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6/7/19
SECTION #1 SITE & DISTRICT INFORMATION

PRINCIPAL WELCOME

Students,

It is with pleasure that I welcome you back from summer vacation to the 2019-2020 school year at Kerman High School.

We at Kerman High are very proud of our school and our students. We offer a strong academic program, a rich co-curricular and extra curricular program, and a staff that cares about its students. We hope that you, as students, become a part of the tradition and the pride that comes with being a Kerman High Lion. We are excited to continue to offer a rigorous curriculum based on the Common Core State Standards and the Next Generation Science Standards. We are constantly striving for ways to provide many educational opportunities for our students. This year, we have added the following course: AVID (Advancement Via Individual Determination) for juniors, which gives us AVID courses for ninth, tenth, and eleventh graders. We are excited about our new academic building. It has twenty new classrooms and the new administration office.

This student/parent handbook contains policies and guidelines with which you and your parents should become familiar. They will help you through a successful and productive school year. Please remember that the teachers, administrators, and other support staff are available to you if you need assistance. You are always welcomed to email (matthew.toews@kermanusd.com) or call me (843-9701) if you ever have any questions. I believe that strong communication between school and home is vital for student success.

Sincerely,

Matthew Toews
Principal

SITE INFORMATION

Kerman High School
205 South First Street
Kerman, CA 93630
website: www.kermanusd.com
Phone: 843-9700

Office Hours:
7:30 a.m. - 4:30 p.m. (Monday - Thursday)
7:30 a.m. - 4:00 p.m. (Friday)

ADMINISTRATION
Principal: Matthew Toews
Phone: 843-9701

Assistant Principal/Activities: Jessica Otto
Phone: 843-9707

Assistant Principal/ROP & CTE: Manuel Rodrigues
Phone: 843-9708

Assistant Principal/Counseling Department: Salvador Navarrete
Phone: 843-9706

Assistant Principal/Athletic Director: Louie Vallejo
Phone: 843-9788
Learning Director: Carolina Lopez
Phone: 843-9704

Learning Director: Miranda Gonzalez
Phone: 843-9702

OFFICE STAFF
Senior Secretary: Anna Martinez
Phone: 843-9703

Attendance Secretary: Liria Rivera
Phone: 843-9711

ASB Secretary: Amberly Gonzalez
Phone: 843-9709

Athletics/ROP Secretary: Cecilia Camacho
Phone: 843-9799

Secretary: TBA
Phone: 843-9721

LVN: LouAnn Wright
Phone: 843-9713

CAREER CENTER
Secretary/Registrar: Dori Gongora
Phone: 843-9710

School to Work Liaison: Rick Jimenez
Phone: 843-95857

SITE VISION & MISSION STATEMENTS
KERMAN HIGH SCHOOL MISSION STATEMENT "Striving for Excellence in Learning"

It is the mission of Kerman High School to Strive for Excellence in Learning through Academics, Athletics, and all of the daily Activities here on campus.

KERMAN UNIFIED SCHOOL DISTRICT BOARD & ADMINISTRATION
Board President
Efrain Guizar
Board Vice-President
Jim Volkoff
Board Clerk
Maria Cantu
Board Member
Daniel Babshoff
Board Member
Kindra Melgoza

District Superintendent
Robert Frausto
Assistant Superintendent, Personnel
Mark Ruiz
Assistant Superintendent, CFO
Kraig Magnussen
Assistant Superintendent, Educational Services
Pam Millspaugh
Vision Statement:
Dedicated to Developing Academic Excellence, Student Character, and Community Pride!

Mission Statement:
Provide our students with a balanced education through quality programs, in a safe learning environment.

Each student will demonstrate the skills necessary to be productive, responsible citizens through partnerships with the school, home and community.

Strategic Goals:
- **Curriculum and Instruction**: Design, implement, evaluate, and improve instructional programs to provide every student the opportunity to meet District standards.
- **Personnel**: Recruit, select, prepare, support, evaluate and retain the highest quality staff.
- **Student Services**: Design, implement, evaluate, and improve programs and services to support success for all students.
- **Student Activities**: Support, design, develop, implement, evaluate, and improve co-curricular and extra-curricular opportunities for students.
- **Facilities**: Provide a safe, clean, and attractive environment that promotes student learning and fosters student, staff, and community pride.
- **Technology**: Design, implement, evaluate, and improve the use of technology for the benefit of students and staff.
- **Educational Options**: Design, implement, evaluate, and improve quality educational options for students, parents and the community.
- **Parent and Community Partnerships**: Design, develop, recruit, implement, evaluate, and improve partnerships that support the goals and objectives of the District.
- **Strategic and Financial Planning**: Implement and evaluate the financial resource system to ensure fiscal integrity and accountability.

SARC Information
Each Site's SARC can be found on the KUSD website. A hard copy will be made available upon request at each school Site.
### Kerman Unified School District
#### 2019-2020 School Calendar

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>January</th>
<th>February</th>
<th>March</th>
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<tbody>
<tr>
<td>2019</td>
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**Holidays/Breaks:**
- Independence Day: Thursday, July 4
- Labor Day: Monday, September 2
- Veterans Day: Monday, November 11
- Thanksgiving Break: Monday, November 25 - Friday, November 29
- Winter Break: Monday, December 23 - Friday, January 10
- Dr. Martin Luther King Jr. Day: Monday, January 20
- Lincoln Day: Monday, February 10
- Washington Day: Monday, February 17
- Spring Break: Monday, April 6 - Monday, April 13
- Memorial Day: Monday, May 25

**Staff Development Days:**
- Monday, August 12, 2019 (half-day)
- Tuesday, August 13, 2019
- Friday, June 5, 2020 (half-day)

**Instructional Days:**
- 1st Quarter Ends: October 11, 2019
- 2nd Quarter Ends: December 20, 2019
- 3rd Quarter Ends: March 13, 2020
- 4th Quarter Ends: June 4, 2020

**Dates:**
- First Day of School: Wednesday, August 14
- Last Day of School: Thursday, June 4

**Holiday/No School:**
- H

**No School:**
-  

**Staff Development Day/No School:**
- S

**Instructional Days:**
- ID

**Adopted:** 6/21/2018
ACADEMIC CALENDAR

AUGUST 6-7: Registration

AUGUST 14: First Day of School

SEPTEMBER 2: Labor Day

SEPTEMBER 13: Progress Reports

SEPTEMBER-NOVEMBER: Fall Benchmark Testing Window

OCTOBER 11: 1st Quarter Ends

NOVEMBER 8: Progress Reports

NOVEMBER 11: Veteran's Day - NO SCHOOL

NOVEMBER 25 - 29: Thanksgiving Recess

DECEMBER-FEBRUARY Benchmark Testing Window

DECEMBER 20: 1st Semester Ends

DECEMBER 23- JANUARY 10: Winter Recess

JANUARY 20: Martin Luther King Day - NO SCHOOL

FEBRUARY 14: Progress Reports

FEBRUARY 10: Lincoln's Birthday - NO SCHOOL

FEBRUARY 17: President's Day - NO SCHOOL

MARCH 13: 3rd Quarter Ends

April 6 -13: Spring Recess

APRIL 24: Progress Reports
MAY 25: Memorial Day-Holiday

JUNE 4: 2nd Semester Grading Period and Last Day of School
SECTION #2 ATTENDANCE INFORMATION

ATTENDANCE INFORMATION

It is well established that faithful and regular attendance in school is related to student progress and achievement. In order for your child to do his or her very best, it is important that he/she be in school as many days as possible.

For both educational and financial reasons, we need your help in making sure your child has good attendance. There are times when it is necessary for a child to miss school. For example, we do not recommend that a child come to school if he/she is ill or could spread his/her illness to others. We need your help in minimizing all other absences.

Please note that parents are required to clear absences. Under the new law, schools must continue to track all absences and report them to the state. When a student is absent, students and parents should adhere to the following procedure.

1. The site office will make every effort to contact by telephone the parent of each absent student [Education code 48340(a)] who is not accounted for by prior parent contact or site office knowledge.

2. When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:
   a. Written note, fax, email, or voice mail from parent/guardian or parent representative.
   b. Conversation, in person or by telephone, between the verifying employee and the student’s parent/guardian or parent representative. The employee shall subsequently record the following:
      1. Student name
      2. Parent/guardian or parent representative name
      3. Verifying employee name
      4. Date(s) of absence
      5. Reason for absence
   c. Visit to student’s home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in b. above.
   d. Physician’s verification.
      1. When excusing students for confidential medical services or verifying such appointments, District staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
      2. When a student has accumulated 14 absences in the same school year for illness verified by methods listed in a. through c. above, any further absences for illness shall be verified by a physician.

3. In accordance with Education Code section 46010.1, a student may be excused from school for the purpose of obtaining confidential medical services without the consent of the student’s parent or guardian.

4. To accommodate the needs of the entire student body, telephone calls will be handled as follows:
   a. Parents are strongly encouraged to contact the site each morning of absence prior to 8:30 AM.

4. All day absences must be cleared within 72 hours of their occurrence.
   a. All partial day absences must be cleared within 72 hours of their occurrence.
   b. Students must obtain permission prior to leaving campus during the school day. Failure to obtain an off-campus pass prior to leaving may result in truancy. Students who are truant will be referred to the office for disciplinary action.
   c. It is the student’s responsibility to pick up their off-campus pass for a prearranged appointment. We do not send a reminder or deliver passes to class.

5. All students must pick up a Re-Admit slip from the attendance office upon arrival. Students will not be allowed in class without a Re-Admit slip. A student entering class without a Re-Admit slip will be redirected to the office and issued a Tardy slip.

6. Students arriving at school late are considered Tardy or Truant. A teacher may refer a student for Truancy if he/she is 10 or more minutes late to school. A student arriving to class late with a pass from the attendance office is not considered tardy. A student who arrives to class late without a pass from the attendance office is considered Tardy or Truant.
7. In order to minimize classroom interruptions and to maintain a positive learning environment, messages to classrooms are limited to the first and last 5 minutes of class.

8. The site administration will determine whether absences are excused or unexcused.

**ATTENDANCE REGULATIONS & PROCEDURES**

**Authorized Absences:**

Absences must be cleared within 72 hours. Absences not cleared 72 hours after the absence are considered unexcused. uncleared/unverified absences or truancy will result in appropriate disciplinary action.

A student's absence shall be excused for the following reasons (Education Code §48205):

**Personal illness.**
1. Quarantine under the direction of a county or city health officer.
2. Medical, dental, optometrical, or chiropractic appointment.
3. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household.
4. Jury duty in the manner provided by law.
5. The illness or medical appointment during school hours of a child to whom the student is the custodial parent.
6. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
   a. Appearance in court
   b. Attendance at a funeral service
   c. Observation of a holiday or ceremony of his/her religion
   d. Attendance at religious retreats not to exceed four hours per semester
   e. Attendance at an employment conference
   f. Attendance at an educational conference offered by a nonprofit organization on the legislative judicial process
7. Service as a member of a precinct board for an election pursuant to Elections Code Section 12302.
8. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code Section 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment.

**Excused Absences:**

Parents must clear any absence within 72 hours of the absence. Absences not cleared within 72 hours of the absence are considered unexcused. uncleared/unverified absences or truancy will result in appropriate disciplinary action.

When a student has had 14 absences in the school year for illness verified by (1) written note from parent/guardian, parent representative, or student if 18 or older (2) conversation in person or by telephone, between the verifying employee and student's parent/guardian or parent representative (3) visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated, any further absences for illness must be verified by a physician. (AR 5113 (b) (c))

2. Absences Due to Suspension:
   A student who has been suspended from school may be allowed to complete all assignments and other work missed during the suspension, including tests, which can reasonably be provided in a time frame arranged by the teacher. Upon satisfactory completion of assignments or other work, the student shall be given full credit.

3. Unauthorized Absence and/or Truancy:
   A student whose absence is not cleared, unauthorized, considered as a truancy or not due to a suspension, may not be allowed to complete assignments, tests, or other class work missed due to the absence.

**BELL SCHEDULES**
### Regular Schedule

<table>
<thead>
<tr>
<th>Period</th>
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<tbody>
<tr>
<td>#0</td>
<td>7:05 – 7:55</td>
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<tr>
<td>#1</td>
<td>8:00 – 8:50</td>
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<tr>
<td>#2</td>
<td>8:55 – 9:50</td>
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<tr>
<td>Break</td>
<td>9:50 – 10:05</td>
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<tr>
<td>#3</td>
<td>10:10 – 11:00</td>
</tr>
<tr>
<td>#4</td>
<td>11:05 – 11:55</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:55 – 12:30</td>
</tr>
<tr>
<td>#5</td>
<td>12:35 – 1:25</td>
</tr>
<tr>
<td>#6</td>
<td>1:30 – 2:20</td>
</tr>
<tr>
<td>Break</td>
<td>2:20 – 2:25</td>
</tr>
<tr>
<td>#7</td>
<td>2:30 – 3:20</td>
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### Wednesday Block

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<td>ADVISORY</td>
<td>8:00 – 8:25</td>
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<tr>
<td>#2</td>
<td>8:30 - 10:00</td>
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<tr>
<td>BREAK</td>
<td>10:00 - 10:15</td>
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<tr>
<td>#4</td>
<td>10:20 - 11:50</td>
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<tr>
<td>LUNCH</td>
<td>11:50 - 12:25</td>
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<tr>
<td>#6</td>
<td>12:30 - 2:00 pm</td>
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### Thursday Block

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<tr>
<td>#1</td>
<td>8:00 – 9:35</td>
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<tr>
<td>Break</td>
<td>9:35 – 9:50</td>
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<tr>
<td>#3</td>
<td>9:55 – 11:25</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:25 – 12:00</td>
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<tr>
<td>#5</td>
<td>12:05 – 1:35</td>
</tr>
<tr>
<td>Break</td>
<td>1:35 – 1:45</td>
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<tr>
<td>#7</td>
<td>1:50 – 3:20</td>
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### Rally AM

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<td>8:00 – 8:45</td>
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<td>8:50 – 9:35</td>
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<td>Break</td>
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<td>#3A</td>
<td>9:55 – 10:35 (teacher’s last name A-H)</td>
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<tr>
<td>#3B</td>
<td>10:40 – 11:20 (teacher’s last name I-Z)</td>
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<td>2:25 – 2:30</td>
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<tr>
<td>Break</td>
<td>9:35 – 9:50</td>
</tr>
<tr>
<td>#3</td>
<td>9:55 – 10:40</td>
</tr>
<tr>
<td>#4</td>
<td>10:45 – 11:30</td>
</tr>
</tbody>
</table>
Lunch  11:30 – 12:05
#5  12:10 – 12:55
#6  1:00 – 1:45
Break  1:45 – 1:50
#7  1:55 – 2:40
Rally  2:45 – 3:20

Extended Lunch
#0  7:05 – 7:55
#1  8:00 – 8:50
#2  8:55 – 9:45
Break  9:45 – 10:00
#3  10:05 – 10:55
#4  11:00 – 11:45
Lunch  11:45 – 12:35
#5  12:40 – 1:30
#6  1:35 – 2:25
Break  2:25 – 2:30
#7  2:35 – 3:20

**FOGGY DAY SCHEDULE AND PROCEDURES**
School begins every day at the regularly scheduled time for each site regardless of the weather. Foggy day schedules will be announced on TV Channels 18, 26 and 30 by 6:15 a.m. Additional delays or cancellations will be announced on the same channels or website as updates occur.
- Plan “A” – 2 hour delay
- Plan “B” – 1 ½ hr. additional delay (a total of 3 ½ hrs. delay from regular pick up time)
- Plan “C” – Buses Cancelled

These times can be calculated for each bus stop location by adding the amount of delay time to your regular bus stop time. Please note that school will start at 8:00am each day regardless of the weather.

**SCHOOL ATTENDANCE REVIEW BOARD (SARB)**
The California Education Code clearly delineates, by definition the number of days of unexcused absences which classify a student as truant: “... any pupil subject to compulsory full-time education or to compulsory continuation who is absent from school without a valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year...”. On the third unexcused absence or tardy the parent is to be notified by letter (3317:11.84). When the student has had an unexcused absence or tardy for the sixth time, he/she and parent/guardian are notified by letter (3318:11.84) of being classified a habitual truant as defined in Education Code 48262, and the case is referred to the Kerman Unified School District Attendance Review Board.

**STUDENT MAKE-UP POLICY FOR ABSENCES**
1. It is the **student's responsibility** by the end of the first day back after an absence to contact the teacher and obtain make-up assignments.

2. If a student’s absence is excused or if the student is suspended, he or she will receive the opportunity to complete any missed assignment or test, or the reasonable equivalent of a missed assignment or test, that can reasonably be given, as determined by the teacher of the class. Full credit, including class participation points, will be given for the assignments or tests that are satisfactorily competed within a reasonable period of time.

3. As a general rule, students will have two days to make up work for each day absent. However, this rule is flexible and may be adjusted as deemed appropriate in order to provide the student with a more reasonable work completion schedule.
4. Students, at the teacher's discretion, may be required to report to class after school to do their make-up work.

5. If the teacher is absent when the student returns or has an absence which prohibits the student from receiving or handing in make-up work, the student shall not be penalized.

6. Students who miss schoolwork because of truancy or other deliberate actions should not expect to receive credit for the time missed, nor should they expect to take any missed examinations for credit, but the final decision should rest with the teacher, who may make allowances for mitigating circumstances. During suspension, work shall be made up and is due upon return. The parent/student is responsible to pick up work from the attendance office.

7. Students absent for a school activity are required to turn in their work immediately upon returning.

**TARDINESS**

Tardiness is disruptive to the educational process and deprives other students in the classroom of valuable instructional time. Disciplinary action will be taken on students with excessive tardies. (Refer to KUSD policy 5144.1).

A tardy can only be excused due to illness, doctor's appointment, family funeral, or school activity. Any other reason is considered an unexcused tardy. If a student is reporting to school late, he/she will report to the Attendance Office with a parent/guardian call to the attendance secretary or a note from the parent/guardian. The student must sign in, and the attendance secretary will issue a tardy pass to the student. An excused tardy can only be issued by office attendance personnel.

Students will be considered tardy if they are not in the room or assigned area prior to the tardy bell ringing. Parent notes for students arriving late to school, within the first ten (10) minutes of the period, can only be used to excuse a tardy three (3) times a semester (unless it meets the above criteria for excused tardies).

The following consequences are applicable to students that are tardy to the first class (8:00 am) of the school day.

**WARNING STEP - On the first tardy, the student will have a conference with the intervention counselor.**

Violation 1 - If a student is tardy to his/her first class of the school day (8:00 am) three (3) times in a semester the following consequences will occur:
1. A tardy referral will be written
2. Parent will be notified by mail.
3. The student will conference with his/her intervention counselor.
4. The student will lose his/her lunch pass privilege for ten (10) school days. If the student does not have a lunch pass, he/she will serve three (3) days of lunch detention.

Violation 2 - If a student is tardy to his/her first class of the school day (8:00 am) six (6) times in a semester the following consequences will occur:
1. A tardy referral will be written
2. Parent will be notified by mail and phone.
3. The student will conference with his/her intervention counselor.
4. The student will serve three (3) days of lunch detention and lose his/her lunch pass privilege for the remainder of the current semester. If the student does not have a lunch pass, he/she will serve six (6) days of lunch detention.

Violation 3 - If a student is tardy to his/her first class of the school day (8:00 am) nine (9) times in a semester the following consequences will occur:
1. A tardy referral will be written
2. Parent will be notified by mail and phone.
3. The student will conference with his/her Assistant Principal.
4. The student will serve two (2) days of after school detention and lose lunch pass privileges for the remainder of the school year. Failure to complete the assigned detention will result in one (1) day of Saturday School. If the student does not have a lunch pass, he/she will serve four (4) days of after school detention.
5. Revocation of Lunch Pass privileges for the remainder of the school year.

Violation 4 - If a student is tardy to his/her first class of the school day (8:00 am) twelve (12) times in a semester the following consequences will occur:
1. A tardy referral will be written.
2. Parent will be notified by mail and phone.
3. The student will serve one day in the alternative classroom setting (ACS) room.

Violation 5 - If a student is tardy to his/her first class of the school day (8:00 am) fifteen(15) times in a semester the following consequences will occur:
1. A tardy referral will be written.
2. Parent will be notified by mail, phone.
3. The student will serve two days in the alternative classroom setting (ACS) room.

Further violations during the same semester will result in a meeting with the Child Welfare Officer.

The Tardy Policy will start over at the beginning of each semester.

CUTS

A student will be considered "cutting" if he or she is more than 30 minutes late to a class.

The following consequences are applicable to students who miss any class for more than 10 minutes:

Violation 1 - The student has been tardy more than thirty (30) minutes to class for the first time in the semester. The following consequences will occur:
1. A cut referral will be written.
2. Parent will be notified by mail.
3. The student will conference with the intervention counselor.
4. Warning.

Violation 2 - The student has been tardy more than thirty (30) minutes to a class two (2) times in a semester. The following consequences will occur:
1. A cut referral will be written.
2. Parent will be notified by mail and phone.
3. The student will conference with the intervention counselor.
4. The student will serve one (1) day of lunch detention and lose lunch pass privileges for ten (10) school days.
5. If a student does not have a lunch pass, he/she will serve three (3) days of lunch detention.

Violation 3 - The student has been tardy more than thirty (30) minutes to a class three (3) times in a semester. The following consequences will occur:
1. A cut referral will be written.
2. Parent will be notified by mail and phone.
3. The student will conference with his/her Assistant Principal.
4. The student will serve three (3) days of lunch detention and lose lunch pass privileges for the remainder of the semester. Failure to complete the assigned detention will result in one (1) day of after school detention.
5. If the student does not have a lunch pass, he/she will serve five (5) days of lunch detention.

Violation 4 - The student was tardy more than thirty (30) minutes to a class four (4) times in a semester. The following consequences will occur:
1. A cut referral will be written.
2. Parent will be notified by mail and phone.
3. The student will serve one day in the alternative classroom setting (ACS) room.

Violation 5 - The student was tardy more than thirty (30) minutes to a class five times in a semester. The following consequences will occur:
1. A cut referral will be written.
2. Parent will be notified by mail, phone, and a parent conference will be held with the student present.

3. The student will serve two days in the alternative classroom setting (ACS) room.

Further violations during the same semester will result in a meeting with the Child Welfare Officer.

The Cut Referral process will start over at the beginning of each semester.

**TRUANCY**

Cutting class, truancy, or leaving school without authorization is prohibited. A student is subject to a referral, counseling, parent conference, contract, parent attendance with student to school, restriction of privileges, referral to S.A.R.T., S.A.R.B. or transfer. (Refer to KUSD Policy 5113 (a)).
SECTION #3 GENERAL INFORMATION

ACADEMIC AWARDS AND STUDENT RECOGNITION

ACADEMIC AWARDS

Valedictorian and Salutatorian

All candidates must meet all graduation requirements for Kerman High School.

Foreign Exchange students are not permitted to qualify.

All students who achieve a 4.0 or better cumulative weighted GPA at the end of the fall semester of their senior year will be given valedictorian status. If no student possess a 4.0 GPA, the valedictorian will be the student with the highest GPA in the senior class. All candidates must meet all graduation requirements for Kerman High School. Courses taken extraneous to the Kerman High School program, which are not used for meeting graduation requirements and/or graduation, shall not be used in the computation. Valedictorian class ranking will be based on all letter graded courses (zero period, eighth period, Pass/Fail, and summer courses will not be used in the GPA calculation). Ranking will be based on all courses completed through the seventh semester. Total cumulative ranking GPA will be computed based on total grade points divided by 49 semester courses. The student with the highest number of grade points/cumulative ranking GPA will be given the designation of valedictorian summa cum laude, and will receive recognition as such.

In the event that several students become valedictorian, a maximum of three will be allowed to speak at graduation exercises, consisting of the valedictorian-summa cum laude, and up to two others. The valedictorians will present their graduation addresses before a committee of faculty and administrators, and up to two will be chosen.

Students who graduate a year early will be eligible for all academic awards, recognition, and class ranking available to seniors.

Top Ten Percent

The top ten percent seniors of each senior class will be selected according to the following criteria:

- The "top ten percent" seniors will be those students whose grade point averages place them in the top ten percent ranking in their class, based upon all subjects for the first seven semesters, including quality points used to identify valedictorians and salutatorian (see page 6), using Honors and Advanced Placement classes as specified under the University of California requirements.
- The eighth semester will not be taken into account.
- Transfer grades from other schools will count equally.
- Foreign exchange students will not be computed into the top ten percent.

Progress Towards Graduation Requirements

The following number of accumulated units towards high school graduation will be the standard for minimum achievement:

To Be Promoted To: Minimum Credits Required

10th Grade 60
11th Grade 120
12th Grade 190

A student who does not accumulate the required number of units/credits towards high school graduation may be placed on probation for the current semester. A student who does not achieve the necessary number of units/credits by the end of the probationary semester shall not be allowed to participate in extra-curricular activities in the following semester.

Graduation Ceremony
Students must meet all of the requirements for graduation (e.g., proficiencies, credits, mandated courses, financial and other obligations) by the deadline for senior grades to be eligible to participate in the Graduation Ceremony. Students who must complete graduation requirements in the summer following their senior year will receive a diploma at the end of summer school, but will not be eligible for the ceremony. Foreign exchange students are subject to district policies and procedures.

