

Kastner Intermediate School

Student Parent Handbook



2023-2024

Always Forward

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KASTNER

INTERMEDIATE SCHOOL 2023 - 2024 BELL SCHEDULE

Regular Schedule Monday/Friday

Period	Time	Total Minutes
0	7:20 AM - 8:10 AM	50
1	8:15 AM - 9:11 AM	56
2	9:16AM - 10:12 AM	56
Break	10:12 AM - 10:27 AM	15
3	10:32 AM - 11:28 AM	56
4	11:33 AM - 12:29 PM	56
Lunch	12:29 PM - 1:08 PM	39
6	1:13 PM - 2:09 PM	56
7	2:14 PM - 3:10 PM	56

Modified Block Schedule Wednesday (even) / Thursday (odd)

Period	Time	Total Minutes
0	7:20 AM - 8:10 AM	50
Break	8:10 AM - 8:20 AM	10
1 or 2	8:25 AM - 10:00 AM	95
Break	10:00 AM - 10:15 AM	15
3 or 4	10:20 AM - 11:55 AM	95
T-BIRD TIME	12:00 PM - 12:50 PM	50
Lunch	12:50 PM - 1:30 PM	40
6 or 7	1:35 PM - 3:10 PM	95

Rally Schedule

Period	Time	Total Minutes
0	7:20 AM - 8:05 AM	45
Break	8:05 AM - 8:10 AM	5
1	8:15 AM - 9:00 AM	45
2	9:05 AM - 9:50 AM	45
Break	9:50 AM - 10:02 AM	12
3	10:07 AM - 10:52 AM	45
4	10:57 AM - 11:42 AM	45
Lunch	11:42 AM - 12:17 PM	35
6	12:22 PM - 1:07 PM	45
7	1:12 PM - 1:57 PM	45
Load Gym	1:57 PM - 2:05 PM	8
RALLY	2:10 PM - 2:45 PM	35
7	2:50 PM - 3:10 PM	20

Advisory Schedule Tuesday

Period	Time	Total Minutes
0	7:20 AM - 8:10 AM	50
1	8:15 AM - 9:06 AM	51
ADVISORY	9:06 AM - 9:36 AM	30
2	9:41 AM - 10:32 AM	51
Break	10:32 AM - 10:47 AM	15
3	10:52 AM - 11:43 AM	51
4	11:48 AM - 12:39 PM	51
Lunch	12:39 PM - 1:18 PM	39
6	1:23 PM - 2:14 PM	51
7	2:19 PM - 3:10 PM	51

Minimum Day (June 7, 2024)

Period	Time	Total Minutes
0	7:20 AM - 8:05 AM	45
Break	8:05 AM - 8:10 AM	5
1	8:15 AM - 8:45 AM	30
2	8:50 AM - 9:20 AM	30
Break	9:20AM - 9:30 AM	10
3	9:35 AM - 10:05 AM	30
4	10:10 AM - 10:40 AM	30
Lunch	10:40 AM - 11:00 AM	20
6	11:05 AM - 11:35 AM	30
7	11:40 AM - 12:10 PM	30



Principal's Message

Dear Thunderbird Students and Families!

Welcome to Kastner Intermediate, home of the Thunderbirds! I am honored to lead Kastner Intermediate School with such resilient students, an extremely dedicated staff, and a supportive school community. I feel very fortunate to be part of this school and to support our Kastner students and families. The Kastner staff and I work extremely hard to create a positive, safe, and supportive learning environment for our students. All Kastner staff members are passionate about supporting and educating the whole child in achieving success in Mind, Body, and Spirit.

A little about me. My husband and I have lived in the Fresno/Clovis area most of our lives and now have two wonderful children who are also in the Clovis Unified School District educational system. Our oldest will be a senior in high school this coming August while our son will begin his journey into fifth grade.

I have been in education for the past seventeen years and have loved every minute of it! My journey started out in the classroom as a teacher ranging from 2nd through 12th grade, intermediate and high school counselor, elementary Guidance and Instructional Specialist or also known as Vice-Principal, and Deputy Principal. I am thrilled to continue my journey with the Thunderbirds as Principal and hope to bring my skills and experiences as an educational leader to Kastner Intermediate and work with you as a partner in education to ensure your child's success.

I believe education is a noble profession that can make a huge impact in a child's life. Education also provides the opportunity for one to be a life-long learner and become a master of its craft through professional development, a growth mindset, and more importantly valuing the unique qualities of all individuals and what they bring to the table. I am excited to continue to learn the uniqueness of Kastner as well as unite my experience, openness to learn, and my student-centered approach to support all students. I believe relationships between families and the school are critical to the success of our students, and I encourage you to become involved in every way possible. I look forward to seeing all of you soon!

Sincerely,

Mrs. May Mousa

Principal

Kastner Intermediate

Parent Participation

Education will be successful if it is a team effort between home and school. Your sustained involvement with your student's learning and teachers is the best way to ensure that your student's needs are being met and will continue to be met. We encourage parents to become involved at school and maintain an open line of communication. Parent involvement is crucial to student's academic success.

Parent-Teacher Club

A Message from the Kastner Parent Teacher Club for the 2023-2024 School Year... The Kastner Parent Teacher Club would like to take this opportunity to welcome you to the approaching 2023-2024 school year.

The Kastner Parent Teacher Club will build on the successful years of devoted parents and teachers who have been committed to providing students with the necessary support to enrich their educational experiences.

Our mission is to support the Teachers, Administrators, and Students in two main ways:

- To recognize priority items and supplement district funds to fulfill these goals
- To create a sense of community by furthering communication

The Kastner Parent Teacher Club organizes and supports a variety of activities throughout the year in order to advance the academic and social welfare of all students. Most of the financial support is achieved through Kastner PTC membership fees. More important than funding are the many volunteers of Kastner PTC, who support many of the activities.

The Kastner Parent Teacher Club wants to help you find ways to connect with your school and kids through school wide projects and volunteer opportunities. We hold regular monthly meetings throughout the school year to discuss concerns, issues and suggestions. All members of the school community are encouraged to attend, and all ideas are welcome.

We sincerely hope you will become an active member of the Kastner Parent Teacher Club. We always encourage volunteers to participate in the numerous projects we support. You, our parents, teachers, and administrators are what make Kastner the successful school that it is. We look forward to all of us joining together to make school the most positive and exciting experience possible for our entire school community.

Sincerely,

Kastner Parent Teacher Club
2023-2024

School Assessment Review Team (SART Committee)

SART is designed to provide an ongoing system of evaluation of district programs. Parents and staff work together to analyze programs both at the district and school levels. All Kastner parents are invited to become active participants in the Kastner SART Committee. Our SART meetings are structured workshops and always include student groups who perform for the parents at each meeting. During the workshops, we hope to inform, educate, and encourage you to get involved in your child's education and development. We encourage you to check our bi-weekly newsletter, "The Thunderbird Flier," for dates, times, and agendas of all of our SART meetings and workshops. The committee also coordinates the annual SART parent Survey.

The Kastner SART Committee elects a parent representative(s) who attends quarterly district SART meetings and reports back information to the school site committee. Parents who are interested in attending SART, or who would like more information, are always welcome to attend our bi-monthly meetings, workshops, or call the school at 327-2500.

School Site Council

The School Site Council (SSC) is required for all schools receiving categorical funds. Kastner receives the following categorical funds: Local Control Accountability Plan (LCAP), Title III Immigrant, and Title III LEP. These funds are co-mingled in the School Based Coordinated Program (SBCP). Categorical funding is used to supplement the regular school program.

The purpose of the SSC is to develop a program that is responsive to the needs of the students in the school. In order to accomplish this goal, the SSC meets on a quarterly basis to assess the effectiveness of the school improvement program by planning, developing, and approving the School Site Plan. The SSC also reviews and updates the School Based Categorical Program (SBCP) budget.

The School Site Council is comprised of parents, students, and staff members. Parents who are interested in becoming involved in the School Site Council should call the school.



CUSD CATEGORICAL FUNDING PROGRAM INFORMATION FOR THE 2023-2024 SCHOOL YEAR

On an annual basis, Clovis Unified School District (CUSD) submits our funding Application through the Consolidated Application and Reporting System commonly called the ConApp. The application is submitted in two (2) parts: Part I, which contains program and demographic information and Part II, which contains budget information and program data. The categorical programs included in the application are Title I, Part A - Improving Academic Achievement; Title II, Part A - Supporting Effective Instruction; Title III - English Learner (EL), and Immigrant Programs; and Title IV, Part A - Student Support and Academic Enrichment. Essentially, these funds are designed to assist students in mastering state standards.

CUSD Schools are committed to establishing a true partnership with all facets of the Clovis Learning Community and values the input of our educational partners. Because of this, we are pleased and proud to offer a variety of parent involvement opportunities that improve our overall program. Depending on the type of categorical funding a site may receive, district or school parent councils and committees are required under certain requirements and guidelines. Such advisory committees in CUSD include, but are not limited to:

School Site Council (SSC)

English Learner Advisory Committee (ELAC)

Parent Advisory Committee (PAC) and School Advisory Committee (SAC)

District English Learner Advisory Committee (DELAC)

District Indian Education Parent Advisory Committee (IPAC)

School and District level School Assessment Review Team (SART)

Intercultural and Diversity Advisory Council (IDAC)

Local Control Accountability Plan Public Forums (LCAP)

We encourage all parents and guardians to become involved with their child's education at the classroom level, the school-wide level, as well as the district level. Each site's School Plan for Student Achievement (SPSA) describes the school's basic educational program and the categorical supplementary programs/services that are designed to support student achievement. Parental involvement is a necessary and vital part of developing the SPSA as well as our overall program. At the district level, parent committees provide input into our LCAP. If you would like additional information on any of the District Parent Councils or Committees, please call your child's school. The Principal, Learning Director, or Guidance Instructional Specialist (GIS) would be happy to assist you.

Listed below are several parent committees that assist with categorical programs and funding.

School Site Council (SSC): All schools that operate a categorical program funded through the consolidated application (ConApp) shall establish a school site council (SSC). The SSC shall develop the content of the SPSA. The SPSA shall be reviewed annually and updated, including proposed expenditure of funds allocated to the school through the ConApp and the local control and accountability plan (LCAP), if any, by the SSC. The SSC is composed of parents, students at the secondary level and school personnel. It is responsible for developing, implementing and evaluating the site's School Plan for Student Achievement programs. Members serve for two years and are elected by their peers.

Parent Advisory Committee (PAC) & School Advisory Committee (SAC): The entirety of the SSC acts as the SAC. The SAC serves as an advisory committee for the purpose of advising schools regarding supplemental education programs and acting as a liaison for their school community. They serve to share information and comments both at the district and site level. These education programs are supplemental education opportunities that provide services to students who are disadvantaged, English learners, foster youth and/or at-risk. Pursuant to California Education Code (EC) Section 52852 the SSC has been approved to function as the School Advisory Committee.

English Learner Advisory Committee (ELAC): All schools enrolling 21 or more English learners are required to form an ELAC. The ELAC is composed of parents and school personnel. The ELAC advises the principal, staff and SSC regarding services for English learners and assists in the development of the annual survey. Members serve for two years. Each ELAC shall have the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC).

District English Learner Advisory Committee (DELAC): Whenever there are 51 or more EL students in the district, there shall be a functioning District English Learner Advisory Committee (DELAC). It is important that each school site ELAC elect a DELAC representative and arrange to have that representative attend every DELAC meeting. Currently the DELAC bylaws require each DELAC representative to be 1) a parent/guardian of an EL or former EL (i.e., a reclassified fluent English proficient student) currently enrolled at the site he/she represents, and 2) elected to serve as the DELAC representative by the site's ELAC.

District Indian Education Parent Advisory Committee (IPAC): The CUSD Native American Indian Education Parent Advisory Committee meets throughout the year to discuss program issues, services provided, and other needs related to the student achievement of our students, community agencies and outreach programs. CUSD Indian Education Program addresses the needs of American Indian and Alaskan Native students in grades K - 12. The program assists eligible students to achieve at the same challenging state performance standards expected of all students in grades pre-K -12.

Local Control Accountability Plan (LCAP) Forums: CUSD develops an LCAP annually that works to better align the academic plan with the district expenditure plan that is approved by our CUSD Governing Board each June. Parents and other stakeholder groups are invited to participate in the development of the LCAP through participation of school and district committee meetings and community forums. LCAP School, District Meetings, and Community Forums are exciting opportunities for all stakeholders and school committees to engage with the District and share their ideas on how CUSD can provide quality opportunities and support for CUSD youth and schools. Community participation and feedback in the forums will inform the District's LCAP's funding priorities over the next several years.

These forums are designed to provide an opportunity for school communities to hear about CUSD's current efforts to support youth and families and to provide input and feedback on future plans and opportunities. Sites also have an opportunity to work together in teams to share new ideas to support identified groups and to plan for site engagement and implementation.

The following is an overview of the categorical funding and programs in CUSD. These funds are further discussed and outlined in each school's SPSA and at the committee meetings.

Rationale

General District funds provide support for the District's base/core curriculum program. Some children have special characteristics, not reflective of the general school population, that affect their success in the base/core programs. Some come from economically disadvantaged homes; some are educationally disadvantaged or lack English language proficiency because they have a primary language other than English. Children, such as those described above, require supplemental services and materials not generally provided through the base/core curriculum program. The needs of our children are identified, and supplemental services and materials are planned and targeted to meet their special needs. Categorical funds are to be used to provide the financial support to meet these special needs.

Philosophy

All CUSD schools offer students with special needs the same kinds of high-quality learning opportunities and access to the core curriculum in all curricular areas. Categorical funds are designed to support additional assistance to help students succeed in the regular classroom program (base/core curriculum) and address any learning gaps. The focus is on the effective utilization of supplementary materials, personnel, and staff development. Staff development activities are used to improve instructional practices and strategies to increase the ability of teachers and other staff to challenge and assist all students to reach their fullest potential.

