



# Kern High School District PARENT INFORMATION BOOKLET

## 2011 - 2012

***Dear parent or guardian,***

Please ***read*** the enclosed material, ***sign*** the Parental Acknowledgment form below and ***return*** it to your school.

**All** of the attached information is vital to the understanding of the Kern High School District policies and procedures that assures cooperation between parents and schools. Please read the following and ***sign and return the Parental Acknowledgment*** indicating you received and read the "Parent/Guardian Rights and Responsibilities."

A Spanish version of this material is available from your school. ***Esta información esta disponible en español en su escuela.***

If you have any questions regarding this information, or any other aspect of your student's education, please feel free to contact the school your student attends, phone the District Office at (661) 827-3100 or consult the District website, [www.kernhigh.org](http://www.kernhigh.org) or [www.khsd.k12.ca.us](http://www.khsd.k12.ca.us).

## PARENTAL ACKNOWLEDGMENT FORM

**TO BE SIGNED & RETURNED TO THE HIGH SCHOOL PRINCIPAL'S OFFICE**

***Education Code Section 48982 requires parents or guardians to sign and return this acknowledgment.*** By signing below I am neither giving nor withholding my consent for my child/children 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 child/children.

\_\_\_\_\_ \_\_\_\_\_  
*Date* *Printed Name of Parent/Guardian*

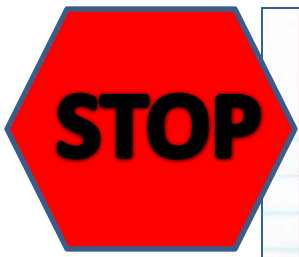
\_\_\_\_\_ \_\_\_\_\_  
*Signature of Parent/Guardian*

***PLEASE LIST ALL CHILDREN IN YOUR HOUSEHOLD ATTENDING HIGH SCHOOL***

<u>Name of Student</u>	<u>Year in High School</u>	<u>Name of High School</u>	<u>Date of Birth</u>

E-Mail Address (Optional): \_\_\_\_\_ *(Parents have the option of providing an address for contact.)*

**SIGN & RETURN TO PRINCIPAL'S OFFICE AT YOUR HIGH SCHOOL**



# NEW RULE FOR SCHOOL

9<sup>TH</sup> - 12<sup>TH</sup> Graders Need a  
Whooping Cough Shot.

California Law requires students to be immunized against Pertussis \* (Whooping Cough). For the 2011-2012 school years only, all students entering 9<sup>th</sup> through 12<sup>th</sup> grade will need proof of a Tdap booster shot **before starting school.**

If you have questions, please contact your student's Health care provider or the Kern County Department of Public Health at (661) 321-3000.

\* Exceptions permitted for verified medical conditions or personal beliefs.



# NUEVA REGLA PARA LA ESCUELA

Estudiantes del grado 9 al 12  
necesitan una vacuna contra la tos ferina

Esta Ley de California requiere que los estudiantes estén vacunados contra la tos ferina \*. Solamente para el año escolar 2011-2012, todos los estudiantes que ingresen del noveno al duodécimo grado necesitaran prueba de la vacuna de refuerzo Tdap **antes de comenzar la escuela.**

Si tiene alguna pregunta, póngase en contacto con su médico o al Departamento de Salud Pública del Condado de Kern en (661) 321-3000.

\* Se permiten excepciones para condiciones medicas verificadas o creencias personales.

# Superintendent's Update 2011-12

Dear Kern High School District Parent or Guardian,

Please review, sign and return to the Principal's office at your school, the form at the bottom of the front cover page.

PLEASE NOTE: Proof of a Pertussis vaccination is required for a student to attend school this year.

Thank you for your cooperation.

Sincerely,



Donald E. Carter Ed.D  
Superintendent



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## Kern High School District **Who we are**

*The first school in the Kern High School District (KHSD) opened in 1893 with 32 students. One year later, diplomas were awarded to Kern County Union High School's first graduating class of three seniors. Some 118 years later, about 231,000 students have graduated from the KHSD and the District is:*

- **The largest 9-12 high school district in California** - The KHSD has an enrollment of approximately 37,000 students making it the largest 9-12 high school district in the state of California. Encompassing more than 3,500 square miles, the District is about the size of the states of Delaware and Rhode Island combined and serves students from about 25 feeder districts in the Arvin, Shafter, Kern Valley and greater Bakersfield areas.



Kern County Union High School's first graduating class, the three seniors in the Class of 1894, included from left, May Stark, Addie Nicholson and Ella Fay.

- **One of California's most distinguished school districts** - KHSD schools have been named California Distinguished Schools 16 times since the program was instituted in 1986. Kern Valley High School and Stockdale High School were named California Distinguished Schools in 2007 and most recently, Centennial High School in 2011.

- **A state leader in school-to-career programs** - KHSD career and technical programs include 13 School-To-Career Academies, 10 California Virtual Enterprise programs, elective courses at every campus, the Regional Occupational Center (ROC) and Bakersfield Adult School.

The District provides approximately 1,454 class periods of career/technical instruction daily, according to a District survey. These classes provide career and technical training to more than 30,000 regular students annually and an additional 6,700 students through the KHSD's Bakersfield Adult School.

The ROC, located at 501 So. Mt. Vernon Avenue, offers juniors and seniors high-quality career and technical training in 23 career programs. It serves all KHSD comprehensive campuses and continuation schools. ROC students split their instructional day between ROC and their home school. Bus transportation is provided to and from campus. ROC operates with the support of more than 300 business and industry partners.

Of the KHSD's 13 School-To-Career Academies, careers (and schools) involved include: Construction/Design (Arvin High), Health Careers (Arvin, East Bakersfield, Kern Valley and Stockdale High), Career Education Opportunity (Bakersfield High), Engineering & Industrial Tech (South High), Multimedia (East Bakersfield High), Computer Design & Engineering (Foothill High), Agri-business (Foothill High), Information Technology (Ridgeview High), and Criminal Justice (South High). The newest academy is the Energy and Utility Academy at Independence High School.

- **The largest entertainment provider in Kern County** – The KHSD annually sponsors more than 8,000 athletic contests and fine arts activities such as art, band, orchestra and choral presentations. It also sponsors more youth activities such as dances, club activities, intra-murals, and ski trips than any community agency, including recreation departments, churches or even the Kern County Fair.

- **One of the largest meal providers in Kern County** – As a partner in the education of students, staff prepared and served more than 4.2 million nutritious meals last year. Menus offer students a variety of options and opportunities to increase their consumption of fruits, vegetables and whole grains. Students and parents are encouraged to check out menus and nutritional information by visiting the KHSD Food Services webpage at <http://www.khsd.k12.ca.us/Business/FoodServices.aspx>. Please remember that prior to the start of school the 2011-12 KHSD Application for Free and Reduced Price Meals must be completed and processed before a student may receive a free or reduced price meal. Please contact the Food Service Department, 661-827-3190, for assistance.

- **One of Kern County's 10 largest employers** - The KHSD has more than 3,400 employees including teachers, administrators and classified personnel.

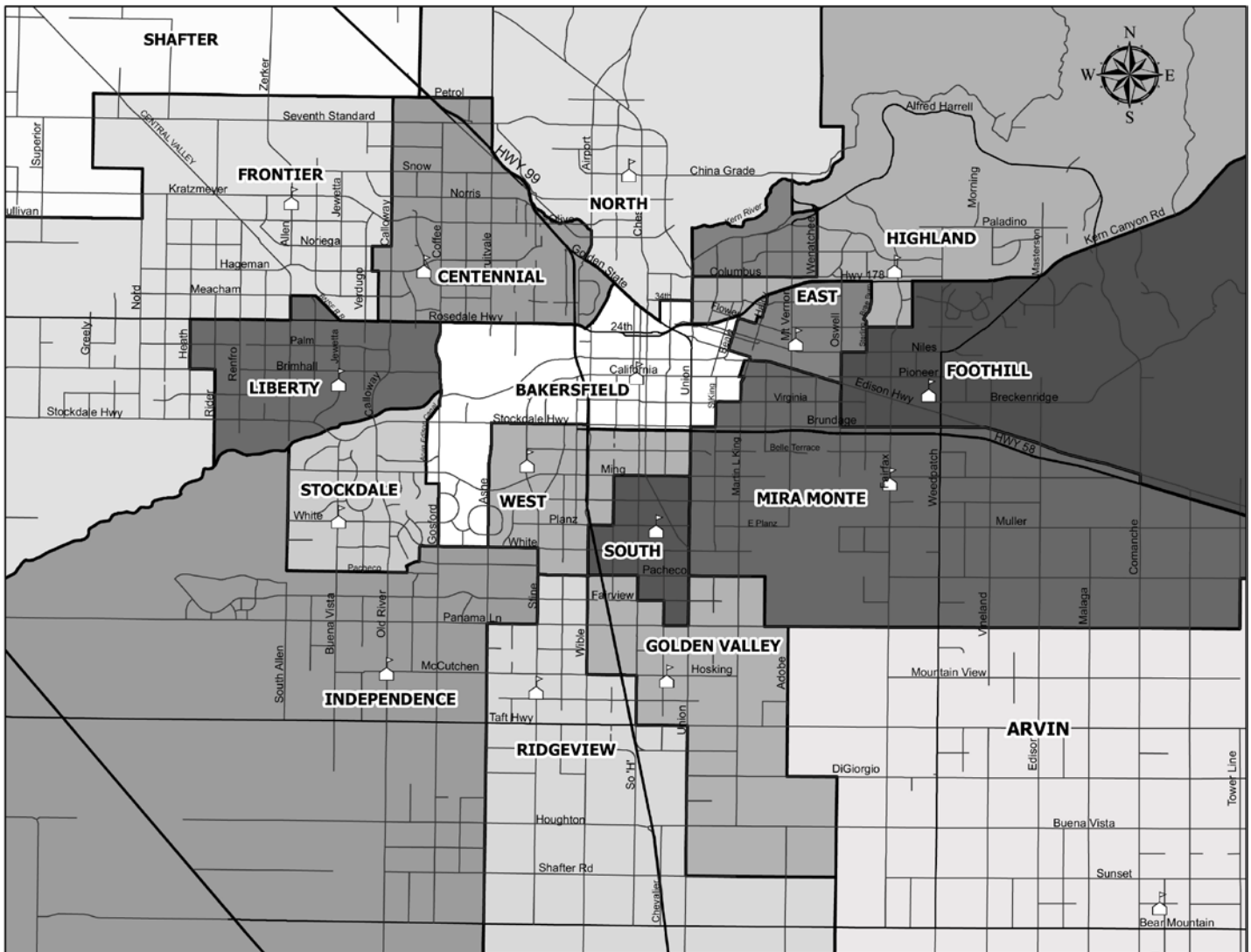
- **One of the largest transportation providers in Kern County** - District buses travel more than 2 million miles a year. That's about 80 times around the world!