Students must be enrolled as a full time student at Kerman High School for the entire second semester of their Senior year to be eligible to participate in graduation ceremonies if they are entering Kerman High School from an intra-district (in district) alternative education program.

Senior Reclassification Policy

A student is only considered for reclassification if at the end of his/her third year of high school, he/she has not accumulated at 190 credits toward graduation. Every third-year student is evaluated based upon the number of credits earned towards graduation and is categorized as follows:

If a student has accumulated 190 or more credits, he/she will have Senior class status. If a student has accumulated 160-189 credits, he/she will be on "probationary" Senior class status. A conference with the Learning Director/Counselor is necessary to plan the senior year schedule.

College Classes

Ninth through twelfth grade students are allowed to enroll in a Community College, CSU/UC college classes, provided the student is earning a minimum 2.5 or 3.0 GPA and prior administrative approval is granted. College classes may qualify for high school credit and meet graduation requirements. Students must meet with the Learning Director/Counselor for course approval.

With prior approval of the school principal, a student may earn credit for both a high school class and a college class by enrolling in a college class that is not a core high school class. The high school principal and the Superintendent must approve exceptions to the regulation.

**ACADEMIC POLICIES AND PRACTICES**

**GRADUATION REQUIREMENTS FOR KERMAN HIGH SCHOOL**

1. A student must earn a minimum of 260 credits over four years. This is achieved by taking seven periods per semester for eight semesters, earning 5 credits per class / 35 credits per semester. In order to be awarded the 5 credits per semester, the student must earn a grade of "D" or better.

2. Academic requirements are as follows which include 190 credits in required subjects and 70 credits in elective/additional credits:

   **English:** four years for a total of 40 credits

   **Social Science:** four years for a total of 40 credits as follows:

   9th: Driver's Education/Freshman Soc. Sci. (one semester - 5 credits)

   9th: World Geography (one semester - 5 credits)

   10th: World History (one year - 10 credits)

   11th: U.S. History (one year - 10 credits)

   12th: American Government (one semester - 5 credits)

   12th: Economics (one semester - 5 credits)

   **Science:** one year of physical and one year of life for a total of 20 credits All 9th graders will be required to take Earth and Space Systems, AG Earth and Space Systems, or Honors Earth and Space Systems
Math: three years, one of which must be Algebra 1 or higher, for a total of 30 credits

Physical Education: two years for a total of 20 credits

Fine Arts and/or Foreign Language: two years for a total of 20 credits

Vocational Education: a total of 15 credits

Electives/Additional (all courses beyond the graduation requirements): 75 credits

Total: 260 credits

Senior Performance Interview

The Senior Performance Interview is one of the senior proficiency requirements of Kerman Unified School District. In addition to passing the interview, students will be required to prepare a digital portfolio that includes information one would need when applying for a job. This proficiency must be met before students are be granted a high school diploma.

Promotion Through Grade Levels: In order to move from one grade level to the next, you should maintain a minimum number of credits, as follows: (Keep track of these and make use of summer school if you fall behind).

To Be Promoted To: Minimum Credits Required

10th Grade 60

11th Grade 120

12th Grade 190

Five credits are awarded when the student earns a passing grade (A,B,C,D) in a class for a semester. Students cannot earn credits for a semester course that has already been passed, unless the course is specified as repeatable for credit.

In accordance with Assembly Bill 1330 (Chapter 621, Statutes of 2011), Kerman High School will accept a Career Technical Education (CTE) course (10 credits) as an optional high school graduation requirement in lieu of one course (10 credits) in visual or performing arts or foreign language.

GRADES

Kerman High School is a Standards-Based Academic High School. To be able to meet the standards to graduate, each teacher has developed criteria for grading. Students will be given a copy of each teacher's grading procedure and policy by the end of the first week of school. Teachers will have a copy of their grading procedures and policies on file and approved by the Principal and Assistant Principals.

A student receives five semester credits for each class during a semester in which a passing grade (A, B, C, D, P) is earned. Progress report grades are mailed to parents at 5-weeks, 10-weeks, and 15-weeks in every semester. The cumulative grade point average is computed by awarding grade points (A=4, B=3, C=2, D=1, F=0) for all classes. Students enrolled in Advanced Placement and Honors courses that are recognized by the University of California will be awarded an extra grade point using the following scale (A=5, B=4, C=3, D=1).

Student Grade Reporting

The five, ten, and fifteen-week progress report grades are not entered on the student's transcript. However, these grades are an indication of the semester grade the student will receive. Extracurricular eligibility is determined by the quarter report period as well as the semester report period. Semester grades are final grades and appear on the students' transcripts. Parents receive a formal report card via mail every five weeks.

Below are the dates that mark the end of each grading period:
October 11, 2019

December 20, 2019 - end of first semester - these grades will appear on transcripts

March 13, 2019

June 4, 2019 - end of second semester - these grades will appear on transcripts

Grade Change Policy

1. A teacher may change a student's grade if it is appropriate and justified. The Academic Petition should be used to document this process. A student's grade may not be changed after five (5) weeks from the conclusion of the prior 5-week grading period unless administrative approval is granted in advance for extenuating circumstances.

2. Teachers may establish an academic petition, for students to make up work in order to change a grade issued for the previous grading period. The written plan must include reasonable and appropriate make up work from the prior grading period such as homework, tests, papers, or projects. The grade change should not be based on the student’s current grade in the class.

3. If a student repeats a course for a better grade (typically done during Summer School if the course is offered), the better grade will be noted on the transcript. However, all courses attempted will be included in calculating the cumulative GPA.

Withdrawal Failure (WF) and Class Transfer Policy

A student, with parent/guardian and Learning Director/Counselor permission, may initiate the dropping of a class, without penalty, until the end of the third week of the first semester and until the end of the third week of the second semester. After three weeks into a semester, student schedule changes may only be made on the basis of inappropriate placement as determined by teacher or administrators. After that date, withdrawal will result in a "WF" grade on the student's transcript.

- All requests for second semester program changes must be made before Winter break.
- Due dates for request for a program change form will appear in the school bulletin. Program change approval must be obtained with signatures from parent/guardian and Learning Director/Counselor.
- No student/parent requests will be honored after the deadline date set by the Learning Director/Counselor
- Textbooks and equipment for classes a student withdraws from must be returned prior to enrolling into the new class.
- For transfers made within weeks 1-3 - The teacher of the class that is being dropped shall assign a transfer grade. The receiving teacher has the following options: a) Implement the transfer grade and start the student with that grade; b) Require the student to make up missed work up to that point; c) A combination of a and b.
- If a schedule change is made in accordance within the appropriate time frames and regulations, from week 4 and prior to the end of a quarter, the first teacher will assign a transfer grade. The receiving teacher has the following options: a) Implement the transfer grade and start the student with that grade, b) Have the student begin where all students are in the curriculum without requiring make up work up to that point; c) a combination of both a and b; d) A grade of No Credit given to the student if there is not enough time to submit adequate coursework and/or assessments.
- If the change takes place after a quarter grading period, the quarter grade from the first class will be used as the transfer grade into the second class and must be averaged with the second quarter grade for the semester grade.

ACADEMIC SPECIAL PROGRAMS

HONOR ROLL

The following criteria will be used for determining honor roll status at each semester grading period:

1. Principal's Honor Roll G.P.A. of 3.85 and higher
2. Honor Roll G.P.A. of 3.50 - 3.84

LEO AWARDS CEREMONY
Prior to graduation each year, the outstanding students of the graduating class shall be honored at a special ceremony by the presentation of Leo Awards, Principal's Awards, Bank of America Awards, C.S.F. Life Membership, and other local awards and scholarships.

Leo Awards will be presented to the five (5) outstanding seniors in each of the following areas. One (1) of the five (5) students selected will be the medal winner.

- Valedictorian
- Salutatorian (if there is one)
- Agriculture
- Auto Technology
- Business
- Choral Music
- Computers
- English As A Second Language
- Fine Art
- Foreign Language

Industrial Technology
Physical Ed (Boys)
Physical Ed (Girls)
Language Arts
Leadership
Instrumental Music
Math
Science
Social Science
Special Education

Selection of students to receive the awards shall be by department and will be based on each student's total high school performance. Consideration will be given to academic standing, citizenship, participation, effort, and contribution in class. The names of certificate recipients and medal winners will be submitted to the senior secretary by the date specified in order to prepare the certificates. Department chairpersons will present the award at a special Leo Awards Ceremony. Students earning Leo Awards in ROP/CTE programs will receive their awards at the ROP/CTE Ceremony.

Selection of students to receive principal's awards will be at the sole discretion of the principal. The awards will be given on the basis of each student's total high school performance. Consideration will be given to academic achievement, citizenship (i.e., no referrals), and school-community service. No more than ten (10) awards may be given.

Foreign Exchange students are exempted.

ACADEMIC "K" AWARDS

Students achieving a 3.65 GPA made up of A's and B's for two semesters not necessarily consecutive will receive a red Academic "K". Every two semesters following, in which a student receives a 3.65 GPA, they will receive a pin. Students achieving a 3.65 GPA for six (6) semesters, not necessarily consecutive, will receive a white Academic "K". In order to qualify, students cannot have C's, D's, or F's on semester grades.

TEACHER PRIDE AWARDS

Each year teachers shall select the outstanding student in each of their subjects. Example: the outstanding chemistry student, the outstanding P.E. student, etc.

Selection of students to be awarded will be based on academic standing, citizenship, effort, and contribution in class. Teachers will submit the names of the selected student to the principal's secretary so the award certificates can be prepared. Students will be presented the Pride Award Certificates at a Fall and Spring awards program.

SCHOLARSHIPS

Kerman High School provides access to many scholarships that recognize the talent and diversity of our student body. See your Learning Director for more information.
ADVANCED PLACEMENT (AP) PROGRAM

Kerman High School will offer AP courses whose subject content is recommended by the College Board. These advanced classes involve students in college level course content and learning experiences. These courses are challenging and stimulating. When compared to other high school courses, AP classes often take more time, require more work and give greater opportunity for individual growth and accomplishment. Each AP course requires a specific prerequisite course of study. These prerequisites need to be included in the development of any four-year plan culminating in the AP experience. Students are required to sign and AP contract to enroll in the course. Note that students who have not maintained a "C-" or better at the end of the fall semester will be removed from the course.

In May of each year, examinations are taken to determine if advanced standing in college is warranted. Most major colleges and universities for college credit recognize scores of 3, 4, or 5. Three to four units of college credit may be earned per semester for each exam successfully passed. The amount of credit varies from institution to institution. Students will have the opportunity to take the exam in May.

All AP exams must be paid for by prior to the exam date if a student is planning on taking the exam. Each exam costs approximately $92.00 and is non-refundable; all students will be charged $5 per exam, with the District covering the remainder of the fees.

The AP Program is one of the finest preparatory experiences a high school can offer for college and university bound students. Most AP students acquire good study skills and do extremely well throughout their college careers. Some of our nation’s finest universities prefer to admit AP students to students lacking the AP experience.

Establishment of A.P. courses at Kerman High School will be based on student enrollment.

GIFTED AND TALENTED EDUCATION (GATE)

GATE has been established to meet the needs of those students who have been certified according to requirements established by the State of California and the local school districts, which have provided programs for the gifted students. The main emphasis of the GATE Program at Kerman High School is to meet the needs of the gifted through the established curriculum. This includes honor courses, Advanced Placement courses, and numerous other advanced elective courses in music, art, and drama. Kerman High School will offer these courses in most disciplines including science, mathematics, literature, history, government and foreign languages. There is a sequence of courses beginning in grade 9 and progressing through grade 12 that are recommended offerings for the gifted.

ACADEMIC STANDARDS FOR EXTRA-CURRICULAR PARTICIPATION

The Governing Board has established the following standards for eligibility to participate in extra-curricular activities (BP/AR 6145 (a)). Each school site is directed to develop a plan to provide monitoring and assistance to individual students in order to satisfy these standards. The adoption of this policy concurrently satisfies the requirements of the California Education Code (Section 35160.5) and the California Interscholastic Federation (Bylaw 205).

Eligibility, Athletics (CIF)

The Kerman Unified School District requires all participants in extra-curricular activities to maintain a 2.0 or better G.P.A. in the previous 10-week grading period. All participants must be making satisfactory progress towards promotion/graduation. If a participant falls below these requirements, he/she may retain eligibility by completing an “Eligibility Appeal” form.

Every student who wishes to participate in any sport must have the following on file and meet the following guidelines:

1. Health statement on the form provided, completed and signed by a doctor.
2. Verification of insurance.
3. Athletic release forms.
4. Must have passed 5 out of 7 five-unit classes and/or 4 out of 6 five-unit classes and have a 2.0 GPA in the previous 10-week grading period.
5. Verify living in the school district or have a valid interdistrict permit.
6. Have submitted a completed and/or current clearance card.
7. Incoming 9th grade students who arrive with less than a 2.0 GPA from middle school are eligible to participate in Kerman Athletics under probationary status. Student GPA will be checked after the first progress report (4 ½ weeks). If these probationary students are not passing 5 out of 7 classes with a 2.0 GPA, they will be placed on the ineligible list. (This probationary status is only for 9th grade students and for the 1st Quarter of Fall Sports.)

8. Summer school grades may be combined with spring semester grades in computing the grade point average to determine eligibility for the first quarter of the next school year.

Eligibility for Co- and Extra-Curricular Activities
To be eligible to participate in co-/extra-curricular activities, students in grades 9 -12 must have passed 5 out of 7 five-unit classes and/or 4 out of 6 five-unit classes and have 2.0 GPA in the previous 10-week grading period. All participants must be making satisfactory progress towards promotion/graduation. If a participant falls below these requirements, he/she may retain eligibility by completing an "Eligibility Appeal" form. A school must declare students eligible, ineligible, or on probation by the second Monday following the close of the previous grading period. This date is set to allow for accuracy in the issuance of grades and the determination of grade point averages.

Extracurricular activities are those programs that are not part of the regular school curriculum, are not graded, do not offer credits, and do not take place during classroom time (i.e. dances, athletics, club activities, flag and letter).

Co-curricular activities affected are programs that may be associated with the regular classroom curriculum, but are not part of the graded classroom work and are not performance or academically based competitions (i.e. Disneyland, Great America). Co-curricular activities which are an integral part of the classroom grade are exempt from this regulation.

A Special Education student not achieving eligibility shall be deemed eligible if the appropriate site I.E.P. team determines the student is achieving his/her assigned individual program satisfactorily or if the students has been improperly placed.

A transfer student is subject to all of the conditions of the grade point average. If a transfer student is below the standard for accumulated units toward high school graduation, a school can implement a probationary period if the following conditions are met: (1) A written plan of coursework for the student to catch up on credits within twelve months is developed. The plan is to be submitted to the Principal and Superintendent/designee for approval.

For any extracurricular activity that begins in the spring (i.e. ASB/Class Elections, Cheerleading tryouts), the 3rd Quarter grading period will be used for eligibility if warranted.

For all sports and other off campus activities, only parents/guardians can give students a ride home from an event unless prior approval by school administration has been granted. Parents/Guardians may arrange and pick up students at off campus school activities as well.

NCAA ELIGIBILITY
Students planning to enroll in college after high school and want to participate in Division I or Division II athletics, must be certified by the NCAA Initial Eligibility Clearinghouse. The Clearinghouse ensures consistent interpretation of NCAA initial eligibility requirements for all prospective student athletes at all member institutions. Students should start this process in the Spring of the Junior year of High School. See Learning Director/ Counselor for more information.

GRADE POINT AVERAGE REQUIREMENT
During the prior grading period, a student must earn at least an overall G.P.A. of 2.0 and pass a minimum of five classes in order to participate in extra-curricular activities in the current grading period.

A student who fails to achieve at least a 2.0 grade point average must complete an "Eligibility Appeal" form. A student who does not achieve at least a 2.0 grade point average during the "appeal" period shall not be allowed to participate in extracurricular activities in the subsequent grading period.

SUMMER SCHOOL
Summer school grades may be combined with spring semester grades in computing the grade point average to determine eligibility for the first quarter of the next school year.

ELIGIBILITY REPORT
A school must declare students eligible, ineligible, or on probation by the second Monday following the close of the previous grading period. This date is set to allow for accuracy in the issuance of grades and the determination of grade point averages.
TRANSFER STUDENTS
A transfer student is subject to all of the conditions of the grade point average. If a transfer student is below the standard for accumulated units toward high school graduation, a school can implement a probationary period if the following conditions are met:

1. A written plan of coursework for the student to catch up on credits within twelve months (or the graduation ceremony for a senior) is developed. The plan is to be submitted to the Principal and Superintendent/designee for approval.

COUNSELING SERVICES
Counseling services are available to all students at Kerman Unified School District. Students are encouraged to seek individual assistance through counseling when they feel it is necessary. Parents/Students are encouraged to schedule an appointment with their Learning Director/Counselor through the counseling secretary. All of the counseling staff maintains an "open door policy" for those students in need of personal counseling on an emergency basis.

ACADEMIC DEVELOPMENT
Guidance: Develop Four-year Academic/Career plan
Graduation/Promotion/Retention Criteria
Appropriate class placement
Organization, Study and Test Taking Skills
Registration: College and High School Graduation Requirements
Post High School Options: Explain course work and Academic Progress needed for graduation/College and Other Post Secondary options

MONITORING STUDENT PROGRESS
Grade reports
Yearly Transcript Review
Parent meetings scheduled as needed

PERSONAL SOCIAL
Intentional Guidance
Individual/Group counseling to understand consequences and decisions/choices
Crisis intervention counseling
Prevention and Intervention
Referrals to Student Support Services

CAREER DEVELOPMENT
Career Exploration
Parent Workshops
Career Day

COLLEGE COUNSELING
Financial Aid Information/ Workshops for Parents and Students
PSAT/ACT/SAT/ASVAB test information
Scholarship information
Assistance in completing college applications
Information on eligibility for admission to a four-year institution of post secondary education including UC/CSU
NCAA eligibility information available upon request

TRANSCRIPTS
Currently enrolled students requesting transcripts must complete a "Transcript Request" form and turn it in to the office at least one day prior to need. Transcripts will be completed in 24 hours. On the first request only, students may ask for seven transcripts free of charge. Additional requests will result in a $1.00 charge per transcript.

STUDENT SUPPORT SERVICES
Kerman High School Student Support Services personnel consist of a School Nurse, School Psychologist, Learning Directors/Counselor. The goal of student support services is to identify common concerns of students and staff and to implement
services to alleviate and address those concerns. Students may be referred to these services through their learning directors/counselor, teachers, administrators, and parents.

**GRADES**

It is the responsibility of each teacher to notify parents when a student is in danger of failing. No student may be given an "F" grade on quarter/semester report without prior notification of failure. Progress reports will be issued in the middle of each quarter. A grade of D, F or I on a progress report is considered to be a failure notice. If a parent/guardian desires a more frequent check, a progress report form may be picked up from the office. It is the **responsibility of the student** to get his/her grades and take them home.

**GRADES/PROMOTION/RETENTION PROCEDURES**

Kerman High School follows the district-adopted grading policy to assess student progress on grade level standards each quarter. These assessments are reported through a combination of parent communication, progress reports, and report cards.

**HOMEWORK POLICY**

The main purpose of homework is to provide practice and review of the concepts and ideas taught in class. The amount of time required to spend on homework can differ during the week. Most nights, homework can be from 1 to 2 hours depending on the assignments for the day. Sometimes students are given projects to complete. These project assignments are given several days and even weeks in advance in order to give students ample time to complete by the due date.

The Governing Board believes that homework serves many important purposes. The administration and certificated staff shall design homework plans and assignments so that through their homework, students can reinforce academic skills taught in school and learn how to conduct research effectively, develop ideas creatively and become lifelong learners.

The Governing Board believes that homework is the responsibility of the student. It is the student's job to develop regular study habits and to do most assignments independently. The Governing Board encourages teachers at all grade levels to use the parent/guardian as a contributing resource and to structure homework assignments so as to involve the parent/guardian without diminishing the student’s sense of responsibility. When assigning homework, which involves interaction with parents/guardians, teachers should include instructions which show how parents/guardians can best help their children. (Refer to KUSD Policy 6154 a).

**STATE TESTING INFORMATION**

Statewide Testing Notification

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

California Assessment of Student Performance and Progress

- Smarter Balanced Assessment Consortium Assessments

The California Assessment of Student Performance and Progress (CAASPP) computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and math assessments can be used as an indicator of college readiness.

- California Science Tests (CAST)
The new, computer-based CAST measures student acquisition of the California Next Generation Science Standards. It is administered in grades five and eight, and once in high school. The new computer-based CAST replaces the California Standards Tests (CST) for Science.

- California Alternate Assessments (CAA)

The computer-based CAA for ELA and CAA for mathematics is administered to students with the most significant cognitive disabilities in grades three through eight and grade eleven. Test items are aligned with the CCSS and are based on the Core Content Connectors. The instructionally embedded CAA for Science is administered in grades five and eight, and once in high school.

- Standards-based Tests in Spanish (STS) for Reading/Language Arts

California offers the optional STS for Reading/Language Arts, which are multiple-choice tests that allow Spanish-speaking English learners to demonstrate their knowledge of the California content standards. The California Spanish Assessment (CSA) will replace the optional STS. The CSA will be a computer-based assessment that is aligned with the California CCSS en Español.

Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

English Language Proficiency Assessments for California

California will transition from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC) in 2017–18. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Prociency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students’ English language proficiency level and to measure their progress in learning English.

Physical Fitness Test

The physical fitness test (PFT) for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

California Department of Education | January 2018

Refer to academic calendar for specific dates.
SECTION #3 GENERAL INFORMATION – CAMPUS

ADDRESS, CHANGE OF
If at any time during the school year, it becomes necessary for your parent/guardian to change his/her home (or mailing) address or phone number, please report the change to the attendance office immediately.

APPEAL, RIGHT OF
The student and the student’s parent/guardian have the right to appeal the decision of any site employee to the Site Administration (e.g., grades, disciplinary action, financial obligation, activities, athletics, etc.) after a meeting has taken place between the parent/guardian and employee. The student and the student’s parent/guardian have the right to appeal the decision of the Site Administration to the Kerman Unified School District staff.

Appeals for eligibility include:

General eligibility appeal – Students are allowed a one-time eligibility appeal. This can be used for any activity that requires eligibility including sports and off-campus lunch privileges. This general appeal may only be used once during a student’s tenure here at Kerman High School.

Activity appeal – Students are allowed a one-time activity appeal per school year. This can be used for any school activity except sports and off-campus lunch privileges. Back-to-back appeals will not be allowed.

BUS TRANSPORTATION GUIDELINES

Transportation Supervisor – Tammy Griffitt (559) 843-9071
Transportation Dispatcher – Elena Sanchez (559) 843-9072
Transportation Secretary – Laura Magallon (559) 843-9073

Foggy Day Schedules

School begins every day at the regularly scheduled time for each site regardless of the weather. Foggy day schedules will be announced on TV Channels 18, 26 and 30 or online at www.foggydayschedule.com by 6:15 a.m. Additional delays or cancellations will be announced on the same channels or website as updates occur.
Plan “A” – 2 hour delay
Plan “B” – 1 ½ hr. additional delay (a total of 3 ½ hrs. delay from regular pick up time)
Plan “C” – Buses Cancelled

These times can be calculated for each bus stop location by adding the amount of delay time to your regular bus stop time. Please note that school will start at 8:00am each day regardless of the weather.

California Code of Regulation, Title 5 Section 14103, Authority of the Driver:

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

California Code of Regulations, Title 13 Section 1217, Transportation of Passengers:

The driver of a school bus shall not eject any school pupil unless the pupil is given into the custody of a parent, or any person designated by the parent or school.

These regulations apply at all times students are riding on a school bus. This includes field trips and all other special trips. It is the responsibility of all school personnel, parents/guardians and the students themselves to see that these regulations are followed.

Riding the bus is a privilege, not a guaranteed right.
A note signed by the parent/guardian requesting their student get off the bus at a stop other than their designated stop must be submitted to the school office. The office will give the student a bus pass which must be presented to the bus driver upon entering the bus. The request must not require the bus to go off its route or require an additional stop.

If the student is being picked up by the parent/guardian at school, the parent/guardian must be at the school prior to the student boarding the bus. Approval must be given to the driver by the school office or the transportation department to release a student from the bus after boarding. Students will not be released to anyone not listed on their emergency card.

Kindergarten students will not be released at their bus stop without an adult present to receive them. The student will be returned to the school site and it will be the responsibility of the parent/guardian to pick them up. If this occurs more than 3 times during the school year, the student may lose bus riding privileges until the next school year. A Kindergarten Bus Release form may be filled out and filed with the Transportation Department to release a kindergarten student with another student who attends grades 7–12.

