PARENT & STUDENT HANDBOOK
2019-2020 ANNUAL NOTICE

- Attendance and Enrollment
- Activities and Athletics
- College and Career Readiness
- Student Health and Safety
- Parent/Guardian Rights and Responsibilities
- Educational Options
- Internet and Technology Resources
- Student Conduct
# TABLE OF CONTENTS

Absences, Attendance, and Enrollment ................................................................. 5

Activities and Athletics .................................................................................... 11

Code of Conduct and Student Discipline .......................................................... 13

Equity and Nondiscrimination ........................................................................ 27

Graduation and College/University and Career Readiness ............................. 32

Health and Safety ............................................................................................. 35

Internet and Technology .................................................................................. 41

Parent/Guardian Rights, Responsibilities, Opt-Out Options and Related Information ........ 43

Programs, Services, Alternative Education and Educational Options .............. 46

Records and Achievement ................................................................................ 49

Testing and Student Surveys ............................................................................ 53

Opt-Out Forms, Withdrawal Forms, and Notification Requests .......................... 55

Policies and Informational Flyers ..................................................................... 61

Follow Kern High on Twitter @KHSD_Official and @KHSDaletics
Superintendent’s Message

Welcome to the 2019-2020 school year! Thank you for your partnership as we work together to prepare our students for graduation, post-secondary education, and/or their career. Over the last five years, we have prioritized college and career readiness, career and technical education, instructional technology, and student and parent engagement. This focus has led to valuable opportunities for students including:

Career and Technical Education (CTE) programs are offered at all high schools and alternative education sites. Additionally the KHSD supports two special education CTE facilities and a Regional Occupational Center (ROC) that offers over 30 different half-day high quality training programs to students during their junior and senior years. CTE programs offer students an opportunity to obtain both technical and career readiness skills in all 15 industry sectors. As part of our CTE expansion initiative, the ROC is completing a remodel which has opened up amazing new CTE facilities in Cosmetology, Culinary Arts, Veterinary Sciences, Automotive Technology, and Construction Trades. This school year construction will be completed at the Career Technical Education Center (CTEC) located in Southwest Bakersfield next to Independence High School and it is scheduled to open in August, 2020.

College Access. The KHSD has partnered with Bakersfield College (BC), Taft College, and California State University, Bakersfield (CSUB), to provide students with increased access to post-secondary education. BC has committed to assist students with completing their Associate Degree in two years for a transfer to a four-year institution. CSUB now provides guaranteed admission to every incoming ninth-grade student who successfully completes specific requirements. Additional information about these initiatives is contained in this Notice.

Dual Enrollment courses provide KHSD students with the opportunity to simultaneously earn both high school and college credits during the regular school day while taking classes offered at our high schools. This allows KHSD students to accelerate their college studies by graduating from high school with completed transferrable college credits. Last year nearly 5,000 KHSD students earned college credits through a Dual Enrollment course.

Technology for Parents/Guardians: The Parent VUE portal provides web and mobile access to students’ grades, assignments, and attendance. Parents/guardians can sign up to receive customizable alert notifications by visiting www.kernhigh.org/parents/. For updates about the District, follow @KHSD_Official and @KHSDathletics or search: Kern High Network (Twitter, Facebook, Instagram and YouTube.) Tag us using #KHSDAchieve.

We look forward to working with you to prepare your student to succeed. Please review this Annual Notice to Parents/Guardians carefully and sign and return the acknowledgement form to your student’s school.

Sincerely,

Bryon Schaefer, Ed.D.
Superintendent
2019-2020 ANNUAL NOTICE TO PARENTS/GUARDIANS
PARENTAL ACKNOWLEDGEMENT FORM

Please read this Notice and remove and sign this Parental Acknowledgement Form and return it to your student’s school site. English and Spanish versions of this Notice are also available from your school and are posted on the KHSD website at www.kernhigh.org. Esta información está disponible en español en su escuela. Please direct questions about this publication to the school your student attends.

By state law, parents/guardians are required to sign and return this acknowledgement form. By signing below, you acknowledge receiving this Notice regarding your rights relating to information and activities which might affect your student(s) (Education Code 48982(b)).

You may receive this Notice electronically in the future by initialing below. If you have previously opted to receive these Notices electronically, your prior selection will continue each year unless you contact us to opt out of ongoing electronic receipt.

Please consider choosing to receive future Annual Notices to Parents/Guardians in ELECTRONIC FORMAT by checking and signing the line below. By doing so, you will greatly assist the Kern High School District in saving valuable resources used for printing and mailing this Notice. Your consideration is appreciated.

_____(initials): I CHOOSE TO RECEIVE FUTURE Annual Notices to Parents/Guardians in the electronic format. My e-mail address is: _________________________________________.
I will review the Annual Notice once it is emailed to me. I will print, sign, date and return the Parental Acknowledgement form to the address above.

By signing below, I am neither giving, nor withholding, my consent for my student(s) to participate in any program. I am merely indicating that I have received and read the notice regarding my rights relating to activities which might affect my student(s).

______________________________________________
Printed Name of Parent/Guardian

________________ ______________________________________________
DATE Signature of Parent/Guardian

PLEASE LIST ALL KHSD HIGH SCHOOL STUDENTS IN YOUR HOUSEHOLD

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Year in School</th>
<th>Name of School</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PLEASE SIGN AND RETURN THIS PAGE TO YOUR STUDENT’S SCHOOL SITE
ABSENCES, ATTENDANCE, AND ENROLLMENT

Absences for Religious Purposes. With written permission, a student may be excused to attend religious services away from school. However, your student will be required to complete a minimum number of minutes for that day. Such absences are limited to four days per month. [Education Code 46014]

Absences for Justifiable Personal Reasons. Upon written request from a parent/guardian and with approval by the school principal, a student may be excused from school for justifiable personal reasons such as an appearance in court, observation of a religious holiday or ceremony, attendance at religious retreats (not to exceed 4 hours per semester), or an employment conference. [E.C. 48205]

Excused Absences [E.C. 48205] Excused absences are granted for any one of the following reasons:

a. Illness of the student
b. Quarantine under the direction of a county or city health officer
c. Securing medical, dental, optometric, or chiropractic services
d. Attendance of funeral services for a member of a student’s immediate family, so long as such absence is not more than one day if the service is conducted in California, and not more than three days if the service is conducted outside of California
e. Jury Duty
f. Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
g. Educational conference
h. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code
i. To spend time with a member of the student’s immediate family, who is an active duty member of the uniformed services, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position; such absences will be granted for a period of time to be determined at the discretion of the Superintendent or designee
j. For the purpose of attending the student’s naturalization ceremony to become a United States citizen.

Grades and Credits with Excused Absences. A student will not have their grade(s) reduced or lose academic credit for any excused absence(s) if missed assignments and tests can be reasonably provided and are satisfactorily completed in a reasonable time.

Homeless Youth Education. Qualified students have the following rights under the McKinney-Vento Act and California state law: (1) To enroll immediately in school without having a permanent address, immunization records, or other school documents; (2) To continue to attend the school in which they were last enrolled or attend the school nearest their current residence; (3) To participate fully in all special programs and school activities for which they are eligible; (4) To qualify automatically for free and reduced-price lunches and other KHSD food programs; (5) To contact the KHSD liaison to resolve any disputes that arise during the enrollment process. Additional information about complaints can be found in the Equity and Nondiscrimination section of this Notice.

Further information regarding KHSD’s schools, programs, residency requirements, policies, and procedures is available to any interested person upon request to the District office. [E.C. 48209.13 and 48980(h) and (i); FERPA, 20 U.S.C. 1232g and 34 CFR 99.7(b)]
Minimum Days or Student Free Staff Development Days. The only student-free staff development day in the 2019 - 2020 school year will be held on Friday, January 24, 2020. Students will be excused from school that day. Please refer to your student’s school website for a list of all scheduled minimum days specific to your student’s campus, or contact your student’s school site directly to receive a list of all scheduled minimum days.

Know Your Rights (Immigration Enforcement). [E.C. 234.7; AB 699] All students have the right to a free public education, regardless of their immigration status or religious belief or that of their parents/guardians. All students and staff have the right to attend safe, secure, and peaceful schools. Children ages 6 to 18 must be enrolled in school. All students and staff have a right to be in a public school learning environment that is free from discrimination, harassment, bullying, violence, and intimidation. All students have the equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based upon their race, nationality, gender, religion, immigration status, and other characteristics. Social security numbers and information about citizenship/immigration status are not required to enroll a child in school in California. Laws protect student education records and personal information and parent/guardian consent is required before releasing student information, unless the release is for educational purposes, is already public, is in response to a court order or subpoena, or is “directory information.” (See Release of Directory Information in this Notice for more information and the Release of Directory Information Opt Out Form.)

Parents/guardians may provide a student’s school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your student in the event you are unable to do so. Parents/guardians may also complete a Caregiver’s Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for student. Your student has the right to report a hate crime or file a complaint with the school/district if he/she is discriminated against, harassed, intimidated, or bullied on the basis of his/her actual or perceived nationality, ethnicity, or immigration status. (BP 1312.3 – Uniform Complaint Procedures; information located at the back of this Notice.) For more information, please see the resources developed by the California Attorney General at https://www.oag.ca.gov/immigrant/rights

Open / Closed Campus Lunch Hour Policies. [E.C. 44808.5] Pursuant to Section 44808.5 of the Education Code, KHSD permits only two schools to allow 11th & 12th graders to leave campus during lunch: Arvin High School and Bakersfield High School. Neither the District nor any officer or employee of the District shall be liable for the conduct or safety of any student during such time as the student has left the school grounds during a permitted open campus lunch.

All other schools have a closed campus policy that requires all students remain on campus throughout the regular school day. Student departures for medical appointments and other necessities are permitted with written permission from the parent, guardian or school official. Neither the KHSD nor any officer or employee will be liable for the conduct or safety of any high school student while the student has left school grounds.

Residency Requirements. KHSD desires to admit all students who reside within district boundaries or who fulfill the KHSD residency requirements through other means as allowed by law. Parents/guardians must provide documentation of the student’s district residency upon admission to a KHSD school. A copy of the document or written statement offered as verification of district residency shall be maintained in the student’s mandatory permanent record. (5 CCR 432) A student’s enrollment may be denied when the submitted documentation is insufficient to establish district residency.

If KHSD reasonably believes that a student’s parent/guardian has provided false or unreliable evidence of district residency, reasonable efforts may be made to determine that the student meets KHSD residency requirements. An investigation by a trained district employee or private investigator may be initiated when specific, articulable facts are identified that support the belief that the parent/guardian has provided false or unreliable evidence of district residency. If the Superintendent or designee, upon investigation,
determines that a student does not meet KHSD residency requirements and denies the student’s enrollment, the District shall provide the student’s parent/guardian an opportunity to appeal that determination.

KHSD may, upon board approval, enroll students from other countries who are in the United States while participating in an international exchange program under the sponsorship of a government-approved agency. KHSD may enroll a nonresident student living in an adjoining state or foreign country pursuant to E.C. 48050-48052. KHSD residency is not required for enrollment in the Regional Occupational Center (ROC) program if there are openings. Board Policy 5111.1 (Residency) is available upon request.

Criteria for Residency

A student shall be deemed to have complied with KHSD’s residency requirements if any of the following are met: (1) The student’s parent/guardian resides within KHSD boundaries; (2) The student’s parent/guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order and provides proof of residency within district boundaries within 10 days after the published arrival date [E.C. 48204.3]; (3) The student is placed within KHSD’s boundaries in a regularly established licensed children’s institution, a licensed foster home, or a family home pursuant to a court-order; (4) The student has been admitted through an interdistrict attendance option, such as an interdistrict attendance agreement, or Open Enrollment Act transfer; (5) The student is an emancipated minor residing within KHSD boundaries; (6) The student lives with a caregiving adult within KHSD boundaries and the caregiving adult submits an affidavit to that effect; (7) The student resides in a state hospital located within KHSD boundaries; (8) The student is confined to a hospital or other residential health facility within KHSD boundaries for treatment of a temporary disability; (9) The student’s parent/guardian resides outside KHSD boundaries but is employed within KHSD boundaries and lives with the student at the place of employment for a minimum of three days during the school week [E.C. 48204]; (10) student’s parent(s) were California residents, but have been detained or deported against their will, as defined. [E.C. 48204.4].

Proof of Residency

Evidence of district residency may be established by documentation showing the name and address of the parent/guardian within KHSD, including, but not limited to, any of the following: (1) property tax payment receipt; (2) rental property contract, lease, or payment receipt; (3) utility service contract, statement, or payment receipt; (4) if the student is an unaccompanied youth as defined in 42 USC 11434a, a declaration of residency executed by the student; (5) if the student is residing in the home of a caregiving adult within KHSD boundaries, an affidavit executed by the caregiving adult in accordance with Family Code 6552. Reasonable efforts shall be made to secure evidence that a homeless or foster youth resides within the KHSD boundaries, including, but not limited to, a utility bill, letter from a homeless shelter, hotel/motel receipt, or affidavit from the student’s parent/guardian or other qualified adult relative. However, a homeless or foster youth shall not be required to provide proof of residency as a condition of enrollment with KHSD.

Attendance Options. California law [E.C. 48980(h)] requires all school boards to inform students’ parents/guardians at the beginning of the school year of the various ways in which they may choose schools for their student(s) to attend other than the school assigned by school districts. Students who attend schools other than those assigned by the District are referred to as “transfer students” throughout this Notice.

KHSD Open Enrollment [E.C. 35160.5(b) et seq]

Open Enrollment is an opportunity to apply for admission to a high school other than the one serving your student based on your residential address. Open Enrollment typically occurs in January for incoming freshmen to the KHSD (in the January prior to attendance) and in March/April of the preceding school year for returning students (only). Parents/guardians of students entering the 9th grade must
apply in person at the KHSD District Office. If the parent/guardian is unable to attend Open Enrollment at
the District Office in person, another adult may act as their designee. A proxy application for the
designated adult may be picked up at the KHSD District Office at 5801 Sundale Avenue, Bakersfield,
California 93306.

Open Enrollment applications are processed randomly. There is no advantage in arriving prior to
the scheduled times. You do not need to take part in Open Enrollment if you would like your student to
attend the school serving your regular attendance area.

Returning students entering grades 10, 11 or 12 can apply by mail. Applications will be available
at all school sites. All applications must be received no later than the date and time deadline indicated on
the KHSD website: www.kernhigh.org (District, Instruction, School Support Services, Open Enrollment).

For any student who receives Open Enrollment, CIF transfer regulations may also apply.
Complete details about Open Enrollment and information about each school is available at the campus
nearest you or at the District Office. If you have questions about your attendance area, call 827-3256. If
you have other questions about the Open Enrollment process, call or (661) 827-3157.

Choosing a School within District in which Parent Lives

California law [E.C. 35160.5(b)] requires the Board of Trustees to establish a policy that allows
parents to choose the schools their student(s) will attend, regardless of where the parent lives in the
district. The law limits choice within a school district as follows: (1) Students who live in the attendance
area of a school must be given priority to attend that school over students who do not live in the school’s
attendance area; (2) In cases in which there are more requests to attend a school than there are
openings, the selection process must be “random and unbiased,” which generally means students must
be selected through a lottery process rather than on a first-come, first-served basis. The District cannot
use a student’s academic or athletic performance as a reason to accept or reject a transfer; (3) The
District must decide the number of openings at each school that can be filled by transfer students. The
District also has the authority to keep appropriate racial and ethnic balances among its schools, meaning
that the District can deny a transfer request if it would upset this balance or would leave the District out of
compliance with a court-ordered or voluntary desegregation program; (4) The District is not required to
provide transportation assistance to a student that transfers to another school in the District under these
provisions; (5) If a transfer is denied, a parent/guardian does not have an automatic right to appeal the
decision. However, KHSD has voluntarily implemented a process for parents/guardians to appeal a
decision. For more information visit www.kernhigh.org (District, Instruction, School Support Services) or
call (661) 827-3100.

Other Interdistrict Transfers [E.C.46600 et seq]

The law allows two or more districts to enter into an agreement for the transfer of one or more
students for a period of up to five years. New agreements may be entered into for additional periods of
up to five years each. The agreement must specify the terms and conditions under which transfers are
permitted or denied. Districts of residence may not deny a transfer of a student whose parent is active
duty military where the district of proposed enrollment approves the application. No district is required to
provide transportation to a student who transfers into the district. The law on interdistrict transfers also
provides for the following: If either district denies a transfer request, a parent may appeal that decision to
the County Board of Education. There are specified timelines in the law for filing an appeal and for the
County Board of Education to make a decision.
Further Information about Residency/Enrollment

Further information regarding our District’s schools, programs, residency requirements, policies, and procedures is available to any interested person upon request to our District office. [E.C. 48209.13 and 48980(h) and (i); FERPA, 20 U.S.C. 1232g and 34 CFR 99.7(b)]

Senior Attendance Guidelines. Due to the increased number of unexcused absences/cuts for seniors, the KHSD has implemented guidelines to encourage seniors to attend classes on a regular basis.

Level 1 (10 period cuts): When a student has accumulated 10 cuts (unexcused absences) for one or more classes, a warning letter will be mailed to the student’s parent/guardian and a phone call will be made to the parent/guardian to discuss the consequences of additional cuts.

Level 2 (20 period cuts): When a student has accumulated 20 period cuts for one or more classes the student and parent/guardian will be required to meet with the student’s counselor. The parent and student will also be required to sign a letter stating that additional cuts could result in the student not being permitted to participate in senior activities as well as the commencement ceremony.

Level 3 (30 period cuts): The Principal or Assistant Principal will meet with the parent and student to inform the student and parent that with additional cuts, the student will not be permitted to participate in the commencement ceremony.

Level 4 (30+ period cuts): Parent and student will receive a letter stating that the Principal has removed the student’s name from the commencement ceremony.

One of KHSD’s primary goals is not only to provide students with the necessary skills and knowledge to become self-sufficient but also to prepare them to be good citizens with a strong work ethic. KHSD believes that good attendance is crucial to the success of all students.

Student Identification Cards. Students should have their student identification cards with them at all times. Students may be required to provide their student I.D. cards for school purposes such as transportation, library privileges, textbook acquisitions, testing, and lunch.

Temporary Disability / Individualized Instruction (Home Hospital). If a student has a temporary disability, the student may receive individual instruction if attendance at school is impossible or inadvisable. It is the parent/guardian’s obligation to notify the KHSD of a student’s presence in a qualifying hospital. Individual instruction may be provided at the student’s home, in a hospital or other residential health facility. [E.C. 48206.3 et seq. and 48208.]

“Temporary disability” means a physical, mental or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program to which the student can reasonably be expected to return. “Temporary disability” does not include a disability that would qualify a student as a “student with exceptional needs” under Education Code section 56026.

A student with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil’s parent or guardian resides shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. Once the parent/guardian has notified KHSD of their pupil’s presence in a qualifying hospital or residential health facility within KHSD’s boundaries, KHSD has five working days to notify the parent/guardian if individualized instruction shall be made available. If the determination is positive, individualized instruction shall commence within five working days.

Individual instruction in a student’s home must commence no later than five working days after a school district determines that the student shall receive this instruction.
When a student receiving individual instruction is well enough to return to school, the student must be allowed to return to the school that the student attended immediately before receiving individual instruction, if the student returns during the school year in which the individual instruction was initiated.

Students enrolled in individual instruction in a hospital or other residential health facility for a partial week are entitled to attend school in the student’s school district of residence, or to receive individual instruction provided by the school district of residence in the student’s home on days in which the student is not receiving individual instruction in a hospital or other residential health facility if the student is well enough to do so.

Absences from the student’s regular school program due to the student’s temporary disability are excused until the student is able to return to the regular school program. [E.C. 48206.3, 48207, 48207.3, 48207.5, 48208, 48240(c) and 48980(b)]

**Truancy.** In compliance with state law, KHSD students are expected to be at school during school hours unless they are ill. Students who fail to attend school as required will be subject to the KHSD truancy step policy (below). That policy provides for progressive disciplinary measures and can ultimately lead to a student and/or parent being cited and required to appear before a judge. More information about the KHSD truancy policy is available at your student’s school site.

**Truancy Step Policy.** The following summary outlines steps that are a series of progressive measures and interventions set by the KHSD to improve student attendance. Though students will be held accountable for their actions, and each parent/guardian is responsible for their student’s truancy, it is an overall goal of each school to increase daily attendance for the purpose of ensuring student achievement and success.

**STEP I:** Student is contacted. Parent/guardian is notified. Student is identified as truant (E.C. 48260.5).

**STEP II:** Student is contacted. Parent/guardian is notified. Intervention strategies may be implemented.

**STEP III:** Parent/guardian is required to meet with School Site Truancy Team. Intervention strategies may be implemented. Student may be placed on a behavioral agreement. Student is labeled as Habitually Truant (E.C. 48262).

**STEP IV:** Student and parent/guardian are required to meet with the School Attendance Review Team (SART). Community and/or school service may be assigned.

**STEP V:** Student and parent/guardian are required to meet with the Student Attendance Review Board (SARB) at the KHSD District Office. Student and/or parent may be issued a citation to appear in court.

