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</tr>
</tbody>
</table>
Dear Citrus Families,

Welcome to the new school year! We, the staff of Citrus School, are excited to welcome you back!

We maintain high standards both academically and behaviorally and are dedicated to ensure a successful, enjoyable year for both students and parents. We believe all students have the right to learn in a safe, caring, respectful and nurturing environment. Keys to this environment are open lines of communication and a strong partnership with our students and their families. This handbook is a first step in opening those lines of communication.

We invite and encourage family involvement in our school. Our goals for each child’s success are more easily reached when the school is working with our parents to provide the best possible foundation for children. Together we can provide students with the tools which will allow them to accomplish their goals and to become successful citizens in the world. Parents and community members are welcome in our classrooms and on our school site.

This handbook contains a wealth of information about Citrus and the special programs and resources available. In addition, there is information about the policies and procedures to help ensure a positive and safe learning environment for all students. We hope you find the handbook to be a useful tool in keeping the lines of communication open between home and school.

We look forward to working with you throughout your child’s educational journey. We know it will be a great year!

Sincerely,

Rachel A. Tadeo
Principal
CITRUS SCHOOL MISSION STATEMENT

The mission of Citrus Avenue School is to provide a safe, positive learning environment and to assure that students meet their full potential.
### Kindergarten

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15</td>
<td>Class Begins</td>
</tr>
<tr>
<td>11:10-11:55</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:55-1:00</td>
<td>Class</td>
</tr>
<tr>
<td>1:00-2:00</td>
<td>Enrichment</td>
</tr>
<tr>
<td>2:00</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

### Transitional Kindergarten

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15</td>
<td>Class Begins</td>
</tr>
<tr>
<td>8:15-9:25</td>
<td>Class</td>
</tr>
<tr>
<td>9:25-9:40</td>
<td>Recess</td>
</tr>
<tr>
<td>10:05-11:10</td>
<td>Class</td>
</tr>
<tr>
<td>11:10-11:55</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:55-1:55</td>
<td>Class</td>
</tr>
<tr>
<td>1:55</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

### Grades 1, 2 & 3

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15</td>
<td>Class begins</td>
</tr>
<tr>
<td>8:15-9:45</td>
<td>Class</td>
</tr>
<tr>
<td>9:45-10:05</td>
<td>Recess</td>
</tr>
<tr>
<td>10:05-11:20</td>
<td>Class</td>
</tr>
<tr>
<td>11:20-12:05</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:05-2:00</td>
<td>Class</td>
</tr>
<tr>
<td>2:00</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

### Grade 4, 5, & 6

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15</td>
<td>Class begins</td>
</tr>
<tr>
<td>8:15-10:05</td>
<td>Class</td>
</tr>
<tr>
<td>10:05-10:25</td>
<td>Recess</td>
</tr>
<tr>
<td>10:25-11:50</td>
<td>Class</td>
</tr>
<tr>
<td>11:50-12:30</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30-2:15</td>
<td>Class</td>
</tr>
<tr>
<td>2:15</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

**Breakfast:** 7:15 – 8:00 a.m. Cost is $1.50

**Lunch:** Cost is $2.60 or $.40 for students who qualify for reduced lunch.
CITRUS STAFF

Principal
Office Manager
Attendance Secretary
Nurse
Health Aide
Senior Custodian
Evening Custodian
Cafeteria Manager
Cafeteria Assistant
Teacher in Charge
School Psychologists
After School Program
Resource Specialist
Clinician
Speech & Language Specialist
Library Media Assistant
Physical Education Teacher
Music Teacher
Fine Arts Teachers
Parent Liaison
Target Case Manager
Impacted Language Liaison-Hmong
Instructional Assistants
Behavior Intervention Aide
School Aides

Rachel Tadeo
Sonny Soldano
Lisa Gampel
Cindy Steffen
Anne Bartlett
Doug Alden
Howard Hungate
Katrina Simmons
Linda Valente
Shelbi Lundberg
Norelia Caldera
Matt McLaughlin
Angela Hiller
Kelly Fellner
Christine Mascarenas
Ritesh Kanji
Elaine Gray
Kirsten Southam
Tamara Allspaugh
Kim Gimbal
Andrea Niepoth
Amber Ochoa
Pauline Daughtery
Teng Lor
Sheila Anderson
Debbie Bhojak
Kimberly Carrell
Lorraine Coots
Vanessa Loza
Janet Olson
Rich Willman
Brian Oldfield
Sheila Anderson
Teresa Ramos
Amber Ochoa
## CLASSROOM TEACHERS