**BUS RULES:**
1. Follow all instructions from the bus driver.
2. Arrive at the bus stop five minutes before the bus is scheduled to arrive. Wait in an orderly manner. The bus will not wait for late students.
3. Enter and leave the bus in an orderly manner.
4. The bus driver has the authority to assign seats as needed. Remain seated at all times. Passenger restraint systems must be used if the bus is so equipped.
5. Always be courteous to the driver, other passengers and the public.
6. Report any vandalism or damage to the bus or bus stop area to your bus driver.
7. Report lost or found articles to the bus driver.
8. When being escorted across the street, cross between the driver and the bus. Never behind the bus.
9. Shirts, pants and shoes must be worn at all times while on the bus.
10. Riders must board and disembark their assigned bus at their school site unless instructed to do otherwise by a transportation or school site representative.
11. Weapons, illegal drugs, alcohol and tobacco are prohibited on the bus.
12. Do not save seats for passengers.
13. Do not speak loudly while on the bus. Speak quietly or not at all.
14. Do not use profanity or abusive language. This includes hand gestures.
15. Do not eat or drink anything (except water) on the bus.
16. Do not put your head, hands or any part of your body outside the bus at any time.
17. Do not litter or damage bus. Parents must pay for damage caused by vandalism.
18. Do not throw anything within the bus or out of the bus.
19. Do not bring animals or other pets on the bus. Properly licensed guide, signal or service dogs are the exception.
20. Do not bring skateboards, handheld video games or any items disallowed in school on the bus. Any of these items confiscated will need to be picked up by a parent/guardian in the Transportation office.
21. Do not use emergency exits except in an emergency.

Any violation of these rules will be cause for disciplinary action. These disciplinary actions may range from a written warning up to suspension from bus riding privileges depending on the severity and frequency of violations.

**CAMPUS CONDUCT**
The laws of the State of California, the policy of Kerman Unified School District, and the rules and regulations of the school site are the framework for the standards of conduct.

Students are under the jurisdiction of the school for disciplinary purposes (1) while on the school grounds and parking lot; (2) while going directly to or from school; (3) during the lunch period, whether on or off campus; and (4) during, or while going to or coming from a school-sponsored activity. Students who violate district discipline policy at these times are subject to the stated disciplinary alternatives including but not limited to suspension and expulsion (Ed Code 48900). Such jurisdiction does not make the district board, certificated personnel, or classified personnel liable for student's actions.

The following general rules and all other school regulations apply at any of these times or places:
1. Possession of anything that is disruptive to the educational environment of the school or that is in any way potentially dangerous to anyone is prohibited. Such items include, but are not limited to radios, game boys, matches, walkmans, iPods,
felt tip pens, firecrackers, knives, spiked rings, other weapons, smoke or stink bombs, cell phones, phone pagers, tobacco, alcohol, drugs of any kind or any substance designed to look like a banned substance, drug paraphernalia, lighters, e-cigarettes, vapor pens, water balloons, laser pointers and squirt guns.

2. Students must show respect for other persons and property. Violations of this requirement include but are not limited to shoving, fighting, threatening, in-subordination, profanity, hazing, gambling, vandalism, theft, throwing food, littering, throwing water or ice, sexual harassment, and gang signs or calls.

3. Student behavior must be appropriate to the activity in which they are involved. Violations include but are not limited to cheating, truancy, tardiness, forgery, loud disruptive behavior and excessive affection.

4. Students must have passes when outside the classroom at any time other than passing periods, break and lunch, or when leaving campus prior to the end of the school day. LEAVING CAMPUS DURING THE SCHOOL DAY REQUIRES OFFICE CLEARANCE. Failure to check out with the front office will result in a referral for an improper checkout/check in.

5. Students must obey all Administrators, Teachers, and staff at all times. If students feel they have been treated unfairly, they should first obey the school employee, then discuss the incident with a school Administrator.

6. The District will not allow any bike riding, roller skating, roller blading, skate boarding or other such activity on any school grounds.

7. Cell phones are not to be used during class time and will be taken away if the cell phone rings during class time. Students/parents will be able to pick up cell phones at the end of the day. Students may lose their privilege of bringing a cell phone to school for repeated offenses of this requirement.

8. Kerman Unified School District will not investigate the loss or theft of items that are restricted from the campus.

**Note:**
As a convenience, Kerman Unified School District provides a parking facility for students with automobiles and a valid California Driver's License. In order to park in the school facility, a student must park properly, obey the speed and safety rules of the school, and not litter in the parking lot. **Students park at their own risk; the school cannot be held responsible for damage or theft to student’s cars or their contents. Students failing to follow the rules may result in your vehicle being towed at the owner’s expense and/or loss of parking privileges on campus.**

Kerman Unified School District may offer appropriate monetary rewards to any person(s) providing accurate information which results in the apprehension and conviction of an individual involved in any act of vandalism and theft against the school, school property, or property of employees while on duty in the performance of official school business. **The offending party and/or that party's parent/guardian shall be liable for the full amount of the reward.**

**CLASSROOM SNACKS AND PARTY GUIDELINES**

**Wellness Policies on Physical Activity, and Nutrition Resolution**

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive; Whereas, good health fosters student attendance and learning; Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity; Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood; Whereas, 33% of high school students do not participate in sufficient vigorous physical activity and 71% of high school students do not attend daily physical education classes; Whereas, only 2% of children (2 to 9 years) eat a healthy diet consistent with the five main recommendations from the My Plate layout; Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars, and other fund-raising events include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes; Whereas, school districts are facing significant fiscal and scheduling constraints; and Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, the Kerman Unified School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Kerman Unified School District that:
• The school district will engage students, parents, health educators, physical educators, other teachers, food service professionals, school nurses, community health professionals, school administrator, school board member, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition, physical education, and physical activity policies
• All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis
• Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans, USDA New Meal Pattern Requirement(July 2103), and Smart Snacks in Schools (July 2014)
• Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
• To the maximum extent practicable, all schools in our district will participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program [including after school snacks], and Seamless Summer Food Service Program.
• Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school meal programs, and related community services.

TO ACHIEVE THESE POLICY GOALS:

I. Health and Wellness Advisory Council

The school district may create, strengthen, or work within an existing health and wellness advisory council to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The council also will serve as a resource to school sites for implementing those policies. (A health and wellness advisory council consists of a group of individuals representing the school and community, and should include parents, students, and representatives of the school food authority, members of the school board, school administrators, teachers, health professionals, physical educators, and members of the public.)

II. Nutritional Quality of Foods and Beverages Sold and Served on Campus

School Meals:
• Meals served through the National School Lunch and Breakfast Programs will:
• Be appealing and attractive to children;
• Be served in clean and pleasant settings;
• Meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
• Offer a variety of fruits and vegetables;
• Serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non dairy alternatives (to be defined by USDA or current law); and
• Ensure that half of the served grains are whole grain.

Breakfast:
To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:
• Schools will, to the extent possible, operate the School Breakfast Program.
• Schools will, to the extent possible, utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom or breakfast during morning break or recess.
• Schools will notify parents and students of the availability of the School Breakfast Program. Banners, menus
• Schools will encourage parents to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

Free and Reduced-priced Meals:
Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-priced school meals. Toward this end, schools may utilize electronic identification and payment systems; provide meals at no charge to all children, regardless of income; promote the availability of school meals to all students; and/or use nontraditional methods for serving school meals such as breakfast in classroom.

Summer Food Service Program:
Schools with more than 50% free or reduced-priced meals will sponsor the Summer Food Service Program for at least six weeks between the last day of the academic school year and the first day of the following school year, and preferably throughout the entire summer vacation.
Meal times and Scheduling:

Schools

- Will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
- Should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.;
- Should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- May schedule lunch periods to follow recess periods (in elementary schools);
- Will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- Should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

Qualifications of School Food Service Staff:

Qualified nutrition professionals will administer the school meal programs. As part of the school district’s responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals in schools. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

Sharing of Foods and Beverages:

Schools should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children’s diets.

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

Elementary Schools;

The school food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children’s limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, and non-fried vegetables.

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

Beverages;

- Allowed: water or electrolyte replacement without added sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free milk and nutritionally-equivalent nondairy beverages (to be defined by USDA or current law)
- Not allowed: soft drinks containing caloric sweeteners; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).

Foods

- A food item sold individually:
  - Will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined;
  - Will have no more than 35% of its weight from added sugars;
  - Will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items; will contain no more than 480 mg of serving for pastas, meats, and soups; and will limit sodium for pizza, sandwiches, and main dishes.

Portion Sizes:
Limit portion sizes of foods and beverages sold individually to those listed below:
  - One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky;
  - One ounce for cookies;
  - Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery items;
  - Four fluid ounces for frozen desserts, including, but not limited to low-fat or fat-free ice cream;
  - Eight ounces for non-frozen yogurt;
  - Twelve fluid ounces for beverages, excluding water; and
  - The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limit.

Food/beverage marketing in schools
Eliminate the marketing and advertising of unhealthy foods and beverages. Any foods or beverages that do not meet the above criteria should not be promoted in any way, e.g., through signage, vending machine fronts, logos, scoreboards, school supplies.

Fundraising
To support children’s health and school nutrition-education efforts, school fundraising activities will not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually. Schools will encourage fundraising activities that promote physical activity. The school district will make a list of ideas for acceptable fundraising activities.

Snacks
Snacks served during the school day or in after-school care enrichment programs will make a positive contribution to children’s diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children’s nutritional needs, children’s ages, and other considerations.

Rewards
Schools will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior (unless this practice is allowed by a student’s IEP), and will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations
Schools should limit celebrations that involve food during the school day to no more than one party per class per month. The elementary sites in the district will establish common guidelines for celebrations. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (as described above). Celebrations shall occur after the last lunch period. The district will disseminate a list of healthy party ideas to parents and teachers.

School-sponsored events
Offer and promote healthy food and beverage products at all school-sponsored events.

III. Nutrition and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion: Kerman Unified School District aims to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition that:
  - Is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
  - Is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
  - Includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
  - Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health enhancing nutrition practices;
  - Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
  - Links with school meal programs, other school foods, and nutrition-related community services;
  - Teaches media literacy with an emphasis on food marketing; and
  - Includes training for teachers and other staff.
Integrating Physical Activity into the Classroom Setting: For students to receive the nationally-recommended amount of daily physical activity (i.e. at least 100 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- Opportunities for physical activity will be incorporated into other subject lessons; and
- Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

Communications with Parents: The district/school will support parents’ efforts to provide a healthy diet and daily physical activity for their children. The district/school will offer healthy eating seminars for parents, send home nutrition information, post nutrition tips on websites and provide nutrient analyses of school menus. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. The district/school will provide parents a list of foods that meet the district’s snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities. In addition, the district/school will provide opportunities for parents to share their healthy food practices with others in the school community.

The district/school will provide information about physical education and other school-based physical activity opportunities before, during, and after school day; and support parents’ efforts to provide their children with opportunities to be physically active outside school. Such supports will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

Food Marketing in Schools: School-based marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for food and beverages sold individually (above). School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged. This summer I posted all posters and menu stands.

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

Staff Wellness: Kerman Unified School District highly values the health and well being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Each district/school should establish and maintain a staff wellness committee composed of at least one staff member, school health council member, local hospital representative, dietitian or other health professional, recreation program representative, union representative, and employee specialist. (The staff wellness committee could be a subcommittee of the school health council.) The committee should develop, promote, and oversee a multifaceted plan to promote staff health and wellness. The plan should be based on input solicited from school staff and should outline ways to encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff. The staff wellness committee should distribute its plan to the school health council annually.

IV. Physical Education and Physical Activity Opportunities

Physical Education, K-12. All students in grades K-12, including students with disabilities, special health-care needs, and in alternative educational settings, will receive daily physical education (or its equivalent of 200 minutes every ten days for elementary school students and 400 minutes every ten days for middle and high school students) for the entire school year. All physical education will be taught by a certified physical education teacher. Student involvement in other activities involving physical activity (e.g. interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50% of physical education class time participating in moderate to vigorous physical activity.

Daily Recess: All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity, including through the provision of space and equipment.
Schools should discourage extended periods (i.e., periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

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

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

Physical Activity and Punishment. Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

Safe Routes to School. The school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, the district will work together with local public works, public safety, and/or police departments in those efforts. The school district will explore the availability of federal “safe routes to school” funds, administered by the state department of transportation, to finance such improvements. The school district will encourage students to use public transportation when available and appropriate for travel to school, and will work with the local transit agency to provide transit passes for students.

Use of School Facilities Outside of School Hours: School spaces and facilities should be available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations. These spaces and facilities also should be available to community agencies and organizations offering physical activity and nutrition programs. School policies concerning safety will apply at all times.

V. Monitoring and Policy Review

Monitoring: The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school’s compliance to the district superintendent or designee.

School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent (or if done at the school level, to the school principal). In addition, the school district will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the district has not received a SMI review from the state agency within the past five years, the district will request from the state agency that a SMI review be scheduled as soon as possible. Doug performs 2 X annually, and 2 visits per site per month.

The Superintendent or designee will develop a summary report every three years on district-wide compliance with the district’s established nutrition and physical activity wellness policies, based on input from schools within the district. That report will be provided to the school board and also distributed to all school health councils, parent/teacher organizations, school principals, and school health services personnel in the district.

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

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


A middle/junior high contains grades 7 or 8, 7 to 9, 7 to 10.
A high school contains any of grades 10 to 12.
Effective from midnight to one-half hour after school.
Applies to ALL foods sold to students by any entity.

Compliant foods:
1. “Snack” food items must be:
   a. ≤ 35% calories from fat (except nuts, nut butters, seeds, reduced-fat cheese, dried fruit+nut/seed combo), and
   b. < 10% calories from saturated fat (except reduced-fat cheese, dried fruit+nut/seed combo), and
   c. ≤ 35% sugar by weight (except fruit*, non-fried veggies, dried fruit+nut/seed combo), and
   d. < 0.5 grams trans fat per serving (no exceptions), and
   e. ≤ 230 milligrams sodium (no exceptions), and
   f. ≤ 200 calories per item/container (no exceptions)

2. “Entrée” food items must be:
   a. Meat/meat alternate and whole grain rich food; or
   b. Fruit or non-fried vegetable and meat/meat alternate; or
   c. Meat/meat alternate alone (cannot be yogurt, cheese, nuts, seeds, or meat snacks, and
   d. ≤ 35% calories from fat, and
   e. < 10% calories from saturated fat, an
   f. ≤ 35% sugar by weight, and
   g. < 0.5 grams trans fat per serving, and
   h. ≤ 480 milligrams sodium, and
   i. ≤ 350 calories

If exempt food(s) combine with nonexempt food(s) or added fat/sugar they must meet ALL nutrient standards above.

Non-compliant foods may be sold from one-half hour after school through midnight.

MIDDLE/HIGH SCHOOL – BEVERAGE RESTRICTIONS


A middle/junior high contains grades 7 or 8, 7 to 9, 7 to 10.
A high school contains any of grades 10 to 12.
Effective from midnight to one-half hour after school.
Applies to ALL beverages sold to students by any entity.

Sold means the exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

Compliant beverages:
(All 12 oz. serving sizes except where stated)
1. Fruit or Vegetable juice:
   a. ≥ 50% juice and
   b. No added sweeteners
2. Milk:
   a. Cow’s or goat’s milk, and
   b. 1% (unflavored), nonfat (flavored, unflavored), and
   c. Contains Vitamins A & D, and
   d. ≥ 25% of the calcium Daily Value per 8 fl. oz, and
   e. ≤ 28 grams of total sugar per 8 fl. oz.
3. Non-dairy milk:
   a. Nutritionally equivalent to milk (see 7 CFR 210.10(d)(3), 220.8(i)(3)), and
   b. ≤ 28 grams of total sugar per 8 fl. oz, and
   c. ≤ 5 grams fat per 8 fl. oz.
4. Water:
   a. No added sweeteners
   b. No serving size
5. Other Non-calorie Beverages (NOT ALLOWED IN MIDDLE SCHOOLS)
   a. Water as first ingredient
   b. ≤ 16.8 grams added sweetener/8 fl oz.
   c. ≤ 5 calories/8 fl oz. (or ≤ 10 cal/20 fl oz.)
   d. 10-150 mg Na+/8 fl oz.
   e. 10-90 mg K+/8 fl oz.
   f. No added caffeine
   g. ≤ 20 fl oz. serving size
6. Other Low-calorie Beverages (NOT ALLOWED IN MIDDLE SCHOOLS)
   a. Water as first ingredient
   b. ≤ 16.8 grams added sweetener/8 fl oz.
   c. ≤ 40 calories/8 fl oz.
   d. 10-150 mg Na+/8 fl oz.
   e. 10-90 mg K+/8 fl oz.
   f. No added caffeine
*Dried blueberries, cranberries, cherries, tropical fruit, chopped dates or figs that contain added sugar are exempt from fat and sugar standards. Canned fruit in 100% juice only.

Non-compliant foods may be sold from one-half hour after school through midnight.

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**MIDDLE/HIGH SCHOOLS – STUDENT ORGANIZATIONS**

Reference: California Code of Regulations Section 15501

**Effective** during or after school hours.

**Applies ONLY to food and beverage sales by student organizations.**

1. Up to three categories of foods or beverages may be sold each day (e.g., chips, sandwiches, juices, etc.).
2. Food or beverage item(s) must be pre-approved by governing board of school district.
3. Only one student organization may be allowed to sell each day.
4. Food(s) or beverage(s) cannot be prepared on the campus.
5. The food or beverage categories sold cannot be the same as the categories sold in the food service program at that school during the same school day.

In addition to one student organization sale each day, any and all student organizations may sell on the same four designated days per year. School administration may set these dates.

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**DAILY BULLETIN**

The daily bulletin will be read during the second period of the day and should be posted in every classroom. It is the student’s responsibility to know the information in the bulletin. The bulletin is also posted on the KHS Google Classroom page.

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**DANCES**

School dances are organized by the students and the various clubs on campus. All dances are for the benefit and enjoyment of Kerman High School students. In order to provide for students’ safety and enjoyment, the following rules, regulations and procedures will be enforced:

1. Dances are a function of the student body and are awarded to classes and clubs by the student council.
2. Dances must comply with the following rules:
   (a) All dances shall not end later than 10:00 PM except for after football games, the winter formal, and the prom. All dances will require a sign-out procedure.
   (b) Students must arrive at the dance within an hour of the start time (e.g., if the dance starts at 7:00, students must arrive by 8:00). Any students arriving after that time will not be allowed into the dance.
   (c) Students who leave the dance at any time may not return to the dance.
   (d) The organization sponsoring the dance shall clean the cafeteria/gym at the end of the dance. Organizations who do not properly clean up after a dance will be billed for the cleaning. A custodian can be requested and will be billed to the organization.
   (e) The band/disc jockey must comply with the rules of the current school band/disc jockey contract. The band/disc jockey contract must be approved by the administration, and the administrative decision shall be final and without appeal.
3. School dress code regulations apply to all dances. Exceptions are for the following only: (1) candidates for Homecoming royalty, (2) Winter Semi-Formal, (3) Prom, (4) Themed dances. (Administration discretion applies)
4. Students are responsible to have transportation home within fifteen (15) minutes after the dance ends. Advisors must stay with these students.
5. At least four (4) chaperones are required to be at each dance. The organization sponsors and a member of the administration are also to be present. The administration will determine adequate chaperone coverage.
6. With the exception of the Prom (up to 4 hours) and Winter Semi-Formal and Cinco de Mayo (up to 3 hours), no dance may be longer than two hours.

Dance Guest Passes
1. Kerman High School students may bring one guest to each of the following dances: Winter Semi-Formal, Junior Prom, Sadie Hawkins, and Cinco de Mayo. All other school dances are for Kerman High School students only.

2. Dances are limited to Kerman High School students (with proper identification cards) and their guests. Guest passes are to be obtained in advance from the administration office, turned in a minimum of three days before the dance, and must be approved, signed, embossed or stamped by the guest school.

3. Guests for the Winter Semi-Formal, Sadie Hawkins, and Cinco de Mayo must have current picture I.D. and must be enrolled in another comprehensive high school. Graduates or students who left Kerman High in good standing within the previous year may attend as dates of Kerman High students.

4. For the Prom only, guests may be persons who have been out of high school for more than two years and who are not over the age of 20. All guests to KHS dances must have the approval of the KHS Administration. It is the student’s responsibility to see that the guest knows and abides by all school rules.

5. Students who are enrolled in an alternative education school may not be guests for dances. Exceptions are for the following: Winter Semi-Formal and Prom.

6. Students enrolled in Kerman Unified Independent Study or Enterprise High School on a voluntary enrollment status who have no referrals for the current semester and are approved by both site administrators, may attend KHS dances.

7. Guest passes must be obtained from the administration office no later than the end of the school day, on the Wednesday prior to the dance.

8. The guest pass must be presented at the door by the student and guest.

**DRESS CODE GUIDELINES**

The purpose of dress regulations is to help each student set a standard for his/her personal appearance that is appropriate within the accepted standards of Kerman Unified School District. A KUSD student is expected to demonstrate pride in his/her personal appearance, because it reflects individually on him/her and collectively on the school he/she attends. Daily attire need not be expensive to be attractive and entirely acceptable. All apparel must comply with the KUSD Dress Code. The Dress Code shall be in effect at all school-related activities both on and off campus, including activities such as award ceremonies, dances and field trips.

Certain apparel/hairstyle/hair color is not appropriate for school, based upon the guidelines of health, safety, and potential disruption. (BP 5132) From time to time, the site administration may ban additional items of clothing or dress that is determined to pose a threat to the welfare of students and staff. Administrators may exercise discrestional authority in the determination of whether a student is in violation of the Dress Code. Students breaking the Dress Code are subject to a referral, parent contact, suspension, or transfer. Repeated incidents will be treated as defiance of the school’s authority. Students disguising dress code violations (with jackets, sweatshirts, sweaters, etc.) subject to being written up with a referral. The following guidelines shall apply to all school activities such as award ceremonies, dances and field trips.

1) Anything that promotes a gang image will not be allowed. (Ed. Code 35183)
   a) College or University apparel may be worn on campus and at school related activities. Any reference or picture of a “bulldog”, regardless if it is a reference to “Fresno State” is not allowed. Apparel from the University of North Carolina Tar Heels or Nebraska Cornhuskers is not allowed.
   b) Jackets, Sweatshirts, Jerseys, or any other apparel depicting Professional Sport Teams are allowed, except for the LA Dodgers, Chicago Bulls, and Sacramento Kings.
   c) Wearing or displaying of “colors” which may relate to gang affiliation or the appearance of such is not allowed. Students may not wear any solid red or solid blue clothing.
   d) Designer brands or fashions that embrace or promote a gang affiliation or image are not allowed. Clothing that embraces or promotes a gang affiliation or image, as determined by local law enforcement or site administration, is not allowed.

2) All clothing shall be neat, clean, and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school. Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol (Includes any patches on clothing or backpacks) Garments shall be sufficient to appropriately conceal undergarments at all times. Clothing shall be worn as its design was traditionally intended.
   a) Sagging or baggy pants that do not fit the waist or that are drastically altered or frayed are not acceptable. Baggy pants that are larger than two waist sizes are not allowed.
   b) Shorts or skirts are appropriate to wear if they are not above the middle of the student’s palm. This guideline includes cheer uniforms.
   c) Underwear-type sleeveless shirts/blouses, see-through or fishnet fabrics, which expose the body in a sexually suggestive manner, are not acceptable.
   d) All shirts and blouses and other upper garments must cover the entire torso.
e) No strapless garments are allowed. All shoulder straps must be of sufficient width to cover undergarments straps.
f) Pajamas may not be worn to school.
g) Shoes or Sandals must be worn at all times. Bedroom slippers or other related shoes are not allowed.
h) Hats or Beanies cannot be gang related. Anything that promotes gang images is not allowed.
i) Hats, caps, or other head coverings (beanies) and sunglasses shall not be worn indoors.
j) Hats cannot be worn to the side or backwards.
k) Bandanas of any kind or color are not allowed.

iv) Sweatshirt hoods are not to be worn indoors.
v) Beanies may not be solid blue or solid red in color, nor gang related.

3) Hair shall be clean and neatly groomed. Unnatural hair color such as green, pink, blue are not allowed. Haircuts or hair styles that feature unusual configurations, patterns, or shavings that are determined to be disruptive to the learning environment are not allowed. Examples may include “mohawks” and/or “tails”.

4) Chains, collars, or bracelets with spikes or studs, or any other injurious objects not necessary for the academic purpose of the pupil are prohibited on school grounds (Ed. Code 49330)
5) Earrings are to be worn in ears only. Visible body piercings or studs that cause undue attention to the wearer such as (nose, lip, eyebrow, tongue, etc.) are not allowed.
6) Tattoos are discouraged whether temporary or permanent. Tattoos of any kind which, in the administration's opinion reflect gang affiliation or promote drug, alcohol, or tobacco use are prohibited to the extent such exclusion is reasonable. Students with permanent tattoos which express gang affiliation may be directed to cover such tattoos within reason.
7) Any type of court-ordered monitoring device must be covered at all times.

Students who are considered out of dress code are referred to the office. An administrator makes a determination whether or not the student is out of dress code. If the administrator determines that the student does not meet dress code regulations, the student may be temporarily removed from classes until dress code regulations are met. Students found to be in violation of the dress code may not be allowed to leave campus due to loss of instructional time. Students may be required to change at school and wear clothing issued to them by the Administration. Failure to comply with the directives of the school administrator will result in assignment in possible school suspension.

Repeat offenders (defiance of the school’s authority) will face disciplinary action which may include a referral, parent contact, detention, suspension, or placement on a behavior contract. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports, classes and/or field trips. The principal, staff, students, and parents/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

Enrollment Options and Student Placement Guidelines
Residency, for purposes of attendance, can be established within a school district based on the employment of the parent/guardian. A district may refuse such an admission for specific stated reasons or if admittance would exceed limits imposed by law. If you have any questions regarding your enrollment options, contact your site principal or the district office.