- **One of the state's safer school districts** - State reports continue to show the Kern High School District campuses higher than average in ensuring student and staff safety. All of the District's comprehensive school sites have crisis response teams which include the principal and assistant principal and dean of students, as well as several campus security officers and a police officer.

Kern High School District  
**2011-12 School Attendance Areas**

The map below shows the Kern High School District's 2011-2012 school boundaries and attendance areas for the Bakersfield area.

More detailed maps are available online at <http://www.khsd.k12.ca.us/Superintendent/Research/Boundary.aspx> , along with a more detailed description of the attendance boundary changes.





# KERN HIGH SCHOOL DISTRICT

## STUDENT ATTENDANCE CALENDAR 2011 - 2012

School Months:	M	Tu	W	Th	F	Notations:	
August 2011			17	18		August 17 & 18, 2011	Teacher Orientation
AUGUST - SEPTEMBER First Month (19 Days)	22 29 <span style="border: 1px solid black; padding: 2px;">[5]</span> 12	23 30 6 13	24 31 7 14	25 1 8 15	26 2 9 16	August 22, 2011  September 5, 2011	Instruction Begins  Labor Day
SEPTEMBER - OCTOBER Second Month (20 Days)	19 26 3 10	20 27 4 11	21 28 5 12	22 29 6 13	23 30 7 14	October 14, 2011	First Quarter Ends
OCTOBER - NOVEMBER Third Month (19 Days)	17 24 31 7	18 25 1 8	19 26 2 9	20 27 3 10	21 28 4 <span style="border: 1px solid black; padding: 2px;">[11]</span>	November 11, 2011	Veterans' Day
NOVEMBER - DECEMBER Fourth Month (18 Days)	14 21 28 5	15 22 29 6	16 23 30 7	17 <span style="border: 1px solid black; padding: 2px;">[24]</span> 1 8	18 <span style="border: 1px solid black; padding: 2px;">[25]</span> 2 9	November 24 & 25, 2011	Thanksgiving Day
DECEMBER - JANUARY Fifth Month (10 Days)	12 19 <span style="border: 1px solid black; padding: 2px;">[26]</span> <span style="border: 1px solid black; padding: 2px;">[2]</span>	13 20 <span style="border: 1px solid black; padding: 2px;">[27]</span> <span style="border: 1px solid black; padding: 2px;">[3]</span>	14 21 <span style="border: 1px solid black; padding: 2px;">[28]</span> <span style="border: 1px solid black; padding: 2px;">[4]</span>	15 22 [29] [5]	16 23 [30] [6]	December 23, 2011 December 26 - January 6 December 26 & 27, 2011 December 28, 2011	Fall Term Ends = 86 days Christmas Recess Christmas Holidays Admission Day ( <i>In Lieu</i> )
JANUARY - FEBRUARY Sixth Month (18 Days)	9 <span style="border: 1px solid black; padding: 2px;">[16]</span> 23 30	10 17 24 31	11 18 25 1	12 19 26 2	13 (20) 27 3	January 2, 2012 January 16, 2012 January 20, 2012	*New Year's Day Observance *Dr. Martin L. King, Jr. Day Observance Non-Student Inservice Day
FEBRUARY - MARCH Seventh Month (18 Days)	6 <span style="border: 1px solid black; padding: 2px;">[13]</span> <span style="border: 1px solid black; padding: 2px;">[20]</span> 27	7 14 21 28	8 15 22 29	9 16 23 1	10 17 24 2	February 13, 2012 February 20, 2012	*Lincoln's Birthday Observance *Washington's Birthday Observance
MARCH Eighth Month (20 Days)	5 12 19 26	6 13 20 27	7 14 21 28	8 15 22 29	9 16 23 30	March 9, 2012	Third Quarter Ends
APRIL Ninth Month (15 Days)	<span style="border: 1px solid black; padding: 2px;">[2]</span> 9 16 23	<span style="border: 1px solid black; padding: 2px;">[3]</span> 10 17 24	<span style="border: 1px solid black; padding: 2px;">[4]</span> 11 18 25	<span style="border: 1px solid black; padding: 2px;">[5]</span> 12 19 26	<span style="border: 1px solid black; padding: 2px;">[6]</span> 13 20 27	April 2-6, 2012 April 6, 2012	Easter Recess Easter Recess Holiday
APRIL - MAY Tenth Month (20 Days)	30 7 14 21	1 8 15 22	2 9 16 23	3 10 17 24	4 11 18 25		
MAY - JUNE Eleventh Month (3 Days)	<span style="border: 1px solid black; padding: 2px;">[28]</span>	29	30	<u>31</u>	1**	May 28, 2012 May 31, 2012	*Memorial Day Observance Spring Term Ends = 94 days 180 INSTRUCTIONAL DAYS

[ ] Academic Holidays      ( ) Inservice Days         Official Holidays      (13 Official holidays during school year)

\*\* June 1, 2012 is to be used only in cases of previous school closure

\* Appropriate exercises shall be held to honor the occasion on the day preceding the \* named holiday

**Adopted: February 1, 2011**



**KERN HIGH SCHOOL DISTRICT**  
**Office of Instruction**  
**Michael Zulfa**  
**Assistant Superintendent, Instruction**  
**Phone: 827-3129 Fax: 827-3307**

## **GRADUATION REQUIREMENTS**

Class of 2010, 2011, and 2012

<b>Subject</b>	<b>Semester Credits</b>
<b>English</b>	<b>40</b>
<b>Social Studies:</b> World History, Culture, Geography----- American History and Geography----- American Government, Civics----- Economics-----	-----(10) ----- (10) ----- ( 5) ----- ( 5)  <b>30</b>
<b>Mathematics</b> All students must pass Algebra or an approved sequence of courses covering the Algebra standard (Ed.Code 51224.5) in grades 7-12	<b>30</b>
<b>Science</b> Physical Science----- Biological Science-----	----- (10) ----- (10)  <b>20</b>
<b>Physical Education*</b>	<b>20</b>
<b>Foreign Language/Fine Arts</b> 10 semester periods in either subject area	<b>10</b>
<b>Health</b>	<b>5</b>
<b>Electives</b> No more than twenty (20) units may be in "service courses". These units are limited to the junior and senior years, without prior approval of the principal's designee; and are limited to ten (10) units per year, without prior approval of the principal's designee.	<b>65</b>
<b>Total to Graduate</b>	<b>220</b>

**Physical Education Exceptions:**

Off-Campus ROP: Eleventh and twelfth grade students enrolled in an off-campus three-hour ROP class will be exempted from five (5) semester periods of physical education requirements for each semester enrolled in ROP (Education Code 52316).

ROTC: Students enrolled in ROTC will be exempted five (5) semester periods of physical education requirements for each year enrolled in ROTC.

**California High School Exit Exam:**

Class of 2006 on: All students must pass the California High School Exit Exam (CAHSEE).

All Students must pass Algebra or an approved sequence of courses covering the Algebra standards (Education Code 51224.5) in grades 7-12.



**KERN HIGH SCHOOL DISTRICT**  
**Office of Instruction**  
**GRADUATION REQUIREMENTS**  
 Graduating Class of 2013 & 2014

<b>Subject</b>	<b>College Preparatory</b>	<b>Career Preparatory</b>	<b>Individualized Plan</b>
<b>English</b>	<b>40</b>	<b>40</b>	<b>40</b>
<b>Social Studies:</b> World History, Culture, Geography----- (10) American History and Geography----- (10) American Government, Civics----- (5) Economics----- (5)	<b>30</b>	<b>30</b>	<b>30</b>
<b>Mathematics</b> All students must pass Algebra or an approved sequence of courses covering the Algebra standard (Ed. Code 51224.5) in grades 7-12	<b>30</b>	<b>30</b>	<b>30</b>
<b>Science</b> Physical Science----- (10) Biological Science----- (10)	<b>20</b>	<b>20</b>	<b>20</b>
<b>Physical Education*</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>Foreign Language/Fine Arts</b> 10 semester periods in either subject area	<b>10</b>	<b>10</b>	<b>10</b>
<b>Health</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Pathway</b> All students will be required to complete coursework within one of the district approved pathways: College Preparatory, Career Preparatory, or Individualized Plan.	<b>30</b>	<b>20</b>	<b>30</b>
<b>Electives</b> No more than twenty (20) units may be in "service courses". These units are limited to the junior and senior years, without prior approval of the principal's designee; and are limited to ten (10) units per year, without prior approval of the principal's designee.	<b>35</b>	<b>45</b>	<b>35</b>
<b>Total to Graduate</b>	<b>220</b>	<b>220</b>	<b>220</b>

**\* Physical Education Exceptions:**

- Off-Campus ROP: Eleventh and twelfth grade students enrolled in an off-campus three-hour ROP class will be exempted from five (5) semester periods of physical education requirements for each semester enrolled in ROP (Education Code 52316).
- ROTC: Students enrolled in ROTC will be exempted five (5) semester periods of physical education requirements for each year enrolled in ROTC.

**California High School Exit Exam:**

- All students must pass the California High School Exit Exam (CAHSEE)
- All Students must pass Algebra or an approved sequence of courses covering the Algebra standards (Education Code 51224.5) in grades 7-12.

# College Entrance Requirements

The so-called "A to G" requirements provided below are now the entrance requirements for California's University of California and California State University systems. Entrance requirements for other university systems may vary.

## **ENTRANCE REQUIREMENTS OF CALIFORNIA'S UNIVERSITY SYSTEMS**

(All courses **MUST** be college preparatory)

- |  |  |
|--|--|
| <b>A. History/Social Studies</b>         | <b>2 years required</b>                                      |
| <b>B. English</b>                        | <b>4 years required</b>                                      |
| <b>C. Mathematics</b>                    | <b>3 years required</b><br>(4 years recommended)             |
| <b>D. Laboratory Science</b>             | <b>2 years required</b><br>(3 years recommended)             |
| <b>E. Language other than English</b>    | <b>2 years required</b><br>(3 years recommended)             |
| <b>F. Visual and Performing Arts*</b>    | <b>1 year required</b><br>(Beginning with the class of 2003) |
| <b>G. College Preparatory Electives*</b> | <b>1 year required</b>                                       |

\*See your counselor for more information

**Grades of "C" or better are required in all College Preparatory classes**



## **Eighth Annual Kern County College Night 2011**

**Monday, September 12, 2011**  
**6:00 p.m. – 8:30 p.m.**  
**Rabobank Arena and Theatre**  
**1001 Truxtun Avenue**

**Bakersfield College**  
**Cal State, Bakersfield**  
**K.C. Supt of Schools**  
**Kern High School District**  
**University of Cal, Merced**

**(661) 395-4421**  
**(661) 665-6789**  
**(661) 636-4627**  
**(661) 827-3328**  
**(559) 241-7474**

**[www.bakersfieldcollege.edu](http://www.bakersfieldcollege.edu)**  
**[www.csub.edu](http://www.csub.edu)**  
**[www.kern.org](http://www.kern.org)**  
**[www.kernhigh.org](http://www.kernhigh.org)**  
**[www.ucmerced.edu](http://www.ucmerced.edu)**

Kern High School District  
**Senior Attendance Guidelines**

**PLEASE READ CAREFULLY**

Because of the increased number of unexcused absences/cuts for our seniors over the past several years, the Kern High School District will implement new guidelines that encourage seniors to attend classes on a regular basis. It has long been determined that students who attend school regularly have a higher grade point average as well as a higher graduation rate than those students who miss 10 or more class periods. Beginning with the 2009-2010 school year, the following guidelines will be in effect for all seniors:

- I. **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 or guardian as well as a phone call to the parent or guardian to discuss the consequences of additional cuts.
- II. **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.
- III. **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.
- IV. **Level 4** - 30+ cuts: Parent and student will receive a letter stating that the Principal has removed the student's name from the Commencement ceremony.