Categorical Program Descriptions

- 30 Expanded Learning Opportunities Program (ELOP):** The Expanded Learning Opportunities Program fund is an ongoing funding source from the state. Funding allocation is determined by the district's enrollment of Unduplicated Pupils (UPP). Unduplicated Pupils are students classified as English Learners, Foster/Homeless Youth, or eligible for Free/Reduced meals. The purpose of ELOP is to complement existing programs by providing students with more access to expanded learning programs which occur before school, after school, or during intersessions (summer/winter/spring breaks). ELOP focuses on developing the academic, social, emotional, and physical needs and interests of students through hands-on, engaging learning experiences
- 40 Title I, Part A (Improving Academic Achievement):** A federal-funded program to provide high-quality opportunities for students in high-poverty schools to meet district and state content and performance standards.
- 50 Title I, Part A, Title X, Part C, Education for Homeless Children and Youths:** Title I, Part A funds provide comparable services to homeless children that assist them to effectively take advantage of educational opportunities as provided to children in schools funded under Title I, Part A. These comparable services shall be provided to homeless children in public and private schools, shelters and other locations where children may live, institutions for neglected children and, where appropriate, local institutions such as local community day school programs.
- 60 Title II, Part A (Preparing, Training and Recruiting High Quality Teachers and Principals):** A federal-funded program focused on teacher and principal training and recruitment programs. *E WUF "eqo dlpgu'qwt "Vkrng"KK'hwpf lpi 'y kj "Vkrng"KK'RctvC+
- 70 Title III (Language Instruction for English Learners (EL) and Immigrants):** A federal-funded program focused on assisting school districts in teaching English to limited English proficient students (English learners) and immigrants and helping these students meet the same challenging State standards required of all other students.
- 80 Title VI (Indian Education Formula Grant):** A federal-funded program focused on helping Native American/Alaskan Native students meet the same challenging state standards required of all other students.

The goal of the CUSD staff is to create and maintain the best educational environment possible. This cannot be accomplished without your support and input. If you have any questions, concerns, or would like to become more involved in the educational process at your school, please contact your school principal or watch for communication from your site.

At the district level, we encourage you to become involved in one of our many parent committees or to join us for one of our parent nights.

Additional information about district committees and events can be found here: <https://www.cusd.com/SupplementalServices.aspx>

Kastner (Site) Intercultural and Diversity Advisory Council (IDAC)

Kastner has developed a site Intercultural and Diversity Advisory Committee (IDAC) by which parents and staff work collaboratively to advise Kastner regarding issues related to student achievement. This council was chartered by our school principal to identify barriers and contributors to the success of students from different backgrounds. The vision of the council is to ensure the development of all students in regard to academic achievement, co-curricular involvement and social competence. The Site IDAC Committee will develop action plans to assure the academic and social development of students, by focusing on equity and access to the core curriculum and co-curricular programs.

CUSD Intercultural and Diversity Advisory Council (IDAC)

The Intercultural Advisory and Diversity Council were created at the district level, with six sub-committees: Affirmative Action, Complaint Handling, Nondiscrimination Policy, School Site, Staff Development, and Student Human Relations. The goal of the Intercultural Advisory and Diversity Council is to actively pursue programs that will assist in the accomplishment of the District's mission in providing equal educational opportunities for all students and to create a workplace and school environment that is intolerant of bias based on gender, race, religion, or handicap and to make recommendations to the Governing Board.

HOME/SCHOOL COMMUNICATION

Kastner Home Communication – The “Thunderbird Flier”

Parent involvement at Kastner has been identified as a key component for improving student achievement and success. A key form of parent involvement common to all schools is communication between school and home. Many efforts are made to provide information to parents regarding student academic performance, school activities, special events, calendar information and other items helpful to the parents. As students become older, the traditional avenues of communication used in elementary school (i.e. - newsletters, memo's, etc.,) are less effective. Middle school students become more focused with peer relationships and seek to exert more independence than their elementary aged counterparts. Hence, it tends to become more difficult to keep parents informed about school-related issues.

In order to help keep parents informed of school activities, Kastner posts online a bi-weekly newsletter called "The Thunderbird Flyer" every other Friday. Our website is where you will find the most up to date information and can be accessed on the Kastner website at: Kastner.cusd.com. Students or parents may pick up a copy of the newsletter in the front office.

Telephone Calls and Items Left for Students

Telephone messages to teachers that are left in cluster offices should be responded to within 24 hours. If not, please call the cluster office and leave a message with the LD or administrative assistant.

Due to the importance of classroom instructional time, phone calls, and/or items left for students will **not** be routed directly to the classroom. However, as a courtesy, if you do need to leave something for your child, go to the front office. Label the item and sign the item in on the clipboard. The item will be placed on the pick-up table in the library by office staff. PLEASE NOTE: It is each student's responsibility to pick up the items left for them in the library. The school is not responsible for lost or stolen items. For this reason, we strongly suggest that parents and students double check their preparedness and communication prior to the start of school each day rather than rely on drop offs.

In the event of an emergency only, messages to students will be delivered as soon as possible to the classroom by the cluster office. For the message to be delivered, parents must state the nature of the emergency. **Part of the development of student responsibility is dealing with the consequences of forgotten items. PE clothes, lunches and assignments will not be delivered to students.**

Email

Staff members may also be reached through the use of email. Email addresses can be obtained directly through the Kastner Web Site Kastner.cusd.com. Depending upon your e-mail service provider, rather than clicking on the e-mail link, copy and paste the e-mail address into your personal e-mail account. The links only work with specific e-mail programs (i.e. Outlook, Lotus Notes, Hotmail, etc.)

Kastner Web Site

The Kastner Web Address is Kastner.cusd.com and can be accessed to gain current information about the school, upcoming activities, special notifications, and copies of current and past Thunderbird Fliers. The site also provides direct links to teacher's e-mail accounts to offer an alternative method of communication.

Special Note: Kastner's website has a link to Parent Connect which is a program you may access (with an assigned username and password) to keep track of your student's progress at Kastner. For help with your username and password please visit the main office in person with ID.

Teacher Web Sites

Many teachers at Kastner maintain their own web sites. Website addresses can be obtained directly from teachers, and students should write these addresses on the inside cover of their student planner.

We at Kastner believe that communication is essential to student success in school, but we give teachers the professional latitude on how to convey this communication. Many of our teachers maintain a web site where they post information for parents. Others produce a timely newsletter to help inform parents of class events and projects. This choice is strictly up to the individual teacher. Please check with your child's teachers to see which communication avenue they intend on using during the school year.

Q Parent Connect

All teachers at Kastner will be using Zangle Teacher Connect. Zangle Teacher Connect is connected to the district's student information system. Teachers will keep grades, assignments, and attendance on Zangle. Parents will have access to their student's information at any time via the Web. Parents must complete a permission slip and be given an access code/password to gain entry into the system. If more information is needed, please see the Attendance/Registrar office.

ATTENDANCE

The attendance secretary and/or registrar will assist you with the following areas:

- Registering new students
- Absence re-admit slip
- School check-out procedures including lunchtime.

Parents and students are expected to become familiar with the correct procedures that must be followed in regard to absences at Kastner Intermediate School. Discussions of various school policies relating to attendance are presented in this section of the handbook.

Attendance Procedure

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

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

Please note that **excuse notes from parents are still required.**

Please observe the following:

- If your child is absent from school for any reason, be sure to send a note the day the child returns stating the reason. We would appreciate a telephone call the morning your child is absent.
- If you plan to take your child out of school for five or more days (i.e. out of town trip), please let the cluster office know a minimum of one week before. An independent study contract may be set up, which will help maintain the continuity in your child's studies.
- Students who are physically present on campus every period of the school year are eligible for perfect attendance.
- Parents are urged to schedule medical appointments after 2:30 PM.

When a student is absent from school

1. Our automated phone system will begin calling after 10:15 a.m. letting you know your child was absent and asking that you call to clear the absence.
2. A telephone call should be made by the parent or guardian to the school (327-2500) by 11:00 a.m. that day. The following information is required:
 - a. Parent or guardian's name
 - b. Student's name
 - c. Reason for absence

- d. Estimated date of return
 - e. Whether assignments are needed if absence is more than two (2) days.
2. If a student has been absent and no call has been made, then the student must bring a written note (date, reason, days of absence, and signature) to the attendance office prior to the start of school.
 3. When the student returns, an admit slip will be issued at the attendance office.
 4. Students who arrive at school 30 minutes after 1st period must report to the Attendance Office for an admit slip. **Students that arrive to school late during first period should report directly to class upon their arrival to school. The classroom teacher will note the following:**
 - **If a student is late, he/she will be marked tardy and appropriate consequences will be assigned.**
 5. Kastner students with excessive absences may be subject to discipline, loss of privilege, and may be referred to the School Site SARB (Student Attendance Review Board).
 6. **Please be aware that the District sends out excessive absence letters** three times throughout the year to comply with state law. The letter reports the number of absences your child has accumulated regardless of the reasons for the absences. Please understand we often know about your specific situation and have no control over the sending of these letters and their content.

Independent Study

The parent or legal guardian must contact the student's Cluster Office in person five days prior to the absence to initiate the process.

If a student requests more than three weeks of Independent Study, they may be temporarily assigned to Enterprise High School for the completion of an Independent Study contract. Upon the student's return, they will be transferred back to their school of residence. There can be no guarantee that a student will be placed in the same classes they were in prior to their extended absence.

Independent Study Information

- If a student is going to be absent from school (other than illness), the student should be placed on an Independent Student Contract.
- This contract is to be signed by the student and parents. All assignments are to be written on the contract and handed in completed once the student returns.
- Parents must request the Independent Study Contract at least one week before the student will be absent from school. This will allow time for the teacher and staff to prepare the work for the student to be successful.
- The last day for independent study contracts during the month of December will be no later than three school days before the beginning of Winter Break.
- The last day for independent study contracts during the month of June will be no later than three school days before the last day of school.
- High School and Intermediate Students are subject to final exam guidelines – please refer to those guidelines prior to requesting Independent Study during a final(s).
- Independent Study Contracts are subject to state guidelines and may include, but is not limited to, rules regarding minimum duration, maximum duration, and virtual distance learning support and/or participation. Details to be provided at the time of request.
- Approval is subject to principal's discretion.
- Students that do not return from Site Based Independent Study after the completion date will be marked unexcused and are subject to being dropped from enrollment after several days. Please note that this may result in a negative impact on grades, credits, school of enrollment, teacher assignment(s), and/or unforeseen missed opportunities.

Permission to Leave Campus During School Day

Permission to leave campus is granted through the Attendance Office. **In non-emergency situations, students will only be allowed to leave campus with an individual listed on the student's emergency release list.** The Attendance Office prior to departure will verify permits issued by the School Nurse. Off-campus permits will be issued for the following reasons:

1. Illness verified by the School Nurse. At no time is a student to leave and go home ill without first clearing through the Nurse and the Attendance Office.
2. Medical appointment. The signature of the doctor or dentist must be obtained on the permit at the appointment. This permit should be returned to the attendance office.
3. Sudden illness and/or a death in the family or funeral attendance when verified by parent or guardian.

Board Policy

No. 2107

CLOVIS UNIFIED SCHOOL DISTRICT **STUDENT SERVICES RIGHTS AND RESPONSIBILITIES** ***Rights & Responsibility*** **LEAVING THE CAMPUS**

PURPOSE: To establish policy for student permission to leave campus during the school day.

Students are not authorized to leave any campus of the Clovis Unified School District during the school day without a valid off campus pass. Off campus passes are issued under the supervision of the building principal.

Upon receipt of a written request of the student's parents/legal guardians, confirmed by personal contact, the principal may authorize students with senior standing to leave campus at noon time subject to the following rules and regulations:

1. Permission slips shall be signed by both parents and/or guardians and be placed on file with the high school administration.
2. Parental permission, in writing, shall exempt the school district from all liability during the period of absence from the campus.
3. This privilege is granted to seniors in good standing as determined by the principal.
4. For good and sufficient reasons, the building principal may revoke the off-campus privilege for any and all senior students.
5. Conditions of this policy may be changed if factors such as commercial development and related matters become an issue.
6. This policy shall be reviewed annually.

Nothing in this policy shall impact a student's right to leave campus for an authorized medical appointment pursuant to law and Board policy.

A student violation of this policy is termed willful defiance of the valid authority of the school principal and the Governing Board directs that the principal may administer any appropriate disciplinary action including suspensions.

Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any student during such time as the student has left the school grounds pursuant to this policy and Education Code Section 44808.5.

E.C. 44808.5

*Adopted: 7/23/75
Amended: 1/4/78
Amended: 12/12/79
Amended: 6/8/92
Reviewed: 5/25/94
Amended: 4/10/96
Amended: 1/19/05
Reviewed: 6/14/06
Reviewed: 5/23/07
Reviewed: 5/28/08
Reviewed: 5/27/09
Reviewed: 5/26/10*

Tardy Policy

Unexcused Tardy Policy

1. Students arriving to school 30 minutes or more late for a scheduled class must go to the attendance office for an admit slip.
2. Students arriving to school less than 30 minutes late will go directly to class and those that are late arriving to class throughout the day will be marked TARDY by that period teacher.
3. Unless the student has a note from an adult on campus the tardy within the day will be unexcused.
4. Once a student is tardy to the same class four times or more, he/she is considered habitually tardy and that period teacher will refer the student to the Thunder Cluster for after school detention. The 5th tardy and after will result in added detentions and consequences. The teacher that has the student coming late will send them to the Thunder Cluster and enter the tardy into Zangle.

Additional offenses:

Parent and Thunder Office Staff will have a conference and consequences will be assigned.

Excused Tardy Policy

Student must check into front office with:

1. Note from the Doctor
2. Note or call from parent stating student had a Dr. appointment
3. Note or call from parent stating student was ill.

Truancies

If the teacher or Attendance Office suspects a student's non-attendance to be truancy, the student involved will be referred to his/her Cluster Office. Full day truancies or single period cuts will result in a parent contact and assigned an appropriate consequence.