Evacuation/Fire Drill
Evacuation drills, school alert drills, including fire drills, are conducted periodically to insure the safety of students and staff in case of disaster. Students are expected to follow the direction of any staff member without question or delay. A student who fails to do this is subject to counseling, referral, parent conference, suspension, transfer, and/or expulsion. (Refer to KUSD Policy 5131).

Field Trips and Extended School Activities
Kerman Unified School District believes that field trips complement the curriculum and enhance the understanding of students by giving them first hand experiences that can't be provided in the school setting. Unfortunately, with cutbacks in state funding, neither the district nor the site can finance such field trips. Students will be asked to pay for field trips on a voluntary basis. If there are not enough students who volunteer to pay for the trip, the field trip may be cancelled due to insufficient funding.
All field trips are planned for the benefit of the entire class and lead to certain outcomes based on the teacher's lesson plans. Therefore, all students are required to ride the bus to the field trip destination and stay with the class throughout the field trip. Some parents wish to resume responsibility for their children for the trip home. Forms are available from the teacher in charge of the trip. The form must be completed before the student is released to the parent at the end of the field trip or event.
FEES AND FEE WAIVERS
The student at all eligibility grading periods must meet all fee/debt obligations. If year-end fees/debts are not met, the student will not be allowed to complete the registration process for the next school year and will not be eligible to participate in any extracurricular activities. Payment plans may be established with administrative approval.

INJURIES AND INSURANCE
In case someone is injured, the school office must be notified immediately. If the injury is serious, information on the student's emergency card will be followed. (BP 5141.1, AR 5141.1) Students may purchase health and accident insurance on a voluntary basis. Application forms are available from the office. Kerman Unified School District does not carry insurance to cover student's medical needs. Students must supply their own insurance for that purpose. Kerman Unified School District will not assume payment for medical coverage, treatment, or any element pertaining thereto.

The Education Code requires members of inter-school athletic events to purchase insurance or have verification of private insurance. These sections also require coverage for any student who performs a duty in connection with the team. Coverage is required by law for band members, flag or drill team members, cheerleaders, team managers, etc. Further information about school insurance may be obtained from the office. (BP 5143)

LIBRARY MEDIA CENTER
The Library Media Center has an up to date collection of 12,000 volumes, 32 magazines, 3 newspapers (Fresno Bee, La Vida, Kerman News), PC computer stations, copy service, reference help, and is connected to the Internet. The library hours are Monday-Thursday: 7:30 AM - 4:00 PM/Friday: 7:30 AM - 3:30 PM. Students are responsible for library items checked out to them. A non-refundable debt-processing fee of $3.00 will be charged to students/parents if the debt is not resolved prior to the billing letter or office referral.

LUNCH PASS, OFF CAMPUS
At the beginning of each new school year, students are eligible for the off-campus lunch privilege. Students begin the school year with a clean slate and remain eligible for a lunch pass if they meet the following criteria:

1. The student must be in grades ten, eleven, or twelve (as defined by credits). Students that have been reclassified or retained as 10th, 11th or 12th grade students are ineligible for a lunch pass.
2. The student must have an overall grade point average of at least 2.0, must pass 5 out of 7 classes, and must be cleared of all debts at the conclusion of the preceding quarter/semester.
3. The student may have no more than one disciplinary referral during the quarter prior to eligibility. Involvement with fighting (particularly instigation), weapons, controlled substances, or vandalism, will result in the immediate loss of the off campus lunch privilege for the entire school year. Any school suspension will minimally result in loss of lunch pass for the present and following quarter.
4. The student may have missed no more than six days during the quarter prior to eligibility. The administration reserves the right to relax this requirement under extraordinary or documented circumstances.
5. The student must have parent or guardian permission to obtain off campus lunch privilege.

A student’s status for off campus privilege will be reconsidered at the end of each quarter, and a student may lose or gain the privilege on the basis of the above criteria. A student may, however, lose the off campus lunch privilege for a specified period of time upon receiving a disciplinary referral or upon missing the seventh school day during any one quarter. Lunch passes shall be issued and/or revoked the 10th day of each quarter with the exception of the first quarter.

Kerman High School shall hold students accountable for their behavior while off campus on a lunch pass. Simultaneously, Kerman High School and Kerman Unified School District disclaims any liability or responsibility for students’ actions while off campus on a lunch pass.

Either the student’s parent/guardian or the administration may revoke the lunch pass privilege at any time. Returning to school tardy at the end of the lunch period, jumping the school fence to enter or leave the campus before or after the lunch period,
allowing another student to borrow your pass, or loitering near private houses and other schools will result in losing the off-campus privilege either for a specific or indefinite period of time. A student may lose the off-campus lunch privilege for a specified period of time upon receiving a referral.

MEDICAL AND EMERGENCY PROCEDURES

ALL medications (even over the counter medications including Tylenol, Advil, Midol, Inhalers, etc.) must be checked through the nurse’s office. Students may carry inhalers after checking with the nurse and providing a doctor’s note. CA Education Code Section 49423 requires that medication to be taken during the school day must be presented with:

1. A written statement from the physician detailing the name of the medication, amount, method and time schedules by which the medication is to be taken.
2. A written statement from the parent/guardian indicating their desire for the school to assist the pupil in the matters set forth in the physician’s statement.
3. The medication must be clearly labeled and sent to the school in the original container from the pharmacy.

The Health Office does not keep medication for general student use. The “Medication at School” form can be obtained from the health clerk or school nurse at each school site. Please review the policy carefully. NO MEDICATIONS WILL BE GIVEN AT SCHOOL UNLESS ALL REQUIREMENTS ARE MET. For Medical Support/Services for field trips and extra-curricular activities, see school nurse.

If a student becomes ill or injured at school he/she will receive every care and consideration. Parents will be contacted for injuries of a serious nature or if a student is too ill to remain at school or has a rash of unknown origin. Injuries which occur at home should be cared for at home. The nurse is always happy to consult with parents regarding health problems. After an extended illness, or injury, the student should follow up with the school nurse. If your child has ONE of the following, he/she should be kept at home:

1. Illness affects your child’s ability to participate in class
2. Vomiting/diarrhea
3. Fever of 100.0F or 38.7C or greater within the last 24 hours
4. Initiation of antibiotics within the past 24 hours
5. A sore throat, particularly if accompanied by headache and/or upset stomach. These symptoms could indicate strep throat.

FEVER

Kerman Unified School District in accordance with CDC guidelines recognize 100.0F or 38.7C as a fever. Students that present with a fever at school will be sent home. Students may return to school once they have been fever free for 24hrs without the aid of medication.

When a student presents with a fever of 103.0F or greater every effort will be made to contact the student’s parents. If they cannot be contacted the school will attempt to contact someone on the students emergency card. During this time cooling measures will be initiated. If the student’s vital signs remain stable we will continue to attempt to make contact with family and cool the student. If at any time the student’s vital signs become unstable or after 1 hour of attempted contact the temperature remains at or is greater than 103.0F, 911 will be called and the student will be transported via ambulance for additional care.

In an emergency a parent will be contacted, so it is very important that the Health Office has up-to-date phone numbers of parents/guardians.

In an emergency a parent will be contacted, so it is very important that the Health Office has up-to-date phone numbers of parents/guardians.

HEAD LICE

If a student is found with active, adult head lice and/or nits, he/she shall be excluded from attendance. The parent/guardian of any such student shall be given information about the treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian also shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school in no active head lice are detected.

Upon the student’s return to school, the school nurse or designee shall check the student for active head lice and/or nits. If it is determined that the student remains infected with head lice, the school nurse or designee shall contact the student’s
parent/guardian to discuss treatment. As needed, he/she may provide additional resources and/or referral to the local health department, health care providers, or other agencies.

Medication at School
California state law requires that no medication, neither prescription or over-the-counter, may be administered at school by staff nor student without written instructions from the doctor. The doctor’s instruction must include the name of the medication, dosage, and schedule of medication. Also, parent permission must be given in writing. Only medication in their original containers will be accepted by school administration.

PARENT INVOLVEMENT OPPORTUNITIES
Parent involvement is a key component of student success at Kerman High School. We welcome, encourage, and need your participation! Our school provides several ways in which parents, as partners in education, can become involved with the school and your child’s education. You will be informed by newsletters and special announcements sent home with your child. We are always open to ideas and suggestions!

ENGLISH LEARNERS ADVISORY COMMITTEE
Through this committee parents can support, evaluate, and improve programs to assist English learners. Kerman High School parents can also participate on a district advisory committee.

GIFTED AND TALENTED EDUCATION ADVISORY COMMITTEE/KUSD Honors Program
Parents on this district committee can support, evaluate, and improve programs for very capable and talented learners.

K.U.S.D. DISTRICT WIDE COMMITTEES
Parents serve on district committees for affirmative action, migrant, personnel selection, Local Education Action Plan, and print materials. Contact the principal if you are interested.

SCHOOL SITE COUNCIL
The Site Council is composed of the principal as well as parents, teachers, and classified employees elected by their peers. As a leadership team, this group works to improve achievement by reviewing performance data, creating a school plan, and developing a budget of categorical funding to support the plan. Members bring input from the groups they represent to share with the Council. Site Council provides an excellent opportunity to learn about and contribute to your child’s school. Meetings are open to all parents and Kerman High staff.

PIQE
Parents are encouraged to participate in the Parent Institute for Quality Education program, which takes place in the fall. The training is free for all interested parents. There are nine sessions, which cover topics like FAFSA, how to interpret grade point averages, college requirements, a-g, homework/study skills strategies, etc. The date for PIQE will be announced at the beginning of the school year.

PE LOCKERS
PE Locker combinations are not to be shared with other students, as Kerman Unified School District does not assume responsibility for the items contained within the locker or unsecured items. Student possessions must be properly secured in their assigned locker with their school issued lock. Items of value should not be stored in lockers. Lockers must be cleared of all their contents by the last day of school. Items left unclaimed after one week from the last day of school will be discarded. **Lockers are the property of Kerman Unified School District. KUSD reserve the right to search any and all lockers when deemed appropriate and/or necessary by district personnel.** Towels will not be provided for students to use in PE. Students wanting to shower after class must provide their own towels.

SAFETY POLICY AND PROCEDURES
Fire drills are held monthly. When the alarm sounds all students must stop working and talking and wait for directions from the teacher or supervising adult. Students will then, in a quiet, orderly manner, walk to a designated area on the playground. Teachers are required to take a roll book or attendance roster with them as they leave the room.
Four times a year a "duck and cover" earthquake drill will be conducted. "Duck and Cover" will be indicated over the P.A. system into each classroom. At this time each child has been directed to get under his/her desk or a table, if closer. Students in portable classrooms are to sit in a chair, hold on firmly to its base until the shaking stops. Standing or walking around is not permitted. Lockdown drills are held a minimum of four times a year to provide practice in case of an intruder.

SUICIDE PREVENTION
Protecting the health and well-being of all students is of utmost importance to the school district. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:
1. Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in the 9th grade health unit in P.E. and during Wednesday Focus Periods for all grades.
2. Each school will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, he/she will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as: The National Suicide Prevention Lifeline - 1-800-273-8255 (TALK); www.suicidepreventionlifeline.org OR The Trevor Lifeline - 1-800-488-7386; www.thetrevorproject.org.
5. All students will be expected to create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For a more detailed review of policy changes, please see the District’s full suicide prevention policy.

SCHOOL BREAKFAST /LUNCH PROGRAM AND CAFETERIA GUIDELINES

STUDENT ACTIVITIES AND CLUBS
There are numerous opportunities for extended learning, enrichment, recreation, and socialization provided at the school through activities and clubs. Various rallies will be held throughout the year. Students will be invited to attend based on behavior, attendance, and/or grades.

STUDENT SERVICES AND PROGRAMS
In order to provide our students with a total, well-rounded education, we have many special services provided by the district, site, and/or special site funds to support students.

CHILD WELFARE AND ATTENDANCE OFFICER
It is the intent of the school district to have every student in school every school day. The goal of the child welfare and attendance officer is to assist the district in the pursuit of every avenue available by law to accomplish this task including, but not limited to, Student Attendance Review Team, SARB, Department of Social Services, Welfare/AFDC, CPS, probation, juvenile courts, and prosecution of parents/guardians in municipal courts.

DIRECTOR OF SPECIAL EDUCATION
The Director of Special Education is in charge of coordinating special education activities in the district. Kerman High School's Resource program is staffed by three Resource Specialist Teachers, one Speech/Language Specialist, three SDC Teachers, a school psychologist, and several trained tutors. The goal of Kerman High School is to provide services for students with special needs within the regular classroom setting as much as possible, according to the Individual Education Plan. To qualify for special education services, students must be referred to the Student Success Team, be tested, and have parental permission for program placement.

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES
The Assistant Superintendent Educational Services is in charge of ensuring all textbooks and instructional programs are up-to-date. The Assistant Superintendent also oversees the CAASPP, CAST, and CAA Testing Programs.

DISTRICT NURSE
One district nurses serves the entire district. Vision and hearing screening is on a scheduled basis, by grade level or for children with unresolved problems or upon special request. The nurse is responsible for appropriate treatment of injuries and illnesses.

LVN
A health aide is on duty daily at Kerman High School, 7:30 a.m. until 4:30 p.m., under the direction of the District Nurse, to assist students.

HOME-SCHOOL LIAISON
Home-School liaisons work under the Director of State and Federal Programs to establish effective communication between home, school, and community. They can assist parents in finding agencies and educational opportunities for them and/or their child. They can also assist with home calls, interpret for Spanish speaking families, and find interpreters for other languages.

LIBRARY MEDIA CENTER
Our site Library Media Center is open daily. Students are welcome to come in on passes to check out books and/or do research. (Passes are not required during recess and lunch.) Parents are financially responsible for all materials checked out by their child that are not returned to the Library Media Center. Failure to return books on time or pay for lost books may result in loss of privileges, like participating in activity days, field trips, and/or class parties.

MIGRANT SERVICES
Health services are provided by migrant nurses. Other services are available through the KUSD office of State and Federal Programs.

PSYCHOLOGISTS
KUSD psychologists are available to teachers for informal consultation. They provide testing and psychological services beyond the scope of the classroom teacher. All psychological testing requires written permission from the parent/guardian and is done upon recommendation of the Student Success Team.

SPEECH AND LANGUAGE SPECIALIST
The speech and language specialist provides screening, speech therapy, follow-up therapy, and referrals to doctors, dentists and psychologists as needed. The speech and language specialist also provides consultation for classroom teachers. Students referred for speech evaluation must go through the Student Success Team process.

COUNSELING
Kerman Unified has partnered with Fresno County Superintendent of Schools to provide counseling for students in need. Referrals can be made by counselors or parents.

INTERVENTION COUNSELOR
Kerman High School has an intervention counselor who works closely with students who have attendance issues (tardies, absences). The counselor has created a "Dream Team" of students and staff who support those who need support and motivation in getting to school on time.

TEXTBOOKS
Students are responsible for textbooks which have been checked out to them. If a textbook is lost, damaged or misplaced, the following will take place:

1. A debt card will be sent to the ASB Secretary
2. A letter will be sent home to notify parents
3. Students will not be allowed to register for the next school year until the debt is cleared.

The following is a breakdown of cost:

1. Broken binding or damaged cover (100% of depreciated value if book is unusable or needs repair)
2. Lost book, water/mildew damage, or other major damage which causes the book to be unusable (100% of replacement)
3. Minor damage such as tearing out a page or writing in the book ($5 or more depending on if the damage is considered excessive)
4. Damaged/missing bar-code ($10.00)
5. Overdue (.25 per day).
VIDEO SURVEILLANCE
The Kerman Unified School District uses video surveillance cameras in school buses and District buildings and grounds to facilitate the District’s ongoing efforts to promote a safe educational environment for students, employees, and visitors. The District uses video cameras to deter student drug use, violence and other misconduct as well as to protect District property and equipment.

Video surveillance is limited to school buses, hallways, stairwells, entrances, school grounds, and other areas deemed appropriate by the Superintendent. Video surveillance is not maintained where a student may have a reasonable expectation of privacy. The District’s video cameras do not have audio capabilities.

Video images obtained by the District shall be reviewed by authorized District personnel as necessary. The District may rely on the images in student disciplinary proceedings and matters referred to local law enforcement agencies. Video images may become part of a student’s educational record.

VISITORS PASS
Parents, guardians, or other adults must report to the Administration Office to obtain a visitors pass before entering campus during school hours.
SECTION #4 DISCIPLINE INFORMATION

SCHOOL-WIDE DISCIPLINE POLICIES AND PROCEDURES
Kerman Unified School District has a comprehensive discipline policy. Without a school-wide discipline policy, it is difficult for students to know what is expected, and it is difficult for teachers to know how to handle problems. While effective discipline occurs within each classroom, an effective school-wide discipline provides the entire school with common expectations for student behavior and consistent guidelines for dealing with misbehavior. All disciplinary consequences are in accordance with the Education Code of the State of California.

Parents, community, and the Kerman Unified School District have worked together to provide students with staff, buildings, and equipment to help prepare students for a future of success. Kerman Unified School District is committed to giving students the best education possible and knows students will take special pride in keeping the school a showplace of educational opportunity.

Students are expected to assume the responsibilities listed below:

1. Attend class regularly.
2. Be in the assigned seat with all necessary materials when the tardy bell rings.
3. Treat every student and teacher with respect.
4. Follow the specific rules in each class.
5. Have pride and help maintain all school buildings and all school equipment and materials.

Messages and deliveries for students will not be accepted during instructional minutes unless the Principal/designee deems it an emergency.

Please review the following pages covering discipline and behavior issues. Students violating any section of the discipline policy may be subject to the following, but not limited to conference, parent contact, referral, behavior contract, restrictions, suspension, transfer, or expulsion.

SUSPENSION AND EXPULSION (ED. CODE 48900)
Suspended students and students pending expulsion may not be on campus or attend any school activities, unless prior arrangements have been made with the principal or assistant principal. K-3 students may not be suspended for letter K.

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(a)(2) Willfully used force or violence upon the person of another, except in self-defense.
(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
(c) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
(e) Committed or attempted to commit robbery or extortion.
(f) Caused or attempted to cause damage to school property or private property.
(g) Stolen or attempted to steal school property or private property.
(h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel (unless prescribed).
(i) Committed an obscene act or engaged in habitual profanity or vulgarity.
(j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
(k) Disrupted school activities or otherwise wilfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(l) Knowingly received stolen school property or private property.

(m) Possession of an imitation firearm. An imitation firearm is “a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.”

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual batter as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. 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.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed any of the following acts or misconduct:

(a) Sexual Harassment as defined in section 212.5 of the Education Code (Ed. Code 48900.2)

(b) Pupils in grades 4-12 inclusive who caused, threatened to cause, or participated in hate violence (Ed. Code 48900.3)

(c) Pupils in grades 4-12 inclusive who intentionally engaged in harassment, threats or intimidation, directed against school district personnel or pupils (Ed. Code 48900.4)

(d) Making terroristic threats against school officials or school property or both (Ed. Code 48900.7)

Ed. Code 48915

(a) The principal or the superintendent of schools shall recommend a pupil expulsion for any of the following acts, unless the principal or superintendent finds, and so reports in writing to the governing board, that expulsion is inappropriate, due to the particular circumstance, which shall be set out in the report of the incident:
   (1) Causing serious physical injury to another person, except in self-defense.
   (2) Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
   (3) Selling or otherwise furnishing a firearm.
   (4) Unlawful sale of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
   (5) Robbery or extortion.

(b) The principal, superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
   (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil has obtained prior written permission to possess the firearm from a certificated school employee, is
concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if an employee of a school district verifies the possession.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committed or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(5) Possession of an explosive.

(Recommendation for Expulsion from KUSD is required for possession of any firearm, knife, and/or explosive.)

Kerman High School has added an intervention counselor to offer support for at-risk students. After school detention has also been added as a possible consequence for minor defiance issues.

AFFECTION, EXCESSIVE DISPLAY OF
Excessive displays of affection are not considered to be appropriate public behavior, and it is the right of every staff member to determine if the display of affection is excessive. (KUSD Policy 5131)

Examples of unacceptable behavior include extended hugging and/or kissing and sitting on one another’s laps.

ALCOHOL
The possession and/or use of alcoholic beverages on a school campus or at a school-sponsored event is prohibited.

First offense of the school year:
A five day school suspension and the student is placed on a behavior contract.
A parent conference is required with the student being restricted from all school privileges and extra-curricular activities for twenty-five (25) school days.
When warranted, transfer, expulsion, and/or police involvement may be appropriate.

If the student is involved in any co-curricular activities which require school representation e.g. FFA, Band, Choir:
Participant is dropped from the activity and will forfeit all honors, awards, and privileges.
Participant is placed on a 25 school day restriction.
Participant is eligible for the next activity when the current sport season has concluded.

Second offense of the school year:
A five day school suspension and transfer to an alternative education program.
Recommendation for expulsion and/or police involvement may be imposed when appropriate.(KUSD Policy 5131.6)

If the student is involved in co-curricular activities which require school representation e.g. FFA, Band, Choir:
Participant is dropped from the activity and will forfeit all honors, awards, and privileges.
Participant is ineligible to participate in any co- or extra-curricular event (in which the student represents the school, e.g. FFA, Band) for one calendar year from the date of suspension.

ASSAULT AND BATTERY
Any student who commits assault, battery, verbal or physical intimidation upon another student or upon school personnel or directs threat of force or violence toward school personnel, at any time/place related to school attendance or functions, shall be subject to disciplinary measures which may include suspension, transfer, and/or expulsion and may be reported to police. Assault or battery against any district employee will be reported to the police, and the student may be subject to arrest and prosecution. (Refer to Ed Code 44014 and 48900)

BOMB THREAT
Any student apprehended for falsely reporting that a bomb or other explosive has been placed in school buildings or on school grounds shall be immediately suspended pending an investigation. The student may also be subject to transfer, expulsion, and arrest. Bomb threats will be reported to the police. (Refer to P.C. 148.1)
CAMPUS DISTURBANCES
Established procedures for the expression of student opinions, concerns, or complaints exist in the district schools, and it is expected that students will abide by and follow these procedures.

CHEATING/PLAGIARISM
Cheating is, quite simply, not doing your own work but using a means to procure a grade anyway. Cheating can occur at any time or place and is limited to any item receiving points, credit, or grade in a Kerman Unified School District class. Each offense is accumulating throughout the school year and is not specific to a single class or instructor.

First Offense: The teacher and parent must conference either on the phone or in person. The grade of "0" will be assigned for that work. A referral is written and the student will be assigned detention and will lose their off-campus privilege for two weeks.

Second Offense: The student is placed on Academic Probation/Contract, is suspended from school for two days, is ineligible from all student activities (co and extracurricular) for 25 school days, and is ineligible for the next dance (not including the Winter Semi-Formal or Prom). If probation is violated, ineligibility shall be for the year. The parent must conference with the Principal / Designee and the appropriate teacher.

Third Offense: The student will be suspended from school for 5 days and placed on a behavior contract. If the offense has occurred three times in the same course, same semester, the student shall receive the semester grade of "F".

Fourth Offense: This and subsequent offenses within an academic year shall be grounds for suspension from school under 48900 (k) of the Education Code of the State of California and may result in transfer to Alternative Education program.

CLASSROOM CONDUCT, RULES FOR
Classroom conduct is the responsibility of the individual teachers under the supervision of the administration. However, the following conditions are to be observed at all levels and at all times:

1. A student is to be in class on time and to remain in the classroom during the class period and must remain seated under the supervision of the instructor until released.
2. Students are not to eat or drink in the classroom during the regular class period. (Exceptions to this rule are made with prior approval of the administration.)
3. Students are to follow established classroom rules.
4. The rights of the individual student(s) and teacher(s) are to be respected at all times.

Classroom rules not specifically contained in this handbook are to be considered fully in effect when the following conditions are met:

1. The rules have been posted in the classroom and discussed with the class.
2. Each student in the class has been given a copy of the classroom rules to take home to his/her parent/guardian.
3. The classroom rules have been filed with the Principal and Assistant Principals.

The recommendation is for teachers to implement, but not limit themselves, to the following:
Restroom use policy; Teacher/student conference; Teacher/student/parent conference(s) or contact; Detention; Class suspension of the student under teacher supervision. (BP 5144.1, AR 5144.1)

Note: The teacher is required to hold a parent conference with the student and a site administrator present when a student has been class suspended for more than the current period.

CO AND EXTRACURRICULAR DISCIPLINARY CONSEQUENCES

* A co-curricular activity which requires school representation e.g. FFA, Band is subject to the following disciplinary consequences.

Students that have successfully met the terms of reinstatement to school from expelled status, suspended expulsion status, or from an alternative education program will return will all rights and privileges restored.
Offenses that require a recommendation for expulsion are:
Ed. Code 48915

(a) The principal or the superintendent of schools shall recommend a pupil expulsion for any of the following acts, unless the principal or superintendent finds, and so reports in writing to the governing board, that expulsion is inappropriate, due to the particular circumstance, which shall be set out in the report of the incident:
1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
3. Selling or otherwise furnishing a firearm.
4. Unlawful sale of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
5. Robbery or extortion.

