Procedures

Overview and rationale for implementing precautions to prevent spread of infectious diseases in the school setting. For all COVID pandemic related resources and guidance, please refer to: [kingsburghigh.com/ District Information/COVID-19 Resources](https://www.kingsburghigh.com/District%20Information/COVID-19%20Resources) or at the following link: <https://www.kingsburghigh.com/Domain/94>

**RISK OF INFECTION WITH HIV AND HEPATITIS B VIRUS
WITH EXPOSURE TO VARIOUS
VOLUMES OF INFECTED BLOOD**

TYPE OF EXPOSURE	VOLUME OF BLOOD	HUMAN IMMUNODEFICIENCY VIRUS (HIV)	HEPATITIS B VIRUS (HBV)
Receipt of infected blood by transfusion	500 cc (1 Unit or 1 Pint)	95.0%	100.0%
Accidental needle stick contaminated with infected blood in a clinical setting	Minute (Less than 1 cc)	0 – 0.3%	12 – 35.0%
Infected blood on broken skin in clinical setting	Minute to Small Volume	Some Risk (6 reported cases in USA)	Some Risk
Infected blood on healthy (unbroken) skin in clinical setting	Minute to Small Volume	No Reported Cases	No Reported Cases*
Caring for infected persons within household	Minute to Small Volume	Not reported cases among family members of thousands of persons with AIDS**	Some Risk***

- Some health care workers have been infected with HBV in absence of a needle stick. Presumably, those infections were acquired by blood transferred to oral or nasal mucous membranes via hands.
- No family members have contracted HIV infection unless they were themselves at risk because of sexual activity, inoculation with blood or blood products and prenatal events.
- Hepatitis B Virus (HBV) transmission has occurred between infected babies and their family contacts, infected developmentally delayed children and their classmates and caregivers, and in other situations when chronic carriers are present for prolonged periods.

The basic principle promoted by this guideline is to use the Universal Precautions. This means to use appropriate precautions regardless of your knowledge of which germs are present in the individual's blood, saliva, nasal discharges or vomit, urine and feces. In other words, when handling the discharges from another person's body, always use reasonable precautions, especially when handling discharge of contaminated refuse only to those times when you are dealing with persons you know or suspect may carry specific germs.

One outcome of using Universal Precautions will be fewer student and staff absences from common infections such as colds and influenza. Another positive outcome will be teaching, by modeling, what precautions are appropriate when handling other persons' body discharges with special care for handling blood and bloody discharges because of AIDS/HIV infection, Hepatitis B and other blood-borne infections.

Applying the principle of using Universal Precautions removes the problem of needing to know which persons are infected with which germs in the school setting. Routine use of appropriate precautions eliminates much of the fear of not knowing if a student in the classroom has an infection. Sometimes the parents or the students themselves are afraid to share information about infections. Most often, however, the infected students and their parents do not have that information. This is especially true about HIV infected persons.

What are Universal Precautions?

Universal Precautions are precautions used in all situations and not limited to use with individuals known to be carrying a specific virus such as HIV or the virus causing Hepatitis B. In the school setting, those precautions should include: hand washing, using gloves, careful trash disposal, using disinfectants and modification of cardiopulmonary resuscitation (CPR).

HAND WASHING: Hand washing facilities should include soap and running water at a pleasantly warm temperature. Automatic hand dryers can be considered an alternative to paper towels. Scented soap allows teachers to determine if elementary students have used the soap. Scheduling time for students to wash hands before eating is suggested to encourage the practice. Classroom instruction about proper hand washing can be integrated into health instruction at all grade levels.

USING GLOVES: All staff members who may be required to administer first aid involving blood or to handle body fluids that may contain blood should have access to latex gloves in the areas where the gloves might be required to be used.

TRASH DISPOSAL: Special containers lined with plastic and marked appropriately are recommended for disposal of trash containing blood or any body spills that may contain blood. If needles, syringes or lancets are used in the school setting, arrange for a puncture-proof container. Contact your local health department for directions about disposal of contaminated materials. Place intact needles and syringes in the designated container. Do not bend or break needles. Do not recap needles.

FIRST AID INVOLVING BLOOD AND CPR: Individuals with responsibility for administering first aid in school, on the athletic fields, in the cafeterias, on the playgrounds and on school busses should have current instruction and certification. That instruction can be provided by certificated school nurses employed by the school districts or by local agencies such as the American Red Cross and the American Heart Association. Gloves should be standard components of first-aid supplies in the schools so that they are readily accessible for emergencies and regular care given in school health offices, cafeterias and athletic training rooms. Devices that prevent backflow of fluids from the mouth of a victim being given CPR also should be readily accessible to those persons most likely to be the rescuers in the school setting. A wide variety of devices are available. Contact your local paramedic teams or hospital emergency room to determine which devices they recommend.

USING DISINFECTANTS: At each school site, appropriate and Environmental Protection Agency (EPA) approved disinfectants should be supplied and used. Regular

household chlorine bleach diluted 1:10 and mixed daily (or as needed so that the solution is fresh) is an effective disinfectant for destroying the AIDS and Hepatitis B viruses as well as most other disease-causing organisms.

Staff Evaluation Form

Certificated staff are evaluated using the following form twice each year during their first two probationary years and once every other year during their tenure.