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Grade Level</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan Knecht</td>
<td>TK</td>
<td>105</td>
</tr>
<tr>
<td>Katherine Smith</td>
<td>TK</td>
<td>105</td>
</tr>
<tr>
<td>Jane Barnum/Jen Shewey</td>
<td>K</td>
<td>118</td>
</tr>
<tr>
<td>Shelbi Lundberg</td>
<td>K</td>
<td>119</td>
</tr>
<tr>
<td>Rachel Ferneau</td>
<td>K</td>
<td>123</td>
</tr>
<tr>
<td>Jonna Del Fava/Kristina Walsh</td>
<td>1</td>
<td>101</td>
</tr>
<tr>
<td>Bonnie Whipple</td>
<td>1</td>
<td>102</td>
</tr>
<tr>
<td>Johnica Love</td>
<td>2</td>
<td>104</td>
</tr>
<tr>
<td>Marie Miller</td>
<td>2</td>
<td>106</td>
</tr>
<tr>
<td>Andy Barnum</td>
<td>3</td>
<td>103</td>
</tr>
<tr>
<td>Melanie Winslow/Chloe Countryman</td>
<td>3</td>
<td>107</td>
</tr>
<tr>
<td>Nicole Ballew</td>
<td>4</td>
<td>108</td>
</tr>
<tr>
<td>Jim Palmer</td>
<td>4</td>
<td>109</td>
</tr>
<tr>
<td>Ray Bransky</td>
<td>5</td>
<td>115</td>
</tr>
<tr>
<td>Nathaniel Wion</td>
<td>5</td>
<td>116</td>
</tr>
<tr>
<td>Michelle Maples/Holly Dreiss</td>
<td>K - 5</td>
<td>114</td>
</tr>
<tr>
<td>Jason Davison</td>
<td>K - 5</td>
<td>124</td>
</tr>
</tbody>
</table>
SUPERVISION ON CAMPUS
There is adult supervision outside on campus at 8:00 a.m. Please do not arrive on campus before that time unless your child attends the breakfast program. There is an adult supervisor in the cafeteria at 7:15 a.m. for those children. All students MUST be in the cafeteria until 8:00 for yard supervision. At the end of the day, there is an adult supervisor for ten minutes after dismissal.

VISITORS PASS
Parents and guardians of students are always welcome to visit our campus and classrooms. When visiting a classroom, we would encourage prior notice to the teacher. Students may not bring friends or relatives to visit. ALL visitors to our school are required to register in the office for a visitor’s pass at the time of arrival.

OFF-CAMPUS PASSES
Parents planning to take children out of school during the day must come by the office to sign their child out of school and obtain an Off-Campus Permit. The permit should be completed by a physician, dentist or parent and returned to the attendance office upon return.

SCHOOL DRESS
The Board of Education has adopted a policy (Procedure 5035.1) which states that students should attend school dressed and groomed in good taste. The manner in which students dress for school can influence behavior in learning. It is the responsibility of the parents to see that their children are neat and clean and their clothing be in good repair and fit properly when they come to school. Shoes shall be worn at all times. Sandals, open-toed shoes, or flip flops are not acceptable. Shoes must have a back strap. Students shall not wear clothing or apparel identified by school personnel as gang-related. In instances when attire is an issue, parents will be contacted. Other examples of inappropriate clothing for school include overly baggy pants, shirts which expose the midriff and/or do not cover undergarments, and shirts with alcohol/tobacco logos. Spaghetti strap styled tops may not be worn. Shoulder straps must have a 2 inch width. Students wearing inappropriate shirts will be asked to change or call home. Please see section for dress code of this handbook for more information.

NUTRITION EDUCATION
Butte County’s Nutrition Education Program from The University of California Cooperative Extension is looking to collaborate with all programs offered at Citrus. They provide science-based information and resources to encourage families to make healthy choices to reduce the risk of disease. You can identify them by their spunky smiles and green carrot aprons! They provide nutrition, food safety, nutrition-based garden and agricultural resources & curricula, a parent nutrition & money management education classes with incentives and tastings at no cost! You can request their services at (530) 538-7201.

