

# Student Handbook

*Manual Estudiantil*

2023 - 2024



KINGS RIVER UNION  
ELEMENTARY SCHOOL DISTRICT

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## **DISTRICT MISSION STATEMENT**

It is the mission of Kings River Elementary School, in partnership with parents/guardians and the community to empower each child to achieve his/her fullest potential in becoming a lifelong learner and a responsible citizen. We are committed to fostering high standards of student performance and promoting positive attitudes to achieving equity and excellence in a safe and nurturing environment. Learning experiences for our students should be meaningful and applicable to the real world.

We therefore believe...

- ALL students can learn
- High expectations, based on a student's ability, leads to high academic achievement
- Students must be responsible for their own learning
- Students are responsible for their actions
- Everyone has the right to be treated in a fair and equitable manner
- Students have a social responsibility to their peers, school, and community

## **Non-Discrimination Statement**

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

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and 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.

Title IX requires each school district that receives federal funds to have a Title IX coordinator, to notify all students and employees of the name, office address, and telephone number of the designated coordinator, and to adopt and publish grievance procedure to resolve student complaints under Title IX.

TITLE IX Coordinator:

Jessica Wilkins, Vice Principal, 3961 Avenue 400, Kingsburg, CA 93631  
[jwilkins@krusd.org](mailto:jwilkins@krusd.org) (559)897-7209

# Board of Trustees

President – Dan Waldner  
Clerk – Liz Avila  
Trustee – Danny Aguilar  
Trustee – Jeff Jost  
Trustee – Guadalupe Melendez

The governing board of the Kings River Union Elementary School District meets regularly on the second Monday of each month at 6:00 p.m. in the Kings River Union Conference Room. Agendas are posted in the School Office, Agenda Box, and District Website seventy-two hours before each meeting. Special meetings may be called when necessary and an agenda posted twenty-four hours in advance.

## ADMINISTRATION

Superintendent/Principal: **Sherry Martin** [smartin@krusd.org](mailto:smartin@krusd.org)  
Vice Principal: **Jessica Wilkins** [jwilkins@krusd.org](mailto:jwilkins@krusd.org)

Kings River Union Elementary  
3961 Avenue 400  
Kingsburg, CA 93631

Phone: (559)897-7209  
Fax: (559) 897-0320

Website: [www.kingsriverelementary.org](http://www.kingsriverelementary.org)

Office Hours: 7:30 a.m. – 4:00 p.m.

## **SCHOOL HOURS**

Monday, Tuesday, Thursday, and Friday are regular school hours—

K-3                7:55 am – 2:20 pm

4-8                8:15 am – 3:00 pm

Wednesdays are Early Release for all students—

K-3                7:55 am – 1:10 pm

4-8                8:15 am – 2:00 pm

## **ARRIVAL AND DEPARTURE**

Students may arrive on campus **NO** earlier than 7:00 a.m. and must report directly to the cafeteria. Students will go to the playground when dismissed from the cafeteria breezeway by the morning supervisors.

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

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

Students are to be dropped off or picked up in the loading zone on Road 40 on the east side of the campus **ONLY**. Parents are not to *park* cars in this area, rather respect the loading or unloading rule in this area. Please **DO NOT** use the staff parking lot to drop off or pick up students this year. Please follow the school rules and demonstrate your good character!

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

The person picking up a student early must be on the student's emergency card and come into the office to sign that student out. Please do not pick up your child during school hours from his/her classroom or from the playground without an office pass. All students **must** be checked out of school through the office—**no exceptions.**

## **ATTENDANCE**

The state law requires that all persons who are under the age of 18 and have not completed the 12<sup>th</sup> grade shall attend school regularly. Regular attendance in school is vital to your child's educational success. Please see that your child attends school regularly, and that he/she arrives at school on time. All absences must be verified by the parent/guardian. The school will send an automated phone/text message on each day your child has an unverified absence. The Student Support/Independent Study Clerk is the main contact for all attendance matters. Every absence from class must be cleared within (3) three business days whether excused or unexcused. If a pupil is not in class, the absence may be cleared in the following manner:

1. The parent should call the office prior to the day of absence or on the day of the absence.
2. The parent may send a note to the district secretary with the pupil if there is no telephone available. The note must include the date of the absence, reason for the absence, and parent's signature.
3. Provide a medical note as a proof of the absence.
4. If an absence goes unverified by the parent/guardian, it will become an unexcused absence.

Please note the following attendance information:

1. **Excused Absence:** any pupil illness, quarantine, any pupil medical appointments, funeral services for immediate family, court appearances, justifiable personal reasons, pupil's naturalization ceremony, participation in a cultural or religious event, participation in civic or political event (7<sup>th</sup> & 8<sup>th</sup> grades only). This is not a complete list, please refer to the parent notifications you received at the beginning of the year.
2. **Unexcused Absence:** All other absences other than those listed in number 1, including foggy day cancelled buses.
3. **Tardy:** Five or more minutes late to school or to class. Promptness to class is very important.
4. **Truant Tardy:** Continued tardiness is considered a serious matter. Your child will be considered *truant tardy* if they are more than 30 minutes late to school for an unexcused reason.
5. **Leave Early:** Continued early departure is considered a serious matter. Your child will be considered *Truant Tardy/Leave Early* if they leave more than 30 minutes early from school for an unexcused reason.

\*\*For attendance accounting purposes, three tardies equal one unexcused absence. \*\*

### **School Attendance Review Board referral:**

Kings River Union monitors attendance closely and will run attendance reports regularly. If your child accumulates 3 or more unexcused absences, unverified absences, or truant tardies you will be notified in writing. If your child continues to accumulate these types of absences from school you will receive additional notifications and may be required to attend a meeting with the school SARB members.