Kingsburg Joint Union High School District Certificated Evaluation Form	
Teacher:	Date:
School: Kingsburg High	Grade/Subject:
Status:	Evaluator: Administration
<u>Performance Rating Scale</u> 1=Meets or exceeds standards 2=Progressing toward meeting standard 3=Does not meet standard N/A=Not applicable N/O=Not Observed	
Standard 1: Teacher Engages and Supports All Students in Learning	
	Rating
1.1 Uses knowledge of students to engage them in learning.	
1.2 Connects learning to students' prior knowledge, backgrounds, life experiences, and interests.	
1.3 Connects subject matter to meaningful, real-life contexts.	
1.4 Uses a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs.	
1.5 Promotes critical thinking through inquiry, problem solving, and reflection.	
1.6 Monitors student learning and adjusts instruction while teaching.	
<u>Commendations and recommendations:</u>	
Standard 2: Teacher Creates and Maintains Effective Environments for Student Learning	
	Rating
2.1 Promotes social development and responsibility with a caring community where each students is treated respectfully.	
2.2 Creates a physical or virtual learning environment that promotes student learning, reflects diversity, and encourages constructive and productive feedback.	
2.3 Establishes and maintains learning environments that are physically, intellectually, and emotionally safe.	
2.4 Creates a rigorous learning environment with high expectations and appropriate support for all students.	
2.5 Develops, communicates, and maintains high standards for individual and group behavior.	
2.6 Employs classroom routines, procedures, and norms that support positive student behavior ensuring a climate in which all students can learn.	
2.7 Uses instructional time to optimize learning.	
<u>Commendations and recommendations:</u>	
Standard 3: Teacher Understands and Organizes Subject Matter for Student Learning	
	Rating
3.1 Demonstrates knowledge of subject matter, academic content standards, and curriculum frameworks.	
3.2 Applies knowledge of student development and proficiencies to ensure student understanding of subject matter.	
3.3 Organizes curriculum to facilitate student understanding of subject matter.	
3.4 Utilizes instructional strategies that are appropriate to subject matter.	
3.5 Uses and adapts resources, technologies, and standards-aligned instructional materials and adopted materials, to make subject matter accessible by all students.	
3.6 Addresses the needs of English Learners and students with special needs to provide equitable access to content.	
<u>Commendations and recommendations:</u>	

Standard 4: Teacher Plans Instruction and Designs Learning Experiences for All Students	Rating
4.1 Uses knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction.	
4.2 Establishes and articulate goals for student learning.	
4.3 Develops and sequences both short-term and long-term instructional plans to support student learning.	
4.4 Plans instruction that incorporates appropriate strategies to meet the learning needs of all students.	
4.5 Adapts instructional plans and curricular materials to meet the assessed learning needs of all students.	
<u>Commendations and recommendations:</u>	
Standard 5: Teacher Assesses Student Learning	Rating
5.1 Applies knowledge of the purposes, characteristics, and the uses of different types of assessments.	
5.2 Collects and analyzes assessment data from a variety of sources to inform instruction.	
5.3 Reviews data, both individually and with colleagues, to monitor student learning.	
5.4 Uses assessment data to establish learning goals and to plan, differentiate, and modify instruction.	
5.5 Involves all students in the self-assessment, goal setting, and monitoring progress.	
5.6 Uses available technology to assist in assessment, analysis, and communication of student learning.	
5.7 Uses assessment information to share timely and comprehensible feedback with students and their families.	
<u>Commendations and recommendations:</u>	
Standard 6: Teacher is Developing as a Professional Educator (Yes/No)	Rating
6.1 Reflects on teaching practice in support of student learning.	
6.2 Establishes professional goals and engages in continuous and purposeful professional growth and development.	
6.3 Collaborates with colleagues and broader professional community to support both teacher and student learning.	
6.4 Works with families to support student learning.	
6.5 Engages local communities in support of the instructional program.	
6.6 Manages professional responsibilities to maintain motivation and commitment to all students.	
6.7 Demonstrates professional responsibility, integrity, and ethical conduct.	
<u>Commendations and recommendations:</u>	
Data sources which evaluation is based: (e.g. reflection, documentation, observations (formal and informal), lesson plans, student work, conferences, assessments, professional collaboration)	
<u>Additional Comments:</u>	

Evaluatee Statement: I acknowledge that I have seen this evaluation and have been provided with suggestions where improvements in performance are indicated. I understand my signature does not necessarily mean I agree with this evaluation and I may submit a statement in writing to accompany this form within 10 days.

Evaluatee's signature:

Date:

Evaluator's signature:

Date:

(Classified Staff are evaluated using this form twice during their probationary term of six (6) months and once every year)

KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT
Classified Performance Report

Employee Name _____

Classification (Job Title) _____

		ABOVE AVERAGE Meets your standards for above average work performance	SATISFACTORY Meets your standards for completely satisfactory work performance	IMPROVEMENT NEEDED Below your standards for satisfactory work performance. Needs improvement
	Quality			
1.	Does the quality of work performed by the employee meet the accepted standards of the job?			
	Quantity			
2.	Does employee complete the work required in the allotted time?			
	Personal Qualities			
3.	Is personal appearance suitable to assignment?			
4.	Does health permit effective work?			
	Work Habits and Attitudes			
5.	Does employee organize his/her work?			
6.	Does employee use good judgment?			
7.	Does employee readily learn and apply new ideas, procedures, rules, techniques?			
8.	Does employee show interest in work?			
9.	Does employee abide by rules and regulations?			
10.	Does employee accept responsibility?			
	Punctuality			
11.	Is employee punctual in complying with the assigned hours of work?			
	Dependability			
12.	Does employee continue to work in the absence of close supervision?			
13.	Does employee comply with written instructions in the performance of job duties?			
14.	Does employee comply with oral instructions in performing job duties?			
	Relationships with People			
15.	Does employee work well with others?			
16.	Does employee foster good public relations?			
	Supervisory Ability			
17.	How well does employee plan and direct the work of others? (If not applicable, don't rate).			
	Overall Rating			

Comments of Employee Performance: _____

 Signature of Employee
 Date

 Title

 Signature of Supervisor
 Date

 Title

 Signature of Site Administrator
 Date

 Title

It is understood that in signing this performance report the employee acknowledges having seen and discussed the rating but does not necessarily agree with the conclusions.

