

Shelly Baird School

Student Handbook 2021-2022



Soaring towards success and independence

*Shelly Baird School
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Welcome to the 2021-2022 School Year!

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Table of Contents

Welcome Mission/Vision Statement, Values and Beliefs Accident Report
Attendance Procedures School Hours
Early Dismissal Illness
Truancy Change of Address
Child Protective Services Complaints
Disaster Drills Discipline
Racism
Sexual Harassment Suspension/Expulsion
Dress Code
Extended School Year Program
IEP Meetings and Parent Conferences
Immunization Requirements Lice
Medication at School Medi-Cal LEA Report
Cards
School Lunch Program School Treat Policy
Special Olympic Kings County Support Services
Telephone Calls Transportation
Student Conduct on School Bus Foggy Day Schedule
Visitors Appendix
School Calendar Satellite Campuses



Vision Statement

The vision of Shelly Baird School is to provide each student with the opportunity to reach his/her full potential for a rich and productive future and turn challenges into accomplishments by providing each student with an individual program of instruction, which promotes maximum development.

Mission Statement

The mission of Shelly Baird School is to have a comprehensive program of such quality as to be recognized by the State of California as exemplary.

Program Goals

1. Students will be as self-sufficient as possible in their home, school, workplace and community.
2. There will be improved communication and involvement among regular education, special education, parents, students, administrators, and community agency personnel.
3. There will be a positive, supportive environment in which students and staff can work and learn on a daily basis.

Fundamental Values and Beliefs

- Respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another and strive never to diminish another by our conduct or our attitudes.
- School should be student-centered
- Educational programs should be individualized
- Community based instruction should occur within the student's community
- Parental/Family involvement is essential to facilitate student progress
- School should provide a variety of educational opportunities in a variety of settings
- School staff should have a positive attitude, make allowances for differences, and encourage individuality and creativity

ACCIDENT REPORT

Injuries that occur on school grounds or during school sponsored activities will be reported to the school office and the health office immediately to determine the extent of the injury and the course of action. An accident report will be completed and parent/guardian will be informed of all injuries requiring attention.

ATTENDANCE PROCEDURES

School Schedule:

Shelly Baird School: Students should not arrive at school before 8:15 a.m. Once a student arrives on campus, he/she may not leave campus without following the proper check out procedure in the office.

Highland Center Preschool Classrooms: Students should not arrive at school before 8:15 a.m.

Satellite Classrooms: Satellite campus classrooms align as closely as possible with the daily schedule of the host campus. Classroom teachers for those classrooms will notify students and parents of the campus policy. Students should be dropped off at Satellite Campuses before the start of the school day, but no sooner than 15 minutes prior to the start of the school day. Once the school day starts, parents will need to go through the school campus office. The school office staff will contact the teacher and if needed, a staff member will go to the office to get the student.

School Hours:

Shelly Baird School K-12+: School will start at 8:30 a.m. and dismissal will be at 2:00 p.m. for Kindergarten through third grade students and at 3:00 p.m. for students in fourth grade and above.

Satellite Campuses: Please see the individualized schedule for your campus classroom provided by the teacher.

Preschool Classes: Please see the individualized schedule for your child's classroom provided by the teacher.

Early Dismissal:

Every Wednesday is an early dismissal day for all programs serving Kindergarten through age 22. All classes will be dismissed two (2) hours earlier than the regularly scheduled times on Wednesday.

The purpose of Early Dismissal is to provide ongoing professional development for all staff as well as time to collaborate with instructional assistants and service providers such as Speech Therapists, Physical Therapists, School Psychologists, Educational Specialists, Adapted Physical Education Teachers, and Integration Teachers.

See the school calendar for any additional early out days.

Absences:

California State education law requires that all children attend school regularly. Making sure that they are present each day is the parent's responsibility. However, the importance of school attendance goes beyond meeting the letter of the law. In order for our students to make meaningful progress towards their IEP goals, they need to be participating in school every day.

Parents should also be aware that our funding from the Federal and State government is directly tied to our attendance data, so student absences will result in less money coming in to serve our students.

Per state law, absences for the following reasons are the only excused absences:

- Illness or injury
- Quarantine
- Medical appointments related to physical needs
- Attendance at a funeral for a member of one's immediate family
- Exclusion due to immunization requirements (5 day limit)
- Absence due to participation in religious instruction or religious exercises conducted away from school, when verified by note from the parent.