**STEP VI:** A citation is issued to the student and/or filed in court by Deputy District Attorney. Student and parent/guardian will be required to appear in court. Fines and community service may be imposed.

**School Attendance Review Board (SARB).** [E.C. 48320] When a habitually truant student reaches Step V, above, the student and parent/guardian are required to meet with the SARB. The SARB includes a representative from Kern Behavioral Health and Recovery Services, local law enforcement, and KHSD administration. The SARB’s goal is to bring together multiple resources to assist families with attendance, truancy, and behavior issues so that student will not advance to Truancy Step VI, and so that the student will stay in school, attend school regularly, and graduate. Although the goal of the SARB is to keep students in school and provide them with a meaningful educational experience, the SARB does have the power, when necessary, to refer students and their parents/guardians to court. For more information
regarding SARB and attendance, please visit www.kernhigh.org (District, Educational Services and Innovative Programs Division, Attendance and Truancy) or contact the District office at (661) 827-3100.

ACTIVITIES AND ATHLETICS

Activity/Athletic Code of Ethics - Summary. The Activity/Athletic Code of Ethics information below applies to all students planning to participate in athletics during their high school years. This is a limited summary and is for informational purposes only. A copy of the complete Activity/Athletic Code of Ethics will be provided by the school if your student elects to participate in school athletic programs. Copies of the Activity/Athletic Code of Ethics are also available at each school site, at the District Office, or online at www.kernhigh.org (District, Instruction, School Support Services, Forms and Manuals).

The KHSD Board of Trustees, in association with the California Interscholastic Federation (CIF), supports a strong, wholesome interscholastic program as an integral part of the educational processes for students attending high schools. Each student athlete is required to adhere to the rules and regulations of the CIF and to the KHSD Activity/Athletic Code of Ethics.

Each parent/guardian and student athlete will be asked to review and sign various forms prior to participation in an athletic program. Additionally, parents/guardians and student athletes will be required by law to sign a Concussion/Head Injury Information form prior to starting practice or competition at a school site. This form is available at the student’s school site. An annual physical examination given by a licensed physician is required for a student to participate in interscholastic athletic competition.

Eligibility

To be eligible for athletics, students must meet three eligibility requirements:

1. Residential eligibility and enrollment – [BP/AR 5118] Students must live in the school’s attendance boundaries with their parent(s), legal guardian(s) or caregiver, or have KHSD approval via Open Enrollment or Intra-District transfer. Proof of residency must be provided at the time of enrollment. Upon enrollment into the District, a student’s residential eligibility is established by the residence of their parent/guardian and remains with the residence of the parent/guardian even if a student turns 18. If a student moves into a new school attendance area without the student’s parents/guardians (with whom the student was living when the student established residential eligibility), and transfers into the new school based upon the move, the student will not have residential eligibility. In terms of residential eligibility, using someone else’s address, listing a relative’s address, or living with someone other than the student’s parent(s), legal guardian(s), or caregiver are examples of false or fraudulent information.

2. Academic eligibility - Students must be enrolled in at least 25 semester hours of work, passing at least 4 classes and maintain at least a 2.0 grade point average to be eligible for athletics. Eligibility is determined by the grades on the official report cards, not by the grades shown on a progress report. No more than one (1) service type class with no more than five (5) semester periods of credit can be included in the classes counted for eligibility in any one grading period. Eligibility for a freshman student will be determined at the end of the student’s first grading period in high school.

3. Athletic eligibility - Students must be enrolled in at least 25 semester periods of work to be eligible for athletics. No more than one (1) service type class with no more than five (5) semester periods of credit can be included in the classes counted for eligibility in any one grading period. Athletic eligibility may be restricted or withdrawn under a variety of conditions including, but not limited to, the following: expulsion, involuntary transfer actions, disciplinary transfers, and transfer from a continuation school, foreign exchange student enrollment, Independent Study enrollment, and Opportunity Program enrollment. For specific information about the impact on
athletic eligibility of any of the above circumstances, contact the KHSD School Support Services Division at (661) 827-3284.

**Penalties**

If it is discovered that any parent, guardian, caregiver, or student has provided false information regarding any aspect of eligibility on behalf of a student, that student is subject to immediate ineligibility for CIF competition at any level, in any sport, for a period of up to 24 calendar months from the date the determination was made that false information was provided. If it is discovered that individuals associated with the student or school (such as a coach, teacher, etc.) provided false information in order to fraudulently gain favorable eligibility status for a student, that student is subject to immediate ineligibility for competition at section member school at any level, in any sport, for a period of up to 24 calendar months from the date the determination was made that false information was provided. Any contests in which a student or students participated based on false information or fraudulent practices regarding eligibility status shall be forfeited according to the guidelines set in accord to the rules of the CIF section.

Violation of the following requirements, on or off campus, impact a student’s privilege to participate in KHSD athletics:

1. **Alcoholic Beverages** - Use or possession of alcoholic beverages by a student is prohibited any time during the school year.

2. **Tobacco** - Use or possession of tobacco in any form by a student is prohibited at any time during the school year.

3. **Drugs, Narcotics** - Use, possession, sale, or distribution of any illegal drugs (marijuana, cocaine, etc.), drug paraphernalia, or controlled substance (steroids, etc., unless prescribed by a licensed physician) is prohibited during the calendar year.

3. **Civil or Criminal Offense** - Involvement in an offense classified as a felony or misdemeanor that threatens the discipline of the team and/or the welfare of, or the educational functions of, the school is prohibited during the calendar year.

5. **Willful or Reckless Conduct** - Willful or reckless conduct that results in, or is likely to result in, bodily injury or damage to a person or real property is forbidden during the calendar year insofar as such conduct threatens the discipline and welfare of the school.

A student found in violation of 1 above will forfeit all athletic privileges for a period of nine (9) regular athletic school weeks. A student found in violation of 2 above will forfeit all athletic privileges for a period of four (4) regular athletic school weeks. A student found in violation of 3 above will automatically forfeit the privilege of participating in athletics for a period of nine (9) regular athletic school weeks. A student found in violation of 4 or 5 above will forfeit all athletic privileges for a period of not less than nine (9) or more than eighteen (18) regular athletic school weeks. Second and third violations of the regulations will result in periods of ineligibility for athletic privileges of up to one (1) year. First time offenders of tobacco, alcohol, and drugs have a Brief Intervention alternative program available. (Selection of the Brief Intervention alternative program could shorten the suspension period. Please contact the Athletics Director at your student’s school site for information.)

*Summer-time and vacation-time periods are considered school year when school sponsored, school supervised gatherings or trips are taken.

**Ethics and Recruitment Policy.** The KHSD Activity/Athletic Code of Ethics contains KHSD’s Recruitment Policy and is available at each school site as well as at the District Office. The Activity/Athletic Code of Ethics outlines the rules and regulations of athletic and other co-curricular activities. The Activity/Athletic Code of Ethics refers to the rules and regulations for such activities and the
imposition of additional pre-requisites for the privilege of a student’s participation in such activities. Prior to any athletic participation, each student athlete and their parent(s)/guardian(s) must file a statement with school officials (on a form provided by the school) that they have read and understood all the pre-requisites, rules and regulations governing athletic participation, and that the parent(s)/guardian(s) have agreed to abide by all such pre-requisites, rules and regulations included in the Activity/Athletic Code of Ethics.

**Extra-Curricular Activities.** Participation and/or attendance at extra-curricular activities are considered a part of the educational program for students. Participants carry extra responsibilities as representatives of their schools. Student conduct rules also apply to extra-curricular activities. (See Code of Conduct and Student Discipline section of this Notice.) Penalties in most cases will require some loss of participation privileges. Disciplinary action procedures outlined in the Activity/Athletic Code of Ethics will be followed by the member schools so that each case is evaluated individually as prescribed by the Board of Trustees. The Activity/Athletic Code of Ethics is available at each school site, at the District Office, or online at www.kernhigh.org (District, Instruction, School Support Services, Forms and Manuals).

**Student Accident Insurance.** [E.C. 32221.5] Please see the Health and Safety section of this Notice related to KHSD student accident insurance and coverage provided to students. NOTE: Under state law school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some students may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling (800) 300-1506. Please see the flyer at the back of this Notice for additional information related to health care coverage available for children and families.

**CODE OF CONDUCT AND STUDENT DISCIPLINE**

Consistent with the Education Code, the KHSD’s student discipline policies and regulations clearly outline unacceptable actions by students against people and/or property. It is also designed to protect the constitutional rights of students, which include freedom of expression, speech, and equal educational opportunity. In turn, students are responsible for respecting the law, District policies, and school rules as well as behaving appropriately and fairly toward others.

The general safety, well-being, and educational goals of all students must be considered, along with the rights and responsibilities of each individual. Therefore, when the action of suspension or expulsion is deemed necessary, it is to protect the physical safety of other students and/or staff and to ensure that classroom instruction continues without interference.

Prior to a student being suspended, an informal conference is typically held by the school-site’s Dean of Students or other school site-administrator or designee. At this conference, the allegations of the incident(s) are discussed, and the student may present evidence in their defense. The parent/guardian is notified by mail of the Education Code violation for which the suspension or expulsion is ordered. Also, the parent/guardian is invited to the school to discuss the matter with an administrator.

California law permits suspension from school and school activities for a period of five days. Time may be extended if waiting for action by juvenile court or the Board of Trustees.

Students may also be involuntarily transferred to a KHSD continuation site, pursuant to the rights and procedures set forth in E.C. 48432.5.

In expulsion cases, a full hearing held before an administrative panel is given to each student. In this hearing the facts of each case are carefully reviewed, and the findings from the administrative panel are presented to the Board of Trustees in a closed session board meeting with a recommendation. Final action is taken by the Board of Trustees in open session.
**Consequences for Education Code Violations.** The following table identifies the consequences in the Code of Conduct that may be applied. Most violations allow for a range of disciplinary responses within the educational system. Some consequences may occur simultaneously. Additionally, certain violations overlap the California Penal Code and may have consequences within the juvenile/adult court systems.

<table>
<thead>
<tr>
<th>1. Mandatory Expulsion [E.C. 48915(c)]</th>
<th>Alternative to Suspension</th>
<th>Suspension</th>
<th>Involuntary Transfer</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Possession, selling, or otherwise furnishing a firearm; however, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Brandishing a knife</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Unlawfully selling a controlled substance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Committing or attempting to commit a</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5) Possession of an explosive</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Mandatory Recommendation for Expulsion [E.C. 48915(a)(1)]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unless the Superintendent, Superintendent’s designee, principal or principal’s designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternative to Suspension</th>
<th>Suspension</th>
<th>Involuntary Transfer</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Causing serious physical injury to</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Possession of any knife, or other dangerous object of no reasonable use to the pupil.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Unlawful possession of any drug except for (1) the first offense of possession of not more than one ounce of marijuana, or (2) for the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Robbery or extortion</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>(5) Assault or battery upon a school employee</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>3. Acts of Violence [E.C. 48900(a)]</td>
<td>Alternative to Suspension</td>
<td>Suspension</td>
<td>Involuntary Transfer</td>
</tr>
<tr>
<td>(1) Caused, attempted to cause, or threatened to cause physical injury to another person</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>(2) Willfully used force or violence upon</td>
<td></td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>4. Weapons and Dangerous Objects [E.C. 48900(b)]</td>
<td>Alternative to Suspension</td>
<td>Suspension</td>
<td>Involuntary Transfer</td>
</tr>
<tr>
<td>(1) Possession, sale, or furnishing of weapons (knife, gun, sharp object, club, or an object that could inflict injury) or explosive</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>(2) Explosives, use or possession</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>5. Drugs and Alcohol [E.C. 48900(c)]</td>
<td>Alternative to Suspension</td>
<td>Suspension</td>
<td>Involuntary Transfer</td>
</tr>
<tr>
<td>(1) Possession, use, sale, or furnishing, or otherwise being under the influence of alcohol, controlled substances, or an intoxicant</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>6. Sale of “Look-Alike” Controlled Substance or Alcohol [E.C. 48900(d)]</td>
<td>Alternative to Suspension</td>
<td>Suspension</td>
<td>Involuntary Transfer</td>
</tr>
<tr>
<td>Offering, arranging, or negotiating to sell drugs, alcohol or any intoxicant and then substituting a look-alike substance intended to represent drugs, alcohol, or an intoxicant</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>7. Robbery or Extortion [E.C. 48900(e)]</td>
<td>Alternative to Suspension</td>
<td>Suspension</td>
<td>Involuntary Transfer</td>
</tr>
<tr>
<td>Violation</td>
<td>Alternative to Suspension</td>
<td>Suspension</td>
<td>Involuntary Transfer</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>--------------------------</td>
<td>-----------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Committed or attempted to commit robbery or extortion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Damage to Property [E.C. 48900(f)]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caused, or attempted to cause, damage to school or private property.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Theft or Stealing [E.C. 48900(g)]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stealing, or attempting to steal school or private property</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Tobacco [E.C. 48900(h)]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possessed or used tobacco or nicotine products</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Profanity, Obscene Acts, Vulgarity [E.C. 48900(i)]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Directed at peers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Directed at school personnel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Drug Paraphernalia [E.C. 48900(j)]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possessed, offered, arranged, or negotiated to sell any drug paraphernalia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Willful Defiance or Disruption of School Activities [E.C. 48900(k)(1)]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: With the exception of classroom suspensions imposed by a teacher under Education Code 48910, no student enrolled in kindergarten through grade three may be hospitalized.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
suspended for violation of Education Code 48900(k)(1). Additionally, no student enrolled in kindergarten through grade twelve, regardless of age, may be recommended for expulsion for violation of Education Code 48900(k)(1). [E.C. 48900(k)(2)]

| (1) Disrupting school activities | • | • |
| (2) Refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties | • | • |
| (3) Failure to follow school rules | • | • |
| (4) Failure to follow directive or instruction of staff or teachers | • | • |
| (5) Failure to follow conduct code for school bus passengers | • | • |

14. Possession of Stolen Property [E.C. 48900(l)]
- Alternative to Suspension
- Suspension
- Involuntary Transfer
- Expulsion

Knowingly received stolen school property or private property
- •
- •
- •
- •

15. Imitation Firearm [E.C. 48900(m)]
- Alternative to Suspension
- Suspension
- Involuntary Transfer
- Expulsion

Possession of an imitation firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm
- •
- •
- •
- •

16. Sexual Assault or Sexual Battery [E.C. 48900(n)]
- Alternative to Suspension
- Suspension
- Involuntary Transfer
- Expulsion

Committed or attempted to commit a sexual assault or battery
- •
- •
- •
- •

17. Harassment of a Student Witness [E.C. 48900(o)]
- Alternative to Suspension
- Suspension
- Involuntary Transfer
- Expulsion

Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of intimidation or retaliation
- •
- •
- •
- •

18. Prescription Drug Soma [E.C. 48900(p)]
- Alternative to Suspension
- Suspension
- Involuntary Transfer
- Expulsion

Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
- •
- •
- •
- •

19. Hazing [E.C. 48900(q)]
- Alternative to Suspension
- Suspension
- Involuntary Transfer
- Expulsion

Engaged or attempted to engage in hazing
- •
- •
- •
- •

20. Bullying and Bullying by Electronic Act [E.C. 48900(r)]
- Alternative to Suspension
- Suspension
- Involuntary Transfer
- Expulsion
<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>21. Aided or Abetted to Inflict Physical Injury [E.C. 48900(t)]</strong></td>
<td>Alternative to Suspension</td>
<td>Suspension</td>
<td>Involuntary Transfer</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Aided or abetted in the infliction or attempted infliction of physical injury to another student</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>22. Sexual Harassment [E.C. 48900.2]</strong></td>
<td>Alternative to Suspension</td>
<td>Suspension</td>
<td>Involuntary Transfer</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Applies to grades 4-12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>23. Acts of Hate Violence [E.C. 48900.3]</strong></td>
<td>Alternative to Suspension</td>
<td>Suspension</td>
<td>Involuntary Transfer</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Students in grades 4-12 may be suspended or recommended for expulsion for causing, threatening, or attempting to cause, or participating in an act of hate violence defined as willfully interfering with or threatening another person’s person or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>24. Other Harassment [E.C. 48900.4]</strong></td>
<td>Alternative to Suspension</td>
<td>Suspension</td>
<td>Involuntary Transfer</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Students in grades 4-12 may be suspended or recommended for expulsion for intentionally engaging in harassment, threats, or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>25. Terrorist Threats [E.C. 48900.7]</strong></td>
<td>Alternative to Suspension</td>
<td>Suspension</td>
<td>Involuntary Transfer</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Making terrorist threats against school officials and/or property</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>26a. Attendance – Truant [E.C. 48260]</strong></td>
<td>Alternative to Suspension</td>
<td>Suspension</td>
<td>Involuntary Transfer</td>
<td>Expulsion</td>
</tr>
<tr>
<td>Absent from school without a valid excuse</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 26b. Attendance – Repeat Truant [E.C. 48261]

<table>
<thead>
<tr>
<th>Alternative to Suspension</th>
<th>Suspension</th>
<th>Involuntary Transfer</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absent from school more than one day without a valid excuse</td>
<td>•</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 26c. Attendance – Habitual Truant [E.C. 48262]

<table>
<thead>
<tr>
<th>Alternative to Suspension</th>
<th>Suspension</th>
<th>Involuntary Transfer</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any student truant three or more times per school year; students who are habitually truant may be referred to the School Attendance Review Board (SARB)</td>
<td>•</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Definition of Terms.

- **Behavior Agreement or Behavioral Expectations**: Placing a student at a school on a trial basis because of prior conditions; must meet specified conditions for a given period of time.

- **Transfer to Another Class**: Transferring a student to another class in the same school.

- **Detention**: Keeping a student on school premises for a defined period of time under staff supervision.

- **Participation Denial**: Preventing the student from participating in school activities.

- **Suspension**: Temporary denial of class and/or school attendance for causes of action committed on school property, school buses, at school functions, or elsewhere.

Usually students are referred by teachers to the appropriate administrator for disciplinary actions if the students are unresponsive to normal classroom and/or school expectations of behavior. A principal or designee may suspend a student for up to five days. A teacher may suspend a student for the remainder of the class in which the misbehavior occurred and for the next day’s class. A suspension may be extended under certain conditions. There are two kinds of suspension – on-campus suspension and home suspension. Students placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during suspension. They may, however, be required to complete assignments and tests, which will be made available to them through an intermediary.

- **Involuntary Transfer**: The involuntary transfer of a student to a KHSD continuation school or program for disciplinary reasons, and for a defined period of time; such transfers may be conducted in accordance with law and KHSD regulation [E.C. 48432.5]

- **Expulsion**: Action by the KHSD Board of Trustees to deny the right of school attendance with a time limit; [E.C. 48915-48918] expulsion is for a defined period of time, but an application for re-admission must be considered within a specified time period; state law provides for due process and rights to appeal any order of expulsion.

- **Exemption**: Action to eliminate the requirement of compulsory school attendance, not related to misconduct [E.C. 48220, 48221, 48410]

- **Exclusion**: Action by the Board of Trustees to discontinue attendance for either a definite or indefinite period of time [E.C. 46010.5, 48211, 48212]

**Enforcement**: The certificated staff of the schools and KHSD shall enforce all school regulations as prescribed by law and Board regulations. The administration of each school shall enforce the Board
adopted regulations to maintain proper conditions for the safety, health and physical well-being of all persons on campus and elsewhere while engaged in school-sponsored activities.

Suspension of students will be ordered by the Principal or Principal's designee after the appropriate notice and informal conference have been given to students. Expulsions may be ordered by the Board of Trustees when violations are substantiated after a proper hearing.

Should the student be expelled by the Board of Trustees, the action may be appealed by the student or parent/guardian to the County Board of Education.

The KHSD Police Department provides armed, POST-certified police officers at all comprehensive school sites. Campuses also have employee security teams.

**Expected Student Behavior.** KHSD's Board of Trustees, in support of public education and the exercise of general supervision of the secondary schools of KHSD, believes that the conduct of students attending the high schools must establish an educational climate conducive to the furtherance of educational opportunities for students and to promote learning. To assure this aim, the legislature has empowered local school boards to regulate student conduct.

The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for government and discipline of the schools under its jurisdiction. [E.C. 35291]

All students shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools. [E.C. 48908]

There is a place and an appropriate educational program in KHSD for every student to pursue an education. The law requires attendance of youth between certain ages and the public has, through numerous legislative enactments, expressed its will that educational opportunities be provided for all.

A student shall not be disciplined, suspended, involuntarily transferred, or recommended for expulsion unless the Superintendent, a designee or the principal of the school in which the student is enrolled determines the student has violated one or more parts of the Code of Conduct.

A student may be disciplined, suspended, or expelled for acts enumerated in the Code of Conduct, as set forth in applicable KHSD policies and regulations, which are related to school activity or school attendance occurring at any KHSD school or within any other school district, including, but not limited to, any of the following:

1. While on school grounds
2. While going to, or coming from, school
3. During the lunch period whether on or off campus
4. During, while going to, or coming from a school-sponsored activity
5. For conduct which occurs after school hours and off KHSD property, but which is reasonably likely to cause or causes a substantial disruption of a school activity or attendance

Disciplinary consequences include, but are not limited to, detention, suspension and expulsion.