## **PART DAY ABSENCE**

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

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

## **LEAVING CAMPUS DURING SCHOOL HOURS**

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

## **BUS TRANSPORTATION**

Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in transitional kindergarten, kindergarten, and grades 1 to 8, inclusive, shall be provided with written information on school bus safety, located in this handbook. The information shall include, but not be limited to, all of the following:

- A list of school bus stops near each pupil's home.
- General rules of conduct at school bus loading zones.
- Red light crossing instructions.
- School bus danger zone.
- Walking to and from school bus stops

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

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

***All KRUE buses are equipped with video and audio surveillance cameras that are in operation at all times when busses are occupied.***

***MASKS are optional for all passengers on the bus this school year.***

## **BUS PASSES**

It is very important to call the school office if your student needs a bus transportation change. In an effort to support student safety, bus changes will be limited this year. ***Daily changes for students will not be allowed.*** If you have to make a change based on caregiver, work schedules, etc. we ask that those changes be made at the beginning of the year or updated at the trimester. If there is an emergency, please call the office so that we can work with you.

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

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

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

### Consequences:

1. Verbal warning to the student.
2. Student may be moved to another seat for the remainder of the week. Bus driver will conference with the student.
3. A notice will be sent to parents.
  - 1<sup>st</sup> Notice – Parent notification
  - 2<sup>nd</sup> Notice – 1 day denial of bus transportation
  - 3<sup>rd</sup> Notice – 3 days denial of bus transportation
  - 4<sup>th</sup> Notice – 1 week denial of bus transportation
  - 5<sup>th</sup> Notice – 2 weeks denial of bus transportation
  - 6<sup>th</sup> Notice – Parent Conference and bus transportation will be suspended for amount of time determined by administration.
4. Based upon the infraction, the administration reserves the right to deny bus transportation immediately and without prior notice.

### **SCHOOL BUS EVACUATIONS**

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

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

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

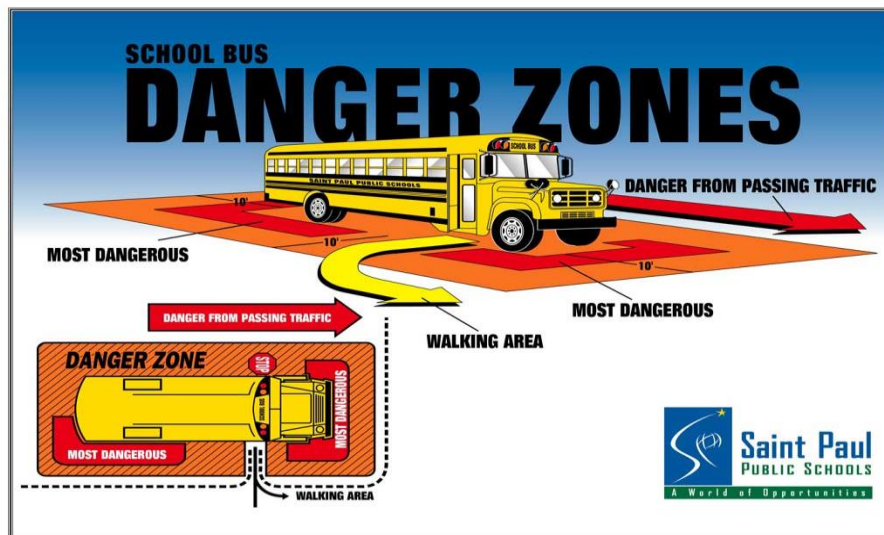
Bus evacuation drills are practiced annually by all students.



# School Bus Safety

## Know the DANGER ZONES

1. Every child must know the DANGER ZONES around the school bus.
2. Children should never enter the DANGER ZONES UNLESS the driver has given them permission.
3. If the pupil can touch the bus, he or she is too close.
4. If a pupil must cross the street, know all the rules to cross safely.
5. When near a bus, the children must have the attention of the school bus driver.
6. Children should never play around or near the school bus.
7. When leaving the bus, children must walk directly home.



The Danger Zone is the area on all sides of the bus where children are in the most danger of being hit. All school bus fatalities over the last decade have been outside of the bus. Children should stay ten feet away from the bus (or as far away as they can) and never go behind the bus. Children should take 5 giant steps in front of the bus before crossing, so they can be seen by the driver.

Please, teach your child to ask the driver for help if he/she drops something near the bus or just leave the item until the bus has moved away from the area. If a child stops to pick something up, the driver may not see him/her, and the child could be struck by the bus.

## Walking to and from Bus Stops

1. Go directly between the bus stop and home.
2. Plan the safest route with the fewest streets to cross.
3. Look in all directions before crossing and when safe, walk across the street.
4. Watch for vehicles that might be making a turn.
5. Do not dart from between parked cars or shrubbery.
6. Never accept a ride from a stranger.
7. If possible, face traffic when walking on roads without sidewalks and always use caution.
8. Be extra careful during times of sunrise and sunset, bad weather and during darkness.
9. Leave home early enough so you do not have to run.
10. Be at the Bus Stop a minimum of 5 minutes before the scheduled pick-up time.

## General Rules of Conduct at School Bus Loading Zones

1. Stand back and away from the road.
2. Do not talk to strangers.
3. At the bus stop stand quietly and patiently wait for the bus to arrive.
4. When the bus arrives DO NOT move toward the bus until the doors have opened.
5. Board the bus in a single file line and quickly find a seat.