One of the primary goals of the Kern High School District 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. The Kern High School District believes that good attendance is crucial to the success of all of our students.

I have read and understand the above stated guidelines.

Student signature DO NOT SIGN THIS COPY Date \_\_\_\_\_

Parent signature EXAMPLE ONLY

Please sign and return this letter to your Counseling Department.

## Kern High School District Practices and Policies

**Student Testing** – Registration information for tests will be available at student’s school.

MONTH	DATES	TESTS GIVEN
September 2011	9/1 to 10/31	<b>CELDT</b>
	9/10	<b>ACT</b> (College Entrance Test) – Fee Charged
October	10/1	<b>SAT &amp; Subject Tests</b> (College Entrance Tests) – Fee Charged
	10/12 and 10/15	<b>PSAT/NMSQT</b> (National Merit Scholarship Test) – Fee Charged
November	10/22	<b>ACT</b> (College Entrance Test) – Fee Charged
	11/5	<b>SAT &amp; Subject Tests</b> (College Entrance Tests) – Fee Charged
	11/1 and 11/2	<b>CAHSEE</b> (California High School Exit Exam) – Classes of 2012 and 2013
December	12/3	<b>SAT &amp; Subject Tests</b> (College Entrance Tests) – Fee Charged
	12/10	<b>ACT</b> (College Entrance Test) – Fee Charged
January 2012	1/28	<b>SAT &amp; Subject Tests</b> (College Entrance Tests) – Fee Charged
February	2/7 and 2/8	<b>CAHSEE</b> (California High School Exit Exam) – Classes of 2012 and 2013
	2/11	<b>ACT</b> (College Entrance Test) – Fee Charged
March	3/13 and 3/14	<b>CAHSEE</b> (California High School Exit Exam) – Grade 10 Students Only
	3/10	<b>SAT Only</b> (College Entrance Tests) – Fee Charged
	3/19 to 3/23	<b>CSU</b> (Early Assessment Program) – Juniors only
April	4/9 to 5/2	<b>STAR</b> (Standardized Testing & Reporting) – State Mandated Tests
	4/14	<b>ACT</b> (College Entrance Test) – Fee Charged
May	5/5	<b>SAT &amp; Subject Tests</b> (College Entrance Tests) – Fee Charged
	TBA – Early May	<b>AP</b> (Advanced Placement Tests ) – Fee Charged
	5/8 and 5/9	<b>CAHSEE</b> (California High School Entrance Tests) – Class of 2012

**ACT:** The second major college entrance test. College bound students should take this test no later than the end of their junior year. A fee is charged. Students can register online at <http://www.actstudent.org/index.html>

**Advanced Placement Exams – AP:** A strong performance on these tests can enhance a student’s enrollment at many universities. A fee is charged, although financial assistance is available for students in need. More information can be found online at <http://www.collegeboard.com/student/testing/ap/about.html>

**California High School Exit Examination – CAHSEE:** This exam is now a graduation requirement for the class of **2006 and beyond**. Content will include reading, writing, and mathematics – including algebra. Released test questions, Study Guides, Questions/Answers Regarding Test Variations, Accommodations and Modifications can be found online at <http://www.cde.ca.gov/ta/tg/hs/>

**California English Language Development Test - CELDT:** This test is administered to students whose first language is not English.

**CSU Early Assessment Program:** These are STAR/CST/CSUB linked tests in mathematics and English language arts for juniors only. More information can be found online at <http://www.calstate.edu/eap/>

**PSAT:** This is a preliminary SAT. It is both a practice test and a qualifying test for the National Merit Scholarship program. College-bound juniors should take this test – younger students may test but do not receive credit for the National Merit program. A fee is charged. More information can be found online at <http://www.collegeboard.com/student/testing/psat/about.html>

**SAT I:** This the most common college entrance test. College bound students should take this test no later than the end of their junior year. A fee is charged. More information can be found online at <http://www.collegeboard.com/student/testing/sat/about.html>

**Subject Tests (SAT II):** These subject-specific tests are required by some universities. A fee is charged. More information can be found online at <http://www.collegeboard.com/student/testing/sat/about.html>

**STAR - Standardized Testing and Reporting:** This is a state test in Reading, Language, Math, Science, and Social Science. Parents will receive individual student reports during the summer. Only freshmen, sophomores, and juniors take these tests.

# Kern High School District **Practices and Policies**

## 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. To ensure fairness and accuracy, UC asks high schools to submit the transcripts of the top 10 percent of their junior class, from which the 4 percent are selected.

The Kern High School District submits these transcripts to the UC on July 1 of every year. **If you do not want the Kern High School District 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/> or by contacting the Office of Instruction at (661) 827-3129.

## California High School Exit Exam

State law now requires students in public schools to pass the California High School Exit Exam (CAHSEE) in order to graduate from high school.

The CAHSEE has two components, English-language arts and mathematics. Both must be passed for a student to be eligible for a high school diploma. The English-language arts portion of the CAHSEE covers state academic content standards through grade 10. The mathematics portion covers standards in grades 6 and 7 and algebra I.

The CAHSEE will be given at the school site during regular school hours on dates designated by the California Department of Education. Students will:

- Receive results of the exam in about ten weeks after testing is completed.
- Have up to six opportunities to retake the exam.
- Receive additional instruction, if needed, to help ensure success.

**Students will have up to six opportunities** to meet the CAHSEE requirement for a high school diploma and to receive appropriate instruction on the standards covered by the test. Requiring the exam to be taken for the first time in grade 10 provides the opportunity for students who are unsuccessful to receive additional instruction and to retake the exam. Students will have the opportunity to test twice in grade 11 and three times in grade 12.

**English language learners** must pass the exit exam in English to receive a high school diploma. If a school district determines that a student does not possess sufficient English language skills to be assessed, the district may defer the requirement that the student pass the CAHSEE for a period of up to 24 calendar months from enrollment in the California public school system.

**Some, but not all, Special Education students** must pass the CAHSEE in order to receive their high school diploma. Some Special Education students who meet certain criteria are exempted from passing the CAHSEE in order to receive their diploma. The CAHSEE may be administered with appropriate accommodations/modifications as required in each student's Individual Educational Plan (IEP).

**For More Information** or if you have any questions about the CAHSEE:

- Contact your school office on weekdays from 7:30 a.m. – 4:00 p.m.
- Attend back-to-school night in the fall.
- Check the California Department of Education Website at <http://www.cde.ca.gov/ta/tg/hs/>

## 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. Eligible persons who pass both parts of the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. The test is given in English only.

Additional information about the CHSPE is located on the Web at: <http://www.chspe.net> or call 866-342-4773.

## Kern High School District **Practices and Policies**

**Student Accident Coverage** - All KHSD students receive the benefit of Student Accident Coverage at no cost. This coverage is provided by KHSD and is administered by Self-Insured Schools of California (SISC). It provides benefits for student injury during:

Regular classes	Class trips
Summer school and recreation	School-sponsored activities on or off the school premises
School-sponsored transportation	All athletic injuries - <b><u>EXCEPT TACKLE FOOTBALL</u></b>

Student Accident Coverage covers medical and dental expenses **up to \$2,500** and is secondary to any other applicable health insurance available to the student **UNLESS** the student is eligible for Medi-Cal. If the student is eligible for Medi-Cal benefits, the Student Accident Coverage is primary. The cost of a serious injury may exceed \$2,500.

**Football Insurance** - As noted above, Student Accident Coverage **DOES NOT** include coverage for **TACKLE FOOTBALL**. However, insurance coverage for school football **can be purchased** through your school for \$60 per student, which gives up to \$15,000 of coverage. A **supplemental plan** can be purchased for an additional \$143 which offers coverage up to \$50,000. The school football insurance is also secondary to any other applicable health insurance to the student except Medi-Cal.

For information on plan benefits, enrollment, claims, policy exclusions and limitations, you may obtain a "Supplemental Student Accident Insurance" brochure and a "SISC Tackle Football Coverage Program" brochure at your school site.

**Caller ID** – The Kern High School District uses a Caller ID system at all school sites. The system utilizes Caller ID-Block rejection; that is, if the caller has blocked caller ID so that their line is not identified, our line will not accept the call. In such cases, the caller will be told "The party you called does not accept calls from blocked numbers." To reveal your number you must hang up, pick up the receiver and dial \* 82 then the number.

**Student ID Cards** – Students will have their student identification cards with them at all times. Students may be required to provide their identification cards for school purposes such as transportation, library privileges, textbook acquisition, testing and lunch.

**Open / Closed Campus Lunch Hour Policies** – Only two KHSD schools permit 11th & 12th graders to leave campus during lunch; Arvin High School and Bakersfield High School. 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.

**Internet Codes of Conduct, Supervision, & Filters** – The K.H.S.D. provides Internet access at District sites to further the educational mission of our District. When bringing Internet opportunities into the classroom and the school library where the student may use the Internet for research and individual projects, the District must attempt to ensure that this access is provided responsibly in a fashion consistent with its mission. The Kern High School District has a three-pronged approach to ensuring that student access is safe, appropriate, and represents the educational partnership between home and school. The key elements include:

- 1) Agreement by the student and the student's parents to abide by and support the Student Code of Conduct for the Kern High School District Electronic Community.
- 2) Supervision by responsible adults enabled by the Internet designation on the student's identification card. Upon receipt of the Student Code of Conduct for the Kern High School District Electronic Community with parent and student signatures, an Internet designation is added to the student's picture identification card.
- 3) As a supplement to the student agreement and adult supervision and as a protection against inadvertent access to inappropriate material, Kern High School District has put in place an Internet security server and content filtering software with a firewall, thereby blocking tens of thousands of inappropriate sites. ***Students who attempt to bypass the KHSD firewall to access blocked content are subject to disciplinary action.***

Information on Kern High School District Internet & network policies may be found at <http://www.khsd.k12.ca.us/Business/IST.aspx>.

# **Kern High School District** **Practices and Policies**

**Student Access to Kern High School District School Site Networks** – K.H.S.D. strongly believes in the educational value of technology and recognizes its potential to support curriculum. Two different kinds of technology access are available: access to computers on the District network and Internet access. All students who abide by a set of basic rules will have access to computers on the District network for appropriate class projects and for access to information resources.

