

AGENDA- (Special Board Meeting)
KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT
BOARD OF TRUSTEES
Board Room 1900 18th Avenue 11:45 a.m.
Kingsburg, CA 93631
May 24, 2024

1. CALL TO ORDER _____

2. SALUTE TO THE FLAG

3. ROLL CALL AND ESTABLISHMENT OF A QUORUM

Members Present _____

Members Absent _____

4. OTHERS PRESENT _____

5. APPROVAL OF AGENDA

Motion _____ Second _____ Vote _____

6. PUBLIC COMMENT

A special meeting of the Board of Trustees of the Kingsburg Joint Union High School District has been duly called at the hour of 11:45 a.m. in the board room at Kingsburg Joint Union High School District to consider the following items of business to be upon the agenda.

Public Comment

*For regular meetings, the public is provided an opportunity to address not only any item on the agenda but any item within the subject matter jurisdiction of the Kingsburg Joint Union High School District. **Disclaimer:** The opinions expressed in public comments are the authors own and do not necessarily reflect the official policies or position of the Kingsburg Joint Union High School District*

Members of the public who wish to provide public comment during observed COVID-19 social distancing guidance may email the district at PublicComment@Kingsburghigh.com by 4:00 p.m. the Friday before the meeting date, which generally lands on Monday. Public comments are limited to three minutes or 450 written words per speaker. Twenty (20) minutes per issue will be allowed. Please note you are not compelled to provide a name and can comment anonymously. The public comments will be read in the order they are received. The comments will be read outload during the public comment portion of the meeting.

Board of Education is prohibited by law from taking action on matters discussed that are not on the agenda and no adverse conclusions should be drawn if the Board does not respond to public comments made at this time. Concerns will be referred to the Superintendent's office for review and response.

Board Room Accessibility: *The Kingsburg Joint Union High School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability related modification or accommodation, including auxiliary aids or services to participate in the public meeting, please contact the Administrative Assistant to the Superintendent at 897-7721 at least 48 hours before the scheduled Board of Trustees meeting so that we may make every reasonable effort to accommodate you [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132.)*

7. ACTION

7.1	OASIS & KIS 2024-2025 Handbooks	1
7.2	KHS 2024-2025 Coaches Athletic Handbook	134
7.3	KHS 2024-2025 Student-Athletes Athletic Handbook	180

8. CLOSED SESSION – Notice to Public: (Closed Session Items Covered by Law May Be Requested Or Called For As Per: Government Codes: 54954.3; 54956.7; 54956.8; 54956.86; 54956.9 (a), (b), (c); 54956.95; 54957; 54957.6; 54957.8 and Education Codes: 48900; 49070.)

Administrative Personnel: Government Code Section 54957: Public Employee
 Appointment/Employment: KHS Assistant Principal

From _____ to _____

9. ADJOURNMENT _____
 (Time)

FOR BOARD ACTION:

Motion _____ Second _____ Vote _____
 Thomsen: _____ Lunde: _____ Jackson: _____ Nagle: _____ Serpa: _____

ISSUE:

Presented to the Board are the 2024-2025 Kingsburg Independent Study and OASIS Handbooks.

ACTION:

Approve or deny the 2024-2025 Kingsburg Independent Study and OASIS Handbooks:

Approve as they are presented in the agenda: YES NO

Or, approve with the following change(s) :

RECOMMENDATION:

Recommend approval _____

FOR BOARD ACTION:

Motion _____ Second _____ Vote _____

Thomsen: _____ Lunde: _____ Jackson: _____ Nagle: _____ Serpa: _____

**Kingsburg Alternative
Education Center**

**Kingsburg Independent
Study High School**

2311 Sierra Street
Kingsburg, California 93631
559-897-3880

2024-25



Kingsburg Joint Union High School District

Mission Statement

We believe that our students will become productive, knowledgeable, and caring citizens.

Vision Statement

Our vision is to provide all students with the skills, resources and support necessary to earn a high school diploma. Our goal is to enable all students at Kingsburg Independent Study High School to function effectively in the ever-changing world we live in.

Program Description

Kingsburg Independent Study High School is accredited through the Western Association of Schools and Colleges.

Kingsburg Independent Study High School is a high school established to help students succeed in an alternative classroom environment. A student is able to progress at his/her own pace working either individually or in small groups under teacher supervision. Credits are earned when the student completes their online courses with a passing grade.

Students who choose to stay at Kingsburg Independent Study High School may accelerate their work pace and graduate early, or graduate with their class year. The diploma is issued through Kingsburg Independent Study High School. Students who want to participate in the Kingsburg High School ceremonies must be accepted and enrolled in the final semester of their senior year at Kingsburg High School.

Students can also choose to take the California High School Proficiency Exam (CHSPE), which is given twice a year. If the student passes the CHSPE, he/she may be released from school with parents' permission and he/she may continue on to college.

Program Goals

Our purpose is to provide our students with the skills needed to earn a high school diploma and to support those social skills necessary to be a productive citizen.

Kingsburg Independent Study High School Staff

Director

Mr. Ryan Walterman

Staff

Mrs. Lora Schutz	Lead Teacher
Mrs. Lori Carrasco	Teacher
Ms. Nathalie Arellano	RSP Aide
Mrs. Kathy Aguirre	Secretary/Registrar
Mrs. Erica Avila	Secretary
Mr. Albert Rosales	Intervention Specialist

Kingsburg Joint Union High School District

Superintendent

Dr. Ryan Phelan

Board of Trustees

Mr. Mike Serpa	President
Mr. Johnie Thomsen	Member
Mr. Brent Lunde	Member
Mr. Rick Jackson	Clerk
Mr. Steve Nagle	Member

Expected Student Learning Results (ESLR's)

A student at Kingsburg Independent High School learns:

- 1. Be an effective reader**
 - a. Read and comprehend a variety of materials
 - b. Speak and write in a logical, coherent, well-organized manner
 - c. Listen and interpret messages in a discerning manner and respond appropriately
- 2. Be a complex thinker**
 - a. Access, evaluate, analyze and synthesize information from a variety of sources and learning experiences
 - b. Use problem solving strategies and critical thinking skills in both academic and career preparations
 - c. Apply math concepts required in everyday situations and in the workplace
- 3. Be a self-directed learner**
 - a. Set goals, take responsibility and work toward achieving goals
 - b. Develop the skill for accessing and using information
 - c. Understand that learning is a lifelong activity
- 4. Be a productive member of society**
 - a. Develop self-esteem and integrity
 - b. Develop social responsibility and understanding needed to function in a diverse society
 - c. Develop social skills to effectively work and contribute to a group
- 5. Use technology**
 - a. Understand and apply the skills needed to function in a technological world
- 6. Be a quality producer**
 - a. Establish and apply a good work ethic and quality standards in both academic and career settings
 - b. Use self-evaluation in both academic and real situations

Voluntary Placement

Kingsburg Independent Study High School is an optional educational alternative that students voluntarily select. All students who choose independent study must have the continuing option of returning to a district-assigned classroom. For students that choose to enroll or have not met the terms of their master agreement will have the option of enrolling in Oasis High School during the semester and at the end of each semester, if the student has met the requirements of enrolling in Kingsburg High School, they may request an Alternative Education Committee (AEC) meeting through the school administrator.

Transfers to Kingsburg High School

Transfers are made only at the beginning of a semester. A four- step process is necessary:

1. Meet with the Administrator or designee to request a transfer.
2. A status check of credits, attendance and behavior is made for the student to confirm eligibility for transfer to K.H.S.; students that are enrolled for the entire semester will need to earn a minimum of 25 credits to be considered for transfer. Students that enroll later in the semester will have the minimum credits prorated based on enrollment date.
3. A meeting with the parents and the Alternative Education Committee is held.
4. If approved, the student is registered immediately for the coming semester.

Parent Involvement and Support

From time to time students and parents find themselves overwhelmed by issues that affect the entire family. This in turn affects the student at school. It is important to remember that our staff is here to listen and to assist.

Little can be accomplished without the help and support of the parents.

We ask the parents/guardians to work with us by staying in contact and informing us of any changes that may affect their child in school. This is critical to a student's success in school.

We also ask that parents make sure that their child comes to school prepared with school materials, clean clothing suitable for school and has had a good breakfast.

ATTENDANCE PROCEDURES

Frequency of Appointments

Students are required to meet with their supervising teacher for a minimum for one hour every week and stay current with all coursework. Depending on staff schedules and the courses a student needs to take in order to graduate a student may need to attend school more than one day a week. Students will need to attend all of their weekly scheduled appointments. Each student will be assigned to a supervising teacher. A teacher may provide/require additional time if needed. Students are also required to spend additional time in order to take exams that correspond with their current assignments. If a student is not remaining current with their coursework and/or testing requirements a parent conference will be held to determine if Kingsburg Independent Study High School is an appropriate educational option. If on campus, students are required to be on the computer in the lab. Breaks and lunch on campus are allowed but will be supervised. It is the expectation of the administration that breaks will be held to a minimum and that students will not be "hanging out" excessively on campus.

Referral Policy

Regular attendance is mandatory to remain in the program. Each student is obligated to meet with his/her teacher at the time agreed upon on the Master Agreement even if the work is not completed. Failure to complete this meeting may lead to termination from the program.

The student's Independent Study Teacher is required to write a referral weekly for every student who fails to keep his/her weekly appointment/attendance. The process is as follows:

- 1st miss Teacher makes a phone call to parent/guardian and writes a referral to administrator.
- 2nd miss Teacher makes a phone call to parent/guardian and writes a referral to administrator. Administrator makes contact with parent/guardian and informs them that next missed appointment will result in a Student/Parent/Teacher/Administrator conference.
- 3rd miss Teacher makes a phone call to parent/guardian and writes a referral to the administrator. Administrator makes contact with parent/guardian and schedules a conference **for possible change of placement.**

ENROLLMENT AT KINGSBURG INDEPENDENT STUDY HIGH SCHOOL

The process of enrollment begins by having a placement meeting with the Alternative Education Committee (A.E.C.). Students enroll at Kingsburg Independent Study High School for a variety of reasons:

1. **Credits**: A student may be lacking credits to be on target for graduation. Every attempt is made to provide the classes needed for graduation or for transfer to Kingsburg High School.
2. **Late entry into the District**: A student who is entering late in the semester can begin at Kingsburg Independent Study High School, instead of enrolling in a class already in progress at Kingsburg High. At the beginning of a new semester, a student may request to transfer to Kingsburg High School.
3. **Illness, trauma, health issues**: These situations often cause a student to experience attendance problems. Generally, these obstacles are short term and when the situation improves for the student, he/she is encouraged to return to K.H.S. at the beginning of the following semester.

4. **Personal reasons due to family or peer pressures:** A different schedule may be required to help a student maintain his/her academic standing. When the issues are resolved, the student is encouraged to return to Kingsburg High.
5. **Attendance or disciplinary problems:** We provide as much direction as possible to guide the student in learning the skills needed to be successful in any school he/she chooses to attend.
6. **Smaller class sizes:** Some students prefer smaller classes that allow for more teacher-student interaction.
7. **Non-Compliance with school contract:** Students who are placed on contract at KHS and who fail to meet the requirements are given an opportunity to make changes with the support of the Kingsburg Independent Study High School staff in order to transfer back to KHS.

STUDENT BEHAVIOR POLICY

The Board of Trustees of the Kingsburg Joint Union High School District, in support of the aims of public education, believe that the behavior of students attending public schools shall reflect standards of good citizenship demanded of members in a democratic society. Self-discipline (responsibility for one's actions) is a primary goal of education. The Board of Trustees believes also that while education is a right of American youth, it is not an absolute right. It is qualified first by eligibility requirements, and secondly by performance requirements. Our courts speak of education as a limited right or a privilege; that is, should the pupil fail to perform those duties required of him upon attendance in public schools, he may then be excluded from the school.

California Education Code 32261 states: "The legislature hereby recognizes that all pupils enrolled in the state public schools have the inalienable right to attend classes on campuses which are safe, secure and peaceful."

In conformity with the state law and court decisions, the Board of Trustees makes the following policy statement regarding student behavior:

Policy Statement:

1. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law that apply to the conduct of juveniles or minors.
2. Citizenship in a democracy requires respect for the rights of others. Student conduct shall reflect consideration for the rights and privileges of others and complete cooperation with all members of the school community.
3. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability shall be expected of all students.

4. Every student shall give evidence of a sincere desire to remain in school by being diligent in studies, and by taking advantage of the educational experience provided.

In aligning with the above statement, the following procedures for student behavior have been established. Students should be aware of the many laws that govern the operation of school in the State of California. Among the more important legal documents are the following: Education Code, Title V, Business and Professional Code, Penal Code, and the Health and Safety Code. All of the following is covered by these laws.

What are some of the things expected of all students?

- To attend school regularly
- To arrive in class promptly
- To be diligent in the pursuit of their studies
- To take proper care of school property
- To maintain high standards of personal conduct
- To show respect to school personnel
- To treat fellow students with kindness, courtesy and respect
- To respect classes in session by going from one place to another as quietly as possible

What does the law say students cannot do?

- Become a member of a secret fraternity, sorority or club
- Engage in hazing or commit any act that injures, degrades, disgraces or humiliates another student
- Use or possess tobacco on school grounds
- Possess or participate in the use of fireworks or any other incendiary
- Be in any way connected with narcotics or other dangerous drugs
- Consume, possess, or be under the influence of alcohol or other drugs while on school grounds, or at any school activity.

Other laws cover additional subjects such as these:

- Exclusion of students for filthy or vicious habits
- Exclusion of students for contagious or infectious diseases
- Exclusion of students whose physical or mental disability is such as to cause their attendance to be an endangerment to the welfare of others.
- Suspension of students by teachers and administrators
- Willful damage of school property and liability of the parent
- Insulting or abusing a teacher or staff

Students are reminded that school 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 affairs is not tolerated. Violations are subject to severe disciplinary action.

School Wide Positive Behavior Interventions & Supports

General Overview

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at Kingsburg Alternative Education Center. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Proactive Approach to School-Wide Discipline

Schools that implement school-wide systems of positive behavior support focus on taking a team-based system approach and teaching appropriate behavior to all students in the school. Schools that have been successful in building school-wide systems develop procedures to accomplish the following:

1. Behavioral expectations are defined. A small number of clearly defined behavioral expectations are defined in a positive, simple fashion:
 - **Kind**
 - **Accountable**
 - **Efficient**
 - **College and Career minded**
2. Behavioral expectations are taught. The behavioral expectations are taught to all students on campus, and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed, positive examples ("right way") are described and rehearsed, and negative examples ("wrong way") are described and modeled. Students are given an opportunity to practice the "right way" until they demonstrate fluent performance.
3. Appropriate behaviors are acknowledged. Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. KAEC has designed a formal system that rewards positive behaviors.
4. Behavioral errors are corrected proactively. When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable, and preventing that unacceptable behavior from resulting in inadvertent rewards. Students, teachers, and administrators all should be able to predict what will occur when behavioral errors are identified

EXTRA CURRICULAR ACTIVITIES

Students at Kingsburg Independent School having two or more grades of F, not earning a 2.0 GPA, not enrolled full time, and not academically on track for graduation are on academic probation and are subject to the following restrictions:

1. Students may not participate in any athletic contest, travel with the team, sit on the team bench or suit out, but may practice with the team.
2. Students may not participate in choir, band, or drama but are still required to attend classes.
3. Students may not be issued a guest pass for any dance including Prom. Kingsburg Ind. Study Students must be an invited guest to participate in KHS prom.

Additional Information:

1. The most recent grading period will determine current academic probation status.
2. Any student enrolling in KIS without a transcript will remain on academic probation until an official transcript is received and reviewed, or until the next grading period in which they will follow the school policy.
3. Incoming freshmen will be eligible and not on academic probation for the first quarter of their freshman year. After the first quarter, academic probation rules will apply.

The purpose for restrictions is to allow students extra time to be spent improving grades. Also, it is hoped that a desire to participate in extracurricular activities will motivate students in their efforts to improve.

STUDENT BEHAVIOR DISCIPLINE POLICY

According to the California Education Code 48900, section (r), "A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.

Kingsburg Independent Study High School Assertive Discipline Policy

Student success in school is directly related to their behavior while at school, specifically in the classroom. These behavioral expectations include:

- Follow all school rules
- Do not disrupt the classroom learning environment

- Come to class with all required materials
- Follow all directives given by any staff member

CONSEQUENCES RELATING TO STUDENT BEHAVIOR

Student behavior infractions are accumulated for the entire year in some cases and the entire high school career in others. Any student who has more infractions than the consequences outlined or excessive infractions over the entire high school career may be subject to referral to alternative education or expulsion. Additionally here at Kingsburg Independent Study we have adopted an Assertive Discipline Policy that clearly outlines consequences for student behavior relating to defiance and disruption of the school learning environment.

Cell Phones and Electronic Devices

Expectation: Students in Kingsburg Independent Study will turn their phones into their teacher upon arrival. This will help students from being distracted in class while keeping the validity of our program.

Consequence:

#1- Item Confiscated
Student Pick-Up

#2- Item Confiscated
Parent Pick-Up

Cheating

Expectation: Students will do their own work at all times. Giving or receiving work or plagiarism is all considered cheating.

Consequence:

#1- Student Gets
No Grade/Credit
Parent Contact

#2- Student Gets
No Grade/Credit
After School Detention Assigned

Dress Code

Expectation: District policy requires students to wear clothing that is in good taste and appropriate for school. It is recognized that any apparel that draws undue attention to the wearer tends to detract from the educational process and is therefore inappropriate. Good taste and good grooming are a part of learning for both boys and girls. **There can be occasional visits by administration to**

random classrooms to conduct dress code checks and enforce our policy. The administration is empowered to determine what constitutes good grooming and good personal cleanliness.

The following specific standards will be enforced:

1. Shoes must be worn at all times on campus.
2. Clothing with unacceptable wording or insignias or slogans may not be worn on campus.
3. Any clothing which is too brief is unacceptable for school wear. Tests for too brief: Raise your arms above your head and if any skin shows around the midriff it is too brief. Any chest (breast) area exposure is too brief. Test for exposure: is to look down while wearing the top and if you see cleavage it is too low-cut. Any underclothing that shows means the clothing is too brief. Shorts and skirts should not be too short or revealing, especially look at the length when seated. Test for too short: Shorts must extend beyond the fingertip when arms are held straight against the side with shoulders down. (But in no case will it be shorter than a 4-inch inseam.)
4. Pants must be worn at the waist and undergarments must not be able to be seen. Pants that will not stay at the student's waist must be held up with a belt or parents will need to bring in a change of clothes. Simply wearing a pair of shorts under the pants will not be an acceptable solution.
5. The district prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement or other attribute, distracts or denotes membership, affiliation, or identification with a gang. In addition, students may forfeit the right to wear any type of clothing that may signify gang affiliation regardless of color.

Consequence:

#1- Student changes

#2- Student Changes
Parent Notified

Gang type attire and accessories

The wearing or displaying of "colors", tattoos, dress style or accessories that designates or glorifies gang membership or reflects gang affiliation is prohibited. Colors, clothing, or items that have been identified by the Kingsburg Police Department designates gang membership are prohibited. In the Kingsburg area, the colors identified as gang related are **RED and BLUE**. Accessories include red belts, belts longer than waist size, bandanas, chains, hairnets, jewelry, rosaries, jerseys of any kind, excessively baggy or loose fitting clothing. In addition, students may forfeit the right to wear any type of clothing that may signify gang affiliation regardless of color.

Refusal to comply to school employee request regarding clothing at anytime will result in suspension

Club advisors, coaches, or instructors of other groups where membership or attendance is not mandatory may enforce more stringent regulations.

Hats: Because of the disruptive nature of dealing with hats in the classroom and concern over gang-affiliation with certain ways of wearing hats or writing on the hats, we are taking a strong position regarding responsible wearing of hats. In lieu of taking everyone's rights away as other high schools have done and banning hats all together, we are attempting to find a middle ground by asking students to wear hats appropriately, not mark them in any way, **and take them off in the classroom and all other buildings on campus to show respect for your teachers and fellow students.**

Fighting

Expectation: Fighting is defined in the California Education Code 48900(a)(1) as: "Caused, attempted to cause, or threatened to cause physical injury to another person." Students involved in a fight are in violation of school policy. Violence of any kind, however minor, can explode and present a very real threat to innocent bystanders. Therefore, fighting will not be tolerated.

Consequence:

First offense-suspended for the remainder of the day plus 3 more days and parent conference

Second offense- immediate suspension for the remainder of the day up to a total of 5 days, and **may recommend expulsion.** Suspension may be extended depending on the outcome of the endangerment hearing.

Excessive violence or battery, as administratively determined, shall be dealt with in a more severe manner including: extending the suspension, notifying the police department, possible arrest and referral for possible expulsion.

Gang Enhancement: Any fight, as determined by the administration that is found to be gang related will result in a suspension for the remainder of the day plus four more and a possible recommendation for expulsion.

Food and Drink in the Classroom.

Expectation: Students will not have any food or drink inside the classroom except for bottled water. Students will be expected to discard any unfinished food or drink before entering the classroom. Students will not be allowed an excused pass if they are tardy due to finishing any food or drink item.

Forgery

Expectation: The student will not forge any schoolwork, note, pass or phone call.

<i>Consequence:</i>	First offense	- 1 day suspension for defiance of school rules and truancy for classes missed
	Second offense	- 3 days suspension for defiance of school rules, truancy for classes missed and possible referral to the alternative education committee

Subsequent forgeries will be dealt with administratively in a more serious manner.

Gambling

Expectation: As defined in the California Penal Code, gambling is a misdemeanor and therefore a violation of school policy.

<i>Consequence:</i>	First offense	- verbal and written warning will be issued
	Second offense	- appropriate administrative action that may include suspension and parent conference

General Disruption/Defiance

Expectation: Students are expected not to disrupt school activities or otherwise willfully defy the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.

<i>Consequence:</i>	- Consequences are explicitly outlined in Assertive Discipline Policy, which will include lunch detention, suspension and in severe cases students can be recommended for expulsion or removal from Independent Study.
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Harassment of Any Kind

Expectation: It is the policy of the Kingsburg Joint Union High School District to provide an environment in which hate violence or harassment based on sex, race, color, national origin, religious creed, ancestry, physical handicap, medical condition or any other form of harassment is not permitted. The administration is empowered (using current state law) to determine what constitutes harassment.

<i>Consequence:</i> (cumulative for entire district career)	First offense	- 1 day home suspension, parent conference
	Second offense	- 3 day home suspension
	Third offense	- immediate suspension for the remainder of day and four more for a total of 5 days, referral for possible alternative education or expulsion. Suspension may be extended depending on the outcome of the endangerment hearing.

Excessive harassment, as administratively determined, shall be dealt with in a more severe manner including: extending the suspension, notifying the police department, possible arrest and referral for possible expulsion.

Hazing

Expectation: There is to be absolutely no form of hazing at Kingsburg Joint Union High School District or any of its events. This includes, but is not limited to, any form of initiation.

Consequence: Appropriate administrative action, which will include suspension and parent conference.

Immoral Behavior, Possession/Possession for Sale of Pornographic Materials

Expectation: Students will not have possession of any pornographic materials during the school day or on a school activity and will behave in a morally acceptable manner at all times.

<i>Consequence:</i> (Cumulative for entire district career)	First offense*	- 1 day suspension from school
	Second offense*	- 3 days suspension from school
	Third offense	- 5 days suspension from school and possible referral for expulsion

*If any offense is determined to be serious by the administration, the student will be suspended for 5 days and referred to the Alternative Education Committee.

Inappropriate Writing or Pictures

Expectation: Gang writing, glorification or depictions of illegal substances or sexual subjects are unacceptable.

<i>Consequence:</i>	First offense	- item confiscated, parent notification and 1 day suspension and possible police notification
	Second offense	- 3-day suspension
	Third offense	- 5-day suspension

Insubordination to Staff Member on Campus or at School Events and/or Insults, Verbal Abuse, or Repeated Defiance of School Rules

Expectation: Not acceptable behavior

Consequence: 1 to 5 days suspension determined by an administration in accordance with the offense. Consequences are also explicitly outlined in Assertive Discipline Policy, which may include Daily Afternoon Detention, suspension and in severe cases students may be recommended for expulsion.

Leaving Campus or Going to Cars at Break

Expectation: Leaving campus without permission is not allowed. Students are not allowed to drive or go to their cars during break or lunch without prior authorization from the principal or designee.

<i>Consequence:</i>	First offense	- 1-day suspension and parent contact
	Second offense	- 3-day suspension and parent conference

Loitering

Expectation: Under California law it is a "misdemeanor for any person not a student of the school involved to loiter in or about said premises without having lawful business." For the protection of students, the administration does not allow loitering by anyone. This includes recent graduates as well as strangers and other individuals. All persons having legitimate business on campus are to report directly to the office where assistance will be given. **Students of Kingsburg Independent Study High School may not go on the KHS campus or any other school campus without a pass.**

<i>Consequence:</i>	First offense	-warned and asked to leave campus, parent contacted
	Second offense	-1 day suspension from school and student will be placed on contract
	Third Offense	-3 day suspension and possible Recommendation for expulsion

*Subsequent incidents of loitering/defiance will be dealt with administratively in a more serious manner.

Obscene Act – Committed or Engaged in Habitual Profanity or Vulgarity

Expectation: Oasis High School students will behave in an appropriate manner and will not commit obscene acts nor engage in habitual profanity or vulgarity.

<i>Consequence:</i> (Cumulative for entire KJHUSD Career)	First offense*	- 1 day suspension from school
	Second offense*	- 3 days suspension from school
	Third offense	- 5 days suspension from school and possible referral for expulsion

***If any offense is determined to be serious by the administration, the student will be suspended for 5 days and possible recommendation for expulsion.**

Physically Striking Any Employee

Expectation: Not acceptable behavior

Consequence: Immediate 5 day suspension and recommendation for expulsion from school. Suspension may be extended depending on the outcome of an endangerment hearing. An administrator will contact the police department and charges will be filed.

Possession of a Deadly Weapon

Expectation: Possession of any weapon is a violation of school policy. The determination of an object's status as a weapon is at the discretion of the administration.

Consequence: The possession on campus of any weapon, with or without the intent of use, will result in immediate suspension for 5 days and a recommendation for expulsion. Suspension may be extended depending on the outcome of an endangerment hearing.

Possession of Fireworks

Expectation: Possession of fireworks is a misdemeanor or a felony and a violation of school policy.

Consequence: Because of the extreme danger of bodily harm to themselves and others, anyone in possession of fireworks will be suspended for 5 days with a possible recommendation for expulsion. Suspension may be extended depending on the outcome on an endangerment hearing.

Possession of Water Balloons, Squirt Guns, Etc.

Expectation: Possession of water balloons and squirt guns is not allowed.

Consequence: - Confiscated, possible suspension and parent must retrieve or kept by administrator

Possession of Imitation Firearm

Expectation: Possession of an imitation firearm is a violation of school policy. An imitation firearm/weapon means a replica that is so substantially similar in physical properties as to lead a reasonable person to conclude that it is a firearm or weapon. Examples would include: taser, pellet gun or airsoft gun.

Consequence: First Offense - Confiscated and 5-day suspension

(Cumulative for entire
for KJUHSD career)

Second Offense

- Immediate suspension remainder of the day
plus four more and possible
recommendation for expulsion.

Referral (Improper Behavior or Language in the Classroom)

Expectation: Not acceptable behavior. Students receiving a referral will report immediately to the office. Students who fail to report to the office will receive a 1-day suspension.

Consequence:

Appropriate administrative action, which may include suspension, parent conference and student contract.
Please refer to the Assertive Discipline Policy for an explicitly outlined list of consequences.

Student Parking and Driving of Vehicles

Expectation: Students are asked to park in designated, non-staff parking spots. Students are expected to park in one stall per car, if parked in two or more spots the student will be asked to move the car. Additionally students are not allowed to park in any spot designated for staff.