All other absences are unexcused. It is our school policy and responsibility to verify all absences. Please call the school by 8:00 am to report if your child will be absent.

Truancy:

A student who is absent from school without a valid excuse for three days, or who is tardy in excess of 30 minutes on each of more than three days in one school year, is truant and will be reported to the office for a referral to the School Attendance Review Board.

In California, the law requires that children between the ages of six (6) and 18 attend school or classes full-time. Students are expected to attend school regularly and be on time. It also mandates that parents or guardians send the child to school.

An initial truancy is defined as three (3) unexcused absences from a full-time or continuation school within a single school year, and/or tardy for more than a 30 minute period without excuse; or any combination thereof. (Education Code 48260).

The School Attendance Review Board (SARB) is a group that may include parents, educators, and representatives from probation, human services, law enforcement and the community. This board becomes involved after the school has made a maximum effort to resolve a student's school attendance (truancy) problem.

When the school refers the student to the SARB Board the parent and student will be required to meet with the board in order to resolve the attendance issues. Penalties for parents who fail to comply with the directives of SARB can range from \$400 for a first conviction, \$1000 for a second conviction, \$2000 for a third and possible jail time for a fourth conviction.

ILLNESS

A student who is ill should remain at home for a more rapid recovery and to prevent the spread of any communicable infections to other students. If a student becomes ill at school, the student will be referred to the health office. At that time, the health staff or school administrators will decide whether to keep the student at school or have parents/guardians pick them up from school.

The health staff may send students home from school according to individual symptoms and situations. The following symptoms will be taken into consideration: Temperature over 100.4 degrees and exhibiting other symptoms; nausea/vomiting; diarrhea; uncontrolled asthma; trauma determined to need medical evaluation; communicable disease symptoms; seizure activity; and acute pain related to presenting problem.

If a student has any of the following symptoms or complaints while at home, the student should not come to school: sore throat stomach ache

sneezing and runny nose with green/yellow drainage

rash with fever

cough

fever (over 100 degrees)

diarrhea

earache or ear drainage

headache

red eyes with or without

drainage

nausea or vomiting

“feeling sick”

uncontrolled asthma

If a student has seasonal allergies that include some of the above symptoms, parents should send him/her to school with a note from their doctor indicating they have allergies or allergy symptoms.

Parents should contact the school office if a child is not attending school due to a serious illness or hospitalization, including surgery. A medical release is required prior to

returning to school. If a student has been diagnosed with a communicable disease, please notify the health office. A medical release is needed before the

student may return to school for any reason listed above.

Checking Your Child Out of School

If you find it necessary to check your child out of school during school hours, you should report to the office to sign him/her out. This should only be done if the child is sick/injured, has a medical appointment, or a family emergency. The student will ONLY be released to those adults whose names appear on the Emergency Contact Card as authorized by parents. Those adults need to be prepared to present a form of identification such as a Driver's License.

Please note: If you are bringing or picking up your child it is imperative that you sign in and indicate this on the roster. Identification may be required if

office staff is unfamiliar with parents/guardians. This is for your student's protection.

CHANGE OF ADDRESS

Please notify the office of any change of address, telephone number, or plans to withdraw from school. It is very important that we have a telephone number where parents may be reached in the event of an emergency. If you are moving, please give the office your new address and new school so we can forward your student's school records.

CHILD PROTECTIVE SERVICES

All school staff are mandated to report any signs of suspected child abuse. School personnel will make reports to child protective services and/or the law enforcement agency assigned to the student's residence.

COMPLAINTS

Complaints against school employees should be directed to the administrator over your child's program. Appointments can be made by calling the school Secretary. For additional information, please refer to your Parent's Annual Notification and *Kings County Office of Education's Uniform Complaint Procedures Brochure*.

DISASTER DRILLS

All campuses have a comprehensive Safe Schools Plan, which involves many different types of disaster drills throughout the school year. It is important to practice these emergency plans so that all school personnel, staff, and students are thoroughly familiar with them. It is our goal to minimize potential injuries in the event of a major disaster.

DISCIPLINE

Research shows that involved and supportive parents positively affect student behavior and learning. Administrators and teachers make every attempt to solicit the support and cooperation of parents at the first signs of inappropriate behavior patterns.