4312.9

Employee Notifications 4312.9

Note: The following exhibit lists notices which the law requires the district to provide to employees. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements. **All policy below can be read in its entirety by accessing GAMUT/Simbli online: www.kingsburghigh.com > Board > Board Policy > GamutOnline.net > Kingsburg JUHSD Policy Home Page. Or at [Kingsburg JUHSD Board Policy Website](#) Please contact the district office with any questions or requests.**

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees			
At the beginning of school year or upon employment	Education Code 231.5; Government Code 12950	AR 4119.11 4219.11 4319.11	The district's policy on sexual harassment, legal remedies, complaints
Annually, and 72 hours before pesticide application	Education Code 17612	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information on pesticides
Prior to implementing year-round schedule	Education Code 37616	BP 6117	Public hearing on year-round program
Prior to implementing alternative schedule	Education Code 46162	BP 6112	Public hearing on alternative schedule in secondary grades
Annually	Education Code 49013; 5 CCR 4622	AR 1312.3 BP 0460 BP 3260	Uniform complaint procedures, appeals, civil law remedies, coordinator, complaints about student fees and local control and accountability plan
Annually	Education Code 49414	AR 5141.21	Request for volunteers to be trained to administer epinephrine auto-injectors
At least once per year	Education Code 49414.3	AR 5141.21	Request for volunteers to be trained to administer opioid antagonist
To all employees	Government Code 1126	BP 4136 4236 4336	Prohibition of activities that are inconsistent, incompatible, in conflict with, or inimical to duties; discipline; appeal
To all employees	Government Code 8355; 41 USC 8102; 34 CFR 84.205, 84.210	BP 4020 BP 4159 4259 4359	District's drug- and alcohol-free workplace; actions to be taken if violated; available employee assistance programs

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Upon employment	Government Code 21029	None	Right to purchase PERS service credit for military service performed prior to public employment
Upon placement of automated external defibrillator (AED) in school, and annually thereafter	Health and Safety Code 1797.196	AR 5141	Proper use of AED; location of all AEDs on campus, sudden cardiac arrest, school's emergency response plan
If the district receives Tobacco-Use Prevention Education funds	Health and Safety Code 104420	AR 3513.3	District's tobacco-free schools policy and enforcement procedures
Annually, or more frequently if there is new information	Health and Safety Code 120875, 120880	BP 4119.43 4219.43 4319.43	AIDS and hepatitis B, including methods to prevent exposure
To new employees upon hire and other employees upon request, in districts with 25 or more employees	Labor Code 230.1	AR 4161.2 4261.2 4361.2	Rights pursuant to Labor Code 230-230.1 pertaining to leaves and accommodations for victims of crime or abuse
With each paycheck	Labor Code 246	AR 4161.1 AR 4261.1 4361.1	Amount of sick leave available
Upon hire, in employee handbook, and upon request for parental leave	Labor Code 1034	BP 4033	The district's policy on lactation accommodation
To covered employees and former employees	Labor Code 2800.2	AR 4154 4254 4354	Availability of COBRA/ Cal-COBRA continuation and conversion coverage; statement encouraging careful examination of options before declining coverage
To employees participating in a flexible spending account	Labor Code 2810.7	None	Deadline to withdraw funds from account before the end of the plan year
To every new employee, either at the time employee is hired or by end of first pay period	Labor Code 3551	AR 4157.1 4257.1 4357.1	Workers' compensation benefits, how to obtain medical care, role of primary physician, form for reporting personal physician/chiropractor

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
Within one day of receiving notice of potential exposure to COVID-19, to employees who were on the premises during the infectious period, the exclusive representative, and the employer of subcontracted employees as applicable	Labor Code 6409.6	AR 4157 4257 4357	Potential exposure to COVID-19; benefits to which employees may be entitled; available leave options; protection against discrimination and retaliation; district's disinfection and safety plan
Prior to beginning employment	Penal Code 11165.7, 11166.5	AR 5141.4	Status as a mandated reporter of child abuse, reporting obligations, confidentiality rights, copy of law
Upon employment, and when employee goes on leave for specified reasons	Unemployment Insurance Code 2613	AR 4154 4254 4354	Disability insurance rights and benefits
To principal, counselor who directly supervises or reports on student's behavior or progress, and teacher and other administrators who directly supervise or report on student's behavior or progress when principal believes needs the information for the protection of self or others when working with student, when Superintendent or designee receives written notification that minor student has committed a felony or misdemeanor involving specified offenses	Welfare and Institutions Code 827	AR 4158 4258 4358	Limited exception to juvenile court record confidentiality to ensure rehabilitation of juvenile criminal offenders and protect students and staff
To all employees and job applicants	2 CCR 11023; 34 CFR 104.8, 106.9	BP 0410 AR 4030	District's policy on nondiscrimination and related complaint procedures
To all employees via employee handbook, or to each new employee	2 CCR 11091, 11095; 29 CFR 825.300	AR 4161.8 4261.8 4361.8	Benefits through Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA); obligation to provide 30 days' notice of need for leave when possible
To all employees	8 CCR 3203	AR 4157 4257 4357	The right and procedure to access the injury and illness prevention program
To all employees working with homeless families	42 USC 11432	AR 6173	Duties of district liaison for homeless students

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
I. To All Employees (continued)			
To all employees	34 CFR 106.8	AR 4119.11 4219.11 4319.11	Nondiscrimination on the basis of sex; contact information for district's Title IX Coordinator; referral of inquiries to Title IX Coordinator and/or Office for Civil Rights
Annually	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; inspections, response actions, post-response actions planned or in progress