## Red light Crossing

After making a determination that a student needs to cross the street on which the bus is stopped, the driver will do a RED LIGHT ESCORT. The driver must activate the flashing amber light system (if so equipped) 200 feet before the stop. After stopping, the driver will turn on the RED CROSS OVER LIGHTS. Students shall remain seated until the door is opened. The driver will then set the parking brake, turn the bus off, take the key out of the ignition, check traffic, open the door, and take the hand held stop sign used to escort the students across the road. The students must follow all of the driver's directions and not cross the road until the driver verbally tells the student to proceed.

*This crossing maneuver is considered the most dangerous and students must be aware, alert, and follow the directions of the driver.*

## FOGGY DAY SCHEDULE

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

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

KINGS RIVER ELEM/KINGSBURG – 2 HOUR DELAY

**BUSES WILL RUN 2 HOURS LATER THAN THEIR USUAL TIME.**  
(Classes will begin at the regular time for all students in attendance.)

KINGS RIVER ELEM/KINGSBURG – 3 HOUR DELAY

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

KINGS RIVER ELEM/KINGSBURG – 4 HOUR DELAY

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

KINGS RIVER ELEM/KINGSBURG – AM BUSES ARE CANCELLED.

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

\*\* If student does not attend school, this becomes an ***unexcused absence***.

PLEASE DO NOT CALL THE SCHOOL

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

# **SCHOOL HEALTH SERVICES**

## **SCHOOL NURSE**

Kings River Union contracts with Tulare County Office of Education for our nursing services and screenings. The school nurse is a registered nurse with a baccalaureate degree, is credentialed by the California on Teacher Credentialing, and has an extensive background in health education, counseling, child assessment, and the use of community resources (ED Code 49426). The school nurse identifies health needs of students, provides case management, and assists parents in seeking appropriate care and correction. The school nurse is on our campus approximately twice a month and available by phone daily to provide services and support/supervise the Licensed Vocational Nurse that is on campus daily.

## **LICENSED VOCATIONAL NURSE**

The licensed vocational nurse works as a member of the school health team to provide daily, onsite health services to our students. The LVN provides first aid to address immediate and emergency medical care needs of students, provides specialized physical health care services for students as assigned, assists in administering prescribed medication to students, and works with the school staff to maintain current and accurate student medical records. The LVN will be on campus daily 7:30 a.m. – 4:00 p.m.

## **FIRST AID & ILLNESS**

The health office is located in the main office building. If you are ill and need assistance, inform your teacher and receive a pass to the office. All students should keep teachers and the administrator informed of any special health matters concerning you. You may not leave the campus when ill without notification of a parent or guardian through the office.

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

## **COMMUNICABLE DISEASE CONTROL**

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

Due to the ongoing concerns with COVID, we ask for your help in reducing the risk and preventing the spread of the disease to other students and staff. Please contact the school LVN immediately if your child has any COVID symptoms.

## **PROCEDURE FOR MEDICATION AT SCHOOL**

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

1. A medication at school form must be completed with the following information:
  - A. your child's name
  - B. name of the medication
  - C. time and amount of the medication to be taken
  - D. name of prescribing physician
  - E. a statement requesting that the student be allowed to take the medicine
  - F. your signature and physician's signature
  
2. In general, we would prefer you send only enough medicine to supply your child with medication while in school and in a labeled container. Student's name and name of medication must be on the label. **DO NOT SEND THE ENTIRE SUPPLY OF MEDICATION TO SCHOOL.**

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

The Medication in School Form is provided to every student in the beginning of the year packet and is also available at any time during the school year by contacting the school office.

## **NUTRITION & WELLNESS**

### **SCHOOL MEALS**

KRUESD is a participant in the Community Eligibility Provision and as such, all students are provided a breakfast and lunch at no charge. Children who bring lunches may request milk.

### **HEALTHY FOOD POLICIES**

The Kings River Union Wellness Policy contains guidance on healthy foods and snacks for our students and as such, all foods and snacks offered to students on campus, regardless of if it is kitchen staff or other staff, MUST be in compliance. Kings River Union will follow these healthy foods and snacks guidelines for all school events and classroom celebrations. A list of allowable healthy snacks and drinks is available on the school website; [www.kingsriverelementary.org](http://www.kingsriverelementary.org)

If you have any questions, please contact Christina Stephens, Cafeteria Manager, at 897-7209 extension 128. Thank you for your support.

### **CAFETERIA RULES**

Kings River School provides free breakfast and lunch for all students. Approximately 400 students eat in our cafeteria every day. In order to make the lunch experience as trouble-free as possible, it is important that students adhere to the following cafeteria rules:

1. Students are expected to enter the cafeteria in an orderly manner, in a single-file, and to be served and seated as quickly and quietly as possible.
2. Any equipment for use on the yard must be left in the designated container.
3. Students are to sit as assigned, and are to fill the tables in lunch-line order. No table-hopping or rearranging of the seating assignments allowed. Cafeteria supervisors will direct students to the appropriate tables.
4. Students will remain in the cafeteria until they are excused.
5. Students are not to get up from their seat without raising their hand and receiving permission.
6. Students will bus their trays in an orderly manner.
7. All students must follow the directions of the cafeteria supervisors.
8. Proper table manners and good habits are expected at all times.
9. Talking is permitted as long as it is done quietly (whisper voice) with students sitting at the same table.
10. Students may not trade food.
11. The table area must be relatively clean before students will be excused.
12. All food is to be eaten in the cafeteria, unless other arrangements are made.

Students violating cafeteria rules will *face disciplinary consequences* and could lose the privilege of eating in the cafeteria.