BREAKFAST AND LUNCH
A breakfast program is offered from 7:15-8:00 a.m. each morning. The cost of breakfast is $1.50. Lunch costs $2.60 or 40 cents for students who qualify for reduced lunch. Meals may be paid by the day, week or month. Milk is available for students at $.50 per carton. Children from some families may qualify for free or reduced lunches/breakfasts. Applications are available from the school office throughout the year. New applications are required in the event of any change of income.

SUPPORT SERVICES
Citrus offers a wide range of support services to students and families to help ensure student success. Citrus an extensive before/after school tutoring program, social work support, summer-time remedial academic programs, summer enrichment programs, after school child care and extensive school time academic supports.

PTA
The Citrus PTA is made up of parents and teachers working together to make the student’s stay at Citrus an enriched educational experience. All parents/members are invited to the group’s meetings to voice concerns, make suggestions, or simply keep informed about school activities. The PTA sponsors Book Fairs, Family nights, T-Shirts sales, carnivals and more!

We encourage you to support this organization by becoming PTA members.
**STUDENT COUNCIL**
The Student Council is composed of representatives from each intermediate class (grades 4-5). Elected by their peers, members meet with the teacher advisor to share ideas, plan activities and discuss school problems from the students’ point of view. Room representatives report back to their classmates and take student input to the council. Watch the Citrus Bobchat for announcements of activities planned by these student leaders.

**REPORT CARDS**
Grades K-6 report cards will be issued three times during the year. The first report card will be issued at parent conference time which is November 10th this year. The other two will be issued at the end of the 2nd and 3rd trimesters.

**BEFORE/AFTER SCHOOL PROGRAMS**
Citrus is one of six elementary schools receiving a 21st Century Learning Grant. With the grant, Citrus offers quality programs for our students before and after school. Citrus partners with CARD to offer one hour academic time and two hours of enrichment time daily after school for 1st – 5th graders. Applications are available from the After School Coordinator and in the school office.

**SCHOOL SITE COUNCIL**
The Citrus School Site Council is responsible for the direction and budgeting of our special programs. Citrus receives special program funds from the State and Federal governments. These programs include the Title 1 Program, School Based Coordinated Program, and Compensatory Education Program.

New members are elected each October for 2-year terms with the following make-up: 4 parents, 3 teachers, 1 classified employee and the principal. Those serving need no special background other than an interest in their child’s school and the ability to attend a minimum of five meetings per year. If you are interested in being a member, watch for the self-nomination slip that will be included in our Citrus Bobchat bulletin, or contact the school at 891-3107.