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Alternative means of correction and disciplinary strategies shall be used consistent with KHSD policy, regulation and applicable law. [E.C. 48900(v), 48900.5]

**On Campus Intervention (OCI).** On Campus Intervention (OCI) is designed to be an intervention for students in response to challenging behavior, using an evidence-based curriculum and is staffed by a credentialed teacher. This intervention strategy is a program for teaching prosocial behavior or anger management, restorative justice program, and a positive behavior support approach with tiered
interventions that occur during the school day on campus. [E.C. 48900.5(b)]. OCI is based on the foundational principles of Restorative Practices and seeks to restore harm by adhering to a Fair Process Model. By utilizing a Fair Process Model, the OCI teacher works with students to help them reflect on their behavior and listen to their viewpoint, while still upholding a clear expectation of what a student needs to do in the future to be successful.

**Parent Responsibilities/Student Conduct.** For more information regarding parent/guardian liability for the conduct of their student, including the financial liability of parents/guardians, please see the Parent Responsibility information in the Parent/Guardian Rights, Responsibilities, Opt-Out Options, and Related Information section of this Notice. However, please note if your student commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your student's classroom. [E.C. 48900.1]

**Parking / Vehicle Regulations.** All violations of the California Vehicle Code shall be enforced on KHSD property. The following specific regulations are enforced by the KHSD Police Department under Vehicle Code sections 21113(A):

1. Any parking in violation of school regulations
2. Riding any motorized vehicle on school grounds
3. Riding any bicycle or skateboard on school grounds

All student-operated vehicles may be subjected to examination by a narcotics detection dog at any time.

A vehicle may be subject to removal and storage at owner’s expense by KHSD Police under the following circumstances:

1. Driving without a license or driving on a suspended license (may also be subject to a 30-day impound)
2. Driver is arrested for DUI (driving under the influence of drugs or alcohol)
3. Engaging in a speed contest
4. Reckless driving
5. Illegally parked vehicle that prevents access to a fire hydrant
6. Parked vehicle impeding normal flow of traffic
7. Parked vehicle blocking the movement of a legally parked vehicle
8. Abandoned vehicle
9. Repeated parking violations
10. Others as authorized by the California Vehicle Code

Parking rules and regulations will be reviewed as needed. More information on vehicle impounds can be accessed by calling the 24 hour information line at 661-827-3218 or by visiting www.kernhigh.org (About, Superintendent & Board of Trustees, Police Department, Vehicle Impounds).

**Positive Behavioral Interventions and Support (“PBIS”).** PBIS or “Positive Behavioral Intervention and Supports” is an advancement in school-wide behavioral practices, which emphasizes strategies for supporting appropriate student behaviors that promote a positive overall school environment and optimal learning in the classroom. PBIS is not a program, per se; rather, it is a systems approach for establishing the social culture and individualized behavior supports needed for schools to achieve both social and academic success for all students. PBIS is an evidence-based system that includes practices that routinely examine student progress data in order to provide appropriate interventions in behavior and academics. Evidence-based features include explicit instruction of social expectations, acknowledgement of positive behavior, ongoing collection and use of data for decision making, and administrative leadership.
PBIS includes a variety of practices that are preventative and proactive in nature. They focus on school-wide expectations of constructive student behaviors, which are positively stated, easy to remember, and consistently followed in each classroom and throughout the school. They also include proven strategies for increasing student engagement in the classroom; providing appropriate responses to positive and negative behaviors; and determining effective interventions, supports, and services for academic and social-emotional success.

KHSD continues to work with Dr. Jon Eyler, and his staff of Collaborative Learning Solutions to continue the facilitation and support the implementation of PBIS and the extended framework of MTSS or Multi-Tiered Systems of Supports. These support systems have the potential to increase the needed systematic changes that efficiently identify and match the needs of students with the appropriate support mechanisms to achieve their educational success. MTSS is an integrated, comprehensive framework that focuses on state standards, core instruction, differentiated learning, student-centered learning, individualized student needs, and the alignment of systems necessary for all students’ academic, behavioral, and social success.

**Release of Student to Peace Officer.** If a school official releases a student from school to a peace officer for the purpose of removing the student from the school premises, the school official shall take immediate steps to notify parents/guardians or a responsible relative, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent/guardians. [E.C. 48906]

**Rights and Responsibilities.** Courts have recognized students’ legitimate right to a public education which is protected by the Due Process Clause of the Constitution of the United States. This right cannot be taken away for misconduct without adherence to the minimum procedures required by that clause. The role of parents/guardians continues to be of primary importance in the education and control of the student. Parents/guardians are encouraged to help their student by stressing the importance of a sound education and by forming a cooperative partnership with the schools to help guide and influence the education of the student.

**School Rules.** Parents/guardians have a right to review individual school site rules regarding student discipline and are encouraged to contact the school office to receive a copy. [E.C. 35291, 48980]

**School Threats.** Threats to schools, including those made via text message or other electronic communication such as email or posts on social media, are taken very seriously and may constitute federal or state crimes. Hoax threats are not considered “jokes” because of the potential devastating consequences for schools, the public, and for the perpetrators. The KHSD Police Department investigates threats made to KHSD staff, students, facilities, operations, and events and will work with the Federal Bureau of Investigation (FBI) and state and local law enforcement agencies while doing so. The public is encouraged to report all school-related threats, potential threats, and suspicious activity to the Kern High School Police Department at 661-827-3218 during school hours. During non-school hours, reports may be made to the Arvin Police Department, Bakersfield Police Department, Kern County Sheriff’s Office, or the Shafter Police Department depending on the location of the school involved. Reports may also be made to the FBI by calling 1-800-CALL-FBI. Emergency situations should be reported by calling 9-1-1.

**Search and Seizure – Use of Canines.** KHSD may request the assistance of local law enforcement to use specially trained canines to detect the presence of illicit drugs. Students should have only a minimal expectation of privacy in their vehicles while parked on school grounds. All student-operated vehicles may be subjected to examination by a drug detection dog at any time. Also, a locker will be accessed and searched if there is any reason to suspect that it may contain drugs, alcohol, a weapon or other contraband. (Personal or private property on school grounds, adjacent to the school, or while under the authority of school personnel, is subject to search and seizure by school officials.) [E.C. 49331, 49050; Health and Safety Code 11364.7, 11471]
Student Expression. Students have the right to exercise free expression; however, student expression, assemblage, and/or publication distribution shall not materially disrupt class work, involve substantial disorder, or invade the rights of others. The Board of Trustees has adopted regulations establishing the time, place, and manner for these activities as related to class schedules and physical campus arrangements in each school.

Student Searches. A school site principal or designee may search a student’s person or the student’s locker if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: New Jersey v. T.L.O. (1985) 469 U.S. 325] Evidence gathered from video surveillance tape systems in posted areas is specifically admissible in discipline hearings, as no one has a reasonable expectation of privacy in those circumstances.

Suspension and Expulsion. The following identifies the sections of the California Education Code that govern student conduct regarding suspension and expulsion.

Suspension

If a student's behavior is a threat to the safety, health or emotional well-being of others, and previous methods of prevention and intervention have not been successful, that student may be suspended in accordance with state law and KHSD policy. Suspension may be imposed upon a first offense if the Superintendent, principal or designee determines the student violated Education Code 48900(a)-(e) or if the student’s presence causes a danger to persons. [E.C. 48900.5]

State law allows for the suspension of a student if a student commits or engages in any of the acts listed below, where such conduct or acts relate to school activities or attendance, such as, but not limited to, the following: while on school grounds, going to or from school, during lunch period (on or off campus), during, or while going to or from, a school-sponsored activity, or for certain conduct which occurs after school hours and off KHSD property, but which is reasonably likely to cause or causes a substantial disruption of a school activity or attendance.

Assault/Battery [E.C. 48900(a)] Causing, attempting to cause, or threatening to cause physical injury to another person. Exceptions may be made in a situation where witnesses and evidence support a case of self-defense.

Weapons [E.C. 48900(b)] Possessing, selling or otherwise providing any weapon—including firearms, knives, explosives, or other dangerous object.

Alcohol/Intoxicants/Controlled Substances [E.C. 48900(c)] Unlawfully possessing, using, selling or otherwise providing alcohol, intoxicants or controlled substance, including prescribed medications. Also applies to being under the influence of alcohol, intoxicants or controlled substances.

Substance in Lieu of Alcohol/Intoxicants/Controlled Substances [E.C. 48900(d)] Delivering, providing or selling items which are claimed to be alcohol, intoxicants or controlled substances but were not such items.

Robbery or Extortion [E.C. 48900(e)] Committing or attempting to commit robbery or extortion. Extortion occurs when threats are made with the intent to obtain money or something of value.

Property Damage** [E.C. 48900(f)] Causing or attempting to cause damage to school property or private property.

Property Theft** [E.C. 48900(g)] Stealing or attempting to steal school or private property.

Tobacco or Nicotine Products [E.C. 48900(h)] Possessing, providing or using tobacco, or any item containing tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
**Obscenity [E.C. 48900(i)]** Committing an obscene act or engaging in regular profanity, swearing or vulgarity.

**Drug Paraphernalia [E.C. 48900(j)]** Unlawfully possessing, offering, arranging for, or negotiating to sell any drug items.

**Disruption or Defiance [E.C. 48900(k)(1)]** Disrupting school activities or otherwise refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties.

“Disruption of school activities” is defined as follows: when a student’s conduct, presence or actions disrupts or threatens to disrupt normal district or school operations, threatens the health or safety of anyone on district or school property, or causes or threatens to cause damage to district property or to any property on school grounds.

“Willful defiance of valid authority” is defined as follows: when a student defies the valid authority of a district or school official or district or school staff in a manner that has an impact on the effective or safe functioning of district or school operations, such as continuing to remain at the scene of a fight or to instigate a disturbance after being told to stop the subject behavior; repeated disobedience to or defiance of school personnel when other interventions have not been successful in modifying the misbehavior; or in the proper instance one-time or first-time disobedience to or defiance of school personnel that has an impact on the effective or safe functioning of district or school operations.

Note, no KHSD student may be recommended for expulsion for violation of Education Code 48900(k)(1). [E.C. 48900(k)(2)]

**Receiving Stolen Property** [E.C. 48900(l)] Receiving stolen school or personal property.

**Possessing Imitation Firearm [E.C. 48900(m)]** Possessing an imitation firearm or simulated firearm that is substantially similar in physical properties to an existing firearm.

**Sexual Harassment [E.C. 48900(n)]** Committing or attempting to commit a sexual assault or committing a sexual battery.

**Threats and Intimidation [E.C. 48900(o)]** Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.

**Prescription Drug Soma [E.C. 48900(p)]** Offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.

**Hazing [E.C. 48900(q)]** Engaging in, or attempting to engage in any activities used for initiation or pre-initiation into a student organization, or student body or related activities, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm.

**Bullying [E.C. 48900(r)]** Bullying means any severe or pervasive or verbal act or conduct, including communications made in writing or by means of an electronic act (including message, text, sound, image, video, or post on a social networking website including, but not limited to, a “burn page”, creating a credible impersonation of another actual student knowingly and without consent for the purpose of bullying, an act of cyberbullying, or creating a false profile, whether the electronic act or transmission originated on or off the school site, through an electronic device including, but not limited to a telephone, wireless telephone, other wireless communication device, computer, or pager), including one or more acts committed by a student or group of students directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her
academic performance or ability to participate in or benefit from services, activities, or privileges provided by a school. Bullying shall include any act of sexual harassment, sexual cyber bullying (the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording such as a depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act, committed by a student to another student or to school personnel by means of an electronic act), hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 that has or can be reasonably predicted to have any of the effects described above on a reasonable student.

Aided or Abetted to Inflict Physical Injury [E.C. 48900(t)] Aiding or abetting in the infliction or attempted infliction of physical injury to another student. However, KHSD cannot seek to expel a student for violation of Education Code 48900(t) until juvenile court proceedings are completed and the juvenile has been convicted of being an aider or abettor of a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury.

Sexual Harassment [E.C. 48900.2] Engaging in prohibited sexual harassment that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.

Hate Violence [E.C. 48900.3] Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. [E.C. 233; Penal Code 422.55]

Other Harassment, Intimidation or Threats [E.C. 48900.4] Harassing, intimidating, or threatening a student or group of students, or school personnel, with the actual or expected effect of disrupting class work or creating substantial disorder, or creating a hostile educational environment.

Terrorist Threats [E.C. 48900.7] Making terrorist threats against school officials and/or property, or both.

The Superintendent or school site Principal may use discretion to provide alternatives to suspension or expulsion to address student misconduct. [E.C. 48900(v), 48900.5]

** “School property” includes, but is not limited to, electronic files. [E.C. 48900(u)]

**Expulsion**

Expulsion, as ordered by the Board of Trustees of the KHSD, is the removal of a student from all schools in KHSD for violating the Education Code at school or at a school activity off school grounds. The expulsion is for a defined period of time, but an application for re-admission must be considered within a specified time period. State law provides for full due process and rights to appeal any order of expulsion.

A student shall be recommended for expulsion for violation of any of the acts set forth in Education Code 48915(a)(1)(A)-(E), unless the Superintendent, Superintendent’s designee, Principal or Principal’s designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

Serious Physical Injury [E.C. 48915(a) (1) (A)] Causing serious physical injury to another person, except in self-defense.

Possession of Knife or Dangerous Object [E.C. 48915(a) (1) (B)] Possessing a knife or other dangerous object of no reasonable use to the student.
Unlawful Possession of a Controlled Substance [E.C. 48915(a)(1)(C)] Unlawful possession of any drug except for (1) the first time offense of possession of not more than one ounce of marijuana, or (2) for the student’s possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician.

Robbery or Extortion [E.C. 48915(a) (1) (D)]

Assault or Battery on a School Employee [E.C. 48915(a) (1) (E)]

State law requires a school administrator to recommend expulsion if a student commits certain violations of the Education Code. A student shall immediately be recommended for expulsion for violation of any of the acts set forth in Education Code 48915(c) (1)-(5):

Possession, Selling or Furnishing a Firearm [E.C. 48915(c) (1)] Possessing, selling or otherwise furnishing a firearm (verified by an employee of the school district). However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.

Brandishing a Knife [E.C. 48915(c) (2)] Brandishing a knife at another person.

Selling a Controlled Substance [E.C. 48915(c) (3)] Unlawfully selling a controlled substance.

Sexual Assault or Battery [E.C. 48915(c) (4)] Committing or attempting to commit a sexual assault or committing a sexual battery, as defined in Education Code 48900(n).

Possession of an Explosive [E.C. 48915(c) (5)]

For all other acts and conduct for which a student is subject to discipline under Education Code 48900 through 48900.7 and which are not specifically listed or addressed under Education Code 48915(a) or 48915(c), a student may be recommended for expulsion where other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or where due to the nature of the student’s conduct violation, the presence of the student causes a continuing danger to the physical safety of the student or others. [E.C. 48915(b) and (e)]

Transfer of Student Convicted of a Violent Felony/Misdemeanor Where Victim Attends Same School as the Convicted Offender [E.C. 48929, Board Policy 5116.2]. The District has adopted a board policy permitting it to transfer to another school within the District a student who has been convicted of a violent felony (Penal Code §667.5) or convicted of a misdemeanor (Penal Code §29805) if the student to be transferred and the victim of the crime for which the student was convicted are enrolled at the same school. THIS IS YOUR NOTICE. The convicted student may be transferred provided that (1) the school first attempts to resolve the conflict utilizing restorative justice, counseling, or other services before transferring the student, (2) the student and their parent/guardian are notified of the right to request a meeting with the school principal or designee before the transfer is recommended to the Board of Trustees, (3) the Superintendent or designee makes a recommendation to the Board of Trustees, (4) the Board of Trustees deliberates in closed session on the matter in order to maintain the confidentiality of student information.

Victims of Violent Crimes. Victims of violent crimes, while in or on school grounds, will have the option of an intradistrict transfer. Incidents will be reviewed on a case by case basis to determine whether a student is the victim of a violent offense as provided for in the California Penal Code.

Violations Relating to Student Dress. KHSD believes that appropriate dress and grooming contribute to a productive learning environment. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard, or a distraction which interferes with the educational process. Clothing and personal adornment styles change frequently and any “dress code” which explicitly defines acceptable school wear quickly becomes
outdated. Therefore, KHSD school administrators have utilized the following general guidelines to make case by case judgments regarding appropriateness of school attire. The individual school sites have copies of their dress codes available for review.

Prohibited items include disruptive clothing, inappropriate slogans or illustrations, revealing attire, dangerous or unsafe apparel, and gang related articles. Any attire or adornment which creates a safety hazard for the wearer or others is prohibited. Included within these criteria is the expectation that all students will wear shoes. Specific learning activities in shops, labs, on-the-job training in business/industry, or co-curricular activities may have additional clothing and appearance regulations.

EQUITY AND NONDISCRIMINATION

Anti-Discrimination and Harassment Policy. KHSD does not allow discrimination, harassment, intimidation, or bullying based on actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, ethnic background, age, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, marital, pregnancy, or parental or family status, genetic information, or immigration status; a perception of one or more of these characteristics; or association with a person or group with one or more of these actual or perceived characteristics. This policy applies to all students, as well as staff. (Title VI of the Civil Rights Act of 1964; Title IX of the U.S. Education Amendments of 1972; Americans with Disabilities Act; Section 504 of the Vocational Rehabilitation Act of 1973; Education Code §220 et seq). Copies of KHSD’s non-discrimination and harassment policies are located at the back of this Notice, on the KHSD website, and are also available upon request.

Complaints alleging noncompliance with this policy should be directed to the school site principal or to the KHSD Equity/Title IX Coordinator – Dr. Dean McGee, Associate Superintendent of Educational Services and Innovative Programs, 5801 Sundale Avenue, Bakersfield, CA 93309, 661-827-3100, dmcgee@kernhigh.org

Due Process Protections and Complaints.

Uniform Complaint Procedures

KHSD has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures 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 (student) fees, and the non-compliance of the Local Control and Accountability Plan (LCAP).

KHSD shall investigate and seek to resolve complaints using policies and procedures known as the uniform complaint procedures (UCP), adopted by the Board of Trustees. The UCP applies to the filing of complaints which allege unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified in Education Code section 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 KHSD, which is funded directly by, or that receives or benefits from any state financial assistance. (Unlawful discrimination complaints may be based on actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, ethnic background, age, religion, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, marital, pregnancy, or parental or family status, immigration status, 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, in any program or activity that receives or benefits from 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: 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 and Career Technical and Technical Training, Career Technical Education, Child Care and Development, 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 and education issues related to former juvenile court school students, Every Student Succeeds Act (ESSA) (formerly No Child Left Behind or NCLB), Local Control Accountability Plans (including charter schools as described in E.C. sections 47606.5 and 47607.3), Migrant Education, Physical Education Instructional Minutes, Pupil Fees, Reasonable Accommodations for a Lactating Pupil, Regional Occupational Centers and Programs, School Safety Plans, Special Education, and Tobacco-Use Prevention Education, accommodating lactating students, graduation and coursework requirements for students living in active duty military households, and migratory and newly arrived students participating in a “newcomer program,” and any complaint alleging retaliation for filing a complaint or participating in the complaint process.

Generally, and except where authorized by law, a public school student cannot be required to pay a fee for participation in an educational activity that constitutes an integral and fundamental part of the district’s educational program, including academic and extracurricular activities. 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 complaint or LCAP complaint maybe filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint. A pupil fees complaint shall be filed no later than one (1) year from the date the alleged violation occurred. A pupil fees complaint is filed with the KHSD, and/or the Principal of a school site.

A complaint, other than issues relating to pupil fees, must be filed in writing with the following KHSD individual designated to receive complaints:

Dr. Dean McGee
Chief Equity/Title IX Coordinator
Associate Superintendent of Educational Services and Innovative Programs
5801 Sundale Avenue
Bakersfield, CA 93309
661-827-3100
dmcgee@kernhigh.org

Complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed within six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination unless the time for filing is extended by the Superintendent or his designee.

