

**John Muir Middle School  
Student/Parent Handbook  
2024-2025**

**Wildcat PRIDE!!**



**Corcoran Joint Unified School District**

**Corcoran Joint Unified School District**  
**Student/Parent Handbook for 2024-2025**

Dear Parents and Guardians:

On behalf of the staff and administration of Corcoran High School, John Muir Middle School, and Kings Lake Education Center we would like to officially welcome you to this school year. We are confident that together, we can make this year safe, productive, and enjoyable for each and every student. We are committed to cooperation with the families of our school district and will make every effort to remain approachable, transparent, and supportive.

The goal of Corcoran Joint Unified School District is to create a Destination District where people are drawn to Corcoran due to the quality, reputation, and impact of accomplishments of our students and schools on the community. We are relentless in creating a positive, safe, and stimulating environment for all to improve mind, character, and body. As we work together towards this goal, we will support all students in reaching their maximum potential.

Our supports are designed to ensure that all students are safe, are able to learn, and grow comfortably in our schools. Please take the time to read through the information included in this handbook. This handbook is available online at each school's website and is located in the "School Information" heading at: <https://www.corcoranunified.com/>

Policies in this handbook are subject to the purview of the CJUSD Governing Board and as a result may be updated as needed. Please feel free to contact your child's school administrator at any time. We look forward to our partnership and are excited about seeing every student grow.

John Muir Middle School Administration  
Corcoran High School Administration  
Kings Lake Education Center Administration

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CORCORAN JOINT UNIFIED SCHOOL DISTRICT

School starts: August 14, 2024  
School ends: June 5, 2025

2024-2025 School Calendar

Board Approved: **DRAFT B**

-  School in Session
-  In Service Days\*
-  School Breaks
-  Holidays for All Employees
-  Equalization Day (Classified 260 day EE Only)

July 2024 (21)							August 2024 (22) 17 Cert/13 Students							September 2024 (20)							October 2024 (23)							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6		4	5	6	7	8	9	10	1	2	3	4	5	6	7		1	2	3	4	5	
7	8	9	10	11	12	13		11	12	13	14	15	16	17	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20		18	19	20	21	22	23	24	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27		25	26	27	28	29	30	31	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31												29	30						27	28	29	30	31		

November 2024 (19) 15 Cert/Students													December 2024 (19) 15 Cert/Students													January 2025 (21) 14 Cert/Students													February 2025 (18)												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																								
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March 2025 (21)													April 2025 (21) 16 Cert/Students													May 2025 (21)													June 2025 (20) 4 Cert/Students												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																								
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30	31																																																		


**Staff Development Days (Wednesdays)**  
Early out for students K-5;  
Late start for students 6-12

**Minimum Days**  
December 20 and June 5  
(Out at 12:30 p.m.)

\*In-Service Dates-all employees work  
Exception: Yard Duty Supervisors

1<sup>st</sup> Semester = 86 Days; 2<sup>nd</sup> Semester = 94 Days



Corcoran Unified School District  
1520 Patterson Avenue, Corcoran, California 93212  
(559) 992-8888 – Fax (559) 992-1248

## STATEMENT OF NON-DISCRIMINATION

Corcoran Joint Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual or perceived age, ancestry, color, disability, gender, gender identity, gender expression, immigration status, marital or parental status, nationality, race or ethnicity, religion, sex, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Corcoran Joint Unified School District assures that lack of English language skills will not be a barrier to admission or participation in District programs.

Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained.

The following employees can be reached for questions or to file complaints regarding the following programs:

Uniform Complaints  
Title VI Coordinator  
Elizabeth Mendoza  
(559) 992-8888 ext1246

Section 504  
Title IX Coordinator  
Helen Copeland  
(559) 992-8888 ext1248

Superintendent  
Andre Pecina  
(559) 992-8888 ext1224



Corcoran Unified School District  
1520 Patterson Avenue, Corcoran, California 93212  
(559) 992-8888 – Fax (559) 992-1248

## ESEA PARENTS' RIGHT TO KNOW

To Parents/Guardians:

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). This federal law requires that parents be notified when their child has been taught for four or more consecutive weeks by a teacher who has not met State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. These requirements help us to ensure that all students receive the best education from teachers who are highly skilled and knowledgeable in their subject areas.

Currently, [*a teacher*] has not met all of the State certification or licensure requirements at the grade level and subject area in which he/she has been assigned. Our district is working closely with [*a teacher*] to ensure that he/she will meet all State certification and licensure requirements at the grade level and subject area in which he/she has been assigned in a timely manner.

You may contact the district office to request the qualifications of your child's teacher. If you have any questions, please contact *Rebecca Moreno* at (559) 992-8888 x1225.

Sincerely,

Principal

## **SCHOOL ACCOUNTABILITY REPORT CARD (SARC)**

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF web page at <https://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

A hard copy of this report is available upon request. Please contact the Principal of the school to get a copy of the report.

### **California Education Ed Code 48900**

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.(2) 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 the pupil's 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) (1) 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.  
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.  
(3) Except as provided in Section 48910, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.  
(4) Except as provided in Section 48910, commencing July 1, 2024, a pupil enrolled in any of grades 9 to 12, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.  
(5) (A) A certificated or classified employee may refer a pupil to school administrators for appropriate and timely in-school interventions or supports from the list of other means of correction specified in subdivision (b) of Section 48900.5 for any of the acts enumerated in paragraph (1).  
(B) A school administrator shall, within five business days, document the actions taken pursuant to subparagraph (A) and place that documentation in the pupil's record to be available for access, to the



extent permissible under state and federal law, pursuant to Section 49069.7. The school administrator shall, by the end of the fifth business day, also inform the referring certificated or classified employee, verbally or in writing, what actions were taken and, if none, the rationale used for not providing any appropriate or timely in-school interventions or supports.

(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, 287, 288, or 289 of, or former Section 288a 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. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any 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 the pupil's physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.

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

(2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(l) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying.

(II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil's exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based

framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) (1) A suspension or expulsion shall not be imposed against a pupil based solely on the fact that they are truant, tardy, or otherwise absent from school activities.

(2) It is the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

### **District Discipline Information**

#### **Suspension and Expulsion Due Process Board Policy 5144.1**

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law, in this policy, and in the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when the behavior is related to a school activity or school attendance occurring within any district school or another school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

#### **Appropriate Use of Suspension Authority**

Except when a student's act violates Education Code 48900(a)-(e), as listed in items #1-5 under "Grounds for Suspension and Expulsion: Grades K-12" of the accompanying administrative regulation, or when the student's presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5, 48900.6)

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to on-campus or off-campus suspension.

No student in grades K-8 may be suspended for disruption or willful defiance, except by a teacher pursuant to Education Code 48910. (Education Code 48900)

Students shall not be suspended or expelled for truancy, tardiness, or absenteeism from assigned school activities.

#### On-Campus Suspension

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

#### Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

As required by law, the Superintendent or principal shall recommend expulsion and the Board shall expel any student found to have committed any of the following "mandatory recommendation and mandatory expulsion" acts at school or at a school activity off school grounds: (Education Code 48915)

1. Possessing a firearm which is not an imitation firearm, as verified by a certificated employee, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Selling or otherwise furnishing a firearm
3. Brandishing a knife at another person
4. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
5. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
6. Possessing an explosive as defined in 18 USC 921

For all other violations listed in the accompanying administrative regulation, the Superintendent or principal shall have the discretion to recommend expulsion of a student. If expulsion is recommended, the Board shall order the student expelled only if it makes a finding of either or both of the following: (Education Code 48915(b) and (e))

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 student causes a continuing danger to the physical safety of the student or others

A vote to expel a student shall be taken in an open session of a Board meeting.

The Board may vote to suspend the enforcement of the expulsion order pursuant to the requirements of law and the accompanying administrative regulation. (Education Code 48917)

No student shall be expelled for disruption or willful defiance. (Education Code 48900)

No child enrolled in a preschool program shall be expelled except under limited circumstances as specified in AR 5148.3 - Preschool/Early Childhood Education.

#### Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

## Corcoran Joint Unified School District

### STUDENT DISCIPLINE MATRIX

This model student discipline matrix is intended to reflect the Corcoran Joint Union School District Governing Board's preference that administrative strategies to correct student misconduct utilize positive interventions and alternative disciplinary measures over exclusionary discipline measures, including suspension and expulsion. (Board Policy 5144.)

The District's administrative team is committed to adhering to the mandates of Education Code Section 48900.5, which provides that a student may not be suspended for a first offense based on a violation of Education Code Section 48900 (f) through (r) unless the Superintendent or Principal determines that the student's presence on campus poses a danger to persons. Education Code Section 48900.5 instead authorizes the Superintendent or Principal to use alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior before suspension. See the list of approved alternative means of correction below.

These guidelines are intended to reflect recommended progressive action, but in no way supersede the discretionary authority of the administrator. It is the prerogative of our administrative team to determine that, depending on the nature of the act, students may be given the consequences recommended for the second, third, or fourth offense on the first offense, subject to the limitations of Education Code Section 48900.5 as described above.

#### Approved Alternative Means of Correction (AMC)

- Administrative Detention
- Attendance Contract
- Behavior Contract
- Behavior Support Plan
- Community Service
- Conflict Mediation
- Counseling Intervention
- Loss of Privilege
- Parent escort to/from school with administrator/teacher check-in/check-out

- Parent Contact
- Parent/Teacher Conference
- Peer Conference facilitated by administrator
- Positive Redirect
- Referral for Evaluation
- Referral for social/emotional counseling
- Restorative Justice practices
- Review of Behavior Expectations
- School Attendance Review Board (SARB)
- Student Attendance Review Team (SART)
- Student Success Team (SST)
- Detention
- Referral to After-School Programs
- Enrollment in Prosocial Behavior or Anger Management program
- Referral to counselor, psychologist, social worker, child welfare attendance staff, or other school support service staff

NOTE: for any Education Code violation marked with an asterisk\* below, the student may only be suspended for a “first offense” if the student’s presence causes a danger to persons.

Education Code Violation	1st Intervention/ Consequence	2nd Intervention/ Consequence	3rd Intervention/ Consequence	4th Intervention / Consequence
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<p>48900(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.</p> <p>Fighting may include pushing, shoving, and or punching/kicking.</p>	<p>Threats:</p> <ul style="list-style-type: none"> <li>• Parent meeting</li> <li>• AMC</li> </ul>	<p>Threats:</p> <ul style="list-style-type: none"> <li>• Suspension (1-5 days); Check in with Administrator upon return</li> <li>• AMC</li> </ul>	<p>Threats:</p> <ul style="list-style-type: none"> <li>• Suspension (2-5 days); Check in with Administrator upon return</li> <li>• AMC</li> </ul>	<p>Threats:</p> <ul style="list-style-type: none"> <li>• Suspension (3-5m days); Recommendation for expulsion</li> <li>• AMC</li> </ul>
	<p>Horseplay:</p> <ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Parent notification</li> <li>• AMC</li> </ul>	<p>Horseplay:</p> <ul style="list-style-type: none"> <li>• Detention</li> <li>• Parent notification</li> <li>• AMC</li> </ul>	<p>Horseplay</p> <ul style="list-style-type: none"> <li>• Parent meeting</li> <li>• Detention</li> <li>• AMC</li> </ul>	<p>Horseplay:</p> <ul style="list-style-type: none"> <li>• Suspension (1-3); Check in with Administrator upon return</li> <li>• Loss Of Privileges</li> <li>• AMC</li> </ul>



	<p><b>Fighting: Physical Fight</b></p> <ul style="list-style-type: none"> <li>• Suspension (1-5 days); Check-in with Administrator upon return</li> <li>• AMC</li> </ul> <p><i>Verbal Altercation</i></p> <ul style="list-style-type: none"> <li>• AMC</li> <li>• Parent notification</li> <li>• Possible Suspension (1-2 days)</li> </ul>	<p><b>Fighting: Physical Fight</b></p> <ul style="list-style-type: none"> <li>• Suspension (2-5 days); Check-in with Administrator upon return</li> <li>• AMC</li> </ul> <p><i>Verbal Altercation</i></p> <ul style="list-style-type: none"> <li>• AMC Parent notification</li> <li>• Parent meeting</li> <li>• Possible Suspension (1-3 days)</li> </ul>	<p><b>Fighting: Physical Fight</b></p> <ul style="list-style-type: none"> <li>• Suspension (3-5 days); Check in with Administrator upon return; Possible Recommendation for expulsion</li> <li>• AMC</li> </ul> <p><i>Verbal Altercation</i></p> <ul style="list-style-type: none"> <li>• AMC</li> <li>• Parent notification</li> <li>• Parent meeting</li> <li>• Suspension (2-3 days)</li> </ul>	<p><b>Fighting</b></p> <p>Prior action in effect</p> <p><i>Verbal Altercation</i></p> <ul style="list-style-type: none"> <li>• AMC</li> <li>• Suspension (2 - 3days)</li> <li>• Parent notification</li> <li>• Parent meeting</li> </ul>
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<p>48900 (b) Possession, sale, or furnishing of any knives, firearms, explosives, or other dangerous objects</p>	<ul style="list-style-type: none"> <li>• Suspension (2-5 days); Check in with Administrator upon return</li> <li>• PD Referral</li> <li>• Parent meeting</li> <li>• Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.</li> <li>• AMC</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (3-5 days); Check in with Administrator upon return</li> <li>• PD Referral</li> <li>• Parent meeting</li> <li>• Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.</li> <li>• AMC</li> </ul>	<ul style="list-style-type: none"> <li>• Prior action in effect</li> </ul>	<ul style="list-style-type: none"> <li>• Prior action in effect</li> </ul>
<p>Possession of firearms or explosives:</p>	<ul style="list-style-type: none"> <li>• Suspension (5 days)</li> <li>• <i>Mandatory</i> recommendation for expulsion</li> <li>• PD Referral</li> </ul>			