**CITRUS PARENT COORDINATOR**
All parents are invited to get better acquainted with our school by visiting the Parent Coordinator. The coordinator acts as a liaison between the school and the parents. Our coordinator is always eager to match parent interests with the needs of our school. The liaison also facilitates school to home communication and is responsible for writing and distributing the Citrus Bobchat (our parent bulletin) every Friday. Messages for our part-time coordinator should be relayed through the main office.
<table>
<thead>
<tr>
<th>Area/Setting</th>
<th>Safe</th>
<th>Respectful</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hallways</td>
<td>Walking Feet</td>
<td>Bubble in the mouth</td>
<td>Stay on your path and return right away</td>
</tr>
<tr>
<td></td>
<td>Whole body self-control</td>
<td>Respect others’ property</td>
<td>Must have a pass when not with an adult</td>
</tr>
<tr>
<td>Bathrooms</td>
<td>Walking feet</td>
<td>Respect others’ privacy</td>
<td>GO!</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quiet Voices</td>
<td>• Flush, clean, leave</td>
</tr>
<tr>
<td>Playground</td>
<td>Use equipment safely</td>
<td>Respect nearby classes in session</td>
<td>Put away playground equipment</td>
</tr>
<tr>
<td></td>
<td>Whole body self-control</td>
<td>Include others in play</td>
<td>Use equipment for its purpose</td>
</tr>
<tr>
<td></td>
<td>Follow directions from all school staff</td>
<td>Care for others’ bodies and feelings</td>
<td>Stay in play areas</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>Whole body self-control</td>
<td>Use good manners</td>
<td>Stay in lunch order</td>
</tr>
<tr>
<td></td>
<td>Walking feet</td>
<td>Wait patiently</td>
<td>Carry lunch with two hands</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use quiet voices</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tables</td>
<td>Enjoy your own food</td>
<td>Keep food on tray</td>
</tr>
<tr>
<td></td>
<td>Whole body self-control</td>
<td>Use kind words</td>
<td>Clean up your mess</td>
</tr>
<tr>
<td></td>
<td>Stay seated while eating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Lab</td>
<td>Keep chair pushed in</td>
<td>Handle technology gently</td>
<td>Hang headphones on the left, chord in front</td>
</tr>
<tr>
<td></td>
<td>Walking feet</td>
<td>Use inside voices</td>
<td>Leave in the way you found it (desktop)</td>
</tr>
<tr>
<td>Foyer and Front Steps</td>
<td>Stay seated on the steps or chairs</td>
<td>Use inside voices</td>
<td>Only go to teacher directed websites</td>
</tr>
<tr>
<td></td>
<td>Safely walk when coming and going</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assemblies</td>
<td>Seated in rows</td>
<td>Quiet mouths</td>
<td>Watch for parent pick-up</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Appropriate applause</td>
<td>Tell a yard duty that you are leaving</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Focus on the speaker</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Whole body self-control</td>
<td></td>
</tr>
</tbody>
</table>
Cell Phones

- All cell phones are to be turned off while at school and throughout the school day
- They must be kept in the backpacks and turned off

**Consequence:**
- Cell phones will be confiscated if used inappropriately at school or during the school day
- They will be kept in the office until a parent can pick it up
- Cell phones must be picked up and signed for by the parent in the office

Dress Code

- Citrus dress code follows the guidelines for the school district’s general dress code.
- Any attire that is apt to be distracting to others, unsafe, or wearing clothing or items that represent possible gang association are not allowed
- Garments where the torso is exposed, torn or ripped pants/shirts are not allowed
- Exposure of undergarments or bare feet is prohibited
- Clothing, buttons or school materials which show obscene or alcohol/drug or gang related slogans, words, or pictures, or sexually suggestive statements are not allowed
- No loose sandals or shoes – all shoes must have back straps
- Hats should be worn forward and removed once inside the building. Hoods on sweatshirts must also be removed while in class and indoors.
- Spaghetti strap styled tops may not be worn. Shoulder straps must have a 2 inch width.
- No make-up is allowed to be worn at school or during school events on or off campus
- Length of shorts is a 3 inch inseam

Students wearing inappropriate clothing will call home to request appropriate clothing or wear a school t-shirt or other clothes if available.
CITRUS GUIDELINES FOR PARENTS, STAFF AND STUDENTS

OFFICE GUIDELINES:

1. On the **FIRST DAY OF AN ABSENCE** the school should be called. Absence excuses are required by law and should include: child’s name, date of absence, and parent signature.

2. STUDENTS ARRIVING TARDY must go to the office for an admit slip.

3. OFF-CAMPUS PERMITS during class time will be issued for **EMERGENCIES** only. Parents, please attempt to schedule medical, dental, etc. appointments during non-class time. Please send a note to school requesting off-permits when necessary and come in and sign your child out of the office.

4. STUDENT SCHOOL PHONE USE is limited to staff approved calls.

5. CALLS WILL NOT BE TRANSFERRED DURING TEACHER TIME. The office staff will be happy to take messages and leave them in teacher mail boxes or you may leave a voice mail message.

PARENT/STUDENT GUIDELINES:

1. VISITORS: Students are NOT PERMITTED to bring visitors to school, such as brothers, sisters, relatives, or out-of-town guests.

2. Students are responsible for **LOST OR DAMAGE TO BOOKS** that are the property of school or school library.

3. Students **MAY NOT BUY, SELL, OR TRADE** goods or food at school.

ASSEMBLY GUIDELINES:

1. Students are to:
   a. Enter quietly with their class.
   b. Sit in designated places on the floor with their class.
   c. Stay quietly in their locations. They are expected to be respectful and courteous.
   d. May visit with neighbors at a whisper before the assembly begins.