Visitors Policy

Parents are invited to visit the school or classes (with the correct volunteer form completed) with a 24-hour advanced notice. All visitors must check into the main office to receive approval and a visitor's pass. Our school day begins at 8:15 a.m. and ends at 3:10 p.m. **Students may not bring non-Kastner students on campus during the school day.** This restriction is due to space availability at the school, and insurance requirements, as well as legal liability. Student activities are for Kastner students only. Kastner reserves the right for approval or denial of visitor's passes. Visitor's passes must be clearly visible at all times.

Kastner Group Visitation Policy

This policy is designed to allow for student involvement in local community groups. All groups wishing to have a representative visit the Kastner campus must strictly adhere to the following:

- No group will be granted access to the Kastner campus that exposes hatred, intolerance or influences students to disobey the rules, guidelines, or policies of Kastner and CUSD.
- Any group wishing access to the Kastner campus must complete an application and meet with the Principal prior to acceptance or denial of request.



Please remember to keep students' on-line enrollment records up-to-date with current phone numbers, addresses, and adult contacts. This is extremely important in the event of a true emergency.

The first of every month, consider the following: Have we moved? Has our phone number changed? Have I changed job locations and/or phone numbers? By keeping your family information up-to-date, we will be able to contact you when needed!

ACADEMIC POLICIES

Program Changes

No student or parent-initiated program changes will be considered for the first three weeks of school except in the case of a student being placed at an inappropriate instructional level. An appointment should be made with your students' counselor for consideration of program changes due to inappropriate placement.

Please note:

With approximately 1200 students to place in classes we cannot honor the following requests

- Requests for specific teacher(s).
- Requests for a specific PE period.

Kastner Students Two Year Educational Program – Required Coursework

4 Semesters of Academic Block
4 Semesters of Math
4 Semesters of Science
4 Semesters of Physical Education
4 Semesters of Electives*

Academic Block Classes

AB Classes are designed to transition students from the self-contained classrooms of elementary schools to the departmentalized classes of secondary education. Kastner AB classes cover Language, Literature, and Social Studies.

Honors or Advanced Classes

Students who are taking an honors class or advanced class at Kastner Intermediate School are required to maintain a minimum grade of 70% or higher in the class during the course of the year. If a student is not able to maintain a 70% or higher they will be moved to a general education course.

Math Classes

All students at Kastner are enrolled into a two-year math program. Students are placed in advanced math 7 classes based on multiple years of SBAC scores, a CUSD math placement test and elementary math letter grades. Advanced Math 7 students must earn a 70% or higher to be moved on to Advanced Math 8.

There are two Math programs at Kastner and three pathways students can take:

	7th Grade	8th Grade
Program 1	Math 7	Math 8
*Program 2	Advanced Math 7	Math 8
*Program 3	Advanced Math 7	Advanced Math 8

*Takes into consideration that student meets the necessary requirements for Advanced Math 7 & Advanced Math 8. (Placement testing each year)

The Math Department has a policy for all 7th and 8th grade students to ensure that students are practicing the skills being taught on a nightly basis and not falling behind on their assignments; the Kastner Math Department will be holding students accountable when they have three or more missing assignments in the teacher's grade book. Students who have three or more missing assignments will be assigned detention.

Science Classes

There are two science programs at Kastner and four pathways students can take:

	7 th Grade	8 th Grade
Program 1	General Science 7	General Science 8
*Program 2	Advanced Science 7	Science 8
*Program 3	Advanced Science 7	Honors Science 8 or Biology

*Takes into consideration that student meets the necessary requirements for Advanced Science 7 & Honors Science 8. (Placement testing each year)

Elective Classes

Elective Classes: Kastner offers courses in Art, Drama, Film S t u d i e s , Ce r a m i c s , Peer Counseling, Band, Orchestra, Choir, Yearbook, Color guard, AVID, Percussion, Spanish 1, Computer Applications, Interactive video game animation, Robotics, Collaborative Mentoring, Broadcasting, Robotics, Math Strategies, Academic Support and Leadership/School Service. Some elective classes are not offered every period, and some are assigned by grade. Several of our electives require students to apply the prior year for acceptance into the class. Seventh grade students are given the chance to apply when they turn in their elective preference sheet at the end of their 6th grade year. Eighth grade students apply at the end of their 7th grade year through the advisory period. Check with your child's counselor if you have any questions about Kastner's elective program.

Grading Scale

Kastner Intermediate School adheres to the following grading scale:

PERCENT	GRADE	PERCENT	GRADE
94 - 100	A	74 - 76	C
90 - 93	A-	70 - 73	C-
87 - 89	B+	67 - 69	D+
84 - 86	B	64 - 66	D
80 - 83	B-	60 - 63	D-
77 - 79	C+	00 - 59	F

Promotion/Retention

Purpose

Students attending Kastner are expected to meet the following minimum academic standards.

A grade of “D” or better must be earned in all of the following classes:

Coursework	Semesters Required	Classes affecting Promotion/Retention
Language	4 Semesters	7 th Grade AB Class 8 th Grade AB Class
Social Studies	4 Semesters	7 th Grade AB Class 8 th Grade AB Class
Mathematics	4 Semesters	Two years of math classes
Science	4 Semesters	Two years of science classes

In the event that a student receives three or more “F” semester grades, promotion to the next grade may be “conditional” and **may** require a student to attend, and successfully pass, summer school coursework.

Progress Reports

Progress reports are mailed home following the 6th and 12th weeks of each semester. **Progress reports are not report cards.** They are meant to be a form of communication to parents and students about the current status of the student in each class. ***Parents are strongly encouraged to contact and work with the student’s teacher if a grade of “D” or “F” is currently being earned on any progress report.*** Additionally, Q Parent Connect may be accessed to monitor your child’s academic progress (access instructions previously discussed on page 14 of this handbook).

Final Report Cards

Report cards are issued to students **two times** per year. The semester report cards will be available online through parent and student connect.

Notice of Failure

When a student is in danger of earning a below average grade (D or F), the classroom teacher will discuss the problem with the parent either by telephone, email or in a conference. Our goal is to contact parents with adequate lead- time so to provide an opportunity for the student to improve the grade. ***Parents are encouraged to contact their child’s teacher if their child’s grade drops to a “D” or “F.”*** Students keep track of their grades in their Academic Planner and should share this information on a regular basis with their parents. Parents - we request that you check with your child weekly to make sure they are using the planner and that you are aware of their grades.

Reminder- Parents have access to their child's most up-to-date grades via the Parent Connect Web link. Please use this resource to keep up with your child's progress (access instructions previously discussed on Page 14 of this Handbook). Teachers will be updating in Q a minimum of every 2 weeks.

Homework Policy

At Kastner, we believe that homework is an integral part of the educational process and that students should record their homework DAILY in their planners. Experience tells us that students typically have up to two hours (or more) of homework per weeknight. If you are concerned about your child's homework load, or lack of homework, please contact your child's teacher(s).

Homework Procedures

Each academic subject (Math, Language, Science, Social Studies, Literature, etc.) usually requires homework most school nights. Assuming that a student manages his/her time wisely and that they begin long term projects when they are first assigned, students should find their homework challenging, but not overwhelming. Please be sure that students are using school provided planners and that they are staying on schedule with assigned work.

Types of homework assignments may be, for example:

- A specific assignment (extension of the class work)
- Class work needing completion
- A review for a test
- A project or research paper

Homework will be incorporated into each student's grades.

Homework can be made up if absences are "excused." **Excused absences include illness, bereavement, and participation in co-curricular events.** The student has an additional day for each day absent to make up the homework. Make-up work for "non-excused" absences is accepted at the discretion of each individual teacher.

Homework requests are available through the cluster offices for absences of two (2) or more days. However, please realize that this is a request and that teachers may not be able to provide work for students if the work they missed involved group participation, lecture, etc. Please call-in homework requests as early in the morning as possible. (or homework may be online, depending on the teacher)

STUDENT CONDUCT

Kastner Intermediate School prides itself in the conduct of its students. A safe, well-disciplined, and clean atmosphere provides the best environment for students to take full advantage of their educational opportunities.

In this section of the handbook, you will find a discussion of your rights and responsibilities as a member of the Kastner “Thunderbirds.”

If questions concerning these areas arise, contact the Thunder Cluster Office for clarification.

Classroom Behavior Code

Timeliness and Preparedness:

1. Students should enter the room in an orderly manner and be in their assigned area, quiet, and ready to work by the time the tardy bell rings.
2. Students are responsible for bringing required books/assignments, and recommended supplies, pencils, and equipment to each of their classes.

Classroom Behavior

1. Students are to show good character, courtesy and respect for other students, teachers, and staff.
2. It is our belief that students have the right to learn and teachers have the right to teach – students should refrain from talking and behavior that disturbs classmates.
3. It is expected that students will listen attentively, remain in their assigned seats, and work with a minimum amount of visiting.
4. Students may not bring or eat any type of food in class unless prior approval by the teacher has been given.
5. Potentially dangerous behavior such as throwing and/or shooting of any objects such as paper, paper clips, staples, pencils, etc. is not allowed.
6. Fighting or hitting (even if the student considers it “horseplay”) is not allowed and will result in referral to the Student Responsibility Center or Thunder Cluster.
7. Students are to know and follow class procedures, rules, and standards.
8. Students may not mark, write, or deface themselves or school property (books, etc.), parents will be held responsible and required to pay for damaged school property.

Dismissal/Classroom Passes

1. Students are required to get a hall pass prior to leaving the classroom. Appropriate consequences will be assigned if student fails to do so.
2. Teachers dismiss students, not the bell. Students must wait for the teacher to dismiss in an orderly manner.

Students/parents are financially responsible for lost, stolen or damaged school materials or equipment.

Campus Conduct

Kastner campus rules are designed to promote a safe and attractive learning environment.

Kastner Campus

1. Students must carry their school issued ID card with them at all times!
2. Students are not to write on, mark or deface private and/or school property.
3. Students should *walk* on designated walkways. ***RUNNING IS NOT ALLOWED.***
4. Horseplay is not allowed.
5. Students should respect campus landscape by staying out of flowerbeds and not damaging plants.
6. Vandalism will not be tolerated.
7. Students may not sell candy as part of a fund-raising project for their own profit, or for another school or organization on the Kastner campus.
8. Any game that may cause bodily injury or is otherwise unauthorized may result in serious disciplinary action.
9. Students must stay within the red lines during break and lunch.

Public Displays of Affection (PDA)

1. Good judgment should be used in personal relationships at all times.
2. Public displays of affection (PDA), holding hands, and putting arms around each other, kissing, lying or sitting together in an inappropriate manner or any other acts not in good taste will not be allowed at school or during school functions.

Skateboards/Scooters/Rollerblades

1. Skateboards must be secured on/in the student's backpack or in the skateboard/scooter lockers that have been installed. Students MAY NOT carry skateboards or scooters around with them during the day. Locks are not provided; students must provide their own locks.
2. Skateboards may NOT be ridden on campus.
3. Rollerblades must be secured in the student's backpack while on Kastner's campus.

Electronic Devices

1. Cell phones are allowed on Kastner's campus with the following guidelines:
 - a. Cell phones are not allowed in restrooms.
 - b. Cell phones must be turned off and stored away during class time unless the teacher has given permission for cell phones to be used.
 - c. Cell phones are the responsibility of the student and should be kept on your person or securely in your backpack during school hours.
 - d. Listening to music with or without earbuds during the school day is not permitted.
 - e. Due to student privacy and safety, **students are not allowed to record videos, take pictures, nor post to social media while on the Kastner campus.**

2. Blue tooth speakers, iPods, MP3 players, digital/video photography devices (cameras), any other type of paging device and all electronic games are not allowed.

3. Any above items found will be confiscated by staff and the Kastner discipline matrix will be followed. Electronic devices that are confiscated will be held in the Thunder office. Students may pick up their device at the end of the day or in some situations a parent may need to pick up the device.

4. Kastner is not responsible or liable for any lost or stolen electronic devices. Kastner will NOT investigate or replace lost or stolen electronics. Cell phones are included in this group.

Toys/Athletic Equipment

Games of chance, toys, and athletic equipment (basketballs, footballs, soccer balls, etc.) are not allowed on campus. Intramural sports programs occur at lunchtime; Kastner equipment is provided at that time.

Cafeteria / Snack Bar Rules

Cafeteria/snack bar rules are designed to promote a safe and attractive lunchroom environment for Kastner students.

1. Students may not borrow money, or charge lunches in the cafeteria.
2. Students **MUST** have their ID cards to purchase any food items (break & lunch).
3. Running and horseplay are not permitted.
4. Saving seats, buying food for another student, or crowding in line is not permitted.
5. Students should respect the facilities by picking up their own leftover trash.
6. Students are not allowed to loiter in the cafeteria and snack bar area.
7. Students are not allowed to wear hats in the cafeteria.
8. Food is restricted to designated eating areas.
9. Inappropriate behavior in the cafeteria will result in disciplinary action.

Pedestrian Safety

Due to the congestion on First Street before and after school, students are not allowed to cross the street other than at the crosswalk at El Paso Avenue and Nees Avenue. Students jaywalking will be issued appropriate consequences. Cars parked in restricted areas may be cited.

Bicycle Safety

Bicycle riders should adhere to the rules and regulations as outlined in the California State Motor Vehicle Code. **Students** may NOT ride their bikes on campus! **Students** must walk their bikes to and from the bike rack until off campus. Student bicycle riders

are required by law to use helmets, use the bike lanes provided and always ride with the traffic. If students are going against traffic, they should walk their bike well off the roadway. Due to the congestion on First Street before and after school, **students are not allowed** to cross the street other than at the crosswalks at El Paso Avenue and Nees Avenue. Students are required to have locks on their bicycles. **THE SCHOOL IS NOT RESPONSIBLE FOR THEFT OF OR DAMAGE TO BICYCLES.**

Restricted Areas

No students are to be in any unsupervised building, classroom or hallway areas at any time. Students are restricted from areas outside of designated red lines. This includes the following areas: parking lots, swim complex, tennis courts, baseball fields, bicycle racks, and locker areas during break and lunch.