Student Conduct

The foundation for our plan comes from PBIS (Positive Behavioral Interventions and Supports) It is designed to help students achieve the following school goals:

- Every student has the right to feel safe at school.
 - Behavior problems must not interfere with students' right to learn.
- Parents and school staff will work together to teach students to make good choices and to take responsibility for their actions The SOAR acronym is based on our school motto and school mascot. It is designed to help our students and staff remember our priorities:

SOAR to Success and Independence!

S = Safety and Self Control

O = Opportunities

A = Act Responsibly

R = Respect

Under the PBIS foundation, each classroom employs a system of progressive rewards and consequences. Positive and negative consequences are selected to change behavior – and to meet the criteria of being reasonable, respectful, and related to the student's behavior.

Any behavior that may create a safety concern, distract from the educational process, or cause a disturbance in the school learning environment will not be allowed.

School rules apply at school, going to and from school, on the bus, and at any event where Shelly Baird School is represented (regardless of location).

School administrators reserve the right to determine and enforce appropriate behavior at school. Students not demonstrating responsible behavior will be guided and supported to correct the behavior. Consequences may be assigned to assist in this process.

Some consequences used may be:

Verbal warning/counseling, Time out to reflect, Phone call or communication note to parent on classroom behavior concern, Verbal or written apology, Loss of privileges which may include participation in activities and/or classroom privileges, Special tasks assigned to help rectify a problem created by student's behavior (ie., clean up the mess made), Parent conference with teacher and student.

Students may be suspended or expelled only when other means of correction fail to improve conduct. Pupils may be suspended upon first offense for the following (E.C. 48900):

- (a) Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense.**
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.**
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.**
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.**
- (e) Committed or attempted to commit robbery or extortion.**
- (f) Caused or attempted to cause damage to school property or private property.**
- (g) Stole or attempted to steal school property or private property.**
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars,**

clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties (Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion).

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

(m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

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

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

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

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying

Upon recommendation by the Program Director or Principal, the Superintendent may order a student expelled upon committing any of the above offenses and either of the following:

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

It is the policy of the Kings County Office of Education to require payment from parents whose children intentionally or carelessly damage or destroy school property. Students who are apprehended in an act of vandalism that does not cause permanent damage will be expected to perform acts of restitution appropriate to the offense.

BULLYING

The County Office prohibits discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics described in section 422.55 of the Penal Code and Section 220, and mental or physical disability, gender, gender identity, gender expression, national origin, race or ethnic group identification, religion, age, ancestry, color, sex or sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. This applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent of the County Office.

AB 1156 amends Education Code section 48900, subdivision (r), to define “bullying” as:

Severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property;

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health;

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance; or

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously. School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7-Sexual Harassment.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed. (BS/SP 5131.2)

To the extent possible, Kings County Office of Education's strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of County Office and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

RACISM/DISCRIMINATION

No ethnic teasing or slurs or derogatory language related to a person's race, religion, or ethnic origin will be tolerated. Such behavior is considered a serious offense and will be dealt with accordingly by school staff and administration. For further information, please refer to your Parent's Annual Notification and *Kings County Office of Education's Uniform Complaint Procedures Brochure*.

SEXUAL HARASSMENT

Students have the right to attend school in an environment free of embarrassing comments, teasing, or unwanted touching. The law strictly prohibits sexual harassment. Some examples of sexual harassment may include:

Unwanted touching or blocking movements, Leering, sexual slurs, or verbal abuse, Sexual gestures, Displaying sexually suggestive objects or pictures, Making derogatory comments or "off-color" jokes, Suggestive or obscene letters, notes, or invitations, Graphic verbal comments about an individual's body, or overly personal conversation.

For further information, please refer to the *Kings County Office of Education's Uniform Complaint Procedures Brochure*.