2. Appreciation is to be shown by clapping only.

3. Students will be removed from assembly for inappropriate behavior.

4. Teachers will model quiet, courteous, and appropriate audience behavior.

5. Teachers will stay with their students and supervise their behavior.
SCHOOL ATTENDANCE PROCEDURES

Pursuant to the California Education Code and the Chico Unified School District Policies and Procedures, student attendance procedures are:

STUDENT TARDIES
A student is tardy when he/she arrives in the classroom after the tardy bell rings but before the first thirty minutes of the class has been completed. A student is habitually tardy to a class when he/she receives three (3) or more unexcused tardies per trimester.

School personnel will consider the circumstances and reasons for each student tardy and will determine whether the tardy is excused or unexcused. Excused tardiness is understandable. The student will be expected to make up work missed without penalty. Unexcused tardiness is inappropriate and may result in disciplinary consequences.

STUDENT ABSENCES
School personnel will consider the circumstances and reasons for student absence and determine whether the absence is excused or unexcused. Given parent authorization, school personnel will excuse a student absence from school for the following reasons:
- Illness
- To receive medical, dental, optometric or chiropractic services
- Exclusion from school for health and safety (not more than 5 days)
- Exclusion from school for head lice/nits (two days)
- Attendance at funeral services for a member of immediate family
- Observance of a religious holiday/ceremony
- Quarantine under the direction of a county or city health officer

TRUANCY
A student who is absent or tardy from school without a valid excuse in excess of thirty (30) minutes or more per day for four different days during the school year will be declared truant, and the parents will be notified of their obligation to resolve the truancy problem.

After 3 unexcused absences, a letter of truancy notification will be sent home. After 4 unexcused absences, a second truancy notice will be sent home and parents will be invited to attend a conference to discuss resolution of the truancy problem. A student with more than 5 unexcused absences will be declared a habitual truant and another parent conference will be scheduled. If suggested alternatives to reach resolution of the truancy problem are not followed through responsibly and successfully, the problem will be reviewed and consideration will be given to pursue a course of legal action.

We hope that these attendance procedures will help both the school and parents to work together in a cooperative manner towards our common goal of increasing each child’s success in school. As parents, you have a great deal to do with the establishment of regular and punctual student attendance habits. Your cooperation and support of our attendance procedures will be greatly appreciated.
STUDENT HEALTH

EMERGENCIES
First aid, defined as the immediate, temporary care given in case of accident or sudden illness, will be given when necessary. First aid will be rendered by the school nurse, health aide, or by a staff member. In case of serious accident, every attempt will be made to contact the parent/guardian before the child is taken to the doctor. Please inform the school of changes in telephone number/address or work locations and provide the name and phone number of an emergency contact.

SCHOOL AUTHORITY TO EXCLUDE CHILDREN FROM SCHOOL
The California Education Code (CED 48211) authorizes the school to exclude students who exhibit evidence of contagious or infectious diseases or children showing evidence of improper hygiene.

IMMUNIZATIONS
To comply with the California Immunization Law, the parents/guardians must make sure each student has completed the required diphtheria, tetanus, pertussis (DPT), polio, measles, mumps, and rubella (MMR), and Hepatitis B series immunizations before enrolling/starting school. If the immunization is contrary to a result of medical problems, a form must be signed to this effect by the parent/guardian and filed in the school office.

CONTROL OF DISEASES & THE COMMON COLD
Check your child daily for signs of illness (cough, sore throat, fever, rashes, etc.) Children with colds should remain at home until most of the sneezing/coughing is over. Please send tissues with child when he/she returns to class. Parents can help maintain a high standard of health in our school by observing the following:

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>INCUBATION</th>
<th>EXCLUSION PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>2-3 weeks</td>
<td>1 week after eruption first appears</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>1-3 days</td>
<td>Until pink eye clears and no pus remains</td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>1-3 days</td>
<td>10-21 days from onset or clinical recovery</td>
</tr>
<tr>
<td>Strep Throat</td>
<td>4-10 days</td>
<td>Not less than 7 days</td>
</tr>
<tr>
<td>Impetigo</td>
<td>4-10 days</td>
<td>24 hours after treatment with Rx medicine</td>
</tr>
<tr>
<td>Ringworm</td>
<td>4-10 days</td>
<td>24 hours after treatment with Rx medicine</td>
</tr>
</tbody>
</table>

MEDICATIONS AT SCHOOL NOT PERMITTED
Internal medications, including aspirin, cough drops, vitamins, etc. may NOT be administered to a child by school personnel. Under special circumstances, a parent may complete a Health Service Form 11a which, by written and signed request of a physician, authorizes a student to receive medication at school.