Complaints will be investigated and a written decision 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 KHSD person responsible for investigating the complaint shall conduct and complete the investigation in accordance with Title 5, sections 4680-4687 of the California Code of Regulations (CCR) and in accordance with local procedures adopted under 5 CCR 4621.
A complainant has a right to appeal KHSD’s decision of a UCP complaint to the California Department of Education (CDE) by filing a written appeal within fifteen (15) days of receiving KHSD’s decision. The appeal must be accompanied by a copy of the originally-filed UCP complaint and a copy of KHSD’s 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 complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For complaints alleging unlawful discrimination (discriminatory harassment, intimidation, or bullying) based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law. [E.C. 262.3]

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges is found to have merit, KHSD shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them. [E.C. 49013]

Lactation Accommodations for Parenting Students

California public school districts must provide reasonable accommodations to lactating students on school campuses to express breast milk, breastfeed an infant child or address other needs related to breastfeeding. A student may not incur an academic penalty as a result of her use of reasonable lactation accommodations and must be provided an opportunity to make up any work missed due to such use. A complaint of noncompliance with this provision may be filed under KHSD’s Uniform Complaint Procedures. Complainants not satisfied with KHSD’s decision may appeal to the CDE and receive a written decision within 60 days. [E.C. 222(f)]

Pregnant and Parenting Student Rights

Rights Under Education Code 221.51. Local educational agencies (including school districts, charter schools, and county offices of education):

Shall not apply any rule concerning a student’s actual or potential parental, family, or marital status that treats students differently on the basis of sex;

Shall not exclude nor deny any student from any educational program or activity, including class or extracurricular activity, solely on the basis of the student’s pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom;

May require any student to obtain the certification of a physician or nurse practitioner that the student is physically and emotionally able to continue participation in the regular education program or activity;

Pregnant or parenting students shall not be required to participate in pregnant minor programs or alternative education programs. Pregnant or parenting students who voluntarily participate in the alternative education programs shall be given educational programs, activities, and courses equal to those they would have been in if participating in the regular education program; and
Shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disabling condition.

Rights Under Education Code 46015. Pregnant or parenting students are entitled to eight weeks of parental leave, which the student may take 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, 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. The student, if the student is 18 years of age or older, or, if the student is under 18 years of age, the person holding the right to make educational decisions for the student, shall notify the school of the student's intent to exercise this right. Failure to notify the school shall not reduce these rights.

A pregnant or parenting student who does not wish to take all or part of the parental leave to which the student is entitled shall not be required to do so.

A pregnant or parenting student is entitled to receive more than eight weeks of parental leave if deemed medically necessary by the student's physician.

When a student takes parental leave, the supervisor of attendance shall ensure that absences from the student's regular school program are excused until the student is able to return to the regular school program or an alternative education program.

During parental leave, a local educational agency shall not require a pregnant or parenting student to complete academic work or other school requirements.

A pregnant or parenting student may return to the school and the course of study in which the student was enrolled before taking parental leave.

Upon return to school after taking parental leave, a pregnant or parenting student is entitled to opportunities to make up work missed during the student's leave, including, but not limited to, makeup work plans and reenrollment in courses.

Notwithstanding any other law, a pregnant or parenting student may remain enrolled for a fifth year of instruction in the school in which the student was previously enrolled when it is necessary in order for the student to be able to complete state and any local graduation requirements, unless the local educational agency makes a finding that the student is reasonably able to complete the local educational agency's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school.

A student who chooses not to return to the school in which the student was enrolled before taking parental leave is entitled to alternative education options offered by the local educational agency.

A pregnant or parenting student who participates in an alternative education program shall be given educational programs, activities, and courses equal to those the student would have been in if participating in the regular education program.

A student shall not incur an academic penalty as a result of their use of these accommodations.

Non-Compliance Complaints. A complaint of noncompliance with these requirements may be filed with the District under its Uniform Complaint Procedures (contained in this Notice).

Assigning Students to Course Periods without Educational Content

School districts may not assign students in grades 9-12 to course periods without educational content for more than one week in any semester without written parental consent and related documentation. “Course periods without educational content” are defined to include course periods where: (1) a student is released early from school; (2) the student is assigned to a service, instructional
work experience or to a course to assist a certificated employee, but is not expected to complete curricular assignments; or (3) where the student is not assigned to any course during the class period. School districts are also prohibited, without written parental consent and related documentation, from enrolling 9th-12th graders in classes they have previously completed and received a grade that is satisfactory to receive a high school diploma and to attend a California public institution of postsecondary education. [E.C. 51228.1, 51228.2, and 51228.3]

**Students in Foster Care, Who are Homeless, Former Juvenile Court School Pupils, Students Living in Active Duty Military Households, or Migratory and Newly Arrived Students Participating in a “Newcomer Program”**

State law outlines the rights afforded to students in foster care, who are homeless, who are former juvenile court school pupils, students living in the household of a parent who is an active duty member of the military, or migratory and newly arrived students participating in a “newcomer program,” including, but not limited to, rights regarding a student’s school of origin, enrollment, credits, coursework requirements, graduation, college, discipline, records, and/or certain non-educational rights. [E.C. 48853, 48853.5, 49069.5, 51225.1, 51225.2, 51225.3.] A notice summarizing the rights of foster youth is available online through the California Department of Education at [http://www.cde.ca.gov/ls/pf/fy/documents/fosteryouthedrights.pdf](http://www.cde.ca.gov/ls/pf/fy/documents/fosteryouthedrights.pdf). KHSD’s Uniform Complaint Procedures cover complaints pertaining to the education of homeless students, former juvenile court school students, students living in active military households, migratory and newly arrived immigrant students participating in a “newcomer program,” and students in foster care, including, but not limited to, KHSD’s failure to:

- a) Exempt these students from local graduation and coursework requirements that are in addition to the statewide coursework requirements for graduation;
- b) Provide credit or partial credit for coursework completed while attending another school;
- c) Provide these students with the option to remain in school for a fifth year to complete the school district’s graduation requirements;
- d) Allow these students to decline the exemption or be denied enrollment in, or the ability to compete or retake, courses necessary to attend an institution of higher education, regardless of whether those courses are required for statewide graduation requirements;
- e) Allow foster children and homeless students to remain in their school of origin while resolution of a school placement dispute is pending; and
- f) Place a foster child or homeless student in the least restrictive educational programs and provide access to academic resources and services, and extracurricular and enrichment activities available to all students and make educational and school placement decisions based on the best interests of the student.

**Students in Active Duty Military Families/Residency Retention and Matriculation**

A student living in the household of an active duty military service member must be allowed to continue attending the student’s school of origin for the remainder of the school year if the family moves.

A student from an active duty military family who is transitioning between school grade levels must be allowed to continue in the school district of origin and in the same attendance area of the student’s school of origin. If the student is transitioning to middle school or high school, and the school designated for matriculation is in another school district, the local educational agency must allow the student to continue to the school designated for matriculation in that school district. The new school must immediately enroll the student, even if the child has outstanding fees, fines, textbooks, or other items or moneys due to the school last attended, or if the student is unable to produce clothing or records normally required for enrollment.
If the parent/guardian’s military service ends during the school year, then the student is allowed to stay in the student’s school of origin for the remainder of the school year through grades 1 – 8, or through graduation if the student is in high school.

**Juvenile Court Students Who Have Qualified for a Diploma – Graduation Requirements and Continuing Education Options.** Juvenile court students who have qualified for a diploma have additional rights related to deferring or declining the issuance of a diploma in order to take additional coursework or continuing their education upon release from the juvenile detention facility, and community college transfer opportunities. [E.C. 48645.7]

**Williams Complaints**

Complaints pertaining to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of students or staff, and teacher vacancies or misassignments may be filed anonymously with the school Principal or his/her/their designee. [E.C. 35186; 5 CCR 4680-4687]

A copy of KHSD’s UCP policies and regulations, and information and instructions, are available free of charge. For copies, please contact the Human Resources Division of the KHSD District Office, or visit www.kerhigh.org (District, Human Resources, Complaints Process).

**Complaints Regarding Discrimination and the Education of Disabled Students.** It is the policy of KHSD not to discriminate on the basis of race, color, national origin, sex, or disabling condition in any educational program, activity, or employment policy as required by Title IX of the 1972 Educational Amendments, Title VI of the Civil Rights of 1964, and Section 504 of the Rehabilitation Act of 1973.

Inquiries regarding compliance with Title IX may be directed to your school site principal or to Dr. Dean McGee, Chief Equity/Title IX Coordinator, 5801 Sundale Avenue Bakersfield, CA 93309 (661)-827-3100 dmcgee@kernhigh.org or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Inquiries regarding compliance with Section 504, or Title II of the Americans with Disabilities Act, may be directed to your school site Section 504 officer or Sandy Niday, Section 504 Coordinator, 5801 Sundale Avenue, Bakersfield, CA 93309; telephone: 827-3100; or to the Director of the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Title IX and Section 504 Grievance Procedures have been adopted for disposition of complaints alleging any action prohibited by law. The Grievance Procedure may be obtained from your school site coordinator, your principal, or the District Coordinator of Title IX or Section 504.

Information related to KHSD’s equity compliance, including information, complaint forms, and applicable board policies regarding nondiscrimination/harassment, bullying, and sexual harassment/Title IX can be found at www.kernhigh.org (Resources, Equity and Nondiscrimination).

**GRADUATION AND COLLEGE/UNIVERSITY AND CAREER READINESS**

**Career Technical Education (CTE).** The California Department of Education (CDE) defines CTE as a program of study that involves a multi-year sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to post-secondary education and careers. CTE includes 15 industry sectors including, but not limited to, Agriculture and Natural Resources, Health Science and Medical Technology, Engineering and Architecture, Information and Communication Technologies, Manufacturing and Product Development, and Building and Construction Trades. All KHSD comprehensive high school campuses offer career pathways through their CTE programs and the Regional Occupational Center (ROC) has a variety of CTE programs that are available to all KHSD students during their junior and senior year. For more information, please visit www.kernhigh.org.
**College Admission Requirements and Career Technical Education.** As per the CDE website, “students planning to apply to a four-year California public college or university are required to complete course work that exceeds the state-mandated requirements for high school graduation.”

The sequence of courses for admission eligibility to a California State University (CSU) or the University of California (UC) are commonly known as the “a through g” or “a-g.” Offered at each high school campus, these college preparatory courses must be completed with a grade of C or better to satisfy the CSU and UC eligibility requirements. They are listed as follows:

- Two years of history-social science for CSU or UC eligibility (“a” requirement)
- Four years of English for CSU or UC eligibility (“b” requirement)
- Three years of mathematics, including algebra, geometry, and intermediate algebra for CSU eligibility; one additional year for UC eligibility (“c” requirement)
- Two years of laboratory sciences for CSU eligibility; one additional year for UC eligibility (“d” requirement)
- Two years of the same language other than English for CSU eligibility; one additional year for UC eligibility (“e” requirement)
- One year of visual and performing arts (“f” requirement)
- One year of a college-preparatory elective (“g” requirement)

The CDE website (www.cde.ca.gov) is an excellent resource to learn more about college admission, planning, and financial aid. Also, visit the UC website (www.ucop.edu/agguide) to explore a-g course work available at each school site. Additionally, you may also visit the CSU Apply website (https://www2.calstate.edu/apply/Pages/default.aspx) to search degrees and majors. Visit Kern County’s local college websites, as well, to learn about the college and university promises and make personal appointments with college advisors. See the websites for Bakersfield College (www.bakersfieldcollege.edu); Taft College (www.taftcollege.edu); and California State University, Bakersfield (www.csub.edu). It is advisable that students submit applications to local colleges in addition to any and all other post-secondary schools of their choice. It is also advisable that students and their parents/guardians see the student’s high school counselor regularly to ensure that all course work for college entrance is completed successfully.

Many 21st century jobs will require some postsecondary education or training; hence, KHSD’s mission of ensuring that all students are prepared to succeed in college or career includes providing meaningful CTE opportunities at each school site. Students and their parents/guardians are encouraged to speak with a high school counselor to find out about CTE course work, which may include career-pathway programs intended “to prepare students for high-skill, high-wage jobs in the local economy” (“California Career Pathways Trust,” CDE website). Career-pathway programs typically link to local community college programs, which prepare students for employment or degree completion. The CDE provides CTE information online at www.cde.ca.gov/ci/ct

Only selected CTE courses may count for a-g credit. Please refer to the KHSD website (www.kernhigh.org), the CDE website (www.cde.gov), or consult a school-site counselor for more information on high school graduation, a-g requirements, and college planning.

**College Admissions Counseling Services.** Your student has the right to meet with a school counselor for help in choosing courses that will meet college admission requirements, or enrolling in career technical education courses, or both. If you wish to schedule a meeting with a school counselor, please contact the head counselor at the school your student attends.
**College Promise Program.** College and university “promises” are college-going initiatives that are taking root in our community. Their aim is to work closely with high school districts to establish a seamless pathway from high school to college so that students earn a college degree or post-secondary certificate and be well prepared to succeed in the demanding local and national economies.

Bakersfield College; Taft College; and California State University, Bakersfield, have made intentional commitments to KHSD students to support and guide their college-completion efforts, as long as the students fulfill the “promise” requirements. Each post-secondary institution named above guarantees admission into its “promise” program if a student meets the eligibility criteria, which include completing the a-g college-entrance requirements in high school and being college-ready in math and English. Maintaining full-time enrollment status and a GPA between a 2.5 and 3.0 (depending on the institution) are obligations to remain in the program. In turn, the college agrees to provide priority access to courses, ongoing academic advising, one-on-one mentoring, tutoring, and in some cases, funding, in order for students to stay on track and finish college.

The college “promise” programs are now an integral part of KHSD’s education mission to raise college awareness, expectation, and completion rates for all students, in order to build a stronger local workforce and, most important, to raise the quality of life for all students and families in Kern County.

For more information on local college promises, visit these websites: Bakersfield College (www.bakersfieldcollege.edu); Taft College (www.taftcollege.edu); and California State University, Bakersfield (www.csub.edu).

**Dual Enrollment Program.** KHSD has partnered with Bakersfield College, Cerro Coso College, and California State University, Bakersfield, to offer Dual Enrollment courses to KHSD students. The Dual Enrollment Program allows students the opportunity to earn college credit and high school credit simultaneously during their regular school day. This is not only a great way to engage in rigorous, college-aligned curriculum, but it also allows students the ability to begin accruing college credits while still in high school.

For a high school district to operate Dual Enrollment courses with a community college, it must have a partnership; a College and Career Access Pathways (CCAP) partnership or a non-CCAP. The KHSD and the Kern Community College District operate within a non-CCAP agreement to allow all classes to be open and accessible for our high school students. Because of utilizing a non-CCAP partnership, the course on the high school campus is also open to the public to register and attend. In the event a Bakersfield/Cerro Coso College student registers for a high school Dual Enrollment class, they must check in and out of the campus, following the school site’s visitor check-in procedures. A non-KHSD student may not check in prior to 15 minutes of the class beginning and must also check out within 15 minutes of the conclusion of the class.

Currently through the KHSD, general education and CTE courses are offered at various high school sites. To obtain more information on your school’s Dual Enrollment opportunities, please visit your student’s school site counselor and/or Assistant Principal of Instruction. For a comprehensive list of Dual Enrollment courses being offered in the KHSD, please visit www.kernhigh.org (Educational Services and Innovative Programs Division).

**KHSD High School Graduation (Academic) Requirements.** Preparing for college or career begins with completing high school with good grades. According to a recent college study, the number one predictor of college success is grade point average (GPA). It is important for each student to take high school seriously and do well in their classes.

The high school graduation requirements for KHSD are as follows (220 total credits):

- Four years of English (40 credits)
Three years of mathematics, including one year of algebra (30 credits)
Two years of science, including biological and physical sciences (20 credits)
Three years of history-social science including world history, United States history, one semester of American government and civics, and one semester of economics (30 credits)
Two years in physical education, provided Physical Fitness Test is passed (20 credits)
One year in visual and performing arts; foreign language, which may include American Sign Language; or CTE (10 credits)
One semester of health (5 credits)
College or career pathway courses (30 credits)
Elective courses (35 credits)

For more information about your student’s academic progress toward graduation, please contact your student’s guidance counselor at his or her school campus.

**University of California’s Eligibility in the Local Context Program.** A University of California (UC) path to freshman eligibility, Eligibility in the Local Context (ELC), makes the top 4 percent of each comprehensive high school’s graduating class eligible to the UC based on their work at their local high school. The top 4 percent are selected by UC evaluation of student transcripts according to UC eligibility criteria. KHSD submits transcripts to the UC on July 1 of every year. **If you do not want KHSD to submit your student’s transcript for eligibility review, please contact the Office of Instruction no later than 4 p.m. on June 1 every year, and your student’s transcript will be removed from the mailing.** If you do not contact the Office of Instruction by this date, your non-response will be considered authorization to send your student’s transcript to the UC for the Eligibility in the Local Context program. Additional information on the ELC program is available at [http://www.ucop.edu/sas/elc/](http://www.ucop.edu/sas/elc/) or by contacting the Office of Instruction at (661) 827-3129.

**Waiver of Local Graduation Requirements for Foster and Homeless Youth Students, Former Juvenile Court School Students, and Students Living in Active Duty Military Households.** Foster, homeless, former juvenile court school students, students living in the household of a parent who is an active duty member of the military, or migratory and newly arrived immigrant students, who transfer into the KHSD at any time after completing their second year of high school are required to complete all graduation requirements outlined in Education Code section 51225.3, but are exempt from any additionally adopted or required KHSD local graduation requirements, unless the Superintendent or designee makes a finding that a student is reasonably able to complete the requirements in time to graduate by the end of their fourth year of high school.

The District is required to provide notice to students of the availability of the exemption and whether they qualify for it within thirty (30) calendar days of a student’s transfer into the District. The District’s Uniform Complaint Procedures (UCP) may be used to resolve allegations that the District has not complied with the rights of a foster, homeless, former juvenile court school, or a student living in an active duty military household regarding waiving District-adopted local graduation requirements [E.C. 51225.1(m)(1).] For more information about the UCP, please see the Equity and Nondiscrimination section in this Notice or visit www.kernhigh.org or contact the District’s Equity/Title IX Coordinator, Dr. Dean McGee at (661) 827-3169 or dmcgee@kernhigh.org

**HEALTH AND SAFETY**

**Assistance with Medication.** The District is concerned for the health and well-being of all students while attending school. Therefore, any students who are required to take, during the school day, medication
prescribed for them by a physician, may be assisted by the school nurse or other designated school personnel if KHSD receives the following: (1) a written statement from the physician detailing the method, amount, and time schedules by which such medication is to be taken, and (2) written statement from the parent/guardian of the student indicating the desire that KHSD assist the student in the matters set forth in the physician’s statement, and holding KHSD and employees harmless for any personal property damage resulting from such assistance. [E.C. 49423]

With parent/guardian consent, the school nurse may communicate with a student’s physician and may counsel school personnel regarding the possible effects of the drug on the student’s physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. [E.C. 49480] For more information, please see KHSD Administrative Regulation 5141.2, which is available upon request.

The written statements from the student’s health care provider(s) and parent/guardian shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. [E.C 49423]

**Confidential Medical Services without Parental Consent.** [E.C. 46010.1] California Law requires each school district to notify parents/guardians and students that school authorities may excuse any student from school for the purpose of obtaining confidential medical services without the consent of the student’s parent or guardian. School authorities, in all cases, will encourage the student to communicate with parents/guardians regarding the need for confidential medical services and will offer support in that communication. If you have any questions regarding this policy, please call your student’s school.

**Hearing Testing.** KHSD is required to provide for the testing of the hearing of each student enrolled in either grades ten or eleven and first entry into the California public school system [17 CCR 2951]. Parents/guardians have the right to file a written statement indicating they will not consent to such testing. [E.C. 49451]

**Immunizations and Control of Communicable Diseases.** KHSD cooperates with the local health officer in the control and prevention of communicable diseases in school-age children. If you consent in writing, KHSD may permit any person licensed as a physician and surgeon, or any person licensed as a registered nurse to administer an immunizing agent to your student. You will be advised in writing before any immunization program is instituted. [E.C. 48211-48213].

Students who do not present evidence of inoculation (for any of the diseases listed in Health & Safety Code section 120335) shall be excluded for up to five (5) days in order to obtain such immunization, and such exclusion shall not be deemed an absence in computing average daily attendance. [E.C. 48216(a)]

Your student must be immunized against certain diseases before being admitted to school, unless formally exempted for medical reasons. Students who had a signed waiver based on religious or personal beliefs on file by January 1, 2016 will be exempt from the immunization requirement until they complete the "grade span" they were in as of January 1, 2016. Grade spans are: (1) birth through preschool, (2) Kindergarten through 6th grade, and (3) 7th through 12th grade. Students entering KHSD schools for the first time after July 1, 2016 will no longer be exempt from immunizations based on their religious or personal beliefs. [E.C. 48216, H.S.C. 120335 and 120370.]

Students transferring into the KHSD shall be enrolled and given thirty (30) days to bring their records up to date or they will be excluded. The names of these students must be given to the health service person.

The school health service personnel must be informed of any student who is not up to date.

**Management Plan for Asbestos-Containing Material.** In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), KHSD has had regular
inspections and ongoing surveillance performed at each of its school buildings for asbestos-containing building materials since the inception of AHERA. The most recent accredited three-year re-inspections were conducted in 2017. The inspection report and asbestos management plans are located in each school administrative office. Records regarding ongoing surveillance, abatement, and re-inspections are also included in the management plan. You are hereby informed of the immediate availability of KHSD’s asbestos management plan located for your review in the Business Services department at the KHSD District Office and at each available site office. The KHSD’s asbestos coordinator is available by appointment to interpret the management plan for any concerned parties. For more information, contact Jay M. Olsen in Business Services at (661) 827-3275.