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees			
To eligible certificated employees in a timely manner, and to part-time and substitute certificated employees within 30 days of hire	Education Code 22455.5	AR 4121	Criteria for membership in retirement system; right to elect membership at any time
Upon employment of a retired certificated individual	Education Code 22461	AR 4117.14 4317.14	Postretirement earnings limitation or employment restriction; monthly report of compensation
To certificated employees	Education Code 35171	AR 4115 BP 4315	District regulations related to performance evaluations
30 days before last day of school year for instructional staff, or by June 30 for noninstructional certificated staff, in any year in which employee is evaluated	Education Code 44663	AR 4115	Copy of employee's evaluation
To a certificated employee with unsatisfactory evaluation, once per year for probationary employee or at least once every other year for permanent employee	Education Code 44664	AR 4115	Notice and description of the unsatisfactory performance
By May 30, if district issues reemployment notices to certificated employees	Education Code 44842	AR 4112.1	Request that the employee notify district of intent to remain in service next year

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees continued			
To probationary and temporary certificated employees upon employment, and every July thereafter	Education Code 44916	AR 4112.1 AR 4121	Employment status and salary
To probationary employee, by March 15	Education Code 44929.21, 44929.23, 44948.5	BP 4116	Whether or not employee is reelected for next school year
When certificated employee is subject to disciplinary action for cause, at any time of year or, for charge of unsatisfactory performance, during instructional year	Education Code 44934, 44934.1, 44936	BP 4118 AR 4118	Notice of charges, procedures, and employee rights; intent to dismiss or suspend 30 days after notice
To certificated employee charged with unprofessional conduct, at least 45 days prior to suspension/dismissal notice	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with unsatisfactory performance, at least 90 days prior to suspension/dismissal notice or prior to last quarter of school year	Education Code 44938	BP 4118	Notice of deficiency and opportunity to correct
To certificated employee charged with mandatory leave of absence offense, within 10 days of entry of judgment in proceedings	Education Code 44940.5	AR 4118	Notice of intent to dismiss 30 days from notice unless employee demands hearing
To probationary employee 30 days prior to dismissal during school year, but not later than March 15 for a second-year probationary employee	Education Code 44948.3	AR 4118	Reasons for dismissal and opportunity to appeal
By March 15 when necessary to reduce certificated personnel, with final notice by May 15	Education Code 44949, 44955	BP 4117.3	Reasons for personnel reduction and employees' right to hearing; final notice of Board decision re: termination
Before the end of the school year to temporary employee who served 75 percent of school year but will be released	Education Code 44954	BP 4121	District's decision not to reelect employee for following school year

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
II. To Certificated Employees			
During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to any permanent or probationary certificated employee, including an employee holding a position that requires administrative or supervisory credential, whose services are terminated	Education Code 44955.5	BP 4117.3	Decrease in the number of permanent employees in accordance with a schedule of notice and hearing adopted by the Board
To teacher, when a student engages in or is reasonably suspected of specified acts	Education Code 49079	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To teacher of a student who is suspended or expelled, when Superintendent or designee receives transfer student's record regarding acts that resulted in suspension or expulsion	Education Code 48201	AR 4158 4258 4358	Student has committed specified act that constitutes ground for suspension or expulsion
To certificated employee upon change in employment status due to alleged misconduct or while allegation is pending	5 CCR 80303	AR 4117.7 4317.7	Contents of state regulation re: report to Commission on Teacher Credentialing
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees			
When classified employee is subject to disciplinary action for cause, in nonmerit district	Education Code 45113	AR 4218	Notice of charges, right to hearing, timeline for requesting hearing
By March 15, when laid off due to lack of work or lack of funds, with final notice by May 15	Education Code 45117	AR 4217.3	Notice of layoff, displacement and reemployment rights, right to hearing; final notice of Board decision regarding termination
During the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies when the Board determines	Education Code 45117	AR 4217.3	District Statement of Reduction in Force to affected employees in accordance with a schedule of notice and hearing adopted by the Board

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
III. To Classified Employees			
that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, to classified employees who are laid off due to lack of work or lack of funds			
At least 60 days prior to the effective date of layoff, if the employee's position must be eliminated due to the expiration of a specially funded program	Education Code 45117	AR 4217.3	Notice of layoff date, displacement and reemployment rights
Upon employment and upon each change in classification	Education Code 45169	AR 4212	Employee's class specification, salary data, assignment or work location, duty hours, prescribed workweek
To permanent employee whose leave is exhausted	Education Code 45192, 45195	AR 4261.1 AR 4261.11	Exhaustion of leave, opportunity to request additional leave
To school bus drivers and school activity bus drivers prior to expiration of specified documents	13 CCR 1234	AR 3542	Expiration date of driver's license, driver's certificate and medical certificate; need to renew
To school bus drivers and school activity bus drivers upon employment and at least once per year thereafter	13 CCR 2480	AR 3542	Limitations on vehicle idling; consequences of not complying
To school bus drivers, prior to district drug testing program and thereafter upon employment	49 CFR 382.113, 382.601	AR 4112.42 4212.42 4312.42	Explanation of federal requirements for drug testing program and district's policy; prior to administration of each drug or alcohol test
To school bus drivers, prior to operating school bus	49 CFR 382.303	AR 4112.42 4212.42 4312.42	Post-accident information, procedures, and instructions

When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
IV. To Administrative/Supervisory Personnel			
To superintendent, deputy, associate, or assistant superintendent or senior manager of classified service, at least 45 days before expiration of contract	Education Code 35031	BP 2121 BP 4312.1	Decision not to reelect or reemploy upon expiration of contract or term