HEAD LICE POLICY
It is necessary that efforts be made to effectively control head lice as soon as it becomes evident that a student may be infested. When a student has been found to have head lice, parents will be immediately contacted and the student excluded from school in order to receive proper treatment. Students will be readmitted to school ONLY after they have been checked by appropriate school staff and found to be free of BOTH head lice AND nits.

It is recommended that parents check children weekly for signs of head lice. When shampooing, observe behind the ears and above the neck for nits or eggs (pearly ovals cemented to hair shaft 1/4” from scalp) or live lice (pin-head size). Routine screening is important, since many students will exhibit no symptoms or itching. If evidence of infestation is found, please notify the school so appropriate action can be taken. Contact friends, sitter, etc. and let them know also. A pamphlet in English and Spanish is available at the school office.
To: Citrus Parents

From: Citrus Health Office

This letter is to inform you that Citrus Elementary is a designated LATEX FREE SCHOOL. For some people, strict avoidance of latex is the only way to prevent a life threatening allergic reaction. We are asking your assistance in following guidelines we have established to keep Citrus Elementary latex free.

Natural rubber latex comes from a liquid in tropical rubber trees. The liquid is processed to make many of the following rubber products used at home, school, and work:

- Balloons
- Rubber Bands
- Red erasers on pencils
- Tennis balls
- Adhesive tape and bandages
- Latex gloves
- Medical equipment

Please avoid bringing in any item to school that may contain latex. Mylar balloons are an acceptable alternative to latex balloons. Your cooperation with this issue is greatly appreciated.

Thank You,

Citrus Health Office
SEXUAL HARASSMENT

The Board of Education is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

Instruction/Information
The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made

(cf. 5131.5 - Vandalism, Theft and Graffiti)
(cf. 5137 - Positive School Climate)
(cf. 5141.41 - Child Abuse Prevention)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 6142.1 – Sexual Health and HIV/AIDS Prevention Instruction)

Complaint Process
Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall report it to the principal or designee.

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 5141.4 - Child Abuse Reporting Procedures)
(cf. 5145.3 - Nondiscrimination/Harassment)

The principal or designee to whom a complaint of sexual harassment is reported shall investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall refer the matter to law enforcement authorities, where required.

(cf. 1312.1 - Complaints Concerning District Employees)

Policy Adopted: July 18, 2007
Disciplinary Measures
Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and may be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

Record-Keeping
The District schools shall maintain a record of all reported cases of sexual harassment to enable the school site to address and prevent repetitive harassing behavior in its schools.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination on the basis of sex
48900.2 Additional grounds for suspension or expulsion; sexual harassment
48904 Liability of parent/guardian for willful student misconduct
48980 Notice at beginning of term

CIVIL CODE
51.9 Liability for sexual harassment; business, service and professional relationships
1714.1 Liability of parents/guardians for willful misconduct of minor

CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 20
1681-1688 Title IX, Discrimination

UNITED STATES CODE, TITLE 42
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34
106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Nabozny v. Podlesny, (1996, 7th Cir.) 92 F.3d 446
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447


Clyde K. v. Puyallup School District #3, (1994) 35 F.3d 1396
Franklin v. Gwinnet County Schools, (1992) 112 S. Ct. 1028

Kelson v. City of Springfield, Oregon, (1985, 9th Cir.) 767 F.2d 651

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS GENERAL
Protecting Students from Harassment and Hate Crime: A Guide for Schools, January 1999

OFFICE OF CIVIL RIGHTS’ PUBLICATIONS
Revised Sexual Harassment Guidance, January 2001

Sexual Harassment Guidance, March 1997

WEB SITES
OCR: http://www.ed.gov/offices/OCR

Policy Adopted: July 18, 2007