Medical and Hospital Services. All parents/guardians are informed that KHSD has made available insurance policies that cover medical services or hospital services for injuries to KHSD students arising out of accidents that occur when the students are in attendance. [E.C. 49472]

Mental Health Services for Students. [AB 2022] All KHSD school sites have access to School Psychologists, School Social Workers, and School Mental Health Clinicians. These mental health professionals work with students, families, staff, and interagency partners to assess and support mental health challenges on campus, and work to address possible barriers to student learning. Services may include individual counseling, family counseling, group counseling/skills groups, suicide prevention/intervention services, crisis intervention services, case management/progress monitoring, school social work services, and/or referral to community partners. Parents/guardians may contact their student’s school site directly for an overview of the services provided and to receive more information about the specific type of mental health services and supports provided, how to access these services, or to receive more information about referrals to community agencies and resources. You may also contact Brian Mendiburu, Director of Student Behavior & Supports or Sandy Niday, Director of Special Education Services at (661) 827-3100.

Pesticide Notifications. [A.R. 3514.2] KHSD has implemented an Integrated Pest Management (IPM) program designed to effectively control pests using a combination of techniques. Pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment may be used according to established regulations and treatment thresholds. Pursuant to the Healthy Schools Act of 2000, KHSD is required to notify staff, parents, or guardians of the name of all pesticide products expected to be applied at one or more school facilities during the upcoming year. Those products (and the active ingredients) are as follows: **Product Name Active Ingredient Pest Treated:**
- Advion Ant Gel (methyl 7-chloro-2,5-dihydro-2), Alpine termite (Dinofeturan), Avert Sta (Abamectin B1), Avitrol (Pigeon) (4-aminopyridine), Bedlam (3-phenoxycinnymyl, 2-dimethyl), Borathor (Disodium Octaborate Tetrahydrate) Cirrus Fogg (2-Methyl-4-oxo-3-(2-propynyl) cyclopropent-2-enyl-(1RS)-cis,trans-chrysanthenate), Cy-Kick CS (Cyfluthrin), Delta Dust (Deltamethrin), DemonMax (Cypermethrin), Dimension Dithiopyr 3,5 pyridinedicarboxioic), Drop-Dead (Permethrin), EcoSmart Ant & Roach Killer (Rosemary oil, Cinnamon Oil, Other), EcoSmart Wasp & Hornet Killer (Peppermint Oil, 2-Phenethyl Propionate, Other), END ZONE Flies (Acetamiprid), Engage (Chlorpyrifos), essentria IC3 (Rosemary Oil, Geraniol, Peppermint Oil, other), FastOut CS Foam (Cyfluthrin), First Strike (difethialone), Florel Fruit Elimina (Ethephon phosphonic acid), Formec 80 (Mancozeb zinc ion manganese ethylene), Gallery, Kerb (pronamide), GrassBGon (fluazifop-P-butyl Butyl[R-2-[4-[[5 trifluoromethyl-2-pyrdinyl][oxy]phenoxy]propanoate, Hi-Yield Nutsedge (Halosulfuron-methyl), Hot Shot (dichlorvos [2,2-dichlorovinyl dimethylphosphase), Image Herbicide (dichlofeni: 2,6 – Dichlorobenzoanitrite), Landmark XP (Sulfometuron methyl chlorosulfuron), Mark-it-Red (Cyanine dye aqueous solution), Milestone (Triisopropanolammonium salt of 2-pyridine carboxylic acid, 4-amino-3,6-dichloro),MSMA 6 Plus (monosodium acid methanearsonate), Nature-Cide (clow oil, glicerin, soap, cottonseed oil, myricid acid, water), No Foram B (Octyl phenoxy polyethoxy), Oust (Sulfometuronmethyl), P.C.Q. (Diphacinone), PENDulum (pemidithalin), (Permethrin), Ranger PRO (Glyphosate), Roundup Pro (Glyphosate), Saf- T-Side (Petroleum Oil), Sedgehammer (Methyl), Sluggo (Iron Phosphate), Suppress (Caprylic Acid, Capric Acid), Surflan (Oryzalin), Tempo WP (Carboxylate), Termedic SC (fipronil 5-amino-1-[6-dichloro-4-[trifluoromethyl]phenyl]-4-[[1,R,S]-[trifluoromethyl]sulfanyl-1-H-pyrazole-3-carbonitrile), Tim-bor Professional (Disodium Octaborate Tetrahydrate), Trimec Turf (2,4-dichlorophenoxyacetic acid dimethyamine salt, Suspend Polyzone (Deltamethrin), Maxforce FC Roach Killer Bait Stations (Fipronil [5-Amino-1-[2,6-dichloro-4-
If you wish to receive prior notification about individual pesticide applications at a school facility, please complete the registration form located at the back of this booklet entitled “PESTICIDE APPLICATION NOTIFICATION REGISTRATION” and return it to your student’s school site.

Information regarding pesticides may be obtained at the website for the California Department of Pesticide Regulation at www.cdpr.ca.gov. You may also review a copy of the Integrated Pest Management plan for your student’s school, which is available for review at the school’s office.

Physical Examinations. It is strongly recommended that all students present evidence of having a completed physical examination by their medical doctor (a physician or surgeon licensed to practice medicine) on entering school the first semester of their freshman year. It is also strongly recommended that students new to KHSD present evidence of such physical examination upon enrollment. Exemption: A parent/guardian may file annually with the Principal of the school in which the student is enrolled a signed statement that the parent/guardian will not consent to a physical examination of the student, as permitted by the Education Code.

When there is good reason to believe that your student is suffering from a recognized contagious or infectious disease, your student will be sent home and will not be permitted to return until school authorities are satisfied that any contagious or infectious disease does not exist. [E.C. 49451] An annual physical examination given by a licensed physician is required for a student to participate in interscholastic athletic competition.

Safe Place to Learn Act [E.C. 220, 221.5, 234.1] KHSD is committed to maintaining a learning environment that is safe. KHSD prohibits bullying, harassment, unlawful discrimination, and intimidation of any student based upon the student’s actual race, color, ancestry, national origin, ethnicity, ethnic background, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or immigration status; the 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.

KHSD’s policies and regulations related to anti-discrimination, anti-harassment, anti-bullying, and anti-intimidation are available free of charge. To file a complaint regarding a violation of these policies and regulations using the Uniform Complaint Procedures (UCP) form, please contact Dr. Dean McGee, Equity/Title IX Coordinator, at (661) 827-3100 or visit www.kernhigh.org

Pursuant to state law, students are permitted to participate in sex-segregated school activities and programs, and to access facilities, that are consistent with their gender identity. Accordingly, students may participate in a sex-segregated program or activity together with another student of the opposite biological sex. A student who believes that their privacy or religious beliefs or practices require increased privacy should contact KHSD’s Equity/Title IX Coordinator, Dr. Dean McGee, as listed above.

School Safety Plans. A school safety plan has been developed for your student’s school. If you wish to see a copy of the school’s safety plan, contact the Principal at the school site.

Services to Disabled Students. If you have reason to believe that your student (ages 0 through 21 years) has a disability which requires special services or accommodations, bring this to the attention of the school office. Your student will be evaluated to determine eligibility for special instruction or services. [E.C. 56020, et seq.]
Sex and HIV/AIDS Prevention Education

Sex Education

The California Healthy Youth Act, requires that comprehensive sexual health education and HIV prevention education be provided to students at least once in high school. The instruction encourages students to communicate with parents, guardians, or other trusted adults about human sexuality. Instruction must be medically accurate, age-appropriate and inclusive of all students. It must include the following information: (1) Information about HIV and other sexually transmitted infections (STIs), including transmission, FDA approved methods to prevent HIV and STIs, and treatment; (2) Information that abstinence is the only certain way to prevent unintended pregnancy and HIV and other STIs, and information about value of delaying sexual activity; (3) Discussion about social views of HIV and AIDS; (4) Information about accessing resources for sexual and reproductive health care; (5) Information about pregnancy, including FDA approved prevention methods, pregnancy outcomes, prenatal care, and the newborn safe surrender law; (6) Information about sexual orientation and gender, including the harm of negative gender stereotypes; (7) Information about healthy relationships and avoiding unhealthy behaviors and situations.

The KHSD has adopted this new comprehensive health curriculum. Parents/guardians may examine written and audiovisual instructional materials used for this course.

State law allows you, the parent/guardian, to remove your student from all or part of this instruction. If you DO NOT want your student to participate in all or part of the comprehensive sexual health or HIV prevention education, please provide a written request to your student’s site administrator. You may request a copy of the CA Healthy Youth Act (California Education Code Sections 51930-51939) by contacting the Office of Instruction at (661) 827-3225.

Instruction in HIV/AIDS Prevention and Comprehensive Sexual Health Education

The law provides for parent notification each time AIDS prevention instruction is scheduled. The notice shall include the date of the instruction, the name of the organization or affiliation of each guest speaker and information about a parent's right to receive copies of Education Code 51930-51939 and class materials relating to AIDS prevention instruction. [E.C. 51938] Copies of these statutes are on file at KHSD offices. These statutes permit parents or guardians to excuse their children from AIDS prevention instruction.

Under the law, “a pupil shall not be subject to disciplinary action, academic penalty, or other sanction” if a parent withholds the pupil from the instruction. Also, “during the time of the instruction...an alternative educational activity shall be made available to pupils whose parents have requested that they not receive instruction...” [E.C. 51939]

You also have the right to inspect the written and audiovisual education materials used for this instruction and to be informed whether this instruction will be taught by KHSD personnel or by outside consultants. You may request in writing that your student be excused from all or part of any comprehensive sexual health education, HIV/AIDS prevention education or assessments related to that education. This notice does not apply to human reproductive organs which may appear in physiology, biology, zoology, general science, personal hygiene, or health textbooks, adopted pursuant to law.

Student Accident Insurance. All KHSD students receive the benefit of Student Accident Insurance at no cost to parents/guardians. This coverage is provided by KHSD and is administered by Catlin Group Limited. It provides benefits for student injuries incurred during all school-sponsored and supervised activities, including, but not limited to: (1) regular classes, (2) class trips, (3) summer school, (4) school-sponsored activities on or off the school premises, (5) school-sponsored transportation, and (6) interscholastic sports – including tackle football.

Student Accident Insurance covers medical and dental expenses that are related to a covered accident, up to $25,000.00, and is secondary to any other applicable health insurance available to the student UNLESS THE STUDENT IS ELIGIBLE FOR Medi-Cal or U.S. Military medical benefits. If the student is eligible for Medi-Cal or U.S. Military medical benefits, the Student Accident Insurance Coverage is
primary. For more information on the Student Accident Insurance, please contact the KHSD Business Services Department at (661) 827-3122.

NOTICE: Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about this programs may be obtained by calling (800) 300-1506 or by visiting www.healthcare.gov or www.coveredca.gov

Student Sexual Harassment. Students may be suspended or expelled for sexual harassment. The Board of Trustees prohibits sexual harassment in the educational environment by any person in any form. Sexual harassment is in violation of federal and state laws, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1982. KHSD’s board policy regarding student sexual harassment is included at the back of this Notice. Please review this policy carefully.

Within the educational environment sexual harassment is prohibited between students, employees and students, and supervisors and students. Generally, repeated or unwarranted verbal or physical sexual advances, sexually derogatory statements, or sexually discriminatory remarks made by someone in the educational environment or other related conduct that is offensive or objectionable to the student or which cause the student discomfort or humiliation, or which interfere with the student’s performance, are prohibited. Action will be taken when necessary to eliminate such practices or remedy their effects.

Students who engage in such harassment may be subject to disciplinary action up to and including expulsion. [E.C. 211.5, 230, 48900.2] The school principal or designee shall discuss the KHSD’s sexual harassment policy with students and employees and assure them that they are not required to endure sexually insulting, degrading or exploitative treatment or any other form of sexual harassment. The principal or designee shall provide staff in-service or student instruction and counseling as needed (Title VIII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972).

Students and staff are encouraged to immediately report incidents of sexual harassment to the principal or designee. The principal or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person. Students and staff shall make use of the Procedures for Handling Harassment Complaints by Employees and Students to resolve allegations of sexual harassment. A copy of applicable policies/regulations are included in the back of this Notice.

Sunscreen Precautions. State law has been amended to guarantee students the right to wear sun-protective clothing. Additionally, sunscreen may be carried and used without a doctor’s prescription. [E.C. 35183.5]

Tobacco-Free Schools / No Smoking Policy. KHSD is committed to maintaining a safe and healthy learning and working environment for all students and staff. The Tobacco-Free Schools/No Smoking Policy, implemented July 1, 1995, requires that all recipients of any state or federal grant or contract maintain tobacco-free school sites. For the benefit of students, a referral program is offered to students who are tobacco users or have tobacco-related concerns. Students who request a referral for free assistance are encouraged to contact the school’s Counseling Department. Violations of the KHSD’s Tobacco-Free Policy will lead to disciplinary action.

The KHSD Board of Trustees prohibits the use and possession of products containing tobacco and/or nicotine and non-nicotine vaporized solutions, including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic nicotine and non-nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products any time, in charter school or KHSD-owned or leased buildings, on
school or KHSD property, and in school or KHSD vehicles. However, this section does not prohibit the use or possession of prescription products, or other cessation aids such as nicotine patches or nicotine gum. Student use or possession of such products must conform to laws governing student use and possession of medications on school property.

**Video Surveillance on KHSD Property and KHSD School Buses.** The KHSD Board of Trustees, after having carefully considered rights of privacy, authorized the use of surveillance cameras in its schools, administrative buildings, buses, and on school grounds. KHSD surveillance cameras will be/are used in areas deemed appropriate by the Superintendent or designee, but will not be used in locations where confidential or private activities or functions are routinely carried out (e.g., bathrooms, locker rooms, changing rooms). Audio recordings shall not be utilized by KHSD officials for surveillance purposes, with the exception of on KHSD buses; such prohibition does not preclude the use of audio records by law enforcement officials in accordance with their official duties and/or as otherwise authorized by law.

Any video recording used for surveillance purposes in school and administrative buildings, school buses, and on school property, shall be the sole property of the KHSD and may be used in disciplinary proceedings and may be referred to and shared with local law enforcement, as appropriate. All video recordings will be secured to avoid tampering and ensure confidentiality in accordance with applicable policies, laws, and regulations. Release of such videos will be made only as permissible pursuant to applicable policy and law.

Appropriate signage will be/is posted at entrances to the school campus, at major entrances into school buildings, and on school buses notifying students, staff, and the general public of the KHSD’s use of surveillance cameras. **THIS IS YOUR NOTICE of KHSD’s use of video and/or audio surveillance.**

KHSD utilizes audio and video surveillance on its school buses. Any video and/or audio recording used for surveillance purposes on KHSD school buses shall be the sole property of the KHSD and may be used in disciplinary proceedings and may be referred to and shared with local law enforcement, as appropriate. All video and audio recordings will be secured to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Release of such videos and audio recordings will be made available only as permissible pursuant to applicable law. All KHSD school buses have signs posted that notify students entering a school bus that the bus is equipped with audio and video recording devices.

**Visitors and Outsiders on Campus.** To ensure the safety of students and staff and to minimize interruptions to the instructional program, any person who is not a student or staff member must register immediately upon entering any school building or grounds when school is in session, and will be asked for picture identification. [Board Policy 1250]

**INTERNET AND TECHNOLOGY**

**Acceptable Use Policy.** No student will be allowed to access the Internet unless the student and a responsible parent/guardian sign the KHSD Acceptable Use Agreement (AUA) for Internet use. This is available for review and signature at each school site. The policy may be revised by Board action. Parents have the right to withdraw their consent to the KHSD AUA at any time by informing their student’s school in writing.

**Student Obligations and Responsibilities under the Acceptable Use Policy and Agreement**

Students are expected to use District technology (such as computers, tablets, Wi-Fi, Internet, email, USB drives, wireless access points, smart devices, and other electronic devices) safely, responsibly, and for educational purposes only. The student in whose name District technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.
Students are prohibited from using District technology for improper purposes, including, but not limited to, use of District technology to: (1) Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive; (2) Bully, harass, intimidate, or threat other students, staff, or other individual (“Cyberbulling”); (3) Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person; (4) Infringe on copyright, license, trademark, patent, or other intellectual property rights; (5) Intentionally disrupt or harm District technology or other District operations (such as destroying District equipment, placing a virus on District computers, adding or removing a computer program without permission from a teacher or other District personnel, changing settings on shared computers); (6) Install unauthorized software; or (7) Take unauthorized photos/videos of staff or other students.

**Bring Your Own Device (BYOD) Program.** Some KHSD school sites participate in a BYOD program that permit students to bring their approved personal electronic communications devices into designated BYOD classrooms for use as a learning tool to compliment the overall educational experience. Student use of personal electronic devices in the BYOD program shall be in full compliance with BP/AR 6163.4 - Student Use of Technology. A copy of this policy and regulation is available from your student’s school site upon request.

The Superintendent or designee shall ensure that all use of student personal electronic devices as a part of the BYOD program only connect to the Internet through KHSD Internet access that is filtered, like KHSD computers in compliance with BP/AR 6163.4. When a student’s personal electronic device is in use as a part of the BYOD program, that device shall be considered a KHSD technological resource and KHSD computer for purposes of BP/AR 6163.4 and subject to the terms of the AUA signed by the student and their parent/guardian. No student shall be required to participate in the BYOD program. However, before a student in a BYOD-participating classroom is allowed to use their personal electronic device as a part of the BYOD program, the student and their parent/guardian shall sign and return the AUA. Students may be subject to discipline for failure to comply with the AUA and related KHSD policy.

**Internet Codes of Conduct, Supervision and Filters.** The KHSD provides Internet access to further the educational mission of KHSD. When bringing Internet opportunities into the classroom and the school library where the student may use the Internet for research and individual projects, KHSD must attempt to ensure that this access is provided responsibly in a fashion consistent with its mission. KHSD is committed to meeting the provisions established in the Children’s Internet Protection Act (CIPA), which protects the safety and privacy of minors. In compliance with California legislation, E-Rate, and CIPA, KHSD addresses the appropriate and ethical use of information technology in the classroom so that students and teachers can distinguish lawful from unlawful uses of copyrighted works, including the following topics: (1) the concept and purpose of both copyright and fair use; (2) distinguishing lawful from unlawful downloading and peer-to-peer file sharing; and (3) avoiding plagiarism. KHSD provides for the education of minors about Internet safety, including appropriate online behavior that encompasses interacting with other individuals on social networking sites and in chat rooms, cyberbullying awareness and response, how to protect online privacy, and how to avoid online predators.

The key elements to provide appropriate content include:

1. Agreement by the student and the student’s parent/guardian to abide by and support the Student Code of Conduct for the KHSD Electronic Community.

2. As a supplement to the AUA and adult supervision, and as a protection against inadvertent access to inappropriate material, KHSD has put in place an Internet security server and content filtering software with a firewall, thereby to endeavor to block inappropriate sites. Students who attempt to bypass the KHSD firewall to access blocked content are subject to disciplinary action.
Information on KHSD Internet and network policies may be found in the Information Technology section of the KHSD website (www.kernhigh.org).

**Student Access to KHSD School Site Networks.** KHSD strongly believes in the educational value of technology and recognizes its potential to support curriculum. Two different kinds of technology access are available: (1) access to computers on the KHSD network and (2) Internet access. All students who abide by a set of basic rules will have access to computers on the KHSD network for appropriate class projects and for access to information resources.

**PARENT/GUARDIAN RIGHTS, RESPONSIBILITIES, OPT-OUT OPTIONS, AND RELATED INFORMATION**

**Cal Grant Program Opt-Out.** [E.C. 69432.9] California public high schools are required to submit the Grade Point Average (GPA) of all graduating seniors to the California Student Aid Commission (CSAC) for automatic Cal Grant application no later than October 1 of a student’s senior year. School districts submit each student’s GPA automatically, unless the student or parent/guardian has opted out of the submission process. California Education Code section 69432.9 requires the school district, no later than January 1 of a student’s grade 11 academic year, to notify, in writing, each grade 11 student and their parent/guardian that the student will be deemed a Cal Grant applicant unless the student is opted out prior to the high school’s submission of GPAs to the California Student Aid Commission (CSAC). Students who do not opt out will have their GPA submitted to the CSAC to be considered for a Cal Grant award. Students who are 18 years or older and parents/guardians of minors may contact the registrar of the student’s school to obtain more information about opting out of this automatic submission, or to obtain more information about Cal Grants. KHSD plans to submit senior student GPAs electronically to CSAC on October 1, 2019. **For students graduating in 2020 who wish to opt out of the Cal Grant program, KHSD will need to receive your opt out information before October 1, 2019.** If you choose to opt out please contact your student’s school site directly.

**Education Empowerment Act of 1998.** The Education Empowerment Act of 1998 establishes various rights for parents/guardians, in addition to other rights identified in this Notice. Your rights, as a parent or guardian, include the following:

- **Inspection of Instructional Materials:** All primary supplemental instructional materials and assessments, including textbooks, teachers’ manuals, films, tapes and software shall be compiled and stored by the classroom instructor and made available promptly for your inspection in a reasonable time frame or in accordance with procedures determined by KHSD’s Board of Trustees.