Consequence:

First offense - Move car, one after school detention
Second offense - Move car, two after school detentions
Third offense - Move car, one day on campus suspension

Theft

Expectation: Theft is defined in the California Education Code 48900(g) as, "Stole or attempted to steal school property or private property." Theft is unacceptable.

Consequence:

-police report, restitution, parent conference, 1-5 days suspension, and possible recommendation for expulsion. Suspension may be extended depending on the outcome on an endangerment hearing,

Threats

Expectation: Threats will not be tolerated regardless of intent or lack of intent to carry them out.

Consequence:

- 1 to 5 days suspension determined by the administration in accordance with offense and parent contact. Possible recommendation for alternative education or referral for expulsion and notification of police. Suspension may be extended depending on the outcome of an endangerment hearing.

Use or Possession of Tobacco

Expectation: Students are not permitted to use or possess tobacco or tobacco products (lighters, matches, rolling papers, etc...) at any location on campus or during school hours including school activities, athletic events, and dances.

<i>Consequence:</i>	First offense	- Warning, confiscation of tobacco, parent contact, and one after school detention
	Second offense	- 1-day suspension, confiscation of tobacco

Use, Possession, or Arranging to Provide Alcohol or Over The Counter Medications

Expectation: The use and possession of alcoholic beverages and/or the use or abuse of intoxicants (over the counter) of any kind by students is unacceptable.

<i>Consequence:</i> <i>For under Influence</i>	First offense	- parent contact, immediate suspension for the day plus 4 more days (total of 5 days)
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(cumulative for entire district career)

Second offense	- parent contact, immediate suspension for 5 days and recommendation for expulsion. suspension may be extended depending of the outcome of an endangerment hearing.
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For Alcohol Possession

First Offense	- parent contact, immediate suspension for the day plus 4 more days (total of 5 days)
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(cumulative for entire district career)

Second Offense	- parent contact, immediate suspension 5 days and recommendation for expulsion. Suspension may be extended depending on the outcome of an endangerment hearing.
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For Providing/Arranging to provide

First Offense	- parent contact, immediate suspension for the day plus 4 more days (total of 5 days)
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(cumulative for entire district career)

Second Offense	- parent contact, immediate suspension 5 days and recommendation for expulsion. Suspension may be extended depending on the outcome of an endangerment hearing.
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Use, Possession, or Arranging to Provide or Acquire Illegal Drugs, Prescription Medication or Paraphernalia

Expectation: The possession or use of illegal drugs as defined in the Health and Safety Code is a misdemeanor or felony and a violation of school policy.

Consequence for Under the influence:

First offense

(Cumulative for entire district career)

- parent contact, suspension for the remainder of the day plus 4 school days (total of 5 days) and recommendation for expulsion. Suspension may be extended depending on the outcome of an endangerment hearing.

Consequence for Possession:

First offense

(Cumulative for entire district career)

- parent contact and police report, immediate suspension for 5 days and recommendation for expulsion. suspension may be extended depending on the outcome of an endangerment hearing.

Consequence for Paraphernalia:

First offense

(Cumulative for entire district career)

- parent contact, immediate suspension for the day plus 4 more days (total of 5 days)

Second offense

- parent contact, immediate suspension for 5 days and recommendation for expulsion. Suspension may be extended depending on the outcome of an endangerment hearing.

Consequence for Providing:

First Offense

(Cumulative for entire district career)

- parent contact, immediate suspension for 5 days and recommendation for expulsion. Suspension may be extended depending on the outcome on an endangerment hearing.

Vandalism

Expectation: Vandalism is unacceptable and illegal.

Consequence:

- police report, restitution, parent conference, 1-5 days suspension, and possible recommendation for expulsion. Suspension may be extended depending on the outcome of an endangerment hearing.

Vandalism of a severe nature, as administratively determined, will include all of the above consequences.

BUS SERVICES

California Administrative Code Title V:

"Students transported in a school bus shall be under the authority of, and responsible directly to the driver of the school bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the school bus or being escorted across a street or highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation."

School bus transportation is provided for students who would have to walk two miles or more to school. Transportation is provided as a service to students and parents. Student conduct while on the bus or in the vicinity of the bus stop, shall be compatible with safety and good citizenship at all times. The bus driver has complete control of the bus operation, including the behavior of the students. Students must act in a responsible and safe manner, follow all school rules, and follow any instruction given by the bus driver or any other school official.

Students reported to the administration by the bus driver for not complying with school rules may be suspended from bus transportation privileges for interfering with the safety of others by becoming a distraction to the bus driver.

If it is discovered that a student has ridden on the bus and has cut school, he/she will not be allowed to ride home on the bus that day. Parents will be notified.

First incident: Parent notified and student warned that the next offense will result in bus privileges being revoked for a week.

Second incident: Bus privileges will be suspended for a week, parents notified

Third incident: Bus privileges will be suspended for the remainder of the quarter. Parents notified.

Phones

Messages will be taken for students. Unless it is an emergency call from a parent or guardian, students will not be called to the telephone. These emergencies will be verified. Only those persons listed on the emergency data form will be allowed to contact the student. This limitation does not include police, probation or school district personnel.

Textbooks & School Materials

Students are responsible for any textbooks or school materials issued to them. All textbooks must have a book cover on them. Loss or damage of textbooks and other charges must be paid and cleared before report cards are released or a diploma can be issued. Bills owed to Kingsburg High School must also be paid.

Visitors

All parents and other visitors must report directly to the office. Please do not bring friends or relatives to school. Only those listed on emergency card may have access to students while they are on campus.

Work Permits

If a student under the age of 18 has found a job, a work permit must be issued from the school to the employer. The student will pick up the application from the office to be completed by the employer and the parent.

Work permits must be renewed by September 1, and June 1, and anytime there is a job change.

Academic Good Standing and participation in activities at a school other than home school

In order for a KIS student to be considered in good standing, they must have a 2.0 GPA, be on track in all their classes, attend the computer lab weekly & earned at least 12.5 credits the previous quarter. KIS students must be an invited guest to attend Kingsburg High School or any other schools Prom.

Binders & School Supplies

Students are expected to come to school prepared with a binder, paper, and pen or pencil.

- Binders with gang type drawings, obscene or offensive pictures, words, etc. will be confiscated and will not be returned.
- If a student fails to bring his/her school supplies and binder, the parent/guardian will be called to bring them to school, students are required to have all materials for school everyday. These

- materials include but are not limited to: binders, textbooks, paper, writing utensils and any homework or class assignments.
- Student planners will be issued and need to be brought to school each day in addition to any materials previously listed. If a student loses/misplaces his/her planner a replacement can be purchased from the office.
 - No permanent pen markers are allowed on campus. (pens confiscated on campus will not be returned)

Legal Age

The State of California requires a student to remain in school until the age of 18 unless:

- a. the student has passed the CHSPE exam, and has the parent/guardian's permission to leave school, or
- b. the student has completed all the requirements and is able to graduate early, or
- c. has been accepted and is enrolled with the Job Corps.

GRADUATION CANDIDATES

A student at Kingsburg Independent Study who is in his/her fourth year of school is eligible to have their picture taken for the Kingsburg High School annual. A fourth year student at Kingsburg Independent Study may participate in the end of year trip to Disneyland only with prior approval of the Principal.

To graduate from Kingsburg High School, a student must:

- a. Be enrolled at Kingsburg High School the last semester of high school.
- b. Abide by all guidelines required at K.H.S.

To graduate from Kingsburg Independent Study, a student must:

- a. Have all monies owed Kingsburg High School and Oasis High School paid prior to receiving a diploma.
- A Kingsburg Independent Study student may leave school once all requirements for graduation have been met. The graduate is encouraged to return and participate in the commencement ceremony.

Commencement

Commencement Ceremonies with the Kingsburg Alternative Education Center

- Students order and pay for gowns through KAEC Office

REQUIREMENTS FOR GRADUATION

**Kingsburg Joint Union High School District
Kingsburg Independent Study High School**

<u>Subject</u>	<u>Credits required</u>
English	40
Math	20
Algebra	10
Life Science	10
Physical Science	10
Health & Wellness	10
World History	10
U.S. History	10
Civics	5
Economics	5
Art	10
Physical Education	20
Electives	40
Total:	200 credits

- Beginning with the class of 2012 any student who does not pass 5 out of the 6 subtests in the California Physical Fitness test in the 9th grade will be enrolled in a PE class until 5 of the 6 components have been met during the testing window. The test will be given at the end of the spring semester.

Employee Code of Conduct

AB 500/Ed Code Sec. 44050 states the policy for professional standards and code of conduct for all Kingsburg Joint Union High School Employees:

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.

(cf. 0200 - Goals for the School District)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

(cf. 5131 - Conduct)

(cf. 5137 - 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.

(cf. 2111 - Superintendent Governance Standards)

(cf. 9005 - Governance Standards)

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.

(cf. 4112.2 - Certification)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

(cf. 0450 - Comprehensive Safety Plan)

(cf. 4158/4258/4358 - Employee Security)

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

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

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

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

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 4020 - Drug and Alcohol Free Workplace)

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

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

(cf. 3580 - District Records)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

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.

(cf. 4040 - Employee Use of Technology)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

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.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 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.

(cf. 4117.4 - Dismissal)

(cf. 4117.7 - Employment Status Reports)

(cf. 4118 - Suspension/Disciplinary Action)

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

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.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

44242.5 Reports and review of alleged misconduct

PENAL CODE

11164-11174.4 Child Abuse and Neglect Reporting Act

CODE OF REGULATIONS, TITLE 5

80303 Reports of dismissal, resignation and other terminations for alleged misconduct

80331-80338 Rules of conduct for professional educators

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Standards for the Teaching Profession, 2009

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Educational Leadership Policy Standards: ISLLC 2008, 2008

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

Code of Ethics of the Education Profession, 1975

WESTED PUBLICATIONS

Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003

WESTED AND ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS PUBLICATIONS

California Professional Standards for Educational Leaders, 2001

WEB SITES

CSBA: <http://www.csba.org>
Association of California School Administrators: <http://www.acsa.org>
California Department of Education: <http://www.cde.ca.gov>
California Federation of Teachers: <http://www.cft.org>
California School Employees Association: <http://www.csea.com>
California Teachers Association: <http://www.cta.org>
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
Council of Chief State School Officers: <http://www.ccsso.org>
WestEd: <http://www.WestEd.org>
Policy KINGSBURG JOINT UNION SCHOOL DISTRICT
adopted: November 26, 2012 Kingsburg, California

Bullying

Kingsburg Joint Union HSD

Board Policy Bullying

BP 5131.2
Students

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

(cf. 5131 - Conduct)
(cf. 5136 - Gangs)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

- (cf. 0420 - School Plans/Site Councils)
- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 0460 - Local Control and Accountability Plan)
- (cf. 1220 - Citizen Advisory Committees)
- (cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
- (cf. 6020 - Parent Involvement)

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

- (cf. 1020 - Youth Services)

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

- (cf. 5137 - Positive School Climate)

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, 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)
- (cf. 6163.4 - Student Use of Technology)

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

- (cf. 4131 - Staff Development)
- (cf. 4231 - Staff Development)
- (cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is

being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

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.

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)

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. 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 his/her 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 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

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.

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. 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.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline

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. 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)

Any employee who permits or engages in bullying or retaliation related to 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)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008
Bullying at School, 2003

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

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

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/ls/ss>

Common Sense Media: <http://www.common Sense Media.org>

National School Safety Center: <http://www.schoolsafety.us>

ON[the]LINE, digital citizenship resources: <http://www.onthelineca.org>

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

Policy KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT

adopted: March 14, 2016 Kingsburg, California

Harassment

Kingsburg Joint Union HSD

Board Policy

Nondiscrimination/Harassment

BP 5145.3

Students

The Board of Trustees desires to provide a safe school environment that allows all students equal access 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, 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)

This policy shall apply to all acts 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.

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 includes the creation of a hostile environment through prohibited conduct that 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. He/she shall provide training and 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. He/she shall report his/her 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:

EDUCATION CODE

- 200-262.4 Prohibition of discrimination
- 48900.3 Suspension or expulsion for act of hate violence
- 48900.4 Suspension or expulsion for threats or harassment
- 48904 Liability of parent/guardian for willful student misconduct
- 48907 Student exercise of free expression
- 48950 Freedom of speech
- 48985 Translation of notices
- 49020-49023 Athletic programs
- 51500 Prohibited instruction or activity
- 51501 Prohibited means of instruction
- 60044 Prohibited instructional materials

CIVIL CODE

- 1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

- 11135 Nondiscrimination in programs or activities funded by state

PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

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

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information

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

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Prohibition of discrimination based on age

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

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

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, Fact Sheet, August 2010

WEB SITES

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

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

California Safe Schools Coalition: <http://www.casafeschools.org>

California Office of the Attorney General: <http://oag.ca.gov>
First Amendment Center: <http://www.firstamendmentcenter.org>
National School Boards Association: <http://www.nsba.org>
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT
adopted: October 15, 2018 Kingsburg, California

Kingsburg Joint Union HSD

Administrative Regulation

Nondiscrimination/Harassment

AR 5145.3
Students

The district designates the individual identified below as the employee responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, 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, 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)

Superintendent
1900 18th Avenue
Kingsburg, CA 93631
(559) 897-7721
FirstInitialLastname@kingsburghigh.com

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)

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 on the district's web site and other prominent locations and providing easy access to them through district-supported social media, when available.
2. Post in a prominent and conspicuous location on the district and school web sites 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 221.61)
 - 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 with Title IX in accordance with AR 1312.3 - Uniform Complaint Procedures, which shall include:
 - (1) 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
 - (2) 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
 - (3) 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

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

3. 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. (Education Code 234.1)
4. 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, including transgender and gender-nonconforming 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.
(cf. 5145.6 - Parental Notifications)
5. The Superintendent or designee shall 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.

6. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and 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, including transgender and gender-nonconforming students.

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

7. 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)
8. 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
(cf. 5131.5 - Vandalism and 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

- (cf. 4112.6/4212.6/4312.6 - Personnel Files)
- (cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
- (cf. 5125 - Student Records)

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 he/she knew was not true

- (cf. 4118 - Dismissal/Suspension/Disciplinary Action)
- (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. 6159.4 - Behavioral Interventions for Special Education Students)

Process for Initiating and Responding to Complaints

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is 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 verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, he/she shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Once notified verbally or in writing, the principal or 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.

- (cf. 5141.4 - Child Abuse Prevention and Reporting)

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 of his/her gender, 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.

Transgender student means a student whose gender identity is different from the gender he/she was assigned at birth.

Regardless of whether they are sexual in nature, 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 are prohibited. 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 his/her gender identity
2. Disciplining or disparaging a student or excluding him/her from participating in activities for behavior or appearance that is consistent with his/her 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 his/her gender identity
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against 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 transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that 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 transgender or gender-nonconforming status is his/her private information and 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 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 he/she 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 his/her status as a 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 transgender or gender-nonconformity status or gender identity or gender expression to his/her 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.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion of his/her gender identity and begin to treat the student consistent with his/her 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, his/her parents/guardians to identify and develop strategies for ensuring that the student's access to education programs and activities is maintained. The meeting shall discuss the 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 his/her status as a 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 his/her 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, access to a staff member's office, 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 he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her 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 his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6153 - School-Sponsored Trips)
(cf. 7110 - Facilities Master Plan)

5. **Student Records:** A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents. Such preferred name may be added to the student's record and official documents as permitted by law.

(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)

6. **Names and Pronouns:** If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her 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 his/her gender identity, subject to any dress code adopted on a school site.

(cf. 5132 - Dress Code)

Regulation KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT
approved: October 15, 2018 Kingsburg, California

Kingsburg Joint Union HSD

Board Policy

Sexual Harassment

BP 5145.7

Students

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

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

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained

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

Complaint Process and Disciplinary Actions

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

(cf. 1312.3 - Uniform Complaint Procedures)

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

(cf. 5144 - Discipline)

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

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

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7 - Employment Status Report)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Record-Keeping

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

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex
48900 Grounds for suspension or expulsion
48900.2 Additional grounds for suspension or expulsion; sexual harassment
48904 Liability of parent/guardian for willful student misconduct
48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships
1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy
106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736
Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274
Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

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

Dear Colleague Letter: Transgender Students, May 2016
Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016
Dear Colleague Letter: Title IX Coordinators, April 2015
Questions and Answers on Title IX and Sexual Violence, April 2014
Dear Colleague Letter: Sexual Violence, April 4, 2011
Sexual Harassment: It's Not Academic, September 2008
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001
WEB SITES
CSBA: <http://www.csba.org>
California Department of Education: <http://www.cde.ca.gov>
U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT
adopted: December 12, 2016 Kingsburg, California

UNIFORM COMPLAINT PROCEDURES

The Kingsburg Joint Union High School District has primary responsibility for insuring that the district complies with state and federal laws and regulations governing educational programs. Any complaints alleging unlawful discrimination or failure to comply with state or federal laws in adult education, consolidated categorical aid programs, migrant education, child care and development programs, child nutrition programs, vocational educational and special education programs will be reviewed and mediated or investigated by the district. The complainant will have the opportunity to provide relevant information during the investigation. Within sixty days of receipt of the complaint, the district will provide a written report to the complainant. Complaints alleging discrimination must be filed within six months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies through mediation centers, the county office of education, or a public / private interest attorney. The district follows uniform complaint procedures established in AR 1312.3. Complaints should be directed to the District Compliance Officer, Superintendent, telephone number 897-7721. If dissatisfied with the district's resolution of a complaint, the complainant has the right to appeal to the California Department of Education within fifteen days after the districts report is issued. In a discrimination complaint, the complainant has the right to seek legal remedies when at least sixty days have passed after filing and appeal with the California Department of Education. Further documentation and forms are available at the district website www.kjushd.com > District Information > under Forms or KJUHS Uniform Complaint Procedures.

Kingsburg Joint Union HSD

Board Policy

Uniform Complaint Procedures

BP 1312.3

Community Relations

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 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 the following complaints:

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the district, including adult education programs; After School Education and Safety programs; agricultural career technical education; state career technical and technical education, career technical, and technical training programs; federal career technical education; child nutrition programs; compensatory education; consolidated categorical aid programs; the federal Every Student Succeeds Act; Regional Occupational Centers and Programs; school safety plans; special education programs; and any other district-implemented state

UNIFORM COMPLAINT PROCEDURES (continued)

categorical program that is not funded through the local control funding formula pursuant to Education Code 64000

- (cf. 3553 - Free and Reduced Price Meals)*
- (cf. 3555 - Nutrition Program Compliance)*
- (cf. 5131.62 - Tobacco)*
- (cf. 5148 - Child Care and Development)*
- (cf. 5148.2 - Before/After School Programs)*
- (cf. 5148.3 - Preschool/Early Childhood Education)*
- (cf. 6159 - Individualized Education Program)*
- (cf. 6171 - Title I Programs)*
- (cf. 6174 - Education for English Learners)*
- (cf. 6175 - Migrant Education Program)*
- (cf. 6178 - Career Technical Education)*
- (cf. 6178.1 - Work-Based Learning)*
- (cf. 6178.2 - Regional Occupational Center/Program)*
- (cf. 6200 - Adult Education)*

2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory 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 the 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, 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)

- (cf. 0410 - Nondiscrimination in District Programs and Activities)*
- (cf. 5145.3 - Nondiscrimination/Harassment)*
- (cf. 5145.7 - Sexual Harassment)*

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

- (cf. 5146 - Married/Pregnant/Parenting Students)*

4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in

school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)

5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)

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

6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)

(cf. 0420 - School Plans/Site Councils)

8. Any complaint, by or on behalf of a student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any requirement applicable to the student regarding placement decisions; the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC

11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6173.3 - Education for Juvenile Court School Students)

10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)
11. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

12. 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
13. Any other complaint as specified in a district policy

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

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

When an allegation that is not subject to 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.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

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.

(cf. 3580 - District Records)

Non-UCP Complaints

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

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.

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, teacher vacancies and misassignments, or health and safety violations in any license-exempt California

State Preschool Program shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32280-32289 School safety plan, uniform complaint procedures

33380-33384 California Indian Education Centers

35186 Williams uniform complaint procedures

44500-44508 California Peer Assistance and Review Program for Teachers

46015 Parental leave for students

48853-48853.5 Foster youth

48985 Notices in language other than English

49010-49014 *Student fees*
 49060-49079 *Student records, especially:*
 49069.5 *Records of foster youth*
 49490-49590 *Child nutrition programs*
 49701 *Interstate Compact on Educational Opportunity for Military Children*
 51210 *Courses of study grades 1-6*
 51223 *Physical education, elementary schools*
 51225.1-51225.2 *Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements*
 51226-51226.1 *Career technical education*
 51228.1-51228.3 *Course periods without educational content*
 52060-52077 *Local control and accountability plan, especially:*
 52075 *Complaint for lack of compliance with local control and accountability plan requirements*
 52160-52178 *Bilingual education programs*
 52300-52462 *Career technical education*
 52500-52616.24 *Adult schools*
 54000-54029 *Economic Impact Aid*
 54400-54425 *Compensatory education programs*
 54440-54445 *Migrant education*
 54460-54529 *Compensatory education programs*
 56000-56865 *Special education programs*
 59000-59300 *Special schools and centers*
EDUCATION CODE (continued)
 64000-64001 *Consolidated application process; school plan for student achievement*
 65000-65001 *School site councils*
GOVERNMENT CODE
 11135 *Nondiscrimination in programs or activities funded by state*
 12900-12996 *Fair Employment and Housing Act*
HEALTH AND SAFETY CODE
 1596.792 *California Child Day Care Act; general provisions and definitions*
 1596.7925 *California Child Day Care Act; health and safety regulations*
 104420 *Tobacco-Use Prevention Education*
PENAL CODE

Legal Reference continued: (see next page)

422.55 *Hate crime; definition*
 422.6 *Interference with constitutional right or privilege*
CODE OF REGULATIONS, TITLE 2
 11023 *Harassment and discrimination prevention and correction*
CODE OF REGULATIONS, TITLE 5
 3080 *Applicability of uniform complaint procedures to complaints regarding students with disabilities*
 4600-4670 *Uniform complaint procedures*
 4680-4687 *Williams uniform complaint procedures*
 4900-4965 *Nondiscrimination in elementary and secondary education programs*
UNITED STATES CODE, TITLE 20
 1221 *Application of laws*
 1232g *Family Educational Rights and Privacy Act*
 1681-1688 *Title IX of the Education Amendments of 1972*
 6301-6576 *Title I Improving the Academic Achievement of the Disadvantaged*
 6801-7014 *Title III language instruction for limited English proficient and immigrant students*
UNITED STATES CODE, TITLE 29
 794 *Section 504 of Rehabilitation Act of 1973*
UNITED STATES CODE, TITLE 42
 2000d-2000e-17 *Title VI and Title VII Civil Rights Act of 1964, as amended*
 2000h-2-2000h-6 *Title IX of the Civil Rights Act of 1964*
 6101-6107 *Age Discrimination Act of 1975*

12101-12213 Title II equal opportunity for individuals with disabilities
CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

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

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources: (see next page)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample UCP Board Policies and Procedures

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

Dear Colleague Letter, September 22, 2017

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Harassment and Bullying, October 2010

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

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination
Affecting Limited English Proficient Persons, 2002

WEB SITES

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

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

Family Policy Compliance Office: <https://www2.ed.gov/policy/gen/guid/fpco>

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

U.S. Department of Justice: <http://www.justice.gov>

Policy
adopted:

KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT
June 24, 2019

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 BP 1312.3.

- (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 coordinating the district's response to 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 (such as discriminatory harassment, intimidation, or bullying). The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

- (cf. 5145.3 - Nondiscrimination/Harassment)*
- (cf. 5145.7 - Sexual Harassment)*

District Compliance Officer
 (title or position)
Superintendent
 (unit or office)
1900 18th Ave., Kingsburg, CA 93631
 (address)
(559)897-7721
 (telephone number)
Superintendent first name's initial & Lastname@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 applicable, 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

UNIFORM COMPLAINT PROCEDURES (continued)

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 (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

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

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (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 all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. 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)

(cf. 3260 - Fees and Charges)

3. 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
4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred
5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 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)

6. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints
7. 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
8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision
9. 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 antidiscrimination laws, if applicable
10. 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 221.61 shall be posted on the district web site 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 policy, regulation, forms, and notices concerning the UCP shall be translated into that

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

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.

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 (item #1 of the section "Complaints Subject to UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)
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. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by persons who allege that they have personally suffered unlawful discrimination or who believe that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint 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)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when 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. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

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

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

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

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or

other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Final Decision

Unless extended by written agreement with the complainant, a final decision 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 "Final Written Decision" 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 Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

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 (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant, shall be sent the district's final written decision, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Final Written Decision

For all complaints, the district's final written decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct

- e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
 3. Disposition of the complaint
 4. Rationale for such disposition

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

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

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

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
 - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
 - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's and respondent's right to appeal the district's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

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

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

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

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

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with 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 (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling

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

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

(cf. 6164.5 - Student Success Teams)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 5144 - Discipline)

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

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

(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 (such as discriminatory 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 laws regarding student fees, deposits, and other charges, or any requirement related to the LCAP is found to have merit,

the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

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

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 15 calendar days of receiving the district's decision. (5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, the respondent, in the same manner as the complainant, may file an appeal with CDE.

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

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

Regulation
approved:

KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT
June 24, 2019

**Kingsburg Alternative
Education Center**

Oasis High School

**2311 Sierra Street
Kingsburg, California 93631
559-897-3880**

2024-25



Kingsburg Joint Union High School District

Mission Statement

We believe that our students will become productive, knowledgeable, and caring citizens.

Vision Statement

Our vision is to provide all students with the skills, resources and support necessary to earn a high school diploma. Our goal is to enable all students at Oasis High School to function effectively in the ever-changing world we live in.

Program Description

Oasis High School is accredited through the Western Association of Schools and Colleges and was designated a California Model School by the California Department of Education in 2017.

Oasis High School is a continuation high school in the Kingsburg Joint Union High School District established to help students succeed in an alternative school environment. A student is able to progress at his/her own pace working either in small groups or individually under teacher supervision. Students may accelerate by taking on extra assignments, projects and online classes. Credits are earned when the student completes assigned projects, and/or receives a passing grade on tests.

Students who choose to stay at Oasis may accelerate their work pace and graduate early, or graduate with their class year. The diploma is issued through Oasis High School. Students who want to participate in the Kingsburg High School ceremonies must be accepted and enrolled in the final semester of their senior year at Kingsburg High School.

Students can also choose to take the California High School Proficiency Exam (CHSPE). If the student passes the CHSPE, he/she may be released from school with parents' permission and he/she may continue on to college.

Program Goals

Our purpose is to provide our students with the skills needed to earn a high school diploma and to support those social skills necessary to be a productive citizen.