Upon request by administrative or supervisory employee transferred to teaching position	Education Code 44896	AR 4313.2	Statement of the reasons for the reassignment
By March 15 to employee who may be released/reassigned the following school year	Education Code 44951	AR 4313.2	Notice that employee may be released or reassigned the following school year
When/Whom to Notify	Education or Other Legal Code	Board Policy/ Administrative Regulation #	Subject
V. To Individual Employees Under Special Circumstances			
In the event of a breach of security of district records, to affected employees	Civil Code 1798.29	BP 3580	Types of records affected, date of breach, description of incident, and, as applicable, contact information for credit reporting agencies
Prior to placing derogatory information in personnel file	Education Code 44031	AR 4112.6 4212.6 4312.6	Notice of derogatory information, opportunity to review and comment
To employees who volunteer to administer epinephrine auto-injector	Education Code 49414	AR 5141.21	Defense and indemnification from civil liability by the district
To district police officer, within 30 days of decision to impose discipline	Government Code 3304	AR 3515.3	Decision to impose discipline, including the date that discipline will be imposed
To employee returning from military leave of absence, within 30 days of return	Government Code 20997	AR 4161.5 4261.5 4361.5	Right to receive PERS service credit for military service; application form
24 hours before Board meets in closed session to hear complaints or charges against employee	Government Code 54957	BB 9321	Employee's right to have complaints/charges heard in open session
When taking disciplinary action against employee for disclosure of confidential information	Government Code 54963	BP 4119.23 4219.23 4319.23	Law prohibiting disclosure of confidential information obtained in closed session
When document identifying employee who is victim of domestic violence is disclosed	Labor Code 230	AR 4158 4258 4358	Accommodations and leave for victims of domestic violence
Within one working day of work-related injury or victimization of crime	Labor Code 3553, 5401	AR 4157.1 4257.1 4357.1	Potential eligibility for workers' compensation benefits, claim form
When adverse employment action is based on DOJ criminal history information or subsequent arrest notification	Penal Code 11105, 11105.2	AR 4112.5 4212.5 4312.5	Copy of DOJ notification
To any employee with exposure to blood or other	8 CCR 3204	AR 4119.42 4219.42	The existence, location, and availability of exposure and

potentially infectious materials, upon initial employment and at least annually thereafter		4319.42	medical records; person responsible for maintaining and providing access to records; right to access records
To any employee assigned to a work area where hazardous chemicals are present, upon initial assignment and upon new exposure situation	8 CCR 5191	AR 3514.1	Location and availability of chemical hygiene plan, exposure limits, signs and symptoms of exposure, location of reference material
To any employee who may be exposed to hazardous substances in the work area, upon initial assignment and when new hazard is introduced into work area	8 CCR 5194	AR 3514.1	Any presence of hazardous substances in the work area, location and availability of hazard communication program, new material safety data sheet, employee rights
To employee eligible for military leave	38 USC 4334	AR 4161.5 4261.5 4361.5	Notice of rights, benefits, and obligations under military leave
Within five days of employee's request for FMLA leave, receipt of supporting information, or district's knowledge that the requested leave may qualify as FMLA leave	29 CFR 825.300; 2 CCR 11049, 11091	AR 4161.8 4261.8 4361.8	Designation of leave as FMLA or non-FMLA; if not eligible, reason not eligible; requirement to use paid leave; any requirement for fitness-for-duty certification; any subsequent changes in designation notice
Whenever notice of eligibility for FMLA is provided to employee	29 CFR 825.300	AR 4161.8 4261.8 4361.8	Rights and responsibilities re: use of FMLA; consequences of failure to meet obligations

Notice of Employee Rights Under Title IX

(34 C.F.R. § 106.8, subd. (b))

The Kingsburg Joint Union High School District (“District”) does not discriminate on the basis of sex in any education program or activity that it operates. This includes employment at an educational institution. The prohibition against discrimination on the basis of sex is required by federal law, Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C §§ 1681-1688, and specifically 34 C.F.R. § 106.8, subsection (b).

Title IX requires that school districts take immediate and appropriate action to address any potential Title IX violations that are brought to its attention.

Title IX Coordinator

Cindy Schreiner, Executive Director of Student Services is the Title IX Coordinator for Title IX complaints involving employees for the Kingsburg Joint Union High School District (“District”), and can be reached by telephone at (559)897-7721

x2302, by e-mail AT cschreiner@kingsburghigh.com, by mail or in person at 1900 18th Avenue, Kingsburg, CA, 93631.

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

Sexual Harassment Under Title IX

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

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

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

Reporting and Filing a Title IX Complaint with the District

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

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

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

Title IX Complaint Procedure

The District will process all formal Title IX complaints in accordance with Title IX and District Board Policy (“BP”) 4119.11 – Sexual Harassment, and Administrative Regulation (“AR”) 4119.12 – Title IX Sexual Harassment Complaint Procedures, which includes an option for informal resolution for certain matters. Board Policy:

All investigations will be conducted as confidentially as possible. Upon receipt of a formal Title IX complaint, the District will provide the complainant and respondent (or “the parties”) with adequate notice of the District’s complaint process and the underlying allegations. During the course of the investigation, the District will provide the parties with an equal opportunity to present witnesses and evidence. The District will not restrict the ability of the parties to discuss the allegations under investigation, and it will allow parties to utilize an advisor of their choice, who may be an attorney if they so choose. As detailed in AR 4119.12, prior to the conclusion of the investigation, the parties will have the opportunity to inspect and respond to all evidence that is directly related to the allegations in the complaint that was gathered during the course of the investigation. Thereafter, and prior to any final decision being made, the parties will receive a copy of the investigation report that fairly summarizes the relevant evidence, and they will have an opportunity to submit written, relevant questions to be asked of the other party or any witness. Next, a determination regarding responsibility will be made and issued to both parties.

Under Title IX and District policy, the responding party is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the end of the complaint process.

Any party not satisfied with the final written determination will have the option to appeal the final determination, as detailed in AR 4119.12. In addition, a person may file a complaint concerning sexual harassment with either the California Department of Fair Employment and Housing (“DFEH”) or the Equal Employment Opportunity Commission (“EEOC”). Complaints with DFEH must be filed within three years of the alleged discriminatory acts, unless an exception exists pursuant to Government Code section 12960. Complaints with the EEOC must be filed within 180 days of the alleged discriminatory acts, or within 300 days of the alleged discriminatory act after first filing a complaint with DFEH or 30 days after the termination of proceedings by DFEH, whichever is earlier.