DRESS CODE

The following apparel shall not be allowed at school:

1. Hats, caps and other head coverings (such as handkerchiefs) are not allowed to be worn in classrooms and are subject to confiscation. Head coverings may be worn for outside activities if needed for sun protection.
2. Shoes must be worn at all times.
3. Sunglasses shall not be worn inside buildings.
4. Clothing and jewelry with lettering, drawings, and insignias that are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice, gang activities, or the use of drugs, alcohol, or tobacco, shall not be worn.
5. Underwear-type clothing, tank tops, tube tops, halter tops, bare midriffs, off-the-shoulder tops, see-through or fish-net tops and clothing deemed immodest by school personnel are prohibited.
6. Pants and shorts must be fitted at the waist; no more than one size too large or too small and must cover underwear. Pants must be hemmed to be worn at least one inch off of the ground when a student is standing. Pants may not have holes, rips or tears. Pants which are intentionally manufactured to be overly large or excessively tight are not permitted, regardless of the waist size.
7. Dresses, skirts and shorts must be no shorter than mid-thigh.
8. Attire which may be used as a weapon may not be worn (i.e. heavy chains, items with spikes or studs).
9. Gang related symbols, insignias, or apparel are not allowed at school.
10. Cell phones are not allowed to be used during school hours.

All students attending a satellite classroom on a district campus are required to follow the dress code of that campus. A copy of the district dress code will be provided by your child's classroom teacher.

The Administrative Staff shall have the discretion to prohibit any student from wearing any attire that is disruptive/distracting to the classroom, school, or the safety of the students (Education Code 3529.5). Any violation of the dress code will result in:

- 1. A warning to the student. Parents will be contacted. This may mean parents will have to bring appropriate attire to school or that the student may need to borrow appropriate attire from the school for the day.**
- 2. Continual infractions will be dealt with following our progressive discipline system.**

EXTENDED SCHOOL YEAR PROGRAM **(ESY)**

An extended school year program is offered each summer in accordance with CA Education Code and individual student IEP.

IEP MEETINGS and PARENT **CONFERENCES**

Annual IEP (Individualized Education Program) meetings are scheduled throughout the school year based on the date of the student's previous year's IEP meeting. Parents will be contacted by your child's teacher/IEP case manager two to four (2-4) weeks in advance to schedule the meeting. Amendment IEP meetings will be held as needed between annual IEP meetings. In preparation for any IEP meeting, or to monitor progress throughout the year, a representative from your child's district of residence may come in to the class to observe your child in order to be prepared to participate in the IEP meeting and make an offer of a Free and Appropriate Public Education for your child. Other conferences may be scheduled on an "as needed" basis throughout the year by contacting your child's classroom teacher/IEP case manager.

IMMUNIZATION REQUIREMENTS

To enter or transfer into schools (grades kindergarten through 12), students under age 18 years must have: Polio - 4 doses.....or 3 doses are enough if at least one was given on or after:

- the 4th birthday for children aged 4-6 years
- the 2nd birthday for children aged 7 years and older

Diphtheria, Tetanus, and Pertussis - 5 doses (4 doses are enough for children aged 4-6 years if at least one dose was given on or after the 4th birthday. After the 7th birthday, 4 doses at any age, but 3 doses are enough if at least one dose was given on or after the 2nd birthday)

Measles, Rubella, Mumps - 2 doses on or after 1st birthday, Hepatitis B - 3 doses, Varicella – 1 dose (2 doses are needed if immunized on or after the 13th birthday)

Preschool aged students must have:

Polio – 3 doses, DTP – 4 doses, Hepatitis B – 3 doses, Hib – 1 dose given on or after 1st birthday (required only for children up to age 4 years, 6 months), MMR – 1 dose given on or after 1st birthday; Varicella - 1st dose given on or after 15 months, and Tuberculosis - Mantoux Test (PPD) given and read upon enrollment to any California school within the past 6 months.

1st grade students must have:

1st grade physical, Polio - 4 doses, DTP – 5 doses, MMR – 2 doses, and Hep B – 3 doses, Varicella - 2 doses

7th grade students must have: 3 doses of Hepatitis, 2 MMR, Tdap - 1 dose on or after 4th birthday, Varicella - 2 doses

These are roughly the minimum acceptable doses required by state law. Please check with your physician or Health Department. Students who do not meet these requirements will be referred to their physicians or local health department to bring their immunizations up to date and may not be allowed to attend school until they show proof of immunizations.

All students must meet the above requirements before the first day of the school year. Students who do not meet these requirements will be excluded until requirements have been cleared by health staff.