### **School Health & Wellness Committee**

Kings River Union has a School Health & Wellness committee that meets periodically during the school year to review the health & wellness policy and to advise the district on health related issues, activities, policies, and programs. If you are interested in being a committee member or desire additional information about the committee or meetings, please contact the district superintendent.



## SPRIGEO

As a complement to our Positive Behavior Intervention and Support System and to promote safety for all, KRUE has added an online reporting form for students. Sprigeo is an online system where students can report safety threats and bullying incidents anonymously. Students have access to the Sprigeo system through any computer on campus, home, or a smart phone.

The Sprigeo system can be accessed directly at [www.sprigeo.com](http://www.sprigeo.com) or through a direct link on the school website. After completing a reporting form and clicking the “submit” button, the report is sent through a secure email directly to a school administrator. This allows the student to be anonymous, minimizing the impact of fear or retaliation.

## Say Something Anonymous Reporting System

KRUE participates in the **Say Something** Anonymous Reporting System for the 5<sup>th</sup>- 8<sup>th</sup> grade students. Each year we teach our students how to identify and minimize social isolation, rejection, and marginalization in order to create an inclusive, connected community. The program trains both youth and adults how to identify, intervene and get help for people who are depressed or suicidal. **Say Something** will teach students how to recognize signs of individual’s who may be a threat to themselves or others and to say something to a trusted adult, call 911, or use the Anonymous Reporting System. Below is the website for reporting an anonymous tip:

<https://www.sandyhookpromise.org/our-programs/say-something-anonymous-reporting-system/>

Parents/guardians will receive additional information during the school year.

## **GENERAL DISCIPLINARY RULES**

### **POSITIVE BEHAVIOR EXPECTATIONS**

Along with the six pillars of Character (Trustworthiness, Fairness, Respect, Caring, Citizenship, and Responsibility) all students at Kings River Union are taught the correct expectations of behavior based on a five point rubric:

- **P** Preparation
- **R** Respect
- **I** Integrity
- **D** Dependability
- **E** Excellence

All students are expected to follow the matrix, as listed, on the following page.

### **GENERAL DISCIPLINE PROCEDURES**

At Kings River Union Elementary School, each classroom has a behavior management plan that clearly lets the student know the teacher's expectations for maximizing learning.

When a student chooses to violate the classroom and school wide expectations, he/she is given a warning. **In most cases**, your child has several chances to improve their behavior and the teacher will notify the parent/guardian, if the behavior does not improve.

When there is a severe behavior infraction, the student will be sent to the office and you will be notified. A meeting may be scheduled with you, the parent, and further action may be taken depending on the infraction. Action ranging from a break in an alternative location to a suspension from school may be determined to be necessary.

### **FIGHTING – POLICY AND PROCEDURE**

This policy provides that any child who is involved in a physical fight with another student will be suspended from school. The parents will be called and asked to come to school to pick the child up. The child will not be able to ride the bus home. Parents will also be requested to come to school for a conference with the teacher/principal or both.

This policy will apply to 4<sup>th</sup> through 8<sup>th</sup> grade students. Fighting problems involving kindergarten through 3<sup>rd</sup> grade students will be handled on an individual basis by the teacher and an administrator.

If it can be determined that a child acted strictly in self-defense, the discipline may be modified. Self-defense means that he or she did absolutely nothing to provoke the fight, i.e., no name calling, ridicule, threats, harassment, intimidation, etc. Self-defense differs from mutual combat in that, with self-defense, the victim actively seeks to avoid confrontation.



# Kings River Union

PIONEER PRIDE	<i>bus</i>	<i>hall</i>	<i>classroom</i>	<i>cafeteria</i>	<i>restroom</i>	<i>playground</i>
<b>P</b> Preparation	Be ready to board with your backpack sealed	Carry your own Possessions	Come each day prepared to learn	Come in quietly and in line	Use the restroom at the appropriate time	Walk quietly in line until you reach your play area
<b>R</b> Respect	Sit with your legs facing forward	Walk with space between you and your neighbor	Complete your own work, or ask for help	Talk quietly to your three neighbors	Socialize outside, leaving the restroom for others	Take turns on and with equipment
<b>I</b> Integrity	Stay seated until the bus comes to your stop	Walk quietly so other classes can learn	Participate in your own learning	Stack your tray carefully and in the right direction	Use the restroom when needed and then leave	Follow the rules of each activity
<b>D</b> Dependability	Talk quietly	Stay on the painted lines	Follow directions the first time	Sit in your designated spot	Quickly report any problems to an adult	Line up quickly when you hear the whistle
<b>E</b> Excellence	Show others how you listen to the bus driver	Be a good traveler in transition position	Strive to do your best work at all times	Show others how you sit, and then quietly line up	Keep the restroom clean	Include others who want to play

## 2023-2024 DRESS CODE for GRADES TK-8

Clothing, hairstyles, or fashion choices which disrupt school activities and the classroom learning atmosphere are prohibited. ALL students must be adequately covered in appropriate clothing for school at all times. Should a student be dressed improperly, parents will be notified to bring appropriate clothing or clothing will be loaned to them for the remainder of the day. Repeat offenders will receive disciplinary action.