**Acceptable Use Policies** – No students will be allowed to access the Internet unless the student and a responsible parent/guardian sign the K.H.S.D. 'Acceptable Use Policy' for Internet use. This is available for signature at each school site. The policy may be revised by Board action. Revisions to the student A.U.P. will be reviewed in the District summer information packet sent to parents. Parents have the right to withdraw their consent to the District A.U.P. at any time by informing their student's school in writing. Student Internet permissions do not have to be renewed yearly. If for any reason, parents or guardians wish to rescind permission for students to use the Internet, they should address a letter to the effect to the individual high school where their student is in attendance.

**Management Plan for Asbestos-Containing Material** – In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), the Kern High School District has had inspections performed at each of our school buildings for asbestos-containing building materials, the most recent being in the summer of 2010. The inspection findings and asbestos management plans have been on file in each school administrative office since that time. Records regarding ongoing surveillance, abatement, and re-inspections are also included in the management plan. You are hereby informed of the immediate availability of the school district's asbestos management plan located for your review in the Business Services department at the District Office and at each available site office. The District's asbestos coordinator is available by appointment to interpret the management plan for any concerned parties. For more information, contact Jay Olsen, Business Services at (661) 827-3122.

**Transportation** – Bus schedules will be posted at your student's school site the week prior to the start of school. All KHSD bus schedules can be viewed on the KHSD website at [www.khsd.k12.ca.us](http://www.khsd.k12.ca.us), under Quick Links on the left side of the homepage.

**Parking Regulations** – All violations of the California Vehicle Code shall be enforced on the properties of the Kern High School District. The following specific regulations shall be enforced by the K.H.S.D. Police Department under Vehicle Code Section, VC 21113(a) and VC 21113(b), VC 21113(c), and VC 21113(f); Driving or Parking on School Grounds:

1. Any unlawful parking or leaving of any vehicle on school grounds.
2. Parking or leaving any vehicle or other motorized vehicle on school grounds that has been designated "Staff Parking" or "Parking by Permit Only."
3. Parking any vehicle outside of designated parking lines.
4. Riding any motorized vehicle on school grounds.
5. Riding any bicycle on school grounds.
6. Riding any skateboard on school grounds.

**All student-operated vehicles may be subjected to examination by a narcotics detection dog at any time. An alert by a detection canine typically will provide a lawful reason for school officials to access a student vehicle and search its contents. Students who desire that their vehicle not be examined by a detection canine should not drive themselves to school, nor park on school grounds.**  
**Parking rules and regulations will be reviewed as needed.**

**Truancy Policy** – In keeping with state law, Kern High School District 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 K.H.S.D. truancy policy. 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 policies is available at your school site.

# Kern High School District **Practices and Policies**

**Single Sex P.E.** – Individual sites may offer single sex Physical Education classes based on interest and need. Please talk to your site administrator.

**Pesticide Notifications** – The District 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, the District 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:** Avert Sta (Abamectin B1), Avitrol (Pigeon) (4-aminopyridine), Bio-Cease (Permethrin, Hydroprene), Cy-Kick CS (Cyfluthrin), Cynoff WP (Permethrin Cypermethrin), Dead-sure (Permethrin), Delta Dust (Deltamethrin), Demand CS (lambda-cyhalothrin123-trimethylbenzene), Dimension Dithiopyr 3,5 pyridinedicarbothioic), EcoADJUVANT (2,6,8,trimethyl-4-nonyloxypolyethylenoxyethanol), EcoEXEMPT D dust (Eugenol clove oil), EcoEXEMPT G (Eugenol,thyme oil), EcoEXEMPT HC (2-phenethyl propionate, eugenol clove oil), EcoEXEMPT IC (Rosemary oil, peppermint oil, oil wintergreen, vanill), EcoEXEMPT JET wasp (2-phenrthyl propionate, rosemary oil), EcoPCO AR X (2-phenethyl propionate pyrethrins, a botanical), EcoPCO EC INSEC. (2-phenethyl propionate, piperonyl butoxide), EcoPCO G X Granuar (2-phenethyl propionate, piperonyl butoxide), EcoPCO WP X (2-phenethyl propionate, piperonyl butoxide, thyme oil pyrethrins, botanical), EcoPCOACU cont.insec (2-phenethyl propionate), EcoPCOJET wasp (Eugenol, 2-phenethyl propionate), Enforcer (Tetramethrin), Engage (Chlorpyrifos), Fertilizer 20-5-7SP (Nitrogen-phosphorus-potassium), Fertilizer 7-20-20SP (Nitrogen-phospus-potassium), Florel Fruit Elimina (Ethephon phosphonic acid), FluorGuard Station (n-ethyl perfluorooctanesulfonamide), Formec 80 (Mancozeb zinc ion manganese ethylene), Gallery, Insect Spray II (Pyrethrins), Landmark MP (Sulfometuron methyl chlorsulfuron), Larva-Lur (2-1-Methylethoxy), Liquid Edger (Sodium cacodylate, cacodylic acid), Mak-it-Red (Cyanine dye aqueous solution), Manage/Slagehumer (Methyl), Maxforce Ant Station (hydramethylnon tetrahydro-5 5-dimethyl-2 pyrimid), Maxforce Gel, Max-Force Gran, Micocare (Pyrethrins.3% piperonyl butoxide), No Foram B (Octyl phenoxy polyethoxy), Oust (Sulfometuronmethyl), Poison-Free Ant Roac (Cedar oil lauryl sulfate), Poison-Free Flying (Mint oil sodium lauryl sulfate), Poison-Free Wasp (Mint oil sodium lauryl sulfate), Precor 2000, Pre-Empt, Roundup Pro (Glyphosate), Roundup Pro Dry (Glyphosate), Sting-X (tetramethrin, permethrin, piperonyl butoxide), Surflan (Oryzalin), Talon-G, Talstar (Bifenthrin), Talstar (Bifenthrin), Talstar-Granular (Bifenthrin), Tempo WP (Carboxylate), Termidor SC, Top Down (DMA salt, bromacil), Tri-Die, Trimec Turf (2,4-dichlorophenoxyacetic acid dimethylamine salt, Turf-King (Monoammonium Phosphate, sulfate, Vrea and Iron Sucrate), Wasp-Freeze (Phenothrin 3-phenoxybenzyl d-cis trans2,2dimeth), Wilco Grnd Sqr (Diphacinoe cas#82666 indandioe).

Information regarding pesticides may be obtained at the website for the California Department of Pesticide Regulation at [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

***If you wish to receive notification of individual pesticide applications at the school facility, please complete the attached registration form. You will receive notification at least 72 hours prior to the application.***

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## **PESTICIDE APPLICATION NOTIFICATION REGISTRATION**

Date: \_\_\_\_\_ Name of Parent/Guardian/Staff Member: \_\_\_\_\_

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

Student's Name: \_\_\_\_\_ School Site/Facility: \_\_\_\_\_

Please notify me by:  U.S. Mail  Phone # \_\_\_\_\_  E-mail Address \_\_\_\_\_

*[optional]*

**Kern High School District**  
**Activity/Athletic Control Code Summary**  
**2011-2012**

The athletic code information below applies to all students planning to participate in athletics during their high school years. **This is a sample copy and is for informational purposes only.** More detailed information will be provided by the school if your son/daughter elects to participate in school athletic programs.

The Board of Trustees of the Kern High School District, in association with the 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 California Interscholastic Federation and to the Kern High School District Athletic Control Code.

Each parent/guardian and student athlete will be asked to sign a similar form prior to participation in the athletic program. A complete copy of the Athletic and Activity Control Code is also available at your son's/daughter's high school upon your request.

**ELIGIBILITY**

To be eligible to play sports at a Kern High School District school, students must meet three eligibility requirements:

1. **Residential eligibility and enrollment** - You must live in the school's attendance boundaries with your parent(s), legal guardian(s) or caregiver, or have District approval via Open Enrollment or Intra District transfer. Proof of residency must be provided at the time of enrollment. The address you show as your residence must be where you actually live with your parent(s), legal guardian(s) or caregiver. "Using" someone else's address, listing a relative's address or living with someone other than your parent(s), legal guardian(s), or caregiver are examples of false or fraudulent information.

2. **Academic eligibility** - A student 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 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** - A student 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: Open Enrollment transfer, expulsion, Alternative to Expulsion actions, disciplinary transfers, 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 K.H.S.D. Director of School Support Services at (661) 827-3284.

**PENALTIES**

If it is discovered that any parent, guardian, caregiver or student has provided false information in regards to 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 persons 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.



## Kern High School District **Regulations Governing Students On and Off School Campuses**

**ALCOHOLIC BEVERAGES** - Use or possession of alcoholic beverages by a student is prohibited any time during the school year. \*

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

**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.

**CIVIL OR CRIMINAL OFFENSE** - Involvement in an offense classified as a felony or misdemeanor that threatens the discipline of the team, the welfare of or the educational functions of the school is prohibited during the calendar year.

**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 guilty of violating regulations 1 & 2, as outlined above, will forfeit all athletic privileges for a period of nine (9) regular athletic school weeks. If a student is found in violation of 4 or 5, as outlined above, he/she will forfeit all athletic privileges for a period of not less than nine (9) or more than eighteen (18) regular athletic school weeks. If a student is found in violation of 3, above, he/she will automatically forfeit the privilege of participating in athletics for a period of eighteen (18) regular athletic school weeks. Second and third violations of the regulations will result in periods of ineligibility of up to one year. First time offenders of tobacco and alcohol have an alternative program available. (Selection of the alternative program could shorten the suspension period. See your athletic director for information.)

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

## Kern High School District **Tobacco-Free Schools/ No Smoking Policy**



The Kern High School District is committed to maintaining a safe and healthful learning environment for all students and work environment for our staff. The Tobacco-Free Schools/Smoking Policy, implemented July 1, 1995, requires that all recipients of any state/federal grant or contract maintain tobacco-free school sites.

For the benefit of our students, a referral program is offered to students who are tobacco users or have a "tobacco use" concern. Students who request a referral for free assistance are encouraged to contact the school's Counseling Department. Violations of the Kern High School District's Tobacco-Free Policy will lead to disciplinary action which may include any or all of the following: verbal warning, assignment to the Saturday work program, referral to cessation classes in lieu of suspension and fine, or possible suspension and expulsion from school.

Please also be advised that use of tobacco by students, staff, parents, or visitors, is prohibited on school property and in school vehicles at all times, day or night. This includes all school buildings and grounds, stadiums, baseball/track fields, and any school-sponsored event held off-campus. The Kern High School District will do everything possible to maintain a tobacco-free and drug-free work place through the implementation of the provisions of this memorandum as prescribed by this policy.

Your support and cooperation regarding this policy of maintaining tobacco-free school sites is greatly appreciated. This can only have a positive impact on our community.

# Kern High School District **Discipline Code Summary**

## **GENERAL AIMS**

This summary of the revised Discipline Code of the Kern High School District is given to all of our parents and students. We want to make certain that students, parents and staff understand that school regulations governing discipline are based on written rules. Each staff member of the Kern High School District who works with students and parents has been given the opportunity to read and understand these rules and regulations.