Expected School Learning Results (ESLR's)

1. **Be an effective reader**
 - a. Read and comprehend a variety of materials
 - b. Speak and write in logical, coherent, well-organized manner
 - c. Listen and interpret messages in a discerning manner and respond appropriately

2. **Be a complex thinker**
 - a. Access, evaluate, analyze, and synthesize information from a variety of sources and learning experiences
 - b. Use problem solving strategies and critical thinking skills in both academic and career preparation
 - c. Apply math concepts required in everyday situations and in the workplace

3. **Be a self-directed learner**
 - a. Set goals, take responsibility and work toward achieving goals
 - b. Develop the skills for accessing and using information
 - c. Understand that learning is a lifelong activity

4. **Be a productive member of society**
 - a. Develop self-esteem and integrity
 - b. Develop social responsibility and understanding needed to function in a diverse society
 - c. Develop social skills to effectively work and contribute to a group

5. **Use technology**
 - a. Understand and apply the skills needed to function in a technological world

6. **Be a quality producer**
 - a. Establish and apply good work ethics and quality standards in both an academic and career setting
 - b. Use self-evaluation in both academic and real situations

Oasis High School Staff

Director

Mr. Ryan Walterman

Staff

Ms. Melissa Adame	Teacher
Mr. Fernando Avila	Teacher
Mr. John Lovejoy	Teacher/Dept. Chair
Mrs. Kathryn Olson	Teacher
Ms. Nathalie Arellano	RSP Aide
Mrs. Kathy Aguirre	Secretary
Mrs. Erica Avila	Clerk
Mr. Albert Rosales	Intervention Specialist

Kingsburg Joint Union High School District

Superintendent

Dr. Ryan Phelan

Board of Trustees

Mr. Mike Serpa	President
Mr. Johnie Thomsen	Member
Mr. Brent Lunde	Member
Mr. Rick Jackson	Clerk
Mr. Steve Nagle	Member

Oasis High School 2024-25 Bell Schedule

	1	2	B	3	4	L	5	6
Fall Monday	9:35- 10:21	10:21- 11:08	11:08- 11:23	11:23- 12:04	12:04- 12:47	12:47- 1:32	1:32- 2:14	2:14- 2:55
Fall Tuesday- Friday	8:15- 9:10	9:10- 10:05	10:05- 10:20	10:20- 11:20	11:20- 12:20	12:20- 1:05	1:05- 2:00	2:00- 2:55
Spring Monday	9:35- 10:16	10:16- 10:58	10:58- 11:13	11:13- 11:50	11:50- 12:27	12:27- 1:07	1:07- 1:46	1:46- 2:25
Spring Tuesday- Friday	8:15- 9:00	9:00- 9:55	9:55- 10:10	10:10- 11:05	11:05- 12:00	12:00- 12:45	12:45- 1:35	1:35- 2:25

	1	2	B	3	4	L	5	6
Fall Foggy Day	10:10- 10:48	10:48- 11:26	11:26- 11:41	11:41- 12:19	12:19- 12:57	12:57- 1:42	1:42- 2:19	2:19- 2:55

***Foggy Day Alerts**

Channel 18 has the most complete and accurate foggy day listing

Please Note:

Oasis High School students are not allowed on any other school campus without a pass; this includes Kingsburg High School. Consequences are clearly outlined in the student handbook and include suspension and in severe cases of defiance, recommendation for expulsion.

ENROLLMENT AT OASIS HIGH SCHOOL

The process of enrollment begins by having a placement meeting with the Alternative Education Committee (A.E.C.). Students enroll at Oasis High School for a variety of reasons:

1. **Credits**: A student may be lacking credits to be on target for graduation. Every attempt is made to provide the classes needed for graduation or for transfer to Kingsburg High School.
2. **Late entry into the District**: A student who is entering late in the semester can begin at Oasis, instead of enrolling in a class already in progress at Kingsburg High. At the beginning of a new semester, a student may request to transfer to Kingsburg High School.
3. **Illness, trauma, health issues**: These situations often cause a student to experience attendance problems. Generally, these obstacles are short term and when the situation improves for the student, he/she is encouraged to return to K.H.S. at the beginning of the following semester.
4. **Personal reasons due to family or peer pressures**: A different schedule may be required to help a student maintain his/her academic standing. When the issues are resolved, the student is encouraged to return to Kingsburg High.
5. **Attendance or disciplinary problems**: We provide as much direction as possible to guide the student in learning the skills needed to be successful in any school he/she chooses to attend.
6. **Smaller class sizes**: Some students prefer smaller classes that allow for more teacher-student interaction.
7. **Non-Compliance with school contract**: Students who are placed on contract at KHS and who fail to meet the requirements are given an opportunity to make changes with the support of the OHS Staff in order to transfer back to KHS.

Transfers to Kingsburg High School

Transfers are made only at the beginning of a semester. A four- step process is followed

1. Meet with the Administrator or designee to request a transfer.
2. A status check of credits, attendance and behavior is made for the student to confirm eligibility for transfer to K.H.S.; students that are enrolled for the entire semester will need to earn a minimum of 25 credits to be considered for transfer. Students that enroll later in the semester will have the minimum credits prorated based on enrollment date.
3. A meeting with the parents and the Alternative Education Committee is held.
4. If approved, the student is registered immediately for the coming semester.

Parent Involvement and Support

From time to time students and parents find themselves overwhelmed by issues that affect the entire family. This in turn affects the student at school. It is important to remember that our staff is here to listen and to assist.

Little can be accomplished without the help and support of the parents.

We ask the parents/guardians to work with us by staying in contact and informing us of any changes that may affect their child in school. This is critical to a student's success in school.

We also ask that parents make sure that their child comes to school prepared with school materials, clean clothing suitable for school and has had a good breakfast.

Lunch, Break or After School Study Hall Guidelines (teacher assigned)

1. Any teacher may require a student to stay in their classroom for study at either lunch or break for any of the following *academic* reasons:
 - a. Failure to complete class work
 - b. Failure to complete homework
 - c. Failure to complete make up assignments
2. Students will be required to stay for teacher assigned study halls.
3. Students will be quiet and study during this study hall time
4. Your teacher will be available to provide academic help and support.
5. Refusal to stay or report to a teacher assigned study hall will be considered defiance and dealt with accordingly.

ATTENDANCE PROCEDURES

Absences

Acceptable (excused) Leave Days: Illness, medical appointment, death in the family, court, funeral, and personal family necessity (needs administrative approval). Transportation will no longer be accepted as an excused absence or tardy. All medical appointments must be confirmed in writing from the doctor's or dentist's office. Attendance is very important and is directly connected to student success and achievement. On the fifth excused absence in any semester, a doctor's note will be required for any future excused absences for the remainder of the school year.

Truant or Unexcused: A total of 4 unexcused absences per class will result in students being assigned to lunch detentions. During this time students will be able to complete any missing assignments or get extra support from school staff. Students are not allowed to recover truant days or to make up missed assignments. Absences that are not cleared, overslept, did not check out, transportation, any personal appointments such as hair, nails, shopping, or any personal family necessity not administratively approved will be unexcused.

Attendance Verification: Parents are expected to notify the school of a student's absence the day it occurs. The office is open from 7:30 a.m. to 4:00 p.m. A voice mail system is available during all other hours for your convenience. A note should be sent with the student the first day he/she returns to school if no phone call has been made.

Our phone calling system will attempt to communicate absences to parents, but the responsibility for contacting and clearing an absence remains completely with the parent/guardian. At the request of our auditors, we must have all absences verified either in writing or recorded on the answering machine. Remember that all absences must be cleared within 48 hours of returning to school and all tardies must be cleared by the beginning of the following school day with a doctor's note when applicable.

Homework Requests: All homework requests will be filled the next school day on any absence two days or greater.

Questions Regarding Attendance: Any parent who wishes information regarding his/her student's attendance is welcome to contact the school.

Operation "Stay in School": In conjunction with the local police department, Oasis High School is working to eliminate school truancy. Any student found off campus without a valid off campus pass will be returned to school and have parents notified.

Tardies

Being tardy to class is a distraction to the teacher and to fellow students. Students will be given three "free" tardies per semester. Once a student is tardy for the fourth time, they will be assigned after school detention for the fourth tardy and each subsequent tardy.

Students tardy to school – Student's that are more than 15 minutes late for the school day without a valid excuse will be truant. The student will be assigned lunch or after school detention.

Excused Tardies – Ill, medical appointment, needed at home (must get administrative approval), and personal (must be for extreme cases and requires pre-approval from the administration). **Four excused tardies per semester will be allowed with acceptable documentation. Any tardy after 4 will be considered unexcused for the remainder of that semester.**

Unexcused Tardies – Overslept, transportation, completing an assignment, etc.

School Attendance Review Board (SARB)- In accordance with Educational Code 48260 (a), Oasis High School will have the following steps in place for students who are deemed to be excessively absent:

- Step 1-Letter sent home after 3 unexcused absences or 5 thirty minute tardies.
- Step 2-Parent meeting with principal after 5 unexcused absences or 7 thirty minute tardies.
- Step 3-District SARB Meeting after 7 unexcused absences or 9 thirty minute tardies.
- Step 4-Referral to Superior Court

*Please note that the district reserves the right to SARB a student who has excessive excused absences.

Schools that implement school-wide systems of positive behavior support focus on taking a team-based system approach and teaching appropriate behavior to all students in the school. Schools that have been successful in building school-wide systems develop procedures to accomplish the following:

1. Behavioral expectations are defined. A small number of clearly defined behavioral expectations are defined in a positive, simple fashion:

- **Kind**
- **Accountable**
- **Efficient**
- **College and Career minded**

2. Behavioral expectations are taught. The behavioral expectations are taught to all students on campus, and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed, positive examples ("right way") are described and rehearsed, and negative examples ("wrong way") are described and modeled. Students are given an opportunity to practice the "right way" until they demonstrate fluent performance.

3. Appropriate behaviors are encouraged and acknowledged. Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. KAEK has designed a formal system that rewards positive behaviors.

4. Behavioral errors are corrected proactively. When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable, and preventing that unacceptable behavior from resulting in inadvertent rewards. Students, teachers, and administrators all should be able to predict what will occur when behavioral errors are identified.

STUDENT BEHAVIOR POLICY

The Board of Trustees of the Kingsburg Joint Union High School District, in support of the aims of public education, believe that the behavior of students attending public schools shall reflect standards of good citizenship demanded of members in a democratic society. Self-discipline (responsibility for one's actions) is a primary goal of education. The Board of Trustees also believes that while education is a right of American youth, it is not an absolute right. It is qualified first by eligibility requirements, and secondly by performance requirements. Our courts speak of education as a limited right or a privilege; that is, should the pupil fail to perform those duties required of him upon attendance in public schools, he may then be excluded from the school.

California Education Code 32261 states: "The legislature hereby recognizes that all pupils enrolled in the state public schools have the inalienable right to attend classes on campuses which are safe, secure and peaceful."

In conformity with the state law and court decisions, the Board of Trustees makes the following policy statement regarding student behavior:

Policy Statement:

1. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law that apply to the conduct of juveniles or minors.
2. Citizenship in a democracy requires respect for the rights of others. Student conduct shall reflect consideration for the rights and privileges of others and complete cooperation with all members of the school community.
3. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability shall be expected of all students.
4. Every student shall give evidence of a sincere desire to remain in school by being diligent in studies, and by taking advantage of the educational experience provided.

In aligning with the above statement, the following procedures for student behavior have been established. Students should be aware of the many laws that govern the operation of school in the State of California. Among the more important legal documents are the following: Education Code, Title V, Business and Professional Code, Penal Code, and the Health and Safety Code. All of the following is covered by these laws.

What are some of the things expected of all students?

- To attend school regularly
- To arrive in class promptly
- To be diligent in the pursuit of their studies
- To take proper care of school property
- To maintain high standards of personal conduct
- To show respect to school personnel
- To treat fellow students with kindness, courtesy and respect
- To respect classes in session by going from one place to another as quietly and expediently as possible

What does the law say students cannot do?

- Engage in hazing or commit any act that injures, degrades, disgraces or humiliates another student
- Use or possess tobacco on school grounds
- Possess or participate in the use of fireworks or any other incendiary
- Be in any way connected with narcotics or other dangerous drugs
- Consume, possess, or be under the influence of alcohol or other drugs while on school grounds, or at any school activity.

Other laws cover additional subjects such as these:

- Exclusion of students for filthy or vicious habits
- Exclusion of students for contagious or infectious diseases
- Exclusion of students whose physical or mental disability is such as to cause their attendance to be an endangerment to the welfare of others.
- Suspension of students by teachers and administrators
- Willful damage of school property and liability of the parent
- Insulting or abusing a teacher or staff

Students are reminded that school 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 affairs is not tolerated. Violations are subject to severe disciplinary action.

STUDENT BEHAVIOR DISCIPLINE POLICY

According to the California Education Code 48900, section (r), "A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
- (2) While going to or coming from school.
- (3) During the lunch period whether on or off campus.
- (4) During, or while going to or coming from, a school sponsored activity.

Student success in school is directly related to their behavior while at school, specifically in the classroom. These behavioral expectations include:

- Follow all school rules
- Do not disrupt the classroom learning environment
- Come to class with all required materials
- Follow all directives given by any staff member

If a student chooses not to comply with these behavioral guidelines the following actions will be taken:

Office Visits

- #1- Detention for remainder of period Parent Contact
- #2- Detention for remainder of period After School Detention/ Parent Contact
- #3- Detention for remainder of period After School Detention Assigned, *Parent/Teacher Conference*
- #4- Detention for remainder of period, Detention for that period the following day
- #5- OCS Rest of the Day (Possible SST to be held)
- #6- 1 Day Home Suspension
- #7- 1 Day Home Suspension, Restorative Conference to be held
- #8- 2 Day Home Suspension, *Behavior Contract Implemented*
- #9- 3 Day Home Suspension
- #10- 4 Day Home Suspension

****Severe cases of disruptive or defiant behavior will not be tolerated and will result in an immediate referral to administration. Consequences can include suspension and in severe cases can result in recommendation for expulsion.**

CONSEQUENCES RELATING TO STUDENT BEHAVIOR

Student behavior infractions are accumulated for the entire year in some cases and the entire high school career in others. Any student who has more infractions than the consequences outlined or excessive infractions over the entire high school career may be subject to referral to alternative education or expulsion. Additionally here at Oasis we have adopted an Assertive Discipline Policy that clearly outlines consequences for student behavior relating to defiance and disruption of the school learning environment.

Cell Phones and Electronic Devices

Expectation: Students will be permitted to have cell phones in their possession throughout the school day. However, cell phone use will only be permitted during non-classroom time; students may use their phones **only** during breaks and lunch, **unless authorized by the teacher.** Teachers have the right to ask that students turn in their phones to them at the beginning of class.

° Students **MUST** have their cell phones turned off during class time, **not on silent or vibrate;** cell phones shall cause no disruption.

- ° Students **MUST** remove headphone/earbuds from their body upon entering any classroom or classroom setting.
- ° Should a student be observed using a cell phone or a cell phone rings during class time, discipline action will result. Additionally, student abuse of this policy will result in the student losing the privilege to be able to carry a cell phone permanently, or for a period of time as determined by an administrator.
- ° Student cell phones ringing in class will result in confiscation of the phone and disciplinary action.
- ° During times of testing and other student evaluations, teachers may request that students remove their cell phones from their possession, either by placing them into their backpacks or a teacher secured area, reducing the possibility of compromised test security.
- ° Fire drills, assemblies, or other school evacuations are considered cell phone blackouts. During such contingencies, there will be absolute **ZERO TOLERANCE** on cell phone use.
- ° Use of cell phone photographs during the school day may result in more severe discipline.
- ° No cell phone photographs are permitted in the restroom or locker room areas at any time.

Electronic Violation Consequences:

- #1-** Item Confiscated
Student Pick-Up
- #2-** Item Confiscated
Student Pick-Up
Detention Assigned
- #3-** Item Confiscated
Parent Pick- Up
2 Days Detention
- #4-** Item Confiscated
Parent Pick-Up
One Day OCS

Cheating

Expectation: Students will do their own work at all times. Giving or receiving work or plagiarism is all considered cheating.

Consequence:

#1- Student Gets
No Grade/Credit
Parent Contact

#2- Student Gets
No Grade/Credit
After School Detention Assigned

#3- Student Gets
No Grade/Credit
One Day OCS

Dress Code

Expectation: District policy requires students to wear clothing that is in good taste and appropriate for school. It is recognized that any apparel that draws undue attention to the student tends to detract from the educational process and is therefore inappropriate. Good taste and good grooming are a part of learning for both boys and girls. **There can be occasional visits by administration to classrooms to conduct dress code checks and enforce our policy. The administration is empowered to determine what constitutes good grooming and good personal cleanliness.**

The following specific standards will be enforced:

1. Shoes must be worn at all times on campus.
2. Clothing with unacceptable wording or insignias or slogans may not be worn on campus.
3. Any clothing which is too brief is unacceptable for school wear. Tests for too brief: Raise your arms above your head and if any skin shows around the midriff it is too brief. Any chest (breast) area exposure is too brief. Test for exposure: is to look down while wearing the top and if you see cleavage it is too low-cut. Any underclothing that shows means the clothing is too brief. Shorts and skirts should not be too short or revealing, especially look at the length when seated. Test for too short: Shorts must extend beyond the fingertip when arms are held straight against the side with shoulders down. (But in no case will it be shorter than a 4-inch inseam.)
4. Pants must be worn at the waist and undergarments must not be able to be seen. Pants that will not stay at the student's waist must be held up with a belt or parents will need to bring in a change of clothes. Simply wearing a pair of shorts under the pants will not be an acceptable solution.
5. The district prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which by virtue of its color, arrangement or other attribute, distracts or denotes membership, affiliation, or identification with a gang. In

addition, students may forfeit the right to wear any type of clothing that may signify gang affiliation regardless of color.

Dress Code Consequences:

#1- Student changes, Parent Notified

#2- Student Changes
Parent Notified

#3- Student Changes, Detention Assigned

#4- Student changes, Two Detentions Assigned

#5- Student sent home for remainder of the day

Gang type attire and accessories

The wearing or displaying of "colors", tattoos, dress style or accessories that designates or glorifies gang membership or reflects gang affiliation is prohibited. Colors, clothing, or items that have been identified by the Kingsburg Police Department designates gang membership are prohibited. In the In The Kingsburg area, the colors identified as gang related are **RED and BLUE**. Accessories include red belts, belts longer than waist size, bandanas, chains, hairnets, jewelry, rosaries, jerseys of any kind, excessively baggy or loose clothing. In addition, students may forfeit the right to wear any type of clothing that may signify gang affiliation regardless of color.

Refusal to comply to school employee request regarding clothing at anytime will result in suspension

Club advisors, coaches, or instructors of other groups where membership or attendance is not mandatory may enforce more stringent regulations.

Hats: Students are expected to wear hats appropriately, not mark them in any way. Hats will be removed during the flag salute.

Fighting

Expectation: Fighting is defined in the California Education Code 48900(a)(1) as: "Caused, attempted to cause, or threatened to cause physical injury to another person."

Students involved in a fight are in violation of school policy. Violence of any kind, however minor, can explode and present a very real threat to innocent bystanders. Therefore, fighting will not be tolerated.

Consequence:

- First offense -suspended for the remainder of the day plus 3 more days and parent conference
- Second offense -immediate suspension for the remainder of the day up to a total of 5 days, and may result in recommendation for expulsion.

Excessive violence or battery, as administratively determined, shall be dealt with in a more severe manner including: extending the suspension, notifying the police department, possible arrest and referral for possible expulsion.

Gang Enhancement: Any fight, as determined by the administration that is found to be gang related will result in a suspension for the remainder of the day plus four more and a recommendation for expulsion.

Food and Drink in the classroom.

Expectation: Students will not have any food or drink inside the classroom except for bottled water. Students will be expected to discard any unfinished food or drink before entering the classroom. Students will not be allowed an excused pass if they are tardy due to finishing any food or drink item.

Forgery

Expectation: The student will not forge any schoolwork, note, pass or phone call.

Consequence: First offense-1 day on campus suspension for defiance of school rules and truancy for classes missed

Second offense- 1 day suspension for defiance of school rules, truancy for classes missed and possible referral to the alternative education committee

Subsequent forgeries will be dealt with administratively in a more serious manner.

Gambling

Expectation: As defined in the California Penal Code, gambling is a misdemeanor and therefore a violation of school policy.

Consequence: First offense - verbal and written warning will be issued

Second offense - appropriate administrative action that may include suspension and parent conference

General Disruption/Defiance

Expectation: Students are expected not to disrupt school activities or otherwise willfully defy the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.

Harassment of Any Kind

Expectation: It is the policy of the Kingsburg Joint Union High School District to provide an environment in which hate violence or harassment based on sex, race, color, national origin, religious creed, ancestry, physical handicap, medical condition or any other form of harassment is not permitted. The administration is empowered (using current state law) to determine what constitutes harassment.

<i>Consequence:</i>	First offense	- 1 day home suspension, parent conference
<i>(cumulative for</i>	Second offense	- 3 day home suspension
<i>entire district career)</i>	Third offense	- immediate suspension for the
<i>remainder of</i>		<i>day and four more for a total of</i>
<i>5 days,</i>		<i>recommendation for possible</i>
<i>expulsion</i>		

Excessive harassment, as administratively determined, shall be dealt with in a more severe manner including: extending the suspension, notifying the police department, possible arrest and referral for possible expulsion.

Hazing

Expectation: *There is to be absolutely no form of hazing at Kingsburg Joint Union High School District or any of its events. This includes, but is not limited to, any form of initiation.*

<i>Consequence:</i>	Appropriate administrative action, which will include suspension and parent conference.
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Immoral Behavior, Possession/Possession for Sale of Pornographic Materials

Expectation: *Students will not have possession of any pornographic materials during the school day or on a school activity and will behave in a morally acceptable manner at all times.*

<i>Consequence:</i>	First offense*	- 1 day suspension from school
	Second offense*	- 3 days suspension from school

(Cumulative and possible for entire district career)

Third offense

- 5 days suspension from school
referral for expulsion

*Student can be recommended for expulsion if incident is criminal

Inappropriate Writing or Pictures

Expectation: Gang writing, glorification or depictions of illegal substance or sexual subjects are unacceptable.

Consequence: notification and 1 day suspension	First offense	- item confiscated, parent notification and possible police notification
	Second offense	- 3-day suspension
	Third offense	- 5-day suspension

Insubordination to Staff Member on Campus or at School Events and/or Insults, Verbal Abuse, or Repeated Defiance of School Rules

Expectation: Not acceptable behavior

Consequence: 1 to 5 days suspension determined by an administration in accordance with the offense. Consequences are also explicitly outlined in Assertive Discipline Policy, which may include Daily Afternoon Detention, suspension and in severe cases students may be recommended for expulsion.

Leaving Campus or Going to Cars at Break

Expectation: Leaving campus without permission is not allowed. Students are not allowed to drive or go to their cars during break or lunch without prior authorization from the principal or designee.

Consequence: contact	First offense	- 1-day suspension and parent
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Loitering

Expectation: For the protection of students, the administration does not allow loitering by anyone. This includes recent graduates as well as strangers and other individuals. All persons having legitimate business on campus are to report directly to the office where assistance will be given. **Students of Oasis High School may not go on the KHS campus or any other school campus without a pass.**

Obscene Act – Committed or Engaged in Habitual Profanity or Vulgarity

Expectation: Oasis High School students will behave in an appropriate manner and will not commit obscene acts nor engage in habitual profanity or vulgarity.

Consequence:

<i>(Cumulative for entire KJUHSD Career) and possible</i>	First offense*	- 1 day suspension from school
	Second offense*	- 3 days suspension from school
	Third offense	- 5 days suspension from school referral for expulsion

***If any offense is determined to be serious by the administration, the student will be suspended for 5 days and possible recommendation for expulsion.**

Physically Striking Any Employee

Expectation: Not acceptable behavior

Consequence: Immediate 5 day suspension and recommendation for expulsion from school. Suspension may be extended depending on the outcome of an endangerment hearing. An administrator will contact the police department and charges will be filed.

Possession of a Deadly Weapon

Expectation: Possession of any weapon is a violation of school policy. The determination of an object's status as a weapon is at the discretion of the administration.

Consequence:

The possession on campus of any weapon, with or without the intent of use, will result in immediate suspension for 5 days and a recommendation for expulsion. Suspension may be extended depending on the outcome of an endangerment hearing.

Possession of Fireworks

Expectation: Possession of fireworks is a misdemeanor or a felony and a violation of school policy.

Consequence: 5 Day suspension with possible recommendation for expulsion

Possession of Water Balloons, Squirt Guns, Etc.

Expectation: Possession of water balloons and squirt guns is not allowed.

Consequence: - Confiscated, possible suspension and parents must retrieve or keep by the administrator until the end of the school year.

Possession of Imitation Firearm

Expectation: Possession of an imitation firearm is a violation of school policy. An imitation firearm/weapon means a replica that is so substantially similar in physical properties as to lead a reasonable person to conclude that it is a firearm or weapon. Examples would include: taser, pellet gun or airsoft gun.

Consequence: First Offense- Confiscated and 5-day suspension

(Cumulative for entire High School Career) Second Offense - Immediate suspension remainder of the day plus four more and possible recommendation for expulsion.

Student Parking and Driving of Vehicles

Expectation: Students are asked to park in designated, non-staff parking spots. Students are expected to park in one stall per car, if parked in two or more spots the student will be asked to move the car. Additionally students are not allowed to park in any spot designated for staff.

Consequence:

First offense -	Move car, one after school detention
Second offense -	Move car, two after school detentions
Third offense -	Move car, one day suspension

Theft

Expectation: Theft is defined in the California Education Code 48900(g) as, "Stole or attempted to steal school property or private property." Theft is unacceptable.

Consequence: -police report, restitution, parent conference, 1-5 days suspension, and possible recommendation for expulsion. Suspension may be extended depending on the outcome on an endangerment hearing,

Threats

Expectation: Threats will not be tolerated regardless of intent or lack of intent to carry them out.

Consequence: - 1 to 5 days suspension determined by the administration in accordance with offense and parent contact. Possible recommendation for alternative education or referral for expulsion and notification of police. Suspension may be extended depending on the outcome on an endangerment hearing.

Use or Possession of Tobacco

Expectation: Students are not permitted to use or possess tobacco or tobacco products (lighters, matches, rolling papers, etc...) at any location on campus or during school hours including school activities, athletic events, and dances.

VAPE DETECTORS: The restrooms at Oasis High School are equipped with vape detection units. These units can detect THC and tobacco vape, aggressive noises, and vandalism on the unit. Once the unit detects, administration is immediately notified.

Consequence:

First offense- Warning, confiscation of tobacco, parent contact,

Second offense- 1-day suspension confiscation of tobacco, parent contact

*Subsequent incidents will be dealt with administratively in a more serious manner.

Use, Possession, or Arranging to Provide Alcohol or Over The Counter Medications

Expectation: The use and possession of alcoholic beverages and/or the use or abuse of intoxicants (over the counter) of any kind by students is unacceptable.

(cumulative for entire district career)

Consequence: First offense- parent contact, immediate suspension for the remainder of that day plus 4 more days (total of 5 days)

Second offense- parent contact, immediate suspension for 5 days and recommendation for expulsion. suspension may be extended depending on the outcome of an endangerment hearing.

For Alcohol Possession

(cumulative for entire district career)

First Offense - parent contact, immediate suspension for the day plus 4 more days (total of 5 days)

Second Offense- parent contact, immediate suspension 5 days and recommendation for expulsion. Suspension may be extended depending on the outcome of an endangerment hearing.

For Providing/Arranging to provide

(cumulative for entire district career)

First Offense- parent contact, immediate suspension for the day plus 4 more days (total of 5 days)

Second Offense- parent contact, immediate suspension 5 days and recommendation for expulsion. Suspension may be extended depending on the outcome of an endangerment hearing.

Use, Possession, or Arranging to Provide or Acquire Illegal Drugs, Prescription Medication or Paraphernalia

Expectation: The possession or use of illegal drugs as defined in the Health and Safety Code is a misdemeanor or felony and a violation of school policy.

(Cumulative for entire district career)

Consequence for Under the influence:

First offense- parent contact, suspension for the remainder of the day plus 4 school days (total of 5 days) and recommendation for expulsion. Suspension may be extended depending on the outcome of an endangerment hearing.

Consequence for Possession:

First offense- parent contact and police report, immediate suspension for 5 days and recommendation for expulsion. suspension may be extended depending on the outcome of an endangerment hearing.

Consequence for Paraphernalia:

First offense- parent contact, immediate suspension for the day plus 4 more days (total of 5 days)

Second offense-parent contact, immediate suspension for 5 days and recommendation for expulsion. Suspension may be extended depending on the outcome of an endangerment hearing.

Consequence for Providing:

First Offense- parent contact, suspension for 5 days and recommendation for expulsion

Vandalism

Expectation: Vandalism is unacceptable and illegal.