LICE

According to policy #5500, it is the policy of the Kings County Office of Education that in order to effectively control the outbreak of lice in school age children, students in classes operated by the Kings County Office of Education are to be excluded from school because of lice infestation and return to school after treatment with an effective pediculocide and removal of all live nits. Please bring your child to Shelly Baird School to be checked by the health staff before they return to school. Transportation will be notified, and clearance will be needed to resume bus pickup. Satellite classrooms should also adhere to and be aware of the policy of the district.

MEDICATION AT SCHOOL

Parent and Guardian Responsibilities:

1. Talk to your student's doctor about making a medicine schedule so that your child does not have to take medicine while at school.
2. If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (EC Section 49480).

3. If your child must take medicine while at school, provide the school nurse a written note from your student's doctor or other health care provider licensed in the State of California. The physician's written authorization must include the student's name, when, how, and amount of medication to be given. This includes such items as over-the-counter medications, liquid nutritional supplements, and ointments. Without the written medication note signed from a doctor and a parent, and the matching medication labeled container; the school cannot allow the student to take the medication. Parents are welcome to come to school to administer medications as necessary.
4. As parent or guardian, you must supply the school with all medicine your child must take during the school day. You or another adult must deliver the medicine to school.
5. All medication must be counted with health staff, and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the medicine log.
6. Each medicine your child is to be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your student's name, doctor's name, name of the medicine, and instructions for when to take the medicine, and how much to take. The medication authorization and the prescription label must match.
7. Pick up all discontinued, outdated, and/or unused medicine before the end of the school year. Medication cannot be transported on the school bus without the written physician's authorization allowing the student to carry medication such as an inhaler. Any medication not picked up at the end of the school year will be discarded.
8. If possible, ensure that medication brought to school will not expire during the school year. Expired medication cannot be used.
9. A new medication order is needed at the beginning of each school year. Orders are good only for the school year and ESY in which they were signed and dated by a physician.

Medi-Cal / LEA

On February 14, 2013, the Department posted regulations that change the requirements in 34 CFR 300.154(d) related to parental consent to access public benefits or insurance (Medi-Cal). These regulations will make it easier for school districts to access public benefits while still protecting family rights.

The Kings County Office of Education, in cooperation with the California Department of Health Services and Education, is asking to allow the District to be reimbursed with

federal Medicaid dollars for selected health services (such as hearing and vision screenings, health assessments) provided to eligible students at school.

If your child is eligible or may become eligible for public benefits (Medi-Cal reimbursed with federal Medicaid dollars for selected health services such as hearing and vision screenings, health assessments), you will be asked to authorize the District to access your student's Medi-Cal health insurance benefits for applicable services. In making the request for funding of services, the District may submit your student's name, date of birth, and primary disability (as determined in the IEP) to Leader Services, Inc. for them to submit to the state Medi-Cal program. In accessing the insurance benefits, there will be no cost to you/your family, and you have the right to withdraw your consent to disclose your student's personal information at any time without it affecting the services at school that your child

receives. **Parents will not be billed for any services provided at school including any co-pay or share of cost.**

PERSONAL HYGIENE

Parents/guardians need to supply diapers, wipes, and other necessary personal care items and bibs.

REPORT CARDS/PROGRESS REPORTS

Student progress reporting occurs four times per year. Progress reports based on student IEP goals are sent home three (3) times a year and are also provided at your child's annual IEP meeting. For students in the Behavior Zone Academy, Report Cards

are sent home four (4) times per year. Please sign the report and return it to your child's teacher to verify you have received the information. Progress Reporting periods for the 20-21 school year are:

Quarter 1 8/13/20-10/9/20, Quarter 2 10/12/20-12/18/20, Quarter 3 1/11/21-3/19/21,
Quarter 4 3/22/21-6/4/21

SCHOOL LUNCH PROGRAM

Lunch is available every school day to students at the Shelly Baird main campus in conjunction with the Hanford Elementary School District/Agency, via the National School Lunch Program. Students in Satellite classrooms may also participate in the food service program with the host satellite campus. Students may buy lunch for \$1.35 each day. (Price may vary for the satellite classrooms depending on the plan of the district they are located in) Many students are eligible for a free or reduced price (.40 cents) meal. See information below on how to find out if your child qualifies for a free or reduced meal. Students will not be ordered a school lunch if they have not arrived by 8:55 am. If your child will be late please call the office by 8:30 am to notify them that your student will be late and to order them a lunch.