This Discipline Code clearly spells out unacceptable actions by students against persons or property. It is also designed to protect the constitutional rights of students. In recent years the courts have emphasized the constitutional principle that students do have certain rights when they attend our schools. Such rights include freedom of expression, speech, and equal educational opportunity. Along with these rights come additional responsibilities on the part of the students. The staff of the school system will work with the students to help them understand their rights and responsibilities and to grow to maturity with additional respect for fairness, justice and truth.

When students are suspended or expelled from school or school activities, we take this action to protect the physical safety of other students or staff or to ensure that classroom instruction is continued without interference. The general safety, well-being, and educational goals of all students must be considered along with the rights and responsibilities of each individual.

Before a student can be suspended, a hearing by local school officials must be given to each student who has been accused of violating the Discipline Code. Parents or guardians must be notified by mail stating the specific acts for which the suspension was ordered. The parents will be invited to the school to discuss the matter.

California law permits suspension from school and school activities for a period of five days, except while waiting for action by juvenile court or the Board of Trustees, when time may be extended.

In expulsion cases, a full hearing is given to each student. This is held before a panel of administrators and teachers appointed by the Board of Trustees. The facts of each case are carefully reviewed in this hearing and findings from the administrative panel are presented to the Board of Trustees in executive session with a recommendation. Final action is taken by the Board of Trustees in open session.

The complete Discipline Code with its supporting data is a very long document. Copies are kept at each school and may be examined there by patrons and students. It is our hope that these rules and regulations will help our schools to carry on in the best tradition and without interrupting their main function - that of giving each student the best education possible. The complete California Education Code may be secured on the web at [www.cde.ca.gov](http://www.cde.ca.gov).

## **EXPECTED STUDENT BEHAVIOR**

The Board of Trustees of the Kern High School District, in support of public education and the exercise of general supervision of the secondary schools of the District, believes that the conduct of students attending the high schools must establish an educational climate conducive for the furtherance of educational opportunities for youth and the promotion of learning.

To assure this aim, the people of the State have empowered local boards of education 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 the government and discipline of the schools under its jurisdiction. (E.C. 35291)

All pupils 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 our schools for every student interested in pursuing 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 shall be provided for all.

## **RULES AND REGULATIONS**

The following conduct is not permitted. Rules and regulations are established to maintain an atmosphere conducive to learning. Students who fail to comply with these rules and regulations will be counseled, reprimanded, suspended or expelled, and/or arrested as the laws are applied.

**Suspension shall be imposed only when other means of correction fail to bring about proper conduct, provided that a pupil may be suspended for any of the reasons enumerated in E.C. Sections 48900 (a-s), 48900.2, 48900.3, 48900.4, 48900.7, 48901.5 and sections of 48915 upon a first offense.**

**a) The principal may recommend a pupil's expulsion for any of the acts enumerated in Section 48900 and in sections of E.C. 48915.**

**b) Upon recommendations by the principal or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil violated E.C. Sections 48900 (a-r), 48900.2, 48900.3, or 48900.4, 48900.7; and that other means of correction have repeatedly failed to bring about proper conduct, or due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others and that other means of correction are not feasible. The governing board shall order mandatory calendar year expulsions for violation of E.C. 48915 (c-1) to (c-5).**

# CAUSES FOR DISCIPLINARY ACTION

## VIOLATIONS RELATING TO PERSONS

**ABUSE / HARASSMENT, THREATS OR INTIMIDATION** (Physical or verbal attack on District employee or student) (E.C. 44810, 48900(a)(1), (a)(2), 48900 i, o and r, 48900.4, 48900.7; P.C. 71, 422)

**ASSAULT AND BATTERY** (Assault or battery upon another student or upon school personnel; threat of force or violence toward school personnel, at any time or place related to school attendance or functions) (E.C. 44014, 44810, 48900(a)(1), (a)(2), 48915 (c-2), (a-1), (a-2), (a-5); P.C. 241, 241.2, 241.4, 241.6, 243(a), 243(b), 243.2(a)(1) or (2), 243.3, 243.6, 243.8, 245(a)(1))

**BUS CONDUCT** (Continued disorderly conduct or persistent refusal to submit to authority of the driver) (C.A.C. 14103; P.C. 243.3)

**DEFIANCE, DISRESPECT, ETC.** (Insubordination or defiance toward school employees, either in language or action) (E.C. 44810; 44811)

**ELECTRONIC LISTENING OR RECORDING DEVICE** (It is the students' responsibility to make sure that all devices, including cell phones, are turned off and secure during the official school day. Use of all electronic communication devices, without prior consent of the principal, is prohibited. (E.C. 51512, 48901.5; P.C. 637.7(a))

**EXTORTION / ROBBERY** (Taking possessions from another person by threat or force) (E.C. 44014, 44810, 48900(a)(1), (a)(2), e and g, 48915 (a-4); P.C. 523, 520, 521, 522, 524. 212.5, 215(a))

**FIGHTING** (Involvement in fighting either in groups, gangs, or as an individual on school premises or elsewhere under authority of school personnel) (E.C. 32210, 44807, 44810, 48900(a)(1), (a)(2), 48915(a-1), P.C. 415(1), 415.5(a)(1))

**FORGING** (Forging notes, signatures, excuses or other school documents) (E.C. 48900 k; P.C. 470a, 470(a))

**GAMBLING** (Any betting, gaming played with cards, dice, coins, or other items of value is prohibited) (P.C. 330)

**HAZING / HATE VIOLENCE** (Committing any act that injures, degrades, or disgraces any fellow student or person attending the institution) (E.C. 32050-32051; 48900 q; 48900.3; 233; P.C. 245.6, 422.55) (Ref. 610R Administrative Code and AB 1785. See definition of hate violence in KHSD Discipline Code)

**KEYS** (Illegal possession, unauthorized use or duplication of keys to school buildings or premises) (P.C. 469, 496)

**RECEIVING STOLEN PROPERTY** (Knowingly received stolen school property or private property) (E.C.48900 l; P.C. 496)

**SECRET CLUBS** (Membership on school campus prohibited) (E.C. 48900 k; P.C. 407)

**SEXUAL HARASSMENT / ASSAULT** (Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting) (E.C. 48900.2, 212.5, 48915(c-4); P.C. 261.5, 243.4, 286, 288(a), 288a)

**STEALING** (Stealing school property or from persons while on school property or at school sponsored events) (E.C. 19911, 35291, 44807, 48900 g; P.C. 488, 487, 496, 503)

**TARDINESS / TRUANCY** (Late to class; missing class(es) illegally) (E.C. 48260, 48262, 48264)

**VEHICLES** (Failure to observe posted traffic and parking regulations) (V.C. 10851(a), 10852, 10853, 21113(a))

**OTHER OFFENSES** (Serious infractions of behavior standards, not identified above, inimical to the welfare of the school, including buildings, property, staff, students or other personnel during the school day or while in attendance at school functions) (E.C. 48212, 48900(a)(1) to 48900 o, 48915)

## VICTIMS OF VIOLENT CRIMES

Victims of violent crimes, while in or on school grounds, will have the option of an intra-district 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

The District 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, Kern High School District school administrators have utilized the following general guidelines to make case by case judgments regarding appropriateness of school attire.

## GUIDELINES

**DISRUPTIVE CLOTHING / ADORNMENTS** (Any clothing or adornment which causes reactions by other students causing the teacher to lose the attention of the students, to modify or cease instructional activities, or to deal with student confrontations or complaints.)

**SLOGANS, ILLUSTRATIONS** (Slogans or illustrations which promote the use and/or glorification of drugs, alcohol or tobacco are not acceptable. Profane, vulgar, racial, ethnic or sexist slogans or illustrations on articles of clothing also are not acceptable.)

- REVEALING APPAREL** (Any see-through apparel or attire which does not cover undergarments is not acceptable.)
- DANGEROUS ATTIRE** (Attire which may be used as a weapon may not be worn -- e.g.: steel-toed boots, chains, items with spikes or studs.)
- "COLORS"** (The presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes or advocates membership in a group or gang which advocates drug use, racial or ethnic disharmony, or which advocates violence or other disruptive behavior, is prohibited.)
- UNSAFE APPAREL** (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 CLOTHING REQUIREMENTS** (Specific learning activities in shops, labs, on-the-job training in business/industry, or co-curricular activities may have additional clothing and appearance regulations.)
- CLEANLINESS** (All clothing should be reasonably clean.)
- CONSEQUENCES OF DRESS AND GROOMING VIOLATIONS**
- First Violation* - Home contact and the violator will be requested to change clothing, hairstyle or cosmetic.
- Second Violation* - Home contact and alternative to suspension or suspension if student refuses alternatives.
- Third Violation* - Home contact and suspension.

**VIOLATIONS RELATING TO STUDENT EXPRESSION**

- LEWD OR LASCIVIOUS ACTS** (Engaging in or performing lewd or lascivious acts on school grounds or at school sponsored activities) (P.C. 288(a), 314)
- PROFANITY / VULGARITY** (Continual or habitual use of profanity or vulgarity) (C.A.C. 300; E.C. 48900 I; P.C. 415(2), 415(3), 415.5(2), 415.5(3))

**VIOLATIONS RELATING TO CAMPUS DISTURBANCE**

- DISTURBANCE / RIOT** (Causing public disturbance/rioting) (P.C. 403, 404, 406, 407, 404.6, 416)
- FALSE FIRE ALARMS** (Willfully tampers with any fire alarm equipment or deliberately sounds a false fire alarm) (E.C. 48900 k; P.C. 148.4)
- LOITERING** (Persons on school premises unlawfully) (P.C. 653b(a))
- PICKETING** (Persons posted to affect the school) (P.C. 407, 409)
- SIT-INS, WALK-ONS, ETC.** (Violations of rules governing lawful assemblage on school grounds or at school events; failure to disperse) (PC. 407, 409, 416, 626.2, 626.4, 626.6, 626.8)
- TRESPASSING / FORCED ENTRY** (Trespassing or forced entry with respect to school buildings or school events) (E.C. 32210, 44810; P.C. 626.8, 460(a))
- UNAUTHORIZED VISITORS** (Persons who come into any school building or onto any school ground or adjacent areas without lawful business thereon) (E.C. 44810; P.C. 626.2, 626.8)