- **Observation of School Activities:** You have the right to observe instruction and other school activities that involve your student in accordance with procedures determined by the Board of Trustees to ensure the safety of students and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents/guardians shall be considered by the Board of Trustees. Upon written request by a parent/guardian, school officials shall arrange for the observation of the requested class or classes or activities in a reasonable time frame and in accordance with procedures determined by the Board of Trustees.

- **Consent for Evaluations:** A student may not be tested for behavioral, mental, or emotional evaluations without the informed written consent of a parent/guardian.

- **Affirmation or Disavowal of Beliefs:** A student may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine or political opinion. This law does not relieve students of any obligation to complete regular classroom assignments.

- **Dissection of Animals.** If a student chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, then the teacher may work with the student to develop and agreed upon an alternative education project for the purpose of providing
the student an alternate avenue for obtaining the information required by the class. The school will need a signed note from a parent/guardian indicating the student’s objection. [E.C. 32255]

**Excused from Instruction Due to Religious Beliefs.** Whenever any part of the instruction in health or family life education conflicts with a parent/guardians’ religious training and beliefs or personal moral conviction, or those of a student, the student shall be excused from such instruction upon written request by the student’s parent/guardian. [E.C. 51240]

**General Parent/Guardian Rights.** [A.R. 5020] The rights of parents/guardians of KHSD students include the rights identified below. These include your right:

1. To observe in your student’s classroom (upon reasonable notice)
2. To meet with your student’s teacher and the school principal (upon reasonable notice)
3. To be timely notified if your student is absent from school without permission
4. To receive the results of your student’s performance and the school’s performance on standardized tests and statewide tests (and for parents/guardians of English learners, the right to receive your student’s performance on the English Language Proficiency Assessments of California [ELPAC])
5. To examine the curriculum materials of the classes in which your student is enrolled
6. To be informed of your student’s progress in school and of the appropriate school personnel to contact if a problem arises
7. To support your student’s advancement toward literacy (for parents/guardians of English learners)
8. To be informed, through the school accountability report card, about statewide and local academic standards, testing programs, accountability measures and school improvement efforts (for parents/guardians of English learners)
9. To have access to the school records of your student
10. To receive information concerning the academic performance standards, proficiencies or skills your student is expected to accomplish
11. To be informed in advance about school rules, including disciplinary rules and procedures in accordance with E.C. 48980, attendance policies, dress codes, and procedures for visiting the school
12. To be notified, as early in the school year as practicable, if your student is identified as being at risk of retention and of your right to consult with school personnel responsible for a decision to promote or retain your student and to appeal such a decision
13. To receive information about any psychological testing of your student and to deny permission for such testing
14. To refuse to submit or to participate in any assessment, analysis, evaluation, or monitoring of the quality or character of the student’s home life, any form of parental screening or testing, any nonacademic home-based counseling program, parent training, or any prescribed family education service plan and to inspect any survey collecting personal information
15. To participate as a member of any school site councils, parental advisory councils, or site-based management leadership team at the school, in accordance with governing membership (for parents/guardians of English learners, this includes the right to participate in school and district advisory bodies in accordance with federal and state law and regulations)
16. To question, and receive an answer regarding items in your student’s record that appear to be inaccurate, misleading or that invade privacy
17. To provide informed, written parent/guardian consent before your student is tested for a behavioral, mental, or emotional evaluation

**Graduation Privileges.** [B.P. 5127] Parents/guardians and students are reminded that participation in graduation ceremonies is a privilege, and participation is not guaranteed. Pursuant to Board Policy 5127, in order to encourage high standards of student conduct and behavior, a school principal, as the Superintendent's designee, may deny a student the privilege of participating in graduation ceremonies.
and/or activities in accordance with school rules. Prior to denial of the privilege, the student, and where practicable the student’s parent/guardian, shall be made aware of the grounds for such denial and shall be given an opportunity to respond. If a privilege is to be denied, the student and parent/guardian shall receive written notice of the denied privilege and the means whereby they may appeal the decision.

**Parent/Guardian Responsibility for Students - Liability.** Parents/guardians are liable for all the damages caused by the willful misconduct of their minor children which result in death or injury to other students, school personnel, or school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parent or guardian liability may be as much as $20,300 in damages and another maximum of the same amount for payment of a reward, if any. These amounts are expected to be indexed and rise annually. [E.C. 48904]

KHSD may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. [E.C. 48904, Civil Code 1714.1]

If your student commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your student's classroom. [E.C. 48900.1]

**Personal Beliefs / Political Affiliations / Behavior / Close Family Relationships.** Unless a parent/guardian gives written permission, a student will not be given any test, questionnaire, survey, or examination containing any questions about the parent/guardian or student’s personal beliefs or practices in sex, family life, morality, religion, political affiliations or beliefs, illegal, anti-social, self-incriminating, or demeaning behavior, mental or psychological problems, legally recognized privileged relationships (such as lawyer, physician, or minister), critical appraisals of recognized relationships (such as lawyer, physician, or minister), critical appraisals of individuals with whom you have close family relationships, or income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). Parents/guardians may inspect all instructional materials, including teacher's manuals, films, tapes or other supplementary material to be used in connection with any survey, analysis or evaluation. [E.C. 51513 and 60614; 20 USC 1232h (a)]

**Opt-Out of Media, Images/Video, Release of Student Information.** At the back of this Notice is a form that allows parents/guardians to opt-out of student participation in media visits, the release of student directory information, appearance in streaming video of KHSD activities, photos or video of students being featured on the KHSD or school site webpage(s), KHSD or school site social media sites, etc. **Please review the form carefully.** If you have questions, contact Public Information at (661) 827-3172.

**Parental/Guardian Involvement Policy.** Along with Title I parents, KHSD has developed a written Title I parental involvement policy. A copy of the Parental/Guardian Involvement Policy is included at the back of this Notice.

**Professional Qualifications of Your Student’s Teachers/Staff.** The Federal Every Student Succeeds Act (ESSA) requires that KHSD advise parents/guardians of their right to request information about the professional qualifications of their student’s teachers and any paraprofessionals who work with the student. Parents/guardians are entitled to ask for the following information: (1) whether the teacher has met state credential or license criteria appropriate to the grade level and subject matter in the class; (2) whether the teacher serves under an emergency permit or other provisional authorization; (3) the baccalaureate degree college major of the teacher and any other graduate certification or degree held; (4) whether a student is provided services by a paraprofessional, and if so, that person’s qualifications.

To submit a request for information about the qualifications of your student’s teachers or paraprofessionals, please contact your school. You may also obtain a qualifications request form from
your student’s school. The request form should be returned to the student’s school and will be forwarded to the KHSD Human Resources Division to receive a prompt reply.

**Requests for Re-Evaluation of Instructional Materials.** It is the practice of KHSD, in accordance with state Law and KHSD policies and regulations, to utilize instructional materials and practices that meet criteria in the following areas: subject coverage, relevance to course of study, organization of materials, vocabulary, style, interest to students, factual accuracy, treatment of controversial issues, format and cost, local community values, appropriateness of subject matter and language to class and students for which it is intended, general literary or artistic value, roles and contributions of women, and ethnic and cultural groups.

When a given parent/guardian objects to an instructional topic or material because it offends their religious beliefs or values, it has been the practice in accordance with District policy to give the individual student an alternative assignment or book without any negative impact on their grade. Usually such parent/guardian or community member concerns are discussed with the teacher and school site administrators and satisfactory resolutions are reached. Any appeals of this process should be made to the Associate Superintendent of Instruction, Dr. Brenda Lewis.

**Student in Danger of Failing a Course.** Parents/guardians will be notified when a teacher has determined that their student is in danger of failing a course. [E.C. 49063(j) and 49067(a)]

**Student Surveys.** KHSD students are asked to participate in voluntary student surveys. These surveys are optional and are meant to assess student perceptions in order to assist the District in improving school climate, practices, and education. For more information please see the Testing and Student Surveys section in this Notice. Survey opt-out forms are located at the back of this Notice.

**PROGRAMS, SERVICES, ALTERNATIVE EDUCATION, AND EDUCATIONAL OPTIONS**

**Kern Learn.** Kern Learn is a blended learning model that combines online learning and face-to-face education. Kern Learn utilizes an Internet-based learning management system as a digital classroom environment to teach courses for KHSD credit. Kern Learn offers increased access to standards-based courses taught by highly qualified staff. The use of digital curriculum enables flexible scheduling options for students. Students may take Kern Learn courses to supplement their traditional schedule, or may enroll as a full-time online KHSD student. For more information regarding Kern Learn, please visit www.kernhigh.org (Educational Services and Innovative Programs Division) or call (661) 827-3100.

**Multilingual Education for English Learners/Language Acquisition Program.** [E.C. 310] KHSD provides a structured English immersion program, adopted by the State of California, to educate students who are not yet proficient in the English language and in order to ensure the following English language development goals are met to “close the achievement gap” between English Learners (EL) and native English speakers: (1) “Ensure that EL students acquire full proficiency in English as rapidly and effectively as possible and attain parity with native English speakers” (CDE website); (2) “Ensure that EL students, within a reasonable period of time, achieve the same rigorous grade-level academic standards that are expected of all students.” (CDE website)

EL students are identified through the Home Language Survey and the English Language Proficiency Assessments of California (ELPAC). The ELPAC assesses a student’s English language proficiency level and provides a guide for appropriate program placement. Within 30 days of enrollment, the parent/guardian receives notification of the student’s English language proficiency level and recommended program placement. (More information on the ELPAC is contained in this Notice.)

The EL program provides highly qualified teachers and support staff to assist students in their English language and multi-subject learning. Parents/guardians are strongly encouraged to meet with their student’s counselor to learn more about the program and the criteria for reclassification (program exit)
criteria. Also, parents/guardians are encouraged to review “Facts about English Learners in California” on the CDE website (www.cde.ca.gov).

Notice of Alternative Schools [E.C. 58501]. California state law authorizes all school districts to provide for alternative schools. Education Code 58500 defines alternative school as a school or separate class group within a school which is operated in a manner designed to: (1) maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy, (2) recognize that the best learning takes place when the student learns because of his desire to learn, (3) maintain a learning situation maximizing student self-motivation and encouraging the student in their own time to follow their own interests (these interests may be conceived by them totally and independently or may result in whole or in part from a presentation by their teachers of choices of learning projects), (4) maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter (this opportunity shall be a continuous, permanent process), (5) maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent/guardian, student, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, KHSD District office, and the Principal’s office in each attendance unit have copies of the law available. This law particularly authorizes interested individuals to request the Board of Trustees establish alternative school programs in each district. Further, a copy shall be posted in at least two places normally visible to students, teachers, and visiting parents in each attendance unit for the entire month of March in each year.

Nutrition Services and Meals (Student Lunch Program) [E.C. 49510-49520] Your student may be eligible to purchase lunch in the cafeteria at a reduced rate. You will be separately provided with information regarding your student’s eligibility for this program. For more information you may visit www.kernhigh.org (Business Division, Food Services) or contact Food Services at (661) 827-3190.

Individual student records pertaining to student participation in any free or reduced-price meal program may be used by KHSD employees to identify students eligible for public school choice and supplemental educational services pursuant to the federal Every Student Succeeds Act (“ESSA”) (formerly the No Child Left Behind Act.) [E.C. 48980(b), 49510, 49520 and 49558] Please note, however, under California’s transition plan following enactment of ESSA, California has opted not to require local educational agencies like KHSD to provide supplemental education services or public school choice under ESSA.

Earned Income Tax Credit Act

The California Revenue and Taxation Code (RTC) Section 19853(b) requires local educational agencies (LEA) that operate the National School Lunch Program (NSLP) to annually notify households about the Earned Income Tax Credit (EITC) Information Act.

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance For Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its website at www.irs.gov.

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-
income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its website at www.ftb.ca.gov.

Section 504 – Students with Disabilities. Section 504 of the Rehabilitation Act of 1973 (Section 504) is a federal law that prohibits discrimination against individuals with disabilities in programs and activities that receive financial assistance from the U.S. Department of Education. Discrimination/harassment in any form toward individuals on the basis of their actual or perceived disability is unacceptable and will not be tolerated. The District will promptly investigate all complaints of disability-based discrimination/harassment and take reasonable actions to stop future incidents of discrimination/harassment. Information about how to file a complaint alleging discrimination or harassment is contained in this Notice in the Equity and Nondiscrimination section. Additional information about filing complaints can be found on our website at www.kernhigh.org (Resources, Equity and Nondiscrimination).

Section 504 also requires that eligible students with disabilities be provided a free and appropriate public education (FAPE). For students who are not eligible for special education services, but meet the federal definition of a person with a disability under Section 504, a Section 504 Plan is developed which indicates the accommodations, supplementary aids and/or services which can be provided through the general education program. Parents or guardians will be notified in writing of any District decisions which concern the identification, evaluation, and/or educational placement of students and their right to participate in, and/or appeal these decisions under Section 504.

Section 504 / Child Find. [34 CFR 104.32(a); 34 CFR 300.111; and E.C. 56300, 56301] KHSD has a duty under both Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA) to identify, locate, and assess students with disabilities who need regular or special education and related aids and services. If you believe that your student may have a disability, you may initiate a referral for assessment by contacting the student’s school site principal. For further information and/or assistance regarding Section 504, including how to obtain a copy of your parental rights and procedural safeguards under Section 504, or how to file a complaint, please contact (661) 827-4529.

Special Education. [E.C. 56000 et seq.; 20 USC 1400 et seq.] State and federal law requires that a free appropriate public education (FAPE) be offered to eligible students with disabilities ages 3 through 21 years. For information concerning student eligibility, assessment, the provision of special education, and related services, parental rights and procedural safeguards, or other related matters, please contact the KHSD Special Education Department at (661) 827-4529 or visit www.kernhigh.org (Educational Services and Innovative Programs, Special Education).

Special Education / Child Find. [34 CFR 104.32(a); 34 CFR 300.111; and E.C. 56300, 56301] KHSD has a duty under both Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA) to identify, locate, and assess students with disabilities who need regular or special education and related aids and services. If you believe that your student may have a disability, you may initiate a referral for assessment by contacting your student’s school site principal or the KHSD Special Education Department at (661) 827-4529.

Special Education Complaints. Federal and state laws provide several methods for resolving complaints. While the law contains more formal methods of dispute resolution, KHSD also utilizes formal means of addressing your concerns, which you may elect to use. When you have a concern about your student’s education, it is important to call or contact your student’s teacher or school-site administrators to talk about your student and any problems you see. When you have a concern, this informal conversation often solves the problem and helps to maintain open communication. Staff in KHSD’s Special Education
Department can also answer questions about your student’s education and about your rights and procedural safeguards. Additional resources, including how to file a formal complaint, are listed at the end of the Notice of Procedural Safeguards and Parents’ Rights on the District’s website (www.kernhigh.org) and are also available from your school site principal. Additional information regarding complaints is contained in this Notice in the Equity and Nondiscrimination section.

For further information and/or assistance regarding Special Education, including how to obtain a copy of your parental rights and procedural safeguards under Individuals with Disabilities Education Act (IDEA) and/or how to file a complaint, please contact the KHSD Special Education Department at (661) 827-4529 or KHSD’s Equity/Title IX Coordinator, Dr. Dean McGee at (661) 827-3100.

Transportation – Schedules and Video/Audio Surveillance. Bus schedules are available at your student’s school site the week prior to the start of school. All KHSD bus schedules can also be viewed on at www.kernhigh.org (District, Business Division, Transportation). For information regarding parking/vehicles, please refer to the Code of Conduct and Student Discipline section of this Notice.

KHSD utilizes audio and video surveillance on its school buses. Any video and/or audio recording used for surveillance purposes on KHSD school buses shall be the sole property of the KHSD and may be used in disciplinary proceedings and may be referred to and shared with local law enforcement, as appropriate. All video and audio recordings will be secured to avoid tampering and ensure confidentiality in accordance with applicable laws and regulations. Release of such videos and audio recordings will be made available only as permissible pursuant to applicable law. All KHSD school buses have signs posted that notify students entering a school bus that the bus is equipped with audio and video recording devices.

Workforce 2000 Academy. Serving over 700 students each year, Kern Workforce 2000 Academy (WF2K) is a charter school within the KHSD that was established in 1995 to serve students who are deficient in credits or need an alternative school schedule or setting. School hours are held in the late afternoon and evening, thus allowing students who are unable to attend during regular school hours to attend school at an alternate time. WF2K students meet all KHSD graduation requirements. Another goal of WF2K is to recover, retain, serve, and graduate at-risk youth using current comprehensive school site facilities. To obtain additional information regarding WF2K, please visit www.kernhigh.org (Educational Services and Innovative Programs Division, Alternative Education) or contact the Assistant Principal of WF2K at (661) 827-3216 or the WF2K Director of Alternative Education at (661) 827-3158.

RECORDS AND ACHIEVEMENT

California School Dashboard. The California School Dashboard is a new online tool (www.caschooldashboard.org) to help parents/guardians and community members access important information about each school and district. The Dashboard shows statewide progress in these six areas: (1) high school graduation rate, (2) academic performance, (3) suspension rate, (4) English Learner progress, (5) preparation for college and career, and (6) chronic absenteeism. The Dashboard also shows progress on the following four local indicators: (1) basic conditions (teacher qualifications, safe and clean buildings, and textbooks for all students), (2) implementation of academic standards, (3) school climate surveys, and (4) parental involvement and engagement.

The reports provide custom views of school success. These custom views include an equity report, which shows progress by student groups. The Dashboard emphasizes that a student’s progress should be measured continuously and by multiple measures. This means that one single indicator – for example, one test – does not reflect how well a student or school is performing. This new system replaces the former Academic Performance Index or API, which was based solely on testing results. As per the CDE, “the Dashboard is just one step in a series of major shifts in public education, changes that have raised the bar for student learning, transformed testing, and increased the focus on equity.”
To learn more about the Dashboard and the new testing and accountability system in California, visit the California Department of Education website (www.cde.ca.gov).

Release of Student Directory Information. [Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c); E.C. 49073] The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that KHSD, with certain exceptions, obtain parent/guardian written consent prior to the disclosure of personally identifiable information from a student’s education records. However, KHSD may disclose appropriately designated “directory information” without written consent, unless the student’s parent/guardian has advised KHSD to the contrary in accordance with KHSD procedures. The primary purpose of directory information is to allow KHSD to include information from a student’s education records in certain school or District publications. Examples include: (1) a playbill, showing a student’s role in a drama production, (2) the annual yearbook, (3) honor roll or other recognition lists, (4) graduation programs, (5) sports activity sheets, such as for wrestling, showing weight and height of team members, (6) and other similar school or District acknowledgements.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian’s prior written consent. Organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks, colleges, prospective employers, the Parent-Teacher Association (PTA), military recruiters, companies that sell class rings, school photography, graduation attire, and/or publish yearbooks, the news media (newspapers, radio, television, magazines, etc.), non-profit organizations, employers, institutions of higher education, and other KHSD or KHSD school-associated organizations. In addition, two federal laws require school districts receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless the parent/guardian has advised the school district that they do not want their student’s information disclosed without their prior written consent. (Directory information does not include a student's social security number, a student’s citizenship status, immigration status, place of birth, or any other information indicating national origin. Student information will not be released to third parties for immigration enforcement purposes without parent/guardian consent, or as required to do so by a court order or judicial subpoena.)

If you do not want KHSD to disclose some, any or all of the types of information designated below as directory information from your student’s education records without your prior written consent, you must notify KHSD and an opt-out form is included at the back of this Notice. KHSD has designated the following information as directory information: (1) student’s name, (2) address, (3) telephone listing, (4) electronic mail address, (5) photograph, (6) date of birth, (7) major field of study, (8) dates of attendance, (9) grade level, (10) participation in officially recognized activities and sports, (11) weight and height of members of athletic teams, (12) degrees, honors, and awards received, (13) the most recent educational agency or institution attended, (14) student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user, (15) a student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

You may have KHSD withhold any of this information by submitting a request in writing or submitting a “Release of Directory Information” Opt-Out form, which is located at the back of this Notice. Parents/guardians who prefer this type of information not be released need to notify the school office in writing, or by submitting the enclosed opt out form, within two weeks after receiving this Notice. In the case of students who have been identified as having exceptional needs, no material can be released without parent/guardian consent. Written consent of the parent/guardian or that of the student, if
accorded parental rights, must be obtained before directory information pertaining to homeless student may be released. [E.C. 49061(c), 49070, 49073(c), 56515; EESA, 20 U.S.C. 1232g, 9528(a)(2), 7908(a)(2) and 1232g; 34 C.F.R. 99.37]

Under the Education Code and KHSD policy, directory information will not be disclosed to a private profit-making entity, except for representatives of the news media, prospective employers, or entities performing an official function as school officials in accordance with KHSD policy. Where appropriate, KHSD may designate certain outside organizations as KHSD officials, and such organizations may include, but are not limited to, companies that manufacture or sell class rings, caps & gowns, photography services, or publish yearbooks, or the like, under agreement with the KHSD, or an authorized representative of KHSD.