Possession of a lighter	<ul style="list-style-type: none"> <li>• Confiscate</li> <li>• Parental notification</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscate</li> <li>• Parental notification</li> <li>• Parent meeting</li> <li>• AMC</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscate and parental notification</li> <li>• Parent meeting</li> <li>• AMC</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (1-3 days)</li> <li>• Parent meeting</li> <li>• AMC</li> </ul>
48900 (c) Unlawfully possessed, used, sold, furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant.	<p>Used/Under Influence:</p> <ul style="list-style-type: none"> <li>• Possible Suspension (1-3 days); Check in with Administrator upon return</li> <li>• Parent meeting</li> <li>• Possible referral to Drug Counseling</li> </ul> <p>Counseling</p> <ul style="list-style-type: none"> <li>• AMC</li> <li>• PD Referral</li> </ul>	<p>Used/Under Influence:</p> <ul style="list-style-type: none"> <li>• Suspension (1-3 days)</li> </ul> <p>Check in with Administrator upon return</p> <ul style="list-style-type: none"> <li>• Possible referral to Drug Counseling</li> <li>• Parent meeting</li> <li>• AMC</li> <li>• PD Referral</li> </ul>	<p>Used/Under Influence:</p> <ul style="list-style-type: none"> <li>• Suspension (3-5 days)</li> <li>• Possible recommendation for expulsion</li> <li>• AMC</li> <li>• PD Referral</li> </ul>	<p>Used/Under Influence:</p> <ul style="list-style-type: none"> <li>• Prior action in effect</li> </ul>

	<p>Possession:</p> <ul style="list-style-type: none"> <li>• Suspension (1-5 days) Check in with Administrator upon return</li> <li>• Parent meeting and Counseling</li> <li>• Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.</li> <li>• AMC</li> <li>• PD Referral</li> </ul>	<p>Possession:</p> <ul style="list-style-type: none"> <li>• Suspension (2-5 days) Check-in with Administrator upon return</li> <li>• Parent meeting</li> <li>• Counseling</li> <li>• Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.</li> <li>• AMC</li> <li>• PD Referral</li> </ul>	<p>Possession:</p> <ul style="list-style-type: none"> <li>• Suspension (3-5 days)</li> <li>• Possible recommendation for expulsion</li> <li>• Parent meeting</li> <li>• PD Referral</li> </ul>	<p>Possession:</p> <ul style="list-style-type: none"> <li>• Prior action in effect</li> </ul>
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	<p>Furnishing:</p> <ul style="list-style-type: none"> <li>• Suspension (1-5 days) Check in with Administrator upon return</li> <li>• Counseling</li> <li>• AMC</li> <li>• PD Referral</li> <li>• Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.</li> </ul>	<p>Furnishing:</p> <ul style="list-style-type: none"> <li>• Suspension (3-5 days)</li> <li>• Check in with Administrator upon return</li> <li>• Counseling</li> <li>• AMC</li> <li>• PD Referral</li> <li>• Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.</li> </ul>	<p>Furnishing:</p> <ul style="list-style-type: none"> <li>• Suspension (4-5 days)</li> <li>• Possible recommendation for expulsion</li> <li>• PD Referral</li> </ul>	<p>Furnishing:</p> <ul style="list-style-type: none"> <li>• Recommend for expulsion</li> </ul>
	<p>Sale (controlled substance):</p> <ul style="list-style-type: none"> <li>• Suspension (5 days)</li> <li>• <i>Mandatory</i> recommendation for expulsion</li> <li>• PD Referral</li> </ul>	<p>Sale (controlled substance):</p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	<p>Sale (controlled substance):</p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	<p>Sale (controlled substance):</p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>

	1st Offense		2nd Offense	
<b>Student Athletes (Drug and Alcohol Use at School or School Sponsored Events)</b>	<p>School disciplinary action; suspension from team/sports participation (games and practices) for a total of 10 school or athletic participation days. Students can watch practice after completion of school suspension. The 10 days of suspension from team/sports/activities, include the school suspension days. If the current sport season ends before the completion of the 10 day team suspension, the remaining suspension days shall be carried forward to the next sport in which the student participates. However, arrangements shall be made for the student to try-out for the next sport.</p>		<p>Suspension from team/sports participation for 40 calendar days from the date of suspension, not including summer school. If the student participates in a drug treatment program immediately following the second suspension, suspension from athletics and/or activities may be reduced to 30 calendar days from the date of suspension, not including summer school. (It should be noted that school policies regarding the use of alcohol and other drugs will be in effect for all athletic events) These disciplinary actions are cumulative over the four years of high school.</p>	
<b>48900(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance; an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a</b>	<ul style="list-style-type: none"> <li>• Suspension (3-5 days)</li> <li>• Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.</li> <li>• Parent meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (5 days)</li> <li>• Principal shall recommend expulsion</li> <li>• Parent meeting</li> <li>• PD Referral</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

<p>person another liquid, substance, or material and represented the liquid, substance, or material a controlled substance, alcoholic beverage, or intoxicant.</p>	<ul style="list-style-type: none"> <li>• Counseling</li> <li>• PD Referral</li> </ul>			
<p>48900(e) Committed or attempted to commit robbery or extortion <i>(See Definition)</i></p>	<ul style="list-style-type: none"> <li>• Suspension (3-5 days)</li> <li>• Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.</li> <li>• PD Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (5 days)</li> <li>• Recommendation for expulsion</li> <li>• PD Referral</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

48900(f)* Caused or attempted to cause damage to school or private property.(Including Graffiti/Tagging)	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Restitution</li> <li>• Suspension (1-3 days)</li> <li>• Restorative Justice</li> </ul>	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Restitution</li> <li>• Suspension (1-5 days)</li> <li>• Parent meeting</li> <li>• PD Referral</li> </ul>	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Restitution</li> <li>• Suspension (2-5 days)</li> <li>• PD Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Recommendation for expulsion</li> <li>• Restitution</li> <li>• Suspension (5 days)</li> <li>• PD Referral</li> </ul>
48900(g)* Stealing, or attempting to steal school or private property	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Restitution</li> <li>• Suspension (1-3 days)</li> <li>• Parent meeting</li> <li>• Possible PD Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Suspension (3-5 days)</li> <li>• PD Referral</li> <li>• Parent meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Recommendation for expulsion</li> <li>• Restitution</li> <li>• Suspension (5 days)</li> <li>• PD Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Prior action in effect</li> </ul>
48900(h)* Possessed or used tobacco or nicotine products	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Parent meeting</li> <li>• Counseling</li> </ul>	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Counseling</li> <li>• Parent meeting</li> </ul>	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Suspension (1 day)</li> <li>• Counseling</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (1 day)</li> <li>• Counseling</li> </ul>
48900(i)* Committed an obscene act or engaged in habitual profanity or	Obscene Act or Gesture: <ul style="list-style-type: none"> <li>• AMC</li> <li>• Class Suspension</li> <li>• Parent meeting</li> </ul>	Obscene Act or Gesture: <ul style="list-style-type: none"> <li>• Suspension (1-3 days)</li> <li>• Parent meeting</li> </ul>	Obscene Act or Gesture: <ul style="list-style-type: none"> <li>• Suspension (3-5 days)</li> <li>• Parent/Student/Adminis</li> </ul>	Obscene Act or Gesture: <ul style="list-style-type: none"> <li>• Suspension (5 days)</li> <li>• Recommendation</li> </ul>



vulgarity	<ul style="list-style-type: none"> <li>• Behavior Contract</li> </ul>		trator	for Expulsion
	Profanity/Vulgarity <ul style="list-style-type: none"> <li>• AMC</li> <li>• Possible Class suspension</li> <li>• Parent meeting</li> <li>• Behavior Contract</li> </ul>	Profanity/Vulgarity <ul style="list-style-type: none"> <li>• AMC</li> <li>• Suspension (1 days)</li> <li>• Parent meeting</li> </ul>	Profanity/Vulgarity <ul style="list-style-type: none"> <li>• AMC</li> <li>• Suspension (2-5 days)</li> </ul>	Profanity/Vulgarity <ul style="list-style-type: none"> <li>• AMC</li> <li>• Suspension (5 days)</li> </ul>
48900(j)* Possessed, offered, arranged, or negotiated to sell drug paraphernalia	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Suspension (1-3 days)</li> <li>• Parent meeting</li> <li>• Counseling</li> <li>• Possible PD Referral</li> </ul>	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Suspension (1-3 days)</li> <li>• Parent meeting</li> <li>• Counseling</li> <li>• PD Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (3-5 days)</li> <li>• Counseling</li> <li>• PD Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (5 days)</li> <li>• Counseling</li> <li>• PD Referral</li> <li>• Recommendation for Expulsion</li> </ul>

48900(k)* Disrupted school activities or otherwise willfully defied the valid authority of school personnel engaged in the performance of their duties.	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Parent notification</li> <li>• Parent meeting</li> </ul>	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Suspension (1-3 days)</li> <li>• Parent meeting</li> <li>• Behavior Contract</li> </ul>	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Suspension (1-5 days)</li> </ul>
Dress Code	<ul style="list-style-type: none"> <li>• Violation correction or go home with parent notification</li> </ul>	<ul style="list-style-type: none"> <li>• Violation correction or go home with parent notification</li> </ul>	<ul style="list-style-type: none"> <li>• Violation correction or go home with parent notification</li> <li>• Possible parent meeting</li> <li>• Behavior Contract</li> </ul>	<ul style="list-style-type: none"> <li>• Violation correction or go home with parent notification</li> <li>• Parent meeting</li> <li>• Behavior Contract</li> </ul>
Dress Code (Gang Related)	<ul style="list-style-type: none"> <li>• Violation correction or go home with parent notification</li> <li>• Item confiscated</li> </ul>	<ul style="list-style-type: none"> <li>• Violation correction or go home with parent notification</li> <li>• behavior contract</li> <li>• Parent meeting</li> <li>• Possible Gang Contract</li> </ul>	<ul style="list-style-type: none"> <li>• Violation correction or go home with parent notification</li> <li>• Parent meeting</li> <li>• “check-in/check out” for a week</li> </ul>	<ul style="list-style-type: none"> <li>• Violation correction or go home with parent notification</li> <li>• Parent meeting</li> <li>• Suspension (1-3 days)</li> </ul>

			<ul style="list-style-type: none"> <li>• or Youth Court Referral</li> <li>• Gang Contract</li> </ul>	<ul style="list-style-type: none"> <li>• Gang Contract</li> </ul>
Gang related drawings or symbols	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior contract</li> <li>• Parent meeting</li> <li>• Possible Gang Contract</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (1 day)</li> <li>• Parent meeting</li> <li>• Possible PD Referral</li> <li>• Gang Contract</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (2 days)</li> <li>• PD Referral</li> <li>• Gang Contract</li> </ul>
Cutting class	<ul style="list-style-type: none"> <li>• Parent notification</li> </ul>	<ul style="list-style-type: none"> <li>• Parent meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Parent meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Parent meeting</li> <li>• Possible SART/Behavior Contract</li> </ul>
Parking Violation	<ul style="list-style-type: none"> <li>• Parent Notification</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary Loss of On-Campus Parking Privilege</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicle Towed</li> </ul>	<ul style="list-style-type: none"> <li>• Law Enforcement Notification</li> </ul>
Classroom Referral	<ul style="list-style-type: none"> <li>• Counsel &amp; Warning</li> <li>• Parent notification (from referring Teacher)</li> </ul>	<ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Restorative practice</li> <li>• Possible meeting with student, teacher and administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting with Parent, Student, Teacher and Administrator</li> <li>• Behavior Contract</li> </ul>	<ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Behavior contract</li> </ul>