**VIOLATIONS RELATING TO PROHIBITED ITEMS**

- ALCOHOL / INHALENTS** (Use or possession on school campus or at school sponsored events) (B.& P.C. 25608, 25658, 25662; C.A.C. 14251; E.C. 48900 c, 48915(a-3), P.C. 647(f))
- CHEMICAL SPRAYS** (Possession of or use of any chemical weapon) (E.C. 48900 b; P.C. 244, 12403.7(d))
- DRUGS / NARCOTICS** (Use, possession or sale of narcotics or other hallucinogenic drugs or substances or any other controlled substances on school grounds or elsewhere under the authority of school personnel) (E.C. 48900 c, 48915 (a-3), (c-3); H.& S.C. 11350-11353, 11359-11362, 11375, 11377, 11378, 11378.5, 11379, 11353.1, 11353.5, 11353.6, 11354, 11355, 11357(b), 11358,11379.2; P.C. 647(f))
- Offered, arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance, or material in lieu of the substance. (E.C. 48900 d; H.& S. C. 11382)
- DRUG PARAPHERNALIA** (Possession of, offered, arranged, or negotiated to sell drug paraphernalia) (E.C. 48900 j; H.& S.C. 11364)
- ELECTRONIC SIGNALING DEVICES** (Use of any electronic signaling device, including cell phones, is prohibited during the official school day, except for health reasons when prescribed by a licensed physician and approved by school administration) (E.C. 48901.5(a))
- TOBACCO** (Use or possession of tobacco or any products containing tobacco or nicotine products on school grounds or elsewhere while under the authority of the school) (E.C. 48901; P.C. 308(b))
- WEAPONS OR THREAT THEREOF** (Possession, sale or furnishing of any firearm (gun), knife, explosive, or other dangerous object of no reasonable use to the pupil at school, or at a school activity off school grounds) (C.C. 1714.1, 1714.3; E.C. 48900 b, 48915 (a-2), (c-1), (c-2); P.C. 417, 417.4, 12550, 245, 626.9, 626.10, 653 k, 12020, 12023, 12025, 12031, 12316(c), 12556(a)). Possession of an imitation firearm (gun) (E.C. 48900 m)
- SEARCH AND SEIZURE** – In partnership with the Kern County Probation Department, the Kern High School District may 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 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; H.& S.C. 11364.7, 11471)

**LASER POINTERS OR LASER DEVICES** (Possession, sale or the furnishing of any device that conducts a laser beam such as a laser pointer is strictly prohibited.) (E.C. 48900B; P.C. 417.25, 417.26, 417.27)

## **VIOLATIONS RELATING TO PROPERTY**

**BOMB THREATS** (False report that a bomb or other explosive has been placed in school buildings or on school grounds) (L.C. 3367; P.C. 148.1, 422)

**DEFACING OR DAMAGING SCHOOL PROPERTY (VANDALISM)** (Acts which endanger life of students, employees or visitors or result in damage to school buildings, school property including electronic files and databases or possessions of students, staff members or visitors; parent or guardian is responsible for damages) (C.A.C. 305, C.C. 1714.1; E.C. 19910, 48900 f, 48904; G.C. 6201, 53069.5, 53069.6; P.C. 451, 452, 453, 594, 594.4)

**FIRES, EXPLOSIVES OR THREAT THEREOF** (Fires or explosives which threaten or cause serious damage to human life or property on campus or at school sponsored events; parent or guardian is responsible for damages) (E.C. 48900 (a)(1), b, 48904, 48915(a-2); H.& S.C. 12305; P.C. 451, 452)

## **DEFINITION OF TERMS**

**PROBATION:** Placing a student on a trial basis because of prior conditions; must meet specified conditions for a given period of time.

**TRANSFER TO ANOTHER CLASS / SCHOOL:** A student may be transferred to another class in the same school. A student may be transferred to another school; this decision follows a hearing at the school, or District Office.

**DETENTION:** Keeping a student in custody for a defined period of time in special rooms 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.

**EXPULSION:** Action by the Board of Trustees to deny the right of school attendance with a time limit. (E.C. 48915-48918)

**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)

## **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. Penalties in most cases will require some loss of participation privileges. Disciplinary action procedures outlined in the adopted code will be followed by the member schools in order that each case might be evaluated individually as prescribed by the Board. A summary of the Athletic and Activity Control Code with a more detailed explanation of the rules and regulations is included in this document. A complete draft is available at your school site.

## **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.

## **ENFORCEMENT**

The certificated staff of the schools and the District 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 students. Expulsions may be ordered by the Board of Trustees when charges are substantiated after a proper hearing.

Should the student be expelled by the Board of Trustees of the Kern High School District, the action may be appealed by the student or parent to the County Board of Education.

The Kern High School District police force provides armed, POST-certified police officers at all comprehensive school sites. Also on campus are anywhere from two to seven adult security team members. As such, only the Bakersfield Police Department and Kern County Sheriff's Office constitute larger police agencies in Kern County.

## **RIGHTS AND RESPONSIBILITIES**

In our form of government the judicial system interprets the law and its applications and orders compliance with its interpretations. Judicial decisions have constantly supported the authority of the State and of school officials to prescribe and control conduct in the schools. This has been extended from control of students while on the school grounds to also maintaining order at other events, such as athletic contests. In recent years, however, the courts have recognized the student's 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 U.S. Supreme Court has made clear that students cannot collide with the rights of others without expecting a penalty. "But conduct by the student, in class or out of it, which for any reason - whether it stems from time, place, or type of behavior - materially disrupts class work or involves substantial disorder or invasion of the rights of others is, of course, not immunized by the constitutional guarantee of freedom of speech."

The role of the parent continues to be of primary importance in the education and control of the student. Parents are encouraged to help their youngsters 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 youngsters.

### **REFERENCE ABBREVIATIONS**

B. & P.C.	- Business and Professions Code	G.C.	- Government Code
C.A.C.	- Calif. Administrative Code, Title 5	H. & S.C.	- Health and Safety Code
C.C.	- Civil Code	L.C.	- Labor Code
E.C.	- Education Code	P.C.	- Penal Code
		V.C.	- Vehicle Code

### ***THE COMPLETE DISCIPLINE CODE IS AVAILABLE FOR YOUR INSPECTION AT EACH HIGH SCHOOL.***

The Discipline Code was adopted by the Board of Trustees of the Kern High School District on January 8, 1976.

Revised May 1985; June 1993; July 1995; May 1997; May 1998; May 2003; July 2006; June 2010

# Kern High School District **PARENTS/GUARDIANS RIGHTS AND RESPONSIBILITIES**

## **A. COLLEGE ADMISSION; CAREER TECHNICAL EDUCATION**

### **1. Websites**

The following UC and CSU websites help students and their families learn about college admission requirements, and also list high school courses that have been certified for undergraduate admission:

UC: [http://www.ucop.edu/a-gGuide/ag/a-g/a-g\\_reqs.html](http://www.ucop.edu/a-gGuide/ag/a-g/a-g_reqs.html)

CSU: [www.csumentor.edu/planning/high\\_school/subjects.asp](http://www.csumentor.edu/planning/high_school/subjects.asp)

### **2. Career Technical Education**

The California Department of Education defines “career technical education” 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. Career technical education includes agriculture education, home economics, industrial and technology education, and regional occupational centers and programs, among other educational programs.

### **3. Counseling**

Your child 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.

## **B. ATTENDANCE**

### **1. General Absences**

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, optometrical, or chiropractic services rendered.
- d. Attendance of funeral services for a member of his/her 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 California.
- e. Jury Duty.
- f. Educational conference.

### **2. Absences for Religious Purposes**

With your written permission, your child may be excused to attend religious services away from school. However, your child will be required to complete a certain number of minutes for that day. Such absences are limited to four days per month. [E.C. Section 46014]

### **3. Absences for Justifiable Personal Reasons**

Upon your written request and approval by the school principal, your child 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, or an employment conference. [E.C. Section 48205]

### **4. Minimum Days or Pupil Free Staff Development Days**

The only pupil-free staff development day of the 2010-2011 school year will be held on Friday, January 28, 2011. Pupils will be excused from school that day.

### **5. No Grade Reduction or Loss of Academic Credit**

Your child shall not have his/her grade 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.

# Kern High School District **PARENTS/GUARDIANS RIGHTS AND RESPONSIBILITIES**

## **C. DISCIPLINE**

### **1. Release of Student to Peace Officer**

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, 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 or guardians. [E.C. Section 48906]

### **2. Parent Responsibility**

Parents or 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 \$15,693 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. section 48904]

The school district 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. section 48904, Civil Code section 1714.1]

If your child 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 child's classroom. [E.C. section 48900.1]

### **3. Student Search**

The school principal or designee may search the person of a student 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.

## **D. STUDENT SERVICES**

### **1. Services to Disabled Pupils**

If you have reason to believe that your child (ages 0 through 21 years) has a disability which requires special services or accommodations, bring this to the attention of the school office. Your child will be evaluated to determine whether he/she is eligible for special instruction or services. [E.C. sections 56020, et seq.]

### **2. Student Sexual Harassment**

Students in grades 4 through 12 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.

Within the educational environment sexual harassment is prohibited between students, employees and students, and supervisors and students. Repeated or unwarranted verbal or physical sexual advances, sexually derogatory statements, or sexually discriminatory remarks made by someone in the educational environment which are 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.

# Kern High School District **PARENTS/GUARDIANS RIGHTS AND RESPONSIBILITIES**

## **D. STUDENT SERVICES (Continued)**

Students who engage in such harassment may be subject to disciplinary action up to and including expulsion (Education Code sections 221.5; 230; 48900.2). The principal or designee shall discuss the District's sexual harassment policy with his/her 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.**

### **3. Student Lunch Program**

Your child may be eligible to purchase lunch in the cafeteria at a reduced rate. You will be provided with information regarding your child's eligibility for this program. [E.C. Sections 49510-49520]

Individual student records pertaining to student participation in any free or reduced-price meal program may be used by school district employees to identify students eligible for public school choice and supplemental educational services pursuant to the federal No Child Left Behind Act. [E.C. Sections 48980(b), 49510, 49520 and 49558]

### **4. Homeless Youth Education**

Qualified students have the following rights under the McKinney-Vento Act and California state law. They may:

- Enroll immediately in school without having a permanent address, immunization records, or other school documents.
- Continue to attend the school in which they were last enrolled or attend the school nearest their current residence.
- Participate fully in all special programs and school activities for which they are eligible.
- Qualify automatically for free and reduced-price lunches and other district food programs.
- Contact the district liaison to resolve any disputes that arise during the enrollment process.

## **E. HEALTH SERVICES**

### **1. Immunizations**

Kern High School District Administrative Code states:

#### **635 R Health Examinations and Inoculations**

635.1R – Polio, Diphtheria, Measles, Rubella and Varicella:

- (1) Students who do not present evidence of inoculation for any of the diseases listed above 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. Section 46010.5]
  - a. The District shall notify parent/guardian that they have two weeks to supply evidence of immunizations or their child will be excluded from school. [E.C. Section 48216b]
- (2) Students transferring into the District 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.
- (3) The school health service personnel must be informed of any student who is not up to date.