How to apply: To get free or reduced priced meals, parents must complete the Application for Free and Reduced Priced Meals, (sent home the first day of school or available through our school office at any time during the year) sign it and return it to the school as soon as possible. The application cannot be approved unless it contains complete eligibility information. You will be responsible for paying the full cost of any meals your child orders until qualification for a free or reduced price is verified.

Students that are not verified through this process do need to pay the full price for any meals they order from the school. You also have the option to send your child with lunch daily if you do not want to purchase or participate in the school lunch program.

Lunches may not be "charged" on accounts with an inadequate balance. If your child's meal account is negative, you will be notified and asked to bring the payment or send your child with a meal from home. Please submit payments for meals to the school office or classroom teacher in a clearly marked envelope.

Nondiscrimination - Children who receive meal benefits are treated the same as children who pay for meals. In the U.S. Department Of Agriculture Child Feeding Programs, no child can be discriminated against because of race, sex, color, national origin, age or handicap.

Snack

We encourage you to send your child to school with a nutritious snack for the morning recess break. Please do not send candy (gum is not allowed) or sodas.

We have several students with life threatening allergies to peanuts. Even the smell of peanuts or peanut residue on a slide or swing can cause a serious reaction. As parents we can certainly identify with the worry that this situation can cause; therefore, we request that you consider options other than peanuts or products containing peanuts (such as peanut butter) as a snack or for lunch. This is one of the effective ways that we can work together to keep our children safe.

SUPPORT SERVICES

Students identified as requiring supplemental services are provided services according to the agreed upon Individualized Education Program. These services may take the form of direct designated instructional services (DIS) or as consultation services.

- **Adaptive PE Specialist – Adapt instruction in physical education.**
- **Assistive Technology – Evaluate and consult on assistive technology devices or needs.**
- **Board Certified Behavior Analyst – Provide support and guidance to instructional staff.**
- **Occupational Therapist – Evaluate, consult with teachers, work with students requiring occupational therapy.**
- **Physical Therapist – Evaluate, consult with teachers, work with students requiring physical therapy.**

- **Program Specialists** - Consult with and assist special education teachers with program planning, materials, resources, and IEP's.
- **School Nurses** - General health monitoring, Medication administration, and other specialized health care.
- **School Psychologists** - Administer initial and triennial evaluations and develop behavior plans.
- **Speech/Language Therapist** - Evaluate, consult with teachers, work with students who have speech/language disorders.
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Vision/Hearing Specialist - Consult with staff, evaluate and work directly with students who are visually and/or hearing impaired.

TELEPHONE CALLS

To avoid interruption of instruction, messages will be taken for classroom staff who will return the phone calls during their next break or at the end of the school day. Students may not use the telephone in the office for personal calls, except in cases of emergency.

TRANSPORTATION

The Kings Schools Transportation Authority provides curb to curb transportation due to the special needs of our students. Close cooperation is necessary in order for this system to be successful. It is important that your child is ready at least 15 minutes before his/her scheduled bus arrival. The bus will wait three minutes only in order to be on time for other students. Please notify MV Transportation if your child will not be riding the bus at 585-1570 (between 6:00 a.m. and 4:00 p.m.). If the bus stops at your designated pick-up for three consecutive days without your child boarding, transportation will be discontinued until you notify MV Transportation to arrange for them to begin picking up your child again. Transportation requires a 48 hour notice for changes.

Mobile Seating Devices: AR3541.2 (b)

“Mobile seating devices shall be equipped with brakes and restraining belt properly maintained by the owner of the devices” (Code of Regulations, Title 13, Section 1293).

Transportation will be discontinued unless the owner properly maintains these devices. It is the parent/guardian’s responsibility to assure that the wheelchair meets all standards set forth concerning all safety mechanisms required by law, all individual safety adaptations required by the student, and all safety policies required by the Kings County of Education.