48900(L)* Knowingly received stolen school or private property	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Restitution</li> <li>• Possible suspension (1-3 days)</li> <li>• Possible PD Referral</li> </ul>	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Restitution</li> <li>• Suspension (1-5 days)</li> <li>• PD Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Suspension (3-5 days)</li> <li>• PD Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (5)</li> <li>• Recommendation for Expulsion</li> </ul>
48900(m)* Possessed an imitation 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 existing firearm as to lead a reasonable person to conclude that the replica is a	<ul style="list-style-type: none"> <li>• Suspension (1-5 days)</li> <li>• Confiscate object</li> <li>• Behavior Contract</li> <li>• Parent meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (2-5 days)</li> <li>• Confiscate object</li> <li>• Parent meeting</li> <li>• Loss of Privilege</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (5 days)</li> <li>• Confiscate object</li> <li>• Recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

firearm				
48900(n) Committed sexual assault or battery (See Definition)	<ul style="list-style-type: none"> <li>• Suspension (5 days)</li> <li>• PD Referral</li> <li>• Recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
48900(o) Harassed, threatened, or intimidated a pupil who is witness in a school disciplinary proceeding for the purpose of intimidation or retaliation	<ul style="list-style-type: none"> <li>• Suspension (1-3 days)</li> <li>• Parent meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (3-5 days)</li> <li>• Behavior Contract</li> <li>• Parent meeting</li> <li>• Loss of privilege</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (5 days)</li> <li>• Recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

48900(p)* Unlawfully offered, arranged to sell, negotiate to sell, or sold the prescription drug Soma	<ul style="list-style-type: none"> <li>• Suspension (5 days)</li> <li>• Recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
48900(q)* Engaged in, or attempted to engage in, hazing	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Suspension (1-5 days); Check in with Administrator upon return o</li> <li>• Behavior Contract</li> <li>• Parent meeting</li> </ul>	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Suspension (2-5 days); Check in with Administrator upon return</li> <li>• Behavior Contract</li> <li>• Loss of Privilege</li> <li>• Parent meeting</li> </ul>	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Suspension (3-5 days); Check in with Administrator upon return</li> <li>• Behavior Contract</li> <li>• Loss of Privilege</li> <li>• Parent meeting</li> </ul>	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Suspension (4-5 days); Check in with Administrator upon return</li> <li>• Recommendation for expulsion</li> </ul>
48900(r)* Engaged in an act of bullying, including, but not limited to, bullying by means of an	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Parent Notification</li> <li>• Parent meeting</li> </ul>	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Suspension (1-3 days)</li> <li>• Behavior Contract</li> <li>• Loss of Privilege</li> <li>• Parent meeting</li> </ul>	<ul style="list-style-type: none"> <li>• AMC</li> <li>• Suspension (1-5 days)</li> <li>• Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (5 days)</li> <li>• recommendation for expulsion</li> </ul>

<u>electronic act</u>				
48900.2* Committed an act of sexual harassment	<ul style="list-style-type: none"> <li>• Suspension (1-3 days)</li> <li>• Counseling</li> <li>• AMC</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (3-5 days)</li> <li>• Counseling</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (5 days)</li> <li>• Recommen dation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
48900.3* Caused or attempted to cause, threatened to cause or participated in an act of hate violence	<ul style="list-style-type: none"> <li>• Suspension (3-5 days)</li> <li>• Counseling</li> <li>• SRPD referral</li> <li>• AMC</li> <li>• Parent meeting</li> <li>• Behavior Contract</li> <li>• Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (5 days)</li> <li>• Counseling</li> <li>• SRPD referral</li> <li>• Behavior Contract</li> <li>• Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (5 days)</li> <li>• Recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

48900.4* Engaged in harassment, threats, or intimidation directed against school personnel	<ul style="list-style-type: none"> <li>• Suspension (1-5 days)</li> <li>• Counseling</li> <li>• Behavior Contract</li> <li>• Parent meeting</li> <li>• AMC</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (3-5 days)</li> <li>• Counseling</li> <li>• Parent meeting</li> <li>• Behavior Contract</li> <li>• AMC</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension (5 days)</li> <li>• Recommendation for expulsion</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
48900.7* Making terrorist threats against school officials or property	<ul style="list-style-type: none"> <li>• Suspension (1-5 days)</li> <li>• Possible recommendation for expulsion</li> <li>• PD Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Prior action in effect</li> </ul>	<ul style="list-style-type: none"> <li>• Prior action in effect</li> </ul>	<ul style="list-style-type: none"> <li>• Prior action in effect</li> </ul>

Mandatory Suspension and/or Expulsion Offenses:

Education Code Violation	1st Intervention/Consequence	2nd Intervention/Consequence	3rd Intervention/Consequence	4th Intervention / Consequence
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48915 (c)(1) Possession, selling, or otherwise furnishing a firearm	5 day home suspension, PD Referral, and <u>mandatory</u> expulsion.	N/A	N/A	N/A
48915 (c)(2) Brandishing a knife	5 day home suspension, PD Referral, and <u>mandatory</u> expulsion.	N/A	N/A	N/A
48915 (c)(3) Selling a controlled substance	5 day home suspension, PD Referral, and <u>mandatory</u> expulsion.	N/A	N/A	N/A
48915 (c)(4) Committing or attempting to commit sexual assault or battery	5 day home suspension, PD Referral, and <u>mandatory</u> expulsion.	N/A	N/A	N/A
48915 (c)(5) Possession of an explosive	5 day home suspension, PD Referral, and <u>mandatory</u> expulsion.	N/A	N/A	N/A

48915 (a)(1) Causing serious physical injury to another person except in self defense	5 day home suspension and PD Referral. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.	(if not expelled for first offense) 5-day home suspension, PD Referral, Principal shall recommend expulsion	N/A	N/A
48915 (a)(2) Possession of any knife or other dangerous object of no reasonable use to the pupil	2-5 day home suspension and PD Referral. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.	(if not expelled for first offense) 5-day home suspension, PD referral, Principal shall recommend expulsion	N/A	N/A
48915 (a)(3) Possession of any controlled substance except for the first offense of possession of not more than one ounce of	5 day home suspension and PD Referral. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular	(if not expelled for first offense) 5-day home suspension, PD referral, Principal shall recommend expulsion	N/A	N/A

marijuana.	circumstance.			
48915 (a)(4) Robbery or Extortion	3-5 day home suspension and PD Referral. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.	(if not expelled for first offense) 5-day home suspension, PD referral, Principal shall recommend expulsion	N/A	N/A
48915 (a)(5) Assault or battery upon a school employee	5 day home suspension and PD Referral. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.	(if not expelled for first offense) 5-day home suspension, PD referral, Principal shall recommend expulsion	N/A	N/A

## **CJUSD District Emergency Protocols**

### **Emergency Procedures**

To ensure the safety of all students it is important that ALL students follow the direction of their teachers, staff members, and police officials. In case of an emergency the following systems have been set in place.

#### **Lockdown:**

In the event of a lockdown, doors are to be locked, lights turned off, and students are to move away from windows and get down on the ground. Students and staff are to remain QUIET. The following systems are practiced throughout the school year.

#### **Earthquakes:**

In the event of an earthquake, students are to move away from the windows, light fixtures, and other objects that may fall. Follow the directions of your teacher.

#### **Fire Drill:**

In the event of a fire, students will hear the fire alarm and they are to go quietly and quickly out of their classroom and to the designated area. The exit procedures are posted in each room.

#### **Threats/False Emergencies by Students:**

We take all threats very seriously, regardless if they are real or not. Any student that pulls a fire alarm, makes a false emergency report to the police, or threatens to shoot, bomb, or harm student, staff, and/or school will be:

- Suspension and law enforcement will be contacted.
- Depending on the circumstances, students may be recommended for transfer to an alternative school program, or expulsion from the Corcoran Unified School District.

## **CJUSD District Attendance Procedures**

### **Attendance Procedures Board Policy 5113**

The Governing Board believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.

Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy, and administrative regulation. (Education Code 48205)

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation. (Education Code 46014)

Inasmuch as school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

The Board shall, by resolution entered into its minutes, approve reasonable methods that may be used to verify student absences due to illness or quarantine. (5 CCR 421)

### **Chronic Absence and Truancy Board Policy 5113.1**

The Governing Board believes that absenteeism, whatever the cause, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students who are chronic absentees and truants, as defined in law and administrative regulation, and to identify patterns of absence throughout the district.

The Superintendent, attendance supervisor, or designee shall consult with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy.

The Superintendent, attendance supervisor, or designee shall develop a tiered approach to reducing chronic absence. Such an approach shall include strategies for preventing attendance problems, which may include, but are not limited to, efforts to provide a safe and positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, letters alerting parents/guardians to the

value of regular school attendance, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

The tiered approach shall also provide for early outreach to students as soon as they show signs of poor attendance or if they were chronically absent in the prior school year. Early intervention may include personalized outreach, individual attendance plans, and/or mentoring to students with moderate levels of chronic absence, with additional intensive, interagency wrap-around services for students with the highest level of absence.

Students with serious attendance problems shall be provided with interventions specific to their needs, which may include, but are not limited to, health care referrals, transportation assistance, counseling for mental or emotional difficulties, academic supports, efforts to address school or community safety concerns, discussions with the student and parent/guardian about their attitudes regarding schooling, or other strategies to remove identified barriers to school attendance. The Superintendent, attendance supervisor, or designee may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to make alternative educational programs and support services available for students and families.

The Superintendent or designee shall ensure that staff assigned to fulfill attendance-related duties are trained in implementing a trauma-informed approach to chronic absence and receive information about the high correlation between chronic absence and exposure to adverse childhood experiences.

Students who are identified as chronically absent or truant shall be subject to the interventions specified in law and administrative regulation.

A student's truancy, tardiness, or other absence from school shall not be the basis for suspension or expulsion. Alternative strategies and positive reinforcement for attendance shall be used whenever possible.

The Superintendent, attendance supervisor, or designee shall periodically report to the Board regarding student attendance patterns in the district, including rates of chronic absence and truancy districtwide and for each school, grade level, and numerically significant student subgroup as defined in Education Code 52052. Such information shall be used to evaluate the effectiveness of strategies implemented to reduce chronic absence and truancy and to develop annual goals and specific actions for student attendance and engagement to be included in the district's local control and accountability plan and other applicable school and district plans. As appropriate, the Superintendent or designee shall engage school staff in program evaluation and improvement and in the determination of how to best allocate available community resources.

#### Truancy Policy

Truancy exists when a student does not come to school and is not excused for that absence or acquires too many excused absences. There may be a need for the Truancy officer or the Corcoran Police Department to become involved. If truanies continue, the school will begin a legal process that begins with the following:

1. Warning letters will be sent out after 8 and 12 excused absences. The letters will be sent out after 3, 6, and 9 unexcused absences.
2. Eventually this can lead to referral to the School Attendance and Review Board (SARB) and ultimately to the following:
  - a. Parents may be asked to go to court
  - b. Parents may have to pay a fine
  - c. Parents may go to jail

### **CJUSD Work Permit Information**

#### **Work Permits:**

The Governing Board recognizes that part-time employment can provide students with income, job experience, and valuable life skills and should be permitted to the extent that such employment does not interfere with a student's education. Before accepting any offer of employment, district students who are minors shall obtain work permits from the Superintendent or designee, regardless of whether the employment will occur when school is in session and/or not in session, unless otherwise exempted by law.

In determining whether to grant or continue a work permit, the Superintendent or designee shall consider whether employment is likely to significantly interfere with the student's schoolwork. Students granted work permits shall be required to demonstrate and maintain a 2.0 grade point average and satisfactory school attendance, except during periods of extended school closure due to an emergency as described in Education Code 49200 and the accompanying administrative regulation. On a case-by-case basis, the Superintendent or designee may approve a maximum work hour limit that is lower than the limit specified in law and administrative regulation.

Students with work permits may be exempted from attendance in a full-time day school provided they attend part-time classes. (Education Code 48230)

Work permits shall be limited to part-time employment as defined by law, except when the Superintendent or designee determines that circumstances warrant the granting of a permit for full-time employment.

Any student authorized to work full time when school is in session shall be enrolled in part-time continuation classes. A student age 14 or 15 who receives a permit to work full time shall also be enrolled in a work experience education program. (Education Code 49130, 49131, 49135)

### **Independent Study Options**

The Governing Board authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered for short- or long-term placements, on a full-time or part-time basis, and/or in conjunction with part- or full-time classroom study.

The Board shall hold a public hearing when considering the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of students or adult education students. (Education Code 51747; 5 CCR 11701)

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, and an online course.