**Student/Parent Information Disclosure in Board Meeting Minutes.** [E.C. 49073.2; Senate Bill 1036]
Should a student or parent/guardian choose to attend a meeting of the Kern High School District's Board of Trustees and identify themselves or provide personal information at that meeting, that student or parent/guardian's name and/or personal information may be disclosed in the written minutes of the meeting that are subsequently prepared. However, upon the specific written request by a KHSD student's parent/guardian, or by the student if age 18 or older, (NOT through the enclosed opt-out form) written minutes of the Kern High School District's Board of Trustees meetings shall not include the student or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. A desire to exclude this information from the written minutes of a specific board meeting must be made in writing to the secretary or clerk of the Board within 10 days after the board meeting. Written requests should be made to the attention of the secretary or clerk of the board and delivered to 5801 Sundale Avenue, Bakersfield, California 93309. For more information or for assistance please contact Graci Ashmore at (661) 827-3100. Please note, although this law may provide some students and/or their families with some basic protections against public disclosure of personal information provided during board meetings, it is not a guarantee that the information is protected. The names of speakers at board meetings can be obtained from other meeting participants or attendees, media, other written reports, and/or video or audio tape recordings of the meetings.

**Student Records – Inspection, Review, Privacy.** Parents/guardians of students, or students over 18, have the right to review and inspect their school records within five days of a written request. Student records are confidential and privacy will be maintained, except in some instances such as when a student transfers to another school, the KHSD receives a lawfully issued subpoena or a court order, or under the conditions specified in Education Code 49076. The records include report cards, transcripts, discipline history, commendations, attendance, assessment information, program participation (including Special Education and Section 504) and health information, etc. Most records are maintained at the school site. An access log of who has viewed the records is kept at the same location as the records. [E.C. 49064]

Files may be reviewed to identify students eligible for public school choice or supplemental educational services. The Education Code and KHSD BP/AR 5125 set forth the criteria under which school officials and employees may access, change, or delete information in a file. [E.C. 49075, 49076] You may have copies made and you have the right to file a written request with the Superintendent or designee challenging the records.

You may challenge the content of a student record if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's area of competence, a comment not based on personal observation of a named person with the time and date noted, or if the student record includes misleading information or violates a student's privacy rights. The Superintendent or designee will respond to the parent/guardian complaint within 30 days. The Superintendent or designee will determine whether to sustain or deny the allegations. If your challenge is sustained, the changes will be made. If not, you may appeal to the Board of Trustees, which has final authority. If you still have a different opinion, it can be included in the student's record. If you are not satisfied with how your case was handled by the KHSD,
you may file a challenge with the United States Department of Education. [E.C. 49063, 49060, 49070; Family Educational Rights and Privacy Act (FERPA); 34 C.F.R. Part 99]

When a student transfers into KHSD, a copy of their school records will be requested from their previous school district or private school. Parents/guardians will be notified of this request and have the right to review, challenge, and receive a copy of the student’s record if desired. [E.C. 49068; 5 C.C.R. 438] KHSD will forward student records, including academic records, suspension and/or expulsion disciplinary records, health records, and special education records (if applicable) to other schools that have requested the records where the student seeks or intends to enroll. [E.C. 49068; FERPA; 5 C.C.R. 438]

Your student’s records may be shared with school officials and employees of KHSD, and other persons connected with KHSD who have a legitimate educational interest, or other legally authorized purpose, and who may need your student’s records to perform their tasks. “School officials and employees” are individuals whose duties and responsibilities to KHSD, whether routine or as a result of special circumstances, require that they have access to student records. A “legitimate education interest” is an interest held by a school official, employee, or person outside KHSD, as further defined here and in Board Policy, whose duties, responsibilities or contractual obligations to KHSD, whether routine or as a result of special circumstances, require them to have access to student records. Persons outside KHSD who may have access to particular records that are relevant to their legitimate educational interest, or other legally authorized purpose, include those with a formal written agreement or contract with KHSD regarding the provision of services or functions outsourced to them by KHSD including: contractors, consultants, insurance carriers, claims adjusters, accountants, attorneys, investigators, or other parties to whom KHSD has outsourced institutional services or functions including third party vendors and service providers who manage certain data stored in a secure cloud computing or web-based system for KHSD.

Laws protect student education records and personal information and parent/guardian consent is required before releasing student information, unless the release is for educational purposes, is already public, is in response to a court order or subpoena, or is “directory information.”

For additional information, please also see Education Code 49076 and 34 Code of Federal Regulations 99.1 et seq. You may also contact Brian Mendiburu, Director of Student Behavior and Supports, in the Instruction Division of the KHSD District office at (661) 827-3100 or the Family Policy Compliance Officer, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605 or (800) 872-5327.

**School Accountability Report Card.** The School Accountability Report Card is available upon request and is accessible at www.kernhigh.org. This contains information about KHSD regarding the quality of KHSD’s programs and its progress toward achieving stated goals. [E.C. 33126, 35256 and 35258]

**Withholding Student Records - Grades, Diplomas, or Transcripts.** If KHSD’s real or personal property has been willfully cut, defaced or otherwise injured, or if its property is loaned to a student and it is willfully not returned upon the request of an employee authorized to do so, KHSD may, after affording the student their due process rights, withhold official grades, diploma and transcripts of the student responsible for the damage, from the student and/or their parent/guardian, until the student or the parent/guardian has paid for the damages. [E.C. 48904]

If a previous school district has withheld the grades, diploma or transcripts of a pupil pursuant to Education Code 48904, the school district to which the student has transferred shall also withhold the grades, diploma, or transcripts of the student as authorized by that section, until it receives notice from the district that initiated the decision to withhold, that the hold has been lifted. [E.C. 48904.3]
TESTING AND STUDENT SURVEYS

Advanced Placement Examination Fees. Parents and guardians have the right to be informed of the availability of state funds to cover the costs of Advanced Placement examination fees pursuant to Education Code 52242. [E.C. 48980(j)]

California Assessment of Student Performance and Progress (CAASPP) Exemption. Each year, parents/guardians will be notified that students in 10th and 11th grade will participate in the CAASPP testing. Parents/guardians who wish to excuse their student(s) from any or all parts of the CAASPP must submit a written request. Such written requests must be submitted to the school on an annual basis. If the exemption request is submitted after testing begins, any test completed before the request was received will be scored and the results will be included in the student’s records and reported. **Should you wish to exempt your student**, please contact the Testing Site Coordinator at your student’s school.

California High School Proficiency Exam. The California High School Proficiency Examination (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Additional information about the CHSPE is located on the Web at: http://www.chspe.net or call (866) 342-4773.

English Language Proficiency Assessments for California (ELPAC). The English proficiency Assessments for California (ELPAC) is the required state test for English language proficiency (ELP) that must be given to students whose primary language is a language other than English. State and federal law require that local educational agencies administer a state test of ELP to eligible students in kindergarten through grade twelve. The California Department of Education (CDE) transitioned from the California English Language Development Test (CELDT) to the ELPAC as the state ELP assessment in 2018. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate ELP assessments: one for the initial identification of students as English learners (ELs), and a second for the annual summative assessment to measure a student’s progress in learning English and to identify the student’s level of ELP. (From CDE Program Overview.) For more information visit: https://www.cde.ca.gov/ta/tg/ep/

Student Surveys. KHSD students are asked to participate in various surveys administered by the District, including, but not limited to, **School Climate** surveys and the **California Healthy Kids Survey**. These are very important surveys that will help promote better health and wellbeing for our students, improve the school learning environment, and help combat problems such as drug abuse and violence. The surveys are anonymous. No names are recorded or attached to the student forms or data. Students who, with parent/guardian permission, agree to participate do not have to answer any questions they do not want to answer, and may stop taking the survey at any time.

The California Healthy Kids Survey will be administered to students on March 16 – 27, 2020 and takes about 45 minutes to complete. The survey was developed by WestEd, a public, non-profit educational institution. The survey gathers information on developmental supports provided to youth; school connectedness and barriers to learning; school safety; and health-related concerns such as physical activity and nutritional habits; alcohol, tobacco and other drug use; and risk of depression and suicide and perceived sexual orientation. To view the survey being administered, please visit the administration office at your student’s school site or the Kern High School District Office Instruction Division after January 6th.

Results from this survey are compiled into district and county-level CHKS Reports. To view a copy of your district’s Report visit [http://chks.wested.org/reports/search](http://chks.wested.org/reports/search) (Outside Source) and type in the district name.

There are no known risks of physical harm to your student by participating in the CHKS. Risks of psychological or social harm are very small. None have been reported in 14 years of survey administration. In rare instances, some discomfort might be experienced from the questions. The school’s counseling services will be available to answer any personal questions that may materialize.
The School Climate Survey will be administered twice per school year, between October 14 - 25, 2019 and again March 16 – 27, 2020, and takes between 10 – 15 minutes to complete. Two weeks prior to the survey administration date, the School Climate Survey will be available for view at your student’s school site administration office.

For more information about student surveys please contact Cy Silver in the Instruction Division of the District Office at (661) 827-3314.

**These surveys are OPTIONAL. If you do not want your student to complete a survey, you must notify the KHSD and withdraw using an OPT-OUT/WITHDRAWAL FORM.** An opt-out form is located in the back of this Notice.
FORM FOR OPTING OUT OF MULTIMEDIA, IMAGE RELEASE, POSTING IMAGES, RELEASE OF STUDENT DIRECTORY INFORMATION, AND STREAMING VIDEO

This 2019 – 2020 multi-section opt out form provides parents/guardians the opportunity to opt their student out of one or all of the following: (1) public media coverage, (2) posting of student images and names through KHSD news, multimedia, digital communication tools, (3) release of directory student information, and (4) live streaming video of public KHSD events and activities. Please read each section of this form carefully. If you would like to opt your student out of any of the following sections, please fill out your student’s information (one form per student), check the associated box related to the section or sections below you wish to opt out from, and sign and return the form. The signature section is located at the end of this form. Please return this entire form and all its sections to your student’s school, whether or not you opt out of one, some, or all sections.

Please note: This is an OPTIONAL form. The form should ONLY be returned to the school if you wish to opt your student out of one or more of these areas below.

If you have any questions, please contact KHSD’s Public Information Office at (661) 827-3100.

Student Name: ________________________________ ID# _____________________________
Address: _____________________________________ Phone # _________________________
School: ______________________________________ Grade: __________________________

MULTIMEDIA WITHHOLD

There are occasions when news media are on school campuses to interview, photograph, and videotape students for print and broadcast stories. Many of these stories are positive and highlight the good things happening in KHSD schools. However, there are times when the media seeks access to our schools on more controversial issues. Our goal is to maintain student security and privacy.

If you want your student to be excluded from media stories, please check the box below and sign the form. Please know that there are times when the media will interview or photograph students off campus or without checking in with the front office. This form only acts as a guide to media coverage. It does not guarantee that your student will not be interviewed or photographed.

_______ I DO NOT want media representatives to publish/broadcast interviews with or photographs/video identifying my student.

POSTING OF STUDENT IMAGES AND NAMES ON KHSD DIGITAL COMMUNICATION TOOLS

KHSD offers a number of opportunities to publicize positive school and student events and accomplishments through KHSD and school digital communication tools, such as its official KHSD website or school site websites. Parents have the choice to withhold their student’s images (photo and
The publication of student image(s) along with both first and last name requires prior written consent of the student’s parent/guardian. The only exception to this rule is student photos posted with the first and last name into a KHSD administrative system such as the student information system, Synergy, or the library system. These are closed systems that only KHSD teachers, administrators, and limited support staff have access to through password protected logons. There is no opt out of these closed systems.

By checking the box below you are choosing to NOT allow your students’ name or image to be posted through digital communication. This will result in your students’ name not being published electronically for recognitions such as awards, events, school newspaper articles and clubs.

_____ I DO NOT want my student’s image and name posted through any KHSD digital communication tool.

RELEASE OF STUDENT DIRECTORY INFORMATION

California law permits school districts to release student “directory information” to certain people or organizations including, but not limited to, companies that sell class rings, P.T.A., school photography, graduation attire companies, yearbook companies, news media, employers, non-profit, institutions of higher education, government agencies, and military recruiters, when requested. Directory information may include a student’s name, photograph, address, telephone information, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended. In the case of students who have been identified as having special needs, no material can be released without parent or guardian consent, or pursuant to a valid subpoena or court order. For all other students, parents/guardians can opt-out of having their student’s directory information released by checking the box below and signing the form. Parents/guardians who prefer this type of information not be released need to notify the school office in writing, or by submitting this opt out form, within two weeks after receiving this Notice.

_____ I DO NOT want my student’s directory information to be released.

STREAMING VIDEO OPT OUT

There are occasions when public KHSD events and activities are broadcast on live streaming video. By their very nature, such broadcast regularly include reference to student names and include student images. Examples include KHSD graduation ceremonies and certain athletic events. If you want your student to be excluded from live streaming video broadcasts of KHSD events and activities, please check the box below and sign the form. Please know that there are times certain organizations or individuals may live stream video of KHSD events and activities without checking with KHSD or a KHSD school’s front office. This form only acts as a guide to live streaming video over which KHSD can exercise discretion and control. It does not guarantee that your student will not be videoed at a public KHSD event or activity.

_____ I DO NOT want my student’s name or likeness displayed through live streaming video of public KHSD events or activities.

If you have chosen to opt out of any section in this form, please sign and return this entire form to your student’s school site. Please be sure to include your student’s information in the section at the beginning of this form.

Parent/Guardian Signature: ____________________________ Date: _________________________
REQUEST FOR NOTIFICATION OF INDIVIDUAL PESTICIDE APPLICATIONS AT YOUR STUDENT’S SCHOOL

If you wish to receive notification of individual pesticide applications at a school facility, please complete the registration form below and return it to your student’s school site. You will receive notification at least 72 hours prior to the application of the pesticide.

PESTICIDE APPLICATION NOTIFICATION REGISTRATION

Name of Parent/Guardian/Staff Member: __________________________________________

Date:________________ Address: __________________________________________________

Student’s Name: ________________________School Site/Facility: _____________________

Please notify me by (check one) : ____ U.S. Mail        _____ Phone #____________________

Or by _____ E-mail Address: ___________________________________________________

× - - - - - - × - - - - - - × - - - - - - × - - - - - - × - - - - - - × - - - - - -
Dear Parent or Guardian:

Your child is being asked to take a School Climate Survey at his or her school. In a continuing effort to enhance student learning, well-being, and safety, the Kern High School District uses the survey to incorporate student voice into data–based decision-making. The survey covers issues related to school climate, school culture, ethnicity, and sexuality. Participation in the survey is voluntary on the part of the student, and we hope you will encourage your child to participate so that his or her opinion and knowledge can be part of the information gleaned from the survey.

Administration. The School Climate Survey will be administered twice per year, October 14th - October 25th, 2019, and March 16th – 27th, 2020. It will take about 10-15 minutes to complete. Two weeks prior to the survey administration date, the School Climate Survey will be available for view at your student's school site administration office.

Your student will also be asked to take the California Healthy Kids Survey (CHKS), sponsored by the California Department of Education. The CHKS survey was developed by WestEd, a public, non-profit educational institution. The survey gathers information on developmental supports provided to youth; school connectedness and barriers to learning; school safety; and health-related concerns such as physical activity and nutritional habits; alcohol, tobacco and other drug use; and risk of depression and suicide and perceived sexual orientation. To view the survey being administered, please visit the administration office at your student's school site or the Kern High School District Office Instruction Division after January 6th, 2020.

The results from CHKS are compiled into district and county-level CHKS Reports. To view a copy of your districts' report go to http://chks.wested.org/reports/search (Outside Source) and type in the district name. Administration. The CHKS survey will be administered March 16th through March 27th, 2020. It will take about one period (about 45 minutes).

Potential Risks. There are no known risks of physical harm to your child. Risks of psychological or social harm are very small. None have been reported in 14 years of survey administration. In rare instances, some discomfort might be experienced from the questions. The school’s counseling services will be available to answer any personal questions that may materialize.
These are very important surveys that will help promote better health and wellbeing among our youth, improve the school learning environment and combat problems such as drug abuse and violence.

*Your child does not have to take these surveys. If you DO NOT want your child to complete these surveys, you must notify the Kern High School District Office by completing the opt-out form on the back page of this letter.* Surveys are:

**Voluntary.** Students who, with your permission, agree to participate do not have to answer any questions they do not want to answer, and may stop taking the survey at any time.

**Anonymous.** No names are recorded or attached to the survey forms or data. The results will be made available for analysis only under strict confidentiality controls.

**For Further Information.** If you have any questions about these surveys, or about your rights, call your student’s school site or Cy Silver at the Kern High School District at (661) 827-3234.

If you do not want your child to participate in either survey, at least two weeks prior to survey administration dates, please bring the below portion of CHKS Withdrawal form to your student’s school site or mail it to:

Kern High School District Department of Instruction  
Attn: Cy Silver  
5801 Sundale Ave  
Bakersfield, CA 93309

----------------------------------------------------------------------------------------------------------------------------

**2019-2020 CHKS and School Climate Withdrawal Form**

By returning this form, I **DO NOT give permission** for my child to take the

(Please check one)  
_____ California Healthy Kids Survey and School Climate Survey.  
_____ School Climate Survey Only  
_____ California Healthy Kids Survey Only

(Please Print)  
Student’s name: _______________________________ Grade: ________________________________

Student’s School: _______________________________ Student UID: ________________________________

Parent/Guardian name: (please print) __________________________________________________________

Parent/Guardian signature: _______________________________ Date: ________________________________
Board Policy 0410 - Nondiscrimination in District Programs and Activities

The Board of Trustees 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.

(cf. 1240 - Volunteer Assistance)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
(cf. 4033 - Lactation Accommodation)
(cf. 419.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)
(cf. 6178 - Career Technical Education)
(cf. 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.

(cf. 3540 - Transportation)
(cf. 3553 - Free and Reduced Price Meals)

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.

(cf. 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.

(cf. 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.
In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights issued by the California Attorney General. Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, notetakers, written materials, taped text, and Braille or large-print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Dr. Dean McGee, Associate Superintendent of Educational Services and Innovative Programs
Kern High School District – District Office
5801 Sundale Avenue
Bakersfield, California 93309
(661) 827-3149
dmcgee@kernhigh.org

Legal references omitted, available upon request
Policy last revised: June 2019

Board Policy 0415 - Equity

The Board of Trustees believes that the diversity that exists among the district's community of students, staff, parents/guardians, and community members is integral to the district's vision, mission, and goals. Addressing the needs of the most marginalized learners requires recognition of the inherent value of diversity and acknowledgement that educational excellence requires a commitment to equity in the opportunities provided to students and the resulting outcomes.
In order to eradicate institutional bias of any kind, including implicit or unintentional biases and prejudices that affect student achievement, and to eliminate disparities in educational outcomes for students from historically underserved and underrepresented populations, the district shall proactively identify class and cultural biases as well as practices, policies, and institutional barriers that negatively influence student learning, perpetuate achievement gaps, and impede equal access to opportunities for all students.

The Board of Trustees shall make decisions with a deliberate awareness of impediments to learning faced by students of color and/or diverse cultural, linguistic, or socio-economic backgrounds. Board decisions shall not rely on biased or stereotypical assumptions about any particular group of students.

The Board of Trustees and the Superintendent or designee shall develop and implement policies and strategies to promote equity in district programs and activities, through measures such as the following:

1. Routinely assessing student needs based on data disaggregated by race, ethnicity, and socio-economic and cultural backgrounds in order to enable equity-focused policy, planning, and resource development decisions

2. Analyzing expenditures and allocating financial and human resources in a manner that provides all students with equitable access to district programs, support services, and opportunities for success and promotes equity and inclusion in the district. Such resources include access to high-quality administrators, teachers, and other school personnel; funding; technology, equipment, textbooks, and other instructional materials; facilities; and community resources or partnerships.

3. Enabling and encouraging students to enroll in, participate in, and complete curricular and extracurricular courses, advanced college preparation programs, and other student activities

4. Building a positive school climate that promotes student engagement, safety, and academic and other supports for students

5. Adopting curriculum and instructional materials that accurately reflect the diversity among student groups
6. Providing and/or collaborating with local agencies and community groups to ensure the availability of necessary support services for students in need

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6179 - Supplemental Instruction)

7. Promoting the employment and retention of a diverse staff that reflects the student demographics of the community

8. Providing district staff with ongoing, researched-based, professional learning and professional development on culturally responsive instructional practices

(cf. 4131 - Staff Development)

9. Conducting program evaluations that focus on equity and address the academic outcomes and performance of all students on all indicators

(cf. 0500 - Accountability)

Legal references omitted, available upon request
Policy last revised: May 2019

Board Policy 1312.3 - Uniform Complaint Procedures

The Board of Trustees recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board of Trustees encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board of Trustees 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)
(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)
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)

12. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

13. Any other complaint as specified in a district policy

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

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

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

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

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

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be 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 references omitted, available upon request
Policy last revised: June 2019

**Board Policy 4119.11 - Sexual Harassment (Employees)**

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

Sexual harassment includes, but is not limited to, harassment that is based on the gender, gender identity, gender expression, or sexual orientation of the victim.

This policy shall apply to all district employees and to other persons on district property or with some employment relationship with the district, such as interns, volunteers, contractors, and job applicants.