Additional details about procedures for filing a formal Title IX complaint and Title IX complaint procedures may be found in BP 4119.11 – Sexual Harassment and AR 4119.12 – Title IX Sexual Harassment Complaint Procedures <http://kjuhsd.com/board-policy/>. Copies may also be obtained at the District office.

All Other Employee Complaints of Sexual Harassment and Discrimination

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

Sexual harassment and discrimination complaints brought forth by or on behalf of employees that do not qualify as formal Title IX complaints, or do not rise to the level of sexual harassment as defined by Title IX, as described above, will be processed in accordance with BP/AR 4119.11 – Sexual Harassment and/or BP/AR 4030 – Nondiscrimination in Employment, or in a manner that is otherwise deemed appropriate by the District.

Additional Resources

- California Department of Fair Employment and Housing: <https://www.dfeh.ca.gov/Employment/>
- U.S. Equal Employment Opportunity Commission: <https://www.eeoc.gov/sex-based-discrimination>; <https://www.eeoc.gov/sexual-harassment>
- Link to Access Board Policy and Administrative Regulation 4119.11 – Sexual Harassment, Administrative Regulation 4119.12 – Title IX Sexual Harassment Complaint Procedures, Board Policy and Administrative Regulation 4030 – Nondiscrimination in Employment: <https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030437>
Copies may also be obtained at the District office.

Title IX Training Materials

Materials used to train the District's Title IX Coordinator, investigator(s), decision-maker(s), appeals officer(s), and any person who facilitates an informal resolution process may be found here: kingsburghigh.com > District Information > Legal Notices & Reports > Title IX Information or at the link <https://www.kingsburghigh.com/Page/112> . They are also available at the District office upon request.

UNIFORM COMPLAINT PROCEDURES BP AR 1312.3

Community Relations

BP 1312.3

02/21/2022 Adopted

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

Complaints Subject to UCP

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

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

22. State preschool programs (Education Code 8207-8225)
23. State preschool health and safety issues in license-exempt programs (Education Code 8212)
24. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
25. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

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

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

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

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

Non-UCP Complaints

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was

subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)
8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

REGULATIONS 1312.3 UNIFORM COMPLAINT PROCEDURES

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

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4030 - Nondiscrimination in Employment)

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

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 4030 - Nondiscrimination in Employment)

Compliance Officers

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.71 - Title IX Sexual Harassment Complaints Procedures)

Title IX Coordinator/Director Student Services - Cindy Schreiner

(title or position)

District Office

(unit or office)

1900 18th Avenue, Kingsburg, CA 93631

(address)

(559)897-7721

(telephone number)

cschreiner@kingsburghigh.com

(email)

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

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

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

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

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

Notifications

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

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

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

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

(cf. 5145.6 - Parental Notifications)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred
4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral

fundamental part of the district's educational program, including curricular and extracurricular activities

(cf. 3260 - Fees and Charges)

6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
(cf. 0460 - Local Control and Accountability Plan)
7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, homeless students, children of military families, and former juvenile court school students now enrolled in the district, as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
(cf. 6173 - Education for Homeless Children)
cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6173.3 - Education for Juvenile Court School Students)
(cf. 6175 - Migrant Education Program)
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
11. A statement that copies of the district's UCP are available free of charge

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

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

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

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's UCP policy, regulation, forms, and

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

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

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

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

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.
3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)
4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)
5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

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

Mediation

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

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

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

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

Investigation of Complaint

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

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

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

place. At appropriate intervals, the compliance officer shall inform the parties of the status of the investigation.

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

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

Timeline for Investigation Report

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

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

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

(cf. 9321 - Closed Session)

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

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

Investigation Report

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

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

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

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, and bullying, notice of the investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim. If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed. For complaints alleging unlawful discrimination, harassment, intimidation, and bullying based on state law, the investigation report shall also include a notice to the complainant that:

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

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus

on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

(cf. 5137 - Positive School Climate)

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

1. Counseling
(cf. 6164.2 - Guidance/Counseling Services)
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

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

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
(cf. 6164.5 - Student Success Teams)
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
(cf. 6145 - Extracurricular and Cocurricular Activities)
7. Disciplinary action, such as suspension or expulsion, as permitted by law
cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

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

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

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

Appeals to the California Department of Education

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

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

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

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

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

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

Employee Code of Conduct

Professional Standards

BP 4119.21

Personnel

The Board of Trustees expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate.

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed

3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity
9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records
10. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information
11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities
12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.
13. Causing damage to or engaging in theft of property belonging to students, staff, or the district
14. Wearing inappropriate attire

Reports of Misconduct

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

Sexual Harassment BP 4119.11

Policy 4119.11 Sexual Harassment February 2022

The following policy shall apply to all district employees, interns, volunteers, contractors, job applicants, and other persons with an employment relationship with the district.

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

(cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 4030 - Nondiscrimination in Employment)

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
3. Ensuring prompt, thorough, fair, and equitable investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

Sexual Harassment Reports and Complaints

District employees who feel that they have been sexually harassed in the performance of their district responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a district administrator, or the district's Title IX Coordinator.

Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or AR 4030 - Nondiscrimination in Employment, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 4119.12/4219.12/4319.12 concurrently meets the requirements of AR 4030.