(b) The principal, superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:
1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil has obtained prior written permission to possess the firearm from a certificated school employee, is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if an employee of a school district verifies the possession.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committed or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

(Recommendation for expulsion is required for possession of any firearm, knife, and/or explosive.)

OTHER SUSPENDABLE OFFENSES:

Using or possessing tobacco in any form:

First Offense:
Two day school suspension and/or attendance in a Tobacco Cessation Course.
Participant may not dress for games, participate in contests or activity, and travel with the team for 10 school days.
Participant is required to attend and participate in all practice sessions.

Second Offense (in the same school year):
Five day school suspension and placed on a behavior contract.
Participant is dropped from the team/activity and will forfeit all honors, awards, and privileges or participant is placed on a 25 school day restriction.
Participant is eligible for the next sport when the current sport season has concluded.
Participant is eligible for the next activity or have privileges restored when the 25 school day restriction has expired.

Using, possessing, or under the influence of alcoholic beverages in any form:

First Offense:
Five day school suspension and placed on a behavior contract.
Participant is dropped from the team/activity and will forfeit all honors, awards, and privileges or participant is placed on a 25 school day restriction.
Participant is eligible for the next sport when the current sport season has concluded.
Participant is eligible for the next activity or have privileges restored when the 25 school day restriction has expired.

Second Offense (in the same school year):
Five day school suspension and recommended for transfer to an alternative education program.
Participant is dropped from the team/activity and will forfeit all honors, awards, and privileges.
If the participant is not transferred to an alternative education program, the participant is ineligible to participate in any co- or extra-curricular event/activity for the remainder of the school year.

**Using, possessing, or under the influence of illegal drugs in any form:**

**First Offense:**
Five day school suspension, recommended for transfer to Alternative Education program, and recommended for expulsion.
Participant is dropped from the team/activity and will forfeit all honors, awards, and privileges.

**Major Vandalism (that requires suspension from Kerman High School):**

**First Offense:**
Five day school suspension and placed on a behavior contract.
Participant is dropped from the team/activity and will forfeit all honors, awards, and privileges or participant is placed on a 25 school day restriction.
Participant is eligible for the next sport when the current sport season has concluded.
Participant is eligible for the next activity or have privileges restored when the 25 school day restriction has expired.

**Second Offense (in the same school year):**
Five day school suspension and recommended for transfer to an alternative education program.
Participant is dropped from the team/activity and will forfeit all honors, awards, and privileges.
If the participant is not transferred to an alternative education program, the participant is ineligible to participate in any co- or extra-curricular event/activity for the remainder of the school year.

**Theft (Stealing public or private property, including but not limited to Kerman High School athletic equipment):**

**First Offense:**
Five day school suspension and placed on a behavior contract.
Participant is dropped from the team/activity and will forfeit all honors, awards, and privileges or participant is placed on a 25 school day restriction.
Participant is eligible for the next sport when the current sport season has concluded.
Participant is eligible for the next activity or have privileges restored when the 25 school day restriction has expired.

**Second Offense (in the same school year):**
Five day school suspension and recommended for transfer to an alternative education program.
Participant is dropped from the team/activity and will forfeit all honors, awards, and privileges.
If the participant is not transferred to an alternative education program, the participant is ineligible to participate in any co- or extra-curricular event/activity for the remainder of the school year.

For any other suspendable offense not listed in the preceding paragraphs, the consequences may include, but are not limited to, 1-5 days school suspension, 10-day participation restrictions, 25-day participation restrictions, dismissed from the team with forfeiture of all honors, awards, and privileges, or ineligibility to participate in co- or extra-curricular events for one calendar year from the date of suspension.

**COMMUNITY SERVICE**
For students not suspended or recommended for expulsion, the principal of the school, the principal’s designee, the superintendent of schools, or the governing board may require a pupil to perform community service on school grounds during non-school hours.
“Community Service” may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. (Refer to Ed Code 48900.6)

**COMPUTER VANDALISM/ON-LINE ACCESS**
When a student’s action results in damage to computer equipment, all costs incurred for repair, including the cost of a service call, will be the responsibility of the student. The student may receive a referral, parent conference, suspension, transfer, or expulsion.

If a student is in a file or part of a program he/she doesn’t belong, the student may receive a referral, two day class suspension, parent conference, an “F” grade in the class, a transfer from the class, suspension, transfer, or expulsion or any combination thereof. If the above action results in a service call, and the technician can directly connect the repair to the student’s actions, the cost of the service will be incurred by the student.
Kerman Unified School District provides on-line access, including Internet access, for students for the purposes of information retrieval or exchange and communication (e-mail). Access is granted only for those engaged in valid school projects under the direction and supervision by district personnel. Computer on-line access through KUSD, including access to the Internet and e-mail, is a privilege dependent upon responsible on-line behavior on the part of the student, and requires written consent by the parent/guardian of the student. Any violation by a student of any provision of the Acceptable Use Agreement may result in the immediate revocation of the computer on-line access privileges for a period of time to be specified by the school principal/designee, including permanent revocation; referral, suspension, transfer, or expulsion when warranted.

**CONTRACTS**
A student behavior/performance contract is an agreement in writing to show details mutually understood about expected behavior/performance. Each student will be held accountable for a behavior contract and the parents/guardians will be informed as to both contents and consequences. Teachers may issue behavior or performance agreements within their respective classes as part of the normal instructional process with notification to the administration. Contracts may also be issued for attendance/discipline purposes.

**DITCH DAYS**
Ditch Days are prohibited. Parent notes or phone calls are not accepted. Excused absences may be verified by administrative contact or phone call directly to the student.

Consequences may include and is not limited to:

1. Loss of lunch pass for one quarter or remainder of school year whichever is longer
2. Placed on twenty-five day school restriction
3. Loss of Grad Night privileges
4. Loss of participation in Graduation Ceremony
5. Or any combination thereof

**DRESS CODE DISCIPLINE POLICY**
Students who are considered out of dress code are referred to the office. An Administrator makes a determination whether or not the student is out of dress code. If the Administrator determines that the student does not meet dress code regulations, the student may be temporarily removed from classes until dress code regulations are met. Listed below are the consequences for dress code violations. Kerman Unified School District will not be held accountable for items not picked up by parent or guardian.

<table>
<thead>
<tr>
<th>Incident</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Incident</td>
<td></td>
</tr>
<tr>
<td>Gang Related</td>
<td>Gang Letter 1 warning, clothing or object may only be picked up by parent, parent contact, Kerman Police Department is notified</td>
</tr>
<tr>
<td>General Dress Code Violation</td>
<td>Warning referral, change of clothes, parent contact, student has until the next school day to be in compliance of the Dress Code</td>
</tr>
<tr>
<td>2nd Incident</td>
<td></td>
</tr>
<tr>
<td>Gang Related</td>
<td>Gang Letter 2, 1 day school suspension, parent conference, loss of clothing (parent may pick up at end of school day), Kerman Police Department is notified</td>
</tr>
<tr>
<td>General Dress Code Violation</td>
<td>1-3 days lunch detention, parent notification</td>
</tr>
<tr>
<td>3rd Incident</td>
<td></td>
</tr>
<tr>
<td>Gang Related</td>
<td>5 days school suspension, placed on a behavior contract, parent conference, loss of clothing (parent may pick up at end of school day), Kerman Police Department is notified</td>
</tr>
<tr>
<td>General Dress Code Violation</td>
<td>3-5 days lunch detention, parent notification</td>
</tr>
<tr>
<td>4th Incident</td>
<td></td>
</tr>
<tr>
<td>All Dress Code Violations</td>
<td>1-3 days Saturday school, parent notification</td>
</tr>
</tbody>
</table>
DRUGS/NARCOTICS/PARAPHERNALIA
Use, possession, transitory possession, or sale of narcotics and/or paraphernalia, hallucinogenic, look-alike substances, or other substances defined in Ed Code 48900 on school premises or elsewhere under the authority of school personnel is prohibited, and will result in suspension and recommendation for expulsion.

EXTORTION
Extortion, to take possessions from another person by threat or force, is prohibited. Student(s) participating shall be subject to restitution, restricted privileges, suspension, transfer, expulsion and/or arrest. (Refer to Penal Code 520)

FALSE INFORMATION
Students who give false identification or false information are subject to a referral, parent conference and possible restrictions, suspension, transfer, and/or expulsion.

FIGHTING
Students in any way involved in fighting incidents or verbal confrontations, either in groups or as individuals on the school premises or elsewhere while under the authority of the school, shall be subject to disciplinary measures including counseling, parent conference, contract, restriction of privileges, suspension, transfer, expulsion and arrest.

Students who refuse to obey school employees or their authorized agents during fighting incidents shall be subject to automatic suspension. Students may also be subject to transfer, expulsion, and arrest. (Refer to KUSD Policy 5131 and Ed Code 48900)

FIRES, EXPLOSIVES,(FIRECRACKERS) OR THREAT THEREOF
Any student who willfully sets a fire or causes an explosive which is a clear and present danger to human life or property on campus or at school-sponsored events shall be immediately suspended pending an investigation, and shall be subject to expulsion.

FORGERY
Forging notes, signatures, excuses or other school documents subject the student to a referral, parent conference and contract, and possible restriction of privileges, suspension, transfer, or expulsion. (Refer to KUSD Policy 5131)

FRAUD
Students using another person’s ID card, lunch pass or restroom pass is considered fraud and is subject to a referral parent conference and contract, and possible restriction of privilege, suspension, transfer, or expulsion. (Refer to KUSD Policy 5131)

GAMBLING
Gambling on the school campus subjects the student to a referral, parent conference and possible restriction of privileges, suspension, transfer, or expulsion. (Refer to KUSD Policy 5131)

GRAFFITI/TAGGING
Acts of graffiti/“tagging” (defacing or damaging school or private property) may result in a referral, parent conference, restriction of privileges, suspension, transfer, expulsion, and/or arrest pending an investigation. Students will be responsible for restitution.

HARASSMENT/THREATS/intimidation
Students that intentionally engage in harassment, threats, or intimidation, directed against a pupil or staff member, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment will be subject to suspension and/or recommended for expulsion. Threats that are verbal, written or transmitted by E-mail may be reported to the police. (Refer to Ed Code 48900.2 & 48900.4)

HATE VIOLENCE
If the superintendent, or principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5, the pupil may be suspended from school or recommended for expulsion. (Refer to Ed Code 48900.3)

HAZING
Hazing is prohibited. Any violations may result in a referral, parent conference, restriction of privileges, suspension, transfer, expulsion, and/or arrest. (Refer to Ed Code 32051-32053).
INSUBORDINATION/DEFIANCE/DISRESPECT
Students who willfully defy the valid authority of school personnel or are disrespectful, either in language or action, are subject to a referral, counseling, parent conference, contract, restriction of privileges, suspension, transfer, and/or expulsion. (Refer to KUSD Policy 5131 and Ed Code 48900 (k))

JURISDICTION OF SCHOOL
Students are under the jurisdiction of the school for disciplinary purposes:
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.

Students who violate district discipline policy at these times are subject to the stated disciplinary alternatives including but not limited to suspension and expulsion. Such jurisdiction does not make the district board, certificated personnel, or classified personnel liable for student actions. (Refer to KUSD Policies 5131 and 5142)

KEYS, ILLEGAL USE OF OR DUPLICATION OF
Illegal possession of keys to school buildings or premises, unauthorized use of keys to school buildings or premises, or knowingly duplicating keys to school buildings or premises, subjects student to appropriate disciplinary action which shall include counseling and a parent conference and may result in a referral, suspension, transfer, expulsion, and/or arrest. (Refer to KUSD Policy 5131)

LEWD/OBSCENE OR LASCIVIOUS ACTS
Engaging in or performing lewd/obscene or lascivious acts on school grounds or at school-sponsored activities is prohibited. Those involved shall be subject to a referral, counseling and a parent conference and may be subject to restriction of privileges, suspension, expulsion, or arrest. (Refer to Penal Code 288 and Ed Code 48900)

LOITERING
In accordance with the laws of California and the Penal Code, no person shall be on school premises or adjacent areas, except as a properly enrolled student or upon lawful business, unless he/she has first presented himself/herself to the administration office. Lawful business shall not include being upon school property for any of the following purposes except on specific approval of the school administration: Conversation, contact, solicitation, or any other association by a non-student with students, faculty, or administrators during regular school hours or at school-sponsored events not open to the general public. "Non-student" shall mean any person, minor or adult, not regularly enrolled in day classes on the school property upon which he/she is present. A person who fails to leave on request of school personnel is subject to arrest (Penal Code 653 sec. g).

OFF LIMIT AREAS
Before school, during brunch, and during lunch the following areas are off limits (unless supervised by a staff member): parking lot, tennis courts, all athletic fields, the Ag farm, the area behind the support building, gym, music building, behind the 300 building, the 400 building, and the bus stop area. Students are not to use the back gate by the Ag lab.

OVERNIGHT STUDENT TRIPS/FIELD TRIPS
Students fall under the guidelines of the Parent/Student Handbook. On overnight field trips, students may not be in the rooms of students of the opposite sex. The only exception will be when there is an advisor, chaperone, or administrator in the room. Violation of this rule will result in a referral being written by the advisor. Punishment will be a behavior contract for remainder of school year and subject to restriction of privileges and suspension. Any violation of Ed Code 48900, parent may be required to pick up student.

PROFANITY/VULGARITY
The use of profanity or vulgarity will result in any or all of the following; including counseling, referral, parent conference and contract, restriction of privileges, suspension, transfer, or expulsion. (Ed Code 48900)

The writing, distribution or possession of pornographic literature by a student shall result in a referral, counseling, parent conference and contract, and may result in restriction of privileges, suspension, transfer, or expulsion. (Refer to KUSD Policy 5131 and Ed. Code 48900).
RECORDS
Proper written records, protected in accordance with the Family Educational and Privacy Acts of 1974, will be maintained on all students involved in disciplinary actions and procedures. These notes and summaries that complete the documentation shall be finished, using appropriate district forms, immediately after an incident has occurred and placed in the student's confidential file.

REST ROOMS
Gathering around the rest room areas (either in the rest rooms or near the rest room entrances) blocking free access to, or use of, school rest rooms will be in violation of district rules and regulations. Such students will be subject to a referral, parent conference and possible suspension, transfer, or expulsion. (Refer to KUSD Policy 5131)

SEARCHES
The site administrator/designee has the authority to conduct a search. The scope of a search may include a student's person and areas over which he/she has control, including, but not limited to, any locker assigned to the student by the school, and the student's vehicle.

Specially trained non-aggressive dogs will be used to sniff out and alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff the air around lockers, desks, bags, backpacks, items or vehicles on district property or at district sponsored events as long as they are not allowed to sniff any person. (Refer to KUSD AR 5145.12 (a))

STEALING/THEFT
Students stealing school or personal property while under the jurisdiction of the school shall be subject to a referral, parent conference, contract, and possible suspension, transfer, expulsion, and/or arrest. The parent/guardian and student will be responsible for restitution of item(s) stolen and for any reward payment offered.

STUDENT EXPRESSION
Student expression that materially disrupts class work, causes disorder, or invades the rights of others is prohibited. The use of slanderous and obscene language, buttons, badges, or insignia shall result in counseling and may result in parent conference, referral, contract, suspension, transfer, expulsion or arrest. (Refer to KUSD Policy 5145.1)

TARDINESS
Students will be considered tardy if they are not in the room or assigned area prior to the tardy bell ringing. Tardiness is disruptive to the educational process and deprives other students in the classroom of valuable instructional time. Disciplinary action will be taken on students with excessive tardies. (Refer to KUSD policy 5144.1). Parent notes and/or phone calls for students arriving late to school, within the first ten (10) minutes of the period, will only be accepted three (3) times a semester. The Tardy Policy will start over at the semester.

TOBACCO
Kerman Unified School District is a tobacco free district. The use or possession of tobacco on school premises or while under the jurisdiction of the school is prohibited. Violators may be subject to school suspension and placed on a behavior contract on the first offense. Repeated violations will result in suspension and/or may lead to a transfer to alternative education.

TRANSFERS
Students may be transferred into an alternative education program not specific to a particular school. (KUSD Policy 6184) Involuntary transfers can be made based upon grades, lack of credits, attendance, and discipline problems.

TRESPASSING OR FORCED ENTRY
Trespassing or forced entry with respect to school buildings or school events is prohibited. Any violation by a student shall result in a suspension pending further action including but not limited to expulsion and criminal prosecution. (Refer to Penal Code 626.8 and Penal Code 459)

VANDALISM
Acts of vandalism (defacing or damaging school or private property) may result in immediate suspension pending an investigation. The case may then be referred to the district administration for expulsion proceedings before the Board of Trustees. Students will be responsible for restitution.
WEAPONS, POSSESSION OF
Possession of a weapon (i.e. firearms, knives, explosives, razor blades) on campus (including within vehicles) or at school-sponsored activities is illegal and constitutes grounds for suspension and expulsion (as defined in Ed Code 49330). Weapons are subject to immediate confiscation and may be turned over to the police. Any student who threatens a person with a weapon shall be immediately suspended, referred to the appropriate law enforcement agency, and subject to expulsion. (Refer to KUSD Policy 5131.7 and Ed Code 48900)
SECTION #5 REQUIRED SITE & DISTRICT DOCUMENTS

Athletic Competition Policy & Procedures (BP 6145.2)

ADOPTION DATE: 06/28/1983
REVISED: 08/13/1986; 09/03/1987; 09/16/1993; 03/19/1998; 05/16/2002; 10/18/2007; 08/16/2012; 11/19/2015; 11/14/2017; 04/11/2019

The Governing Board recognizes that the District’s athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The District’s athletic program shall be designed to meet students’ interests and abilities and shall be varied in scope to attract wide participation.

(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 5030 - Student Wellness)
(cf. 5137 - Positive School Climate)
(cf. 6142.7 - Physical Education and Activity)
(cf. 7110 - Facilities Master Plan)

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship. Athletic events shall be officiated by qualified personnel.

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

The Board encourages business and community support for District athletic programs, subject to applicable District policies and regulations governing advertisements and donations.

(cf. 1260 - Educational Foundation)
(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 1325 - Advertising and Promotion
(cf. 1700 - Relations Between Private Industry and the Schools)
(cf. 3290 - Gifts, Grants and Bequests)

Nondiscrimination and Equivalent Opportunities in the Athletic Program

The District’s athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law, including, but not limited to, the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for males and females, and that students are permitted to participate in athletic activities consistent with their gender identity.

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

Any complaint alleging discrimination in the District’s athletic program shall be filed in accordance with the District’s uniform complaint procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

California Interscholastic Federation

Any District school that participates in the California Interscholastic Federation (CIF) shall conduct its athletic activities in accordance with CIF bylaws and rules and any applicable District policy and regulation. The Superintendent or designee shall have responsibility for the District’s interscholastic athletic program, while the principal or designee at each participating school shall be responsible for site-level decisions, as appropriate.

The Board shall annually designate a representative to the local CIF league from each school that participates in CIF sports. The Superintendent or designee shall recommend a candidate for the position who demonstrates an understanding of the District’s goals for student learning and interscholastic activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the District, and interpersonal communication and leadership skills. The designated representative(s) shall vote on issues that impact interscholastic athletics at the league and section levels, perform any other duties required by the CIF league, and report regularly to the Board on league, section, and statewide issues related to athletic programs.

(cf. 0500 - Accountability)

Student Eligibility

Eligibility requirements for student participation in the District’s interscholastic athletic program, including requirements pertaining to academic achievement, shall be the same as those set by the District for participation in extracurricular and co-curricular activities.

(cf. 3530 - Risk Management/Insurance)
(cf. 5111.1 - District Residency)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6145 - Extracurricular and Co-curricular Activities)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)

In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by CIF satisfy CIF eligibility requirements. Students shall not be charged a fee to participate in an athletic program, including, but not limited to, a fee to cover the cost of uniforms, locks, lockers, or athletic equipment.

(cf. 3260 - Fees and Charges)
(cf. 5143 - Insurance)

Sportsmanship
The Board values the quality and integrity of the athletic program and the character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and the Code of Ethics adopted by CIF.

Students and staff shall be subject to disciplinary action for improper conduct.

(cf. 3515.2 - Disruptions)
(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.4 - Student Disturbances)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

Health and Safety
The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities.

Students shall have a medical clearance before participating in interscholastic athletic programs. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

(cf. 5131.61 - Drug Testing
(cf. 5131.63 - Steroids)
(cf. 5141.3 - Health Examinations)
(cf. 5141.6 - School Health Services)
(cf. 5141.7 - Sun Safety)

Coaches and appropriate District employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

(cf. 5142 - Safety)

The Superintendent or designee shall develop a written emergency action plan that describes the location of automated external defibrillator(s) and procedures to be followed in the event of sudden cardiac arrest or other medical emergency related to the athletic program's activities or events. The plan shall be posted in accordance with guidelines of the National Federation of State High School Associations. (Education Code 35179.4)

In the event of a serious injury or a perceived imminent risk to a student's health during or immediately after an athletic activity, the coach or any other District employee who is present shall remove the student athlete from the activity, observe universal precautions in handling blood or other bodily fluid, and/or seek medical treatment for the student as appropriate.

(cf. 4119.42/4119.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4119.43/4319.43 - Universal Precautions)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.22 - Infectious Diseases)

Whenever a serious injury or illness is suffered by a student athlete, the Superintendent or designee shall notify the student's parent/guardian of the date, time, and extent of any injury or illness suffered by the student and any actions taken to treat the student.

Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
17578 Cleaning and sterilizing of football equipment
17580-17581 Football equipment
32220-32224 Insurance for athletic teams, especially:
32221.5 Required insurance for athletic activities
33353-33353.5 California Interscholastic Federation; implementation of policies, insurance program
33354 California Department of Education authority over interscholastic athletics
33479-33479.9 The Eric Parades Sudden Cardiac Arrest Prevention Act
35160.5 District policies; rules and regulations
35179 Interscholastic athletics
35179.1 California High School Coaching Education and Training Program
35179.4 Emergency action plan
35179.5 Interscholastic athletics; limitation on full-contact practices
35179.6 Automated external defibrillator, athletic activities
48850 Interscholastic athletics; students in foster care and homeless students
48900 Grounds for suspension and expulsion
48930-48938 Student organizations
49010-49013 Student fees
49020-49023 Athletic programs; legislative intent, equal opportunity
49030-49034 Performance-enhancing substances
49458 Health examinations, interscholastic athletic program
49475 Health and safety, concussions and head injuries
49700-49701 Education of children of military families
51242 Exemption from physical education for high school students in interscholastic athletic program

HEALTH AND SAFETY CODE
1797.196 Automated external defibrillator
Bullying Information Policy & Procedures (BP 5131.2)

What is Bullying?
"A person is bullied when he or she is exposed to negative actions repeatedly and over time on the part of one or more persons, and he or she has difficulty defending himself or herself."

This definition includes three important components:
1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Types of Bullying
1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation
3. Physical bullying such as hitting, kicking, shoving, and spitting
4. Bullying through lies and false rumors
5. Having money or other things taken or damaged by students who bully
6. Being threatened or being forced to do things by students who bully
7. Racial bullying
8. Sexual bullying
9. Cyber bullying (via cell phone or Internet)

Consequences

Pursuant to Education Code 48900.4 a student may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

What can parents do?

1. Encourage your child to report bullying incidents to you.
   - Validate your child’s feelings by letting him/her know that it is normal to feel hurt, sad, scared, angry, etc.
   - Let your child know that s/he has made the right choice by reporting the incident(s) to you and assure your child that s/he is not to blame.
   - Help your child be specific in describing bullying incidents: who, what, where, when. (Look for patterns or evidence of repeated bullying behaviors).

2. Treat the school as your ally.
   - Share your child’s concerns and specific information about bullying incidents with appropriate school personnel.
   - Work with school staff to protect your child from possible retaliation.
   - Establish a plan with the school and your child for dealing with future bullying incidents.

3. Encourage your child to seek help and to report bullying incidents immediately to someone s/he feels safe with at the school:
   - Adult in charge of a specific activity or area
   - Teacher
   - Counselor
   - Principal

4. Encourage your child to continue to talk with you about all bullying incidents.
   - Do not ignore your child’s report.
   - Do not advise your child to physically fight back. (Bullying lasts longer and becomes more severe when children fight back. Physical injuries often result.)
   - Do not confront the child who bullies.
   - Do not confront the family of the child who bullies.
   - Engaging in any retaliatory behavior may result in disciplinary consequences.

What is Cyber-Bullying?

Cyber-bullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person’s account and assuming that person’s identity in order to damage that person’s reputation or friendships.

Suggestions for Parents (Cyber-Bullying)

- Keep your home computer(s) in easily viewable places, such as a family room or kitchen.
- Talk regularly with your child about online activities he or she is involved in.
- Talk specifically about cyber-bullying and encourage your child to tell you immediately if he or she is the victim of cyber-bullying, cyber-stalking, or other illegal or troublesome online behaviors.
- Encourage your child to tell you if he or she is aware of others who may be the victims of such behavior.
- Explain that cyber-bullying is harmful and unacceptable behavior.
- Outline your expectations for responsible online behavior and make it clear that there will be consequences for inappropriate behavior. Although adults must respect the privacy of children and youth, concerns for your child’s safety may sometimes override these privacy concerns. Tell your child that you may review his or her online communications if you think there is reason for concern.
- Consider installing parental control filtering software and/or tracking programs, but don’t rely solely on these.
- Remind your child that any posts made online are not private and they are permanent. Online messages cannot be reversed or deleted.