Student Loitering

The following areas are off-limits to Kastner students:

- Kastner campus before 7:30 a.m. and after 3:30 p.m. (unless attending a Kastner function).
- Other CUSD school campuses
- **Fast food restaurants and shopping centers in the Kastner community (unless accompanied by their parent or an employee of Kastner)**

*Our experience tells us that parents **put their children at risk and in danger** when they condone loitering in the shopping centers adjacent to Kastner Intermediate. Please do not use these shopping centers as a pickup or drop off point before or after school.*

Students are not supervised in these locations. Kastner administration highly discourages students to walk to these locations after school. Administration encourages all parents to pick up their children immediately after school.

Further guidelines for students:

BEFORE SCHOOL

- Upon arrival to the Kastner campus in the morning, students are to report to the interior of the campus and are not allowed to leave campus

AFTER SCHOOL

- Students are to stay out of the apartment complex immediately adjacent to the El Paso crosswalk
- Students that leave the campus are expected to go home and not return to the Kastner Campus unless accompanied by their parent or employee of Kastner
- **Students not involved in a school-sponsored activity are expected to leave campus or be picked up no later than 3:30 p.m. each afternoon. Students that remain on or about the campus will be considered loitering, and may be issued appropriate consequences**

- Students loitering after school may be detained in a supervised area on campus, parents will be notified, and appropriate consequences will be issued.

We **STRONGLY** advise parents not to use the shopping centers near the school as drop off and pickup points. Experience tells us that this is **NOT SAFE**. Please, for the safety of your child, **DO NOT** allow your child to loiter at the shopping center, McDonald's, Taco Bell, etc. ***Please Note: Students loitering in restricted areas are subject to arrest by the Fresno police.***

Student Code of Dress

The purpose of dress regulations is to help each student set a standard for personal appearance that is appropriate within the accepted standards of Kastner Intermediate School. Each student is expected to demonstrate pride in their personal appearance, for it reflects individually on each student and collectively on the school they attend.

Part of career planning is learning to dress appropriately for the job or for certain occasions. We realize that fashion changes, but guidelines and limitations have to be set in the best interest of all students. Extreme fashions, which are considered inappropriate and are distracting to the educational process, will not be allowed.

The first check of dress code each day should occur at home. If a student is found to be out of dress code, they will receive a dress code violation. The student will call home to have appropriate clothing brought to school. All dress code infractions are considered office referrals that require disciplinary actions. The consequences for dress code violations are:

- | | |
|----------------------------------|--|
| 1st violation: | Thunder staff gives warning and calls home to correct. If not corrected student will remain in transition until corrected. |
| 2nd violation: | Parent contact by Thunder staff and lunch detention assigned. |
| 3rd violation: | Parent contact by Thunder staff and After school detention assigned. |

Please Note: Students will not be allowed to return to scheduled classes until the dress code is corrected. They will still receive instruction and work from their classes and will be under the supervision of a credentialed teacher.

C.U.S.D. District Dress Code Policy (Board Policy 2105)

The Governing Board believes that education is one of the most important functions of state and local governments and that only by bringing together children of various races, colors, cultural, ethnic, and environmental backgrounds can the public school become the effective “marketplace of ideas” for the benefit of all students. Common sense dictates that some uniform regulations are necessary in order to maintain order, spirit, scholarship, pride and discipline in the operation of such a school system.

The Board recognizes the students’ mode of dress and grooming is a manifestation of their personal style and individual preference. The Board will not interfere with the right of students and parents to make decisions regarding appearance, except when choices affect the educational program of the schools. It is recognized that any apparel that draws undue attention to the wearer tends to detract from the education process and is therefore inappropriate.

It is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standards of appropriateness.

The Board shall authorize school regulations that prohibit student dress or grooming practices which:

1. Present a hazard to the health or safety of the student or to others in the school.
2. Materially interfere with schoolwork, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent the student from achieving his own educational objectives because of blocked vision or restricted movement.

The dress code will be reviewed each May by a committee of students, faculty, parents, and administration with a revised version being re-submitted to the Governing Board for approval for use during the next school year.

A student violation of this policy is termed willful defiance of the valid authority of the school principal, and the Governing Board directs that the principal or their designee may administer any appropriate disciplinary action including suspensions.

Dress Code and Grooming Policy

We believe that attention to appearance and a students' attitude toward themselves and their school are related. Good taste, good grooming, and appropriateness of attire are a part of learning for all students.

The following is the dress code for all students, grades K-12, enforced in the Clovis Unified School District. Sound judgment should prevail in interpreting the Dress and Grooming Policy. Remember the purpose of the policy is to specify the standards of dress and grooming that promote a safe school setting conducive to a positive learning environment to foster students' pride in them and to promote self-discipline.

Baggy attire is not allowed at Kastner Intermediate School. Any clothing that allows excessive space between the clothing and the body will not be allowed for reasons of safety. Clothing should be worn as it is designed to be worn (i.e. waistband at the waist, suspenders or straps on shoulders, belt in belt loops.) Kastner or Clovis West hats should be worn only as they were designed to be worn (bills facing forward.) Furthermore, hats are not to be worn indoors. **The dress code is enforced at all school functions.**

Exceptions to the dress code may be made for special days or special events as approved by the administration.

Kastner administration shall have the discretion to suspend the wearing of certain articles of clothing by individuals because of habitual student violations.

CLOVIS UNIFIED SCHOOL DISTRICT

STUDENTS

Rights and Responsibilities

DRESS AND GROOMING

This administrative regulation specifies standards of dress and grooming promoting a safe school setting conducive to a positive learning environment consistent with Board Policy No. 5132.

A. Apparel

All clothing shall be neat, clean, and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school.

1. Articles of clothing which display gang symbols, profanity or products or slogans which promote tobacco, alcohol, drugs or sex; materially interfere with schoolwork; or create disorder or disrupt the educational process are not allowed.
2. Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed.
3. Extreme fashion that draws undue attention to the student will not be allowed. This includes any clothing and extreme make-up that disrupts the learning environment.
4. Jackets and other apparel depicting professional sports teams shall not be worn. Jackets or other apparel depicting college or university teams are acceptable unless such team designations are associated with gangs or otherwise conflict with the standards for acceptable apparel.
5. Underwear-type sleeveless shirts, athletic tank tops, beach wear, swim wear, halter-tops, tube tops, spaghetti straps, bare midriffs or chests, see-through or fishnet outfits, or off the shoulder and low-cut tops are not appropriate or acceptable. Clothing that exposes bare midriffs or cleavage is prohibited at any time during school or school-sponsored activities or events. Shoulder straps on tops and other clothing must be a minimum of two inches (2") wide.
6. Dresses and skirts are to be worn no shorter than five inches (5") above the top of the kneecap, but no shorter than mid-thigh.
7. Shorts are to have an inseam of at least five inches (5"). Shorts are to be stitched evenly around, and if frayed, must be stitched to avoid further fraying. Holes revealing skin or undergarments are not allowed. Spandex or Lycra shorts are not permissible. Shorts worn during physical education may not be worn during regular class time at secondary sites.
8. Straps on shoes and clothing must be fastened at all times.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

9. Leggings and jeggings are permitted but cannot be see-through or have mesh or ruching above the knee. Tops worn with leggings and jeggings must not expose bare midriffs at any time during school or school-sponsored activities or events.
10. Shoes must be worn by all students. No hard-toed or steel-toed shoes/boots will be allowed. No high top, laced up, combat, or military style boots will be allowed. Shoes or sandals without heel straps that do not present a safety concern may be worn by students in grades 7 through 12, except during physical education classes, recess, while participating in school-related athletic competitions, events or activities, or while participating in other activities where safety is a concern. Backless shoes commonly known as “flip-flops,” “beach shoes,” “soccer sandals,” “zories,” and/or thongs are inappropriate and will not be allowed. See Exhibit No. 5132(2).
11. For safety reasons, students in grades pre-school through 6 are not allowed to wear flip-flops, shoes, or sandals without a heel strap. See Exhibit No. 5132(2).
12. No slippers will be allowed.
13. Excessively baggy pants are not allowed. Pants cannot exceed five inches (5”) when measured out from the kneecap of the straightened leg. Pants must fit and be worn at the natural waist. The bottom of the pant leg may not drag on the ground. Pant hems must not be stapled or pinned.
14. Sleepwear is not permissible.
15. Oversized shirts that present a safety concern or reflect gang style are not acceptable.
16. If hats (including visors) are worn, students are only permitted to wear their specific school or high school area related hats. All hats must be worn facing forward at all times. All other hats are unacceptable. Hats and/or caps and/or sunglasses must be removed in the classrooms or offices. Specific clothing and hats determined by the District or school site to be gang-related or inappropriate apparel are not acceptable. Articles of sun-protective clothing, including, but not limited to, hats and sunglasses, may be used outdoors. Subject to these provisions, sun-protective clothing, headwear, other than caps or hats, will not be allowed at school. School sites may add other restrictions on the type of hats to be worn.
17. Frayed clothing is permissible so long as frays are stitched to prohibit further fraying.
18. Distressing is allowable. Holes on clothing must be patched from behind so that undergarments or bare skin are not exposed.
19. Clothes shall be worn as intended and be sufficient to conceal undergarments, which shall be worn and covered at all times.

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20. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive; shall not bear drug, alcohol, or tobacco company advertising, promotions, or likenesses; shall not promote violence, illegal activity, or relate to gang affiliation or activity; and shall not advocate discrimination or harassment of race, religion, or sexual orientation.
21. Pro logos on school materials of any kind are not acceptable (binders, folders, backpacks, pens, pencils).

B. Grooming

1. Hair shall be clean and neatly groomed.
2. Hair, beard, or mustache styles which disrupt the learning environment are not acceptable, e.g., unusual designs, colors, symbols, messages, mohawks, Faux-Hawks, or unusual razor cuts. Complete razor shaving of the head is allowed.
3. Bangs or other hairstyles must not obstruct nor interfere with vision.
4. For those courses where long hair may pose a safety risk, such as where mechanical equipment with moving parts are used or where there is an open flame, long hair must be in a protective head covering, such as a hair net or cap, or hair must be securely bound behind the head, consistent with rules established by the instructor.
5. Tattoos, permanent or temporary, must be covered at all times.

C. Jewelry

Piercing jewelry is acceptable in the ears only. Piercing jewelry that is intended to alter the natural shape of the ear is prohibited. Other body piercing jewelry (e.g., that for piercings in the eyebrows, nose, lips, or tongue) is not acceptable. Jewelry, including piercing jewelry that disrupts the learning environment, is not allowed.

D. Exemptions

1. Religious beliefs, bona fide medical reasons, or other good cause based on legal requirements, when verified, may be grounds for an exemption to a specific portion of Board Policy No. 5132.
2. A petition for an exemption from enforcement of a specified portion of Board Policy No. 5132 (see Exhibit No. 5132(1) – Petition for Waiver of Dress and Grooming Compliance) may be submitted to the Student Services and School Attendance office. An appeal of a denial of any exemption shall be submitted in writing to the Associate Superintendent of School Leadership within 30 calendar days of the denial.

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- a. In the event that an appeal does not raise allegations within the District's uniform complaint procedures (UCP) in Board Policy No. 1312.3, then, within 30 calendar days of receipt of the appeal, the Associate Superintendent of School Leadership or designee shall gather facts and make a written determination, which shall be provided to the complainant. Gathering of facts shall include but may not be limited to meeting with the complainant, if deemed appropriate to do so. Any decision of the Associate Superintendent of School Leadership shall be final.
- b. In the event that the allegations raised in the appeal are determined to fall within the District's UCP in Board Policy No. 1312.3, the District will use the District's UCP process to investigate and respond to the appeal rather than the above appeal process. Consistent with law and Board Policy and Administrative Regulation No. 1312.3, any appeal of that decision may be appealed to the California Department of Education.

E. School Uniform Policy

1. The decision to pursue a school uniform policy must be initiated by parents and approved by the school S.A.R.T. committee and the site principal.
2. A school uniform committee will develop a survey to be sent to all parents regarding their position on a school uniform policy by January 15 of the school year prior to the implementation of a school uniform policy. Prior to the distribution of the survey, the committee must sponsor at least one parent forum or meeting open to all parents for the purpose of information and input.
3. For a school site to further consider a school uniform, at least a majority of the surveys distributed must be returned and a majority of the surveys returned must support a uniform policy. These majorities are considered minimums and school sites have the discretion to establish more stringent standards of returns and support.
4. The Board must be notified by February 1 of the school year prior to the implementation of a school uniform policy.
5. The school site shall notify all parents or guardians no less than six months prior to the time the uniform policy is implemented.
6. Should a school adopt a uniform policy, resources shall be available to assist economically disadvantaged students and a procedure for parents/guardians to opt out of the policy shall be in place.

Adopted: 06/04/1975

Reviewed: 05/28/2008, 05/27/2009, 05/26/2010

Amended: 05/23/1984, 05/28/1986, 06/28/1989, 01/04/1978, 05/28/1980, 05/22/1985,
06/08/1988, 07/08/1992, 06/25/1993, 01/26/1994, 06/08/1994, 05/24/1995,

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03/27/1996, 03/17/1997, 06/18/1997, 01/28/1998, 01/09/2002, 06/26/2002,
08/24/2005, 06/14/2006, 05/23/2007, 03/08/2011, 06/12/2013, 01/15/2014,
04/06/2016, 10/24/2017, 07/01/2019, 07/21/2021 (AR 2105 renumbered as AR
5132), 01/12/2022

Doc# 46564-7 (01/2022, 05/2019)

DRESS CODE CLARIFICATION

Hair

- Hair should be clean and neatly groomed.
- No outlandish shaved heads (including lines/designs), sculpturing, Mohawks, writing in hair, multicolored or two-toned hair is allowed. Hair must not be shaved more than one inch above the top of the ears
- Bangs must not obstruct or interfere with vision. Hair may not be kept back by artificial means of any kind, to include sprays, gels, hairpins or tucking behind the ears
- Excessive hair style that obstructs the view of others will not be allowed

Shorts & Skirts

- Shorts & skirts must fall within five (5) inches above the knee (not to exceed mid- thigh)
- Excessively baggy shorts are not allowed. Pants must fit in the waist and have no more than 5 inches of extra “bag” when measured at the knee area.
- Bike shorts (*spandex*) and shorts with holes are unacceptable.
- Athletic shorts with pockets are okay
- Shorts with holes in them are not permissible.