# Kern High School District **PARENTS/GUARDIANS RIGHTS AND RESPONSIBILITIES**

## **E. HEALTH SERVICES (Continued)**

### **2. Assistance with Medication**

The Kern High School District Administrative Code states:

636 P The Board is concerned for the health and well-being of all students while attending school. Therefore, any pupil who is required to take, during the school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the District receives:

- 636.1 A written statement from the physician detailing the method, amount, and time schedules by which such medication is to be taken, and;
- 636.2 A written statement from the parent or guardian of the student indicating the desire that the school district assist the student in the matters set forth in the physician's statement, and holding the District and employees harmless for any personal property damage resulting from such assistance. [E.C. Section 49423]

State law provides that students may carry and self-administer prescription auto-injectable epinephrine upon the school's receipt of specified written confirmation and authorization from the student's physician, surgeon and parent/guardian. [E.C. Section 49423]

### **3. 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.

- 620.1 It is strongly recommended that students new to the District present evidence of such physical examination upon enrollment.
- 620.2 Evidence of immunization in accordance with State health regulations must be filed with the school authorities on entering school.
- 620.3 Exemption: A parent or guardian may file annually with the Principal of the school in which the student is enrolled a signed statement that the parent will not consent to a physical examination of the child, as permitted by the Education Code.
- 620.4 An annual physical examination given by a licensed physician is required for a student to participate in interscholastic athletic competition.

### **4. Medical and Hospital Services**

All parents are informed that the District has made available insurance policies that cover medical services or hospital services for injuries to the pupils of the District arising out of accidents that occur when the pupils are in attendance. [E.C. Section 49472]

### **5. Sight and Hearing Test**

The school district is required to provide for the testing of the vision and hearing of each pupil enrolled [E.C. Section 49452]. Parents have the right to file a written statement indicating they will not consent to such testing. [E.C. Section 49451]

### **6. Confidential Medical Services Without Parental Consent**

California Law requires each school district to notify parents and students that school authorities may excuse any pupil from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. The school is permitted to grant such excuses, but is not required to do so.

# Kern High School District **PARENTS/GUARDIANS RIGHTS AND RESPONSIBILITIES**

## **E. HEALTH SERVICES (Continued)**

However, the policy of the Kern High School District is not to grant an excused absence to pupils without the consent of the pupil's parent or guardian. The only exception to this policy would be when the student is over 18 or when there is an emergency and the parent or guardian cannot be contacted.

The school authorities, in all cases, will encourage the pupil to communicate with parents 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 local school administration.

### **7. Immunizations and Control of Communicable Diseases**

The school district cooperates with the local health officer in the control and prevention of communicable diseases in school-age children. If you consent in writing, the District 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 child. You will be advised in writing before any immunization program is instituted. [E.C. Sections 48211-48213]

## **F. SEX EDUCATION**

### **1. Sex Education**

The school district offers various classes in which human reproduction, sexually transmitted diseases (STD's) and similar topics are a part of the curriculum. Parents will be notified in writing when their student is enrolled in such a class. Upon written request from a parent or guardian, students may be given alternate assignments for those topics that are in conflict with the parents' personal beliefs. Details are available at the school. [E.C. Sections 51937 and 51938]

### **2. Instruction in AIDS Prevention**

Kern High School District Administrative Code states: "You have a right to request copies of Education Code Sections 51938 from the District. Copies of these statutes are on file at District offices. These statutes permit parents, or guardians, to excuse children from AIDS prevention instruction."

Instruction in comprehensive sexual health education/HIV and AIDS prevention may be taught by District personnel or by outside consultants either in class or during an assembly. 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 parent's right to receive copies of the statutes and class materials relating to AIDS prevention instruction. [E.C. Section 51938]

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. Section 51939]

#### **333 P AIDS/Abstinence Curriculum**

333.1 The Board of Trustees mandates that, as a result of a recommendation of the HIV/AIDS Task Force, an AIDS/Abstinence curriculum that carries out the statutes of SB 71, be developed and instruction provided for all freshmen. The curriculum shall emphasize sexual abstinence as the only safe means of avoiding HIV infection.

333.2 A five-day curriculum shall be taught at each school site which will include information about HIV/AIDS, reducing the risk of infection, symptoms and progression, transmission, refusal skills, responsible decision making, societal issues, and HIV antibody testing.

# Kern High School District **PARENTS/GUARDIANS RIGHTS AND RESPONSIBILITIES**

## **G. EXEMPTIONS**

### **1. Parental Rights: Education Empowerment Act of 1998**

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

*Inspection of Instructional Materials:* All primary supplemental instructional materials and assessments, including textbooks, teacher's 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 the governing board of the school district.

*Observation of School Activities:* You have the right to observe instruction and other school activities that involve your child in accordance with procedures determined by the governing board of the school district to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents and guardians shall be considered by the governing board of this school district. Upon written request by you, school officials shall arrange for your observation of the requested class or classes or activities in a reasonable time frame and in accordance with procedures determined by the governing board of this school district.

*Consent for Evaluations:* Your child may not be tested for behavioral, mental, or emotional evaluations without your informed written consent.

*Affirmation or Disavowal of Beliefs:* A pupil 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 pupils of any obligation to complete regular classroom assignments.

### **2. Other Parental Rights**

The rights of parents and guardians of District pupils include the rights identified below. These rights include your right:

1. To observe in your child's classroom (upon reasonable notice).
2. To meet with your child's teacher and the school principal (upon reasonable notice).
3. To volunteer your time and resources at the school.
4. To be notified on a timely basis if your child is absent from school without permission.
5. To be notified concerning your child's classroom and standardized test performance.
6. To request a specific school and teacher and to receive a response from the school district. (This does not obligate the school district to grant the request.)
7. To have a safe learning environment for your child.
8. To examine curriculum materials of your child's class.
9. To be informed of your child's progress and appropriate school personnel to contact in the event of problems.
10. To access student records for your child.
11. To receive information concerning expectations for student learning.
12. To be informed in advance about school rules, policies, dress codes and procedures for visiting the school.
13. To receive information about any psychological testing of your child and to deny permission for such testing.
14. To participate as a member of any school site councils or parental advisory councils at the school, in accordance with governing membership.
15. To question, and receive an answer regarding items in your child's record that appear to be inaccurate, misleading or that invades privacy.

# Kern High School District **PARENTS/GUARDIANS RIGHTS AND RESPONSIBILITIES**

## **G. EXEMPTIONS (Continued)**

### **3. Dissection of Animals**

If your child 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 him/her to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [E.C. Section 32255]

### **4. Excused from Instruction Due to Religious Belief**

Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction upon your written request. [E.C. Section 51240]

### **5. Tests on Personal Beliefs**

Unless you give written permission, your child will not be given any test, questionnaire, survey, or examination containing any questions about your child's, or his/her parents' or guardians' personal beliefs or practices in sex, family life, morality, or religion. [E.C. Section 60650]

## **H. SCHOOL RECORDS AND ACHIEVEMENTS**

### **1. Pupil Records**

You have the right to inspect and review your child's school records; to challenge their contents; to have an administrator assist you in interpreting the records; request amendment to ensure that they are not inaccurate, misleading, or otherwise in violation of your child's privacy rights; and to file a complaint with the state and/or U.S. Department of Education if the District fails to comply with state and federal law with regard to your child's records. Except for certain exceptions, pupil records are confidential and will not be disclosed without your consent. Please be aware, however, that when your child enrolls or intends to enroll in another district, we will send his or her records to that district. Your child's records may be shared with school officials and employees, and other persons connected with the school who have a legitimate educational interest and who may need them to perform his or her tasks. For further information or assistance contact your local school or Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605. [E.C. Sections 49063 and 49070; Family Educational Rights and Privacy Act [FERPA) 34 CFR Part 99]

### **2. Standards of Proficiency in Basic Skills**

Kern High School District Administrative Code states:

BP 6146.11 All students must pass both the English-language arts and mathematics components of the state's High School Exit Exam. No course may substitute for this requirement. For further information, contact your local school site.

### **3. School Accountability Report Card**

The School Accountability Report Card is available upon request and is accessible at the following internet site: <http://www.khsd.k12.ca.us>. This contains information about the District regarding the quality of the District's programs and its progress toward achieving stated goals. [E.C. 33126, 35256 and 35258]

### **4. Release of Directory Information**

In compliance with The Family Education Rights and Privacy Act of 1974 (FERPA), the Kern High School District has a policy regulating the release of student information. Under The Family Education Rights and Privacy Act of 1974 and District policy, no information will be released without parent or guardian permission, a subpoena, a court order, or in accordance with this Act and District policy. The Family Educational Rights and Privacy Act of 1974 permits schools to release to the P.T.A., press, the military, and other agencies, "directory information" which is defined by Kern High School District policy as including, but not limited to, the student's name; address; telephone listing; electronic mail address;

# Kern High School District **PARENTS/GUARDIANS RIGHTS AND RESPONSIBILITIES**

## **H. SCHOOL RECORDS AND ACHIEVEMENTS (Continued)**

photograph; date and place of birth; major field of study; dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended by the student.

Under District 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 District policy. The District policy may designate certain outside organizations as district 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 District, or an authorized representative of the District.

By law, the District must give notice to parents and guardians of the District's decision to release "directory information," and must give a reasonable period of time to allow a parent to inform the District that any or all of the information designated as "directory information" should not be released without parent consent.

THIS COMMUNICATION IS YOUR NOTICE. It will be given annually. If you do NOT want directory information about your student to be disclosed without your written consent, YOU MUST inform the school. You may opt out of disclosure of directory information by contacting the school your student attends, within ten (10) days from the date of receiving this publication.

## **I. DUE PROCESS PROTECTIONS AND COMPLAINTS**

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties.

### **1. Uniform Complaint Procedures**

The Kern High School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

The Kern High School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board (BP/AR/E 1312.3 Uniform Complaint Procedures and AR/E 1312.4 Williams Uniform Complaint Procedures). Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's 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 Adult Education, Consolidated Categorical Aid Programs, Migrant Education, Career Technical and Technical Education and Training Programs, Child Care and Developmental Programs, Child Nutrition Programs, Special Education Programs, and Safety Planning Requirements.

Complaints must be filed in writing with the following compliance officer:

Mark Balch, KHSD 504/ADA Coordinator  
5801 Sundale Avenue  
Bakersfield, CA 93309  
661-827-3282

Complaints alleging discrimination 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 or her designee.

# Kern High School District **PARENTS/GUARDIANS RIGHTS AND RESPONSIBILITIES**

## **I. DUE PROCESS PROTECTIONS AND COMPLAINTS (Continued)**

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 the LEA's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination 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 the LEA'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.

A copy of the Kern High School District's UCP policy and complaint procedures shall be available free of charge.

### **2. Complaints Regarding Discrimination and the Education of Disabled Students**

It is the policy of the Kern High School District not to discriminate on the basis of race, color, national origin, sex, or handicapping 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 Title IX officer or Cathie Thompson, Title IX Coordinator, 5801 Sundale Avenue, Bakersfield, CA 93309; telephone: 827-3163; 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 John Ferguson, Section 504 Coordinator, 5801 Sundale Avenue, Bakersfield, CA 93309; telephone: 827-3105; 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.

## **J. REQUESTS FOR RE-EVALUATION OF INSTRUCTIONAL MATERIALS**

1. It is the practice of the Kern High School District, in accordance with State Law and District policies and regulations, to utilize instructional materials and practices, which 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, ethnic and cultural groups.