Consequence:- police report, restitution, parent conference, 1-5 days suspension

Vandalism of a severe nature, as administratively determined, will include all of the above consequences and may include a recommendation for expulsion.

BUS SERVICES

California Administrative Code Title V:

"Students transported in a school bus shall be under the authority of, and responsible directly to the driver of the school bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the school bus or being escorted across a street or highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation."

School bus transportation is provided for students who would have to walk two miles or more to school. Transportation is provided as a service to students and parents. Student conduct while on the bus or in the vicinity of the bus stop, shall be compatible with safety and good citizenship at all times. The bus driver has complete control of the bus operation, including the behavior of the students. Students must act in a responsible and safe manner, follow all school rules, and follow any instructions given by the bus driver or any other school official.

Students reported to the administration by the bus driver for not complying with school rules may be suspended from bus transportation privileges for interfering with the safety of others by becoming a distraction to the bus driver.

First incident: Parent notified and student warned that next offense will result in bus privileges being revoked for a week.

Second incident: Bus privileges will be suspended for a week, parents notified

Third incident: Bus privileges will be suspended for the remainder of the quarter. Parents notified.

Phones

Messages will be taken for students. Unless it is an emergency call from a parent or guardian, students will not be called to the telephone. These emergencies will be verified. Only those persons listed on the emergency data form will be allowed to contact the student. This limitation does not include police, probation or school district personnel.

Textbooks & School Materials

Students are responsible for any textbooks or school materials issued to them. All textbooks must have a book cover on them. Loss or damage of textbooks and other charges must be paid and cleared before report cards are released or a diploma can be issued. Bills owed to Kingsburg High School must also be paid.

Visitors

All parents and other visitors must report directly to the office. Please do not bring friends or relatives to school. Only those listed on emergency card may have access to students while they are on campus.

Work Permits

If a student under the age of 18 has found a job, a work permit must be issued from the school to the employer. The student will pick up the application from the office to be completed by the employer and the parent.

Work permits must be renewed by September 1, and June 1, and anytime there is a job change.

Academic Good Standing and participation in activities at a school other than home school

In order for an OHS student to be considered in good standing they must have earned a 2.0 GPA & earned at least 12.5 credits the previous quarter. OHS students may not participate in any KHS activities while attending Oasis High School.

Binders & School Supplies

Students are expected to come to school prepared with a binder, paper, and pen or pencil.

- Binders with gang type drawings, obscene or offensive pictures, words, etc. will be confiscated and will not be returned.
- If a student fails to bring his/her school supplies and binder, the parent/guardian will be called to bring them to school, students are required to have all materials for school everyday. These materials include but are not limited to: binders, textbooks, paper, writing utensils and any homework or class assignments.
- Student planners will be issued and need to be brought to school each day in addition to any materials previously listed. If a student loses/misplaces his/her planner a replacement can be purchased from the office.
- No permanent pen markers are allowed on campus. (pens confiscated on campus will not be returned)

Legal Age

The State of California requires a student to remain in school until the age of 18 unless:

- a. the student has passed the CHSPE exam, and has the parent/guardian's permission to leave school, or
- b. the student has completed all the requirements and is able to graduate early, or
- c. has been accepted and is enrolled with the Job Corps.

GRADUATION CANDIDATES

A student at Oasis who is in his/her fourth year of school is eligible to have their picture taken for the Kingsburg High School annual. A fourth year student at Oasis may participate in the end of year trip to Disneyland only with prior approval of the Principal.

To graduate from Kingsburg High School, a student must:

- a. Be enrolled at Kingsburg High School the last semester of high school.
- b. Abide by all guidelines required at K.H.S.

To graduate from Oasis High School, a student must:

- a. Have all monies owed Kingsburg High School and Oasis High School paid prior to receiving a diploma.

· An Oasis High School student may leave school once all requirements for graduation have been met. The graduate is encouraged to return and participate in the commencement ceremony.

Commencement

Commencement Ceremonies with the Kingsburg Alternative Education Center

- Students order and pay for gowns (green) through the KAEC office

REQUIREMENTS FOR GRADUATION

**Kingsburg Joint Union High School District
Oasis High School**

**Subject
Required**

Credits Required

English	40	
Math	20	
Algebra	10	
Life Science	10	
Physical Science	10	
Health & Wellness	10	
World History		10
200		

Subject Credits

U.S. History	10
Civics	5
Economics	5
Art	10
Physical Education	20
Electives	40
Total:	

Employee Code of Conduct

AB 500/Ed Code Sec. 44050 states the policy for professional standards and code of conduct for all Kingsburg Joint Union High School Employees:

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.

(cf. 0200 - Goals for the School District)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

(cf. 5131 - Conduct)

(cf. 5137 - 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.

(cf. 2111 - Superintendent Governance Standards)

(cf. 9005 - Governance Standards)

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.

(cf. 4112.2 - Certification)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

(cf. 0450 - Comprehensive Safety Plan)

(cf. 4158/4258/4358 - Employee Security)

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

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

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

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

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 4020 - Drug and Alcohol Free Workplace)

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

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

(cf. 3580 - District Records)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

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.

(cf. 4040 - Employee Use of Technology)

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

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.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 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.

(cf. 4117.4 - Dismissal)

(cf. 4117.7 - Employment Status Reports)

(cf. 4118 - Suspension/Disciplinary Action)

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

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.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

44242.5 Reports and review of alleged misconduct

PENAL CODE

11164-11174.4 Child Abuse and Neglect Reporting Act

CODE OF REGULATIONS, TITLE 5

80303 Reports of dismissal, resignation and other terminations for alleged misconduct

80331-80338 Rules of conduct for professional educators

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

California Standards for the Teaching Profession, 2009

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

Educational Leadership Policy Standards: ISLLC 2008, 2008

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

Code of Ethics of the Education Profession, 1975

WESTED PUBLICATIONS

Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003

WESTED AND ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS PUBLICATIONS

California Professional Standards for Educational Leaders, 2001

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

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

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Council of Chief State School Officers: <http://www.ccsso.org>

WestEd: <http://www.WestEd.org>

Policy KINGSBURG JOINT UNION SCHOOL DISTRICT

adopted: November 26, 2012 Kingsburg, California

Bullying

Kingsburg Joint Union HSD

Board Policy Bullying

BP 5131.2

Students

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district

and school plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 6020 - Parent Involvement)

As appropriate, the Superintendent or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

(cf. 1020 - Youth Services)

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

(cf. 5137 - Positive School Climate)

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, 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)

(cf. 6163.4 - Student Use of Technology)

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

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.

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)

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. 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 his/her 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 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

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.

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. 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.

Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

Discipline

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. 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)

Any employee who permits or engages in bullying or retaliation related to 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)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32282 Comprehensive safety plan

32283.5 Bullying; online training

35181 Governing board policy on responsibilities of students

35291-35291.5 Rules

48900-48925 Suspension or expulsion

48985 Translation of notices

52060-52077 Local control and accountability plan

PENAL CODE

422.55 Definition of hate crime

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices, threats to safety

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

UNITED STATES CODE, TITLE 47

254 Universal service discounts (e-rate)

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

Lavine v. Blaine School District, (2002) 279 F.3d 719

Management Resources:

CSBA PUBLICATIONS

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014
Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

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

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

Dear Colleague Letter: Harassment and Bullying, October 2010

WEB SITES

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>

Common Sense Media: <http://www.common Sense Media.org>

National School Safety Center: <http://www.schoolsafety.us>

ON[the]LINE, digital citizenship resources: <http://www.onthelineca.org>

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

Policy KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT
adopted: March 14, 2016 Kingsburg, California

Harassment

Kingsburg Joint Union HSD

Board Policy

Nondiscrimination/Harassment

BP 5145.3

Students

The Board of Trustees desires to provide a safe school environment that allows all students equal access 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, 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)

This policy shall apply to all acts 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.

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 includes the creation of a hostile environment through prohibited conduct that 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. He/she shall provide training and 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. He/she shall report his/her 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:

EDUCATION CODE

- 200-262.4 Prohibition of discrimination
- 48900.3 Suspension or expulsion for act of hate violence
- 48900.4 Suspension or expulsion for threats or harassment
- 48904 Liability of parent/guardian for willful student misconduct
- 48907 Student exercise of free expression
- 48950 Freedom of speech
- 48985 Translation of notices
- 49020-49023 Athletic programs
- 51500 Prohibited instruction or activity
- 51501 Prohibited means of instruction
- 60044 Prohibited instructional materials

CIVIL CODE

- 1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

- 11135 Nondiscrimination in programs or activities funded by state

PENAL CODE

- 422.55 Definition of hate crime
- 422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

- 432 Student record
- 4600-4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

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

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information

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

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Prohibition of discrimination based on age

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California's K-12 Schools in Responding to Immigration Issues, April 2018

FIRST AMENDMENT CENTER PUBLICATIONS

Public Schools and Sexual Orientation: A First Amendment Framework for Finding Common Ground, 2006

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

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Notice of Non-Discrimination, Fact Sheet, August 2010

WEB SITES

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

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

California Safe Schools Coalition: <http://www.casafeschools.org>

California Office of the Attorney General: <http://oag.ca.gov>

First Amendment Center: <http://www.firstamendmentcenter.org>

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

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

Policy KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT

adopted: October 15, 2018 Kingsburg, California

Kingsburg Joint Union HSD

Administrative Regulation

Nondiscrimination/Harassment

AR 5145.3

Students

The district designates the individual identified below as the employee responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, 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, 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)

Superintendent
1900 18th Avenue
Kingsburg, CA 93631
(559) 897-7721
FirstInitialLastname@kingsburghigh.com

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)

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 on the district's web site and other prominent locations and providing easy access to them through district-supported social media, when available.
2. Post in a prominent and conspicuous location on the district and school web sites 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 221.61)

- 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 with Title IX in accordance with AR 1312.3 - Uniform Complaint Procedures, which shall include:
 - (1) 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
 - (2) 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
 - (3) 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

(cf. 1113 - District and School Web Sites)
 (cf. 1114 - District-Sponsored Social Media)

3. 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. (Education Code 234.1)
4. 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, including transgender and gender-nonconforming 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.
 (cf. 5145.6 - Parental Notifications)
5. The Superintendent or designee shall 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.

6. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and 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, including transgender and gender-nonconforming students.

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

7. 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)
8. 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

(cf. 5131.5 - Vandalism and 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

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

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

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 he/she knew was not true

- (cf. 4118 - Dismissal/Suspension/Disciplinary Action)
- (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. 6159.4 - Behavioral Interventions for Special Education Students)

Process for Initiating and Responding to Complaints

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is 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 verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, he/she shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Once notified verbally or in writing, the principal or 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.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

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 of his/her gender, 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.

Transgender student means a student whose gender identity is different from the gender he/she was assigned at birth.

Regardless of whether they are sexual in nature, 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 are prohibited. 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 his/her gender identity
2. Disciplining or disparaging a student or excluding him/her from participating in activities for behavior or appearance that is consistent with his/her 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 his/her gender identity
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against 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 transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that 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 transgender or gender-nonconforming status is his/her private information and 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 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 he/she 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 his/her status as a 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 transgender or gender-nonconformity status or gender identity or gender expression to his/her 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.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion of his/her gender identity and begin to treat the student consistent with his/her 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, his/her parents/guardians to identify and develop strategies for ensuring that the student's access to education programs and activities is maintained. The meeting shall discuss the 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 his/her status as a 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 his/her 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, access to a staff member's office, 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 he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her 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 his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

(cf. 7110 - Facilities Master Plan)

5. Student Records: A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents. Such preferred name may be added to the student's record and official documents as permitted by law.

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her 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 his/her gender identity, subject to any dress code adopted on a school site.

(cf. 5132 - Dress Code)

Regulation KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT
approved: October 15, 2018 Kingsburg, California

Kingsburg Joint Union HSD

Board Policy

Sexual Harassment

BP 5145.7

Students

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

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

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

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

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the

alleged victim of the harassment has not complained

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

Complaint Process and Disciplinary Actions

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

(cf. 1312.3 - Uniform Complaint Procedures)

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

(cf. 5144 - Discipline)

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

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

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment

terminated in accordance with law and the applicable collective bargaining agreement.

- (cf. 4117.7 - Employment Status Report)
- (cf. 4118 - Dismissal/Suspension/Disciplinary Action)
- (cf. 4218 - Dismissal/Suspension/Disciplinary Action)
- (cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Record-Keeping

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

- (cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

- 200-262.4 Prohibition of discrimination on the basis of sex
- 48900 Grounds for suspension or expulsion
- 48900.2 Additional grounds for suspension or expulsion; sexual harassment
- 48904 Liability of parent/guardian for willful student misconduct
- 48980 Notice at beginning of term

CIVIL CODE

- 51.9 Liability for sexual harassment; business, service and professional relationships
- 1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

- 12950.1 Sexual harassment training
- ##### CODE OF REGULATIONS, TITLE 5
- 4600-4687 Uniform complaint procedures
 - 4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

- 1221 Application of laws
 - 1232g Family Educational Rights and Privacy Act
 - 1681-1688 Title IX, discrimination
- ##### UNITED STATES CODE, TITLE 42
- 1983 Civil action for deprivation of rights
 - 2000d-2000d-7 Title VI, Civil Rights Act of 1964
 - 2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
- ##### CODE OF FEDERAL REGULATIONS, TITLE 34
- 99.1-99.67 Family Educational Rights and Privacy
 - 106.1-106.71 Nondiscrimination on the basis of sex in education programs

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- Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
- Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
- Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736
- Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
- Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274
- Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
- Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

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Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

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

Dear Colleague Letter: Transgender Students, May 2016
Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016
Dear Colleague Letter: Title IX Coordinators, April 2015
Questions and Answers on Title IX and Sexual Violence, April 2014
Dear Colleague Letter: Sexual Violence, April 4, 2011
Sexual Harassment: It's Not Academic, September 2008
Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

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

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

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

Policy KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT
adopted: December 12, 2016 Kingsburg, California

UNIFORM COMPLAINT PROCEDURES

The Kingsburg Joint Union High School District has primary responsibility for insuring that the district complies with state and federal laws and regulations governing educational programs. Any complaints alleging unlawful discrimination or failure to comply with state or federal laws in adult education, consolidated categorical aid programs, migrant education, child care and development programs, child nutrition programs, vocational educational and special education programs will be reviewed and mediated or investigated by the district. The complainant will have the opportunity to provide relevant information during the investigation. Within sixty days of receipt of the complaint, the district will provide a written report to the complainant. Complaints alleging discrimination must be filed within six months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies through mediation centers, the county office of education, or a public / private interest attorney. The district follows uniform complaint procedures established in AR 1312.3. Complaints should be directed to the District Compliance Officer, Superintendent, telephone number 897-7721. If dissatisfied with the district's resolution of a complaint, the complainant has the right to appeal to the California Department of Education within fifteen days after the districts report is issued. In a discrimination complaint, the complainant has the right to seek legal remedies when at least sixty days have passed after filing and appeal with the California Department of Education. Further documentation and forms are available at the district website www.kjushd.com > District Information > under Forms or KJUHSU Uniform Complaint Procedures.

Kingsburg Joint Union HSD

Board Policy

Uniform Complaint Procedures

BP 1312.3

Community Relations

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 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 the following complaints:

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the district, including adult education programs; After School Education and Safety programs; agricultural career technical education; state career technical and technical education, career technical, and technical training programs; federal career technical education; child nutrition programs; compensatory education; consolidated categorical aid programs; the federal Every Student Succeeds Act; Regional Occupational Centers and Programs; school safety plans; special education programs; and any other district-implemented state

UNIFORM COMPLAINT PROCEDURES (continued)

categorical program that is not funded through the local control funding formula pursuant to Education Code 64000

- (cf. 3553 - Free and Reduced Price Meals)*
- (cf. 3555 - Nutrition Program Compliance)*
- (cf. 5131.62 - Tobacco)*
- (cf. 5148 - Child Care and Development)*
- (cf. 5148.2 - Before/After School Programs)*
- (cf. 5148.3 - Preschool/Early Childhood Education)*
- (cf. 6159 - Individualized Education Program)*
- (cf. 6171 - Title I Programs)*
- (cf. 6174 - Education for English Learners)*
- (cf. 6175 - Migrant Education Program)*
- (cf. 6178 - Career Technical Education)*
- (cf. 6178.1 - Work-Based Learning)*
- (cf. 6178.2 - Regional Occupational Center/Program)*
- (cf. 6200 - Adult Education)*

2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory 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 the 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, 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)

- (cf. 0410 - Nondiscrimination in District Programs and Activities)*
- (cf. 5145.3 - Nondiscrimination/Harassment)*
- (cf. 5145.7 - Sexual Harassment)*

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

- (cf. 5146 - Married/Pregnant/Parenting Students)*

4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in

UNIFORM COMPLAINT PROCEDURES (continued)

school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)

5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)

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

6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)

(cf. 0420 - School Plans/Site Councils)

8. Any complaint, by or on behalf of a student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any requirement applicable to the student regarding placement decisions; the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1)

UNIFORM COMPLAINT PROCEDURES (continued)

(cf. 6173 - Education for Homeless Children)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6173.3 - Education for Juvenile Court School Students)

10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)
11. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

12. 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
13. Any other complaint as specified in a district policy

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

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

UNIFORM COMPLAINT PROCEDURES (continued)

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.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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.

(cf. 3580 - District Records)

Non-UCP Complaints

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

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

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.

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, teacher vacancies and misassignments, or health and safety violations in any license-exempt California

UNIFORM COMPLAINT PROCEDURES (continued)

State Preschool Program shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference:

EDUCATION CODE

- 200-262.4 Prohibition of discrimination
- 8200-8498 Child care and development programs
- 8500-8538 Adult basic education
- 18100-18203 School libraries
- 32280-32289 School safety plan, uniform complaint procedures
- 33380-33384 California Indian Education Centers
- 35186 Williams uniform complaint procedures
- 44500-44508 California Peer Assistance and Review Program for Teachers
- 46015 Parental leave for students
- 48853-48853.5 Foster youth
- 48985 Notices in language other than English
- 49010-49014 Student fees
- 49060-49079 Student records, especially:
 - 49069.5 Records of foster youth
- 49490-49590 Child nutrition programs
- 49701 Interstate Compact on Educational Opportunity for Military Children
- 51210 Courses of study grades 1-6
- 51223 Physical education, elementary schools
- 51225.1-51225.2 Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements
 - 51226-51226.1 Career technical education
 - 51228.1-51228.3 Course periods without educational content
- 52060-52077 Local control and accountability plan, especially:
 - 52075 Complaint for lack of compliance with local control and accountability plan requirements
- 52160-52178 Bilingual education programs
- 52300-52462 Career technical education
- 52500-52616.24 Adult schools
- 54000-54029 Economic Impact Aid
- 54400-54425 Compensatory education programs
- 54440-54445 Migrant education
- 54460-54529 Compensatory education programs
- 56000-56865 Special education programs
- 59000-59300 Special schools and centers

EDUCATION CODE (continued)

- 64000-64001 Consolidated application process; school plan for student achievement
- 65000-65001 School site councils

GOVERNMENT CODE

- 11135 Nondiscrimination in programs or activities funded by state
- 12900-12996 Fair Employment and Housing Act

HEALTH AND SAFETY CODE

- 1596.792 California Child Day Care Act; general provisions and definitions
- 1596.7925 California Child Day Care Act; health and safety regulations
- 104420 Tobacco-Use Prevention Education

PENAL CODE

Legal Reference continued: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5

3080 Applicability of uniform complaint procedures to complaints regarding students with disabilities

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-6576 Title I Improving the Academic Achievement of the Disadvantaged

6801-7014 Title III language instruction for limited English proficient and immigrant students

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

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

6101-6107 Age Discrimination Act of 1975

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

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

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources: (see next page)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample UCP Board Policies and Procedures

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

Dear Colleague Letter, September 22, 2017

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Harassment and Bullying, October 2010

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

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

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

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

Family Policy Compliance Office: <https://www2.ed.gov/policy/gen/guid/fpco>

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

U.S. Department of Justice: <http://www.justice.gov>

Policy
adopted:

KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT
June 24, 2019

Community Relations
ADMINISTRATIVE REGULATIONS

AR 1312.3(a)

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 BP 1312.3.

(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 coordinating the district's response to 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 (such as discriminatory harassment, intimidation, or bullying). The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

District Compliance Officer
(title or position)
Superintendent
(unit or office)
1900 18th Ave., Kingsburg, CA 93631
(address)
(559)897-7721
(telephone number)
Superintendent first name's initial & Lastname@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 applicable, 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.

UNIFORM COMPLAINT PROCEDURES (continued)

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 (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

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

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (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 all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy

UNIFORM COMPLAINT PROCEDURES (continued)

2. 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)
(cf. 3260 - Fees and Charges)

3. 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
4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred
5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 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)

6. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints
7. 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
8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision
9. 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 antidiscrimination laws, if applicable
10. A statement that copies of the district's UCP are available free of charge

AR 1312.3(d)

UNIFORM COMPLAINT PROCEDURES (continued)

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site 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 policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

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.

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 (item #1 of the section "Complaints Subject to UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)
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. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

AR 1312.3(e)

UNIFORM COMPLAINT PROCEDURES (continued)

3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by persons who allege that they have personally suffered unlawful discrimination or who believe that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint 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)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when 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. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

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

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

AR 1312.3(f)

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 both parties of the status of the investigation.

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

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

AR 1312.3(g)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Final Decision

Unless extended by written agreement with the complainant, a final decision 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 "Final Written Decision" 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 Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

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 (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant, shall be sent the district's final written decision, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Final Written Decision

For all complaints, the district's final written decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses

AR 1312.3(h)

UNIFORM COMPLAINT PROCEDURES (continued)

- b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
 3. Disposition of the complaint
 4. Rationale for such disposition

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

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

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

AR 1312.3(i)

UNIFORM COMPLAINT PROCEDURES (continued)

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
 - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
 - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's and respondent's right to appeal the district's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

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

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

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

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

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)

AR 1312.3(j)

UNIFORM COMPLAINT PROCEDURES (continued)

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

1. Counseling

(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

AR 1312.3(k)

UNIFORM COMPLAINT PROCEDURES (continued)

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

1. Transfer from a class or school as permitted by law

2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team

(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 (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

(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 (such as discriminatory 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 laws regarding student fees, deposits, and other charges, or any requirement related to the LCAP is found to have merit,

AR 1312.3(l)

UNIFORM COMPLAINT PROCEDURES (continued)

the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

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

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 15 calendar days of receiving the district's decision. (5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, the respondent, in the same manner as the complainant, may file an appeal with CDE.

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

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

Regulation
approved:

KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT
June 24, 2019

ISSUE: Presented to the Board is the 2024-2025 Coaches Athletic Handbook.

ACTION: Approve or deny the 2024-2025 Coaches Athletic Handbook.

RECOMMENDATION: Recommend approval

FOR BOARD ACTION:

Motion _____ Second _____ Vote _____
Thomsen: _____ Lunde: _____ Jackson: _____ Nagle: _____ Serpa: _____

KINGSBURG HIGH SCHOOL



2024 - 2025

COACHES ATHLETIC HANDBOOK

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Kingsburg High School Athletic Programs

Mission Statement

It is the mission of the Athletic Programs at Kingsburg High School to provide student-athletes with the opportunity to represent the school and compete inter-scholastically in a wide variety of sports. It is our goal that each student-athlete will learn self-discipline, skill acquisition, sports citizenship, commitment, and respect for teammates, opponents, and officials which will lead to and demonstrate membership in a quality community.

Pursuing Victory with Honor

Preamble

At its best, athletic competition can hold intrinsic value for our society. It is a symbol of a great ideal pursuing victory with honor.

The love of sports is deeply embedded in our national consciousness. The values of millions of participants and spectators are directly and dramatically influenced by the values conveyed by organized sports. Thus, sports are a major social force that shapes the quality and character of American culture.

In the belief that the impact of sports can and should enhance the character and uplift the ethics of the nation, we seek to establish a framework of principles and a common language of values that can be adopted and practiced widely.

Purpose

The Athletic Programs at Kingsburg High School are an integral part of the educational experience. All students are encouraged to participate in the athletic program at the level most challenging to them. The goals of the athletic program are as follows:

1. To provide an athletic program which is an integral part of the educational program
2. To field competitive teams within the CIF Central Section that brings pride to Kingsburg High School and the Kingsburg community
3. To develop realistic and challenging individual and team goals
4. To develop respect and appreciation for teammates, coaches, opponents, and officials
5. To develop self-discipline and a commitment to personal and team excellence
6. To exhibit good sportsmanship at all athletic contests
7. To have a coordinated community based athletic program

Coaches will work with individuals and teams to promote good character and leadership. It is a goal of the Athletic Department to encourage all student-athletes to grow through competition.

Objectives for Student-Athletes

1. To develop knowledge and appreciation for the sport
2. To develop proper conditioning for the sport
3. To develop skills and ability to the highest capacity
4. To expose players to social situations that help them learn about themselves and others
5. To develop integrity
6. To represent the school and community in a positive manner

California Interscholastic Federation

Purpose

The purpose of the CIF is as follows:

1. To serve as an organization through which member high schools mutually adopt rules and regulations for interscholastic athletic competition. Failure to follow the spirit and intent of CIF rules and regulations may result in the following penalties for our athletes and school:
 - a. Forfeiture of all league games and championships
 - b. Elimination of our school from playoffs for the particular sport
2. To cultivate more cordial and friendly relations among schools through ethical standards of sportsmanship.
3. To promote the acceptance of the Cardinal Principles and Code of Ethics of the CIF.
4. To promote equal opportunities for all youth, regardless of race, religion, sex or national origin.

CIF Central Section Orange Book: Constitution, Bylaws, Sport Governing Rules

Student participation in athletics at the high school level is a privilege and governed by the California Interscholastic Federation (CIF). All Student-Athletes, Parents/Guardians, and Coaches must follow, adhere to, and are expected to conduct themselves in an exemplary manner at all times to the rules and guidelines as described in the CIF Central Section Orange Book: Constitution, Bylaws, Sport Governing Rules in Appendix A. ~~During participation in all CIF competition, Student-Athletes and Coaches who are ejected or disqualified from participating in the remainder of the contest will be required to follow the "Statewide Sportsmanship and Ejection Policy" in the "ETHICS IN SPORTS" document adopted by the CIF located in Appendix A.~~

Statewide Sportsmanship and Ejection Policy

The Statewide Sportsmanship and Ejection Policy located in Bylaw 503.M will be followed and enforced regarding ejections regarding players, coaches, and spectators. The current Policy may be found in the CIF Central Section Orange Book: Constitution, Bylaws, Sport Governing Rules.

California Interscholastic Federation - Central Section - ETHICS IN SPORTS document

Student-Athletes, Parent Guardians, Coaches, and the Athletic Director will sign the California Interscholastic Federation - Central Section - ETHICS IN SPORTS document located in Appendix B. The ETHICS IN SPORTS document is included in the signature documents as part of the HomeCampus Student-Athlete Clearance process.

Tri-County Conference

Kingsburg High School is a charter member of the Tri-County Conference (TCC). The schools that comprise the TCC include: Central Valley Christian, Exeter, Hanford West, Immanuel, Kerman, Kingsburg, Reedley, Selma, Sierra Pacific and Washington Union. The management of the Tri-County Conference is conducted by the Athletic Directors and Principals of the member schools. Each school serves a term as the league representative to the Central Section CIF council.

As a member of the Tri-County Conference, our athletic programs and school are also responsible for following the constitution, by-laws, and sport regulation as established by the Athletic Directors and Principals of the Tri-County Conference. The TCC constitution and sport regulations are continually being revised and updated. If there are necessary changes needed within the constitution, by-laws, or sport regulations, it is imperative that the coaches, through their league representative, inform the Athletic Directors and Principals in order to address the issue.