Students

Bullying Policy & Procedures (BP 5131.2)

Adoption Date: 08/16/2012
Revised: 11/19/2015; 09/20/2018

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects 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)
Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation.

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.

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.

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.

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

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

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

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

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)

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.

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
105.6 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

COURT DECISIONS


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
California’s Social and Emotional Learning: Guiding Principles, 2018
Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Bullying at School, 2003

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS
Promoting a Safe and Secure Learning Environment for All: Guidance and Model Policies to Assist California K-12 Schools in Responding to Immigration Issues, April 2018

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS
Guidance to Schools: Bullying of Students with Disabilities, October 2014
Dear Colleague Letter: Bullying of Students with Disabilities, August 2013
Dear Colleague Letter: Guidance on Schools’ Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability, October 2010
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
Center on Great Teachers and Leaders: http://gtlcenter.org
Common Sense Media: http://www.commonsensemedia.org
National School Safety Center: http://www.schoollsafety.us
Partnership for Children and Youth: http://www.partnerforchildren.org

Notice of Nondiscrimination in District Programs and Activities: The Kerman Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, national origin, nationality, race or ethnicity, ethnic group identification, religion, marital or parental status, sex, sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics.

Designated Compliance Officer: Assistant Superintendent Personnel
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CAASPP Testing

ED Code 60615 Mandatory Notifications, Title 5 Section 852b requires LEAs to notify parents of their pupil’s participation in CAASPP testing and their right to an exemption:

(a) Each year the LEA shall notify parents or guardians of their pupil’s participation in the CAASPP assessment system in accordance with Education Code section 60604.
(b) The notification to parents or guardians, as defined in subdivision (a), shall include a notice of the provisions outlined in Education Code section 60615.
(c) A parent or guardian may annually submit to the school a written request to excuse his or her child from any or all parts of any test provided pursuant to Education Code section 60640 for the school year.

If a parent or guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted will be scored and the results reported to the parent or guardian and included in the pupil’s records. An LEA and its employees may discuss the CAASPP assessment system with parents and may inform parents of the availability of exemptions under Education Code section 60615. The LEA and its employees shall not solicit or encourage any written exemption request on behalf of any child or group of children.

Note:
Authority cited: Sections 33031 and 60640, Education Code. Reference: Sections 60604, 60605, 60607, 60612, 60615, 60640 and 60641, Education Code. 60615. Notwithstanding any other provision of law, a parent or guardian’s written request to school officials to excuse his or her child from any or all parts of the assessments administered pursuant to this chapter shall be granted.

Instruction
Curriculum Development & Evaluation Policy & Procedures (BP 6141)

ADOPTION DATE: 6/28/1983
REVISED: 4/19/2001; 11/17/2011; 11/19/2015

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the District’s academic and other educational support programs, services, and activities. The Board prohibits, at any District school or school activity, discrimination, harassment, intimidation and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, national origin, nationality, race or ethnicity, ethnic group identification, religion, marital or parental status, sex, sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics. Designated Compliance Officer: Assistant Superintendent Personnel/Address: 151 S. First Street, Kerman, CA 93630/Phone Number: (559) 843-9000.

In addition, the Governing Board desires to provide a research-based, sequential curriculum which promotes high levels of student achievement and emphasizes the development of basic skills, problem solving, and decision making. Upon recommendation of the Superintendent or designee, the Board shall adopt a written District curriculum which describes, for each subject area and grade level, the content objectives which are to be taught in all District schools.

(cf. 6000 - Concepts and Roles)
(cf. 6141.6 - Multicultural Education)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction
(cf. 6142.3 - Civic Education)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6142.5 - Environmental Education)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6142.7 - Physical Education)
(cf. 6142.8 - Comprehensive Health Education)
(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6142.92 - Mathematics Instruction)
(cf. 6142.93 - Science Instruction)
The District's curriculum shall be aligned with the District's vision and goals for student learning, Board policies, academic content standards, state curriculum frameworks, state and District assessments, graduation requirements, school and District improvement plans, and, when necessary, related legal requirements. (cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0420 - School Plans/Site Councils)
(cf. 0420.1 - School-Based Program Coordination)
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)
(cf. 0520.4 - Quality Education Investment Schools)
(cf. 6011 - Academic Standards)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6162.5 - Student Assessment)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)
(cf. 6171 - Title I Programs)
(cf. 9310 - Board Policies)

The Superintendent or designee shall establish a process for curriculum development, selection, and/or adaptation which utilizes the professional expertise of teachers, principals, and District administrators representing various grade levels, disciplines, special programs, and categories of students as appropriate. The process also may provide opportunities for input from students, parents/guardians, representatives of local businesses and postsecondary institutions, and other community members.
(cf. 1220 - Citizen Advisory Committees)
(cf. 1700 - Relations between Private Industry and the Schools)

The selection and evaluation of instructional materials shall be coordinated with the curriculum development and evaluation process.
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 6161 - Equipment, Books and Materials)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6163.1 - Library Media Centers)

When presenting a recommended curriculum for adoption, the Superintendent or designee shall provide research, data, or other evidence demonstrating the proven effectiveness of the proposed curriculum. He/she also shall present information about the resources that would be necessary to successfully implement the curriculum and describe any modifications or supplementary services that would be needed to make the curriculum accessible to all students.
(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3100 - Budget)
(cf. 4131 - Staff Development)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 5149 - At-Risk Students)
(cf. 6141.5 - Advanced Placement)
(cf. 6159 - Individualized Education Program)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Language Learners)
(cf. 6179 - Supplemental Instruction)

The Board shall establish a review cycle for regularly evaluating the District's curriculum in order to ensure continued alignment with state and District goals for student achievement. At a minimum, these reviews shall be conducted whenever the State Board of Education adopts new or revised content standards or the curriculum framework for a particular subject or when new law requires a change or addition to the curriculum.

In addition, the Board may require a review of the curriculum in one or more subject areas as needed in response to student assessment results; feedback from teachers, administrators, or parent/guardians; new research on program effectiveness; or changing student needs.
(cf. 0500 - Accountability)
(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:

EDUCATION CODE
221.5 Equal opportunity
35160 Authority of governing boards
35160.1 Broad authority of school districts
51050-51057 Enforcement of courses of study
51200-51263 Required courses of study
51500-51540 Prohibited instruction
51720-51879.9 Authorized classes and courses of instruction
60000-60424 Instructional materials

GOVERNMENT CODE
3543.2 Scope of representation

CODE OF REGULATIONS, TITLE 5
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Instruction
Extra-Curricular and Co-Curricular Activities Policy & Procedures (BP 6145)

ADOPTION DATE: 6/28/1983

The Governing Board recognizes that extracurricular and co-curricular activities enrich the educational and social development of students and enhance students' feelings of connectedness with the schools. The District shall encourage and support student participation in extracurricular and co-curricular activities without compromising the integrity and purpose of the educational program.

(cf. 1330 - Use of School Facilities)
(cf. 5137 - Positive School Climate)
(cf. 6145.2 - Athletic Competition)
(cf. 5148.2 - Before/After School Programs)

Prerequisites for student participation in extracurricular and co-curricular activities shall be limited to those that have been demonstrated to be essential to the success of the activity. No extracurricular or co-curricular program or activity shall be provided or conducted separately on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular or co-curricular activity be required or refused on those bases. (5 CCR 4925)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 6145.5 - Student Organizations and Equal Access)

Any complaint alleging unlawful discrimination in the District's extracurricular or co-curricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Unless specifically authorized by law, no student shall be charged a fee for his/her participation in educational activities, including extracurricular and co-curricular activities and materials or equipment related to such activities. (Education Code 49010, 49011)

(cf. 3260 - Fees and Charges)
(cf. 3452 - Student Activity Funds)

Eligibility Requirements
To be eligible to participate in extracurricular and co-curricular activities, students in grades 7-12 must demonstrate satisfactory educational progress in the previous grading period, including, but not limited to: (Education Code 35160.5)

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale in all enrolled classes
2. Maintenance of minimum progress toward meeting high school graduation requirements

(cf. 5121 - Grades/Evaluation of Student Achievement)
The Superintendent or designee may grant ineligible students a probationary period not to exceed one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. (Education Code 35160.5)

Any decision regarding the eligibility of a homeless student, foster youth, or child of an active duty military family for extracurricular or co-curricular activities shall be made by the Superintendent or designee in accordance with Education Code 48850 and 49701. (cf. 6173 - Education for Homeless Children) (cf. 6173.1 - Education for Foster Youth) (cf. 6173.2 - Education of Children of Military Families)

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and co-curricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

**Student Conduct at Extracurricular/Co-curricular Events**

When attending or participating in extracurricular and co-curricular activities on or off campus, District students are subject to District policies and regulations relating to student conduct. Students who violate District policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or co-curricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

(cf. 5131 - Conduct) (cf. 5131.1 - Bus Conduct) (cf. 5144 - Discipline) (cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

**Annual Policy Review**

The Board shall annually review this policy and implementing regulations. (Education Code 35160.5)

**Legal Reference:**

**EDUCATION CODE**

35145 Public meetings
35160.5 District policy rules and regulations; requirements; matters subject to regulation
35179 Interscholastic athletics; associations or consortia
35181 Students' responsibilities
48850 Participation of homeless students and foster youth in extracurricular activities and interscholastic sports
48930-48938 Student organizations
49010-49013 Student fees
49024 Activity Supervisor Clearance Certificate
49700-49704 Education of children of military families

**CALIFORNIA CONSTITUTION**

Article 9, Section 5 Common school system

**CODE OF REGULATIONS, TITLE 5**

350 Fees not permitted
4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance
5531 Supervision of extracurricular activities of pupils

**UNITED STATES CODE, TITLE 42**

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

**COURT DECISIONS**


**Management Resources:**

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

**CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE**


**COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS**

Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), Coded Correspondence 10-11, July 20, 2010
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**Instruction**

**Evaluation of the Instructional Program Policy & Procedures (BP 6190)**

**ADOPTION DATE: 06/28/1983**

**RENUMBERED: 09/03/1987**


The Governing Board recognizes that it is accountable to students, parents/guardians, and the community for the effectiveness of the District’s educational program in meeting District goals for student learning. The Superintendent or designee shall conduct a continual evaluation of the curriculum and the instructional program in order to identify strategies for improving student achievement.

(cf. 0200 - Goals for the School District)

(cf. 0500 - Accountability)

(cf. 6000 - Concepts and Roles)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The Superintendent or designee shall provide the Board and the community with regular reports on student achievement. The reports shall include data for each District school and for each numerically significant student subgroup, as defined in Education Code 52052, including, but not limited to, school and subgroup performance on statewide achievement indicators and progress toward goals specified in the District’s local control and accountability plan (LCAP).

(cf. 0460 - Local Control and Accountability Plan)

(cf. 0510 - School Accountability Report Card)

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Learners)

In addition, the Superintendent or designee shall conduct an evaluation of any new instructional program implemented in the District and shall regularly assess District progress toward increasing student achievement in all subject areas taught in the District. The findings of such evaluations and assessments shall be reported to the Board.

Based on these reports, the Board shall take appropriate actions to maintain the effectiveness of programs and to improve the quality of education provided to District students.

**Annual Evaluation of Consolidated Application Programs**

The Board and the Superintendent or designee shall annually determine whether the District’s categorical programs funded through the state’s consolidated application are effective in meeting the needs of the students they are intended to serve. As a basis for this evaluation, the Superintendent or designee shall recommend for Board approval the specific, measurable criteria that shall be used at each school and at the District level. These criteria may include, but are not necessarily limited to, the progress of all students participating in the program and of each numerically significant subgroup toward goals contained in the District’s LCAP, the school’s single plan for student achievement, and/or other applicable District or school plans.

**Western Association of Schools and Colleges (WASC) Accreditation**

The Board believes that accreditation by the Western Association of Schools and Colleges (WASC) can foster excellence and ongoing academic improvement in the District’s schools. The results of the accreditation process also may demonstrate to parents/guardians and the community that the schools are meeting their goals and objectives and the WASC criteria for school effectiveness through a viable instructional program.

The Superintendent or designee shall undertake procedures whereby District schools may achieve and maintain full WASC accreditation status. The schools shall conduct a self-study in accordance with WASC requirements, cooperate with the WASC committee during a site visit, and develop and review action plans to increase the effectiveness of the instructional program for students. The Superintendent or designee shall regularly report to the Board on the status of District schools and any WASC recommendations for school improvement.

Not later than 60 days after receiving the results of an inspection of a school by WASC or any other accrediting agency, the Superintendent or designee shall notify parents/guardians in writing of the inspection results and/or shall post the information on the District’s or school’s web site. (Education Code 35178.4)

(cf. 1113 - District and School Web Sites)
If any District school loses its accreditation status, the Board shall give official notice at a regularly scheduled Board meeting. The Superintendent or designee shall provide written notification to each parent/guardian of a student in the school that the school has lost its accreditation status, including the potential consequences of the loss of accreditation status. This notice shall also be posted on the District’s web site and the school’s web site. (Education Code 35178.4)

Legal Reference:
EDUCATION CODE
33400-33407 Educational evaluations
35178.4 Notice of accreditation status
44662 Evaluation and assessment guidelines, certificated employee performance
48985 Compliance with translation of parental notifications
51041 Education program, evaluation and revisions
51226 Model curriculum standards
52052 Accountability; numerically significant student subgroups
52060-52077 Local control and accountability plan
62005.5 Failure to comply with purposes of funds
64000-64001 Consolidated application process
CODE OF REGULATIONS, TITLE 5
3930-3937 Program requirements
3942 Continuity of funding
UNITED STATES CODE, TITLE 20
6311 State plans

Management Resources:
WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES PUBLICATIONS
WEB SITES
California Department of Education: http://www.cde.ca.gov
Western Association of Schools and Colleges (WASC), Accrediting Commission for Schools: http://www.acswasc.org

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Instruction
Guidance/Counseling Services Policy & Procedures (BP 6164.2)

ADOPTION DATE: 6/28/1983

The Governing Board recognizes that a structured, coherent and comprehensive counseling program promotes academic achievement and serves the diverse needs of all District students. Counseling staff shall be available to provide students with individualized reviews of their educational progress toward academic and/or career and vocational goals and, as appropriate, may discuss social, personal, or other issues that may impact student learning.

The Superintendent or designee shall ensure that all persons employed to provide school counseling, school psychology, and/or school social work services shall possess the appropriate credential from the Commission on Teacher Credentialing authorizing their employment in such positions. Responsibilities of each position shall be clearly defined in a job description.

(cf. 4112.2 - Certification)

Responsibilities of school counselors include, but are not limited to:

1. Engaging with, advocating for, and providing support for all students with respect to learning and achievement
2. Planning, implementing, and evaluating programs to promote the academic, career, personal, and social development of all students, including students from low-income families, foster youth, homeless youth, undocumented youth, and students at all levels of academic, social, and emotional abilities
3. Using multiple sources of information to monitor and improve student behavior and achievement
4. Collaborating and coordinating with school and community resources
5. Promoting and maintaining a safe learning environment for all students by providing restorative justice practices, positive behavior interventions, and support services

(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
6. Intervening to ameliorate school-related problems, including issues related to chronic absences

(cf. 5113.1 - Chronic Absence and Truancy)
7. Using research-based strategies to reduce stigma, conflict, and student-to-student mistreatment and bullying
8. Improving school climate and student well-being

(cf. 5137 - Positive School Climate)
9. Enhancing students’ social and emotional competence, character, health, civic engagement, cultural legacy, and commitment to lifelong learning and the pursuit of high-quality educational programs
   (cf. 6142.4 - Service Learning/Community Service Classes)
10. Providing counseling interventions and support services for students classified as English learners, eligible for free or reduced-priced meals, or foster youth, including enhancing equity and access to the education system and community services
   (cf. 0460 - Local Control and Accountability Plan)
   (cf. 6173 - Education for Homeless Children)
   (cf. 6173.1 - Education for Foster Youth)
   (cf. 6174 - Education for English Language Learners)
11. Engaging in continued development as a professional school counselor
   (cf. 4131 - Staff Development)

Educational Counseling

Beginning in grade 7, parents/guardians shall receive a general notice at least once before career counseling and course selection so that they may participate in the counseling sessions and decisions. (Education Code 221.5)

(cf. 5145.6 - Parental Notifications)

The educational counseling program shall include academic counseling in the following areas: (Education Code 49600)
1. Development and implementation, with parent/guardian involvement, of the student’s immediate and long-range educational plans
2. Optimizing progress towards achievement of proficiency standards
3. Completion of the required curriculum in accordance with the student’s needs, abilities, interests, and aptitudes
4. Academic planning for access and success in higher education programs, including advisement on courses needed for admission to public colleges and universities, standardized admissions tests, and financial aid
5. Career and vocational counseling, in which students are assisted in doing all of the following:
   a. Planning for the future, including, but not limited to, identifying personal interests, skills, and abilities, career planning, course selection, and career transition
   b. Becoming aware of personal preferences and interests that influence educational and occupational exploration, career choice, and career success
   c. Developing realistic perceptions of work, the changing work environment and the effect of work on lifestyle
   d. Understanding the relationship between academic achievement and career success, and the importance of maximizing career options
   e. Understanding the value of participating in career technical education and work-based learning activities and programs, including, but not limited to, service learning, regional occupational centers and programs, partnership programs, job shadowing, and mentoring experiences
   (cf. 6178 - Career Technical Education)
   (cf. 6178.1 - Work-Based Learning)
   (cf. 6178.2 - Regional Occupational Center/Program)
5. Understanding the need to develop essential employable skills and work habits
6. Understanding the variety of four-year colleges and universities and community college vocational and technical preparation programs, as well as admission criteria and enrollment procedures

The District’s educational counseling program also may include, but not be limited to, identification of students who are at risk of not graduating with the rest of their class, development of a list of coursework and experience necessary to assist students to satisfy the curricular requirements for college admission and successfully transition to postsecondary education or employment, and counseling regarding available options for a student to continue his/her education if he/she fails to meet graduation requirements.

The Superintendent or designee shall establish and maintain a program of guidance, placement, and follow-up for all high school students subject to compulsory continuation education. (Education Code 48431)

(cf. 6184 - Continuation Education)

No counselor shall unlawfully discriminate against any student. Guidance counseling regarding school programs and career, vocational, or higher education opportunities shall not be differentiated on the basis of any protected category specified in BP 0410 - Nondiscrimination in District Programs and Activities.

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

(cf. 5145.3 - Nondiscrimination/Harassment)

In addition, counselors shall affirmatively explore with students the possibility of careers, or courses leading to careers, that are nontraditional for that student’s sex.

(Education Code 221.5)

For assessing or counseling students, the District shall not use testing or other materials that permit or require impermissible or unlawful differential treatment of students. (5 CCR 4931)

Colleges and prospective employers, including military recruiters, shall have the same access to students for recruiting purposes. (Education Code 49603; 10 USC 503; 20 USC 7908)

(cf. 5125.1 - Release of Directory Information)

Personal or Mental Health Counseling

A school counselor, school psychologist, or school social worker may provide individualized personal, mental health, or family counseling to students in accordance with the specialization(s) authorized by his/her credential. Such services may include, but are not limited to, support related to the student’s social and emotional development, behavior, substance abuse, mental health assessment, depression, or mental illness. As appropriate, students and their parents/guardians shall be informed about community agencies, organizations, or health care providers that offer qualified professional assistance.

(cf. 1020 - Youth Services)

(cf. 5113 - Absences and Excuses)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5141.6 - School Health Services)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 5147 - Dropout Prevention)

(cf. 6164.5 - Student Success Teams)

Written parent/guardian consent shall be obtained before mental health counseling or treatment services are provided to a student, except when the student is authorized to consent to the service pursuant to Family Code 6290-6929, Health and Safety Code 124260, or other applicable law.

Any information of a personal nature disclosed to a school counselor by a student age 12 years or older or by his/her parent/guardian is confidential and shall not become part of the student record without the written consent of the person who disclosed the confidential information. The information shall not be revealed, released, discussed, or referred to except under the limited circumstances specified in Education Code 49602. (Education Code 49602)
A counselor shall consult with the Superintendent or designee and, as appropriate, with the District's legal counsel whenever unsure of how to respond to a student's personal problem or when questions arise regarding the possible release of confidential information regarding a student.

Crisis Counseling
The Board recognizes the need for a prompt and effective response when students are confronted with a traumatic incident. School counselors shall assist in the development of the comprehensive school safety plan, emergency and disaster preparedness plan, and other prevention and intervention practices designed to assist students and parents/guardians before, during, and after a crisis.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
In addition, the Superintendent or designee shall identify crisis counseling resources to train District staff in effective threat assessment, appropriate response techniques, and/or methods to directly help students cope with a crisis if it occurs.

Early identification and intervention plans shall be developed to help identify those students who may be at risk for violence so that support may be provided before they engage in violent or disruptive behavior.

(cf. 5136 - Gangs)
(cf. 5141.52 - Suicide Prevention)

Teacher-Based Advisory Program
The Board recognizes that a supportive, ongoing relationship with a caring adult can provide a student with valuable advice, enhance student-teacher relationships, and build the student's feelings of connectedness with the school. The Board authorizes the development of a teacher-based advisory program in which teachers advise students in such areas as academic planning, character development, conflict resolution, and self-esteem. Any teacher participating in this program shall be under the supervision of a credentialed school counselor as appropriate, receive related information and training, and be subject to this Board policy and law, including requirements pertaining to student confidentiality and nondiscrimination.

(cf. 4131 - Staff Development)

Legal Reference:
EDUCATION CODE
21.5 Prohibited sex discrimination
44266 Pupil personnel services credential
48431 Establishing and maintaining high school guidance and placement program
49600-49604 Educational counseling
51250-51251 School age military dependents
51513 Personal beliefs
FAMILY CODE
6920-6929 Consent by minor for treatment or counseling
HEALTH AND SAFETY CODE
124260 Mental health services; consent by minors age 12 and older
PENAL CODE
11166-11170 Reporting known or suspected cases of child abuse
WELFARE AND INSTITUTIONS CODE
5850-5883 Mental Health Services Act
CODE OF REGULATIONS, TITLE 5
4930-4931 Counseling
80049-80049.1 Pupil personnel services credential
80632-80632.5 Preparation programs for pupil personnel services
UNITED STATES CODE, TITLE 10
503 Military recruiter access to directory information
UNITED STATES CODE, TITLE 20
1232g Family Educational Rights and Privacy Act
7908 Armed forces recruiter access to students and student recruiting information
CODE OF FEDERAL REGULATIONS, TITLE 34
99.1-99.67 Family educational rights and privacy
Management Resources:
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California Results-Based School Counseling and Student Support Guidelines, 2007
WEB SITES
American School Counselor Association: http://www.schoolcounselor.org
California Association of School Counselors: http://www.schoolcounselor-ca.org
California Department of Education: http://www.cde.ca.gov
Commission on Teacher Credentialing: http://www.ctc.ca.gov

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Phone Number: (559) 843-9000)
Homeless Rights

Even if you have:
- Uncertain housing
- A temporary address
- No permanent physical address

2. You are guaranteed enrollment in school by the federal McKinney-Vento Act and California state law if you live:
- In a shelter (family, domestic violence, or youth shelter or transitional living program)
- In a motel, hotel, or weekly rate housing
- In a house or apartment with more than one family because of economic hardship or loss
- In an abandoned building, in a car, at a campground, or on the street
- In temporary foster care or with an adult who is not your parent or guardian
- In substandard housing (without electricity, water, or heat)
- With friends or family because you are a runaway or an unaccompanied youth

3. To enroll in or attend school if you live under any of these conditions, you do NOT need to provide:
- Proof of residency
- Immunization records or tuberculosis skin-test results
- School records
- Legal guardianship papers

4. You may:
- Participate fully in all school activities and programs for which you are eligible.
- Continue to attend the school in which you were last enrolled even if you have moved away from that school's attendance zone or district.
- Receive transportation from your current residence back to your school of origin.
- Qualify automatically for child nutrition programs (free and reduced-price lunches and other district food programs).
- Contact the district liaison to resolve any disputes that arise during the enrollment process.

5. Parents' responsibilities are to:
- Make sure your child attends school regularly and completes homework and projects on time.
- Attend parent/teacher conferences, Back-to-School Nights, and other school-related activities.
- Stay informed of school rules, regulations, and activities.
- Participate in school advisory/decision-making activities.

For questions about enrolling in school or for assistance with school enrollment, contact:

Your school district liaison:   Your county liaison:   Your state coordinator:
Gordon Pacheco  Pamela Hancock  Leanne Wheeler
State/Federal Programs Director  Homeless Liaison for Fresno County  State Coordinator
Kerman Unified School District  2011 Fresno Street, Suite 301  California Department of Education
151 South First Street  Fresno, California 93721  1430 N Street, Suite 6208
Kerman, California 93630  Phone: 559-453-4812  Sacramento, California 95814
Phone: 559-843-9051

Students
Married/Pregnant/Parenting Students Policy & Procedures (BP 5146)

ADOPTION DATE: 06/28/1983
RENUMBERED: 08/13/1986
REVISED: 11/15/2001; 11/19/2015; 10/20/2016; 04/11/2019

The Governing Board recognizes that responsibilities related to marriage, pregnancy, or parenting and related responsibilities may disrupt a student's education and increase the chance of a student dropping out of school. The Board therefore desires to support married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and promote the healthy development of their children.