Student participation in independent study shall be voluntary and no student shall be required to participate. (Education Code 51747, 51749.5, 51749.6)

Independent study for each student shall be under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

The minimum period of time for any independent study option shall be three consecutive school days. (Education Code 46300 )

#### **General Independent Study Requirements**



The Superintendent or designee may offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for participation and is likely to succeed as well as or better than the student would in the regular classroom setting.

The minimum instructional minutes shall be the same for all students at each school including students participating in independent study, except as otherwise permitted by law. (Education Code 46100)

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of programs. When necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due. However, in no event shall the due date of an assignment be extended beyond the termination date specified in the student's written agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning of required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California (UC) or the California State University (CSU) as creditable under the A-G admissions criteria. (Education Code 51747)

The Superintendent or designee shall ensure that all students participating in independent study for 15 school days or more receive the following throughout the school year: (Education Code 51747)

1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction
2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction

3. For students in grades 9-12, opportunities for at least weekly synchronous instruction

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students participating in an independent study program for 15 school days or more who are: (Education Code 51747)

1. Not generating attendance for more than ten percent of required minimum instructional time over four continuous weeks of the district's approved instructional calendar
2. Not participating in synchronous instructional offerings pursuant to Education Code 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span
3. In violation of their written agreement

Tiered reengagement strategies procedures used in district independent study programs shall include local programs intended to address chronic absenteeism, as applicable, including but not limited to the following: (Education Code 51747)

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the recording of a nonattendance day or lack of participation
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary
4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

The Superintendent or designee shall, for students who participate in an independent study program for 15 school days or more, develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days. (Education Code 51747)

When any student enrolled in classroom-based instruction is participating in independent study due to necessary medical treatment or inpatient treatment for mental health or substance abuse under the care of appropriately licensed professionals, the student shall be exempt from the live interaction and/or synchronous instruction, tiered reengagement strategies, and transition back to in-person instruction requirements specified above. In such cases, evidence from appropriately licensed professionals, of the student's need to participate in independent study, shall be submitted to the Superintendent or designee. (Education Code 51747)

The Superintendent or designee shall ensure that a written agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

Upon the request of the parent/guardian of a student, and before signing a written agreement as described below in the section "Master Agreement," the district shall conduct a telephone,

videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

#### Master Agreement

A written agreement shall be developed and implemented for each student participating in independent study for three or more consecutive school days. (Education Code 46300, 51747)

For student participation for 15 school days or more, a signed written agreement shall be obtained before the student begins independent study. For student participation of less than 15 school days, a signed written agreement shall be obtained within ten school days of the first day of the student's enrollment. (Education Code 46300, 51747)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but is not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a

Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports

8. A statement that independent study is an optional educational alternative in which no student may be required to participate
9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction
10. Before the commencement of independent study projected to last for 15 school days or more, or within ten school days of the first day of enrollment for independent study for less than 15 school days, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under 18 years of age, the certificated employee responsible for the general supervision of independent study, and for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

#### Course-Based Independent Study

The district's course-based independent study program for students in grades K-12 shall be subject to the following requirements: (Education Code 51749.5)

1. A signed learning agreement shall be completed and on file for each participating student, pursuant to Education Code 51749.6
2. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction
3. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality and to provide intellectual challenge that is substantially equivalent to in-person, classroom-based instruction, and shall be aligned to all relevant local and state content standards. For high schools, this shall include access to all courses offered by the district for graduation and approved by UC or CSU as creditable under the A-G admissions criteria. The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent

classroom-based courses. The certification shall also include plans to provide opportunities throughout the school year, for all students in transitional kindergarten, kindergarten, and grades 1-3 to receive daily synchronous instruction, for all students in grades 4-8, to receive both daily live interaction and at least weekly synchronous instruction, and for all students in grades 9-12 to receive at least weekly synchronous instruction.

4. Students enrolled in independent study courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, 47612, and 47612.1, and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 47612, 48204, and 51747.3
5. For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program as indicated by the student's performance on applicable student-level measures of student achievement and engagement set forth in Education Code 52060, completion of assignments, assessments, or other indicators that evidence that the student is working on assignments, learning of required concepts, as determined by the supervising teacher, and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.

If satisfactory educational progress in one or more independent study courses is not being made, the teacher providing instruction shall notify the student and, if the student is under 18 years of age, the student's parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether the student should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be treated as a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

Procedures for tiered reengagement strategies shall be used for all students who are not making satisfactory educational progress in one or more courses or who are in violation of the written learning agreement, as described in the section "Learning Agreement for Course-Based Independent Study" below. These procedures shall include, but are not necessarily limited to, the verification of current contact information for each enrolled student, a plan for outreach from the school to determine student needs, including connection with health and social services as necessary, and a clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being.

6. Examinations shall be administered by a proctor

7. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.
8. A student shall not be required to enroll in courses included in the course-based independent study program
9. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6
10. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208
11. Courses required for high school graduation or for admission to UC or CSU shall not be offered exclusively through independent study
12. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011
13. A student shall not be prohibited from participating in independent study solely on the basis that the student does not have the materials, equipment, or access to Internet connectivity necessary to participate in the course
14. A student with disabilities, as defined in Education Code 56026, may participate in course-based independent study if the student's individualized education program specifically provides for that participation
15. A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study
16. The district shall maintain a plan to transition any student whose family wishes to return to in-person instruction from course-based independent study expeditiously, and, in no case, later than five instructional days

#### Learning Agreement for Course-Based Independent Study

Before enrolling a student in a course within a course-based independent study program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, the student's parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)

1. A summary of the district's policies and procedures related to course-based independent study pursuant to Education Code 51749.5
2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to Item #3 of the Course-Based Independent Study section above

3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program
5. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
6. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports
7. A statement that enrollment is an optional educational alternative in which no student may be required to participate. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through course-based independent study only if the student is offered the alternative of classroom instruction.
8. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress
9. The objectives and methods of study for the student's work, and the methods used to evaluate that work
10. A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-based independent study
11. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the learning agreement, to be earned by the student upon completion.
12. Before the commencement of an independent study course projected to last for 15 school days or more, or within ten school days of the first day of enrollment for an independent study course projected to last less than 15 school days, the learning agreement shall be signed and dated by the student, and by the student's parent/guardian or caregiver if the student is less than 18 years of age, the certificated employee responsible for the general supervision of the independent study course, and as applicable for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the

student. For purposes of this paragraph "caregiver" means a person who has met the requirements of Family Code 6550-6552.

Learning agreements may be signed using an electronic signature that complies with state and federal standards, as determined by CDE. (Education Code 51749.6)

A signed learning agreement from a parent/guardian of a student who is less than 18 years of age shall constitute the parent/guardian's permission for the student to receive instruction through course-based independent study. (Education Code 51749.6)

Upon the request of a student's parent/guardian, and before signing a learning agreement as described above, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference, or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian, an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51749.6)

#### Student-Parent-Educator Conferences

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or, if requested by a parent/guardian, prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

#### Records

The Superintendent or designee shall ensure that records are maintained for audit purposes.

These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's signed or initialed and dated notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons



5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

The district shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. A student who does not participate in scheduled live interaction or synchronous instruction shall be documented as non participatory for that school day. (Education Code 51747.5)

The Superintendent or designee shall also maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. (Education Code 51747.5)

Signed written and supplemental agreements, assignment records, work samples, and attendance records may be maintained as an electronic file in accordance with Education Code 51747 and 51749.6, as applicable.

#### Program Evaluation

The Superintendent or designee shall annually report to the Board the number of district students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

## Home and Hospital

#### Basic Purpose

Home instruction is provided by this School District for the purpose of continuing the educational process for youth in our community whose situation is such that he or she is unable to profitably attend school for more than three consecutive weeks from time of notification.

#### Guidelines

1. Home teachers will be responsible for maintaining contact with each student's regular teacher(s) and/or counselor, and for obtaining materials from the school necessary for

coordinating home instruction with regular classroom work.

2. Home teachers will be responsible for maintaining accurate pupil attendance accounting (Elementary Registers at the K-8 and 9-12 levels) and these records are to be submitted to the Principal of that school on the last day of each school month (as indicated on the School District calendar).
3. Although the role of the home teacher may vary greatly in terms of learning activities, the basic function of this teacher is to perform as a liaison person between the handicapped student and the school.
4. The home teacher shall provide some continuance of learning activities for the student, particularly in the academic areas of communicative skills, social science, mathematics and science.
5. 60 minutes of instruction constitute a day of attendance.
6. No pupil is to be credited with more than three hours of attendance on any school day.
7. Students on home instruction for part of a school year shall not be credited with more days of attendance than appear on the school calendar.
8. Attendance of students on home instruction appear on the annual school reports and on the Superintendent's annual and period attendance reports.
9. Principals shall be responsible for administering a home instruction program for students enrolled in his school. Said responsibility to include selection of teacher, structuring of program, supervision of attendance accounting, and initiating payroll procedures.

#### Student and Family Privacy Rights

The Governing Board respects the rights of district students and their parents/guardians with regard to the privacy of their personal beliefs and the confidentiality of their personal information.

The Superintendent or designee may collect, disclose, or use students' personal information for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following: (20 USC 1232h)

1. College or other postsecondary education recruitment or military recruitment

2. Book clubs, magazines, and programs providing access to low-cost literary products
3. Curriculum and instructional materials used by elementary and secondary schools
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
5. The sale by students of products or services to raise funds for school-related or education-related activities
6. Student recognition programs

The Superintendent or designee is prohibited from collecting, disclosing, or using a student's individually identifiable information, including his/her name, parent/guardian's name, home or other physical address, telephone number, or social security number, for the purpose of marketing or selling that information or providing the information to others for that purpose.

The Superintendent or designee shall consult with parents/guardians regarding the development of regulations pertaining to other uses of personal information, which shall, at a minimum, address the following: (20 USC 1232h)

1. Arrangements for protecting student privacy when collecting, disclosing, or using students' individually identifiable information for any purpose
2. Arrangements to protect student privacy in the administration of surveys that may request information about the personal beliefs and practices of students and their families
3. The rights of parents/guardians to inspect the following, and any applicable procedures for granting reasonable access to the following in a reasonable period of time:
  - a. Survey instruments requesting information about their personal beliefs and practices or those of their children
  - b. Instructional materials used as part of their children's educational curriculum
4. Any nonemergency physical examinations or screenings that the school may administer

The Superintendent or designee shall notify parents/guardians of the adoption or continued use of the district's policy pertaining to the rights specified in items #1-3 above. (20 USC 1232h)

#### **School Site Council**

The Governing Board believes that comprehensive planning is necessary at each school in order to focus school improvement efforts on student academic achievement and facilitate the effective use of available resources. The Superintendent or designee shall ensure that school plans provide clear direction and identify cohesive strategies aligned with school and district goals.

Each district school that participates in one or more federal and/or state categorical programs funded through the state's consolidated application process pursuant to Education Code 64000 shall establish a school site council in accordance with Education Code 65000-65001. The school site council shall develop, approve, and annually review and update a school plan for student achievement (SPSA) which consolidates the plans required for those categorical programs into a single plan, unless otherwise prohibited by law. (Education Code 64001)

The Superintendent or designee shall review each school's SPSA to ensure that it meets the content requirements for all applicable programs, is based on an analysis of current practices and student academic performance, and reasonably links improvement strategies to identified needs of the school and its students. The Superintendent or designee shall also ensure consistency between the specific actions included in the district's local control and accountability plan and the strategies identified in each school's SPSA.

The Board shall, at a regularly scheduled Board meeting, review and approve each school's SPSA whenever there are any material revisions affecting the academic programs for students participating in the categorical programs addressed in the SPSA. (Education Code 64001)

If the Board does not approve a school's SPSA, it shall communicate its specific reasons for disapproval of the plan to the school site council. The school site council shall then revise and resubmit the SPSA to the Board for its approval. (Education Code 64001)

The Superintendent or designee shall ensure that school administrators and school site council members receive training on the roles and responsibilities of the school site council.