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

1. No student will be allowed to wear any article of clothing or style of dress that is recognized as gang affiliated; or makes references to sex, drugs, alcohol, tobacco, violence, or implies hatred of a particular group of people.
2. Shorts and dresses must meet two criteria: 1) while standing straight, the article of clothing must reach the tips of the fingers while the arms are fully extended down the side of the body or 2) the shorts must fall close to the bottom of the knee.
3. No excessively baggy clothing, nor pants that sag (meaning the crotch area must not be anywhere close to the mid-thigh area). Excessively baggy is defined as: *when the side seam of the pant leg at mid-thigh measures wider than 4(four) inches when pulled away from the leg.*
4. Clothing that is recognized as sleepwear (i.e. pajama bottoms) may not be worn to school.
5. Hair color or designs that offend any group or cause a distraction in the learning environment will not be allowed.
6. No body piercing of any sort other than earrings.
7. Shirts must cover all skin when the arms are raised above your head. No half-shirts, crop tops, muscle shirts, lace, or mesh shirts.
8. Tank top straps must measure at least three fingers or about two and half inches in width. In addition, all underwear straps *must* be covered and should not be visible through thin or lacy clothing.
9. No tube tops, off the shoulder, spaghetti straps, or halter tops; even when worn with a jacket or sweater.
10. Hats and/or "hoodies" may not be worn indoors at any time. Hats must always be worn facing forward.
11. Shoes must be worn at all times. Flips flops may be worn as long as shoes appropriate for P.E. are also at school.
12. Pants that are "shredded" may not reveal skin above the individual's fingertips when their arms are fully extended down the side of the body.
13. Students in 4<sup>th</sup> -8<sup>th</sup> grades may **NOT** wear any solid red clothing, shoes, hats, or backpacks. Items may have red as an accent color.

The principal has the discretion to limit attire if it distracts from the learning process. There may be special designated activities and events throughout the year during which certain variations of the dress code may be in effect. Students will be notified in advance if the dress code is going to be altered for any of these events.

## SUSPENSION AND EXPULSION

A student may be suspended and expelled for any of the following actions while he or she is on school grounds or while he or she is off school grounds and involved in activity related to school attendance. This is not a comprehensive, complete list.

1. Causing or attempting to cause damage to school or private property or stealing or attempting to steal school or private property or knowingly receiving stolen school or private property.
2. Causing, attempting to cause, or threatening to cause physical injury to another person or willfully used force or violence upon another person, except in self-defense.
3. Possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds.
4. Unlawfully possessing, using, or otherwise furnishing or being under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
5. Unlawfully offering, arranging, or negotiating to sell any controlled substance, alcoholic beverage, or intoxicant of any kind.
6. Committing or attempting to commit robbery or extortion.
7. Unlawfully possessing, offering, arranging, or negotiating to sell any drug paraphernalia.
8. Committing an obscene act or engaging in habitual profanity or vulgarity.
9. Committing or attempting to commit a sexual assault or sexual battery.
10. Harassing, threatening, or intimidating a student who is a complaining witness or witness in a school disciplinary proceeding
11. Engaging in, or attempting to engage in, hazing.
12. Engaging in any act of bullying or cyber bullying.

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

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

## **SCHOOL PROGRAMS & REGULATIONS**

### **ATHLETIC EVENTS**

All KRUE students in attendance at any athletic event as an observer must be under the direct supervision of a parent/guardian.

### **BICYCLES**

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

STUDENTS ARE PROHIBITED FROM DRIVING MOTORIZED VEHICLES TO SCHOOL

### **CELL PHONES/ELECTRONIC DEVICES**

California law permits students to have cell phones at school. However, such devices shall be turned off and stored in backpacks, except when being used for valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with a camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. Except when instructed to do so by a teacher.

Texting, taking photos or videotaping inside the school building or on the school grounds during the school day is not allowed. Students may not wear ear pieces during any part of the school day.

Because of the expense, loss, and disruptiveness to learning environments, other types of electronic devices should not be brought to school. Phones and electronic devices that are brought and lost or stolen are not the responsibility of the school or district and will not be replaced.

### **FUEL – AFTER SCHOOL PROGRAM**

The Expanded Learning Opportunities Program begins each day Monday through Friday immediately after school until 5:30 p.m. daily. It is an extended part of the regular learning day for students and provides homework assistance, a free & healthy snack, academic enrichment, and a safe, constructive alternative for students. Attendance is voluntary and encouraged. There is an application that must be completed to enroll in the FUEL program. The FUEL email is [fuel@krusd.org](mailto:fuel@krusd.org) and the school phone number is 559-897-7209. You may also visit the FUEL website at: [www.fuelexpandedlearning.org](http://www.fuelexpandedlearning.org)

## **RESPONSIBILITY CENTER**

The Responsibility Center is a daytime detention assigned to students by teachers or administration for behavioral or classroom infractions. Students will receive a Responsibility Center slip for parents/guardians to be informed of the assigned detention that occurs during the recess portion of the student's lunch period. It is supervised by a certificated teacher.

## **EMAIL**

All Kings River Union Elementary students will be assigned a school email account for academic use. These individual email accounts are used as an internal communication system between students, teachers, and administration. The school issued student email accounts DO NOT send nor accept emails from accounts outside the KRUESD system. Parents can notify the school if they DO NOT want their child to have an email account.

## **INELIGIBLE ACTIVITY LIST**

In grades 4-8, a student's grade point average and behavior status determine whether they will be eligible for a range of activities, including after school sports, extracurricular activities, and middle school dances. By following the PRIDE matrix of Preparation, Respect, Integrity, Dependability, and Excellence every student should be able to easily fulfill the eligibility requirements.