Transportation by school bus cannot be provided if these requirements are not met:

- 1. Students shall be transported in their individual mobile seating device only.**
- 2. While being loaded, unloaded and transported, the student must be secured in the mobile seating device by restraints meeting the specifications of the law.**
- 3. Seat belts must be equipped with metal to metal connectors and push button or lift cover releases. (Velcro held restraints utilized for additional support might be used in addition to, but not in place of restraints described above. It is the parent’s responsibility to provide a seat belt, which meets the minimum safety requirements.**
- 4. Individual safety adaptations deemed necessary for additional safety and support shall be required for transportation by school bus. (Individual safety adaptation information shall be provided to the Transportation Department, as it becomes available.)**
- 5. The mobile seating device must be secured within the bus by the use of restraints (such as tie downs) to prevent the device from rotating, to prevent the device wheels from leaving the floor area in case of sudden movement, and to support the device in the event the vehicle overturns. Brakes must be locked in the “on” position while being transported.**
- 6. Tie downs shall contact the mobile wheel device on all four (4) points, spaced for most effective securement.**
- 7. Electric mobile wheel device shall be capable of being locked in gear or shall have an independent braking system capable of holding the device in place when transported on a school bus.**
- 8. Batteries used to propel the electric mobile wheel device shall be both leak and spill resistant and shall be placed in a leak resistant container. Batteries shall be secured to the mobile wheel device frame in such a manner as to prevent separation in the event of an accident.**

9. Mobile seating device brakes shall hold firmly, with no wheel movement when placed in an “on” position.

10. Routine inspection of mobile seating device will be conducted regularly by staff, supervisors and drivers.

11. Any mobile seating device, which does not meet minimum safety standards, shall not be transported.

12. Each child must wear a seat belt. If any child continually unfastens the restrain, the student will be subject to student Bus Report procedures.

The Kings Schools Transportation Authority contracts with MV Transportation to provide transportation for students attending classes operated by the Kings County Office of Education. Students must adhere to certain rules and responsibilities to protect the safety of all students and the drivers while being transported. While a minor rule infraction, such as standing up or throwing things out the window may result in a bus citation, a major rule infraction which presents a clear and

present danger to a student or others (including the bus driver in the performance of his/her duty), or a habitual refusal to comply with these rules of conduct may result in a loss of privilege.

(BP/SP 5131.1)

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation by the superintendent of schools.

Video cameras may be used on school buses to monitor student behavior while traveling to and from school and school activities. The Board and Superintendent believe that such monitoring will deter misconduct and help to ensure the safety of students and staff. Students found to be in violation of the district's bus conduct rules shall be subject to discipline in accordance with Kings County Office of Education (KCOE) policy and regulations. At the discretion of the Superintendent or designee, school bus video recordings also may be used to resolve complaints by students and/or parents/guardians and to help employees maintain discipline.

When considering the removal of a student from a school bus, every effort should be made to determine if the inappropriate bus behavior is a direct result of the student's

disability. Goals and objectives for bus behavior will be included in the IEP when appropriate.

The following rules and responsibilities apply to all students transported in school vehicles. Parents and teachers should make sure students understand these rules of conduct and the consequences of breaking the rules:

- 1. All passengers have the right to travel on the bus without the threat or fear of physical or verbal abuse.**
- 2. Passengers on a school bus have rules, policies, regulations, and laws they must comply with and responsibilities that they must meet to retain the privilege of riding to and from school and on trips.**
- 3. Passengers must cooperate with the bus driver and follow directions the first time they are given.**
- 4.**
While on the bus, boarding or leaving, passengers are under the direct supervision of the bus driver. Any violation of the bus regulations, continued disobedience, action detrimental to safety, or willful misconduct on the part of a passenger is cause for his/her being denied the privilege of riding the bus.
- 5. Never throw anything out of the bus, into the bus, or inside the bus.**
- 6. Get on and get off the bus as directed by the bus driver.**
- 7. Face forward and remain seated while riding.**
- 8. Remain buckled when placed in a seat belt.**
- 9. Keep body parts within the bus at all times.**
- 10. Roughhousing or fighting on the bus is not permitted.**
- 11. Tampering with bus equipment (including seats), defacing or damaging the bus is prohibited. (Damages will be paid by the students responsible).**
- 12. No smoking or use of tobacco or drugs while on the bus, boarding/departing or waiting at the bus stops. Eating, drinking, smoking or lighting matches is not permitted.**