The SPSA may serve as the school improvement plan required when a school is identified for targeted or comprehensive support pursuant to 20 USC 6303. (Education Code 64001)

Any complaint alleging noncompliance with requirements related to the establishment of school site councils or the development of the SPSA may be filed with the district in accordance with the district's uniform complaint procedures pursuant to 5 CCR 4600-4670 and BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 64001)

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2. Book clubs, magazines, and programs providing access to low-cost literary products  
Curriculum and instructional materials used by elementary and secondary schools
3. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
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1. Arrangements for protecting student privacy when collecting, disclosing, or using students' individually identifiable information for any purpose
2. Arrangements to protect student privacy in the administration of surveys that may request information about the personal beliefs and practices of students and their families
3. The rights of parents/guardians to inspect the following, and any applicable procedures for granting reasonable access to the following in a reasonable period of time:
  - a. Survey instruments requesting information about their personal beliefs and practices or those of their children
  - b. Instructional materials used as part of their children's educational curriculum
4. Any nonemergency physical examinations or screenings that the school may administer

The Superintendent or designee shall notify parents/guardians of the adoption or continued use of the district's policy pertaining to the rights specified in items #1-3 above. (20 USC 1232h)

### **Non-Custodial Parents**

The Governing Board recognizes the right of parents/guardians to be involved in the education of their children and desires to balance that right with the district's need to ensure the safety of students while at school.

The parent/guardian who enrolls a child in a district school shall be presumed to be the child's custodial parent/guardian and shall be held responsible for the child's welfare.

School officials shall presume that both parents/guardians have equal rights regarding their child, including, but not limited to, picking the student up after school or otherwise removing the student from school, accessing student records, participating in school activities, or visiting the school. When a court order restricts access to the child or to his/her student information, a parent/guardian shall provide a copy of the certified court order to the principal or designee upon enrollment or upon a change in circumstances.

In the event of an attempted violation of a court order that restricts access to a student, the principal or designee shall contact the custodial parent and local law enforcement officials and shall make the student available only after one or both of these parties consent.

## **Williams Uniform Complaint Procedures**

### **Types of Complaints**

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
  - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
  - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
  - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
  - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
  - a. A semester begins and a teacher vacancy exists.
  - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class.
  - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

*Teacher vacancy* means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education

Code 35186; 5 CCR 4600)

*Beginning of the year or semester* means the time period from the first day students attend classes for a year-long course or semester-long course, though not later than 20 business days afterwards. (5 CCR 4600)

*Misassignment* means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)

- a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

*Emergency or urgent threat* means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

*Clean or maintained school restroom* means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5)

*Open restroom* means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for a documented student safety concern, an immediate threat to student safety, or to repair the facility. (Education Code 35292.5)

In any school serving any of grades 6-12, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women's and all-gender restroom, and in at least one men's restroom. (Education Code 35292.6)



The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall post in each classroom in each school a notice containing the components specified in Education Code 35186. (Education Code 35186)

#### Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 35186; 5 CCR 4680)

A complaint alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Board, or the Board's failure to remedy the deficiency, may be filed with the Superintendent of Public Instruction (SPI) directly in addition to or in lieu of being filed with the district. Any such complaint shall identify the basis and provide evidence to support its filing directly with the SPI. (Education Code 35186)

If the Superintendent or designee becomes aware that a complaint alleging insufficient textbooks or instructional materials that has been filed directly with the SPI but not with the district, the Superintendent or designee may initiate an investigation in accordance with this administrative regulation, as described below, if there is sufficient evidence to do so.

#### Investigation and Response

The principal or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within the principal's or designee's authority. (Education Code 35186; 5 CCR 4685)

The principal or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal or Superintendent's designee shall send written resolution of the complaint to the mailing address of the complainant as indicated on the complaint within 45 working days of the initial filing of the complaint. If the principal makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in Item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the SPI within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

#### Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 35186; 5 CCR 4686)

### JOHN MUIR GENERAL CAMPUS RULES/RESPONSIBILITIES

ITEMS FORBIDDEN ON CAMPUS (this list is not limited to the following) Any of these items found on campus will be confiscated and action will be taken.	
<ul style="list-style-type: none"><li>• WEAPONS (real or toys)</li><li>• DRUGS/VAPE PEN/LIGHTERS</li><li>• TOBACCO</li><li>• AIRPODS (teacher discretion)</li><li>• BANDANAS/DURAG</li><li>• WATER TOYS</li></ul>	<ul style="list-style-type: none"><li>• SPEAKERS/ELECTRONIC TOYS</li><li>• MEDICATION</li><li>• AEROSOLS</li><li>• GUM</li><li>• SHARPIES/PERMANENT MARKERS</li><li>• LASER POINTERS</li><li>• BALLOONS/RUBBER BANDS</li></ul>

#### Student Responsibilities

1. You will show **Wildcat PRIDE** at all times (patience, respect, integrity, dependability, and empathy at all times).
2. Be at school and to all classes on time everyday and be prepared to work.
3. Do your best work in all of your classes.
4. Abide by ALL school rules and follow the direction of ALL staff members.

5. You are responsible for your own behavior and decisions.

### **Campus Rules**

Students not following the rules may result in detention, suspension or expulsion.

1. Students must remain in sight at all times.
2. Students will refrain from using their cell phones/smart watches during school hours. They will be kept away in their backpack.
3. All messages to students **MUST** go through the office.
4. Students will keep the campus litter-free by putting all waste into a trash can.
5. Students will keep their hands, feet and objects to themselves at all times. Pushing, play-fighting that might seem harmless often leads to fights.
6. Students that are not involved in an afterschool activity must leave campus by 3:20 p.m.
7. Students can only leave campus early with permission.
8. Students will act in a respectful manner at all times, specifically avoiding Public Displays of Affection(PDA).
9. Students will leave all permanent markers, sharpies, rubber bands at home.
10. Bouncing any objects against the buildings is prohibited..
11. Bikes and skateboards are to be used to and from school. The school is not responsible for theft of unlocked bikes and skateboards.
12. Rollerblades, roller shoes, skates, etc. will be left at home and to be kept off campus.
13. Clothing is to be worn as intended and students will avoid writing on any piece of clothing other students are wearing.
14. Volunteers on campus and off campus **MUST** be fingerprinted. Arrangements will be made through our District Office and KCOE.
15. Visitors **MUST** sign in with the office, check in with the Raptor system and wear a visitor tag.

### **Electronic Devices (EC 48901.5, 51512)**

Mobile communication devices shall be turned off during instructional time. However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)

1. In the case of an emergency, or in response to a perceived threat of danger
2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator
3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being
4. When the possession or use is required by the student's individualized education program

Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person.

When a student uses a mobile communication device in an unauthorized manner, the student may be disciplined and a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

If a student is found to be using an electronic device on them without permission, the following will occur:

- **Electronic devices will be confiscated and may be sent to the office for parent pick up.**
- **Students do NOT have the right to refuse to turn over their devices (which includes their cell phones). Students who refuse to turn over confiscated electronics will receive disciplinary action.**
- **John Muir Middle School and its staff ARE NOT responsible for any stolen, lost or damaged electronic property.**

### **Office/Telephone**

In order to keep the flow of persons in the office to minimum, the following rules apply:

- Students **MUST** have a pass to enter the office.
- Students **MUST** wait in the front office until directed otherwise.
- Students may use the telephone in the office during the school day **ONLY** in case of an emergency.
- If a parent/guardian needs to leave an important message for their student the office will ensure the student receives it.

### **Restrooms**

Students should assist in keeping the restrooms clean. Restrooms will be open before school and during the day. Students should plan on using the restrooms during non-class time. Use of the restroom during class time requires using the SMART PASS System and getting approval from the teacher and if that time is excessive the student may need to make up that time during break or after school.

### **Bus Rules**

Parents are legally responsible for their child's transportation to and from school. Bus transportation is a privilege, which is provided by the district to assist parents in meeting their responsibilities. Students riding school busses to and from school are to follow **ALL** rules of the Corcoran Unified School District. Referrals from a bus driver may result in losing the privilege of riding on school transportation and may result in further disciplinary action.

### **Hall Passes**

No student is to be in the hallway, library, office, or nurses' office during class time without a Pass. **NO EXCEPTIONS.** Students are required to use the SMART PASS system. They need approval from the teacher and the go ahead from the SMART PASS system before leaving class.

### **Textbooks**

Students are responsible for the care and security of all books assigned to them. Lost books, excessive wear, and/or damage will be charged to the student (E.C. 48904).

### **Student Handbook/Calendar**

Students are responsible for utilizing the Student Handbook and calendar through the use of their iPad or school computer. This handbook is available online at our school's website and is located in the "School Information" heading: <http://johnmuir.corcoranunified.com/> .

### **Bulletin**

The bulletin informs students of meetings, special schedules and important events. It is read daily to students during the morning announcements. The bulletin is also available online at: <https://johnmuir.corcoranunified.com/> .

### **Requirements for Honors Classes**

We hold our Honors Classes in high regard and strive to protect the integrity and academic level of these classes. Honors Classes are a privilege and not a right. The requirements for Honors Classes are as follows:

1. Students must have/maintain a 3.0 GPA or higher in their current or most recent grading period or have outstanding CAASPP scores,
2. Administration may revoke any student with a GPA lower than 3.0 and/or failure to keep up in the honors class..
3. Students must have attendance that allows the student to keep up with the class work.
4. Eligibility may be re-evaluated quarterly.

### **Off-Campus Pass**

John Muir is a closed campus. Students leaving campus must do the following:

- Students MUST be signed out by Parent/Guardian or ONLY those on the Emergency Card.
- Only Parent/Guardian or those on the Emergency Card can give permission for student to walk home/leave campus early
- Students going home for lunch must be pre-approved before leaving campus and carrying their off-campus lunch card with them at all times (students living more than 2 blocks away from the school will not be allowed to go home due to time restraint).
- At no time should conversations/items be conducted through the school fence. Violation could result in, but not limited to, police involvement and student suspension.

### **Neighborhood Policy**

It is important to remember to have courtesy and consideration for our school neighbors. Each student will be held accountable for their actions such as littering, loitering, or vandalism.

### **Dance Rules**

1. Dances will begin after school or at 3:30 p.m. and end at 5:00 p.m. \*Students need to remain at school and they must enter the dance by 3:45 p.m.
2. Students will dance on the dance floor and avoid running or other activities that may cause a safety concern..
3. School DRESS CODE and Rules are to be followed at the dance.
4. Students can only leave early when a parent/guardian checks them out.
5. Students will dance appropriately and respectfully. All dancing must be face to face.

## ATHLETIC ACTIVITIES

Participation in after school athletic activities is encouraged at John Muir Middle School. Being on a team is a privilege not a right.

### Athletic Requirements

All students wanting to participate in athletic activities **MUST** have good *grades, behavior and attendance*. The requirements for athletic activities are as follows:

1. The coach ALONE determines who makes the team, position, and play time.
2. Eligibility is determined by students **GRADES** every quarter report cards.
  - a. **Students must have a GPA of 2.0 or higher and a "C" or better in P.E.**
  - b. Students arriving into the 6<sup>th</sup> grade are eligible and remain eligible depending on their grades in the first quarter report card.
  - c. Students going into 7<sup>th</sup> and 8<sup>th</sup> grade are eligible through their previous year's final grade.
3. Students must display good **BEHAVIOR**.
  - a. Detention takes precedence over games and practices.
  - b. Students that attend detention will need to write a letter of explanation to their coach as to what they did and how they will correct their behavior.
  - c. Students with multiple detentions may be benched at discretion of the Coach
  - d. Suspension of a student will be benched or removed from the team.
    - i. 1 week per every day of suspension (For example: if a student is suspended for 2 days, the athlete will not participate in games for 2 weeks.) These students may continue to practice at the discretion of their coach.
    - ii. During suspension time, the student will not be allowed on campus or to participate or attend any school events.
  - e. Students may be removed from the team at any time by their coach.
4. Students must have good **ATTENDANCE**.
  - a. The student must attend school in order to participate in practice or a game.
  - b. The office must clear any absence from school
  - c. Students who miss school because of sickness are not allowed to practice or play on that day.

5. Any student who fails to make an athletic team may immediately try out for another sport.
6. Parents must sign an athletic, academic, and behavior contract before participating.
7. **All athletes must complete and turn in an approved waiver form or physical prior to participating in sports; this includes "Try-Outs" and "Practice".**

### Athletic Information

- **Concerns:** Any questions or concerns regarding any athletic sport will go directly to the coach and or athletic director.
- **Transportation:** It is recommended that all students go and return from all events with their team. If a student wishes to travel from an event with a parent/guardian, you **MUST** have a permission slip (from the Athletic Department).
- **Early Dismissal:** Students dismissed early to attend an athletic activity must report to the designated area immediately. Students are **NOT** to be wandering on campus.