To remain eligible, a student must meet ALL of the following requirements:

- Grade Point Average (GPA) of 2.0 or higher
- Each reporting period, must have less than 4 Needs Improvement (N) or Unsatisfactory (U) codes
- Each reporting period, have fewer than 3 behavior reports
- Each reporting period, have fewer than 3 Responsibility Center referrals
- NO school suspensions

A student remains ineligible for a six week period and receives an opportunity for a fresh start at the beginning of each reporting period. It is our belief that a student can realize a change in behavior patterns if deemed ineligible for a six week reporting period and quickly return to eligible status after a brief time on inactivity.

## **LIBRARY**

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

## **HOMEWORK POLICY**

Homework is an integral part of the educational process. It is an extension of the classroom and reinforces what has been taught in the classroom. It allows students to develop self-discipline and self-confidence. Homework encourages students to work independently, use time wisely and develop a sense of responsibility. It fosters good study habits that will be useful throughout the student's school career and provides a communication link between home and school. Homework also gives parents an opportunity to see what their child is doing in school.

Students will be assigned a reasonable amount of homework in order to allow for independent practice of learned concepts. A guideline for the amount of homework assigned is:

Students K-3	30-45 minutes per night
Students 4-5	45-60 minutes per night
Students 6-8	60-90 minutes per night

Students that fail to consistently complete homework assignments may be assigned to a before school Homework Club (1<sup>st</sup> – 8<sup>th</sup> grades) or could be assigned to the Responsibility Center (4<sup>th</sup>-8<sup>th</sup> grades). Parents having concerns about homework are encouraged to contact the teacher who assigned the work to discuss their concerns.

### **PARENT LIABILITY**

Parents are financially liable for damage to school property and/or facilities by their children, including, but not limited to acts of vandalism and graffiti in the bathrooms, on the bus, or to school items such as desks. This includes any damage to school equipment, computers (approximately \$300 per device), internet hot spots (approximately \$150 per device), books, uniforms, band instruments, etc.

### **PARENT-TEACHER CONFERENCES**

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

Any **8<sup>th</sup> grade student** in jeopardy of not participating in the 8<sup>th</sup> grade promotion ceremony will be required to have a second conference immediately following the 2<sup>nd</sup> trimester with teachers, academic counselor, and administration.

### **PERSONAL BELONGINGS**

Students are not allowed to bring any item to school, which is not a part of the educational program. Items brought to school for educational purposes should not interfere with the learning environment. Please be sure to clearly mark anything brought from home with your child's name. *The school is not responsible for any personal equipment brought to school.*

### **PETS AND ANIMALS**

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

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

## **PUPIL INSURANCE**

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

## **SUPPLIES AND TEXTBOOKS**

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

## **TELEPHONE**

Students may use the school telephones only in case of emergency, and only with permission from school staff. School personnel will call home if a student becomes ill.

## **VISITORS**

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

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

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

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

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

### **WITHDRAWAL FROM SCHOOL**

If it becomes necessary for a student to transfer to another school before the end of the year, the student must return all school property including textbooks and library books. Outstanding fines or fees must be paid prior to withdrawal from school. Your school records will be forwarded to your next school upon the request from the administrator of your new school. Your school records include health records, personal data, and report cards. At no time will report cards be given out prior to the completion of the current grading period.



## **PARENT INVOLVEMENT**

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

Volunteering: Volunteers are an important part of our campus. Ranging from an hour of classroom assistance to regularly scheduled involvement, your efforts are always appreciated. If you are interested in volunteering, please contact your child's teacher, or the school office.

1. **School Site Council:** This group of parents and school personnel is an advisory committee that works to communicate the goals and needs of our specially funded Kings River programs. School Site Council meetings are open to the public and they meet 4-6 times per year.
2. **District Advisory Committee:** This group of parents and school personnel is an advisory committee that works to communicate the goals and needs of Kings River programs, Specifically the Local Control Accountability Plan. District Advisory Committee meetings are open to the public and they meet 4-6 times per year.
3. **English Language Learner Advisory Group:** This group is open to all parents of students who have been classified as English Language Learners. Meetings are held approximately six times during the year on the same date as the School Site Council meeting.
4. **Migrant Advisory Committee:** This group is open to parents of children enrolled in the Migrant Education Program with Tulare County Office of Education. Meetings are held throughout the year and notifications are sent to families enrolled in the program.
5. **Parent-Teacher Club:** This important organization's mission is to help Kings River Union be the best it can be while forging a close bond between school and home. PTC meetings are held once a month. Please let us know if you wish to be a part of the PTC.
6. **Health & Wellness Committee:** This group of parents and school personnel is an advisory committee that reviews the health and nutritional policies and practices of the district. The committee holds four meetings a year.
7. **PBIS Team:** Parents are invited to inquire about being a member of this team. The team focuses on developing a positive school culture through events and activities for our students.

Check the monthly school calendar and the school website for opportunities to become involved.

## INDEPENDENT STUDY PROGRAM

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

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

- Could be classified as school phobic.
- Have experienced difficulty in adapting to the regular curriculum, achieving academic success, or conforming to school rules and are ready to drop out of school or have dropped out.
- Wish to pursue special or unique educational interests that are not compatible with attendance in the regular educational program.
- Have special medical problems best served by home teaching and cannot meet normal education requirements.
- Wish to continue studies while on extended family vacation or travel. (The school office must have a 5-day prior notice for preparation of lessons.)
- Are in danger of being expelled.

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

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

Parents/guardians must recognize that Independent Study at the elementary level requires a commitment of ensuring completion of Independent Study assignments.

Short Term Independent Study is available for a minimum of 3 days to maximum of 14 days in a school year.

***Further information may be obtained by calling the school office.***

## PROMOTION CEREMONY REQUIREMENTS\*\*

The eighth grade promotion ceremony is a time honored tradition at KRUESD.