(cf. 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaints)

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7/4317.7 - Employment Status Reports) (cf. 4118 - Dismissal/Suspension/Disciplinary Action) (cf. 4218 - Dismissal/Suspension/Disciplinary Action)

*Full Sexual Harassment Administrative Regulations 4119.11 :
<http://kingsburghigh.com/board-policy/>*

Bullying AR 5131.2

Students Regulation 5131.2

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

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 6163.4 - Student Use of Technology)

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

1. Physical bullying: An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. Verbal bullying: An act that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. Social/relational bullying: An act that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. Cyberbullying: An act such as sending demeaning or hateful text messages or emails, spreading rumors by email or by posting on social networking sites, or posting or sharing embarrassing photos, videos, web site, or fake profiles

Measures to Prevent Bullying

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

1. Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate

(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)
2. Providing information to students, through student handbooks, district and school web sites and social media, and other age-appropriate means, about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying
3. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously
4. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as playgrounds, hallways, restrooms, and cafeterias
5. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

Staff Development

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

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

Information and Resources

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

1. The district's policy on student suicide prevention, including a reference to the policy's age appropriateness for students in grades 9-12

(cf. 5141.52 - Suicide Prevention)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

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

(cf. 1113 - District and School Websites)

Student Instruction

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

(cf. 6142.8 - Comprehensive Health Education)
cf. 6142.94 - History-Social Science Instruction)

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

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

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

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

(cf. 1312.3 - Uniform Complaint Procedures)

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

Discipline/Corrective Actions

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

(cf. 5116.2 - Involuntary Student Transfers)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

Support Services

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

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

Adopted 3/15/2021

Nondiscrimination/Harassment BP AR 5145.3

BP 5145.3 May 2020

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

The Governing Board desires to provide a safe school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6164.6 - Identification and Education Under Section 504)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint. The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1330 - Use of Facilities)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6164.2 - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 5145.2 - Freedom of Speech/Expression)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

(cf. 3580 - District Records)

Legal Reference:

Visit <https://www.kingsburghigh.com/domain/20> 5145.3

Nondiscrimination Harassment AR 5145.3 (February 2023)

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity,

gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Title IX Coordinator:

Director Student Services - Cindy Schreiner

1900 18th Avenue, Kingsburg, CA 93631
(559)897-7721

cscheiner@kingsburghigh.com

Measures to Prevent Discrimination

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

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communications
2. Post the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
4. Post in a prominent location on the district web site in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.6, 221.61, 234.6)
 - a. The name and contact information of the district's Title IX Coordinator, including the phone number and email address
 - b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code

221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)

- c. A description of how to file a complaint of noncompliance under Title IX, which shall include:
 - i. An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
 - ii. An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site
 - iii. A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office
 - d. A link to the Title IX information included on the California Department of Education's (CDE) web site
5. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. Such resources shall be posted in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.5, 234.6)
 6. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior.
 7. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.
 8. Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

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

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

Enforcement of District Policy

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

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

Process for Initiating and Responding to Complaints

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

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

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

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, the principal or compliance officer shall notify the student or parent/guardian of the right to file a formal complaint in accordance with AR 1312.3 - Uniform Complaint Procedures or, for complaints of sexual harassment that meet the federal Title IX definition, AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Once notified verbally or in writing, the compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's intersex, nonbinary, transgender, or gender-nonconformity status or gender identity or gender expression to the student's parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support

services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion of gender identity and begin to treat the student consistent with that gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.
3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, the student's parents/guardians to identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained. The meeting shall discuss the intersex, nonbinary, transgender, or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming individual, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting the student's educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.
4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because the student is intersex, nonbinary, transgender, or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.
5. **Student Records:** Upon each student's enrollment, the district is required to maintain a mandatory permanent student record (official record) that includes the student's gender and legal name.

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

However, when proper documentation or authorization, as applicable, is not submitted with a request to change a student's legal name or gender, any change to the student's record shall be limited to the student's unofficial records such as attendance sheets, report cards, and school identification.

6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the pronoun(s) consistent with the student's gender identity, without the necessity of a court order or a change to the student's official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying district policy.
7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with the student's gender identity, subject to any dress code adopted on a school site.

Employee Rights Under the Family Medical Leave Act

Leave Entitlements

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

Benefits & Protections

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

Requesting Leave

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine

if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or

will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employers Responsibilities

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint: 1-866-4-uswage
(1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd
U.S. Department of Labor / Wage and Hour Division

Lactation Accommodation BP 4033

Last Reviewed: 7/19/2021

The Governing Board recognizes the immediate and long-term health benefits of breastfeeding and desires to provide a supportive environment for any district employee to express milk for an infant child upon returning to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee for seeking an accommodation to express breast milk for an infant child while at work.

(cf. 4030 - Nondiscrimination in Employment)

An employee shall notify the employee's supervisor or other appropriate personnel in advance of the intent to request an accommodation. The supervisor shall respond to the request and shall work with the employee to make arrangements. If needed, the supervisor shall address scheduling in order to ensure that the employee's essential job duties are covered during the break time.

Lactation accommodations shall be granted unless limited circumstances exist as specified in law. (Labor Code 1031, 1032; 29 USC 207)

Before a determination is made to deny lactation accommodations to an employee, the employee's supervisor shall consult with the Superintendent or designee. When lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

The Superintendent or designee shall provide a written response to any employee who was denied the accommodation(s). (Labor Code 1034)

The district shall include this policy in its employee handbook or in any set of policies that the district makes available to employees. In addition, the Superintendent or designee shall distribute the policy to new employees upon hire and when an employee makes an inquiry about or requests parental leave. (Labor Code 1034)

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

Break Time and Location Requirements

The district shall provide a reasonable amount of break time to accommodate an employee each time the employee has a need to express breast milk for an infant child. (Labor Code 1030)

To the extent possible, any break time granted for lactation accommodation shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 207)

The employee shall be provided the use of a private room or location, other than a bathroom, which may be the employee's work area or another location that is in close proximity to the employee's work area. The room or location provided shall meet the following requirements: (Labor Code 1031; 29 USC 207)

1. Is shielded from view and free from intrusion while the employee is expressing milk
2. Is safe, clean, and free of hazardous materials, as defined in Labor Code 6382
3. Contains a place to sit and a surface to place a breast pump and personal items
4. Has access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump
5. Has access to a sink with running water and a refrigerator or, if a refrigerator cannot be provided, another cooling device suitable for storing milk in close proximity to the employee's workspace

If a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over other uses for the time it is in use for lactation purposes. (Labor Code 1031)