### CJUSD K-8 DRESS CODE

The dress code is designed to create and maintain a safe and positive educational environment that does not distract Corcoran Joint Unified School District students from learning. Students are to follow the dress code while on campus and during any school-sponsored activity. **Students may wear school-sponsored clothing from other CJUSD schools at the principal's discretion. Anything that may be considered inappropriate, immodest or gang related can and will be disallowed by the administration. Students that do not follow the dress code will need to acquire the proper item/s or they may face disciplinary action including: missing recess, detention or sent home. Attempts will be made to contact the home to bring replacement clothing.**

1. **Colors and Logos:** Red or royal blue are not allowed as the main or predominant color on any dress code item unless it is school-sponsored clothing. Red and Royal blue may be mixed into other colors if it is considerably less than the other colors. **No red or blue belts, shoelaces, beanies or gloves are allowed at any time.** A student placed on a gang contract may be restricted from wearing a particular color for safety reasons at the discretion of administration.
2. **Shirts and Undershirts:** All blouses and shirts must be clean and neat. All clothing must sufficiently conceal undergarments, including bra straps, at all times. See-through or fishnet fabrics, tube tops, men's tank undershirts, muscle shirts, jerseys with no undershirts, sagging pants/shorts, pajamas and clothing deemed immodest by school personnel, are prohibited. In addition, students must have their shoulders covered with no see-through material. Tops with "spaghetti straps", halter-tops, tank tops or other shirts with less than 5 inches at the shoulder, or shirts that show any part of the midriff (belly) are not allowed. Midriffs must be covered at all times. Low-cut necks/scooping necks are also prohibited.
3. **Pants/shorts/dresses/skirts:** Students may not wear any clothing that is torn, worn, ripped, has holes or is rough-cut. Bike shorts, sweatpants, warm-ups, pajamas, hip-huggers, military style, tight, form-fitting apparel are not allowed. Pants must not sag below the waist when fastened. Shorts/skirts must extend below the fingertips when arms are held relaxed at the sides. Sweat pants and Warm ups are only allowed if they are school/district sponsored clothing and approved by the principal.
4. **Outerwear/Jacket/Hoody:** When wearing a jacket/sweater of any kind the student must still wear a shirt or blouse that conforms to the dress code. Hoods must be down while inside (i.e. classroom, office, cafeteria, etc.). Students, who repeatedly have to be told to take off their hood, will not be allowed to wear hooded clothing on campus, as the item has become a distraction for them.
5. **Socks, Tights or Hose:** No fishnet, torn, etc.

6. **Shoes/Sandals:** Heels must be no taller than 1 inch. Steel-toed boots, flip-flops, slippers and clogs are not allowed. (Grades K-5): Students must wear closed-toe shoes at all times. Sandals are not allowed. (Grades 6-8): If wearing sandals to school you must also have athletic shoes for P.E. Sandals must have a back-strap.
7. **Belts/Buckles:** Belts must be appropriate sizes and the end strap must be worn through the belt loops, not hanging down. Buckles must be plain only. Patterns, pictures, letters, numbers etc. are not allowed.
8. **Images and Words:** Clothing and jewelry shall be free of writing, pictures, logos or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate racial, ethnic, religious prejudice, gang activities, or the use of drugs/alcohol or depiction of weapons.
9. **Beanies, Hats, or Head coverings:** Hats are not allowed except for the approved sun protective headwear (2"-4" rim all around) and may only be worn during outside activities. Beanies are allowed outside for cold weather and may only have a small logo. Head coverings for religious purposes are allowed. No head coverings, except for religious reasons, may be worn inside school buildings.
10. **Sunglasses:** Sunglasses may only be worn outside.
11. **Hair:** Hair color, highlights, or streaking must be natural human colors. Colors such as (but not limited to) pink, purple and green **would not** be acceptable. There is no forming, shaving, cutting, etc. of letters, numbers, or shapes into hair or eyebrows. Mohawks (shaved sides) are not allowed. Spiked hair is limited to 2 inches tall or less. Anything distracting about the student's hair is not allowed.
12. **Piercings:** Stud earrings are allowed. Hoop, extended length, or dangling earrings are not allowed due to safety concerns. Facial, tongue, eyebrow, etc., piercings must have a small, clear plastic plug with administrative approval.
13. **Tattoos:** No visible (temporary or permanent) tattoos will be allowed at any time.
14. **Acrylic (Fake) Nails:** Are not allowed (K-5).
15. **Misc.:** Clothing apparel that could be used as a weapon including: chains, wallet chains, spikes or studs on jewelry are prohibited. No clothing deemed immodest by the school administration.

**John Muir 8th Grade Promotion Dress Code:** Shirts must have a collar, no denim blue jeans or inappropriate clothing. Dresses must be long enough so that the bottom of the dress extends below the fingers if the arms are held relaxed at the side of the body. The front of the dress must not be revealing and should have modest necklines. Students are allowed to wear types of straps or strapless dresses. All underclothing must be covered and not visible. There are no color restrictions. You will not be allowed to attend the Promotion Ceremony if your clothing or the way it is worn does not meet the administration's approval. If you have any questions please call the school or bring the clothing in question to the office.

There are special spirit dress-up days where students may wear red and blue, but both must be worn above the waist at the same time.

## GRADING POLICY

### Grading

#### Grade/Effort & Quality of Work

A..... Excellent

B..... Good

C.....Average

D..... Needs Improvement

### Honor Roll

#### GPA

4.0

3.5 – 3.99

3.0 – 3.49

Principal's Honor Roll

Wildcat

Honor Roll



## F..... .Failing

# ATTENDANCE

### Attendance Procedures

Students are expected to be at school and on time to each of their classes **EVERYDAY**. If a student is absent they **MUST** contact the office immediately. Verification of absence includes a telephone call, a note from the parent/guardian or doctor indicating the reason why the student was absent.

Student absences that are not verified will receive an automated phone call. Student absence will be excused for the following reasons:

1. Illness
2. Doctor or dentist appointment (Please bring a doctor's note)
3. Death of an immediate family member
4. Court appearance
5. Quarantine
6. Exclusion

### Truancy Policy

Truancy exists when a student does not come to school and is not excused for that absence or acquires too many excused absences. There may be a need for the Truancy officer or the Corcoran Police Department to become involved. If truanies continue, the school will begin a legal process that begins with the following:

1. Warning letters will be sent out after 8 and 12 excused absences. The letters will be sent out after 3, 6, and 9 unexcused absences.
2. Eventually this can lead to referral to the School Attendance and Review Board (SARB) and ultimately to the following:
  - a. Parents may be asked to go to court
  - b. Parents may have to pay a fine
  - c. Parents may go to jail

### Cut Policy

If a student is 5 minutes or more late to class, school, or is involved in a walkout, this will be considered a class cut. The student must report to the office with their parent or the parent will be notified. This may result in Detention/Suspension with increasing days per incident. If a student or group of students leave campus without prior approval from staff this will result in a suspension.

### Transfer or Leaving the District

If you are transferring to another school district, it is necessary for you to come to the office and request a Student Withdrawal Form. Textbooks and equipment must be returned to the proper

teachers. Signatures of all teachers are necessary. If all school items are not returned you will be placed on the new school's debt list.

## **DISCIPLINE**

The Corcoran Unified School District believes in and supports a consistent discipline policy with swift and deserving behavior modification and educational policies. The discipline policy at John Muir adheres to these practices and aims to create a positive educational environment through good behavior and citizenship.

John Muir Middle School staff believe that the behavior of the students should reflect standards of good citizenship. These students are expected to respect authority, school policies, and the law; assume personal responsibility for their education and behavior; maintain high standards of courtesy, decency, and morality; respect personal and school property; and exhibit pride in their work and achievement.

### **Wildcat PRIDE**

**Wildcat PRIDE** (patience, respect, integrity, dependability, and empathy) program for behavior and citizenship has been established to help students in their positive efforts. Classroom teachers will redirect students to correct behaviors. If this is unsuccessful we will use a step system to correct the behaviors. They are as follows:

- **Step 1:** Teacher will conference with student regarding behavior, and provide an intervention.
- **Step 2:** Teacher will contact parents regarding student behavior, and provide an intervention.
- **Step 3:** Teacher will administer after school detention (up to 1 hour), provide an intervention and contact parents.
- **Step 4:** Teachers will conference with the parent and student, give an after school detention and classroom intervention.
- **Step 5:** Administration will conference with Teacher/Student/Parent, student will be sent to office to complete classwork.

**\*NOTE:** Students that receive more than 2 office referrals per quarter shall not participate in any extra school function during that quarter. To participate in the end of school year activities, students may not receive more than 6 office referrals for the school year of office. Office referrals may prevent students from participating in sports or extracurricular activities.

### **Honesty Policy**

Cheating is defined as obtaining or providing any help on an assignment/quiz/test that is to be completed solely by the student. Downloading or copying directly from online sources, or the

computer is considered plagiarism and is **NOT** accepted. If a student is found cheating the following will occur:

- **1<sup>st</sup> Offense:** Parent notified by the teacher; student receives a grade of “0” on that assignment.
- **2<sup>nd</sup> Offense:** Parent notified by the teacher; student receives a grade of “0” on that assignment; after school detention.
- **3<sup>rd</sup> Offense:** Parent notified by the teacher; a conference is held with Vice Principal/Teacher/Parent/Student; student receives a grade of “0” on that assignment

### **Gambling**

The use and/or possession of gambling paraphernalia are not permitted on campus at any time. This includes, but not limited to, playing cards, dice, or tossing coins.

### **Technology Use**

In order to use laptops, iPads, etc. at school, the students and parents will sign and agree to the terms of our technology contract. ***All school issued devices are the property of Corcoran Unified School District.***

Students are expected to use technology as directed by their instructor to acquire resources and to pursue intellectual activities. Technological items may **NOT** be used for any purpose that conflicts with the goals of the technology policy of the Corcoran Unified School District, or for illegal or unethical purposes. Technology use is a privilege not students' rights. Any student in violation of technology the teacher will do the following:

- **Step 1:** student receives a verbal warning and redirection
- **Step 2:** Teacher will take the iPad for the remainder of the class period. Parent Contact.  
\***NOTE:** If the offense is major, the iPad will be removed by office staff and given to Admin for further consequences. Teachers should **NOT** keep student iPads or devices in their classroom beyond the class period.
- **Step 3:** Student is assigned one (1) After School Detention
- **Step 4:** Student is assigned two (2) After School Detention

Personal student devices can be confiscated but state law prohibits any search of the phone or its contents. Confiscated devices should be labeled and sent to the office for a parent pick up.

### **Classroom Laboratory Violations**

Laboratory violations in science, STEM, and other classes will be treated as a major violation. These violations could cause serious injury or death. Students may be removed from future Laboratory events if needed in order to keep themselves and others safe.

### **Cafeteria Policy**

Students are expected to cooperate with staff and the cafeteria rules. Students should follow the following rules:

- Line up orderly and quietly
- Use good table manners
- Clean up after yourself and others
- Remain seated until dismissed

### **Harassment/Bullying Policy**

Corcoran Unified School District maintains a strict policy prohibiting harassment of students because of sex, race, color, national origin, ethnicity, religion, sexual orientation, age, mental or physical disability, or any other basis protected by federal, state, or local law, ordinance, or regulation. All such harassment is unlawful. Sexual Harassment is a form of sexual discrimination under Title IX of the Educational Amendment of 1972 and is prohibited by both federal and state law. Irrespective of the law, John Muir Middle School staff believes that ALL harassment is offensive.

**Violation of this policy will result in discipline, possibly suspension or expulsion, or arrest depending on the nature and seriousness of the violation (Ed. Code 48900.2; 48900.3; 48900. 4).**

Unlawful harassment because of sex, race, color, national origin, ethnicity, religion, sexual orientation, age, mental or physical disability, or any other protected status includes:

- Profanity directed toward a Staff
- Verbal slurs, derogatory comments, unwanted flirtations/propositions, graphic body comments, sexual jokes/stories, or unwanted sexual advances, invitations or comments from either sex.
- Making obscene or unwanted gestures
- Telling racial or ethnic/religious jokes
- Using stereotypes
- Touching, brushing, pinching or patting
- Pulling or lifting of clothing
- Leaving pictures of a sexual nature
- Transmitting harassing remarks or pictures via social media, cell phone or by other electronic means
- Retaliation for having reported or threatened to report harassment.

There are verbal, physical, visual and multiple ways to sexually harass or bully someone. These destructive types of behavior will not be tolerated. The administration reserves the right to repeat or move to step of this policy depending on the severity of the act, with the intent of education and creating a safe educational environment for all of our students. **Students may be placed on a restricted contract at any time for being involved in this type of behavior.**

1. The first incident of sexual harassment/bullying will result in a warning and explanation from the administrative staff about the severity of this problem. Parent contact will also be

made and the incident will go on the student's Behavior Contract. The student may be referred to counseling.

2. The second incident will result in police intervention and suspension from the campus for up to five days and the incident will go on the student's Behavior Contract. The student may be referred to counseling.
3. The third incident will result in police action, immediate suspension from school for five days. The student may be referred to counseling. The incident will go on the student's behavior Contract and the student will be recommended for expulsion.