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

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

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

1. Providing training to employees in accordance with law and administrative regulation

2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply

3. Ensuring prompt, thorough, 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

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

Sexual Harassment Reports and Complaints

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/they have been sexually harassed in the performance of his/her/their district responsibilities or who has knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to his/her/their supervisor, another supervisor, the district’s coordinator for nondiscrimination, the Superintendent, if available, a complaint hotline or an ombudsman. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

The district's Compliance Officer/Title IX Coordinator is:

Dr. Dean McGee, Associate Superintendent of Educational Services and Innovative Programs
Kern High School District – District Office
5801 Sundale Avenue
Bakersfield, CA 93309
(661) 827-3149
dmcgee@kernhigh.org

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 and investigated in accordance with the complaint procedure specified in AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her/their supervisor in filing a complaint where the supervisor is the subject of the complaint.

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)

Legal references omitted, available upon request
Policy last revised: June 2019

Board Policy 4119.21 - Professional Standards (Employees)

The Board of Trustees expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district’s educational programs, and contributes to a positive school climate.

(cf. 0200 - Goals for the School District)
(cf. 5131 - Conduct)
(cf. 5137 - Positive School Climate)

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.
Each employee is expected to acquire the knowledge and skills necessary to fulfill his/her responsibilities and to contribute to the learning and achievement of district students.

Inappropriate Conduct

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon

2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed

3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child

4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student

5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time

6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members

7. Willfully disrupting district or school operations by loud or unreasonable noise or other action

8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity

9. Being dishonest with students, parents/guardians, staff, or members of the public, including, but not limited to, falsifying information in employment records or other school records

10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information
11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

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

12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

(cf. 4040 - Employee Use of Technology)

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

14. Wearing inappropriate attire

Reports of Misconduct

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

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5141.4 - Child Abuse Prevention and Reporting)

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

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

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

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

Notifications

The section(s) of the district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites.
(Education Code 44050)

(cf. 1113 - District and School Web Sites)

Legal references omitted, available upon request
Policy last revised: September 2018

Board Policy 5145.3 - Nondiscrimination/Harassment (Students)

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

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

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

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

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

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

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

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

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

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint. The district's Compliance Officer/Title IX Coordinator is:

Dr. Dean McGee, Associate Superintendent of Educational Services and Innovative Programs
Kern High School District – District Office
5801 Sundale Avenue
Bakersfield, CA 93309
(661) 827-3149
dmcgee@kernhigh.org

District complaint forms can be found at each school site or online at www.kernhigh.org

Legal references omitted, available upon request
Policy last revised: June 2019

Board Policy 5145.7 – Sexual Harassment (Students)

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

The district strongly encourages any student who feels that he/she/they are being or have 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/their 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. The district's Compliance Officer/Title IX Coordinator is:

Dr. Dean McGee, Associate Superintendent of Educational Services and Innovative Programs
Kern High School District – District Office
5801 Sundale Avenue
Bakersfield, CA 93309
(661) 827-3149
dmcgee@kernhigh.org

When the Compliance Officer/Title IX Coordinator receives a complaint or concern under this policy, he/she/they may investigate, or assign another compliance officer to investigate and/or resolve the complaint.
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/their employment terminated in accordance with law and the applicable collective bargaining agreement.

Record-Keeping

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

Legal references omitted, available upon request
Policy last revised: June 2019

Board Policy 5131.2 - Bullying

The Board of Trustees 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. Nor shall any student bully based on actual or perceived characteristics through words or actions.

Cyberbullying includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device 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.

A student is subject to disciplinary action for any severe or pervasive act which has the effect of causing a reasonable student to experience a substantially detrimental effect on his/her physical or mental health, causing a substantial interference with his/her ability to participate in or benefit from the services, activities, or privileges provided by a school.

This policy applies to students on school grounds, while attending or traveling to and from school or a school-sponsored activity, and during the lunch period whether on or off campus.

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.

(cf. 1020 - Youth Services)

**Bullying Prevention**

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear consequences 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 consequences related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

(cf. 5137 - Positive School Climate)

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes 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.

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

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.

In an effort to prevent bullying on school campuses, the district will offer staff development training in the early warning signs of harassing/intimidating behaviors and effective response, bullying prevention, and cultivating acceptance and understanding in all students and staff. Teachers should discuss this bullying policy with their students in relevant ways and assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

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

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

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

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.
Expectations of Staff

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)

Intervention

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

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

(cf. 6164.2 - Guidance/Counseling Services)

Reporting and Filing of Complaints

The district expects students and/or staff to immediately report incidents of bullying; such reporting will not reflect on the victim or witnesses in any way. 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. Each complaint of bullying should be promptly investigated. The school will make reasonable efforts to keep a report of bullying and the results of the investigation confidential.

(cf. 1312.3 - Uniform Complaint Procedures)

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

The first step in the complaint process for a bullying incident includes immediate contact with the Dean of Students or his/her designee. 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. If this fails to bring about a resolution, the assistant principal or principal should be notified. If the complainant student or parent/guardian of the student feels that an appropriate resolution of the investigation or complaint has not been reached, the student or parent/guardian of the student should contact the KHSD Office of Student Behavior and Supports. If this fails to bring about a resolution, the complainant shall be notified of the right to submit a formal written complaint to the School Community Liaison Officer who will direct it to the appropriate Uniform Complaint Officer for follow-up investigation under the district's Uniform Complaint Procedures.

(cf. 1312.3 - Uniform complaint Procedures)

Uniform Complaints regarding bullying shall be reserved for instances where bullying, harassment, or intimidation are based on actual or perceived characteristics identified in Education Code 220 or Penal Code 422.55, or any other bases provided by law, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

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.

The KHSD prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Consequences and Interventions for Bullying

Consequences 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. 4118/4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 4119.21/4219.21/4319.21 - Professional Standards)

Universal Notification

All staff, students and their parents will receive this policy prohibiting bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of the new orientation, and the policy will be posted on the district website under Parent's Page. A form for reporting bullying or other safety issues is also available on the district website.

Legal references omitted, available upon request
Policy last revised: June 2018
Title I, Part A LEA-Level Parent and Family Engagement Policy

This Parent and Family Engagement Policy (Policy) describes the means for carrying out designated Title I, Part A, parent and family engagement requirements pursuant to the Every Student Succeeds Act (ESSA) Section 1116(a).

The purpose of this Policy is to:

The Kern High School District (KHSD) has developed a written Title I Parental Involvement Policy with input from Title I parents. The Policy is incorporated into district and school site plans and is distributed to parents of participating children.

How will parents and family members be involved in the development of this Policy (ESSA sections 1116[a][2][A], and 1116[a][2][F])?

Parents who serve as officers for the District’s English Learner Advisory Committee (DELAC) and the District’s Parent Advisory Committee - Migrant/Title I programs (DPAC) assist in developing the LEA-Level Parent and Family Engagement Policy. On a yearly basis, officers meet during the summer months with the KHSD’s Parent Education Liaison to develop, compose and revise the policy.

Parent representatives from comprehensive sites who are elected as members of DELAC and DPAC are provided the Policy on a yearly basis to review it. Parent reps are encouraged to share their opinion and input regarding the Policy and its contents. DELAC and DPAC members have the option of officially making a motion to add additional narrative onto the Policy as needed.

How will parents and family members be involved in developing school improvement plans (ESSA Section 1116[a][2][A])?

Parents are invited to be part of the LEAP committee to participate along with representatives from schools and community members in the revision of the School Improvement Plans.

Title I parents are notified by mail and/or telephone of DPAC meetings. DPAC provides opportunities for parents to formulate and render suggestions for program modification or improvement as well as provide an arena for timely responses to their suggestions from Title I program leadership and school/district administration.
How does the Local Educational Agency (LEA) provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance? Does this include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education (ESSA Section1116 [a][2][B])?

KHSD schedules ongoing meetings for the schools’ program coordinators who directly oversee parental involvement at the sites. These meetings provide an avenue for support and assistance in implementing strong parent involvement programs. In addition, the KHSD’s Parent Education Liaison works closely with school site parent representatives at the district level (DPAC and DELAC) providing them with workshops and training opportunities that are regularly shared with the site’s parent committees. District parent meetings are conducted throughout the school year with emphasis on helping parents understand school programs, educational offerings, how to advocate for their children, and how they can become more involved in their children’s education.

Individual school sites at KHSD have jointly developed with and distribute to parents of Title I students a School-Parent Compact that outlines how parents, teachers and students will share the responsibility for improved student academic achievement.

Parents are encouraged to seek detailed information about their student’s progress by contacting school site teachers and counselors by phone or email.

- District generated progress reports are mailed to parents every quarter.
- Students are able to provide parents with site generated progress reports/grade checks throughout the year when requested.

How will LEAs coordinate or integrate parent and family engagement strategies with other relevant federal, state, local laws, and programs (ESSA sections 1116[a][2][C], and 1116[e][4])?

KHSD coordinates and integrates its family engagement programs and trainings with several district departments. Examples include:

- Division of Instruction: Coordination is centered on support provided in the form of Parent and Family Centers established at each of our comprehensive sites. These 18 centers focus on training to increase parent and family awareness of KHSD instructional programs and opportunities for parent education, school leadership, and volunteerism. In addition, Parent Centers promote parent participation in the annual parent survey and in the parent Application Parent VUE.
- Division of Innovative Programs: Coordination focuses on supporting parent involvement at DELAC and at DPAC.
- Division of Instructional Services: Coordination is centered on providing information to parents about the district’s Master Plan for English Learners and about Migrant program information, including opportunities for parent engagement through the sites’ Migrant Parent Committees (PAC), Migrant Region 5 and Kern County Superintendent of Schools.
- Department of Student Behavior & Supports: Coordination aims to promote awareness for parent and families about student supports, which include social-emotional learning elements, and supports related to Multi-Tiered Systems of Support (MTSS), PBIS, and restorative practices.
How will LEAs conduct, with meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this Policy on improving academic quality of all schools served under Title I, Part A, and use the finding to design evidence-based strategies (ESSA sections 1116[a][2][D], and 1116[a][2][E])?

An annual evaluation of the content and effectiveness of the Parental Involvement Policy is conducted in the fall at DPAC and DELAC meetings. Committee members have the opportunity to provide input as they review and revise the Policy.

A parent Needs Assessment and subsequent Parent Involvement Evaluation is conducted at DPAC and DELAC meetings to provide guidance in the identification of needs of Title I parents and the effectiveness of Title I parent involvement activities. As a result of the KHSD Title I parent involvement evaluation process, workshops, trainings, parent institutes, and other forums are made available to match the expressed parent need. Parent training opportunities are promoted through the sites’ Title I office in the form of notifications via school announcements, mailers, flyers, all calls, etc.

To facilitate participation of non-English speaking parents, meetings are conducted with the assistance of a Spanish/English translator. Upon identification of parental need for information in another language or in another format, KHSD takes steps to ensure that the parent request is fulfilled.

What are the barriers to greater participation by parents in activities authorized by ESSA Section 1116? Please note with particular attention, parents and family members who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background (ESSA Section 1116[a][2][D][i]).

Some of the barriers to greater participation by parents are:
- Lack of parents’ formal education to help with school work
- Lack of time
- Lack of communication
- Cultural or socioeconomic differences
- Language differences between parents and school’s staff
- Lack of staff training in working with parents
- Staff attitudes toward parents
- Parent attitudes about the school
- Concerns about safety in the area after schools hours

What are the needs of parents and family members so that they may assist with the learning of their children, including engaging with school personnel and teachers (ESSA Section 1116[a][2][D][ii])?

In the fall semester, Needs Assessment instruments are designed and distributed to parents of EL, Migrant, and Title I students who regularly attend ELAC and PAC meetings at the sites. The instrument is also provided to DELAC and DPAC district committees. In addition, Program Evaluation instruments are utilized in the spring semester to gather parents’ opinions on the effectiveness of the school programs and activities for parents. Parents are encouraged to complete both evaluations and the results are included in the planning process for the coming school year.

In the spring semester of 2018, 106 completed parent surveys were submitted to the KHSD. The majority of the parents are concerned about the following topics as they relate to their children at their school: bullying, gang related activity, and weapon possession.
In the winter 2018, the KHSD received 2,832 responses from parents/families who completed the district wide family survey. Two areas of concerns for parents are school climate, specifically the overall social and learning climate of the school, and family engagement, specifically the degree to which families become involved with and interact with their child’s school.

Lastly, since 2017, DELAC and DPAC committee members have recommended for the KHSD to provide regular and ongoing customer service training for front office staff and counselors. Parents feel there is much room for improvement in this area. Many times, the lack of exemplary customer service turns parents away from the school site. There is a real and great need for school staff members to improve their customer service practices towards parents in general.

**What are the strategies used to support successful school and family interactions (ESSA Section 1116[a][2][D][iii])?**

Parents are invited to attend their site’s annual Title I parent meeting, which takes place in the fall semester. Parents receive invitations by mail and by “all calls.”

Parents are invited to get involved in the design and operation of their school’s Title I program by participating in organized and ongoing PAC meetings throughout the school year.

Parents are informed of the classes and programs supported by Title I and have the opportunity to review their school’s Parent and Family Engagement Policy.

School sites promote parent and family centers which are designed to provide KHSD Parent/Guardians with opportunities for parent education, school leadership, and volunteerism. The centers create collaborative opportunities between teachers, administrators, school personnel and community members to support students and their families. In addition, family centers assist in developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities at the school sites.

**LEAs provide coordination, technical assistance, and other support to assist schools in planning and implementing effective parent and family engagement activities. This may include consultation with employers, business leaders, philanthropic organizations, or individuals. What technical assistance will be provided to parents (ESSA Section 1116[a][3][A])?**

KHSD aims to promote and increase parent participation in the Annual Parent Survey and to formally communicate through site workshops and presentation with KHSD families and community members about state testing and accountability reports, including the CA School Dashboard.

**How will LEAs reserve 1 percent of Title I, Part A funds to carry out parent and family engagement requirements (ESSA Section 1116[a][3][A])?**

The law requires LEAs to reserve 1 percent of Title I, Part A funds to carry out parent and family engagement requirements. KHSD uses the Consolidated Application state reporting system to meet compliance and reserve the 1% of our total Title I, Part A allocation for parent and family engagement.
How will LEAs allot funds for parent and family engagement (ESSA Section 1116[a][3][B])?

KSHD allocates parent and family engagement funds to school sites from the 1% reservation based on student enrollment and the community eligibility program (CEP) and/or National School Lunch Program (NSLP). Parents represented at DPAC & DELAC are involved and educated on Categorical Programs and on the Consolidated Application. The Board of Trustees is also informed annually on the 1% parent and family engagement reservation and that 95% of the mandated 1% reservation is directly allocated to school sites.

How will LEAs distribute 90 percent of the 1 percent reserve to schools (ESSA Section 1116[a][3][C])?

KHSD 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 Parent and family engagement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

How will LEAs provide assistance to parents and families in understanding the state academic standards, state and local academic assessments, Title I, Part A requirements, how to monitor their child’s progress, and how to work with educators to help all students succeed (ESSA Section 1116[e][1])?

Training and tools are provided to school staff to increase their capacity to engage, support and provide necessary information to parents. Some training areas include:

- A-G college preparatory requirements
- Transition from Junior High to High School
- Understanding the Single Plan for Student Achievement
- Master Plan for English Learners
- Common Core State Standards

How will LEAs provide materials and training to help parents and families work with their children to improve their achievement, such as literacy training and using technology (ESSA Section 1116[e][2])?

KHSD supports trainings at sites’ PAC and ELAC meetings and at parent and family centers for all parents. Some training areas include:

- Literacy/math home-based support
- KHSD technology tools and Parent Portal
- Parents as advocates and leaders
- Special Education programs
- Supporting good attendance habits
- Social-emotional support of students

How will LEAs educate teachers, instructional support staff, principals, and other school leaders and staff, with the assistance of parents and families, in the value and utility of contributions of parents and families, and reach out to, communicate with, and work with parents and families as equal partners, implementing and coordinating parent and family programs to build ties between parents and families, and the school (ESSA Section 1116[e][3])?

KHSD supports training to strengthen staff capacity for effective parent and family engagement. The training provides school staff, including principals, teachers, front office staff, parent center staff and others with guidance that fosters meaningful and sustainable parent and family engagement. Some key areas include:

- Parent involvement research and best practices
- Creating a welcoming environment
• Establishing effective advisory committees and councils at schools
• Establishing systems for addressing parent concerns
• All school policies
• Informing parents of their rights and responsibilities and categorical/special programs such as Title I, English Learners, Migrant, and Special Education
• Engaging and effectively communicating with parents, including working parents, disabled parents, newly arrived parents and non-English speaking parents

How will LEAs coordinate and integrate parent and family involvement programs with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent and family resource centers that encourage and support parents and families in more fully participating in the education of their children (ESSA Section 1116[e][4])?

KHSD implemented a Board-approved program to equip and sustain school-based Parent and Family Centers with standard facilities that assist schools in delivering effective parent engagement programs, including parent trainings/workshops, volunteer programs and local community resources. Key investment areas include computer technology, Rosetta Stone ESL program for parents, children’s corner and furniture to facilitate small group learning or larger group meetings.

How will LEAs ensure that information related to school and parent programs, meetings, and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents and families can understand (ESSA Section 1116[e][5])?

KHSD distributes meeting notifications and other pertinent program information to parents prior to meetings in a language the parents understand. KHSD also provides interpreters, if necessary, to assist with communication during conferences and meetings. The District utilizes school websites, “All Calls,” Remind App, and mass e-mails to communicate directly with parents.

How will LEAs provide such other reasonable support for parental involvement activities under this section (ESSA Section 1116[e][14])?

KHSD ensures parent engagement at schools by growing schools’ capacity to do the following:
• Listen responsively to parents and community members, with particular attention to issues concerning student academic performance and progress
• Create welcoming, respectful environments for all parents
• Provide learning opportunities for parents that grow their ability to support specialized needs for classroom learning particularly in math, reading, and writing, and knowledge of the requirements for high school graduation
• Provide workshop opportunities for families on how to support the needs of all students

How will the LEA ensure that the Parent and Family Engagement Policy is in a format and language that is easy for the parents and families to understand (ESSA Section 1116[f])?

Every year, KHSD solicits input and suggestions from DELAC and DPAC committee members regarding the format and overall message in the District’s Parent and Family Engagement Policy. KHSD ensures that parents in general are able to understand the language and terminology used in the document.
This Policy was adopted by the Kern High School District Board on February 4, 2019.

The LEA will distribute this Policy annually to all parents and families of students participating in the Title I, Part A program.

Krista Twist
Kern High School District
Categorical Programs Administrator

Signature of Authorized Official

February 4, 2019

Date

California Department of Education
July 2018
Health Coverage Options

**Medi-Cal:**
- Children—regardless of immigration status—foster youth, pregnant women, and legally present individuals—including those with DACA status—may be eligible for no- or low-cost Medi-Cal.
- Medi-Cal covers immunizations, checkups, specialists, vision and dental services, and more for children and youth at no or low cost.
- Medi-Cal enrollment is available year round.

**Covered California:**
- Covered California is where legal residents of California can compare quality health plans and choose the one that works best for them.
- Based on income and family size, many Californians may qualify for financial assistance.
- Enroll during Open Enrollment or any time you experience a life-changing event, like losing your job or having a baby. You have 60 days from the event to complete enrollment.

Find a primary care doctor in your network.
- Schedule an annual checkup for you and your family.
- Make sure to take your child to the dentist.
- Pay your monthly premium if your plan requires it.

**You and your family may qualify for financial help:**

<table>
<thead>
<tr>
<th>Household Size</th>
<th>If 2019 household income is less than...</th>
<th>If 2019 household income is between...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$17,237</td>
<td>$17,237 - $48,560</td>
</tr>
<tr>
<td>2</td>
<td>$23,336</td>
<td>$23,336 - $65,840</td>
</tr>
<tr>
<td>3</td>
<td>$29,439</td>
<td>$29,439 - $83,120</td>
</tr>
<tr>
<td>4</td>
<td>$35,535</td>
<td>$35,535 - $100,400</td>
</tr>
<tr>
<td>5</td>
<td>$41,635</td>
<td>$41,635 - $117,680</td>
</tr>
<tr>
<td>6</td>
<td>$47,735</td>
<td>$47,735 - $134,960</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Adults may be eligible for Medi-Cal</th>
<th>Children may be eligible for Medi-Cal</th>
<th>May be eligible for financial help to purchase insurance through Covered California</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Immigrant Families visit: [www.allinforhealth.org/immigrantfamilies](http://www.allinforhealth.org/immigrantfamilies)

Immigration status information is kept private, protected, and secure. It will not be used by any immigration agency to enforce immigration laws, but only to determine eligibility for health programs.

For more information go to: [www.allinforhealth.org](http://www.allinforhealth.org)

March 2019
Welcome to the Kern High School District.

Established in 1893, the Kern High School District (KHSD) is California's largest 9-12 high school district with more than 38,000 students.

KHSD remains committed to providing the best educational opportunities for our students. Our mission is to provide programs and services to allow ALL students to graduate from high school, well-prepared to succeed.

www.kernhigh.org