13. Quiet talking is permitted on the buses. Bus drivers will determine the upper limits of acceptable volume of noise during times of stressful driving, such as fog, rain, etc. The bus drivers are directed to limit the noise on a bus in order that they may thoroughly concentrate on safe driving of the vehicle. Use of profane language or gestures shall not be permitted. Passengers are expected to take care of the bus and avoid accidental or intentional defacing of the buses.
14. Emergency exits are to be used only for the EMERGENCY EVACUATION of the bus.
15. Any clothing, items, substance, material, or device prohibited at school is not allowed on school buses.
16. Keep aisles clear: Books, bags, lunches, ice chests and sleeping bags etc. are tripping hazards and can block the way in an emergency.
17. Live or dead animals, insects and reptiles are not permitted on the bus. Guide and signal dogs are accepted.
18. Hazardous materials are not allowed on school buses. "Hazardous material" is any substance, materials, or device posing an unreasonable risk to health, safety, or property during transportation. Hazardous materials include but are not limited to the following: glass items/containers, skateboards, roller skates/blades, large musical instruments, large bulky items. (Students/teachers should arrange for alternate transportation for such items.) Cleats and/or spikes must be removed before entering the bus.
19. Inappropriate sexual gestures or touching is prohibited.
20. Any action presenting a danger to students, the driver, or the safe operation of the vehicle is not permitted.

TRANSPORTATION - FOGGY DAY PLAN

In the winter months each year, the San Joaquin Valley is susceptible to intense fog conditions. During these months, the Special Education Department implements a foggy day schedule on a day-to-day basis, depending on conditions. Due to the vast area of Kings County, it may be clear in some areas, while others within the county are completely “fogged-in”. On foggy or rainy days the bus may run late due to conditions. Please be patient, the schools will be notified of the late arrival. Foggy day schedules will be announced on the following television stations by 5:30 a.m. and updated by 8:00 am if necessary:

KSEE 24 and FOX 26

The announcement will state: “MV Transportation Plan according to hours delayed

Delays:

1 hr. All buses delayed 1 hour, classes start on time. 1½ hr. All buses delayed 1½ hours, classes start on time. 2 hr. All buses delayed 2 hours, classes start on time. 3 hr. A.M. buses cancelled for Special Education, classes start on time, buses will be available to take students home. Cancelled Buses will be cancelled for the entire day, classes start on time. Buses will not be available to take students home.

As previously stated, classes will start on time, allowing parents to bring their children to school if they prefer and buses will likely be available to take the children home. If you have any questions, please feel free to call 585-1570 after 6:00 a.m.

VISITORS

*****Due to COVID 19 Safety Guidelines, NO VISITORS will be allowed onto the school premises beyond the front office.*****

Parents are invited to visit the school or classes. In order to limit distractions and disruptions to the class routine, visits are limited to 30 minutes or less. Visitors are to sign in at the front office of Shelly Baird or the Satellite Campus School upon arrival at school and sign out upon departure. Small children or pets are not permitted as visitors.

To ensure safety, all visitors require an appointment and will be escorted to enter any area beyond the office.

VOLUNTEERS

Volunteers are encouraged to assist in our classrooms. All volunteers must complete paperwork in the county office, provide tuberculosis clearance and are subject to a Department of Justice criminal records check. Volunteers in preschool classrooms must have an up-to-date vaccinations against Influenza, Pertussis, and Measles. Volunteers perform duties under the immediate supervision of a certificated employee. All volunteers must have approval of

administration. Volunteers are to sign in at the front office of Shelly Baird or the Satellite Campus School upon arrival at school and sign out upon departure. Volunteers will not be assigned to work in the classroom of their own child/children.

WELLNESS

Our school participates in the American Lung Associations, school-based education and notification program on air pollution. We monitor the condition daily and keep our staff apprised of poor air quality days.

Green = good quality, Yellow = moderate, Orange = unhealthy for sensitive groups of people, Red = unhealthy

On days when the air quality is predicted to be unhealthy, alternative plans are made for students to spend recess time indoors. No rigorous outdoor activity is allowed.

NOTE: The dates in this calendar have been carefully considered; however, it is sometimes necessary to make changes. We appreciate your understanding and ask that you review our newsletter and other flyers home for updates throughout the year!

Shelly Baird administrators, teachers, and support staff all look forward to a positive, collaborative partnership with our students and their families. Please contact one of us any time you have a compliment, question, or concern.

To contact any staff member you may call the school office at 559-584-5546