### **Fighting/Gang Related Behavior Policy**

Gangs and other groups of students that promote criminal activity or intimidate students and staff pose a threat to school safety, inflict a harmful influence on others, and disrupt the educational process. The district, school, and law enforcement will monitor the behavior, apparel, accessories, assignments, language/noises such as whistling, and other attributes that may be indicators of gang involvement or emulation, in order to maintain a safe and secure campus for students and staff. See also Dress and Grooming Policy for more information. Fighting and gang related behavior is not tolerated. Students will be placed on a fighting or gang contract for these violations. Students will be suspended for being in a fight or behaving in a gang related way. Students may be expelled for either of these offenses. They may be expelled on their first offense depending on the severity of the incident. **Students may be placed on a restricted contract at any time for being involved in this type of behavior.**

1. Fighting will result up to five days of suspension for all of the students involved and may result in being recommended for expulsion.
2. Gang related incidents might result in varying days of suspension due to the severity of the act.
3. Gang related fighting will result in an expulsion recommendation.

### **Detention**

Detention will be served after school. It is the responsibility of the student to inform their parent/guardian of their detention. Any student that misses detention may be given another detention/s.

### **Tardy Policy**

To maximize each student's learning experience, it is important that students show up to class on time. When students show up late, it disrupts this learning environment. The following actions will take place (this is per class):

- **Tardy 1:** Warning

- **Tardy 2:** After school detention and parent contact
- **Tardy 3:** Tardy contract, after school detention, and parent contact
- **Tardy 4:** After school detention and parent conference
- **Tardy 5:** Admin referral

**\*NOTE:** Students that receive more than 2 tardy office referrals per quarter shall not participate in any extra school function during that quarter. To participate in the end of school year activities, students may not receive more than 6 tardy office referrals for the school year of office. Tardy office referrals may prevent students from participating in sports or extracurricular activities.

## CLASSROOM VIOLATIONS

Our classroom teachers will establish expectations and procedures for their classrooms. Teachers will handle minor violations in class. They will work along with students and parents/guardians to ensure the best learning environment for all students.

### Minor Violation Policy

Minor violations include, but are not limited to:

- Disrupting the class
- Gum, eating, drinking in the classroom (unless directed by teacher)
- Dress Code violations
- Play fighting
- Technology misuse
- Refusal to do any work or sleeping in class
- Refusal to follow instructions
- Profanity
- Tardiness

### Major Violation Policy

Major violations are one that inhibits the teacher from continuing with instruction, students creating a negative or unsafe environment. Students who commit a major violation **SHOULD NOT** be sent to the office but instead need to be escorted by Security, an Administrator, or other Staff Member. Major violations include, but are not limited to:

- Possession of drugs, alcohol, drug paraphernalia (ex. vape pen), or student under the influence

- Possession of weapon or replica weapon
- Bodily harm to another person and/or assault
- Sexual harassment
- Bullying or cyberbullying
- Gang affiliation or activity
- Yelling, screaming, or other total disruption of the learning environment
- Threatening to assault or take the life of self or others

**\*NOTE:** Some incidents (fighting etc.) could result in immediate suspension/expulsion. It is up to the discretion of the administrator along with State, District and school laws/rules to decide the appropriate disciplinary actions. All major offenses will take priority over lesser offenses. Some serious incidents may bypass the Educational Behavior Contract System and the consequence may be 1-5 days of suspension/Independent Study placement/Expulsion Hearing/Police involvement/etc.

### **Class Suspension - Ed. Code 48910. (a)**

A teacher may suspend any pupil from class, for any of the acts enumerated in Section 48900 (see page 18), for the **day of the suspension and the day following**. The teacher then will do the following:

- Immediately report the suspension to the principal of the school.
- As soon as possible, ask the parent/guardian of the pupil to attend a parent-teacher conference regarding the suspension.
- If practicable, a school counselor or a school psychologist may attend the conference.
- A school administrator shall attend the conference if the teacher or the parent or guardian so requests.
- The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.

### **Middle School Promotion Requirements**

Here are the requirements to participate in promotion for our current 8th graders:

- All students need to have quality grades.  
2.0 GPA while at JMMS or at least a 2.5 for 8th grade year
- Students need to have excellent behavior.  
No more than one major discipline incident in 8th grade year.
- Students need to have good attendance.  
95% attendance in 8th grade year (seven tardies will count as one absence towards eligibility in this area.)

If a student is not eligible for promotion using these guidelines, the parent and student can write an appeal letter to the administration at John Muir Middle School.

## **Title I, Part A School-Parent Compact**

The **John Muir Middle School**, and the parents of the students participating in activities, services, and programs funded by Title I, Part A, agree that the School-Parent Compact outlines how the parents, the entire school staff, and the students will share in the responsibility for improved student academic achievement, and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high academic standards (ESSA Section 1116[d]).

Describe how the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I, Part A to meet the challenging state academic standards, and the ways in which each parent will be responsible for supporting their children's learning; and participating, as appropriate, in decisions relating to the education of their children and positive use of extra-curricular time (ESSA Section 1116[d][1]):

### **School Responsibilities**

We, The School, will support the students' learning by:

1. Providing a safe environment for students and staff.
2. Ensuring a high level of education for our students.
3. Establishing a healthy environment for our students and staff.
4. Ensuring academic excellence with all of our teachers.
5. Guaranteeing parent access to teachers.
6. Assuring good home-school communication.
7. Arranging parent notification on students' performance.
8. Confirming early intervention with students' learning.
9. Creating a welcoming environment for families/community who have concerns.

### **Parent Responsibilities:**

We, as parents, will support our child's learning by:



1. Ensuring our children attend school daily and on time.
2. Monitoring attendance.
3. Making sure that student work is completed.
4. Participating, as appropriate, in decisions relating to my child's education.
5. Promoting positive use of my child's extracurricular time.
6. Staying informed about my child's education by promptly reading all notices from the school or the school district.

### **Student Responsibilities**

We as students, will share the responsibility to improve our academic achievement by:

1. Attending school and completing class tasks daily and on time.
2. Demonstrating respect for all staff and students.
3. Following the school and district rules, regulations, policies and expectations.
4. Doing my homework every day and asking for help when I need it.
5. Showing PRIDE – Patience, Respect, Integrity, Dependability, & Empathy at all times.

Describe how the importance of communication between teachers and parents on an ongoing basis through, at a minimum, the following means (ESSA sections 1116[d][2][A-D]):

- (A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
- (B) frequent reports to parents on their child's progress;
- (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- (D) ensuring regular two-way, meaningful communication including the use of Zoom or other virtual meeting tools as needed or requested by either parent or teacher; between family members and school staff, and to the extent practicable, in a language that the family members can understand.

This Compact was established by John Muir Middle School on 3/19-2024, and will be in effect for the period of school year 2024-2025. The school will distribute the Compact annually to all parents and family members of students participating in the Title I, Part A program on, or before: August 14, 2024.

## **Title I, Part A School Parent and Family Engagement Policy**

John Muir Middle School with parents and family members, has jointly developed, mutually agreed upon, and distributed to, parents and family members of participating children in Title I, Part A programs the following requirements as outlined in ESSA sections 1116(b) and (c).

Describe how parents and family members of participating children in Title I, Part A programs are involved in jointly developing, distributing to, a written school parent and family engagement policy, agreed upon by such parents for carrying out the requirements in ESSA Section 1116(c) through (f) (ESSA Section 1116[b][1]):

To involve parents/guardians and family members in the joint development and joint agreement of this Policy, the following documents will be disseminated to parents for review and for feedback through:

1. Informational meetings (SSC; ELAC; Student Showcase Night, Annual Title I Meeting: 1. Title I, Part A LEA-Level Parent and Family Engagement Policy)
2. School-Parent Compact
3. Parent Notices as they apply to the Title I, Part A Non-Regulatory Guidance

Describe how parents and family members of participating children in Title I, Part A programs, may amend a parent and family engagement school policy that applies to all parents and family members, if necessary, to meet the requirements (ESSA Section 1116[b][2]):

Parents and family members may amend a parent and family engagement school policy by providing input during informational meetings where the policy is being discussed.

Members of the SSC and/or other committees would discuss the input and make amendments to the policy as needed.

Describe how the Local Educational Agency (LEA) involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, and how the LEA may amend that policy, if necessary to meet the requirements (ESSA Section 1116[b][3]):

We will take the following actions to distribute to parents of participating children and the local community, the School Parent and Family Engagement Policy: The school will distribute the policy by posting it in our parent handbook and will be reviewed at the annual Title I parent meeting.

Describe how parents and family members of children participating in Title I, Part A programs can, if they find that the plan under ESSA Section 1112 is not satisfactory to the parents and family members, and the LEA shall submit the parent comments with the plan when the LEA submits the plan to the State (ESSA Section 1116[b][4]):

In the event that a parent submits an unsatisfactory comment, they will be included with the plan at the time of submission to the LEA as an attachment. The LEA will submit all documentation to the State.

Describe how the school served by Title I, Part A funds holds an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A and to explain the requirements and the rights of the parents to be involved (ESSA Section 1116[c][1]):

We will hold a flexible number of meetings on or before September 30th at varying times, and provide transportation, child care, and home visits, paid for with Title I funding as long as these services relate to parental involvement.

Describe the steps that the school takes to offer a flexible number of meetings, such as meetings in the morning, afternoon, evening or other ways, and may provide, with funds provided under Title I, Part A, for transportation, child care, or home visits, as such services relate to parental involvement (ESSA Section 1116[c][2]):

We will hold a flexible number of meetings at varying times, and provide transportation, child care, and home visits, paid for with Title I funding as long as these services relate to parental involvement:

The school will determine what is needed to contact difficult to reach parents, e.g., in addition to childcare, transportation, the planning of special events that parents find particularly useful and of interest to them. These meetings will explain strategies authorized under Title I.

Describe how parents and family members of participating children are involved, and in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy, and the joint development of schoolwide program plan under ESSA Section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children (ESSA Section 1116[c][3]):

Parents are invited to multiple meetings to review the Title I plan at the beginning of the school year. They are members of the SSC and are invited to attend and participate in decisions relating to the expenditure of Title I funds. The school holds a Title I meeting which encourages participation and feedback. Parents and students are sent annual surveys regarding Title I. Parents are also invited to Parent Nights where surveys are distributed at the end of the event.

Describe how the school is providing parents and family members of participating children of Title I, Part A programs: timely information about programs under Title I, Part A; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible (ESSA sections 1116[c][4][A-C]:

Parents and family members of participating children are provided multiple opportunities to inspect curriculum and assessments during SSC and ELAC meetings. They are provided with the data for school wide and district assessments on a regular basis. If requests are made by parents to offer suggestions and participate in decisions regarding the education of their children, the school will respond in a timely manner.