Risk Warning

Participating in competitive athletics may result in severe injury, including paralysis or death. Changes in rules, improved conditioning programs, modern equipment and medical coverage have reduced these risks. However, it is impossible to totally eliminate such incidents from occurring.

Student-Athletes may reduce the chance of injury by obeying all safety rules in their sport, reporting all physical problems to their coaches, following a proper conditioning program, and inspecting their own equipment daily. Even if all of these requirements are met a serious injury may still occur.

Expectations of Coaches

Coaches Code of Conduct

Kingsburg Joint Union High School has adopted the CIF "Pursuing Victory With Honor - Code of Conduct for Coaches" and the "CIF Expectations for Coaches" as the Code of Conduct Guidelines. These Guidelines are given in Appendix C and Appendix D, respectively.

The Athletic Director will meet with Head Coaches prior to the start of their season to discuss the influence and importance of the responsibility of being a Head Coach for Kingsburg High School.

Head Coaches will meet with their Assistant Coaches prior to the start of their season to discuss the influence and importance of the responsibility of being a Head Coach for Kingsburg High School.

Head Coaches and Assistant Coaches will sign the CIF "Pursuing Victory With Honor - Code of Conduct for Coaches" and read through the "CIF Expectations for Coaches" in Appendix C and Appendix D, respectively. It is the responsibility of the Head Coach to turn in the signed documents to the Athletic Director.

Modeling

1. All KHS Coaches should use good judgment in conducting their private and public lives.
2. All KHS Coaches should model exemplary behavior on and off the field, and encourage their student-athletes to model exemplary behavior.
3. All KHS Coaches should instill in the student-athletes that they are all representing Kingsburg High School, the Kingsburg Community, and their family

Professionalism

1. Coaches behavior on and off the field should exemplify leadership, composure, discipline and integrity.
2. Coaches should allow every student a fair and equal opportunity to try out for the team without prejudgment based on prior experiences.
3. Coaches should use caution and common sense in any physical contact with their student-athletes.
4. Coaches should not exert undue influence on student-athletes either to play one sport at the expense of another or to play on a club team.

Communication with Student-Athletes

1. Coaches should communicate in a positive manner even when correcting or criticizing a student-athlete.
2. Coaches should emphasize team loyalty and effort, stressing the value of each individual's contribution toward the success of the team.
3. Coaches should assist student-athletes in setting realistic goals and the process for achieving those goals.
4. Coaches should help each student-athlete to achieve their personal best.

Communications with Parents/Guardians

Head Coaches should have a meeting prior to the season to:

- Inform parents of practice hours and the schedule of games and tournaments.
- Discuss with parents the various roles they might play in assisting in the success of their student-athlete.
- Distribute and Discuss the CIF - Pursuing Victory With Honor - *Expectations for Parents/Guardians located in Appendix E.*

Coaches should be available to discuss the progress of student-athletes throughout the season.

Communication with the Athletic Department

Coaches will have a meeting with the Athletic Director regarding the needs of their Athletic Program. The meeting will include a discussion involving but not limited to: inventory, equipment, budget, game scheduling and transportation.

Head Coaches are responsible for the following items:

1. Team Roster
 - a. Maintain the current student-athlete Team Roster on the shared Google Sheet titled *Athletic Rosters* with the link sent by the Athletic Director.
 - b. Check student-athlete eligibility through the Academic Probation List.
2. Transportation Requirements
 - a. Dismissal and Departure Times of all games scheduled.
 - b. Vehicle needs of the team for transportation.
3. Game Scores
 - a. Update the final game score and necessary statistics on MaxPreps or the CIF required location.
4. Practice Schedules
 - a. Practice schedules are to be requested through the SmartSheets Online Program to reserve High School Facilities.
NOTE: If you do not turn in your practice schedule, this may result in unavailability and conflicts with other activities that have been scheduled for the facility you plan to use.
5. Team Rosters, Team Records, Team Awards, and Individual Awards must be placed on the *KHS End of Season Google Sheet* for each level of the sport and turned into the Athletic Department as soon as possible at the completion of the season.

Teaching Skills and Conditioning

1. Coaches should be knowledgeable and well trained in teaching the skills of the sport.
2. Coaches should appropriately physically condition their student-athletes before each season and teach techniques that enhance an athlete's safety as well as that of an opponent.
3. Coaches should stress the necessity of student-athletes being in their best physical condition as a responsibility to themselves, as well as to their team.

Priorities of Life

1. Coaches should remember that athletics are one part of a student's life and must be kept in a realistic balance with the demands of academic and family responsibilities.
2. Coaches should teach the student-athletes to win with a sense of accomplishment and humility and to lose without excuses.

Creating a Successful Environment

1. Coaches should prepare themselves as students of the game.
1. Coaches should be positive and enthusiastic.
2. Coaches should develop a program that will attract students to the sport.
3. Coaches should make the sport competitively fun.

Multi-Sport Student-Athletes

It is the philosophy of Kingsburg High School that any student-athlete possessing a desire and ability to participate in multiple sports throughout the year (Fall, Winter, Spring) be given that opportunity.

It is the responsibility of the student-athlete to communicate and schedule their time making every effort to attend the practices, team meetings, and contests of both sports in which they are participating. If schedule conflicts arise for the multi-sport student-athlete the sport that is currently in season will become the priority. However, the Head Coaches of both Programs may come to an agreement that is best for the student-athlete.

All Kingsburg High School Coaches should develop an environment and schedule which gives student-athletes an opportunity to participate in multiple sports throughout the year.

Hosting Tournaments

It is encouraged that our Athletic Programs host Athletic Tournaments at Kingsburg High School. Head Coaches and Athletic Programs must communicate with the Athletic Director to schedule Athletic Tournaments to be hosted by Kingsburg High School. It is the responsibility of the Coaches and the Athletic Program to create the schedule and bracket for the tournament. The Athletic Program is also responsible for scheduling and providing ticket takers and snack bar attendants for the tournament games.

Student-Athlete Eligibility and Discipline Regulations

Academic Eligibility:

Attendance Requirements for Student-Athletes to participate in an Athletic Contest is detailed in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK.

Academic Grade Point Average and individual class grade requirements are detailed in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK.

The Academic Probation List will be generated according to the guidelines in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK.

Student-Athletes that have not met the Attendance and Academic Requirements as stated in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK will be restricted to the following guidelines:

- Student-Athletes will not be allowed to participate in Athletic Contests
- Student-Athletes will not be released early from school for an Athletic Contest
- Student-Athletes will not be allowed to travel with the team to Away Contests
- Student-Athletes will not be allowed to wear their team uniform while on the sidelines at Athletic Contests

Student-Athletes that have not met the Attendance and Academic Requirements may be allowed to participate in the following at the discretion of the Head Coach:

- Team practices and team meetings
- Stand or sit on the sideline during Athletic Contests
- Earn Physical Education credit by participating in practices and team meetings throughout the completion of the season

Student-Athletes listed on the 2nd Semester Academic Probation List may participate in Summer School in order to be removed from the Academic Probation List for the subsequent 1st Quarter according to the guidelines in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK.

Student-Athletes Entering from 8th Grade:

- Any student entering from the eighth grade into a CIF four-year high school must have 2.0 GPA at the last quarter of the 8th grade year to be scholastically eligible. A probationary period of the first quarter is provided for those 8th graders who do not meet the 2.0 GPA requirements the preceding quarter. Students are eligible during the probationary period. A student must have 2.0 GPA at the end of the probationary period in order to be eligible the subsequent quarter.

Athletic Eligibility:

Student-Athletes must complete the following in order to be eligible for the athletic team conditioning, try-outs, practices and or athletic contests.

1. Cleared through HomeCampus (online program) which includes the following:
 - Completed "CIF - PREPARTICIPATION PHYSICAL EVALUATION Form. The Form is located in Appendix F.
 - Parent and Student-Athlete Online Signatures for School Documents
 - Parent and Student-Athlete Online Signatures for CIF documents

2. Approved release from previous sport which includes uniforms and equipment turned in and no outstanding debts in the KHS Office.

Team Discipline Policies:

The Head Coach:

1. Will set the team rules and discipline policy.
2. Is given the autonomy to create their team rules and discipline policy following the CIF Code of Conduct for Student-Athletes policy. The CIF Code of Conduct for Student-Athletes policy is given in Appendix C of the Coaches Athletic Handbook.
3. Is responsible for creating and distributing team rules and discipline policy in either or both verbal and written form.
4. Is encouraged to have the parents/guardians sign the team rules and discipline policy and keep a copy of the signed document.
5. Will submit the team rules and discipline policy to the Athletic Director prior to the start of the season.
6. Will meet with parents/guardians to cover expectations of rules, policies and behavior of students and parents at the start of the season.
7. Student-Athletes must maintain the established standards of conduct of the KJUHS District as defined in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK and the CIF "ETHICS IN SPORTS" both on and off the field. The document is located in Appendix B of this Handbook. Any behavior that does not follow these guidelines for our student-athletes may be cause for discipline from the coach and or administration, as well as possible dismissal from a team.

School Discipline Policies:

KJUHS discipline policies are applicable to all student-athletes. If a student-athlete has been involved in a violation of school policies it will affect the student-athlete. Anytime there is a school-sponsored activity it is considered part of the school year. Summer time and vacation periods are considered "School Year" when school sponsored, school supervised gatherings or trips are taken.

Suspensions:

Student-Athletes that are suspended are not eligible to attend or participate in any team activities including practices, games, team events, or team meetings during the suspension including any weekend activities. Any student-athlete receiving a multiple day suspension may be removed from a team. A student-athlete receiving more than one multiple day suspension during a season of sport will be removed from the team for the remainder of that sport.

Athletes Quitting a Sport

It is the discretion of the Head Coach on whether to allow a student-athlete that has quit the team to return. Student-athletes who quit a team may lose all rights of a team member including awards or post season honors.

It is the responsibility of the student-athlete to communicate to the Head Coach their intention to quit the team. If the student-athlete fails to attend practices or games and does not inform the Head Coach, the student-athlete will be presumed no longer on the team.

If a student-athlete quits a specific sport and desires to play a sport in a subsequent season then the following conditions must be met:

1. The student-athlete must meet and be given approval by the Athletic Director to discuss quitting the sport with the current Head Coach.
2. Current Head Coach of the sport the student-athlete is quitting must give approval to play in the subsequent season sport.
2. Subsequent season Head Coach must give approval for the student-athlete to join the subsequent season sport.

Student-athletes must return all uniforms and equipment prior to being allowed to begin a subsequent sport.

Alcohol: Possession and Consumption

1. First violation: May include suspension from practice and/or competition. The student-athlete is to be referred to a counselor and/or guidance program.
2. Second violation: If a second violation occurs in the same school year, the student-athlete will not be allowed to participate in any athletic program at KHS during that school year in which the second violation took place.
3. School policy for alcohol is also applied.

Drug Policy

1. First violation: May include suspension from practice and/or competition. The student-athlete is to be referred to a counselor and/or guidance program.
2. Second violation: If a second violation occurs in the same school year, the student-athlete will not be allowed to participate in any athletic program at KHS during that school year in which the second violation took place.
3. School policy for drugs is also applied.

Tobacco

1. First violation: May include suspension from practice and/or competition. The student-athlete is to be referred to a counselor and/or guidance program.
2. Second violation: If a second violation occurs in the same school year, the student-athlete will not be allowed to participate in the athletic program at KHS in that season of sport.
3. School policy for tobacco is also applied.

Anabolic Steroids

Warning: Use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height, cause heart disease, stroke, and damaged liver function. Men and women using steroids may develop fertility problems, personality changes, and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use, or exchange of anabolic steroids. Anabolic steroids are an illegal drug and anyone in possession of or found using them will be subject to the drug policy previously listed.

Under no circumstances will personnel at KHS ever condone the use of performance enhancing drugs or steroids

1. First violation: Suspension from practice and competition for 45 school days. The student-athlete is to be referred to a counseling and guidance program.
2. Second violation: If a second violation occurs in the same school year, the athlete will not be allowed to participate in any athletic program at KHS.
3. School policy for drugs is also applied.

Unsportsmanlike Conduct:

Student participation in athletics at the high school level is a privilege and governed by the California Interscholastic Federation (CIF). All Student-Athletes, Parents/Guardians, and Coaches must follow, adhere to, and are expected to conduct themselves in an exemplary manner at all times to the rules and guidelines as described in the CIF Central Section Orange Book: Constitution, Bylaws, Sport Governing Rules in Appendix A.

The Statewide Sportsmanship and Ejection Policy located in Bylaw 503.M of the CIF Central Section Orange Book: Constitution, Bylaws, Sports Governing Rules will be followed and enforced regarding ejections regarding players, coaches, and spectators. The current Policy may be found in the CIF Central Section Orange Book: Constitution, Bylaws, Sport Governing Rules.

The STUDENT BEHAVIOR DISCIPLINE POLICY as outlined in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK will be followed for unsportsmanlike conduct for student-athletes.

Kingsburg Joint Union High School has adopted the CIF "Pursuing Victory With Honor - Code of Conduct for Student-Athletes" as the Code of Conduct Guidelines.

Kingsburg Joint Union High School has adopted the CIF "Pursuing Victory With Honor - Code of Conduct for Parents/Guardians" as the Code of Conduct Guidelines.

These Guidelines are centered around the six core principles of: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

Home and Hospital

Student-Athletes that are enrolled in at-home and/or hospital programs are not eligible to compete with an athletic team until they return to regular classes at Kingsburg High School.

Eligibility and Team Rosters

The Head Coach is responsible for reviewing the Academic and Athletic Eligibility of the student-athletes for their Athletic Program. It is the responsibility of the Head Coach to turn in the team roster on the KHS Athletic Roster spreadsheet before the first athletic contest.

Emergency Care of Athletes

Everyone must be concerned about the safety and well-being of the student-athletes.

All Coaches should know the following:

1. The health status of the players through review of the **CIF - PREPARTICIPATION PHYSICAL EVALUATION Form** and HomeCampus online documentation.
2. Follow the proper procedures in case of injury and keep accurate records of all accidents and injuries.
3. Confirm that players wear protective equipment that is properly sized and fitted.
4. Analyze coaching methods and procedures that assure the safety of the players in all drills and competition.

Emergency Care Procedures:

1. Do not move a student until his/her condition has been carefully evaluated. Contact proper authorities. Notify the office or administration immediately.
2. Parents are to be notified by the coach or the office.
3. Transport injured athlete in parent's car, unless an ambulance is necessary. If the situation is not an emergency, the parents must be consulted before calling for an ambulance.
4. An Accident Report located in **Appendix G** must be completed within 24 hours for all accidents.
5. Coaches should be familiar with local emergency procedures when traveling for a contest.

Serious Injury or Illness

1. In an Extreme Emergency: Call 911
2. Notify the Athletic Trainer
3. Notify the Administration
4. Notify the Office
5. The office will:
 - a. Locate school nurse or administrator
 - b. Call a physician
 - c. Contact parents or guardian
 - d. Call ambulance or paramedics if needed
6. If the situation is life-threatening:
 - e. Do not move the athlete
 - f. Start first aid immediately
 - g. Obtain help

Transportation

General Guidelines

1. Self-Transportation is encouraged and may be required for some or all KJUHSD Athletic Events depending on several factors. These factors include but are not limited to the number of student-athletes in the Athletic Program, distance of travel, availability of district transportation vehicles, and the student-athlete's ability to carpool to the Athletic Event. All transportation provided by KJUHSD must be previously arranged with the Head of Maintenance Operations Transportation.
2. Student-Athletes being released from school early in order to attend an Athletic Event must use the provided school transportation unless previously approved by the Head Coach.
3. KJUHSD will not provide weekend or holiday transportation to any event, unless previously arranged and approved by the Head of Maintenance Operations Transportation.
4. All student-athletes and parents/guardians must sign the STUDENT TRANSPORTATION PERMISSION FORM. The Form is given in [Appendix F](#).
5. Parents/Guardians must sign the Student-Athlete Transportation Release Document before leaving the Athletic Contest with their student-athletes. The Form is listed in [Appendix I](#).
6. Our Athletic Department should never be in a situation in which one adult is driving one student that is not the student parent or a relative of the student. In an emergency situation, it is important to notify the Athletic Director of the unique circumstances that require a one on one transportation situation.

Coaches and Parents/Guardians Using Private Vehicles to Transport Student-Athletes

Private vehicles being operated for district purpose must meet the following guidelines:

1. The *Kingsburg Joint Union High School District - Transportation For School-Related Trips - SCHOOL DRIVER REGISTRATION FORM* must be completed and approved by the District Office. The form is included at the end of this Athletic Handbook in [Appendix J](#).
The Form includes, but is not limited, to the following information:
 - A. Driver must possess:
 - Valid CA driver's license
 - Minimum liability insurance as required by the State of CA
 - B. Coaches and Parents/Guardians are not permitted to transport single passengers with the following exceptions:
 - The passenger is the son daughter of the coach or parent/guardian.
 - Previously cleared by both the parent/guardian, coach, and athletic director.

Parents/Guardians/Community Members Driving District Vehicles

Parents Guardians Community Members may be approved to drive District vehicles through the following process:
Two Forms must be completed, approved, and on file at the District Office:

- A. Transportation School Related Trips – District Vehicle. Form available at the district office or online at Kingsburghigh.com > District Information > Forms and Calendars
- B. Volunteer Coach & School Volunteer Form – must be completed and on file at the district office.
The Form may be found through the [SmartSheet Link](#):
<https://app.smartsheet.com/b/form/d6486fcd9d1949038cf0189a482eae89>

Coaches Riding the Bus

It is recommended that a coach ride the bus with the team, if possible. However, there may be instances that the Coach drives a vehicle following the bus or meets the team at the location of the athletic contest.

Proper Behavior on the Bus

Proper behavior on the bus is expected, at all times, for the respect, safety and well-being of yourself and others. As student-athletes, you are representing your team, school, community, parents and most importantly, yourself.

1. Student-Athletes are expected to conduct themselves in an orderly manner that would include:
 - a. Talking in normal tones.
 - b. Remain seated at all times.
 - c. Following verbal instructions from the driver and the coach.

- d. Only radios with headphones are allowed.
- e. Students will keep hands and head inside the bus at all times.
- f. Obscene language, literature, etc., is prohibited.
- g. No eating or drinking on the bus (unless permission is given by the bus driver).
- h. All trash must be removed when exiting the bus.

Overnight Trips for Athletic Programs

A maximum of 2 school SUV's will be provided by the KHS Transportation Department for the overnight trip of an Athletic Program. It is the responsibility of the specific Athletic Program to secure private vehicles for any additional space needed for student-athlete transportation on overnight trips. The procedures listed in the "**Coaches and Parents/Guardians using private vehicles to transport student-athletes**" above must be followed for private vehicle use. The KHS Transportation Department will not provide drivers for the school vehicles on overnight trips.

Appearance

Student-Athletes and Coaches should display pride in their appearance. Student-Athletes and Coaches are required to follow the dress code as detailed in the **KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK**.

Language

Profanity will not be tolerated at any time by Student-Athletes and Coaches. Student-Athletes and Coaches are required to follow the code of conduct as detailed in the **KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK**.

Meals

In some instances, the team may stop for either a pre-game or post-game meal. Please be prepared by bringing appropriate meal money or bringing your own snacks/meal. Student-Athletes are expected to stay together as a group at all times.

Expected Return Time

Student-Athletes are responsible for communicating with their parents/guardians on the approximate return time along with the place that the bus will unload. Please have parents/guardians either waiting for students at school. The Coach will give student-athletes access to a phone if the student-athlete does not have a phone in order to contact parent/guardian.

The coach is responsible for supervision until the parents/guardians arrive. Student-Athletes are encouraged to stay in a well-lighted area until released to parents/guardians.

Regional Championship Tournament

Athletic Programs earning playoff position in the Regional Championship Tournament will have the option of using up to \$2,000 from the KHS Athletics Department toward the rental of a charter bus if the travel mileage is over 100 miles for the one-way trip. It is the responsibility of the specific Athletic Group to cover any additional payment over \$2,000 for the charter bus. It is also encouraged that the specific Athletic Group help off-set the cost of meals for the student-athletes.

Award Policies and Procedures

Award and Letters

A student-athlete must complete the season in favorable status in order to receive a varsity athletic letter "K". The varsity athletic letter "K" will only be awarded to student-athletes that are on a varsity team. Student-Athletes that have moved from a JV and or F/S team in order to participate in Section Playoffs will receive a varsity athletic letter "K".

Championship Awards

The cost of the following Championship Patches are the responsibility of the KHS Athletic Account.

- Varsity League Championship
- Junior Varsity League Championship
- F/S League Championship
- Central Section Championship
- Regional Championship

The cost of the following items are the responsibility of the individual student-athlete but may also be supplemented by the individual Athletic Group at the discretion of the Head Coach and Booster Board.

- Championship Rings
- Regional Championship Participation Patch

Award Policy

The Kingsburg Student Body Athletic Account will provide the following awards to the athletic teams:

Varsity:	4 Awards (4 Plaques)
Junior Varsity:	3 Awards (3 Plaques)
Frosh Soph:	2 Awards (2 Plaques)

Additional awards may be purchased by the specific Athletic Group. However, it is encouraged that the number of JV Awards does not exceed the number of Varsity Awards and the number of F/S Awards does not exceed the number of JV Awards.

The awards are not to exceed the monetary amount set by CIF.

Student-athletes who quit a team may lose all rights of a team member including, but not limited to, awards or post-season honors.

Student-Athlete and/or Parent/Guardian Concerns

General

The following process is intended to address any concerns of the student-athlete and/or parent/guardian regarding the specific Athletic Program. It is our belief that a quick and honest discussion between all parties will result in a positive resolution for all concerned and an improvement in the atmosphere for both student-athletes and coaches.

Legitimate Concerns:

1. Mistreatment of student-athletes verbally, mentally or physically.
2. Any violation of an adopted code of ethics, conduct or expectations.

Non-Legitimate Concerns:

1. Student-athletes are not given enough playing time.
2. Student-athletes not playing the right position.
3. Strategies used by the coach.
4. The Win and Loss record of the team or coach.

Process for Concerns

If a student-athlete and/or parent/guardian believes that he or she has experienced unfair or improper treatment by a member of the Athletics Department or by another student-athlete relating to his or her participation in a sport, he or she may pursue the following procedure:

1. Informal Resolution with Staff - It is the general practice that the student-athlete and/or parent/guardian should first discuss the concern with the individual(s) most directly involved in the issue. For instance, if the matter involves the coach or a team policy established by the coach, the student-athlete should contact the coach and work on an informal basis to resolve the issue with the coach.
2. Informal Resolution with Athletic Director - If no resolution results from Step 1, or if the student-athlete and/or parent/guardian feels uncomfortable raising the concern directly with the individual most directly responsible, the student-athlete and/or parent/guardian should consult with the Athletic Director. The Athletic Director will work with the student-athlete and/or parent/guardian and head coach to resolve the issue. Serious efforts should be made to resolve the issues at an informal level by both the Athletic Director, student-athlete and/or parent/guardian.
3. Written Complaint to KHS Administration - If resolution through informal resolution proves unsuccessful, the student-athlete and/or parent/guardian may elect to submit a written complaint to the KHS Administration. To do so, the student-athlete and/or parent/guardian must set forth, in writing, the substance of the complaint, the grounds on which it is based, and the efforts taken to date to resolve the matter. The document will be submitted to the KHS Administration. The KHS Administration, in consultation with the Athletic Director, shall initiate a review in a timely manner, which should normally be completed within thirty days, depending on the extent and nature of the allegations. The Athletic Director and KHS Administration shall take appropriate action based on the results of their review and will inform the student-athlete and/or parent/guardian verbally or in writing when the complaint has been resolved.

Student Rights Title IX Policy

Title IX: Notice of Student Rights and Title IX Policy documents for Kingsburg Joint Union High School District are given at the end of the Athletic Handbook. The document contains information about the procedures for filing a discrimination complaint that arises out of an interscholastic athletic activity and includes the name of the district's Title IX Coordinator. The document also includes a copy of students' Title IX rights pursuant to Education Code 221.8.

Duties and Responsibilities of Coaches

Coaches Certification

Any person interested in serving as a Head Coach or Assistant Coach, either paid or volunteer, at Kingsburg High School must complete the following items before attending any practice, contest, or team event:

1. Complete a Coaching Application with the District Office.
The Form may be found through the SmartSheet Link:
<https://app.smartsheet.com/b/form/d6486fcd9d1949038cf0189a482eae89>
2. Approved by the Principal, Athletic Director and the Kingsburg High School District Board of Trustees.
3. Cleared with the Fresno County Office of Education through the background check and livescan (fingerprint) process.
4. Cleared with appropriate documentation of a TB Test.

Coaches must be knowledgeable and competent in the following:

1. Care and prevention of athletic injuries, basic first aid and emergency procedures.
2. Knowledge of child or adolescent psychology as it relates to sports participation.
3. Coaching knowledge and/or experience.

Head Coach - Online Courses - Keenan SafeSchools - Any Level: Varsity, JV, and F/S

Initial Hire Only

- NFHS Fundamentals of Coaching Training (1 Time Course, 2-3 hours)
- AED (22 minutes)
- Athletic Liability (45 minutes)
- Bullying: Recognition & Response (56 minutes)
- Sport Supervision and Safety (24 minutes)
- Youth Suicide: Awareness, Prevention, and Postvention (39 minutes)

Initial Hire and Every 2 years

- Sexual Harassment Prevention for Non-Managers (SB 1343) (60 minutes)

Initial Hire and Annually

- Cardiopulmonary Resuscitation (CPR) (15 minutes)
- Concussion Awareness: Athletics (34 minutes)
- First Aid (34 minutes)
- Heat Illness Prevention in Athletics (30 minutes)
- Mandated Reporter: Child Abuse and Neglect (44 minutes)
- Sudden Cardiac Arrest in Athletes (16 minutes)

Assistant Coach - Online Courses - Keenan SafeSchools - Any Level: Varsity, JV, and F/S

Initial Hire Only

- NFHS Fundamentals of Coaching Training (1 Time Course, 2-3 hours)

Initial Hire and Annually

- First Aid (34 minutes)
- Heat Illness Prevention in Athletics (30 minutes)
- Mandated Reporter: Child Abuse and Neglect (44 minutes)
- Sport Supervision and Safety (24 minutes)

NOTE: Any person who has been convicted of any offense referred to in the Education code 44940, or any other offense involving moral turpitude or evidence unfit to associate with children cannot coach in the Kingsburg Joint Union High School District.

Head Coach Responsibilities

1. Carefully supervise all levels of their athletic teams.
2. Informing their staff at all levels of the current rules and regulations pertaining to their sport.
3. Assist the Athletic Director in the following:
 - a. Placement of personnel
 - b. Budgeting
 - c. Scheduling
 - d. Transportation
 - e. Awards
 - f. CIF and CSL advisory meetings
 - g. Care, maintenance and preparation of facilities for practice and games
4. Varsity Head Coaches are responsible for:
 - a. Inventory of equipment
 - b. Issuing and receiving equipment
 - b. Submitting equipment needs to the Athletic Director
 - c. Care and maintenance of equipment
 - d. Care and prevention of injuries
5. Instruct all assistant coaches of their responsibilities.
6. Be responsible to the Athletic Director and Principal for the total conduct of their sport.
7. Organize, oversee, and conduct all practice sessions.
8. Confirm clearance on all student-athletes in their program.
9. Make sure all team members understand training rules set by the district, school and team.
10. Report all training rule violations to the athletic director.
11. Hold team members accountable for proper use and care of equipment.
12. Make sure the team is properly supervised at all times.
13. Cooperate with the media regarding publicity and information about their sport.
14. Keep statistics for school records.
15. Make sure the team represents Kingsburg High School properly during away contests.
16. Properly secure all doors and turn off lights when leaving facilities.