Tops/Dresses

- Student must wear tops with shoulder straps at least two (2) inches wide, that are not too revealing. Each garment is treated separately when measured
- Halter-tops are not allowed
- See-through outfits or tops that show excessive cleavage are not allowed.
- Tops must be sufficiently long enough to completely cover the midriff area at all times
- Open or unbuttoned shirts are allowed as long as they are worn with a tee-shirt underneath the shirt

Additional Items:

- Excessively baggy pants will not be tolerated. Pants must fit in the waist and have no more than five (5) inches of extra “bag” when measured at the knee
- Clothing which displays slogans or products, which promote any professional sports team (or professional facsimile), tobacco, drugs or drug paraphernalia, gang affiliation, violence or alcohol is not allowed. Sexual or gang references, hate motivated behavior or illegal activity are also not allowed
- Bandanas which are believed to be displaying gang affiliation will not be allowed on the Kastner Campus.
- Flags will not be allowed to be worn as clothing items or capes.

Shoes

- Footwear must be worn at all times
- Shoes commonly called “flip-flops”, “beach shoes”, “soccer sandals”, “zories”, and/or thongs are inappropriate and not allowed
- Military style lace-up boots are not permitted
- Bed slippers are not appropriate footwear for school

Earrings/Piercings

- Piercings in the ears only and they cannot alter the natural shape of the ear.
- No gauges, barbs or spikes.
- Exposed “body jewelry” is prohibited (i.e., belly rings, nose, tongue piercings, etc.)

Hats

- Only Kastner or Clovis West hats may be worn at school. These hats may not be worn inside school buildings.

- Bandanas or Doo Rags are not allowed on boys or girls which are believed to have gang affiliation.
- Beanies are allowed in the winter time but must be solid colored and school colors only (maroon, gold, black, or plain white). No writing or insignias. Beanies cannot be artificially altered

Make-Up/Jewelry

- Excessive make-up/jewelry is not allowed.
- Face painting/decals are not permitted
- Writing on the body or tattoos of any kind is not allowed

EXTREME FASHIONS OF ANY KIND THAT MAY DRAW UNDUE ATTENTION WILL NOT BE ALLOWED.

Bus Guidelines and Rules

Kastner students are expected that their bus behavior be appropriate at all times when riding to and from school on the bus.

The following bus passenger guidelines are presented in order that each student who rides the bus will arrive safely, on time, and in the proper frame of mind to learn.

A. Suggestions

1. Leave home early enough to arrive at your bus stop five minutes before the school bus arrives.
2. Wait for the bus in a safe place - well off the roadway.
3. If you have arrived at your bus stop on time, and the bus is running late, please be patient.
4. Assist in keeping your bus clean.
5. Be courteous to your school bus driver and to fellow passengers.
6. Be alert for traffic when leaving the bus.

B. Requirements

All School and CUSD regulations apply while students are on the school or charter bus and all bus stops.

1. **ID Cards will be required to ride the bus.**
 2. Students will not be allowed to ride the bus unless they are involved in co-curricular activities, intervention, or supervised study.
- Follow the instructions of your bus driver.
3. Board your bus in an orderly manner and take your seat immediately.
 4. Students must face forward with both feet on or toward the floor.
 5. Animals (dead or alive), smoking, weapons (real or simulated) are forbidden on buses.
 6. Each person will be held financially responsible for any property, which he/she defaces or damages.
 7. Spitting or throwing objects on the bus is forbidden.
 8. Fighting or scuffling is forbidden.
 9. Eating, drinking, gum chewing, and candy sales are prohibited. Alcoholic beverages are forbidden by state law on school buses or SPAB buses.
 10. No portion of the body (hand, arm, head, etc.) may be extended outside the bus at any time.
 11. Profane or inappropriate language is prohibited in or near the bus.
 12. Loud and boisterous noises, singing, or whistling are prohibited. Safety procedures require that the driver must be able to hear sirens or other noises warning of dangerous driving conditions.
 13. A student may board or leave his/her assigned school bus only at his/her authorized bus stop. Exceptions to this regulation will be permitted only when the student has a written statement bearing the parent's signature and signed by a school administrator.
 14. No glass objects, inflated balloons, skateboards, portable TVs, radios (mp3 players or portable), or tape recorders are permitted on the bus.

Bus Drivers can and will issue referrals to the Student Support Services Cluster for offenses committed on the bus. Bus referrals can and will result in loss of bus riding privileges.

The laws governing school buses and school pupil activity buses (SPAB) "Hold the driver responsible for the orderly conduct of pupils while aboard the bus" (5CCR 14103). It also states "a school bus or SPAB bus shall not be put into motion until all passengers are seated. All passengers must remain seated while the bus is in motion. This shall not apply to an adult acting upon a request by a driver to supervise or assist a pupil." (13CCR 1217). This means that students cannot use the restroom facilities aboard a SPAB bus while the bus is in motion.

All field trips shall be supervised by certificated teachers of the District and said teachers will accompany the students on the bus. The principal will determine the number of teachers for such supervision. Adult chaperones should be provided for every eight to ten students. Only authorized chaperones and participating students are permitted transportation on field trips.

KASTNER DISCIPLINE POLICY

Character Counts!

“CHARACTER COUNTS!” at Kastner Intermediate. What is CHARACTER COUNTS! ? It is the nation’s most widely used character development framework, adopted by schools as well as communities, plus youth, sports, and civic organizations.

It is based on a commitment to specific consensus ethical values, “Six Pillars of Character”, Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship, and the use of a common language describing these values. Founded and administered by the Josephson Institute of Ethics, the CHARACTER COUNTS! Coalition, of which Kastner and the Clovis Unified School District are members, is a partnership of over 200 national, regional and local organizations joined together in a collaborative effort to improve the character of young people. It has no ideological or political agenda. CHARACTER COUNTS! is not an “add-on” program that will divert attention from the basic academic goal, but rather a means of enhancing the school’s ability to concentrate on traditional academic goals.

Kastner is proud to have been the CC! pilot program in Clovis Unified and because of the positive response from the Kastner community, including students, staff and parents, the Clovis Unified School Board adopted the program in March 1998 for all Clovis Unified schools.

Why is CHARACTER COUNTS! good for Clovis Unified and the Clovis community?

- 100% in line with CUSD’s philosophy and approach to character development
- Can be flexible and can be adapted to fit CUSD site needs and activities
- Provides a strong structure, common vocabulary and community involvement.
- Well supported with training and instructional materials
- Reaches beyond school

Detentions

Lunch Detention, After School Detention, and Thursday School may be assigned by Kastner staff and administration. Parent notification is always given prior to after school detention is assigned. After School Detention is Monday through Wednesday from 3:15-4:15. Thursday School is 3:15-5:15 every Thursday. Students are responsible for bringing enough work for the duration of detention. Teachers may assign students to their own classroom after school, providing parent notification has been obtained prior to staying after school.

Please note: *Failure to complete an assigned detention will result in an additional documented rules violation.*

Cheating / Plagiarizing Policy

1. Any student determined to be cheating or plagiarizing on any test or assignment *may* receive a zero for that test or assignment and the student's grade will be affected accordingly, or the student may be required to complete the assignment with an additional writing assignment of between 300-500 words on the importance of not cheating.
2. Parent contact will be made by the teacher, and the student's record of cheating or plagiarizing will be noted in the Thunder Cluster. Plagiarizing includes the use of internet materials without appropriate citation. Cheating includes the theft or sharing of academic property by written form, photographing, and distributing images of assignments or assessments.
3. Disciplinary action will be taken as deemed appropriate by The Thunder Cluster
 - a. First offense – After School Detention, Thursday School or Saturday School.
 - b. Second offense and beyond – Saturday School, Code of Ethics when applicable.

Loss of Privilege Policy

Kastner enforces a Loss of Privilege program. Student privileges will be revoked for the following reasons:

1. Students receiving a conduct referral that results in suspension will lose the privilege of attending the next dance.
2. Students receiving a conduct referral may also lose other privileges as deemed appropriate by the student's Learning Director or GIS.
3. Students receiving two or more F's during the prior grading period will lose the privilege of attending the next dance.
4. **Any suspension will automatically result in 10 days of non-privilege (all privileges during those ten school days).**

Loss of Privilege – 7th & 8th Grade End of the Year

Students will be given the privilege of participating in end of the year activities. Please refer to the end of the year contracts to be sent home during the second semester.

Failing Grade

If a student receives 2 or more "F's" on their 12-week progress report card, potential loss of privilege (co-curricular participation, dance attendance, etc.) **will** be assigned by the LD or GIS.

We are confident that all students will continue to do the great job that has made Kastner a Recognized School of Character!

GENERAL POLICIES AND PROCEDURES
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Identification Cards (IDs)

ID CARDS ARE MANDATORY, AND MUST BE IN STUDENT'S POSSESSION AT ALL TIMES. Kastner administration/teachers will conduct random ID card checks throughout the year. Students not in possession of their card at that time are subject to discipline. ID cards are required for students to attend school activities, fully use the school's library, and take advantage of other student services. The first ID card is provided free of charge to the student. A specific picture-taking schedule will be announced. Replacement cards will cost \$5.00 each and will be taken/issued by the school's attendance clerk in the front office.

Yearbook

Yearbooks will be sold in August prior to school starting. Please listen to the daily bulletin for details as to when and where the books will be sold during the last month. Depending on availability, a limited number of books may be sold at the end of the school year.

Yearbooks will be handed out to students who have pre-ordered them at school in June. Yearbooks will not be handed out before that time.

THE YEARBOOK IS A SCHOOL PUBLICATION. ANY STUDENT DEFACING A YEARBOOK WILL BE SUBJECT TO FINANCIAL AND DISCIPLINARY ACTION.

Student Insurance

There is no school insurance provided by Kastner Intermediate. However, all Kastner students can choose to be included in a voluntary accident insurance program to assist in the payment of doctor and hospital services for injuries occurring on campus or while participating in activities or sports under school supervision. Details are available in the Kastner main office.

Lockers / Locker Security

Student book lockers are provided for the convenience of the student. **Students are required to provide their own combination lock for their lockers. The lock combination must be given to the student's Cluster Office.** Even though the lockers are assigned to students, the school does not relinquish control over lockers at any time. **School administrators have the right to search lockers. Students are responsible for articles in their lockers and are to keep them locked at all times.** If a locker does not function properly, make a report of it to your Cluster Office. **The school is not responsible for lost or stolen articles (school books included) and students are advised to use their lockers for the storage of books only, and not to keep items of value in their lockers (See Textbooks).**

Your student's Academic Block teacher will issue lockers. Students should be careful not to overload their lockers, so the door does not properly close. Students should not permit anyone else to know their locker combination. Students should report all lost books, lost items, locker trouble or damage to their cluster secretary. **STUDENTS SHOULD NOT LEAVE SUMS OF MONEY OR VALUABLES IN LOCKERS.**

Laptop computers should NOT be left in a locker overnight. Kastner is not responsible for materials left in lockers over night or on weekends.

- ** It is encouraged that student lockers be emptied every evening and on weekends.*

Textbooks

The Library Technician will issue textbooks. **Students are responsible for the care of each text assigned to him or her. No writing, marking or defacing a book or its cover will be allowed. Texts that are lost or stolen and books that show excessive wear and/or damage are charged to the pupil and parents.** It is the responsibility of students to ensure that textbooks are kept safe from the elements (i.e., water, mud, sun exposure, etc.) **STUDENTS ARE REQUIRED TO KEEP ALL TEXTBOOKS COVERED.** Heavy wrapping paper or any commercial cover is adequate. Teachers will check regularly on textbooks, their ownership and condition. ***A student must turn in the same textbook that was issued to him/her.***

Internet Access

Kastner has Internet access in all classrooms and through computers in the LMC. The use of Internet will primarily be used as part of class projects for class projects, E-Mail cooperative projects and World Wide Web use. As with other class activities, students will be instructed and supervised in the use of the Internet. **Social media of any kind should not be used at school.**

Students must have parental permission to use the internet on an individual basis.

Students that violate education and penal code guidelines are subject to school and law enforcement repercussions. **(see Student and Parent Rights and Responsibilities Acceptable Use of Information Resources (Policy #7203))**

"The Bird Feeder" - Game Day Snack Bar

The snack bar located in the front of the Kastner Gymnasium will be open after school. This is a fund-raiser for the Kastner Parent Club. In accordance with California law, soft drinks that contain caffeine and/or carbonation are not sold until ½ hour after the close of school.

Daily Bulletin

The Bulletin will be read daily at the beginning of 2nd period. In addition, it will be posted in the offices, library, and on our website. Items to appear in the bulletin should be submitted to the receptionist by 3:00 p.m. for the following day. All announcements must have a faculty signature and be approved by the Principal's office. **If the bulletin cannot be heard in a classroom, the teacher will make every attempt to read it during first period.**

Items read over the daily announcement must be related to school activities and organizations.

Patriotic Observance

A patriotic observance will be conducted school-wide every morning prior to reading the daily bulletin. Students, while not required to participate, must refrain from disrupting or detracting from this observance.

Lost And Found

The Lost and Found is located in the MPR. Any lost articles should be turned in to any cluster office or the main office. Valuable items such as purses, watches, jewelry, etc. will be kept in the main office or Cluster office. A student who has lost something should go to the lost and found for assistance. Anything left in the Lost and Found, unclaimed, at the end of each semester, will be sent to a social service organization.