(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5147 - Dropout Prevention)
(cf. 6011 - Academic Standards)
(cf. 6164.5 - Student Success Teams)

The District shall not exclude or deny any student from any educational program or activity, including any class or extracurricular activity, solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. In addition, the District shall not adopt any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. (Education Code 221.51, 230; 5 CCR 4950; 34 CFR 106.40)
(cf. 0410 - Nondiscrimination in District Programs and Activities)

The Superintendent or designee shall annually notify parents/guardians at the beginning of the school year of the rights and options available to pregnant and parenting students under the law. In addition, pregnant and parenting students shall be notified of the rights and options available to them under the law through annual school year welcome packets and through independent study packets. (Education Code 222.5, 48980)
(cf. 5145.6 - Parental Notifications)
For school-related purposes, a student under the age of 18 years who enters into a valid marriage shall have all the rights and privileges of students who are 18 years old, even if the marriage has been dissolved. (Family Code 7002)

Education and Support Services for Pregnant and Parenting Students
Pregnant and parenting students shall retain the right to participate in the regular education program or an alternative education program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or the student's child.
(cf. 6158 - Independent Study)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6184 - Continuation Education)
(cf. 6200 - Adult Education)

Any alternative education program, activity, or course that is offered separately to pregnant or parenting students, including any class or extracurricular activity, shall be equal to that offered to other District students. A student's participation in such programs shall be voluntary. (Education Code 221.51; 5 CCR 4950)
If required for students with any other temporary disabling condition, the Superintendent or designee may require a student, based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician or nurse practitioner indicating that the student is physically and emotionally able to continue participation in the regular education program or activity. (Education Code 221.51; 5 CCR 4950; 34 CFR 106.40)
(cf. 6142.7 - Physical Education and Activity)
(cf. 6145 - Extracurricular and Co-curricular Activities)
(cf. 6183 - Home and Hospital Instruction)

To the extent feasible, the District shall provide educational and related support services, either directly or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting students and their children. Such services may include, but are not limited to:
1. Tobacco, alcohol, and/or drug prevention and intervention services
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.62 - Tobacco)
2. Academic and personal counseling
(cf. 6164.2 - Guidance/Counseling Services)
3. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation
(cf. 6179 - Supplemental Instruction)
As appropriate, teachers, administrators, and/or other personnel who work with pregnant and parenting students shall receive related professional development.
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Absences
Pregnant or parenting students may be excused for absences for medical appointments and other purposes specified in BP/AR 5113 - Absences and Excuses.
A student shall be excused for absences to care for a sick child for whom the student is the custodial parent. A note from a physician shall not be required for such an absence. (Education Code 48205)
(cf. 5113 - Absences and Excuses)

Parental Leave
A pregnant or parenting student shall be entitled to eight weeks of parental leave in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. Such leave may be taken before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction.
The Superintendent or designee may grant parental leave beyond eight weeks if deemed medically necessary by the student's physician. (Education Code 46015; 34 CFR 106.40)
The student, if age 18 years or older, or the student's parent/guardian shall notify the school of the student's intent to take parental leave. No student shall be required to take all or part of the parental leave. (Education Code 46015)
When a student takes parental leave, the attendance supervisor shall ensure that absences from the regular school program are excused until the student is able to return to the regular school program or an alternative education program. A pregnant or parenting student shall not be required to complete academic work or other school requirements during the period of the parental leave. (Education Code 46015)
(cf. 5113.11 - Attendance Supervision)

Following the leave, a pregnant or parenting student may elect to return to the school and the course of study in which the student was enrolled before taking parental leave or to an alternative education option provided by the District. Upon return to school, a pregnant or parenting student shall have opportunities to make up work missed during the leave, including, but not limited to, makeup work plans and reenrollment in courses. (Education Code 46015)

When necessary to complete high school graduation requirements, the student may remain enrolled in school for a fifth year of instruction, unless the Superintendent or designee makes a finding that the student is reasonably able to complete District graduation requirements in time to graduate by the end of the fourth year of high school. (Education Code 46015)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

Accommodations
When necessary, the District shall provide accommodations to enable a pregnant or parenting student to access the educational program.
A pregnant student shall have access to any services available to other students with temporary disabilities or medical conditions. (34 CFR 106.40)
The school shall provide reasonable accommodations to any lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. A student shall not incur an academic penalty for using any of these reasonable accommodations and shall be provided the opportunity to make up any work missed due to such use. Reasonable accommodations include, but are not limited to: (Education Code 222)

1. Access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child
2. Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk
3. Access to a power source for a breast pump or any other equipment used to express breast milk
4. Access to a place to store expressed breast milk safely
5. A reasonable amount of time to accommodate the student's need to express breast milk or breastfeed an infant child

Complaints
Any complaint alleging discrimination on the basis of pregnancy or marital or parental status, District noncompliance with the requirements of Education Code 46015, or District noncompliance with the requirement to provide reasonable accommodations for lactating students shall be addressed through the District's uniform complaint procedures in accordance with 5 CCR 4600-4670 and BP/AR 1312.3 - Uniform Complaint Procedures. A complainant who is not satisfied with the District's decision may appeal the decision to the California Department of Education (CDE). If the District or CDE finds merit in an appeal, the District shall provide a remedy to the affected student. (Education Code 222, 46015; 5 CCR 4600-4670) (cf. 1312.3 - Uniform Complaint Procedures)

Program Evaluation
The Superintendent or designee shall periodically report to the Board regarding the effectiveness of District strategies to support married, pregnant, and parenting students, which may include data on student participation in District programs and services, academic achievement, school attendance, graduation rate, and/or student feedback on District programs and services. (cf. 0500 - Accountability)
(cf. 6162.5 - Student Assessment)
(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference:
EDUCATION CODE
221.51 Nondiscrimination; married, pregnant, and parenting students
222 Reasonable accommodations; lactating students
222.5 Pregnant and parenting students, notification of rights
230 Sex discrimination
8200-8498 Child Care and Development Services Act
46015 Parental leave
48205 Excused absences
48206.3 Temporary disability, definition
48220 Compulsory education requirement
48410 Persons exempted from continuation classes
48980 Parental notifications
49553 Nutrition supplements for pregnant/lactating students
51220.5 Parenting skills and education
51745 Independent study
52610.5 Enrollment of pregnant and parenting students in adult education
CIVIL CODE
51 Unruh Civil Rights Act
FAMILY CODE
7002 Description of emancipated minor
HEALTH AND SAFETY CODE
104460 Tobacco prevention services for pregnant and parenting students
CODE OF REGULATIONS, TITLE 5
4600-4670 Uniform complaint procedures
950 Nondiscrimination, marital and parental status
CODE OF REGULATIONS, TITLE 22
101151-101239.2 General licensing requirements for child care centers
101351-101439.1 Infant care centers
UNITED STATES CODE, TITLE 20
1681-1688 Title IX, Education Act Amendments
UNITED STATES CODE, TITLE 42
1786 Special supplemental nutrition program for women, infants, and children
CODE OF FEDERAL REGULATIONS, TITLE 7
246.1-246.28 Special supplemental nutrition program for women, infants, and children
CODE OF FEDERAL REGULATIONS, TITLE 34
106.40 Marital or parental status
ATTORNEY GENERAL OPINIONS
COURT DECISIONS
Management Resources:
CALIFORNIA WOMEN'S LAW CENTER PUBLICATIONS
Pregnant Students and Confidential Medical Services, 2013
Educational Rights of Pregnant and Parenting Teens: Title IX and California State Law Requirements, 2012
The Civil Rights of Pregnant and Parenting Teens in California Schools, 2002
U.S. DEPARTMENT OF EDUCATION PUBLICATIONS
Supporting the Academic Success of Pregnant and Parenting Students under Title IX of the Education Amendments of 1972, rev. June 2013
Students

Nondiscrimination / Harassment Policy & Procedures (BP 5145.3)

ADOPTION DATE: 06/28/1983
RENUMERED: 08/13/1986

The Governing Board 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 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. 4131/4231/4331 - 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)

Recordkeeping
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

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

2019-20 Student Parent Handbooks 74 of 111 6/7/19
Philosophy, Goals, Objectives, and Comprehension Plan

Nondiscrimination / Harassment in District Programs / Athletics Policy & Procedures (BP 5145.3)

ADOPTED: 06/28/1983
RENUMBERED: 08/13/1986
REVISED: 08/13/1986; 06/21/1990; 02/20/1992; 12/16/1999; 01/15/2004; 08/16/2012; 09/18/2014; 11/19/2015; 09/21/2017; 09/20/2018

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

(c) 1240 - Volunteer Assistance
(c) 4030 - Nondiscrimination in Employment
(c) 4032 - Reasonable Accommodation
(c) 4033 - Lactation Accommodation
(c) 4119.11/4219.11/4319.11 - Sexual Harassment
(c) 4161.8/4261.8/4361.8 - Family Care and Medical Leave
(c) 5131.2 - Bullying
(c) 5145.3 - Nondiscrimination/Harassment
(c) 5145.7 - Sexual Harassment
(c) 5145.9 - Hate-Motivated Behavior
(c) 5146 - Married/Pregnant/Parenting Students
(c) 6145 - Extracurricular and Co-curricular Activities
(c) 6145.2 - Athletic Competition
(c) 6146.4 - Identification and Evaluation of Individuals for Special Education
(c) 6146.6 - Identification and Education Under Section 504
(c) 6178 - Career Technical Education
(c) 6200 - Adult Education

All individuals shall be treated equitably in the receipt of District and school services. Personally identifiable information collected in the implementation of any District program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purposes of the program, except when the Superintendent or designee authorizes its use for another purpose in accordance with law. Resources and data collected by the District shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

(c) 3540 - Transportation
(c) 3553 - Free and Reduced Price Meals
(c) 5145.13 - Response to Immigration Enforcement

District programs and activities shall be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

The Superintendent or designee shall annually review District programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing District programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

(c) 1330 - Use of Facilities
All allegations of unlawful discrimination in District programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

(c) 1312.3 - Uniform Complaint Procedures

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the District's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Education Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the District. The notification shall also be posted on the District's web site and social media and in District schools and offices, including staff lounges, student government meeting rooms, and other prominent locations as appropriate.

(c) 1113 - District and School Web Sites
Legal Reference:
EDUCATION CODE
200-262.4 Prohibition of discrimination
48980 Parental notifications
48985 Notices to parents in language other than English
51007 Legislative intent: state policy

GOVERNMENT CODE
8310.3 California Religious Freedom Act
11000 Definitions
11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act
54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE
422.55 Definition of hate crime
422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5
4600-4670 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities in Education Act
1681-1688 Discrimination based on sex or blindness, Title IX
2301-2415 Carl D. Perkins Vocational and Applied Technology Act
6311 State plans
6312 Local education agency plans

UNITED STATES CODE, TITLE 29
794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended
2000h-2000h-6 Title IX
12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act
36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34
100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI
104.1-104.39 Section 504 of the Rehabilitation Act of 1973
106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:
106.9 Dissemination of policy

Management Resources:
CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016
Parent Involvement Policy/District

PART I. GENERAL EXPECTATIONS

The Kerman Unified School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan (LEA’s plan) to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

  Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—
  (A) that parents play an integral role in assisting their child’s learning;
  (B) that parents are encouraged to be actively involved in their child’s education at school;
  (C) that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
  (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. The Kerman Unified School District will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:
a. KUSD will develop the Parent Involvement Policy in consultation with SSC, ELAC, and DELAC whose members will be teachers, site and/or district administrators, other appropriate school personnel, and parents of children in schools served under Title I.

b. Each site will convene an annual meeting to inform parents of their schools participation in the development of the Parent Involvement Policy and their right to be involved.

2. The Kerman Unified School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

a. When a school is identified as Program Improvement, the Principal, Academic Coach, Teachers, Parent, and a Director are trained to write an Addendum to their Single Plan for Student Achievement by an outside agency. A draft of the addendum is developed and is shared with staff at the site and with the School Site Council, which includes parent members. The School Site Council reviews the plan, incorporates changes, and approves the plan. The plan is then turned in to the State and Federal Programs office. A District Peer Review Team consisting of parents, a teacher, principals, and directors review the plan and make recommendations to adjust the plan to better meet the No Child Left Behind (NCLB) requirements. The final Addendum Plan is taken to the school board for final approval.

b. WASC Focus Groups for school review include teachers, parents, and site administrators.

c. Action Plan quarterly review is conducted by a districtwide committee whose members are: teachers, parents, and site and district administrators.

d. GATE, ELAC, DELAC, Migrant PAC and SSC involve parent in the process of school review.

3. The Kerman Unified School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

a. State and Federal Program staff will assist site administrators in the coordination of categorical funds and appropriate use of funds to implement effective parent involvement activities.

b. Technical assistance will be provided by the State and Federal Programs office, including: sample agenda items lists, agenda and minutes templates, School Site Council trainings on use of categorical funds and School Site Council legal responsibilities, ELAC parent training, Connect Ed phone calling for meetings, and parent training.

c. Other support provided by the State and Federal Program office include; transportation to parent/teacher conferences, meeting translation services, parent recruitment for trainings, and planning for the Annual Migrant Parent Mini-Conference.

d. Provide information on literacy training available in the community.

e. Home visits by the District Parent Trainer to encourage parent attendance and participation in parent meetings and/or trainings.

f. Student Study Team meetings are attended by the District Parent Trainer as needed.

4. The Kerman Unified School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:

a. Parental involvement strategies are coordinated and integrated with Title III, Title III Immigrant, Migrant, Pre-school, and Adult Education.

b. English Learner Advisory Committees (ELAC), District English Learner Advisory Committee (DELAC), District GATE Advisory, and the Adult Ed Advisory coordinate and integrate parent involvement and staff trainings through involvement and input of parents, teachers, and administrators

3301.3.:3.12

5. The Kerman Unified School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

a. The results of the evaluation will be analyzed yearly by each School Site Council, ELAC & DELAC.

b. Changes to the District Parent Involvement Policy will be agreed upon by these groups.

6. The Kerman Unified School District will build the schools’ and parent’s capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described below:

• the State’s academic content standards,
• the State’s student academic achievement standards,
• the State and local academic assessments including alternate assessments,
• the requirements of Part A,
• how to monitor their child’s progress, and
• how to work with educators:

a. Convening an annual school meeting (i.e. Back to School Night) to discuss the required topics of Part A.

b. Migrant Parent Mini-conference, Migrant State and Regional Parent Conferences

c. Parent/Teacher Conferences 2x per year for (K-6), (7-12 as needed).

d. Parent training workshops

e. Development and dissemination of district parent involvement policy

f. Reservation of a minimum of 1% of the Title I Part A allocation for parent involvement, with the minimum of 95% going to school sites.

g. Conducting an annual review of the effectiveness of the parent involvement policy.

h. Each site maintains a School Site Council with staff and parent representatives. Each SSC analyzes reports on overall State student assessment results.
i. Testing reports are sent home to parents with an explanation on how to interpret the scores.

j. District Fresno Bee insert

k. Bi-annual, quarterly, or monthly newsletters to parents

l. Monitoring and survey each site to ensure that each school: a. develops a parent involvement policy; b. offers flexible meeting times; c. provides information to parents about the school’s program; d. develops and uses school-parent compacts; e. provide training for parents in working with their children to improve academic achievement.

m. Family Literacy Nights, Parent Forums, Open House, Multi-Cultural Events, Frosh Parent Orientation, Kindergarten Orientation

n. Parent Faculty Meetings

o. Adult Ed Courses

p. SARC

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

a. Adult Ed ESL/CBET courses focusing on fluency, basic computer literacy, and helping students succeed in school. Funding from Title I, Part A for this program may be considered as needed.

   3301.3::3.12


c. Provide resources for parents to learn about child development, child rearing practices, and academic strategies that are designed to help parents become full partners in the education of their children.

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, administrators and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and builds ties between parents and schools, by:

a. Enhance the awareness of teachers, pupil services personnel, administrators, and staff on how to reach out to, communicate with, and work with parents as equal partners.

b. Provide the latest research to site administration to share with staff.

c. Input provided by parent advisory committees which are attended by school staff.

d. New teacher inservice

e. BTSA

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children:

a. Pre-School parent training

b. Parents as Teachers Program

E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

a. Ensuring, to the extent possible, that information is sent home in a language and form parents can understand.

b. Research price and accuracy of translation software to assist the sites and the State and Federal Programs office with translation of agendas, minutes, plans, and other communications with parents.

c. Headphone translation device used in large meetings with a translator

d. Connect Ed used for attendance and parent notifications of meetings and district information. System set up to send messages in Spanish & English.

PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

- Kerman Unified School District encourages paying reasonable and necessary expenses associated with parental involvement activities, including transportation by District Community Liaisons, child care costs, and providing food, as needed, to enable parents to participate in school-related meetings and training sessions.

- School committee meetings and parent trainings are adjusted to meet the needs of parents in order to maximize parental involvement and participation in their children’s education.

- Sun Empire has adopted and implemented a model approach to improve parental involvement through a grant with the Central Valley Foundation

PART IV. ADOPTION

This District-wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by agendas and minutes of the District English Language Learners Advisory Committee(DELAC), the Migrant Parent Advisory Committee(MPAC), School Site Council(SSC), and ELAC.

3301.3::3.12

This policy was adopted by the Kerman Unified School District on 06/21/07 and will be in effect for the period of 1 year. The school will distribute this policy to all parents of participating Title I, Part A children on or before September 1st each year. It will be made available to the local community on or before September 1st annually. The Kerman Unified School District’s notification to parents of this policy will be in an understandable and uniform format and, to the extent practicable, provide a copy of this policy to parents in a language the parents can understand.
Approved by School Board at the August/September meeting each year. (Signature of Authorized Official) (Date)

Signature of Authorized Official

Date

3301.4::3.12
Parent Involvement Policy/Site

PART I. GENERAL EXPECTATIONS

The Kerman High School agrees to implement the following statutory requirements:

- The school will jointly develop with parents, distribute to parents of participating children, a School Parental Involvement Policy that the school and parents of participating children agree on.
- The school will notify parents about the School Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- The school will make the School Parental Involvement Policy available to the local community.
- The school will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.
- The school will adopt the school’s school-parent compact as a component of its School Parental Involvement Policy.
- The school agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

(A) that parents play an integral role in assisting their child’s learning;
(B) that parents are encouraged to be actively involved in their child’s education at school;
(C) that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

1. The Kerman High School will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its schoolwide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:

- School Site Council (SSC) - This group meets quarterly to discuss, review, and implement school programs and oversee the categorical budgets for Kerman High School.
- English Learner Advisory Committee (ELAC) - This group meets quarterly to discuss, review, and implement school programs as they effect and are focused on the English Learner student and parent population of Kerman High School.
- Kerman High School Boosters - This group meets monthly primarily to oversee and direct resources to enhance athletic and academic endeavors at Kerman High School. The Site Principal, Athletic Director, and Activities Director attends these meetings to inform the Boosters of events and programs at Kerman High School.
- Western Association of Schools and Colleges (WASC) Focus Groups - Parent involvement in WASC Focus Groups allow for input on the entire educational program at Kerman High School. These Focus Groups meet throughout the year as needed to implement and review the Self-Study Action Plan or to review the Self-Study accreditation report.
- Parent Surveys are used to gauge support and/or knowledge of school programs. Surveys are typically given annually.
- Title I Back to School Night is an annual event for parents to learn about the Title I programs at Kerman High School and to become informed of the educational program at Kerman High School.
- Freshman Parent Night - This meeting is held annually before the start of school to inform parents of the opportunities for involvement at the school. All educational programs and opportunities for students are discussed at this meeting.
- Junior Parent Night - This meeting is held annually in the spring to inform parents of junior students all of the activities and events during senior year, in addition to information about applying for colleges, and the cost of the senior year.
- AP/Honors Parent Night - This meeting is held annually in the spring to present the academic requirements for each AP and Honors course offered in the following school year.
- Family Safety Nights - These meetings are offered throughout the school year to present information regarding topics such as school safety and drug abuse. The Kerman Police Department works with the school to schedule these meetings.

2. The Kerman High School will take the following actions to distribute to parents of participating children and the local community, the School Parental Involvement Policy:

The School Parental Involvement Policy is included in the registration packet for each student enrolled. The policy will be available in both English and Spanish. The policy will also be placed in the Kerman High School Student/Parent Handbook. The policy will also be a handout item at the annual Title I Back to School Night. The policy will also be placed on the school’s website.

3. The Kerman High School will update periodically its School Parental Involvement Policy to meet the changing needs of parents and the school:

The School Parental Involvement Policy will be placed on the agendas for the quarterly meetings of the School Site Council and English Learner Advisory Committee to be reviewed and amended as needed. The policy will also be discussed at the Boosters meetings.

4. The Kerman High School will convene an annual meeting to inform parents of the following:

- That their child’s school participates in Title I,
- About the requirements of Title I,
- Of their rights to be involved,
- and
- about their school’s participation in Title I:

The Title I Back to School Night is held during the evening to allow for working parents to attend this very informative meeting. Parents receive a personal invitation to attend the meeting through the District’s ConnectEd phone system and via the mail. The last several Title I Back to School Nights have been very well attended by parents and staff.
The School Site Council and English Learner Advisory Committees meet in the late afternoon to allow for working parents to attend. Babysitting can be provided for parents that need to have that service provided.

5. The Kerman High School will hold a flexible number of meetings at varying times, and provide transportation, child care, and/or home visits, paid for with Title I funding as long as these services relate to parental involvement:

The English Learner Advisory Committee (ELAC) and School Site Council meetings are held quarterly in the evening to accommodate family work schedules. Babysitting and transportation can be provided. A District-Home Liaison is available to make home visits to inform parents of upcoming meetings. The staff at the State and Federal Programs department avail themselves to support and participate in the attendance of parents at these meetings. A light meal can also be provided at times if warranted.

The Kerman High School will provide timely information about Title I programs to parents of participating children in a timely manner:

The following educational opportunities and formats are made available to parents to provide timely information to parents regarding Title I programs:

1. Registration packets
2. Back to School Nights
3. School Site Council (SSC) meetings
4. English Learner Advisory Committee (ELAC) meetings
5. Parent/Teacher conferences
6. Learning Director/Student/Parent conferences
7. Individualized Educational Program (IEP) meetings
8. 504 meetings
9. School Attendance Review Team/Board (SART/SARB) meetings
10. Alternative Education Student Transfer Meetings
11. Meetings of the Parent Institute for Quality Education (PIQE) program that focuses on parents of English Learners, but all will be welcomed. The next PIQE program is expected to start in the Fall of 2019.

The Kerman High School will provide to parents of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet:

The following educational opportunities and formats are made available to parents to provide timely information to parents regarding descriptions and explanations of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet:

(a) The Kerman High School will provide parents of participating children if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible:

The following meetings can take place at the request of parents, students, teachers, counselors, and administrators regarding educational decisions as they affect students:

1. Parent/Teacher conferences
2. Learning Director/Student/Parent conferences
3. Student Success Team (SST) meetings
4. Individualized Educational Program (IEP) meetings
5. 504 meetings
6. School Attendance Review Team/Board (SART/SARB) meetings
7. Alternative Education Student Transfer Meetings

(b) The Kerman High School will submit to the district any parent comments if the schoolwide plan under section (1114)(b)(2) is not satisfactory to parents of participating children:

Parent complaints as they relate to under section (1114)(b)(2) are given to the appropriate District level administrator. Kerman High School is also required to submit quarterly Williams Compliance reports and/or complaints to the Governing Board. Parents may come to the school or appropriate District-level department to express concerns regarding the schoolwide plan.

PART III. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

1. The Kerman High School will build the schools’ and parent’s capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

1. School Site Council (SSC)
2. English Learner Advisory Committee (ELAC)
3. Future Parent Institute for Quality Education (PIQIE) sessions
4. Regional Occupation Program (ROP) Advisory Committees
5. Agriculture Advisory Committee

2019-20 Student Parent Handbooks
6. Western Accreditation of Schools and Colleges (WASC) Focus Groups
7. Kerman High School Boosters
8. 4-yr Career Plan Meetings
9. 10th Grade Counseling Meetings

2. The school will incorporate the school-parent compact as a component of its School Parental Involvement Policy:

The compact is distributed during the Summer Registration Packet mail out. A copy of the compact is attached to this policy.

3. The school will, with the assistance of its district, provide assistance to parents of children served by the school in understanding topics such as the following, by undertaking the actions described in this paragraph:

- the State’s academic content standards,
- the State’s student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Title I,
- how to monitor their child’s progress, and
- how to work with educators:

1. Copies of assessment (CAASPP) results sent home
2. Syllabi from classes given to students and parents
3. Quarterly and 5-week progress reports sent home
4. Communication between parents, teachers, and counselors (e-mail, phone correspondence, and conferences)
5. Student Success Team (SST) meetings

4. The school will, with the assistance of its district, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

1. Parent Institute for Quality Education sessions
2. District parenting classes
3. Child Welfare and Attendance (CWA) outreach person
4. Home School Liaison
5. Migrant Liaison
6. Adult Education classes
7. Financial Aid workshops

5. The school will, with the assistance of its district and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

1. Western Accreditation of Schools and Colleges (WASC) Focus Groups
2. Future Parent Institute for Quality Education sessions (PIQE)
3. ConnectEd phone system; Remind App, Twitter, Facebook, Quarterly Newsletters mailed home
4. Professional Development opportunities for both certificated and classified staff

6. The school will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

1. Attending future Parent Institute for Quality Education sessions
2. District parenting classes
7. The school will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

All information related to the school and parent programs, meeting and other activities is sent to the parents in English and Spanish as needed either by mail or by the ConnectEd phone system. The ConnectEd phone system is capable of sending information out in the Spanish language.