2. When a given parent 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.
3. Usually such parental or community member concerns are discussed with the teacher and local school administrators and satisfactory resolutions to their concerns are reached. Any appeals to this process are made to the Assistant/Associate Superintendent, Instruction.

# Kern High School District **PARENTS/GUARDIANS RIGHTS AND RESPONSIBILITIES**

## **K. MISCELLANEOUS**

### **1. The Professional Qualifications of Your Student's Teachers**

The Federal NO CHILD LEFT BEHIND legislation requires that the Kern High School District tell you about your right to request information about the professional qualifications of your student's teachers. The same right extends to information about any paraprofessional assigned to work with your student.

You are entitled to ask for the following information:

- Whether the teacher has met state credential or license criteria appropriate to the grade level and subject matter in the class.
- Whether the teacher serves under an emergency permit or other provisional authorization.
- The baccalaureate degree college major of the teacher and any other graduate certification or degree held.
- Whether your 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 obtain a request form from your child's school administrative office. The request should then be returned to the school and forwarded to the District Personnel Office for a prompt reply.

### **2. Activity/Athletic Code/Code of Ethics and Recruitment Policy**

The Kern High School District Activity/Athletic Code/Code of Ethics and Recruitment Policy is available at each school site as well as at the District Office. The Control Code entails the rules and regulations of athletic and other co-curricular activities. The Control Code 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 his/her parent(s)/guardian(s) must file a statement with school officials (on a form provided by the school) that they have read and understand all the pre-requisites, rules and regulations governing athletic participation, and that the parent(s)/guardian(s) agree to abide by all such pre-requisites, rules and regulations included in the Control Code.

### **3. Use of the Internet and/or On-Line Sites**

The Kern High School District requires parent and student signatures on an acceptable use policy for Internet access prior to individual student access to the Internet. This policy commits students to a set of guidelines for Internet usage and includes guidelines prohibiting access to obscene or otherwise inappropriate Internet sites. Kern High School District staff may use the Internet for whole class instruction in accordance with staff guidelines prohibiting access to inappropriate sites.

### **4. School Safety Plans**

A school safety-plan has been developed for your school. If you wish to see a copy of your school's safety plan, contact the Principal at your school.

### **5. Student 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. Section 35183.5]

### **6. Further Information is Available**

Further information regarding our District schools, programs, policies, and procedures is available to any interested person upon request to our District office. [E.C. Section 48209.13, FERPA, 34 CFR, Section 99.7(b).]

**Kern High School District**  
**KHSD Schools, Addresses, Phone Numbers**  
**2011-2012**

**ARVIN HIGH**

Carlos Sardo, Principal  
900 Varsity  
Arvin, CA 93203  
(661) 854-5561 FAX: 854-5943  
Secretary: Bertha Ellis

**BAKERSFIELD ADULT**

Mark Wyatt, Principal  
501 So. Mt. Vernon Avenue  
Bakersfield, CA 93307  
(661) 835-1855 FAX: 835-9612  
Secretary: Heather Russell

**BAKERSFIELD HIGH**

David Reese, Principal  
1241 "G" Street  
Bakersfield, CA 93301  
(661) 324-9841 FAX: 324-3401  
Secretary: Lorna Wilkerson

**CENTENNIAL HIGH**

Steve Wedel, Principal  
8601 Hageman Road  
Bakersfield, CA 93312  
(661) 588-8601 FAX: 588-8608  
Secretary: Staci Haggerty

**CENTRAL VALLEY CONTINUATION HIGH**

Anthony Ransick, Site Administrator  
526 Mannel Avenue  
Shafter, CA 93263  
(661) 746-4281 FAX: 746-0521  
Secretary: Dolores Albiar

**EAST BAKERSFIELD HIGH**

Lee Vasquez, Principal  
2200 Quincy Street  
Bakersfield, CA 93306  
(661) 871-7221 FAX: 872-6980  
Secretary: Frances Casas

**FOOTHILL HIGH**

Brenda Lewis, Principal  
501 Park Drive  
Bakersfield, CA 93306  
(661) 366-4491 FAX: 363-6223  
Secretary: Rita Monclova

**FRONTIER HIGH**

Dan Shannon, Principal  
6401 Allen Road  
Bakersfield, CA 93314  
(661) 829-1107 FAX: 829-1185  
Secretary: Becky Bankston

**GOLDEN VALLEY HIGH**

Dean Juola, Principal  
801 Hosking Avenue  
Bakersfield, CA 93307  
(661) 827-0800 FAX: 827-0480  
Secretary: Julie Alcalá

**HIGHLAND HIGH**

Gwen Nielsen, Principal  
2900 Royal Scots Way  
Bakersfield, CA 93306  
(661) 872-2777 FAX: 871-6052  
Secretary: Wendy Dockstader

**INDEPENDENCE HIGH**

William Sandoval, Principal  
8001 Old River Road  
Bakersfield, CA 93311  
(661) 834-8001 FAX: 398-0899  
Secretary: Mary Stratton

**JACK L. SCHUETZ CAREER CNTR**

Jim Bennett, Program Coordinator  
8600 Shannon Drive  
Bakersfield, CA 93307  
(661) 827-4800 FAX: 827-4804  
Secretary: Cathy Veatch

**KERN VALLEY HIGH**

John Meyers, Principal  
3340 Erskine Creek Road  
Lake Isabella, CA 93240  
(760) 379-2611 FAX: (760) 379-8314  
Secretary: Debbie Rich

**KERN WORKFORCE 2000 ACADEMY**

Fuchsia Ward, Director  
5801 Sundale Avenue  
Bakersfield, CA 93309  
(661) 827-3158 FAX: 827-3320  
Secretary: Mary Quirino

**LIBERTY HIGH**

Elizabeth Wyatt, Principal  
925 Jewetta Avenue  
Bakersfield, CA 93312  
(661) 587-0925 FAX: 587-1299  
Secretary: Lisa Ansolabehere

**MIRA MONTE HIGH**

Jaime Quinonez, Principal  
1800 S. Fairfax Road  
Bakersfield, CA 93307  
(661) 366-1800 FAX: 363-6475  
Secretary: Abby Baltazar

**NORTH HIGH**

Alan Paradise, Principal  
300 Galaxy Avenue  
Bakersfield, CA 93308  
(661) 399-3351 FAX: 393-5918  
Secretary: Cindy Irby

**NUEVA CONTINUATION HIGH**

Mike Bhone, Site Administrator  
8600 Palm Avenue  
Lamont, CA 93241  
(661) 845-1532 FAX: 845-9523  
Secretary: Cheryl Rodriguez

**REGIONAL OCCUPATIONAL CNTR**

Sandra Banducci, Principal  
501 So. Mt. Vernon Avenue  
Bakersfield, CA 93307  
(661) 831-3327 FAX: 398-8239  
Secretary: Gloria Carlos

**RIDGEVIEW HIGH**

Steve Holmes, Principal  
8501 Stine Road  
Bakersfield, CA 93313  
(661) 398-3100 FAX: 398-9758  
Secretary: Pamela Rice

**RUGGENBERG CAREER CENTER**

Carissa Krizo, Program Coordinator  
610 Ansol Lane  
Bakersfield, CA 93306  
(661) 366-4401 FAX: 363-0828  
Secretary: Shelley Ash

**SHAFTER HIGH**

Connie Sack, Principal  
526 Mannel Avenue  
Shafter, CA 93263  
(661) 746-4961 FAX: 746-6743  
Secretary: Margie Osuna

**SOUTH HIGH**

Connie Grumling, Principal  
1101 Planz Road  
Bakersfield, CA 93304  
(661) 831-3680 FAX: 837-2756  
Secretary: Debra Wright

**STOCKDALE HIGH**

Ramon Hendrix, Principal  
2800 Buena Vista Road  
Bakersfield, CA 93311  
(661) 665-2800 FAX: 665-0914  
Secretary: Dina Elliott

**SUMMIT CONTINUATION HIGH**

David Baker, Site Administrator  
2811 Pasadena Lane  
Lake Isabella, CA 93240  
(760) 379-3997 FAX: (760) 379-6234  
Secretary: Kathi Wright

**TIERRA DEL SOL CONTINUATION HIGH**

Chris Dutton, Site Administrator  
3700 East Belle Terrace  
Bakersfield, CA 93307  
(661) 832-3700  
Secretary: Machiko Maricich

**VISTA CONTINUATION HIGH**

Tracey Lozano, Site Administrator  
200 "P" Street  
Bakersfield, CA 93304  
(661) 327-8561 FAX: 631-0558  
Secretary: Angie Steele

**VISTA WEST CONTINUATION HIGH**

Lynn Bauer, Site Administrator  
7115 Rosedale Highway  
Bakersfield, CA 93308  
(661) 589-4242 FAX: 588-1627  
Secretary: Jill Hicks

**WEST HIGH**

Dean McGee, Principal  
1200 New Stine Road  
Bakersfield, CA 93309  
(661) 832-2822 FAX: 831-5606  
Secretary: Kathi Aguilar



# Kern High School District Where to Reach Us

Main Office .....	827-3100
Accounting .....	827-3247
Alternative Education .....	827-3158
Athletics-Activities .....	827-3157
Boundary Information .....	827-3256
Business Services .....	827-3122
Counseling-Guidance Services .....	827-3178
Developer-Fee Information.....	827-3221
Discipline-Expulsion Info .....	827-3117
Facilities Planning .....	827-3223
Fiscal Services .....	827-3247
Food Services .....	827-3190
Foreign Exchange Students .....	827-3225
Foreign Student Information.....	827-3178
General Information.....	827-3100
Information Systems & Technology ..	827-3224
Instruction-Curriculum Information ...	827-3129
Insurance:	
Employee .....	827-3162
Property-Liability.....	827-3123
Student .....	827-3123
Workers Compensation.....	827-3322
Library Services.....	827-4503
Maintenance & Operations.....	827-3181
Nursing Services .....	827-4532
Officials.....	827-3157
Open Enrollment .....	827-3157
Payroll.....	827-3137

Personnel Information.....	827-3160
CASE .....	1-877-313-4295
Employment:	
Non-teaching.....	827-3165
Teaching .....	827-3166
Substitute Work.....	827-3268
Principal Partners Day .....	827-3154
Program Improvement .....	827-3282
Public Information .....	827-3172
Purchasing .....	827-3123
Research & Planning .....	827-3119
Safety-Hazardous Materials .....	827-3123
Scholarship Information .....	827-3129
School Bus Information.....	827-3199
Special Education .....	827-3105
Special Projects .....	827-3109
Summer School .....	827-3225
Superintendent.....	827-3154
Assistant/Associate Superintendent:	
Business .....	827-3127
Instruction .....	827-3129
Personnel.....	827-3169
Textbooks .....	827-4503
Transfers - Intra/Inter District .....	827-3157
Transportation Office .....	827-3199
TDD-TTY Only .....	871-3916
Workforce 2000.....	827-3158
Work Permits .....	827-3109