Assistant Coach Responsibilities

1. Assistant coaches are assigned by the head coach, with the approval of the athletic director, principal and board members.
2. Perform delegated duties set forth by the head coach.
3. Follow all school policies.
4. Assist in preparing facilities.
5. Help issue equipment, check equipment, and take inventory.
6. Assist in supervision

Duties of the Athletic Trainer

1. Work with team physicians, Athletic Director, coaches, student-athletes and parents.
2. Supervise the training room.
3. Train and recruit student-trainers.
4. Report all serious injuries to the family doctor and athletic director. Do not diagnose and give medical treatment without consulting a team physician or family doctor.
5. Maintain treatment and injury log.
6. Recommend to coach, an athlete's return to practice or game. The doctor has final say in determining whether an athlete is able to participate after an injury.
7. Administer all first-aid and taping.
8. Be present at all home contests and work with the athletic director on away events.
9. Be available during practices.
10. Responsible for setting up water on the sideline and standard items for athletic contests.
11. Responsible for maintaining and updating the written plan for a heart attack victim.
12. Responsible for maintaining and updating the written plan for the school-wide athletics emergency plan.

It is the responsibility of the Athletic Trainer to work with the Athletic Director and District Office in providing appropriate coverage for the athletic training duties when the Athletic Trainer is not available for athletic contests or practices including weekend coverage.

General Information

CIF Playoffs

CIF requires an overall win percentage for Athletic Teams to be eligible for Playoffs as noted in the CIF Central Section Orange Book: Constitution, Bylaws, Sport Governing Rules. KHS Athletic Teams that have an overall win percentage between the CIF minimum requirement and 50% must obtain the approval of the Athletic Director and Principal in order to attend Playoffs. It is encouraged that Athletic Teams with an overall win percentage of above 50% attend the CIF Playoffs.

Charging Admission to Athletic Contests

Spectators attending KHS Athletic Contests will be charged admission for Athletic Events that require a payment for Officials. The cost of admission will be according to the Tri-County Conference Constitution.

Weight Training and Conditioning Programs

A coach may hold a weight training or conditioning program during the off-season. Weight room rules must be followed or privileges will be lost.

1. A coach must be present when the weight room is being used.
2. All weights must be put away neatly and all bars must be cleared.
3. Athletes should be dressed appropriately.
4. Lock the weight room and turn out lights after each use.

Training Room

Please emphasize to student-athletes that the training room is a place for athletes needing care and or treatment of injuries. When the trainer is not in the room, please do not allow any students in the room.

The Media

It is the responsibility of the Head Coach to update MaxPreps and ScoreBook Live of results of their team's contests. It is also the responsibility of the Head Coach to communicate with the media when contacted regarding the results of athletic contests.

Scheduling

The athletic director, with the help of the head coach, will set up the schedule for each sport. The league schedule is set by the Tri-County Conference Athletic Directors. Do not make any firm commitments without confirming with the Athletic Director as transportation and facilities must first be checked out before confirmation is made.

The limitation and dates for the number of athletic contests to be scheduled for the season of sport is set by our Central Section CIF. It is the responsibility of the head coach to monitor the individual number of athletic contests.

Overnight Trips

Overnight Trips must be approved by the School Board through the submission of the KJUHS OvernighT Trip Request through the SmartSheet online system located in Appendix K. It is highly recommended that the request be submitted for Board Approval approximately 4 months prior to the Overnight Trip. It is the responsibility of the Head Coach to complete the KJUHS OvernighT Trip Request form and turn it into the Athletic Director to be included in the Board Approval agenda.

Releasing Student-Athletes from Class

When student-athletes are to be excused from class to attend an athletic event, the SmartSheet Online Link should be completed to request Class Dismissal Time and Transportation. It is important that the Team Roster on the Google Sheet is up to date for teachers and staff to utilize for releasing student-athletes from class. Student-Athletes should not be released more than 15 minutes before the bus is scheduled for departure unless approval has been given by the athletic director.

Keys - Responsibility and Fee Charge

Keys to athletic facilities will be issued by the district office. Keys are not to be copied or transferred. Coaches are not allowed to give keys to your student-athletes.

Coaches are required to return your key(s) to the District Office once the season of sport is complete.

There will be a \$50 fee for each lost key.

Athletic Event Warm-Up Music

All music played over the sound system during an Athletic Event, both warmups and breaks, must be included in Shared Google Drive Folder for the KHS Approved Music.

Summer Schedule

All Athletic Programs are mandated by the CIF to take a consecutive 2-week "Dead Period" during the summer. All Athletic Programs will adhere to this schedule as approved by KJUHS.

All KHS athletic facilities for summer use must be reserved by submitting the dates, times, and facility information through the SmartSheets online system. It is recommended that Head Coaches request the summer facility as soon as 3 months prior to the summer training taking place.

Game Uniforms

All game uniforms will consist of the school colors: Green and Gold/Yellow. The use of the colors of black and white trim on the game uniform may be used as approved by the athletic director. Approved logos on game uniforms are: KHS Viking Head, KHS "K", or the Athletic Program Crest as approved by the athletic director.

Budgets

Kingsburg High School - ASB Athletics

If funding allows, each Athletic Program will receive a budget from the KHS Athletic Account for the season of sport. All other expenses will be the responsibility of the individual Athletic Program.

The budget received from the KHS Athletic Account may be used for:

- Student-Athlete Uniforms
- Athletic Equipment
- Tournament Entry Fees
- Other expenses directly related to student-athletes participation in the season of sport

Purchase Options

Head Coaches and Boosters should make purchases through the approved and recommended vendors list.

Inventory

All equipment and uniforms should be turned in to the Head Coach or Head of Program. It will be the full responsibility of each head coach to monitor and maintain the inventory of their individual Athletic Program.

Head Coach Assessment

General

Head Coaches will meet with the Athletic Director at the end of their athletic season for an assessment of the individual Athletic Program. The Athletic Director will complete the Athletic Coaches Evaluation Form listed in Appendix L during the meeting with the Head Coach.

Title IX: Notice of Student Rights and Title IX Policy
(34 C.F.R. § 106.8, subd. (b); Cal. Ed. Code § 221.61.)

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. 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 the Title IX complaints involving students 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.

Any inquiries about the application of Title IX, this notice, and who is protected by Title IX may be referred to Cindy Schreiner, 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 school district 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), or the victim's parent/guardian, using the Title IX Coordinator's contact information listed above. It may be filed at any time the student, 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") 5145.7 – Sexual Harassment, and Administrative Regulation ("AR") 5145.71 - Title IX Sexual Harassment Complaint Procedures, which includes the option of informal resolution for certain matters.

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 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 5145.71, 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 in writing 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 5145.71. Additionally, any complainant who is dissatisfied with the District's determination may file an appeal in writing with the California Department of Education within 30 calendar days of receiving the District's written determination, which shall serve as the Investigation Report required as part of California's Uniform Complaint Procedures (cf. BP/AR 1312.3 – Uniform Complaint Procedures). Sexual harassment and discrimination complaints made by or on behalf of students may also be filed with the U.S. Department of Education, Office of Civil Rights within 180 calendar days of the date of the alleged discrimination, unless the time for filing is extended by the Office of Civil Rights for good cause shown under certain circumstances.

Additional details about procedures for filing a formal Title IX complaint and Title IX complaint procedures may be found in BP – 5145.7 – Sexual Harassment and AR 5145.71 – Title IX Sexual

Harassment Complaint Procedures <http://kjuhsd.com/board-policy/>. Copies may also be obtained at the District office.

All Other Student 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/compliance officer 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 students 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 1312.3 – Uniform Complaint Procedures, or in a manner that is otherwise deemed appropriate by the District.

Please be aware that the timeline for filing a complaint of sexual harassment or discrimination under California's Uniform Complaint Procedures is six months from the date of the alleged incident, or six months from the date the complainant first obtained knowledge of the facts of the alleged incident (cf. BP and AR 1312.3 – Uniform Complaint Procedures.)

Parents, students, and community members may request to meet with the Title IX Coordinator/compliance officer to determine how best to accommodate or resolve concerns that may arise from the District's implementation of its nondiscrimination policies. To the extent possible, the District will address any individual student's interests and concerns privately.

Student Rights Pursuant to Education Code Section 221.8

In addition to federal law, the California Education Code similarly prohibits schools from discriminating against its students on the basis of sex. Education Code section 221.8 provides as follows:

The following list of rights, which are based on the relevant provisions of the federal regulations implementing Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), may be used by the department for purposes of Section 221.6:

- (a) You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.
- (b) You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- (c) You have the right to inquire of the athletic director of your school as to the athletic opportunities offered by the school.
- (d) You have the right to apply for athletic scholarships.
- (e) You have the right to receive equitable treatment and benefits in the provision of all the following:
 1. Equipment and supplies.
 2. Scheduling of games and practices.
 3. Transportation and daily allowances.
 4. Access to tutoring.
 5. Coaching.

6. Locker rooms.
 7. Practice and competitive facilities.
 8. Medical and training facilities and services.
 9. Publicity.
- (f) You have the right to have access to a **biological** gender equity coordinator to answer questions regarding gender equity laws.
 - (g) You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
 - (h) You have the right to file a confidential discrimination complaint with the United States Office for Civil Rights or the state Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
 - (i) You have the right to pursue civil remedies if you have been discriminated against.
 - (j) You have the right to be protected against retaliation if you file a discrimination complaint.

Additional Resources

- United States Department of Education Office for Civil Rights:
<https://www2.ed.gov/about/offices/list/ocr/index.html>
- United States Department of Education Office for Civil Rights Complaint Forms:
<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>
- United States Department of Education Office for Civil Rights Contact Information:
1-800-421-3481 or ocr@ed.gov
- California Department of Education Office of Equal Opportunity:
<https://www.cde.ca.gov/re/di/or/oeo.asp>
- California Department of Education link to statewide resources that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families:
<https://www.cde.ca.gov/ls/ss/se/bullyres.asp>
- Link to Access Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures, Board Policy and Administrative Regulation 5145.3 – Nondiscrimination/Harassment, Board Policy and Administrative Regulation 5145.7 – Sexual Harassment, Board Policy and Administrative Regulation 5145.71 – Title IX Sexual Harassment Complaint Procedures:
<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030437> Copies may also be obtained at the District office.

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 on the initial link to Title IX information in the KJUHSD.com website: <http://kingsburghigh.com/> under District Information > Title IX Information.

Appendix

Appendix A

CIF Central Section Orange Book: Constitution, Bylaws, Sport Governing Rules

Current Link: <https://cifcs.org/general/constitution>

Appendix B

California Interscholastic Federation - Central Section - ETHICS IN SPORTS document

Current Link: https://cifcs.org/links/Code_of_Ethics.pdf

Appendix C

CIF - Pursuing Victory With Honor - *Code of Conduct for Coaches*

Current Link: https://www.cifstate.org/coaches-admin/pvh/conduct_coaches.pdf

Appendix D

CIF - Pursuing Victory With Honor - *Expectations for Coaches*

Current Link: https://www.cifstate.org/coaches-admin/pvh/expectations_coaches.pdf

Appendix E

CIF - Pursuing Victory With Honor - *Expectations for Parents/Guardians*

Current Link: https://www.cifstate.org/coaches-admin/pvh/conduct_parents-guardians.pdf

Appendix F

CIF - PREPARTICIPATION PHYSICAL EVALUATION Form

Current Link: https://www.cifstate.org/sports-medicine/physical_forms/PPE_exam.pdf

Appendix G

Kingsburg High School - Accident Report Form

Current Link: https://docs.google.com/document/d/1qbuYfG18xRM3xdfE_goBTNiG7qIjY_mA1ARPBNZ9d_U/edit?usp=sharing

Appendix H

STUDENT TRANSPORTATION PERMISSION FORM

Current Link: <https://docs.google.com/document/d/1FOnwFP9PqbDO-DtX6meXPAS2ZikY8cfOBHQKCZPooXo/edit>

Appendix I

Student-Athlete Transportation Release Document for Traveling Home with Parent/Guardian

Current Link: https://docs.google.com/document/d/12d5IX9BMqVSLt476GnJeT5uZTopDyv_auiJ6EkNKxEs/edit?usp=sharing

Appendix J

Kingsburg Joint Union High School District - Transportation For School-Related Trips - SCHOOL DRIVER REGISTRATION FORM

Current Link: <chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.kingsburghigh.com/cms/lib/CA50010912/Centricity/Domain/138/2023-2024%20Staff%20Handbook.pdf>

Appendix K

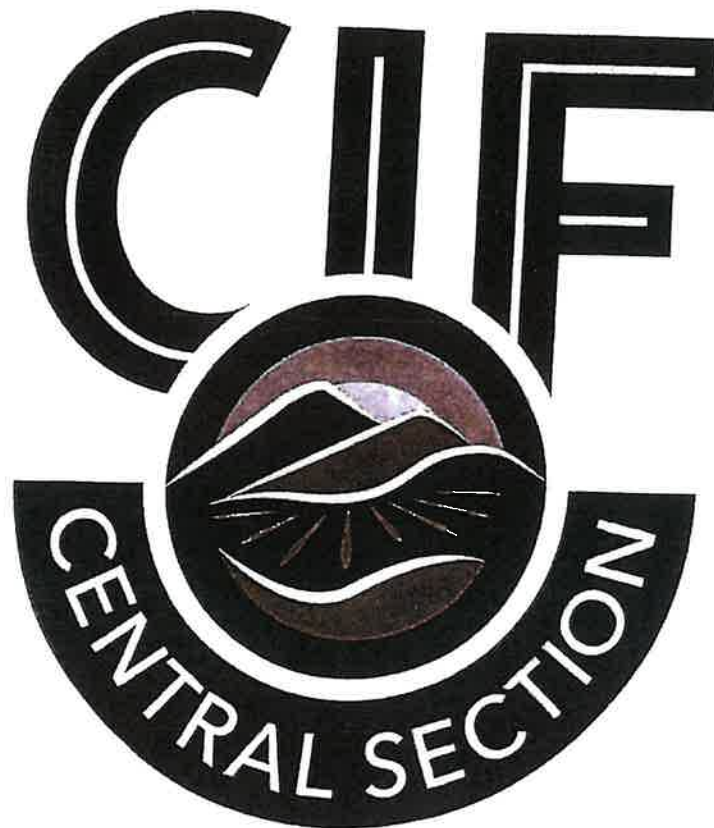
KJUHSO Overnight Trip Request

<https://app.smartsheet.com/b/form/448fa93eb6684a89a7cd18f8e59d670a>

Appendix L

Kingsburg High School District - Athletic Coaches Evaluation Form

<https://docs.google.com/document/d/1KOOXw252G9g0ahmZsr5By2y9nrcbliPmgsILz9eO-9M/edit>



ORANGE BOOK

CONSTITUTION, BYLAWS, SPORT
GOVERNING RULES

California Interscholastic Federation - Central Section
P.O. Box 427, Kingsburg, CA. 93631
Phone (559) 781-7586

ETHICS IN SPORTS

I. Policy Statement

The Central Section, CIF is committed to the exhibition of sportsmanlike and ethical behaviors in and around all athletic contests. All contests must be safe, courteous, fair, controlled and orderly for all athletes and fans alike.

It is the intent of the CIF that violence, in any form, not be tolerated. In order to enforce this policy, the Central Section has established rules and regulations, which set forth the manner of enforcement and of this policy and the penalties incurred when violation of the policy occurs. The rules and regulations shall focus upon the responsibility of the coach to teach and demand high standards of conduct and to enforce the rules and regulations set forth by CIF.

The Central Section requires the following Code of Ethics be issued each year and requires signing by student athletes, parent/guardian and coaches prior to participation as a guide to govern their behavior.

II. Code of Ethics

- a. To emphasize the proper ideas of sportsmanship, ethical conduct and fair play.
- b. To eliminate all possibilities which tend to destroy the best values of the game.
- c. To stress the values derived from playing the game fairly.
- d. To show cordial courtesy to visiting teams and officials.
- e. To establish a happy relationship between visitors and hosts.
- f. To respect the integrity and judgment of sports officials.
- g. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- h. To encourage leadership, use of initiative and good judgment by the players on a team.
- i. To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players.
- j. To remember that an athletic contest is only a game, not a matter of life and death for player, coach, school, official, fan, or nation.

I have read and I understand the Policy Statement, the Code of Ethics and the violations and Minimum Penalties of the "Ethics in Sports" policy. I agree to abide by the policy and related consequences while participating in interscholastic athletics, regardless of context, site or jurisdiction.

_____	_____	_____
- Student Signature	Printed Name	Date
_____	_____	_____
- Parent Signature	School	
_____	_____	_____
- Coach's Signature	Athletic Directors Signature	



Pursuing Victory With Honorsm Code of Conduct for Coaches

CIF Member School: _____

We, in the California Interscholastic Federation, believe that high school athletic competition should be fun, but that it must also be a significant part of a sound educational program. We believe that those who coach student-athletes are, first and foremost, teachers who have a duty to assure that their sports programs promote important life skills and the development of good character.

We believe that the essential elements of character-building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Charactersm"). We believe, further, that the highest potential of sports is achieved when teacher-coaches consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Finally, we believe that sincere and good-faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well being of our student-athletes. This Code of Conduct applies to all full-time and part-time coaches involved in interscholastic sports.

I understand that in my position as a coach, I must act in accord with the following code:

TRUSTWORTHINESS.

- **Trustworthiness** Be worthy of trust in all I do and teach student-athletes the importance of integrity, honesty, reliability and loyalty.
- **Integrity** Model high ideals of ethics and sportsmanship and always pursue victory with honor; teach, advocate and model the importance of honor and good character by doing the right thing even when it's unpopular or personally costly.
- **Honesty** Don't lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.
- **Reliability** Fulfill commitments; I will do what I say I will do; be on time.

- **Loyalty** Be loyal to my school and team; put the team above personal glory.
- **Primacy of Educational Goals** Be faithful to the educational and character-development missions of the school and assure that these objectives are not compromised to achieve sports performance goals; always place the academic, emotional, physical and moral well being of athletes above desires and pressures to win.
- **Counseling** Be candid with student-athletes and their parents about the likelihood of getting an athletic scholarship or playing on a professional level. Counsel them about the requirement of many colleges preventing recruitment of student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
- **College Recruiters** Be honest and candid with college recruiters about the character and academic abilities and interest of student-athletes.

RESPECT

- **Respect** Treat all people with respect all the time and require the same of student-athletes
- **Class** Be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage student-athletes to give fallen opponents a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
- **Taunting** Don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- **Respect Officials** Treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.
- **Respect Parents** Treat the parents of student-athletes with respect; be clear about your expectations, goals and policies and maintain open lines of communication.
- **Profanity** Don't engage in or permit profanity or obscene gestures during practices, sporting events, on team buses, or any other situation where the behavior could reflect badly on the school or the sports program.
- **Positive Coaching** Use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse, and conduct that is demeaning to student-athletes or others.
- **Effort and Teamwork** Encourage student-athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork, and winning with character.

- **Professional Relationships** Maintain appropriate, professional relationships with student athletes and respect proper teacher-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of student-athletes.

RESPONSIBILITY

- **Life Skills** Always strive to enhance the physical, mental, social and moral development of student-athletes and teach them positive life skills that will help them become well-rounded, successful and socially responsible.
- **Advocate Education** Advocate the importance of education beyond basic athletic eligibility standards and work with faculty and parents to help student-athletes set and achieve the highest academic goals possible for them.
- **Advocate Honor** Prominently discuss the importance of character, ethics and sportsmanship in materials about the athletic program and vigorously advocate the concept of pursuing victory with honor in all communications.
- **Good Character** Foster the development of good character by teaching, enforcing, advocating and modeling (T.E.A.M.) high standards of ethics and sportsmanship and the six pillars of character.
- **Role-Modeling** Be a worthy role-model, always be mindful of the high visibility and great influence you have as a teacher-coach and consistently conduct myself in private and coaching situations in a manner that exemplifies all I want my student-athletes to be.
- **Personal Conduct** Refrain from profanity, disrespectful conduct, and the use of alcohol or tobacco in front of student-athletes or other situations where my conduct could undermine my positive impact as a role model.
- **Competence** Strive to improve coaching competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.
- **Knowledge of Rules** Maintain a thorough knowledge of current game and competition rules and assure that my student-athletes know and understand the rules.
- **Positive Environment** Strive to provide a challenging, safe, enjoyable, and successful experiences for the athletes by maintaining a sports environment that is physically and emotionally safe.
- **Safety and Health** Be informed about basic first aid principles and the physical capacities and limitations of the age-group coached.
- **Unhealthy Substances** Educate student-athletes about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs.
- **Eating Disorders** Counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.

- **Physician's Advice** Seek and follow the advice of a physician when determining whether an injured student-athlete is ready to play.
- **Privilege to Compete** Assure that student-athletes understand that participation in interscholastic sports programs is a privilege, not a right and that they are expected to represent their school, team and teammates with honor, on and off the field. Require student-athletes to consistently exhibit good character and conduct themselves as positive role models.
- **Self-Control** Control my ego and emotions; avoid displays of anger and frustration; don't retaliate.
- **Integrity of the Game** Protect the integrity of the game; don't gamble. Play the game according to the rules.
- **Enforcing Rule** Enforce this Code of Conduct consistently in all sports-related activities and venues even when the consequences are high.
- **Protect Athletes** Put the well being of student-athletes above other considerations and take appropriate steps to protect them from inappropriate conduct.
- **Access** Help make your sport accessible to all diverse communities.
- **Improper Commercialism** Be sensitive to and avoid unwholesome commercialism including inappropriate exploitation of my name or the name of the school and undue financial dependence on corporate entities. Make sure any affiliation or association with a corporate entity is approved by school and district officials.

FAIRNESS

- **Fair and Open** Be fair in competitive situations, selecting a team, disciplinary issues and all other matters; and be open-minded and willing to listen and learn.

CARING

- **Safe Competition** Put safety and health considerations above the desire to win; never permit student-athletes to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.
- **Caring Environment** Consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team

CITIZENSHIP

- **Honor the Spirit of Rules** Observe and require student-athletes to observe the spirit and the letter of all rules including the rules of the game and those relating to eligibility, recruitment, transfers, practices and other provisions regulating interscholastic competition.
- **Improper Gamesmanship** Promote sportsmanship over gamesmanship; don't cheat. Resist temptations to gain competitive advantage through strategies or techniques (such as devious rule violations, alteration of equipment or the field of play or tactics designed primarily to induce injury or fear of injury) that violate the rules, disrespect the highest traditions of the sport or change the nature of competition by practices that negate or diminish the impact of the core athletic skills that define the sport.

I have read and understand the requirements of this Code of Conduct. I will act in accord with this code. I understand that school (and district) officials as well as league and section officials will and should expect that I will follow this code.

Teacher-Coach Signature

Date

"Pursuing Victory With Honor" and the "Six Pillars of Character" are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics. For more information on promoting character education and good sportsmanship, visit www.charactercounts.com.



Pursuing Victory With Honorsm *CIF Expectations for Coaches*

1. Sign and follow the district's or CIF's coaches' code of conduct.
2. Use "teachable moments" on a daily basis to emphasize the importance and essential elements of the six core principles of Pursuing Victory with Honor: trustworthiness, respect, responsibility, fairness, caring and good citizenship.
3. Promote sportsmanship and foster good character by Teaching, Enforcing, Advocating and Modeling the six principles above.
4. Ensure that their program enhances the academic, emotional, social, physical and ethical development of the student-athletes.
5. Demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules from their student-athletes by teaching the history and traditions of the sport.
6. Communicate to their student-athletes and parents that athletic participation is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and conduct themselves, on and off the field, as role models who exemplify good character.
7. Enforce, with student-athletes, the district-approved codes of conduct for student-athletes.
8. Emphasize in all communications directed to student-athletes and parents the importance of character, ethics and sportsmanship. Coaches should hold a student and parent pre-season meeting to communicate their educational philosophy regarding athletics, academics, character, ethics and sportsmanship. At this meeting the coach should clearly define the expectation that coaches have for student and parent behavior and the repercussion of not meeting those expectations.
9. Emphasize to the student-athlete and their parents that the first priority of the student-athletes is a serious commitment to getting the best education possible and developing the academic skills and character to succeed. Success in the classroom should be the first priority of any student-athlete.

10. Ensure that pressure to win is not placed above education, character development, academic, social, emotional, physical and ethical well-being of the student-athlete.
11. Whether paid or voluntary, gain the skills to be a competent coach. These minimum competencies must include basic knowledge of 1) the character-building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character; 2) the physical capacities and limitations of the age group coached, as well as first aid; and 3) coaching principles related to educational philosophy, adolescent psychology, nutrition, risk management, and the rules and strategies of the sport.
12. Model respectful behavior and demand that their athletes refrain from disrespectful conduct, including verbal abuse of opponents and officials, profane and belligerent trash-talking, taunting and inappropriate celebrations.
13. Safeguard the integrity of their programs by continually monitoring to ensure that no undue interference or influence of commercial interest or inappropriate exploitation of the school name or reputation. This should include avoiding undue financial dependency on particular companies or sponsors.
14. Always remember that profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches shall through words and example, strive to build character of their student-athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.
15. Urge and play a leadership role in planning and implementing pre-season meetings with parents, players, your athletic director, and if possible, the principal wherein the values and expectations of the district and the school principal are spelled out as they relate to athletics, its' place in education, the character building potential of athletics and the conduct and behavior of all involved in athletics.

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Pursuing Victory With Honorsm *Code of Conduct for Parents/Guardians*

Athletic competition of interscholastic age children should be fun and also a significant part of a sound educational program. Everyone involved in sports programs has a duty to assure that their programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring and good citizenship (the “Six Pillars of Character”). The highest potential of sports is achieved when all involved consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Parents/guardians of student-athletes can and should play an important role and their good-faith efforts to honor the words and spirit of this Code can dramatically improve the quality of a child’s sports experience.

THE SIX PILLARS OF CHARACTER

TRUSTWORTHINESS

- **Trustworthiness** Be worthy of trust in all you do.
- **Integrity** Live up to high ideals of ethics and sportsmanship and encourage players to pursue victory with honor. Do what’s right even when it’s unpopular or personally costly.
- **Honesty** Live honorably. Don’t lie, cheat, steal or engage in any other dishonest conduct.
- **Reliability** Fulfill commitments. Do what you say you will do.
- **Loyalty** Be loyal to the school and team; Put the interests of the team above your child’s personal glory.

RESPECT

- **Respect** Treat all people with respect at all times and require the same of your student-athletes.
- **Class** Teach your child to live and play with class and be a good sport. He/she should be gracious in victory and accept defeat with dignity, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.

- **Disrespectful Conduct** Don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature, trash-talking, taunting, boastful celebrations or other actions that demean individuals or the sport.
- **Respect for Officials** Treat game officials with respect. Don't complain or argue about calls or decisions during or after an athletic event.

RESPONSIBILITY

- **Importance of Education** Support the concept of "being a student first." Commit your child to earning a diploma and getting the best possible education. Be honest with your child about the likelihood of getting an athletic scholarship or playing on a professional level. Reinforce the notion that many universities will not recruit student-athletes who do not have a serious commitment to their education. Be the lead contact for collegiate coaches in the recruiting process.
- **Role Modeling** Remember, participation in sports is a privilege, not a right. Parents/guardians too should represent the school, coach and teammates with honor, on and off the court/field. Consistently exhibit good character and conduct yourself as a positive role model.
- **Self-Control** Exercise self-control. Don't fight or show excessive displays of anger or frustration.
- **Healthy Lifestyle** Promote to your child the avoidance of all illegal or unhealthy substances including alcohol, tobacco, drugs and some over-the-counter nutritional supplements, as well as of unhealthy techniques to gain, lose or maintain weight.
- **Integrity of the Game** Protect the integrity of the game. Don't gamble or associate with gamblers.
- **Sexual Conduct** Sexual or romantic contact of any sort between students and adults involved with interscholastic athletics is improper and strictly forbidden. Report misconduct to the proper authorities.

FAIRNESS

- **Fairness and Openness** Live up to high standards of fair play. Be open-minded, always willing to listen and learn.