Policy for Messages, Balloon and Flower Deliveries

Due to the increased enrollment at Kastner Intermediate School and the demands that this increase has placed on all of our facilities and services, the following rules are in effect for all students:

1. No personal messages between friends will be taken (e.g. ex-students, friends, etc.).
2. **Forgotten homework assignments, P.E. clothes, books and binders will not be delivered; our students need to rely on themselves to remember their homework/materials.**
3. In the case of an emergency, messages will be delivered to the classroom as soon as possible. No personal messages will be given to students unless the person calling is on the student's emergency card. Messages to the classroom cause a disruption to the educational environment of the classroom.
4. Balloons, flowers and gifts cannot be delivered to students. Students are not allowed to ride school buses with balloons or flower arrangements.
5. Students are NOT allowed to have food delivered to them at lunch from outside organizations. Parents may deliver food to their students by placing the items on the drop off table.

Kastner School will not deliver any balloons, flower arrangements or food deliveries sent to the school for students.

Theft Prevention Guidelines

Kastner is extremely concerned about stolen or lost items. Students should remember that they are ultimately responsible for their belongings. Therefore, the following guidelines are provided to help students minimize the possibility of loss:

1. Be responsible with personal and school possessions. KASTNER INTERMEDIATE WILL NOT BE HELD LIABLE FOR ITEMS LEFT UNATTENDED.
2. Don't leave personal belongings unsupervised, especially backpacks.
3. Leave large amounts of money and/or items of personal value at home.
4. Make sure your locker is locked and do not leave the combination preset to the last number so that you can open it quickly next time.
5. Do not give your locker combination to **ANYONE**.
6. Should you find something missing, notify an adult as soon as possible.
7. If the theft occurs in a classroom, the student should report it to the teacher immediately. The student should also report to the cluster office to fill out a theft report.
8. Do not leave books or personal belongings in the locker over the weekend.

In the locker room, the following guidelines should be observed:

1. Keep only your clothes in your PE locker. DO NOT BRING ITEMS OF VALUE TO THE LOCKER ROOM.
2. Do not leave belongings unsupervised, even to go to the restroom for just a moment.
3. Make sure your locker is locked. Turn the dial after closing and pull to see that it has caught.

Backpack/ Bag Guidelines

Kastner does not promote students leaving backpacks/bags in a pile or unsupervised outside an unoccupied classroom. Student book bags (backpacks) should be no longer than 18 inches in any dimension. Book bags of this size can be stored in student lockers. Larger bags, while possibly a convenience for students, create security concerns. Unfortunately, some students use these larger bags to bring contraband to school or to conceal stolen items.

Only the student's name (written once) will be allowed on the outside of the bag for identification purposes only. No inappropriate patches and/or graffiti will be allowed on backpacks. Students with inappropriate bags will be subject to the minor disciplinary policy.

RD K9

In our continuing effort to maintain a safe and healthy learning environment for all students, the CUSD Governing Board has adopted a policy and approved a program to detect the presence of drugs, guns, alcohol, and other contraband normally prohibited on campus. The program is currently in use on over 400 California school campuses serving over 100,000 students. Facilitated by the use of non-aggressive detection dogs, the contractor, RD K9 will make periodic unannounced visits to our campus throughout the school year. The visits are intended to provide a deterrent as opposed to a method of apprehending violators. This program is intended to send a clear message to all concerned that contraband is detrimental to student health and safety and is prohibited. If detected and found, students will be disciplined accordingly. The dogs are not used to sniff individuals, and normally will check in classrooms, backpacks, lockers, common areas, gym areas, parking lots and other areas as identified by school administrators. We trust that you, as parents, will appreciate our ongoing concern for providing the best environment available for the education of your children.

STUDENT ACTIVITIES

Our goal at Kastner Intermediate School is to involve every student in at least one co-curricular program each year. To help meet this goal, a wide variety of clubs and activities are offered. Sign-ups for Kastner clubs are conducted on Club Fair Day in September, an occasion that gives students the opportunity to meet the club advisors, obtain information, and join clubs.

This section of the handbook will provide information necessary to take advantage of our varied activities. Activities at Kastner Intermediate include: lunchtime activities, clubs, dances, student government, athletics, music, special days and weeks, assemblies, and rallies.

Why Participate In Student Government And School Activities?

1. Develops new friendships.
2. Gives students a chance to take advantage of real world opportunities.
3. Allows the community to see students perform in positive activities.
4. Promotes an awareness of others' opinions and wishes.
5. Students learn how to win with grace and lose with dignity.
6. Gives students a voice in issues important to them.
7. Encourages students to become more willing to accept constructive criticism from others.
8. Develops poise and social contacts.
9. Gives students an opportunity to listen to the ideas and opinions of others
10. Creates greater interest in regular school activities.
11. Increases self-confidence and develops self-esteem.
12. Provides an opportunity to learn civic responsibilities, and to perform community service.

Student Government

The leadership at Kastner Intermediate is vested in a Student Council consisting of the officers from each grade level: president, vice president, secretary, treasurer, and rally commissioner. The Student Council meets regularly at which time business is conducted and Student Body activities are discussed. Student Body officers serve one year. Any student who has a GPA of 2.0 with no D's or F's is eligible to run for office (grade must be from the most recent grade reporting period). Students must maintain a 2.0 at all times in order to remain in office. The process for candidacy is as follows; a student must file a petition (petition must be signed by Learning Director) and satisfy the code of participation requirement. Each candidate must prepare an appropriate speech (reviewed by Activities Director), which is given to his/her respective grade level peers at an assembly. Following the campaign, students cast votes at ballot booths (**ID card is required to vote**).

Student Organizations

* Requests for new clubs and/or organizations must be submitted in writing by the potential advisor to the Activities Director and approved by the Principal. Final approval rests with the C.U.S.D. Governing Board.

PERFORMING ARTS GROUPS:

- Band / Jazz Band
- Orchestra
- Color Guard
- Drama / Brown Bag Theater
- Choir
- Folkloric dance group

ACADEMICS

- CA Junior Scholarship Federation (CJSF)
- Essay/Poster Contests
- History Day
- G.A.T.E.
- Science Fair/Olympiad
- Robotics

SERVICE CLUBS

- Student Government

PEP AND CHEER GROUPS

- Varsity and Junior Varsity Pep
- Varsity and Junior Varsity Cheer
- Competition Pep and Cheer Squads

PUBLICATIONS

- The Talon (Yearbook)

Dances

1. Dances are for Kastner Intermediate School students only.
2. A school picture identification card is required for entry. NO EXCEPTIONS.
3. School dress and behavior codes will apply at all dances. Appropriate dance etiquette will be enforced at all times. Suggestive and/or inappropriate dancing (i.e. grinding or freaking) will not be allowed. Student will be removed from dance. Parents will be notified for pick up.
4. Students affected by the loss of privilege policy will not be able to attend the next dance. **Kastner reserves the right to deny dance privileges at any time.**
5. **Dances begin at 6:00 PM and end at 8:00 PM Students will be admitted until 6:30 PM. After that time, parents of the late students will be called to pick up their child.**
6. **Parents must pick up their child on the Kastner campus before 8:10 PM or the student may lose the privilege of attending the next dance.**
7. A student who enters the dance is not permitted to leave until the dance is over, unless picked up at the door by their parent.
8. Your child's safety is of our primary concern. In order to provide as much supervision as possible for your child after school dances, we ask you to **NOT** pick your child up off the Kastner campus (i.e., Save Mart or Smart and Final parking lot).

Note: Students will not be allowed to participate in any of the school dances if the following apply:

1. Student earned two or more F's on the progress report prior to the school dance.
2. The student has been suspended from school.
3. Student has any outstanding obligations at the time of one of the school's scheduled dances.

ATHLETIC ACTIVITIES

Kastner Intermediate Athletic Philosophy (Parent – Student)

We will provide students with an opportunity to participate in programs that allow them to reach their full potential. We offer after school athletics activities and the district offers some intramural, and community recreation programs designed to meet the diverse needs of our school population. Our goal is to maximize the number of students participating in our programs as our facilities, funds, and personnel will permit.

Students will have the chance to develop personal goals, the opportunity to assess and interpret what it takes to be successful, to develop proficiency in the skills associated with the activity, and to develop the personal qualities of discipline, sportsmanship and a lifelong commitment to excellence. We aspire to the Sparthenian concept of balance between mind, body, and spirit.

Multiple Sport Athlete Criteria (Student)

Kastner Intermediate provides multiple sport athletes with two recognition opportunities. The Multiple Sport Athlete Medallion will be awarded to all student athletes that meet the criteria. The Athlete of the Year Award will be earned by 8th grade student athletes who exemplify what it means to be a Kastner Thunderbird.

Multiple Sport Athlete Medallion- 7th or 8th grade student athletes who participate in at least three sports each school year will earn the Multiple Sport Athlete Medallion. Pep & Cheer and Badminton each qualify as one season of sport. Team Managers- must have been on the team in the current season in order to qualify for consideration as meeting one of the criteria for the Multiple Sport Athlete Award. Students managing 3 seasons of sports will not qualify for this award

Athlete of the Year Award- Up to Two female and two male 8th grade student athletes who meet the Multiple Sport Athlete Medallion criteria will be considered for the Athlete of the Year Award. Awardees will be selected based on the categories below in addition to performance statistics for each sport participated in. **Categories:** GPA, coaches recommendation, commitment (played in majority of the season), good sportsmanship (both on and off the field/ court), no code of ethics

Athletic Eligibility (Student)

Grade Point Average Requirements - A student must earn at least a 2.0 grade point average in all enrolled classes for the prior grading period in order to participate in the current grading period. A student who fails to achieve a 2.0 grade point average will be placed on probation for the current grading period provided the student complies with the school's tutorial assistance program. A student who does not achieve at least a 2.0 grade average during the probationary period shall not be allowed to participation in extra-curricular and co-curricular activities in the subsequent grading period.

CLEARANCE

To participate in Kastner Athletics the following information must be provided with the correct information on the Athletic Eligibility Form:

- Date of birth of the athlete
- Results of an annual physical examination – for calendar year
- Verification of insurance
- Signed residence questionnaire
- Signed informed consent form (all sports)
- Signed Anabolic Steroids form
- Signed C.U.S.D. Code of Ethics – Board Policy 2505
- Signed dress code, if coach uses a stricter dress code than C.U.S.D.

- Must be a resident of the Kastner Intermediate School attendance area or be approved by the CUSD Athletic Board of Directors to participate.
- Insurance

Code-Of-Participation (Student)

Co-curricular activities are a vital part of our total school program. In addition to providing a variety of exploratory and enriching learning experiences for students, they are also important aspects in character building and shaping attitudes. When students elect to participate in a co-curricular program they have assumed certain responsibilities and obligations -- to the coach, advisor, to the other members of the activity, and, certainly, to themselves. The school allocates considerable resources in terms of time, money, energy, and personnel in an effort to provide quality co-curricular programs for our students. In turn, we encourage students to participate and expect quality participation from those who choose to participate in these activities.

The code of participation states:

1. The participant must maintain his/her level of scholarship at or above a 2.0 (C) average. This includes interscholastic sports, Winter Drums, Pep and Cheer, Color Guard, Band, Choir, Robotics, etc.
2. The participant must be in school attendance a minimum of half the day of a performance unless cleared by the principal.
3. The participant must demonstrate satisfactory behavior and citizenship.
4. Students will refrain from the possession and/or use of tobacco, alcohol, narcotics, or drugs. This includes student behavior away from school.
5. The participant must abide by the school dress code.
6. The participant is expected to abide by the practice, meeting, or rehearsal schedule established for the activity. Certain absences or tardies may, of course, be excused as in classroom attendance. However, the participant has the OBLIGATION to clear these with the coach or teacher in charge of the activity. Failure to do so is grounds for disciplinary measures as in the case of tardiness or truancy from the classroom.
7. The student is expected to participate in the activity in a positive manner. That is, the student is to show proper conduct, strive to learn and grow in his/her abilities or skills and contribute to the group effort to the best of his/her ability.
8. The participant is expected to respect and properly care for all property and/or equipment issued in conjunction with an activity. This is especially pertinent to members of athletic teams who are issued uniforms. Team uniforms are the property of the school. They are expensive and difficult to replace. A student who loses or causes UNDUE damage to such school property will be charged for the replacement cost.
9. The participant will not arbitrarily "quit" an activity. There is a one-week "grace" period during which the student may join an activity and decide if he/she wishes to continue. A student may drop the activity during the one-

week grace period with no conditions. After that time, the student may drop the activity only after consultation between the parent and the coach/advisor. In the case of athletic teams, a student who drops a sport after the grace period may not join another team during the same season without permission of both coaches (i.e. drops girls water polo and attempts to join girl's tennis).

Athletics/Activities Code of Ethics (Student)

The code of ethics applies to all students who represent C.U.S.D. in any athletic/activities program. The student will be asked to make this commitment prior to the start of the season and abide by its conditions for one calendar year from the signing date. During the summer vacation, the code is still in effect when the athlete is under the supervision of a district coach. The code is a statement of responsibility and understanding for a student who freely chooses to represent the school.

Resolution to Conflicting Sports/Activities (Student)

Every possible effort will be made to provide students who demonstrate the ability an opportunity to participate in more than one school co-curricular activity during the same time period (ex. tennis and cheer).

- It is the responsibility of the students involved to notify coaches and/or advisors prior to the start of any season of their intent to participate in more than one activity.
- In the event that a student expresses an interest in participating in more than one activity during the same time period, the coaches and/or directors will meet to discuss potential conflicts and possible solutions to these conflicts (i.e. game schedules, performances, obligations). Under no circumstances will students be arbitrarily eliminated from any program simply because they would like to participate in another activity during the same time period. It is the responsibility of the coach and advisor to work together if any conflicts arise from the student participating on a team or in a school organized event.
- In the event that the coach and/or director are unable to reach an agreement regarding the participation of a student, the case may be appealed as follows:

1st Appeal:

The Athletic Director will hear the case and make a ruling. It is understood that some situations may have no clear-cut resolution. If every effort is being made by both parties, the student may then be asked to decide which activity he/she wishes to participate in (i.e. a game and performance at the same time).

2nd Appeal

The Learning Director overseeing that activity shall have the final decision.