PART IV. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school to support their children’s academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training; providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training; paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; training parents to enhance the involvement of other parents; in order to maximize parental involvement and participation in their children’s education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school; adopting and implementing model approaches to improving parental involvement; establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A
programs; developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and providing other reasonable support for parental involvement activities under section 1118 as parents may request.

PART V. ADOPTION

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by agendas and minutes of the School Site Council.

This policy was reviewed and adopted by the Kerman High School Site Council annually by March 2019 and will be in effect for the period of one year. The school will distribute this policy to all parents of participating Title I, Part A children on or before September 2019. It will be made available to the local community on or before September 2019. The Kerman High School's notification to parents of this policy will be in an understandable and uniform format and, to the extent practicable, provide a copy of this policy to parents in a language the parents can understand.

Approved by School Board at the June 2019 meeting.

BP 0410(a)

Physical Education Annual Notice

Kerman Unified School District strives to provide the highest quality educational experience we can envision for our students. Included in that is a high quality physical education (P.E.) program in our elementary schools. California Education Code governs how much PE is taught in each classroom. As per California Education Code 51210(g), first through sixth grade teachers are required to teach 200 minutes of physical education over 10 instructional days. It is at the discretion of the classroom teacher as to how and when these minutes are distributed over this time frame. We are providing this notice to inform parents/guardians that, if they have questions regarding P.E. minutes, they should first contact their child’s teacher or principal. If they are not satisfied with school’s response they may contact the Director of Curriculum, Instruction and Assessment. If there is an interest in filing a formal complaint with the district regarding P.E. minutes of instruction, parents are to use Kerman Unified School District Uniform Complaint Form Board Policy 1312.3(a). We in KUSD encourage a well-rounded educational experience, and physical education is a strong component of that experience.

School Accountability Report Card (SARC)

KUSD shall publicize the SARC for each school and each school's SARC can be found on the KUSD website. Parents or guardians can request a hard copy of the SARC and one will be provided upon request.

Students

Sexual Harassment All Personnel Policy & Procedures (BP 4119.11)

ADOPTION DATE: 9/21/1989

The Governing Board prohibits sexual harassment of District employees. The Board also prohibits retaliatory behavior or action against District employees or other persons who complain, testify, or otherwise participate in the complaint process established pursuant to this policy and accompanying administrative regulation. This policy shall apply to all District employees and, when applicable, to interns, volunteers, and job applicants.

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

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

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the District’s sexual harassment policy to staff
   (cf. 4112.3/4212.9/4312.9 - Employee Notifications)
3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)

Any District employee who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to his/her supervisor, the principal, District administrator, or Superintendent.

A supervisor, principal, or other District administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any District employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.

(cf. 4118/4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex
GOVERNMENT CODE
12900-12996 Fair Employment and Housing Act, especially:
12940 Prohibited discrimination
12950.1 Sexual harassment training

LABOR CODE
1101 Political activities of employees
1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2
11009 Employment discrimination
11021 Retaliation
11023 Harassment and discrimination prevention and correction
11024 Sexual harassment training and education
11034 Terms, conditions, and privileges of employment

CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended
2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34
106.9 Dissemination of policy

COURT DECISIONS
Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Management Resources:
OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL
Protecting Students from Harassment and Hate Crime, January 1999

WEB SITES
California Department of Fair Employment and Housing: http://www.dfeh.ca.gov
U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr/index.html

Notice of Nondiscrimination in District Programs and Activities: The Kerman Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, national origin, nationality, race or ethnicity, ethnic group identification, religion, marital or parental status, sex, sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics.
Designated Compliance Officer: Assistant Superintendent Personnel
Address: 151 S. First Street, Kerman, CA 93630
Phone Number: (559) 843-9000

Sexual Harassment Students Policy & Procedures (BP 5145.7)

ADOPTED: 10/15/1992
REVISED: 05/20/1993; 09/16/1993; 11/21/1996; 04/17/1997; 05/16/2002; 08/16/2012; 11/19/2015; 11/17/2016

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

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

(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.

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

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

Recordkeeping
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.
Instruction

Student Organizations and Equal Access Policy & Procedures (BP 6145.5)

ADOPTION DATE: 6/28/1983
RENUMBERED: 10/13/1986

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the District's academic and other educational support programs, services, and activities. The Board prohibits, at any District school or school activity, discrimination, harassment, intimidation and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, national origin, nationality, race or ethnicity, ethnic group identification, religion, marital or parental status, sex, sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics. Designated Compliance Officer: Assistant Superintendent Personnel
Address: 151 S. First Street, Kerman, CA 93630
Phone Number: (559) 843-9000

The Governing Board believes that student groups or clubs reinforce the instructional program, give students experience in civics and government, and provide social and recreational activities. Student groups also serve to honor outstanding student achievement and enhance school spirit and students' sense of belonging. Prior to meeting on school grounds, all student groups shall be authorized by the principal/designee in accordance with Board policy and administrative regulation.
(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 3452 - Student Activity Funds)
(cf. 6142.3 - Civic Education)
(cf. 6142.4 - Service Learning/Community Service Classes)

The Board encourages students to pursue interests and clubs which may not directly relate to the District's curriculum and, to that end, has created a limited open forum.

All student-initiated groups shall be given equal access to meet on school premises during noninstructional time without regard to their religious, political, philosophical, or other speech content. The Board shall ensure that: (20 USC 4071, 4072)

1. The meeting shall be voluntary and student-initiated.
2. There shall be no sponsorship of the meeting by the school or staff. The term sponsorship means that school staff are promoting, leading, or participating in a meeting. The assignment of a teacher, administrator, or other school employee to a meeting for custodial purposes shall not constitute sponsorship of the meeting.
3. Employees of the school shall be present at religious meetings only in a nonparticipatory capacity.
4. The meeting shall not materially and substantially interfere with the orderly conduct of educational activities within the school.
5. Nonschool persons shall not direct, conduct, control, or regularly attend activities of student groups.

(cf. 1330 - Use of School Facilities)
(cf. 3515.2 - Disruptions)
(cf. 5145.2 - Freedom of Speech/Expression)

All student clubs or groups shall have equal access to the school media to announce meetings, including the public address system, the school newspaper, bulletin boards, and school web site. However, the principal/designee may issue a disclaimer that such activities are not school-sponsored.

All noncurriculum-related student groups shall be given equal access to meeting space, school equipment, and supplies. No school shall deny equal access or a fair opportunity to meet, or otherwise discriminate against, any group officially affiliated with the Boy Scouts of America, or with any other youth group listed as a patriotic society in Title 36 of the United States Code, for reasons based on the membership or leadership criteria or oath of allegiance to God and country. (20 USC 7905)
Legal Reference:
EDUCATION CODE
52 Designation of secondary schools
53 Designation of high schools
200-262.3 Prohibition of discrimination on the basis of sex
38130-38138 Civic Center Act
48900 Hazing
48907 Student exercise of free expression
48930-48938 Student organizations
48950 Freedom of speech
49020-49023 Athletic programs
PENAL CODE
627-627.10 Access to school premises
CODE OF REGULATIONS, TITLE 5
2 Definitions
5531 Supervision of extracurricular activities of students
UNITED STATES CODE, TITLE 20
4071-4074 Equal Access Act
7904 School prayer
7905 Boy Scouts equal access
UNITED STATES CODE, TITLE 3
20101-240112 Patriotic organizations
COURT DECISIONS
Board of Education of Westside Community School District v. Mergens By and Through Mergens (1989, 8th Cir.) 867 F.2d 1076
Student Coalition for Peace v. Lower Merion School District Board of Directors, (1985) 776 F.2d. 431
Management Resources:
WEB SITES

Notice of Nondiscrimination in District Programs and Activities: The Kerman Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, national origin, nationality, race or ethnicity, ethnic group identification, religion, marital or parental status, sex, sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics.

Designated Compliance Officer: Assistant Superintendent Personnel
Address: 151 S. First Street, Kerman, CA 93630
Phone Number: (559) 843-9000
Title IX Complaint Process

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex (including sexual harassment). In addition, Title IX protects transgender students and students who do not conform to sex stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation. The preamble to Title IX of the Education Amendments of 1972 states that:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Compliance Officer
The District designates the individual(s) identified below as the employee(s) responsible for coordinating the District’s efforts to comply with applicable state and federal civil rights laws, 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, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender identity, gender expression, 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)

Mark Ruiz
Assistant Superintendent Personnel
151 S. First Street, Kerman, CA 93630
(559) 843-9000
AssistSupPersonnel@kernusd.com

Pupil and Rights
Ed Code 221.8

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. Sec. 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 of 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 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 of 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.

District Responsibility
Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities in federally funded education institutions. Thus, all educational District programs and activities must be operated in a nondiscriminatory manner. Some key issue areas addressed by Title IX include: athletics; sexual misconduct, including sexual harassment and sexual violence; pregnant and parenting students; off-campus activities; recruitment and admission; and employment. Education Institutions must protect against discrimination in these areas and protect against retaliation against any person for opposing an unlawful educational practice or policy, or making charges, testifying or participating in any complaint action under Title IX.

Statute of Limitations
A complaint alleging unlawful discrimination or retaliation must be filed no later than six months from the date the discrimination or retaliation occurred, or six months from when the complainant first learned of the unlawful discrimination. The Superintendent or designee may extend this timeline by up to ninety days for good cause, upon written request by the complainant setting forth the reasons for the extension. If you believe your complaint may be outside this time requirement but want to explore other options, please contact the Title IX Coordinator.

How To File A Title IX Complaint
Individuals who have been subject to discrimination prohibited under Title IX may file a complaint with the District as well as the Office for Civil Rights (“OCR”). If a crime is involved, such as sexual assault or rape, individuals may also file a report with the local police department. Individuals may pursue one or all of these avenues at the same time. Below is a summary of each process
District Complaint:
Individuals may file a complaint as follows:

The complaint should be presented to the compliance officer. All complaints should be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, District staff shall assist him/her in the filing of the complaint. (5 CCR 4600) Individuals may file a complaint pursuant to the Uniform Complaint Procedure (UCP) as set forth in District Administrative Regulation No. 1312.3, which can be found at Uniformed Complaint Procedure. Please contact the Title IX Coordinator, as identified above, if you have any questions.

Time Requirement:
In order to file a complaint with the District, individuals must file the complaint as discussed above within six months of the discrimination occurring or awareness of the discrimination (5 CCR 4630(b)). If you have any questions about this time limit, or if you believe your complaint may be outside this time requirement but want to explore other options, please contact the Title IX Coordinator.

OCR Complaint:
For more information regarding filing a complaint with OCR, please see https://www2.ed.gov/about/offices/list/ocr/complaintintro.html

Time Requirement:
OCR requires that the complaint be filed within 180 calendar days after the discrimination. Please contact OCR, or visit the websites above, if you have any questions or concerns about this time requirement.

Police Report:
To file a police report, please contact local law enforcement:

Kerman Police Department
850 S Madera Ave
Kerman, CA 93630
559-846-6633

Fresno County Sheriff
2200 Fresno Street
Fresno, CA 93724
559-600-3111

Investigative Procedures
Complaints filed under the District’s Uniform Complaint Procedures will be investigated and a decision made within sixty calendar days of the District’s receipt, unless the complainant agrees to an extension. The compliance officer may informally discuss the possibility of mediation with the parties to the complaint. If the parties do not agree to mediation or mediation does not resolve the complaint, the compliance officer will proceed with an investigation of the complaint. The compliance officer or designee will interview alleged victims, alleged offenders, and relevant witnesses. The compliance officer may review available records, statements, or notes related to the complaint, including evidence or information received from the parties during the investigation. The compliance officer may visit reasonably accessible locations where discrimination is alleged to have occurred.

Process for Initiating and Responding to Complaints
Within 30 days of receipt of the complaint, the compliance officer will prepare and send a final written decision to the complainant and respondent. If the compliance officer finds that a complaint has merit, the District will take appropriate corrective action.

If the complainant or respondent is not satisfied with the decision, either the complainant or respondent may, within five business days, file the complaint in writing with the Board. The Board may consider the matter at a Board meeting or decide not to hear the complaint, in which case the compliance officer’s decision shall be final. The Board’s decision must be within 60 calendar days of the District’s receipt of the complaint (unless this deadline is extended by mutual agreement).

The complainant or respondent may appeal the District’s decision within fifteen calendar days to the California Department of Education. The appeal must specify the reason for the appeal and whether the District’s facts are incorrect and/or the law is misapplied. The appeal must include a copy of the original complaint to the District and a copy of the District’s decision. For more information, visit the California Department of Education’s webpage on Uniform Complaint Procedures: http://www.cde.ca.gov/re/cp/uc/index.asp

For complaints alleging unlawful discrimination based on state law, the complainant may pursue available civil law remedies, including seeking assistance from mediation centers or public/private interest attorneys, sixty calendar days after filing an appeal with the California Department of Education. (California Education Code § 262.3.) Note that this sixty day moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (California Education Code § 262.3.)

Complaints may also be filed with the United States Department of Education, Office for Civil Rights, within 180 days of the alleged discrimination. For Office for Civil Rights contact information, see the section above on “How do I file a complaint of sex discrimination?” To obtain a copy of the Office for Civil Rights complaint form, visit http://www2.ed.gov/about/offices/list/ocr/complaintintro.html

US Department of Education Office of Civil Rights (OCR)
Telephone: 800-421-3481
Email: OCR@ed.gov

https://www2.ed.gov/about/offices/list/ocr/complaint.html
State Equal Opportunities
EDUCATION CODE 221.9
(a) Commencing with the 2015–16 school year and every year thereafter, each public elementary and secondary school in the state, including each charter school, that offers competitive athletics shall publicly make available at the end of the school year all of the following information:

(1) The total enrollment of the school, classified by gender.

(2) The number of pupils enrolled at the school who participate in competitive athletics, classified by gender.

(3) The number of boys’ and girls’ teams, classified by sport and by competition level.

(b) The data required pursuant to subdivision (a) shall reflect the total number of players on a team roster on the official first day of competition.

(c) The school shall make the information specified in subdivision (a) publicly available as follows:

(1) If the school maintains an Internet Web site, by posting the information on the school’s Internet Web site.

(2) If the school does not maintain an Internet Web site, by submitting the information to its school district or, for a charter school, to its charter operator. The school district or charter operator shall post the information on its Internet Web site, and the information shall be disaggregated by school site.

(d) The materials used by a school to compile the information specified in subdivision (a) shall be retained by the school for at least three years after the information is posted on the Internet pursuant to subdivision (c).

(e) As used in this section, “competitive athletics” means sports where the activity has coaches, a governing organization, and practices, and competes during a defined season, and has competition as its primary goal.
Uniform Complaint Annual Notice

For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties

The Kerman Unified School District has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code sections 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in the following areas:

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Bilingual Education
- California Peer Assistance and review Programs for teachers
- Career Technical and Technical Education & Career Technical and technical Training
- Career Technical Education
- Childcare and Development Programs
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education of Pupils in Foster Care and Pupils who are Homeless
- Every Student Succeeds Act / No Child Left Behind
- Local Control Funding Formula and Local Control Accountability Plans
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool
- Tobacco-Use Prevention Education Program

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

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees and/or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

Name or title:  Mark Ruiz, Assistant Superintendent Personnel
Unit or office:  Kerman Unified School District
Address:  151 S. First Street, Kerman, CA 93630
Phone:  (559) 843-9003
E-mail address:  mark.ruiz@kermanusd.com

A pupil fees complaint is filed with the Kerman Unified School District and/or the principal of a school.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.
Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

A copy of our UCP complaint policies and procedures is available free of charge.

**Community Relations**

**Uniform Complaint Policy & Procedures (AR 1312.3)**

**REGULATIONS ADOPTED: 09/17/1992**
**REVISED: 04/17/1997; 03/19/1998; 10/17/2002; 04/21/2005; 07/20/2006; 08/16/2012; 02/19/2015; 01/21/2016; 11/17/2016; 07/17/2017; 09/20/2018; 04/11/2019**

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)
Assistant Superintendent Personnel
151 S. First Street, Kerman, CA 93630
(559) 843-9000
AssistSupPersonnel@kermanusd.com

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.

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, S1225.1, and S1225.2, 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. (S 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. (S 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 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; S 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. (S 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.

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, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district’s receipt of the complaint. (5 CCR 4631)

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. The respondent also shall be sent the district’s final written decision at the same time it is provided to the complainant.

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 comport 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 attorney; 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
(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, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)
For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education
Any complainant who is dissatisfied with the district’s final written decision 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

Notice of Nondiscrimination in District Programs and Activities: The Kerman Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, national origin, nationality, race or ethnicity, ethnic group identification, religion, marital or parental status, sex, sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics.
Designated Compliance Officer: Assistant Superintendent Personnel
Address: 151 S. First Street, Kerman, CA 93630
Phone Number: (559) 843-9000

Community Relations
Uniform Complaint Policy & Procedures (BP 1312.3)

ADOPTION DATE: 06/28/1983

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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; American Indian education centers and early childhood education program assessments; bilingual education; California Peer Assistance and Review programs for teachers; state career technical and technical education, career technical, and technical training programs; federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; Economic Impact Aid; the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; school safety plans; special education programs; California State Preschool Programs; Tobacco-Use Prevention Education programs; and any other district-implemented state 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)

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(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 district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

13. 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

14. Any other complaint as specified in a district policy

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)
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  
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  
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:  
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  
WEB SITES
Notice of Nondiscrimination in District Programs and Activities: The Kerman Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, national origin, nationality, race or ethnicity, ethnic group identification, religion, marital or parental status, sex, sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics.
Designated Compliance Officer: Assistant Superintendent Personnel
Address: 151 S. First Street, Kerman, CA 93630
Phone Number: (559) 843-9000
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) identified below as the employee(s) responsible for coordinating the District’s response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee(s) to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual(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)

Assistant Superintendent Personnel
151 S. First Street, Kerman, CA 93630
(559) 843-9000
AssistSupPersonnel@kermanusd.com

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

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer’s ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall 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)

The Superintendent or designee shall annually provide written notification of the District’s UCP, including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth, homeless students, and former juvenile court school students to students, employees, parents/guardians, the District advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 1220 - Citizen Advisory Committees)
(cf. 3260 - Fees and Charges)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.3 - Education for Juvenile Court School Students)

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.
The notice shall:
1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant’s right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education’s Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
   5. The District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
6. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
7. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
8. Complaints should be filed in writing and signed by the complainant. If a complaint is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, District staff shall assist him/her in the filing of the complaint.
9. If a complaint is not filed in writing but the District receives notice of any allegation that is subject to the UCP, the District shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

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

1. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the District’s educational program, including curricular and extracurricular activities.
2. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
3. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the District liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the District and another district.
4. A foster youth, homeless student, or former juvenile court school student who transfers into a District high school or between District high schools as applicable shall be notified of the District’s responsibility to:
   1) Accept any coursework or part of the course work that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed
   2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency
   3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1
1. The complainant has a right to appeal the District’s decision to the CDE by filing a written appeal within 15 calendar days of receiving the District’s decision.

In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the District’s decision.

1. The appeal to the CDE must include a copy of the complaint filed with the District and a copy of the District’s decision.
2. Copies of the District’s UCP are available free of charge.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the District’s receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the District shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

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

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

Filing of Complaints

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

Complaints shall also be filed in accordance with the following rules, as applicable:
1. A complaint alleging District violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for
up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

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

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

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

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

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

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

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

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

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

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

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

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

The complaint officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings
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, he/she may, within five business days, file his/her 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.

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)

In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the District's decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

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

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

For all complaints, the decision shall include: (§ 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:
   1. Statements made by any witnesses
   2. The relative credibility of the individuals involved
   3. How the complaining individual reacted to the incident
   4. Any documentary or other evidence relating to the alleged conduct
   5. Past instances of similar conduct by any alleged offenders
   6. Past false allegations made by the complainant
   7. The conclusion(s) of law
   8. Disposition of the complaint
   9. 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:
1. How the misconduct affected one or more students’ education
2. The type, frequency, and duration of the misconduct
3. The relationship between the alleged victim(s) and offender(s)
4. The number of persons engaged in the conduct and at whom the conduct was directed
5. The size of the school, location of the incidents, and context in which they occurred
6. Other incidents at the school involving different individuals
7. 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 complies with Education Code 49013 and § CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:
1. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but such information should not be shared with the respondent.
2. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
3. Notice of the complainant’s and respondent’s right to appeal the District’s decision to the CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

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

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

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

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:
1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:
1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

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

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

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

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

Appeals to the California Department of Education
Any complainant who is dissatisfied with the District’s final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the District’s decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 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, he/she, in the same manner as the complainant, may file an appeal with the CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the District’s decision. (5 CCR 4632)

Upon notification by the CDE that the complainant or respondent has appealed the District’s decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)
1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the District, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the District’s uniform complaint procedures
7. Other relevant information requested by the CDE

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) identified below as the employee(s) responsible for coordinating the District’s response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee(s) to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual(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)

Assistant Superintendent Personnel
151 S. First Street, Kerman, CA 93630
(559) 843-9000
AssistantPersonnel@kermanusd.com

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

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

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned.

Training provided to such employees shall 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)

The Superintendent or designee shall annually provide written notification of the District’s UCP, including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth, homeless students, and former juvenile court school students to students, employees, parents/guardians, the District advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 1220 - Citizen Advisory Committees)
(cf. 3260 - Fees and Charges)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.3 - Education for Juvenile Court School Students)

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.

The notice shall:
1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant’s right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education’s Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
5. The District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
6. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
7. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complaint 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.
8. Complaints should be filed in writing and signed by the complainant. If a complaint is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, District staff shall assist him/her in the filing of the complaint.
9. If a complaint is not filed in writing but the District receives notice of any allegation that is subject to the UCP, the District shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

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

1. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the District’s educational program, including curricular and extracurricular activities.
2. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
3. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the District liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the District and another district.
4. A foster youth, homeless student, or former juvenile court school student who transfers into a District high school or between District high schools as applicable shall be notified of the District’s responsibility to:
   1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed
   2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency
   3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1

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1. The complainant has a right to appeal the District’s decision to the CDE by filing a written appeal within 15 calendar days of receiving the District’s decision.

In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the District’s decision.

1. The appeal to the CDE must include a copy of the complaint filed with the District and a copy of the District’s decision.

2. Copies of the District’s UCP are available free of charge.

**District Responsibilities**

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the District’s receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the District shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

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

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made.

However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

**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 him/her in the filing of the complaint. (5 CCR 4600)

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

1. A complaint alleging District violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)

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

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

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

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

**Mediation**

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

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

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

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

**Investigation of Complaint**

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

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

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

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

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

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

The compliance officer shall apply a “preponderance of the evidence” standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

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 complaint 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, he/she may, within five business days, file his/her 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.

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)

In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the District’s decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Final Written Decision

The District’s decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631)

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

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

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

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
   2. Statements made by any witnesses
   3. The relative credibility of the individuals involved
   4. How the complaining individual reacted to the incident
   5. Any documentary or other evidence relating to the alleged conduct
   6. Past instances of similar conduct by any alleged offenders
   7. Past false allegations made by the complainant
   8. The conclusion(s) of law
   9. Disposition of the complaint
   10. 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:

1. How the misconduct affected one or more students’ education
2. The type, frequency, and duration of the misconduct
3. The relationship between the alleged victim(s) and offender(s)
4. The number of persons engaged in the conduct and at whom the conduct was directed
5. The size of the school, location of the incidents, and context in which they occurred
6. Other incidents at the school involving different individuals
7. 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 complies 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:

1. The corrective actions imposed on the respondent
2. 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.
3. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
4. Notice of the complainant’s and respondent’s right to appeal the District’s decision to the CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

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

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

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

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:
1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:
1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

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

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the District shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075) For complaints alleging noncompliance with the laws regarding student fees, the District shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education
Any complainant who is dissatisfied with the District’s final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the District’s decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 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, he/she, in the same manner as the complainant, may file an appeal with the CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the District’s decision. (5 CCR 4632)

Upon notification by the CDE that the complainant or respondent has appealed the District’s decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4632)
1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the District, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the District’s uniform complaint procedures
7. Other relevant information requested by the CDE
Notice of Nondiscrimination in District Programs and Activities: The Kerman Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, national origin, nationality, race or ethnicity, ethnic group identification, religion, marital or parental status, sex, sexual orientation or association with a person or a group with one or more of these actual or perceived characteristics.

Designated Compliance Officer: Assistant Superintendent Personnel
Address: 151 S. First Street, Kerman, CA 93630
Phone Number: (559) 843-9000