Students will be allowed to participate in the promotion ceremony if they meet the following Kings River School Board requirements:

Attendance – Absences may not exceed ten (10) days total (excused and/or unexcused). For the purposes of this policy, three tardies equals one unexcused absence. In the event that a student accumulates more than ten (10) absences, a parent and/or guardian may appeal the exclusion. The appeal must be made to the District Superintendent in writing.

Grade Point Average – For purposes of eligibility, receiving a certificate, and participating in the promotion ceremony, a student must meet the following:

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

Citizenship – Participation in promotion exercises will be denied to any student having:

1. Ten (10) or more days of suspension during the year (either in-school or home).
2. Twelve (12) or more Needs Improvement (N) or Unsatisfactory (U) codes cumulative for the year on trimester reports.
3. Four (4) or more “Needs Improvement (N) or Unsatisfactory (U) codes in behaviors that promote learning on the progress report during the last trimester report.

Any **8<sup>th</sup> grade student** in jeopardy of not participating in the 8<sup>th</sup> grade promotion ceremony will be required to have a second conference immediately following the 2<sup>nd</sup> trimester with teachers, academic counselor, and administration.

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

## **Student Services**

### **Academic Counselor**

M. Cecelia Espinoza

[mespinoza@krusd.org](mailto:mespinoza@krusd.org)

Mon-Fri 7:45am-3:15pm

559-897-7209 ext. 138

### **Early Childhood Coordinator**

Ileana Martinez

[imartinez@krusd.org](mailto:imartinez@krusd.org)

Mon-Fri 7:30am-4:00pm

559-897-7209 ext. 130

### **Health Office**

[kruehealthoffice@krusd.org](mailto:kruehealthoffice@krusd.org)

Mon-Fri 7:30am-4:00pm

559-897-7209 ext. 105

### **School Psychologist**

Kathia Valdez

[kvaldez@krusd.org](mailto:kvaldez@krusd.org)

Tuesday, Wednesday, Friday 8:00am-3:30 pm, and every other Thursday.

559-897-7209 ext. 104

### **School Social Worker**

Omar Lopez

[olopez@krusd.org](mailto:olopez@krusd.org)

Mon-Thurs 8:00am-3:30pm

559-897-7209 ext. 104

## **English Learner Support Program**

Kings River Union Elementary School is committed to providing a comprehensive system of English Learner supports that ensure that students acquire necessary English Language skills so that they are successful students. This system is composed of a system of identification of students who are English Learners based on the parents completion of a Home Language Survey and the outcome of the Initial English Language Proficiency Assessment of California (IELPAC). Once a student is identified as an English Learner, they are provided a structured English Immersion Program (SEI) that provides appropriate language support and development so that students can proficiently use English. The students English Language Proficiency is measured annually with the Summative English Language Proficiency Assessment of California (ELPAC). A student can be reclassified as English Proficient once they meet the Reclassification Criteria.

### **Identification as an English Learner:**

The first step in the process of a student being identified as an English Learner is the parent's completion, upon their child's first enrollment in California Schools, of a Home Language Survey. This survey identifies if languages other than English are spoken by the student, parents, and in the home. If the Home Language Survey indicates that a language other than English is spoken, then the student is assessed for English Language Proficiency using the Initial English Language Proficiency Assessment of California (IELPAC) within 30 days of their enrollment. The IELPAC will identify the student as either an English Learner or Initially English Proficient. If the IELPAC indicates that a student is an English Learner then they are put into the English Learner Program. The student will be re-evaluated annually thereafter to determine their English Language Proficiency level using the Summative English Language Proficiency Assessment of California (ELPAC).

### **English Learner Support Services:**

Once a student is identified as an English Language Learner they will provided structured English language support services based on their level of English proficiency. The state of California identifies student's English Proficiency in the following levels:

1. Emerging – students at this level typically progress very quickly, learn to use English for immediate needs, and begin to understand and use academic language for the grade level, with substantial language support.
2. Expanding – Students at this level use their growing language skills in more advanced ways that are appropriate to their age and grade level, with moderate language support provided.
3. Bridging – Students at this level can independently use a variety of high-level English language skills and fully participate in grade-level academic activities in all content areas, with light language support provided

Each student receives appropriate classroom support and additional extra classroom support depending on their identified English Proficiency Level. Kings River Union offers a Structured English Immersion (SEI) Program.

Additional Language Support can be requested by parents including a Dual-language immersion program, Transitional or developmental instruction to students that utilizes English and the student's native language. These program request will be evaluated by the Kings River Union Elementary School Districts Board of Education for the feasibility of such a program. If a parent is interested in requesting additional language support programs they should make their request in writing to the Kings River Union Elementary School District. This program request will be reviewed by the Kings River Union Elementary School District Board of Education.

#### Reclassification:

A student is evaluated annually for reclassification using the following areas:

1. English Language Proficiency Assessment of California (ELPAC) score of a 4 – Well Developed.
2. Adequate academic success that demonstrates a well-developed knowledge of English. This academic success can be determined using local assessments, Annual CAASPP Assessment scores, and other local academic indicators.
3. Consultation with the parent that the student no longer needs English Language Support.
4. Consultation with the student's current teacher that the student no longer needs English Language Support Services.

#### Program Monitoring:

Kings River Union Elementary School utilizes a continual system of program improvement which depends on student group outcome data of local assessment tools and matrix to ensure that students are making adequate academic progress. Every trimester student assessment data is evaluated with teachers to ensure that English Learners are making progress and to provide additional support for those struggling students as necessary. English Language Learner students who are not making adequate progress are referred for additional support services as necessary depending on the area of concern.