- Students making a team, group, etc. will be held accountable for the same rules as the other members (i.e. if the student misses a practice the coach/director may choose not to start him/her the next game, performance). The coach/director will establish team rules that will be consistently enforced.
- When a student is allowed to participate in more than one activity, the coach/director is responsible to communicate positively to the rest of the team/group the arrangement or agreement that has been reached in order for the student to participate in more than one co-curricular activity during the same time period.
For teams that make cuts, students will be assured of a fair and equitable try-out period. Students are never to be cut from a team or a group because they wish to participate in another activity. Only in the event of irresolvable conflicts will the student be asked to decide between activities.

Parent/Guardian Code of Ethical Conduct & Expectations

The purpose of the parent code is to develop parental support and positive role models in all co-curricular activities. In the tradition of excellence, the purpose of all co-curricular activities at Kastner Intermediate School is to promote the physical, mental, moral, social and emotional well-being of each student. **Parents/guardians are an integral part of this process.**

Expectations:

As a Kastner Intermediate School parent/guardian, I agree to:

- Be a positive role model for my student, the school and community.
- Display a positive attitude and behavior.
- Show respect for all participants, officials/judges and advisor/coaches.
- Assist in providing for student safety and welfare at all times.
- Encourage my student to attend school regularly and excel academically (student MUST attend school at least 3 periods the day of the event (or Friday before if the event is on a weekend) in order to compete in the activity)
- Inform my student of the dangers of using and discourage the use of any illegal drugs, alcohol, or tobacco.

Spectator Code of Ethics (Parent)

1. Spectators are an important part of the game and should at all times conform to accepted standards of good sportsmanship and behavior.
2. Spectators should at all times respect officials, coaches and players as guests in the community and extend all courtesies to them.
3. Enthusiastic and wholesome cheering is encouraged. Booing and other disrespectful gestures, activities, or remarks will not be tolerated. Anyone excessively displaying this behavior will be asked to leave the game.
4. Bells, whistles, or noisemakers of any kind are not acceptable for athletic events.
5. Throwing objects or participating in any activity that may endanger or cause injury to those attending the event is not allowed.

Student/Parent Commitment (Student – Code of Ethics)

The athlete and parent or guardian of the athlete, understand that the athlete will abide by the C.U.S.D. Athletic Code. They also understand that when the athlete signs the Athletic Code, he/she is to follow the stated rules twenty-four hours a day, seven days a week, during the one calendar year following the signing. **The athlete is also subject to the school rules while at school or at a school related activity.**

Grievance Procedure

It is Kastner Intermediate School's policy that grievances should not be addressed during or immediately following any practice or activity. If a situation arises where a parent/guardian wishes to meet with an advisor/coach, or address a specific issue or complaint, the following steps should be followed:

1. Request a meeting at school with the advisor/coach.
2. If your problem is unresolved, arrange an appointment with the Athletic Director.
3. If your problem is still unresolved, see a School Administrator.

Tryouts – Notification – Evaluation (Coach/Admin)

CUSD Intermediate Schools have a co-curricular policy that encourages and allows all students to be involved in athletics. Most sports do not cut and have several levels at which students can participate. A few sports do limit the number of participants due to the lack of facilities space. Students who tryout will be placed on different levels based on ability and opportunity for success. The notification process is as follows:

- Tryouts will be conducted for the sport during the first week of the season.
- Coaches will notify the athletes (by letter, posting results to the internet or a location on campus)
- A written evaluation of each individual not making the team or making the team at a different ability level than requested will be available indicating their strengths and areas needing improvement. If possible, recommendations will be included on how and where improvement can be achieved.

Athletics/Activities Board (Admin)

The Board will be composed of the following people per case.

- a. Coach or Advisor
- b. Athletic Director or Student Activities Director
- c. Learning Director or Guidance Instructional Specialist

The Board will hear a case within three (3) school days of a request (unless extended by mutual consent) and inform the student of its decision after the Board recommendation has been reviewed by the school principal. Any appeal will be directed to the principal's office. Any Board meeting will be restricted to Athletic Board members, school officials, the student, and parents (any exception must be cleared through the principal's office).

Athletic/Activities Suspensions (Admin)

Any co-curricular activity suspension will include:

- A 10-school day minimum non-privilege from the sport/organization.
- A disciplinary alternative may be offered which would result in the reduction of the suspension.
- Reinstatement to the sport/activity by Board (reviewing body) if appropriate.
- Coach or Advisor in agreement with the Athletic Director has discretion to remove an athlete permanently from the sport/activity or establish team disciplinary action.

Inter-Scholastic Sports

FALL

Girl's Cross Country
Boy's Cross Country
Senior Student Football
7th Grade Student Football
7th Girl's Volleyball
7th Girl's Junior Varsity Volleyball
8th Girl's Volleyball
8th Girl's Junior Varsity Volleyball
7th Boy's Water Polo
8th Boy's Water Polo
7th Girl's Water Polo
8th Girl's Water Polo
Girl's Tennis
Boy's Golf



WINTER

7th Girl's Basketball
8th Girl's Basketball
7th and 8th Girl's JV Basketball
7th Boy's Basketball
8th Boy's Basketball
7th and 8th
Boy's JV Basketball
Girl's Gymnastics
Student Wrestling
7th Girl's Soccer
8th Girl's Soccer
7th Boy's Soccer
8th Boy's Soccer

SPRING

7th and 8th combined JV Softball
7th Girl's Softball
8th Girl's Softball
7th/8th combined JV Baseball
7th Baseball
8th Baseball
Girl's Swimming and Diving
Boy's Swimming and Diving
Girl's Track and Field
Boy's Track and Field
7th Boy's Volleyball
8th Boy's Volleyball
7th and 8th combined Boy's JV Volleyball
Boy's Tennis
Girl's Golf
Girl's Badminton

Students interested in participating in school athletics should contact the Kastner Intermediate School Office (327-2500) for further information and to obtain the necessary forms for athletic eligibility, code-of-ethics, physicals, insurance and emergency procedure cards. These forms must be properly completed before a student may participate.

STUDENT RECOGNITION

It is the diverse and positive contributions of many students that make Kastner Intermediate School great. Recognizing and rewarding these successes builds school pride and personal self-esteem. Towards this end, Kastner Intermediate School has developed a comprehensive student recognition program.

California Junior Scholarship Federation

CJSF and CSF (California Scholarship Federation) are nation-wide honor societies recognized by companies and institutions that award scholarships. Kastner has formed a chapter of California Junior Scholarship Federation (CJSF). It is an honor service club to which one, who qualifies, must apply. **It is not automatic.** To qualify, students must earn twice the number of points than courses in which you are enrolled that meet membership requirements. Not points are earned for PE, remedial course work or pass/fail classes, D's and F's automatically disqualify a student. Citizenship is a factor.

APPLICATION PROCEDURES

1. Students must report to the CJSF advisor, pick up, complete and return the CJSF application. **The CJSF Constitution does not allow a student to be recruited.**
2. **A student may not join after the deadline for application. The deadline will be publicized and announced at the end of each semester, after report cards have been issued.**
3. Membership is based on semester grades. Honors Membership is based on a student earning CJSF 1st & 2nd semester of their 7th grade year and 1st semester of their 8th grade year. Students will need a copy of their semester grades when they return their completed membership application to their cluster office. **8th grade honors membership must be earned by the 1st semester of a student's 8th grade year. 7th grade students will not sign up for the second semester until the beginning of their 8th grade year.** Sign-ups will be held sometime during the first month of school and will use a student's semester report card from the end of their 7th grade year.
 - Membership will be determined on an individual basis with the assistance of the CJSF advisor and completed applications.

There is an application fee required for each semester that a student applies for membership.

Lifetime CJSF

Kastner students who qualify and apply for membership for three (3) semesters will be awarded the Honor Membership Pin at the Principal's Medallion Reception. To qualify students must earn membership 1st & 2nd semester of their 7th grade year and 1st semester of their 8th grade year. The 2nd semester grading period of a student's 8th grade year does not meet the membership deadline as it comes too late in the school year.

There is an application fee required for each semester that a student applies for membership.

Principal's Honor Roll

Principal's Honor Roll is a means of giving recognition to the distinguished students of Kastner Intermediate School. In keeping with this philosophy, the requirements will reflect not only the student's academic achievement, but his/her effort and citizenship as well. Students receiving all "A's" for each semester of the academic year (**12-week progress report grades are used for second semester**) (4.0 GPA), and no "negative comments" on his/her report card will receive the Principal's Honor Roll certificate and will be honored at a presentation ceremony at the end of each semester.

Principal's Medallion / George Kastner Award (Top G.P.A.)

Top GPA 4.0 is presented yearly to eighth grade students with 4.0 Grade Point Averages for the first three (3) semesters and the twelve-week progress report of the second semester of their eighth-grade year. Students will receive the award at the end of the year at the Principal's Award Ceremony.

The Principal's Medallion Award is presented yearly to eighth grade students at the Principal's Award Ceremony. The award is given to those students with a total grade point average for the seventh and eighth grade years of 3.9 through 3.99 for the first three (3) semesters and the twelve-week progress report of the second semester of their eighth-grade year.

*****Students who qualify will receive one of the two awards.**

Perfect Attendance Award is presented yearly to both 7th and 8th grade students who have zero tardy occurrences and zero absences throughout the entire year.

Commitment to Success

The Commitment to Success Award is presented to students at the end of each semester that demonstrates academic or personal growth at Kastner. These students may be nominated by any of their teachers due to their exemplary efforts.

The James S. Fugman Award

This award, given annually in the name of Kastner's founding principal and is presented to Kastner 8th grade student(s) who best exemplify the Thunderbird Spirit. Through hard work and dedication, the Fugman Award Winner exceeds all expectations both in the curricular and co-curricular activities at Kastner Intermediate School. This award represents the finest Kastner has to offer and perpetuates the goals and standards originally set forth by Dr. Fugman. The award is presented at the end of the year Principal's Award Ceremony.

Character Counts - Pillar Student of the Month

Each month teachers select a student from their classes who exemplifies our school mission, "to be the best you can be" and the six pillars of Character COUNTS! Recognized as "Students of the Month," these students are honored at a luncheon. Teachers prepare a short speech to be presented at the luncheon. Parents of honorees are invited to join their child and administrators on this special occasion.

The Thunderbird Award

The educational program of Kastner Intermediate School is rooted in the Sparthenian Concept of the total child - mind, body, and spirit. Our school plays an important role in preparing students to lead successful and happy lives. This entails much more than merely teaching skills and imparting knowledge. Kastner Intermediate School provides a wide range of experiences for students and a framework within which their attitudes toward themselves and their environment can take shape. In essence, school is a laboratory, where students should assume a variety of roles and engage in diverse experiences in order to explore and develop the many facets of their unique personalities and talents. A student, who has had a broad base of participation in school activities and who has learned how to participate in a variety of settings, will have a better understanding of his/her interests and abilities.

The **THUNDERBIRD AWARD** is a tribute to those students at Kastner Intermediate School, whose involvement reflects the spirit of the Clovis Sparthenian. The **THUNDERBIRD AWARD** is the most significant award a student may earn at Kastner Intermediate School. This honor is available to seventh and eighth grade students and is awarded in June at the Principal's Awards Reception.

The criteria for earning this award reflect a broad base of participation, achievement and service. To earn the **THUNDERBIRD AWARD**, a student must accrue a minimum of points in four distinct categories:

- **STUDENT ACHIEVEMENT** – Scholarship and Proficiencies
- **MIND** - Co-Curricular
- **BODY** - Fitness, Athletics, Attendance and Citizenship
- **SPIRIT** – School and Community Service

The purpose of this award is to recognize these well-rounded individuals who exemplify the qualities that Kastner Intermediate School hopes to foster in all of its students: (1) the desire for self-improvement, (2) dedication and commitment in reaching for goals, (3) concern for and service to others, and (4) the willingness to be a positive role model to others.

A student need not be a “superstar” to earn this award; however, he/she must be one who is an active and enthusiastic participant in the activities of the school, engaged in the pursuit of excellence and has met certain standards of citizenship, achievement and performance. Individuals earning this prestigious award will receive a Thunderbird Medallion presented at the Principal’s Academic Awards Reception in June. Applications with instructions on how to achieve this award will be issued to the students during the month of September.

It is our hope that many students will actively pursue this award, making it a part of their planning for their total school experience. Whether or not the student actually receives the award, striving for it will hopefully enrich and enhance his/her educational foundation.

More specific information about the registration process and timelines will be made available at the beginning of the School Year through the Thunderbird Award Handbook distributed in each child’s AB class.

Award Ceremonies

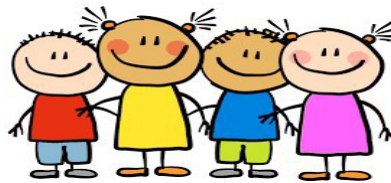
At the end of each semester an awards ceremony will be conducted during the school day for all students receiving 4.0 GPA for that semester. Our year-end awards will be presented at our evening Principal's Academic Awards Ceremony. At this ceremony 8th grade students who have earned a George Kastner (Top GPA 4.0) or Principal's Medallion (3.90-3.99), and California Junior Scholarship Federation (CJSF) honors will be recognized. In addition, the most coveted award at Kastner, the Thunderbird Award, representing a commitment to Mind, Body and Spirit, will be awarded to both 7th and 8th grade students.

At the end of each sport season an evening **Athletic Awards Ceremony** will be held to recognize individual and team achievement in inter-scholastic sports.

We ask that all parents and students attending these ceremonies remain throughout the ceremony in respect to all students being honored.

**** PLEASE BE AWARE THAT THE 2006-2007 SCHOOL YEAR WAS THE LAST YEAR THAT INTERMEDIATE SCHOOLS IN CLOVIS UNIFIED CONDUCTED FORMAL 8TH GRADE APPRECIATION CEREMONIES.**

WITH THE OPENING OF THE FIFTH HIGH SCHOOL AND INTERMEDIATE SCHOOL, THE DISTRICT WILL ONLY HAVE THE PHYSICAL RESOURCES AND THE REQUIRED NUMBER OF PERSONNEL TO BE ABLE TO STAGE FIVE COMPREHENSIVE HIGH SCHOOL, GATEWAY AND ADULT SCHOOL GRADUATIONS. THE ADDITION OF TWO MORE CUSD SECONDARY SCHOOLS WILL REQUIRE THE DISTRICT TO CONCENTRATE TIME AND RESOURCES ON HIGH SCHOOL CEREMONIES.