CARING

- **Caring Environment** Consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team.

CITIZENSHIP

- **Spirit of the Rules** Honor the spirit and the letter of rules. Teach your children to avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

"Pursuing Victory With Honor" and the "Six Pillars of Character" are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics. For more information on promoting character education and good sportsmanship, visit www.charactercounts.com.

This form should be placed into the athlete's medical file and should *not* be shared with schools or sports organizations. The Medical Eligibility Form is the only form that should be submitted to a school or sports organization.

Disclaimer: Athletes who have a current Preparticipation Physical Evaluation (per state and local guidance) on file should not need to complete another examination.

■ PREPARTICIPATION PHYSICAL EVALUATION (Interim Guidance)

PHYSICAL EXAMINATION FORM

Name: _____ Date of birth: _____

PHYSICIAN REMINDERS

- Consider additional questions on more-sensitive issues.
 - Do you feel stressed out or under a lot of pressure?
 - Do you ever feel sad, hopeless, depressed, or anxious?
 - Do you feel safe at your home or residence?
 - Have you ever tried cigarettes, e-cigarettes, chewing tobacco, snuff, or dip?
 - During the past 30 days, did you use chewing tobacco, snuff, or dip?
 - Do you drink alcohol or use any other drugs?
 - Have you ever taken anabolic steroids or used any other performance-enhancing supplement?
 - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
 - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (Q4–Q13 of History Form).

EXAMINATION		
Height: _____	Weight: _____	
BP: _____ / _____ (_____ / _____)	Pulse: _____	Vision: R 20/ _____ L 20/ _____ Corrected: <input type="checkbox"/> Y <input type="checkbox"/> N
COVID-19 VACCINE		
Previously received COVID-19 vaccine: <input type="checkbox"/> Y <input type="checkbox"/> N		
Administered COVID-19 vaccine at this visit: <input type="checkbox"/> Y <input type="checkbox"/> N If yes: <input type="checkbox"/> First dose <input type="checkbox"/> Second dose <input type="checkbox"/> Third dose <input type="checkbox"/> Booster date(s) _____		
MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance <ul style="list-style-type: none"> Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse [MVP], and aortic insufficiency) 		
Eyes, ears, nose, and throat <ul style="list-style-type: none"> Pupils equal Hearing 		
Lymph nodes		
Heart ^a <ul style="list-style-type: none"> Murmurs (auscultation standing, auscultation supine, and ± Valsalva maneuver) 		
Lungs		
Abdomen		
Skin <ul style="list-style-type: none"> Herpes simplex virus (HSV), lesions suggestive of methicillin-resistant <i>Staphylococcus aureus</i> (MRSA), or tinea corporis 		
Neurological		
MUSCULOSKELETAL	NORMAL	ABNORMAL FINDINGS
Neck		
Back		
Shoulder and arm		
Elbow and forearm		
Wrist, hand, and fingers		
Hip and thigh		
Knee		
Leg and ankle		
Foot and toes		
Functional <ul style="list-style-type: none"> Double-leg squat test, single-leg squat test, and box drop or step drop test 		

^a Consider electrocardiography (ECG), echocardiography, referral to a cardiologist for abnormal cardiac history or examination findings, or a combination of those.

Name of health care professional (print or type): _____ Date: _____

Address: _____ Phone: _____

Signature of health care professional: _____, MD, DO, NP, or PA

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School Accident Report

STUDENT INFORMATION:

Student: _____ DOB: _____ M or F

Parent/Guardian Name: _____ Phone: _____

Address: _____

School: _____ Teacher: _____ Date & Time of Accident: _____

Injury to student (*nature, area, extent, etc.*): _____

First Aid Action (*by whom, what was done, time*): _____

Seen by School Nurse? Yes No; Further Action Taken (*Medical Referral, etc.*)? _____

Parent/Guardian notified? Name: _____ Date: _____ Time: _____ How: _____

Student transported (*where, when, whom, how*)? _____

ACCIDENT INFORMATION:

Where Did Accident Occur (*school, building, playground, bus, etc.*)? _____

Description of Accident: _____

Student was supervised by whom? _____

How could accident have been prevented? _____

Witnesses: _____

Other Students Involved (*names and DOB*): _____

Site Administrator (Signature) *Date* *Name and Title of Person Completing Form* *Date*

Follow up: _____

Nurse's signature: _____ Date: _____

Date received: _____ County Office Reviewers: _____

In red ink, indicate the area(s) of injury on the figure(s).

STUDENT TRANSPORTATION PERMISSION FORM

This form must be completed when a parent wants to drive their child, or have their child drive, to or from practices, games, events, etc.

Students are required to travel on buses, vans, or other transportation provided by the District to all school sponsored activities, practices and/or games/events. However, because of compelling needs, parents may need to transport their child or the student may need to drive himself/herself. A personal vehicle use form must accompany this form.

Name of Student-Athlete

Name of Parent / Guardian

Athletic Contest

Athletic Team

Activity/ Game

2024 - 2025 Athletic Season

Kingsburg High School Away Athletic Contests

Date(s) of Activity/ Game

Location of Activity/ Game

1. My son/daughter has my permission to (check all that apply):

- Travel with me
- Use his/her own vehicle
- Travel with another adult

Name of Adults _____

Name of Adults _____

Name of Adults _____

Name of Adults _____

2. Reason for this request: Kingsburg High School Away Athletic Contests
3. The student and Parent/Guardian are required to notify the Coach and/or School Administrator that they will be providing their own transportation in advance of the activity. If the Coach or School Administrator decide that self-transportation for this particular event is inappropriate, the student and parent agree that the student will use the transportation provided by the district.
4. It is understood and agreed that this permission to provide our own transportation is conditionally approved by the Coach or School Administrator, and can be revoked at any time at their discretion.
5. It is understood and agreed that my child will not transport any other student in his/her vehicle, except for his/her siblings who are also students at the school and involved in the same activity. Drivers may not carry non-district personnel, non-students, non-student family members, or other guests as passengers.
6. I/we agree to defend, indemnify, and hold harmless the District, its officers, agents, employees, and/or volunteers from any and all claims, demands, losses, damages and expenses, including legal fees and costs, or other obligations or claims arising out of any liability or damage to property, or any other loss, sustained or claimed to have been sustained arising out of the transportation described above.
7. **I have carefully read this authorization and fully understand its contents and voluntarily consent to its terms and conditions.**

Signature of Parent/Guardian

Date

Signature of Student

Date

All signatures are necessary for approval:

approved _____
Signature of Coach

Date

approved _____
Signature of School Administrator

Date

Not approved _____
Signature

Date

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: _____

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

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: _____



KJUHS Overnight Trip Request

Overnight trip request will be submitted to the Board for approval

Requester's name *

Requester's email *

Activity Type *

Athletic Trip

Dept./Organization Trip

Departure Date *



Return Date *



Destination *

Group Name *

Objective of Trip *

Transportation *

District Transportation

Own Vehicle

KINGSBURGH HIGH SCHOOL DISTRICT

RYAN PHELAN
Superintendent

SCOTT HODGES
Athletic Director

1900 18th Avenue Kingsburg, CA 93631
559 897-7721 FAX 559 419-6404 www.kingsburghigh.com

Athletic Coaches Evaluation Form

Name: _____ School: _____

Assignment: _____ School Year: _____

	Evaluation Criteria	Acceptable	Un-satisfactory
1.	Effectively communicates with student-athletes, parents, guardians, media agencies, booster groups, and community members.		
2.	Conducts practices and competitions to enhance the physical, social, and emotional growth of student-athletes.		
3.	Provides opportunities for all members of the team to participate, consistent with their ability and persistence of effort.		
4.	Maintains discipline in a firm, fair, and consistent manner		
5.	Ensures that equipment is in good condition, fits properly and is utilized as prescribed by the manufacturer.		
6.	Reports injuries promptly and exercises great care in dealing with all injuries, particularly those that are of a serious nature.		
7.	Creates and maintains a safe and secure environment for student-athletes before, during, and after program events.		
8.	Fosters and demonstrates a spirit of sportsmanship, ethics, and integrity towards opponents, officials and parents/guardians at all times.		
9.	Develops rapport with the athletic coaching staff, teachers, and administrators.		
10.	Attends all public, league, staff, and departmental meetings and ceremonies necessary to the welfare of the athletic department.		
11.	Demonstrates knowledge of and adherence to the policies, procedures, rules, and regulations of the District, the league in which the district participates, the California Interscholastic Federation, and the standards of ethical conduct for interscholastic athletic team programs, including all applicable state and federal laws.		
12.	Is knowledgeable in the sport and innovative in addition to using sound, proven methods of coaching.		
13.	Fulfills duties and responsibilities of the job description.		
	Head Coach only:		
14.	Effectively supervises, develops, and promotes the varsity, junior varsity, and freshmen teams.		
15.	Conducts staff meetings to ensure staff awareness of the sports program and encourages professional growth.		
16.	Maintains ongoing communication and works cooperatively with the Athletic Director.		

Overall Rating

_____ Acceptable: Recommended for continued assignment.

_____ Unsatisfactory: Not recommended for continued assignment.

Summary

Positive Areas: Specific job strengths and/or areas of superior performance.

Areas to Improve: Specific goals, directives and/or improvement plan to be implemented.

Additional Comments:

Administrator's Signature: _____ Date: _____

Signing this evaluation form indicates only that the employee has had an opportunity to confer with the evaluator regarding its contents. The employee has the right to include a written statement as an addendum to the evaluation.

Coach's Signature: _____ Date: _____

ISSUE: Presented to the Board is the 2024-2025 Student-Athletes Athletic Handbook.

ACTION: Approve or deny the 2024-205 Student-Athletes Athletic Handbook.

RECOMMENDATION: Recommend approval

FOR BOARD ACTION:

Motion _____ Second _____ Vote _____
Thomsen: _____ Lunde: _____ Jackson: _____ Nagle: _____ Serpa: _____

KINGSBURG HIGH SCHOOL



2024 - 2025

STUDENT-ATHLETES ATHLETIC HANDBOOK

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Kingsburg High School Athletic Programs

Mission Statement

It is the mission of the Athletic Programs at Kingsburg High School to provide student-athletes with the opportunity to represent the school and compete inter-scholastically in a wide variety of sports. It is our goal that each student-athlete will learn self-discipline, skill acquisition, sports citizenship, commitment, and respect for teammates, opponents, and officials which will lead to and demonstrate membership in a quality community.

Pursuing Victory with Honor

Preamble

At its best, athletic competition can hold intrinsic value for our society. It is a symbol of a great ideal pursuing victory with honor.

The love of sports is deeply embedded in our national consciousness. The values of millions of participants and spectators are directly and dramatically influenced by the values conveyed by organized sports. Thus, sports are a major social force that shapes the quality and character of American culture.

In the belief that the impact of sports can and should enhance the character and uplift the ethics of the nation, we seek to establish a framework of principles and a common language of values that can be adopted and practiced widely.

Purpose

The Athletic Programs at Kingsburg High School are an integral part of the educational experience. All students are encouraged to participate in the athletic program at the level most challenging to them. The goals of the athletic program are as follows:

1. To provide an athletic program which is an integral part of the educational program
2. To field competitive teams within the CIF Central Section that brings pride to Kingsburg High School and the Kingsburg community
3. To develop realistic and challenging individual and team goals
4. To develop respect and appreciation for teammates, coaches, opponents, and officials
5. To develop self-discipline and a commitment to personal and team excellence
6. To exhibit good sportsmanship at all athletic contests
7. To have a coordinated community based athletic program

Coaches will work with individuals and teams to promote good character and leadership. It is a goal of the Athletic Department to encourage all student-athletes to grow through competition.

Objectives for Student-Athletes

1. To develop knowledge and appreciation for the sport
2. To develop proper conditioning for the sport
3. To develop skills and ability to the highest capacity
4. To expose players to social situations that help them learn about themselves and others
5. To develop integrity
6. To represent the school and community in a positive manner

California Interscholastic Federation

General

The purpose of the CIF is as follows:

1. To serve as an organization through which member high schools mutually adopt rules and regulations for interscholastic athletic competition. Failure to follow the spirit and intent of CIF rules and regulations may result in the following penalties for our athletes and school:
 - a. Forfeiture of all league games and championships
 - b. Elimination of our school from playoffs for the particular sport
2. To cultivate more cordial and friendly relations among schools through ethical standards of sportsmanship.
3. To promote the acceptance of the Cardinal Principles and Code of Ethics of the CIF.
4. To promote equal opportunities for all youth, regardless of race, religion, sex or national origin.

CIF Central Section Orange Book: Constitution, Bylaws, Sport Governing Rules

Student participation in athletics at the high school level is a privilege and governed by the California Interscholastic Federation (CIF). All Student-Athletes, Parents/Guardians, and Coaches must follow, adhere to, and are expected to conduct themselves in an exemplary manner at all times to the rules and guidelines as described in the CIF Central Section Orange Book: Constitution, Bylaws, Sport Governing Rules in Appendix A. ~~During participation in all CIF competition, Student-Athletes and Coaches who are ejected or disqualified from participating in the remainder of the contest will be required to follow the "Statewide Sportsmanship and Ejection Policy" in the "ETHICS IN SPORTS" document adopted by the CIF located in Appendix A.~~

Statewide Sportsmanship and Ejection Policy

The Statewide Sportsmanship and Ejection Policy located in Bylaw 503.M will be followed and enforced regarding ejections regarding players, coaches, and spectators. The current Policy may be found in the CIF Central Section Orange Book: Constitution, Bylaws, Sport Governing Rules.

California Interscholastic Federation - Central Section - ETHICS IN SPORTS document

Student-Athletes, Parent/Guardians, Coaches, and the Athletic Director will sign the California Interscholastic Federation - Central Section - ETHICS IN SPORTS document located in Appendix B. The ETHICS IN SPORTS document is included in the signature documents as part of the HomeCampus Student-Athlete Clearance process.

Tri-County Conference

Kingsburg High School is a charter member of the Tri-County Conference (TCC). The schools that comprise the TCC include: Central Valley Christian, Exeter, Hanford West, Immanuel, Kerman, Kingsburg, Reedley, Selma, Sierra Pacific and Washington Union. The management of the Tri-County Conference is conducted by the Athletic Directors and Principals of the member schools. Each school serves a term as the league representative to the Central Section CIF council.

As a member of the Tri-County Conference, our athletic programs and school are also responsible for following the constitution, by-laws, and sport regulation as established by the Athletic Directors and Principals of the Tri-County Conference. The TCC constitution and sport regulations are continually being revised and updated. If there are necessary changes needed within the constitution, by-laws, or sport regulations, it is imperative that the coaches, through their league representative, inform the Athletic Directors and Principals in order to address the issue.

Risk Warning

Participating in competitive athletics may result in severe injury, including paralysis or death. Changes in rules, improved conditioning programs, modern equipment and medical coverage have reduced these risks. However, it is impossible to totally eliminate such incidents from occurring.

Student-Athletes may reduce the chance of injury by obeying all safety rules in their sport, reporting all physical problems to their coaches, following a proper conditioning program, and inspecting their own equipment daily. Even if all of these requirements are met a serious injury may still occur.

Expectations of Student-Athletes

Participation:

Participating in an athletic program is voluntary. Participating in a sport and on a team is a privilege which must be earned and is not a right. With these privileges come responsibilities. Student-Athletes must maintain the established standards of conduct of the KJUHS District as defined in the Student Handbook and the **CIF ETHICS IN SPORTS** both on and off the field. Any behavior that does not follow these guidelines for our student-athletes may be cause for discipline from the coach and/or administration, as well as possible dismissal from a team.

Student-Athlete Code of Conduct:

Kingsburg Joint Union High School has adopted the CIF "Pursuing Victory With Honor - *Code of Conduct for Students-Athletes*" as the Code of Conduct Guidelines. These Guidelines are given in **Appendix C**. These Guidelines are centered around the six core principles of: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

Head Coaches will meet with their student-athletes prior to the start of their season to discuss the influence and importance of the responsibility of being a student-athlete for Kingsburg High School. Student-athletes will sign the CIF "Pursuing Victory With Honor - *Code of Conduct for Student-Athletes*" in **Appendix C**. It is the responsibility of the Head Coach to keep the signed documents throughout the course of the athletic season..

Athletics as Part of the Educational Program

It is the philosophy of Kingsburg High School that Athletics is an integral piece of the education process that is provided to students. However, academics is the priority of the education process. Maintaining academic eligibility is the responsibility of the student-athlete and not the responsibility of coaches or teachers. It is also the responsibility of the student-athlete to manage their time in order to excel in the classroom, as well as athletics.

Being a Team Member

Student-Athletes have an opportunity to learn many skills while participating in sports. One of the most important skills is that of teamwork.

Being Prepared to Participate

Student-Athletes should be on time to practice, and be ready to listen and learn. Student-Athletes should be prepared physically and mentally for the season.

Multi-Sport Athletes

It is the philosophy of Kingsburg High School that any student-athlete possessing a desire and ability to participate in multiple sports throughout the year (Fall, Winter, Spring) be given that opportunity.

It is the responsibility of the student-athlete to communicate and schedule their time making every effort to attend the practices, team meetings, and contests of all sports in which they are participating. If schedule conflicts arise for the multi-sport student-athlete the sport that is currently in season will become the priority. However, the Head Coaches of both Programs may come to an agreement that is best for the student-athlete.

Expectations of Parents & Guardians

Parent/Guardian Code of Conduct

Kingsburg Joint Union High School has adopted the CIF “Pursuing Victory With Honor - *Code of Conduct for Parents/Guardians*” as the Code of Conduct Guidelines. These Guidelines are given in Appendix D. These Guidelines are centered around the six core principles of: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

Head Coaches will meet with the Parents/Guardians prior to the start of their season to discuss the influence and importance of the responsibility of being a parent/guardian of a student-athlete at Kingsburg High School. Coaches will hand out the CIF “Pursuing Victory With Honor - *Code of Conduct for Parents/Guardians*” in Appendix D.

Keeping Athletics in Perspective

Parents/Guardians are encouraged to:

1. Always emphasize academics as a priority.
2. Assist your student-athlete to use their time wisely so that athletics does not interfere with academics.
3. Use athletics as a way to teach your student-athlete how to react and interact with other people.
4. Help your student-athlete to understand that athletic ability varies from person to person; effort is just as important as natural ability.

Supporting Your Student-Athlete

Parents/Guardians are encouraged to:

1. Attend as many of your student-athletes contests as possible.
2. Allow your student-athlete to select a sport based on his/her perceived likes and abilities.
3. Provide a pressure-free environment regarding playing and scholarship expectations.
4. Help your student-athlete by providing all of their medical needs
5. Ensure your student-athlete has access to the proper equipment when not provided by the school.
6. Stress the importance of the complete athlete, both mentally and physically.
7. Stress the importance of perseverance rather than quitting.

Supporting the Program

Parents/Guardians are encouraged to:

1. Be supportive of the coaching staff.
2. Attend all parent guardian meetings requested by coaches.
3. Support the coach’s preparation plan.
4. Talk to your student-athlete frequently about how things are progressing with their sport.
5. Make arrangements to talk to the coaches privately and early about any concerns.
6. Take into consideration practice and games when planning family events.
7. Understand the needs of particular sports. Every sport has different demands of time and preparation.
8. Support the district policy of no profanity, alcohol, illegal drugs, or tobacco.
9. Model positive behavior towards everyone at all times.

Student-Athlete Eligibility and Discipline Regulations

Academic Eligibility:

Attendance Requirements for Student-Athletes to participate in an Athletic Contest is detailed in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK.

Academic Grade Point Average and individual class grade requirements are detailed in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK.

The Academic Probation List will be generated according to the guidelines in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK.

Student-Athletes that have not met the Attendance and Academic Requirements as stated in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK will be restricted to the following guidelines:

- Student-Athletes will not be allowed to participate in Athletic Contests
- Student-Athletes will not be released early from school for an Athletic Contest
- Student-Athletes will not be allowed to travel with the team to Away Contests
- Student-Athletes will not be allowed to wear their team uniform while on the sidelines at Athletic Contests

Student-Athletes may be allowed to participate in the following at the discretion of the Head Coach:

- Team practices and team meetings
- Stand or sit on the sideline during Athletic Contests without wearing the team uniform
- Earn Physical Education credit by participating in practices and team meetings throughout the completion of the season

Student-Athletes listed on the 2nd Semester Academic Probation List may participate in Summer School in order to be removed from the Academic Probation List for the subsequent 1st Quarter according to the guidelines in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK.

Student-Athletes Entering from 8th Grade:

- Any student entering from the eighth grade into a CIF four-year high school must have 2.0 GPA at the last quarter of the 8th grade year to be scholastically eligible. A probationary period of the first quarter is provided for those 8th graders who do not meet the 2.0 GPA requirements the preceding quarter. Students are eligible during the probationary period. A student must have 2.0 GPA at the end of the probationary period in order to be eligible the subsequent quarter.

Athletic Eligibility:

Student-Athletes must complete the following in order to be eligible for the athletic team conditioning, try-outs, practices and/or athletic contests.

1. Cleared through HomeCampus (Online Program) which includes the following:
 - Completed "CIF - Preparticipation Physical Evaluation" Form. The Form is located in Appendix E.
 - Parent and Student-Athlete Online Signatures for School Documents
 - Parent and Student-Athlete Online Signatures for CIF documents
2. Approved release from previous sport which includes uniforms and equipment turned in and no outstanding debts in the KHS Office.

Team Discipline Policies:

The Head Coach:

1. Will set the team rules and discipline policy.
2. Is given the autonomy to create their team rules and discipline policy following the *CIF Code of Conduct for Student-Athletes* policy. The *CIF Code of Conduct for Student-Athletes* policy is given in Appendix C.
3. Is responsible for creating and distributing team rules and discipline policy in either or both verbal and written form.
4. Is encouraged to have the parents guardians sign the team rules and discipline policy and keep a copy of the signed document.

5. Will submit the team rules and discipline policy to the Athletic Director prior to the start of the season.
6. Will meet with parents/guardians to cover expectations of rules, policies and behavior of students and parents at the start of the season.
7. Student-Athletes must maintain the established standards of conduct of the KJUHS District as defined in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK and the CIF "ETHICS IN SPORTS" both on and off the field. The document is located in Appendix B of this Handbook. Any behavior that does not follow these guidelines for our student-athletes may be cause for discipline from the coach and/or administration, as well as possible dismissal from a team.

School Discipline Policies:

KJUHS discipline policies are applicable to all student-athletes. If a student-athlete has been involved in a violation of school policies it will affect the student-athlete. Anytime there is a school-sponsored activity it is considered part of the school year. Summer time and vacation periods are considered "School Year" when school sponsored, school supervised gatherings or trips are taken.

Suspensions:

Student-Athletes that are suspended are not eligible to attend or participate in any team activities including practices, games, team events, or team meetings during the suspension including any weekend activities. Any student-athlete receiving a multiple day suspension may be removed from a team. A student-athlete receiving more than one multiple day suspension during a season of sport will be removed from the team for the remainder of that sport.

Athletes Quitting a Sport

It is the discretion of the Head Coach on whether to allow a student-athlete that has quit the team to return. Student-athletes who quit a team may lose all rights of a team member including awards or post season honors.

It is the responsibility of the student-athlete to communicate to the Head Coach their intention to quit the team. If the student-athlete fails to attend practices or games and does not inform the Head Coach, the student-athlete will be presumed no longer on the team.

If a student-athlete quits a specific sport and desires to play a sport in a subsequent season then the following conditions must be met:

1. The student-athlete must meet and be given approval by the Athletic Director to discuss quitting the sport with the current Head Coach.
2. Current Head Coach of the sport the student-athlete is quitting must give approval to play in the subsequent season sport.
2. Subsequent season Head Coach must give approval for the student-athlete to join the subsequent season sport.

Student-athletes must return all uniforms and equipment prior to being allowed to begin a subsequent sport.

Alcohol: Possession and Consumption

1. First violation: May include suspension from practice and/or competition. The student-athlete is to be referred to a counselor and/or guidance program.
2. Second violation: If a second violation occurs in the same school year, the student-athlete will not be allowed to participate in any athletic program at KHS during that school year in which the second violation took place.
3. School policy for alcohol is also applied.

Drug Policy

1. First violation: May include suspension from practice and/or competition. The student-athlete is to be referred to a counselor and/or guidance program.
2. Second violation: If a second violation occurs in the same school year, the student-athlete will not be allowed to participate in any athletic program at KHS during that school year in which the second violation took place.
3. School policy for drugs is also applied.

Tobacco

1. First violation: May include suspension from practice and/or competition. The student-athlete is to be referred to a counselor and/or guidance program.
2. Second violation: If a second violation occurs in the same school year, the student-athlete will not be allowed to participate in the athletic program at KHS in that season of sport.
3. School policy for tobacco is also applied.

Anabolic Steroids

Warning: Use of steroids to increase strength or growth can cause serious health problems. Steroids can keep teenagers from growing to their full height, cause heart disease, stroke, and damaged liver function. Men and women using steroids may develop fertility problems, personality changes, and acne. Men can also experience premature balding and development of breast tissue. These health hazards are in addition to the civil and criminal penalties for unauthorized sale, use, or exchange of anabolic steroids. Anabolic steroids are an illegal drug and anyone in possession of or found using them will be subject to the drug policy previously listed.

Under no circumstances will personnel at KHS ever condone the use of performance enhancing drugs or steroids

1. First violation: Suspension from practice and competition for 45 school days. The student-athlete is to be referred to a counseling and guidance program.
2. Second violation: If a second violation occurs in the same school year, the athlete will not be allowed to participate in any athletic program at KHS.
3. School policy for drugs is also applied.

Unsportsmanlike Conduct:

Student participation in athletics at the high school level is a privilege and governed by the California Interscholastic Federation (CIF). All Student-Athletes, Parents/Guardians, and Coaches must follow, adhere to, and are expected to conduct themselves in an exemplary manner at all times to the rules and guidelines as described in the CIF Central Section Orange Book: Constitution, Bylaws, Sport Governing Rules in Appendix A.

The Statewide Sportsmanship and Ejection Policy located in Bylaw 503.M of the CIF Central Section Orange Book: Constitution, Bylaws, Sports Governing Rules will be followed and enforced regarding ejections regarding players, coaches, and spectators. The current Policy may be found in the CIF Central Section Orange Book: Constitution, Bylaws, Sport Governing Rules.

The STUDENT BEHAVIOR DISCIPLINE POLICY as outlined in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK will be followed for unsportsmanlike conduct for student-athletes.

Kingsburg Joint Union High School has adopted the CIF "Pursuing Victory With Honor - Code of Conduct for Students" as the Code of Conduct Guidelines.

Kingsburg Joint Union High School has adopted the CIF "Pursuing Victory With Honor - Code of Conduct for Parents/Guardians" as the Code of Conduct Guidelines.

These Guidelines are centered around the six core principles of: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

Home and Hospital

Student-Athletes that are enrolled in at-home and/or hospital programs are not eligible to compete with an athletic team until they return to regular classes at Kingsburg High School.

Transportation

General Guidelines

1. Self-Transportation is encouraged and may be required for some or all KJUHSD Athletic Events depending on several factors. These factors include but are not limited to the number of student-athletes in the Athletic Program, distance of travel, availability of district transportation vehicles, and the student-athlete's ability to carpool to the Athletic Event. All transportation provided by KJUHSD must be previously arranged with the Head of Maintenance Operations Transportation.
2. Student-Athletes being released from school early in order to attend an Athletic Event must use the provided school transportation unless previously approved by the Head Coach.
3. KJUHSD will not provide weekend or holiday transportation to any event, unless previously arranged and approved by the Head of Maintenance Operations Transportation.
4. All student-athletes and parents/guardians must sign the STUDENT TRANSPORTATION PERMISSION FORM. The Form is given in [Appendix F](#).
5. Parents/Guardians must sign the Student-Athlete Transportation Release Document before leaving the Athletic Contest with their student-athletes. The Form is listed in [Appendix I](#) of the Coaches Athletic Handbook.
6. Our Athletic Department should never be in a situation in which one adult is driving one student that is not the student parent or a relative of the student. In an emergency situation, it is important to notify the Athletic Director of the unique circumstances that require a one on one transportation situation.