Dispute Resolution

An employee may file a complaint with the Labor Commissioner at the California Department of Industrial Relations for any alleged violation of Labor Code 1030-1034. (Labor Code 1034)

(cf. 4144/4244/4344 - Complaints)

Appendix A - Forms

Please refer to the following pages for examples of the web forms provided in Smartsheets:

Transportation School Related Trips – Private Vehicle

Transportation School Related Trips – District Vehicle

Overnight Contract Form

Board Overnight Trip Form

Kingsburg Joint Union High School District

Transportation For School-Related Trips

PERSONAL VEHICLE - SCHOOL DRIVER REGISTRATION FORM

DRIVER: Employee Parent/Guardian Volunteer

Name: _____ Date of Birth: _____
Address: _____

Driver's License #: _____ Expiration: _____
Phone #: _____

VEHICLE INFORMATION:

Name of Owner: _____ Year: _____ Make: _____
Address: _____

License Plate #: _____ Expiration: _____
Registration Expiration: _____ Seating Capacity _____

INSURANCE INFORMATION:

Insurance Co.: _____ Policy #: _____
Expiration Date: _____ Phone #: _____
Liability Limits of Policy: _____
License Plate #: _____ Expiration: _____
Registration Expiration: _____ Seating Capacity: _____

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

I certify that I will ensure that all children will be restrained using the appropriate passenger restraint systems. I have read the drivers instructions provided on page two of this document.

Name: _____ Date: _____
Signature: _____

DRIVER INSTRUCTIONS - Personal Vehicle:

When using a vehicle to transport students on district business or school activities, please:

1. Be sure that you have registered with the district for such purposes and have a valid driver's license and current liability insurance at or above the minimum amount required by law for each occurrence.

Volunteer drivers must provide the District Office with proof of automobile insurance which carries the minimum liability insurance of not less than the following amount: Liability/Bodily injury \$100,000; Property damage: \$50,000; Medical payment: \$5,000. When you drive your personal vehicle while on District business, and you are involved in an accident, by law your liability insurance policy is used first. The District liability policy would be used only after your policy limits have been exceeded. The District does not cover, nor is it responsible for, comprehensive and collision coverage of your vehicle.

2. Check the safety of your vehicle: tires, brakes, lights, horn, etc. Your vehicle must also be inspected and a form signed by you and the District's Transportation Department. (Private Car Travel Check Form), before the trip.
3. In no case can the number of passengers, including driver, exceed the number of available seat belts. At no time shall the driver's vision be obstructed.
4. Require each passenger to use a safety belt in accordance with law.
5. **In case of emergency, keep all the children together and call 911 and the district office (559)897-7721.**

Page 2 of 2 - Private Vehicle Use

Kingsburg Joint Union High School District

Transportation For School-Related Trips -

DISTRICT VEHICLE -SCHOOL DRIVER REGISTRATION FORM

DRIVER: Employee Parent/Guardian Volunteer

Name: _____ Date of Birth: _____

Address: _____

Driver's License #: _____ Expiration: _____

Phone #: _____

DRIVER INSTRUCTIONS:

When using a vehicle to transport students on district business or other school activities, please:

6. Be sure that you have registered with the district for such purposes and have a valid driver's license
7. In no case can the number of passengers, including driver, exceed the number of available seat belts. At no time shall the driver's vision be obstructed.
8. Require each passenger to use a safety belt in accordance with law.
9. **In case of emergency, keep all the children together and call 911 and the district office (559)897-7721.**

DRIVER STATEMENT

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that the information given above is true and correct.

I certify that I will ensure that all children will be restrained using the appropriate passenger restraint systems. I have read the drivers instructions listed above.

Name: _____ Date: _____

Signature: _____

Kingsburg Joint Union High School District

1900 18th Avenue Kingsburg, CA 93631 (559) 897-7721 FAX (559) (559)419-6404

Don Shoemaker, Superintendent

Board of Trustees: Rick Jackson • Brent Lunde • Steve Nagle • Mike Serpa • Johnie • Thomsen

Name of Overnight Trip Date & Place

This contract is established to inform all parties involved of the consequences of conduct that is unacceptable during the event. Failure to follow school policies during this event will result in consequences.

1. All school rules and policies that are outlined in the student handbook apply to this trip.
2. Once you are in your room for the night, you are not to leave after bed check, unless you have called your chaperone for permission. This includes running to the snack machine or any other errand. If you are caught outside of your room after you have been ordered to stay in, then the above consequences are applied.
3. **Only those students assigned to YOUR room are allowed in your room. Under no circumstances are you allowed to invite anybody who is not assigned to your room in. This goes for students from Kingsburg or any other school or organization.**
4. **You are not to enter any other room than that you are assigned to. This is for your safety.**
5. **Please note the following students who will be assigned to your room:**

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

These rules are set forth to insure that we have a fun safe trip. This contract is an acknowledgment of the rules and consequences pertaining to overnight trips.

I have read, understood and accept the rules and consequences for this overnight trip .

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Teacher/Advisor Signature: _____ Date: _____

Principal Signature: _____ Date: _____

**Kingsburg Joint Union High School District
BOARD Overnight Trip Request Form**

Day Departure: _____ **Day Return:** _____

Location/Destination: _____

Name Group/Activity: _____

Objectives of Trip: _____

Estimated # Students: _____ **Amount of Class Time Loss:** _____

Number of Supervisors _____ **List Names:** _____
(There must be 1 Supervisor for every 10 students)

Arrangements:
Transportation _____

Arrangements:
Accommodations /Meals _____

Total Cost Per Student: \$ _____ **Total Cost Trip:** \$ _____

Funds Derived from What Source: _____

How are staff/volunteer cost covered? _____

Additional Info: _____

Instructor Name **Signature** **Date**

(Please submit this form and include any back up documentation in support of the overnight trip, if applicable.)