HEALTH OFFICE LOCATION/AVAILABILITY

- The Health Office is located in the Main Administration Building and is staffed by Mee Yang-Vu, RN, School Nurse and Amy Powers, LVN.
- The Health Office is open Monday–Friday 7:30 am to 3:00 pm (occasionally the office may be closed).
- All students coming to the Health Office must have a pass from their teacher. Students may come to the Health Office at break and lunch time without a pass.
- Students leaving the school campus due to illness or injury must be signed out in the Health Office by an authorized person on their student authorization list in Zangle.
- The school LVN or Office Manager may cover the Health Office when the School Nurse is out.

EMERGENCY CONTACT INFORMATION (IMPORTANT)

- **Emergency contact information must be updated with current home, work and cell numbers.**

- Please provide names and updated phone number of relatives or friends to call if we cannot reach the parent/guardian.
- When traveling out of town, please make sure someone on the Emergency Contact list may be reached.
- A **PARENT OR LEGAL GUARDIAN** must sign by electronic signature in PARENT CONNECT the authorization allowing the school to seek emergency treatment (if the parent or guardian is not available). This signature also allows the school to give information to emergency medical services and teachers. Any questions or concerns please call the school nurse at 327-2780.



FIRST AID, ILLNESS AND INJURIES

- Parents will be contacted for injuries of a serious nature or if a student is too ill to remain at school.
- Injuries which occur at home should be cared for at home however, the school nurse is always happy to consult with parents regarding health problems or injuries.
- After an extended illness or injury the student should follow up with the school nurse.
- If your child has ONE of the following, he/she should be kept at home:
 - A. Illness that affects your child's ability to participate in class.
 - B. Vomiting and/or diarrhea in the past 24 hours.
 - C. Fever of 100.0 or greater within the last 24 hours: Student must be fever free for 24 hours without the use of fever reducing medications (Tylenol, Advil, etc.) before returning to school.
 - D. Initiation of antibiotics within the past 24 hours.



CONTAGIOUS DISEASE POLICY

Clovis Unified School District follows California Education Code guidelines for students with infectious or contagious disease. Kastner asks parents/guardians' cooperation in keeping students out of school and school activities if there is reason to believe he/she has a contagious disease (See CUSD: Student and Parent rights and Responsibilities for policies and regulations.)

Upon return to school after any extended illness or communicable disease the student should follow up with the school nurse.

IMMUNIZATIONS (NO SHOTS, NO ADMITTANCE)

All students entering CUSD must meet all current California Immunizations requirements for school. Required Immunizations for Intermediate School:

- Diphtheria, Tetanus, and Pertussis (DTap, DTP, DT, Tdap or Td) - 4 doses
(3 doses OK if last dose was given on or after 2nd birthday)
- Polio (OPV or IPV) - 4 doses
(3 doses OK if one was given on or after 2nd birthday)
- Measles, Mumps and Rubella (MMR) - 1 dose
(2 doses required at 7th grade)
- Varicella (chicken pox)
(2 doses required)
- Tetanus, Diphtheria and Pertussis (Tdap) – 1 dose at 7th grade or out-of-state transfer admission at 8th – 12th grades
(1 dose on or after the 7th birthday)

Tuberculosis Screening (Mantoux/PPD) is required for all students entering school in CUSD if they are from out of the country or have been out of the country for the past 3 months.

MEDICATIONS

- **ALL** medications (even over the counter medications including Tylenol, Advil, Ibuprofen, Midol, etc) must be accompanied by a physician's written statement and checked in through the health office. **Students allowed to carry an inhaler and EPI-PENS must have written authorization from a physician.** The California Education Code Section 49423 and Clovis Unified School District require the prescription and over the counter medication to be taken during the school day must be presented with:
 1. Written statement from the physician detailing the name of the medication, amount, method and time schedules by which medication is to be taken.
 2. **Written** statement from the **parent or guardian** indicating their desire for the school to assist the pupil in the matters set forth in the physician's statement.
 3. Medication must be **clearly labeled** and sent to the school in the original container from the pharmacy.
 4. Medication will be kept in the Health Office unless otherwise directed by the physician.

The **Medication at School** Form is available on the CUSD website under Parents>Forms>See Form Downloads: Medication at School. It is also available on the Kastner website under 'Health Services'. Medication at School forms expire at the end of the school year unless otherwise indicated by the physician. **NO MEDICATIONS WILL BE GIVEN AT SCHOOL UNLESS ALL REQUIREMENTS ARE MET.** The Health Office does not keep medication for general student use.

Medication for Off-Campus Activities (field trips, out of town performances, etc.) require additional authorization. Please see nurse at least two weeks before the event.

SCREENING PROGRAMS

Hearing and vision screening (Ed Code 49452) will be conducted during the fall semester. All 8th grade students, students new to the district and other selected 7th grade students will be screened as needed. Parents/Guardians may exempt their child from screenings by submitting a written request to the school nurse.

SPECIAL HEALTH NEEDS

If your child has special needs (diabetes, asthma, seizure disorder, severe allergies, etc.) chronic illness or physical limitations, please contact the School Nurse before the first week of school. The Special Meals Request form is in the Registration Packet if your student needs meal accommodations at school due to a medical diagnosis.



A WORD ABOUT ASTHMA

With a proper treatment plan most students with asthma should be able to fully participate in P.E. and team sports. Compliance to a treatment plan, as prescribed by the physician, is what makes students successful. In talking with physicians who are successful with asthma management, if the inhaler is used properly before P.E. most student should be able to perform normally. There are certain times of the year that self-paced P.E. is indicated.

PE Excuses

PE excuses written by a health care provider should be brought to the health office by the student or parent. If a student is excused from PE by their doctor for longer than 2 weeks, they will be placed in Medical PE.

Crutches, wheelchairs and other devices require a doctor's prescription indicating directions for use and that the student has been educated to use the device

Parent notes excusing their child from PE are to go directly to the PE teacher. Parents may excuse their child for up to three days in a 12-week grading period.



Vision & Hearing Screenings

Screening programs are mandated by the State of California and are usually scheduled in the Fall. Parents will be notified if there is any indication that further evaluation may be necessary. Parents may choose not to have their child screened by sending a written refusal to the nurse.

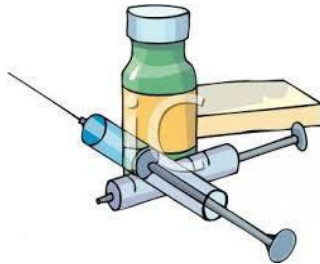
All 8th grade students, students new to CUSD, and other selected 7th grade students will have their vision and hearing screened by a credentialed school nurse.



Immunization Requirements

In accordance with California State Immunization Requirements, students will not be admitted to school without proof of having the required immunizations. The required immunizations include polio, DTP, MMR, Hepatitis B, and varicella.

The State of California now requires **ALL** students entering 7th grade provide proof of a Tdap (whooping cough) booster shot and two Varicella (chickenpox) shots before school begins in August. Students without the required shots will not be allowed to attend school until they are received.



P.E. Inhaler Policy

Medical orders for inhalers must be turned in to the nurse. (See handbook for educational code regarding medications at school). At that time, students may receive clearance to carry their inhaler from the school nurse. The physician must indicate, "May carry."

Self –pace will mean starting the activity normally, and then, self-pacing if they need to. If students need to self-pace frequently, parents will be notified so they may return to the doctor for evaluation.

Seizure Diagnosis /Swimming

It is district policy that students with diagnosed seizure disorders must have annual: 1) written physician's permission, and 2) written parental/guardian request to participate in any school swimming program. Forms are available in the Nurse's Office.

AUXILIARY SERVICES

Library Media Teacher/Tech

Kastner's Library Media Tech provides leadership through the school Library Media Center (LMC) in the form of cooperative partnerships with staff members. Classroom teachers and the Library Media Tech cooperate as teaching partners so that the library media center is used as an extension of the classroom. The goal of this program is to assist students in becoming informed decision makers and life-long learners.

Classes are scheduled into the library on a flexible basis in order to facilitate this cooperative program. Individual students must have library passes to gain entrance into the LMC.

Students will be issued library patron numbers which will be located on the back of their Student I.D. Cards. They must have their I.D. cards with them in order to checkout material from the Library Media Center.

School Psychologist

The Kastner School Psychologist is on campus 4 days a week. The psychologist is available to provide testing and psychological information beyond the scope of the classroom teacher. In addition, the psychologist plays a counseling role to parents and students and provides assistance to teachers in the implementation of effective teaching strategies for individual students exhibiting learning and/or behavioral difficulties. All psychological testing requires parent permission.

Speech and Language Specialist

Our speech and language specialist works with students who are in need of specialized remedial and developmental instruction in language proficiency, primarily speaking and hearing. In addition, she serves in an advisory capacity to teachers in the area of language development and is a member of the School Assessment Team.

Special Education / Resource Specialist Services

Kastner has a comprehensive Special Education Program. RSP classes and a Special Day class meet on campus five days a week. The RSP teachers are on campus five days a week and are trained as classroom teachers with special certification in special education and learning disabilities. Our resource specialists provide specific prescriptive instruction in academic areas to students who have been certified as requiring such instruction. They also play an active role as a resource to teachers in designing and implementing teaching strategies for students with learning difficulties.

Clovis Support and Intervention

The Clovis Support and Intervention program (C.S.I.) is designed to support any student whose behavior, circumstances, or environment disrupts or is counter-productive to successful performance in school, either academically or socially. Students can be referred to the school psychologist by a staff member, parent, peer, an agency, or by self-referral. The support provided by the program includes one-to-one counseling, group counseling, establishment of maintenance and/or after-care support groups, parent education, and school staff and student in-service dealing with problems affecting classroom performance. The school psychologist works very closely with other support staff to provide a program to benefit the needs of the students.

Student Study Team

Students who show signs of low achievement, learning disabilities or emotional difficulties may be referred by the teacher (or the parent through the teacher) to Kastner's SST Coordinator in the Strike Cluster Office. Parents may initiate the process by contacting their child's teacher(s). Members of the Student Study Team include the student's Learning Director and/or Guidance Instructional Specialist, a representative of the special education staff, the parent, and the student's other teachers. The goal of the team is to ascertain what steps might be taken to better meet the referred student's learning needs.

Kastner School Site SARB

The purpose of the School Attendance Review Board (S.A.R.B.) is to monitor and make recommendations concerning students who have severe attendance problems. The committee is composed of the Thunder Cluster administrator, teachers, parents and community members. The goal of S.A.R.B. is to get students with attendance problems back in school on a regular and consistent basis.

Peer Counseling

Peer Counseling at Kastner is an informal process in which parties come together with the help of a neutral party (trained student peer counselors) to resolve their differences. Peer counselors are usually students in grades 7-8, who have been trained for 8-10 hours in communication/conflict resolution. They assist the parties in reaching a mutually beneficial settlement. The process helps both parties understand and appreciate the other party's concerns and interests. Peer counselors demonstrate a skill of neutrality, confidentiality, and a dedication to the best interests of each party.

Counselors help build bridges, find some common ground and work towards agreement. Peer counselors operate independently of discipline programs and is coached by program mentors (comprised of the School Psychologist and Peer Counseling Teacher). Peer Counseling contributes to Kastner's goal of maintaining a safe school environment.

Yearly Counseling Goals

7th Grade

- A. multiple visits to all feeder elementary school to discuss course options and Kastner Co-Curricular option
- B. Three Parent Orientation Nights regarding Kastner courses, co-curricular, policies and procedures
- C. One on one registration for classes at elementary schools
- D. Establishment of a six-year educational and career plan through Xello.
- E. Academic counseling through-out the year for student who are earning D's or F's in their courses at Kastner
- F. Pre-registration for 8th grade

8th Grade

- A. One on one registration for classes and summer session
- B. Academic counseling through-out the year for student who are earning D's or F's in their courses at Kastner.
- C. PSAT available
- D. Continual monitoring of Kastner Student's 6-year plan through Career Cruising
- E. Pre-registration for high school, which includes parent registration night.



CLOVIS UNIFIED STUDENT CALENDAR 2023-2024

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29*	30
October 2023						
Su	M	Tu	W	Th	F	Sa
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15	16	17	18	19	20#	21
22	23	24	25	26	27	28
29	30	31				
November 2023						
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26	27	28	29	30		
December 2023						
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17	18	19	20	21*	22	23
24	25	26	27	28	29	30
31						

IMPORTANT DATES						
<u>School Starts</u>						
Aug 21						
<u>School Ends</u>						
Jun 7						
<u>Elem Conference Day</u>						
(No school for elementary students)						
Oct 27						
<u>Grading Period *</u>						
Sept 29						
Nov 10						
Dec 21						
Feb 23						
April 19						
June 7						
<u>End of Quarter #</u>						
(Elementary Only)						
Oct 20						
Jan 19						
April 5						
June 7						
HOLIDAYS						
Jul 4 - Independence Day						
Sept 4 - Labor Day						
Nov 10 - Veterans Day						
Nov 20 - 24 - Thanksgiving Break						
Dec 25 - Jan 5 - Winter Break						
Jan 1 - New Year Holiday						
Jan 15 - Martin Luther King Day						
Feb 12 - Lincoln's Birthday						
Feb 19 - Washington's Birthday						
Mar 25 - Apr 1 - Spring Break						
May 27 - Memorial Day						
June 19 - Juneteenth						
No School						
December 22						
January 8						
Every Wednesday						
90-minute early dismissal for						
Elementary students only						

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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28	29	30	31			
February 2024						
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25	26	27	28	29		
March 2024						
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31						
April 2024						
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14	15	16	17	18	19*	20
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28	29	30				
May 2024						
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19	20	21	22	23	24	25
26	27	28	29	30	31	
June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7*#	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Kastner Intermediate School

7676 N. First Street Fresno, California 93720

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