Coaches and Parents/Guardians Using Private Vehicles to Transport Student-Athletes

Private vehicles being operated for district purpose must meet the following guidelines:

1. The *Kingsburg Joint Union High School District - Transportation For School-Related Trips - SCHOOL DRIVER REGISTRATION FORM* must be completed and approved by the District Office. The form is included in [Appendix G](#).

The Form includes, but is not limited, to the following information:

- A. Driver must possess:
 - Valid CA driver's license
 - Minimum liability insurance as required by the State of CA
- B. Coaches and Parents/Guardians are not permitted to transport single passengers with the following exceptions:
 - The passenger is the son, daughter of the coach or parent/guardian.
 - Previously cleared by both the parent/guardian, coach, and athletic director.

Parents/Guardians/Community Members Driving District Vehicles

Parents, Guardians, Community Members may be approved to drive District vehicles through the following process:

Two Forms must be completed, approved, and on file at the District Office:

- A. Transportation School Related Trips – District Vehicle. Form available at the district office or online at Kingsburghigh.com > District Information > Forms and Calendars
- B. Volunteer Coach & School Volunteer Form – must be completed and on file at the district office. The Form may be found through the [SmartSheet Link](#):
<https://app.smartsheet.com/b/form/d6486fcd9d1949038cf0189a482eae89>

Coaches Riding the Bus

It is recommended that a coach ride the bus with the team, if possible. However, there may be instances that the Coach drives a vehicle following the bus or meets the team at the location of the athletic contest.

Proper Behavior on the Bus

Proper behavior on the bus is expected, at all times, for the respect, safety and well-being of yourself and others. As student-athletes, you are representing your team, school, community, parents and most importantly, yourself.

1. Student-Athletes are expected to conduct themselves in an orderly manner that would include:
 - a. Talking in normal tones.
 - b. Remain seated at all times.
 - c. Following verbal instructions from the driver and the coach.

- d. Only radios with headphones are allowed.
- e. Students will keep hands and head inside the bus at all times.
- f. Obscene language, literature, etc., is prohibited.
- g. No eating or drinking on the bus (unless permission is given by the bus driver).
- h. All trash must be removed when exiting the bus.

Appearance

Student-Athletes and Coaches should display pride in their appearance. Student-Athletes and Coaches are required to follow the dress code as detailed in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK.

Language

Profanity will not be tolerated at any time by Student-Athletes and Coaches. Student-Athletes and Coaches are required to follow the code of conduct as detailed in the KINGSBURG HIGH SCHOOL - STUDENT & PARENT HANDBOOK.

Meals

In some instances, the team may stop for either a pre-game or post-game meal. Please be prepared by bringing appropriate meal money or bringing your own snacks/meal. Student-Athletes are expected to stay together as a group at all times.

Expected Return Time

Student-Athletes are responsible for communicating with their parents/guardians on the approximate return time along with the place that the bus will unload. Please have parents, guardians either waiting for students at school. The Coach will give student-athletes access to a phone if the student-athlete does not have a phone in order to contact parent/guardian.

The coach is responsible for supervision until the parents/guardians arrive. Student-Athletes are encouraged to stay in a well-lighted area until released to parents/guardians.

Student-Athlete and/or Parent/Guardian Concerns

General

The following process is intended to address any concerns of the student-athlete and/or parent/guardian regarding the specific Athletic Program. It is our belief that a quick and honest discussion between all parties will result in a positive resolution for all concerned and an improvement in the atmosphere for both student-athletes and coaches.

Legitimate Concerns:

1. Mistreatment of student-athletes verbally, mentally or physically.
2. Any violation of an adopted code of ethics, conduct or expectations.

Non-Legitimate Concerns:

1. Student-athletes are not given enough playing time.
2. Student-athletes not playing the right position.
3. Strategies used by the coach.
4. The Win and Loss record of the team or coach.

Process for Concerns

If a student-athlete and/or parent/guardian believes that he or she has experienced unfair or improper treatment by a member of the Athletics Department or by another student-athlete relating to his or her participation in a sport, he or she may pursue the following procedure:

1. **Informal Resolution with Staff** - It is the general practice that the student-athlete and/or parent/guardian should first discuss the concern with the individual(s) most directly involved in the issue. For instance, if the matter involves the coach or a team policy established by the coach, the student-athlete should contact the coach and work on an informal basis to resolve the issue with the coach.
2. **Informal Resolution with Athletic Director** - If no resolution results from Step 1, or if the student-athlete and/or parent/guardian feels uncomfortable raising the concern directly with the individual most directly responsible, the student-athlete and/or parent/guardian should consult with the Athletic Director. The Athletic Director will work with the student-athlete and/or parent/guardian and head coach to resolve the issue. Serious efforts should be made to resolve the issues at an informal level by both the Athletic Director, student-athlete and/or parent/guardian.
3. **Written Complaint to KHS Administration** - If resolution through informal resolution proves unsuccessful, the student-athlete and/or parent/guardian may elect to submit a written complaint to the KHS Administration. To do so, the student-athlete and/or parent/guardian must set forth, in writing, the substance of the complaint, the grounds on which it is based, and the efforts taken to date to resolve the matter. The document will be submitted to the KHS Administration. The KHS Administration, in consultation with the Athletic Director, shall initiate a review in a timely manner, which should normally be completed within thirty days, depending on the extent and nature of the allegations. The Athletic Director and KHS Administration shall take appropriate action based on the results of their review and will inform the student-athlete and/or parent/guardian verbally or in writing when the complaint has been resolved.

STUDENT RIGHTS TITLE IX POLICY

Title IX: Notice of Student Rights and Title IX Policy documents for Kingsburg Joint Union High School District are given at the end of the Athletic Handbook. The document contains information about the procedures for filing a discrimination complaint that arises out of an interscholastic athletic activity and includes the name of the district's Title IX Coordinator. The document also includes a copy of students' Title IX rights pursuant to Education Code 221.8.

General Information

Weight Training and Conditioning Programs

A coach may hold a weight training or conditioning program during the off-season. Weight room rules must be followed or privileges will be lost.

1. A coach must be present when the weight room is being used.
2. All weights must be put away neatly and all bars must be cleared.
3. Athletes should be dressed appropriately.
4. Lock the weight room and turn out lights after each use.

Training Room

The training room is a place for student-athletes needing care and/or treatment of injuries. Student-Athletes are not allowed in the Training Room when the Athletic Trainer is not present.

Title IX: Notice of Student Rights and Title IX Policy
(34 C.F.R. § 106.8, subd. (b); Cal. Ed. Code § 221.61.)

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. 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 the Title IX complaints involving students for the Kingsburg Joint Union High School District ("District"), and can be reached by telephone at (559)897-7721 x2302, by e-mail at cshreiner@kingsburghigh.com, by mail or in person at 1900 18th Avenue, Kingsburg, CA, 93631.

Any inquiries about the application of Title IX, this notice, and who is protected by Title IX may be referred to Cindy Schreiner, 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 school district 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), or the victim's parent/guardian, using the Title IX Coordinator's contact information listed above. It may be filed at any time the student, 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") 5145.7 – Sexual Harassment, and Administrative Regulation ("AR") 5145.71 - Title IX Sexual Harassment Complaint Procedures, which includes the option of informal resolution for certain matters.

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 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 5145.71, 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 in writing 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 5145.71. Additionally, any complainant who is dissatisfied with the District's determination may file an appeal in writing with the California Department of Education within 30 calendar days of receiving the District's written determination, which shall serve as the Investigation Report required as part of California's Uniform Complaint Procedures (cf. BP/AR 1312.3 – Uniform Complaint Procedures). Sexual harassment and discrimination complaints made by or on behalf of students may also be filed with the U.S. Department of Education, Office of Civil Rights within 180 calendar days of the date of the alleged discrimination, unless the time for filing is extended by the Office of Civil Rights for good cause shown under certain circumstances.

Additional details about procedures for filing a formal Title IX complaint and Title IX complaint procedures may be found in BP – 5145.7 – Sexual Harassment and AR 5145.71 – Title IX Sexual Harassment Complaint Procedures <http://kjuhsd.com/board-policy/>. Copies may also be obtained at the District office.

All Other Student 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/compliance officer 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 students 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 1312.3 – Uniform Complaint Procedures, or in a manner that is otherwise deemed appropriate by the District.

Please be aware that the timeline for filing a complaint of sexual harassment or discrimination under California's Uniform Complaint Procedures is six months from the date of the alleged incident, or six months from the date the complainant first obtained knowledge of the facts of the alleged incident (cf. BP and AR 1312.3 – Uniform Complaint Procedures.)

Parents, students, and community members may request to meet with the Title IX Coordinator/compliance officer to determine how best to accommodate or resolve concerns that may arise from the District's implementation of its nondiscrimination policies. To the extent possible, the District will address any individual student's interests and concerns privately.

Student Rights Pursuant to Education Code Section 221.8

In addition to federal law, the California Education Code similarly prohibits schools from discriminating against its students on the basis of sex. Education Code section 221.8 provides as follows:

The following list of rights, which are based on the relevant provisions of the federal regulations implementing Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), may be used by the department for purposes of Section 221.6:

- (a) You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.
- (b) You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- (c) You have the right to inquire of the athletic director of your school as to the athletic opportunities offered by the school.
- (d) You have the right to apply for athletic scholarships.
- (e) You have the right to receive equitable treatment and benefits in the provision of all the following:
 1. Equipment and supplies.
 2. Scheduling of games and practices.
 3. Transportation and daily allowances.
 4. Access to tutoring.
 5. Coaching.
 6. Locker rooms.
 7. Practice and competitive facilities.
 8. Medical and training facilities and services.
 9. Publicity.
- (f) You have the right to have access to a **biological** gender equity coordinator to answer questions regarding gender equity laws.
- (g) You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
- (h) You have the right to file a confidential discrimination complaint with the United States Office for Civil Rights or the state Department of Education if you believe you have been

discriminated against or if you believe you have received unequal treatment on the basis of your sex.

- (i) You have the right to pursue civil remedies if you have been discriminated against.
- (j) You have the right to be protected against retaliation if you file a discrimination complaint.

Additional Resources

- United States Department of Education Office for Civil Rights:
<https://www2.ed.gov/about/offices/list/ocr/index.html>
- United States Department of Education Office for Civil Rights Complaint Forms:
<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>
- United States Department of Education Office for Civil Rights Contact Information: 1-800-421-3481 or ocr@ed.gov
- California Department of Education Office of Equal Opportunity:
<https://www.cde.ca.gov/re/di/or/oeo.asp>
- California Department of Education link to statewide resources that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families:
<https://www.cde.ca.gov/lr/ss/se/bullyres.asp>
- Link to Access Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures, Board Policy and Administrative Regulation 5145.3 – Nondiscrimination/Harassment, Board Policy and Administrative Regulation 5145.7 – Sexual Harassment, Board Policy and Administrative Regulation 5145.71 – Title IX Sexual Harassment Complaint Procedures:
<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030437> Copies may also be obtained at the District office.

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 on the initial link to Title IX information in the KJUHSD.com website: <http://kjuhdsd.com/> under District Information > Title IX Information.

Appendix

Appendix A

CIF Central Section Orange Book: Constitution, Bylaws, Sport Governing Rules

Current Link: <https://cifcs.org/general/constitution>

Appendix B

California Interscholastic Federation - Central Section - ETHICS IN SPORTS document

Current Link: https://cifcs.org/links/Code_of_Ethics.pdf

Appendix C

CIF - Pursuing Victory With Honor - *Code of Conduct for Student-Athletes*

Current Link: https://www.cifstate.org/coaches-admin/pvh/conduct_students.pdf

Appendix D

CIF - Pursuing Victory With Honor - *Expectations for Parents/Guardians*

Current Link: https://www.cifstate.org/coaches-admin/pvh/conduct_parents-guardians.pdf

Appendix E

CIF - PREPARTICIPATION PHYSICAL EVALUATION Form

Current Link: https://www.cifstate.org/sports-medicine/physical_forms/PPE_exam.pdf

Appendix F

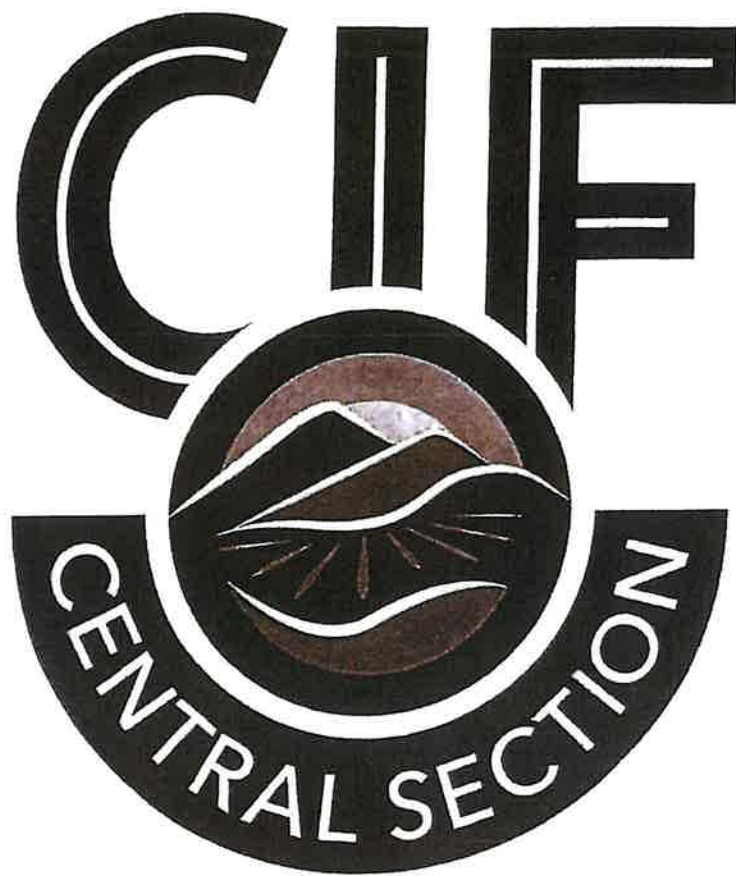
STUDENT TRANSPORTATION PERMISSION FORM

Current Link: <https://docs.google.com/document/d/1FOnwFP9PqbDO-DtX6meXPAS2ZikY8cfOBHQKCZPooXo/edit>

Appendix G

Kingsburg Joint Union High School District - Transportation For School-Related Trips - SCHOOL DRIVER REGISTRATION FORM

Current Link: <chrome-extension://efaidnbmnnnibpcajpcgclefindmkaj/https://www.kingsburghigh.com/cms/lib/CA50010912/Centricity/Domain/138/2023-2024%20Staff%20Handbook.pdf>



ORANGE BOOK

CONSTITUTION, BYLAWS, SPORT
GOVERNING RULES

ETHICS IN SPORTS

I. Policy Statement

The Central Section, CIF is committed to the exhibition of sportsmanlike and ethical behaviors in and around all athletic contests. All contests must be safe, courteous, fair, controlled and orderly for all athletes and fans alike.

It is the intent of the CIF that violence, in any form, not be tolerated. In order to enforce this policy, the Central Section has established rules and regulations, which set forth the manner of enforcement and of this policy and the penalties incurred when violation of the policy occurs. The rules and regulations shall focus upon the responsibility of the coach to teach and demand high standards of conduct and to enforce the rules and regulations set forth by CIF.

The Central Section requires the following Code of Ethics be issued each year and requires signing by student athletes, parent/guardian and coaches prior to participation as a guide to govern their behavior.

II. Code of Ethics

- a. To emphasize the proper ideas of sportsmanship, ethical conduct and fair play.
- b. To eliminate all possibilities which tend to destroy the best values of the game.
- c. To stress the values derived from playing the game fairly.
- d. To show cordial courtesy to visiting teams and officials.
- e. To establish a happy relationship between visitors and hosts.
- f. To respect the integrity and judgment of sports officials.
- g. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- h. To encourage leadership, use of initiative and good judgment by the players on a team.
- i. To recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of the individual players.
- j. To remember that an athletic contest is only a game, not a matter of life and death for player, coach, school, official, fan, or nation.

I have read and I understand the Policy Statement, the Code of Ethics and the violations and Minimum Penalties of the "Ethics in Sports" policy. I agree to abide by the policy and related consequences while participating in interscholastic athletics, regardless of context, site or jurisdiction.

_____	_____	_____
- Student Signature	Printed Name	Date
_____	_____	_____
- Parent Signature	School	
_____	_____	_____
- Coach's Signature	Athletic Directors Signature	



Pursuing Victory With Honorsm

Code of Conduct for Student-Athletes

CIF Member School: _____

Interscholastic athletic competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential of sports is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Charactersm"). This Code applies to all student-athletes involved in interscholastic sports in California. I understand that, in order to participate in high school athletics, I must act in accord with the following:

TRUSTWORTHINESS

- **Trustworthiness** Be worthy of trust in all I do.
- **Integrity** Live up to high ideals of ethics and sportsmanship and always pursue victory with honor; do what's right even when it's unpopular or personally costly.
- **Honesty** Live and compete honorably; don't lie, cheat, steal or engage in any other dishonest or unsportsmanlike conduct.
- **Reliability** Fulfill commitments; do what I say I will do; be on time to practices and games.
- **Loyalty** Be loyal to my school and team; put the team above personal glory.

RESPECT

- **Respect** Treat all people with respect all the time and require the same of other student-athletes.
- **Class** Live and play with class; be a good sport; be gracious in victory and accept defeat with dignity; give fallen opponents help, compliment extraordinary performance, show sincere respect in pre- and post-game rituals.

- **Disrespectful Conduct** Don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual or racial nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- **Respect Officials** Treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an athletic event.

RESPONSIBILITY

- **Importance of Education** Be a student first and commit to getting the best education I can. Be honest with myself about the likelihood of getting an athletic scholarship or playing on a professional level and remember that many universities will not recruit student-athletes that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.
- **Role-Modeling** Remember, participation in sports is a privilege, not a right; and I am expected to represent my school, coach and teammates with honor, on and off the field. Consistently exhibit good character and conduct yourself as a positive role model. Suspension or termination of the participation privilege is within the sole discretion of the school administration.
- **Self-Control** Exercise self-control; don't fight or show excessive displays of anger or frustration; have the strength to overcome the temptation to retaliate.
- **Healthy Lifestyle** Safeguard your health; don't use any illegal or unhealthy substances including alcohol, tobacco, drugs and performance-enhancing supplements or engage in any unhealthy techniques to gain, lose or maintain weight.
- **Integrity of the Game** Protect the integrity of the game; don't gamble. Play the game according to the rules.

FAIRNESS

- **Be Fair** Live up to high standards of fair play; be open-minded; always be willing to listen and learn.

CARING

- **Concern for Others** Demonstrate concern for others; never intentionally injure any player or engage in reckless behavior that might cause injury to myself or others.
- **Teammates** Help promote the well-being of teammates by positive counseling and encouragement or by reporting any unhealthy or dangerous conduct to coaches.

CITIZENSHIP

- **Play by the Rules** Maintain a thorough knowledge of and abide by all applicable game and competition rules.
- **Spirit of Rules** Honor the spirit and the letter of rules; avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

I have read and understand the requirements of this Code of Conduct. I understand that I'm expected to perform according to this code and I understand that there may be sanctions or penalties if I do not.

Student-Athlete Signature

Date

"Pursuing Victory With Honor" and the "Six Pillars of Character" are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics. For more information on promoting character education and good sportsmanship, visit www.charactercounts.com.



Pursuing Victory With Honorsm Code of Conduct for Parents/Guardians

Athletic competition of interscholastic age children should be fun and also a significant part of a sound educational program. Everyone involved in sports programs has a duty to assure that their programs impart important life skills and promote the development of good character. Essential elements of character building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring and good citizenship (the "Six Pillars of Character"). The highest potential of sports is achieved when all involved consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Parents/guardians of student-athletes can and should play an important role and their good-faith efforts to honor the words and spirit of this Code can dramatically improve the quality of a child's sports experience.

THE SIX PILLARS OF CHARACTER

TRUSTWORTHINESS

- **Trustworthiness** Be worthy of trust in all you do.
- **Integrity** Live up to high ideals of ethics and sportsmanship and encourage players to pursue victory with honor. Do what's right even when it's unpopular or personally costly.
- **Honesty** Live honorably. Don't lie, cheat, steal or engage in any other dishonest conduct.
- **Reliability** Fulfill commitments. Do what you say you will do.
- **Loyalty** Be loyal to the school and team; Put the interests of the team above your child's personal glory.

RESPECT

- **Respect** Treat all people with respect at all times and require the same of your student-athletes.
- **Class** Teach your child to live and play with class and be a good sport. He/she should be gracious in victory and accept defeat with dignity, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.

- **Disrespectful Conduct** Don't engage in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature, trash-talking, taunting, boastful celebrations or other actions that demean individuals or the sport.
- **Respect for Officials** Treat game officials with respect. Don't complain or argue about calls or decisions during or after an athletic event.

RESPONSIBILITY

- **Importance of Education** Support the concept of "being a student first." Commit your child to earning a diploma and getting the best possible education. Be honest with your child about the likelihood of getting an athletic scholarship or playing on a professional level. Reinforce the notion that many universities will not recruit student-athletes who do not have a serious commitment to their education. Be the lead contact for collegiate coaches in the recruiting process.
- **Role Modeling** Remember, participation in sports is a privilege, not a right. Parents/guardians too should represent the school, coach and teammates with honor, on and off the court/field. Consistently exhibit good character and conduct yourself as a positive role model.
- **Self-Control** Exercise self-control. Don't fight or show excessive displays of anger or frustration.
- **Healthy Lifestyle** Promote to your child the avoidance of all illegal or unhealthy substances including alcohol, tobacco, drugs and some over-the-counter nutritional supplements, as well as of unhealthy techniques to gain, lose or maintain weight.
- **Integrity of the Game** Protect the integrity of the game. Don't gamble or associate with gamblers.
- **Sexual Conduct** Sexual or romantic contact of any sort between students and adults involved with interscholastic athletics is improper and strictly forbidden. Report misconduct to the proper authorities.

FAIRNESS

- **Fairness and Openness** Live up to high standards of fair play. Be open-minded, always willing to listen and learn.

CARING

- **Caring Environment** Consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team.

CITIZENSHIP

- **Spirit of the Rules** Honor the spirit and the letter of rules. Teach your children to avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

"Pursuing Victory With Honor" and the "Six Pillars of Character" are service marks of the CHARACTER COUNTS! Coalition, a project of the Josephson Institute of Ethics. For more information on promoting character education and good sportsmanship, visit www.charactercounts.com.

This form should be placed into the athlete's medical file and should *not* be shared with schools or sports organizations. The Medical Eligibility Form is the only form that should be submitted to a school or sports organization.
 Disclaimer: Athletes who have a current Preparticipation Physical Evaluation (per state and local guidance) on file should not need to complete another examination.

■ PREPARTICIPATION PHYSICAL EVALUATION (Interim Guidance) PHYSICAL EXAMINATION FORM

Name: _____ Date of birth: _____

PHYSICIAN REMINDERS

- Consider additional questions on more-sensitive issues.
 - Do you feel stressed out or under a lot of pressure?
 - Do you ever feel sad, hopeless, depressed, or anxious?
 - Do you feel safe at your home or residence?
 - Have you ever tried cigarettes, e-cigarettes, chewing tobacco, snuff, or dip?
 - During the past 30 days, did you use chewing tobacco, snuff, or dip?
 - Do you drink alcohol or use any other drugs?
 - Have you ever taken anabolic steroids or used any other performance-enhancing supplement?
 - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
 - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (Q4-Q13 of History Form).

EXAMINATION		
Height: _____	Weight: _____	
BP: _____ / _____ (_____ / _____)	Pulse: _____	Vision: R 20/ _____ L 20/ _____ Corrected: <input type="checkbox"/> Y <input type="checkbox"/> N
COVID-19 VACCINE		
Previously received COVID-19 vaccine: <input type="checkbox"/> Y <input type="checkbox"/> N		
Administered COVID-19 vaccine at this visit: <input type="checkbox"/> Y <input type="checkbox"/> N If yes: <input type="checkbox"/> First dose <input type="checkbox"/> Second dose <input type="checkbox"/> Third dose <input type="checkbox"/> Booster date(s) _____		
MEDICAL		
Appearance	NORMAL	ABNORMAL FINDINGS
• Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, hyperlaxity, myopia, mitral valve prolapse [MVP], and aortic insufficiency)		
Eyes, ears, nose, and throat		
• Pupils equal		
• Hearing		
Lymph nodes		
Heart*		
• Murmurs (auscultation standing, auscultation supine, and ± Valsalva maneuver)		
Lungs		
Abdomen		
Skin		
• Herpes simplex virus (HSV), lesions suggestive of methicillin-resistant <i>Staphylococcus aureus</i> (MRSA), or tinea corporis		
Neurological		
MUSCULOSKELETAL		
Neck	NORMAL	ABNORMAL FINDINGS
Back		
Shoulder and arm		
Elbow and forearm		
Wrist, hand, and fingers		
Hip and thigh		
Knee		
Leg and ankle		
Foot and toes		
Functional		
• Double-leg squat test, single-leg squat test, and box drop or step drop test		

* Consider electrocardiography (ECG), echocardiography, referral to a cardiologist for abnormal cardiac history or examination findings, or a combination of those.

Name of health care professional (print or type): _____ Date: _____

Address: _____ Phone: _____

Signature of health care professional: _____, MD, DO, NP, or PA

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STUDENT TRANSPORTATION PERMISSION FORM

This form must be completed when a parent wants to drive their child, or have their child drive, to or from practices, games, events, etc.

Students are required to travel on buses, vans, or other transportation provided by the District to all school sponsored activities, practices and/or games/events. However, because of compelling needs, parents may need to transport their child or the student may need to drive himself/herself. A personal vehicle use form must accompany this form.

Name of Student-Athlete

Name of Parent / Guardian

Athletic Contest

Athletic Team

Activity/ Game

Athletic Team

2024 - 2025 Athletic Season

Kingsburg High School Away Athletic Contests

Date(s) of Activity/ Game

Location of Activity/ Game

1. My son/daughter has my permission to (check all that apply):

- Travel with me
- Use his/her own vehicle
- Travel with another adult

Name of Adults _____

Name of Adults _____

Name of Adults _____

Name of Adults _____

2. Reason for this request: Kingsburg High School Away Athletic Contests

3. The student and Parent/Guardian are required to notify the Coach and/or School Administrator that they will be providing their own transportation in advance of the activity. If the Coach or School Administrator decide that self-transportation for this particular event is inappropriate, the student and parent agree that the student will use the transportation provided by the district.

4. It is understood and agreed that this permission to provide our own transportation is conditionally approved by the Coach or School Administrator, and can be revoked at any time at their discretion.

5. It is understood and agreed that my child will not transport any other student in his/her vehicle, except for his/her siblings who are also students at the school and involved in the same activity. Drivers may not carry non-district personnel, non-students, non-student family members, or other guests as passengers.

6. I/we agree to defend, indemnify, and hold harmless the District, its officers, agents, employees, and/or volunteers from any and all claims, demands, losses, damages and expenses, including legal fees and costs, or other obligations or claims arising out of any liability or damage to property, or any other loss, sustained or claimed to have been sustained arising out of the transportation described above.

7. **I have carefully read this authorization and fully understand its contents and voluntarily consent to its terms and conditions.**

Signature of Parent/Guardian

Date

Signature of Student

Date

All signatures are necessary for approval:

approved _____
Signature of Coach

Date

approved _____
Signature of School Administrator

Date

Not approved _____
Signature

Date

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: _____

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

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: _____