#### Monitoring of Reclassified Students:

Once a student has been reclassified as English Proficient then they are tracked by trimester to ensure that they are making adequate academic progress. If a student is not meeting adequate academic or social progress during the school year, the ELPAC Coordinator will work with the teacher, school administration, and the Student Study Team to ensure that additional support is provided to that student to track the efficacy of that additional support.

## **Kings River Union Elementary Uniform Complaint Procedures**

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

The Kings River Union Elementary School District 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 against any protected group as identified by Government Code, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The Kings River Union Elementary School District shall investigate all allegations of 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 the LEA, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws within the following programs; After School Education & Safety, Career Technical Education, Compensatory Education, Consolidated Categorical Aid, English Learner Programs, Migrant Education, Every Student Succeeds Act, Local Control and Accountability Plans, Physical Education Instructional Minutes, School Plans for Student Achievement, School Site Councils, Tobacco-Use Prevention Education, and School Safety Plans.

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee 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.

The UCP shall be used to file a complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student.

The UCP shall be used to file any complaint alleging noncompliance with the legal requirements related to the implementation of the Local Control and Accountability Plan.

The UCP shall be used to file a complaint by or on behalf of any foster youth, homeless students, children of a military family, or former juvenile court pupil regarding district noncompliance regarding placement decisions, credit for coursework, school transfer, or exemption from graduation requirements.

The UCP shall be used to file any complaint alleging noncompliance with the physical education instructional minutes requirement for students in elementary school.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Name\* and/or Title: Vice Principal  
Unit or office: Kings River Union Elementary School District  
Address: 3961 Avenue 400, Kingsburg, CA 93631  
Telephone Number: (559) 897-7209  
Email: jwilkins@krusd.org

\*Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

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

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal Kings River Union Elementary School District's Decision to the California Department of Education (CDE) by filing a written appeal within thirty (30) days of receiving Kings River Union Elementary School District's Decision. The appeal must include a copy of the complaint filed with Kings River Union Elementary School District and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of Kings River Union Elementary School 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.

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

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

A copy of the Kings River Union Elementary School District's UCP policy and complaint procedures shall be available free of charge.



# Kings River Union Elementary School District Uniform Complaint Procedure Complaint Reporting Form

In accordance with the District's Uniform Complaint Procedures (5 CCR 4620) each school district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation and bullying against any protected group. Protected groups are enumerated by Education Code §§ 200 and 220, Additionally, it is the policy of the State of California, pursuant to Section 200, that all individuals shall enjoy freedom from discrimination and/or harassment of any kind in the educational institutions of the state. This also includes sexual harassment, which is a form of sexual discrimination (EC § 231.5).

## I. Contact Information:

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

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work or Cell Phone: \_\_\_\_\_

## II. Complainant

You are filing this complaint on behalf of: \_\_\_\_\_

yourself     your child or a (student)     another student     a group

## III. School Information

School Name:        Kings River Union Elementary School District  
                                 3961 Avenue 400  
                                 Kingsburg, CA 93631

Principal's Name: \_\_\_\_\_

## IV. Basis of Complaint:

Please check the following box(s), based on the type(s) of discrimination, harassment, intimidation and bullying you experienced, or the alleged nature of the complaint:

- |  |  |
|--|--|
| <input type="checkbox"/> Sexual orientation            | <input type="checkbox"/> Association with any of these categories                  |
| <input type="checkbox"/> Gender                        | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Ethnicity                     | <input type="checkbox"/> Pupil fees  |
| <input type="checkbox"/> Race                          | <input type="checkbox"/> Physical Education Instructional Minutes                  |
| <input type="checkbox"/> National origin               | <input type="checkbox"/> Implementation of the Local Control & Accountability Plan |
| <input type="checkbox"/> Religion                      | <input type="checkbox"/> State or Federal Program Violation                        |
| <input type="checkbox"/> Color                         | <input type="checkbox"/> Lactating Student   |
| <input type="checkbox"/> Ancestry                      | <input type="checkbox"/> Homeless Student  |
| <input type="checkbox"/> Mental or physical disability | <input type="checkbox"/> Foster Youth Student                                      |
| <input type="checkbox"/> Age                           |  |
| <input type="checkbox"/> Sexual Harassment             |  |
| <input type="checkbox"/> Sex (Title IX)                |  |
| <input type="checkbox"/> Immigration Status            |  |

**V. Details of Complaint**

Please answer the following questions to the best of your ability. Attach additional sheets of paper if you need more space.

Please **describe** the type of incident(s) you experienced that led to this complaint, including the events or actions, in as much detail as possible:

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List the **individuals** involved in the incident(s) complaint of:

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List any **witnesses** to the incident(s):

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Describe the **location where** the incident(s) occurred:

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Please list **all the date(s) and times** when the incident(s) occurred or when the alleged acts first came to your attention:

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**What steps**, if any, have you taken to resolve this issue before filing a complaint?

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\_\_\_\_\_  
Signature of person filing complaint

\_\_\_\_\_  
Date

Received by:  
Title:

Date Filed:

**Please provide a duplicate copy to the complainant.**

California Department of Education

**Kings River Union District Williams Complaint Form  
for *Education Code* Section 35186 Complaints**

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

Response requested:  Yes  No

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

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

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

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

2. Facility Conditions

- A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- A school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not stocked at least half of its restrooms with feminine products at all times and made those products available to students
- The school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when temporary closing of the restroom is necessary for pupil safety or to make repairs.

3. Teacher Vacancy or Misassignment

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

Date of Problem: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Signature Date

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