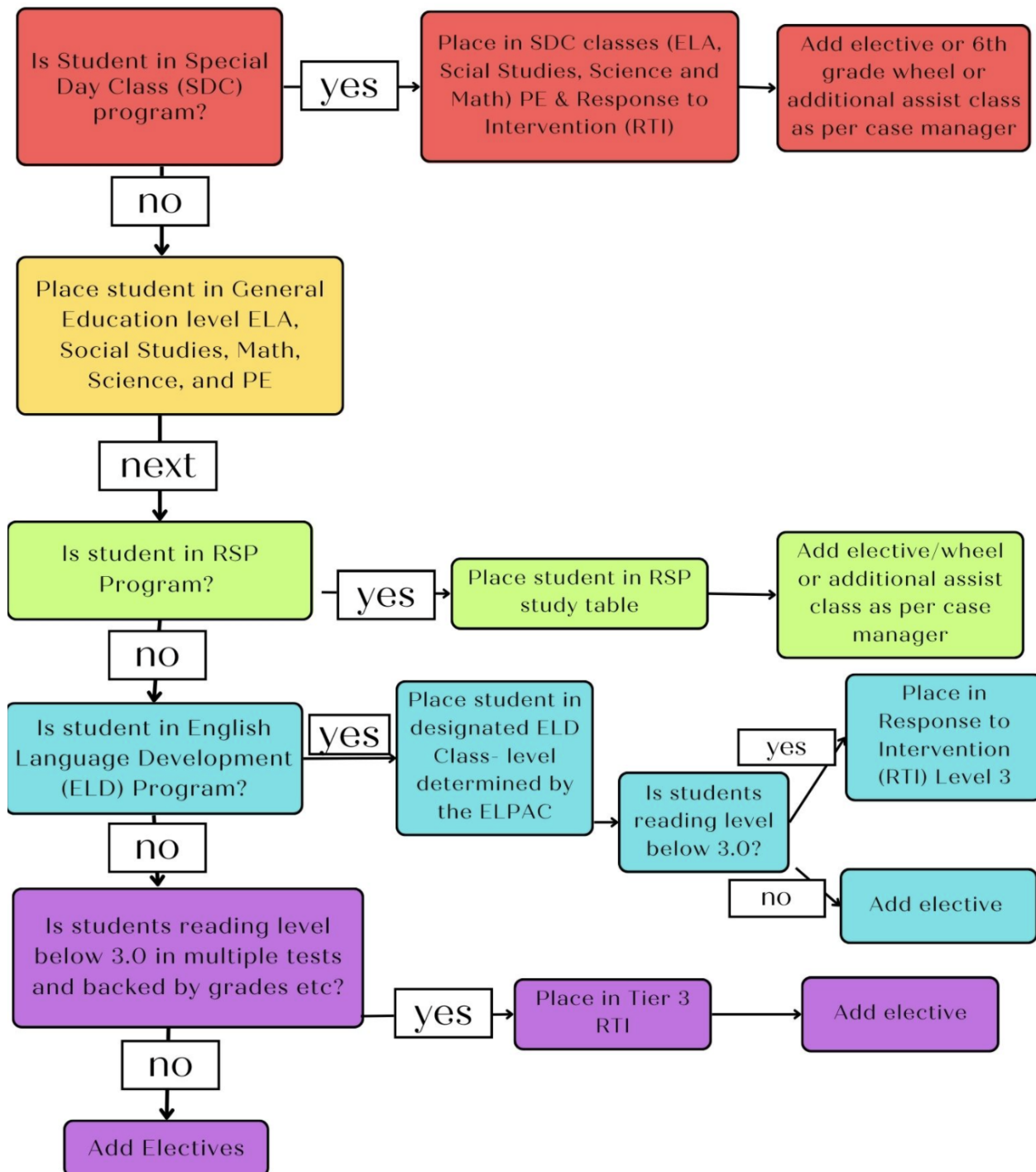
Describe how the schoolwide program plan, ESSA Section 1114(b), is not satisfactory to the parents of participating children in Title I, Part A programs, submitting any parent comments on the plan when the school makes the plan available to the LEA (ESSA Section 1116[c][5]):

At the current time there have not been any unsatisfactory comments from parents or participating children. In the event that a parent submits an unsatisfactory comment, they will be included with the plan at the time of submission to the LEA.

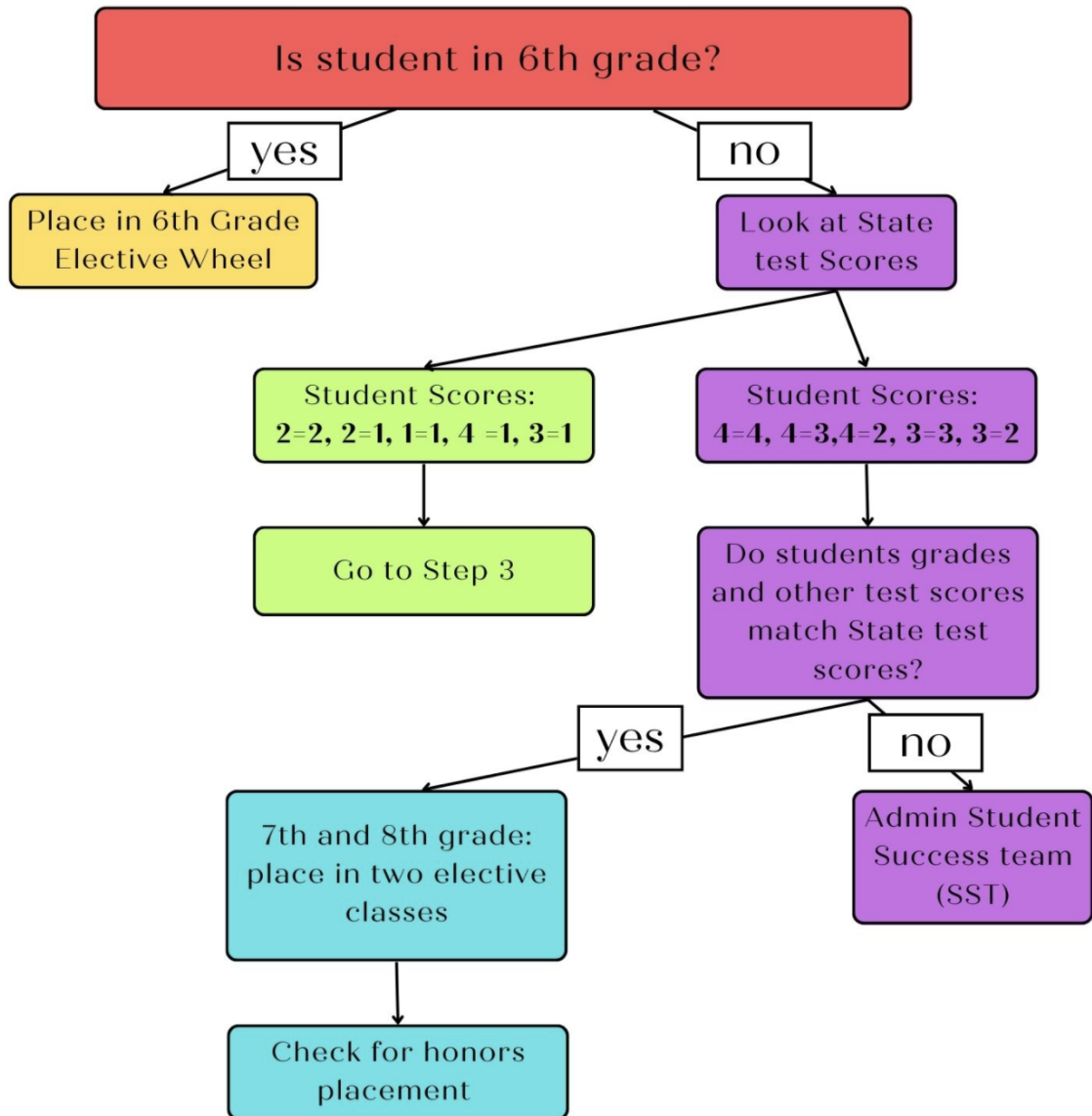
John Muir Middle School's Title I, Part A School Parent and Family Engagement Policy was developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs on (3/19/24). The School will distribute the policy to all parents and family members of participating Title I, Part A students annually on or before (8/14/2024).

## ACADEMIC SCHEDULING FLOWCHART

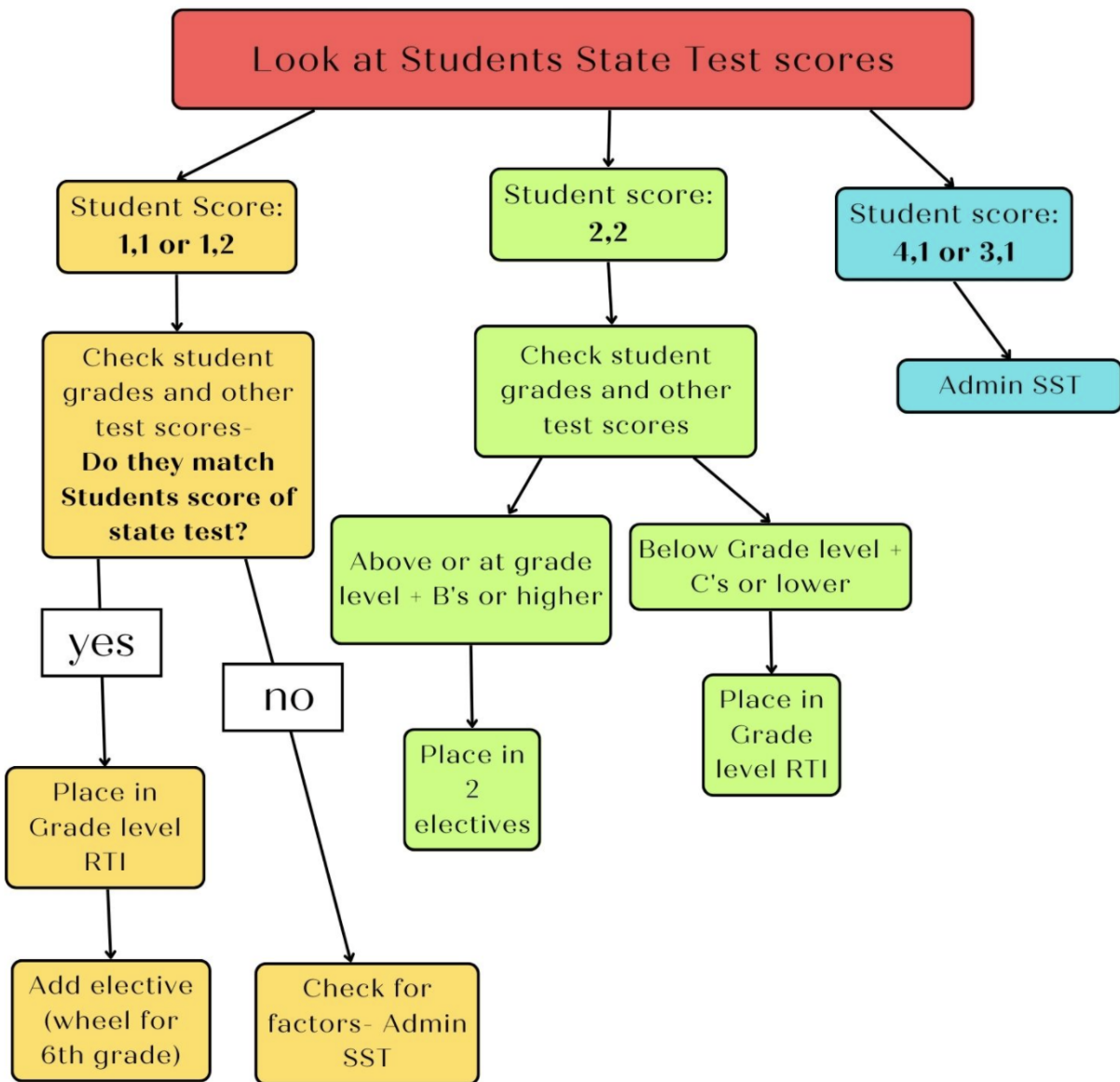
# Step 1



## Step 2



# Step 3





## JMMS Clubs/Organizations and Athletics

Clubs and Organizations	Athletics	Athletics Continued
Associated Student Body (ASB)	<u>Basketball</u> Varsity Boys Varsity Girls Junior Varsity Boys Junior Varsity Girls	<u>Track</u> Varsity Boys Varsity Girls
Band - Marching/Concert		<u>Tennis</u> Varsity Boys Varsity Girls
California Junior Scholarship Federation (CJSF)	<u>Baseball</u> Varsity Junior Varsity	<u>Volleyball</u> Varsity Junior Varsity
Future Farmers of America (FFA)	<u>Cheer</u> Varsity	<u>Wrestling</u> Varsity
Leadership		
Theater/Drama Club	<u>Cross Country</u> Varsity Boys Varsity Girls	
Yearbook	<u>Football</u> Varsity	
	<u>Soccer</u> Varsity Boys Varsity Girls Junior Varsity Boys Junior Varsity Girls	
	<u>Softball</u> Varsity Junior Varsity	

At John Muir, we strive to encourage our students to become future High School graduates. These are the requirements that students need to be ready for when going to the High School.

### **High School Graduation Requirements**

**Diploma Requirements** - To earn a high school diploma at Corcoran High School, students must meet all of the requirements listed below.

Geography/Life Skills: One Year 10 credits

English: Four Years 40 credits

English 9/Honors 9 (10 credits)

English 10/Honors 10 (10 credits)

English 11/AP Language/COS English 251 (10 credits)

ERWC/AP Literature/COS English 1 (10 credits)

Social Studies: Three Years 30 credits

World History (10 credits)

United States History/AP US History (10 credits)

American Government/Economics (10 credits)

Science: Three Years 30 credits

Biology (10 credits)

Chemistry (10 Credits)

Physics (10 credits)

Mathematics: Three Years 30 credits

Math I (10 credits) \*Must Pass Math I

Math II (10 credits)

Math III (10 credits)

PreCalculus (10 credits)

CLMP (10 credits)

Physical Education.: Two Years 20 credits

Coed P. E. / Strength & Conditioning / Advanced Athletic P.E. (20 credits)

Band (requires 40 credits to fulfill PE requirement)

Fine Arts or Foreign Language: One Year 10 credits\*

Art / Theater / Spanish / Music Appreciation / Et Cetera

\*College prep students must take a year long (P) class in order to fulfill their college admissions requirement. College prep students must also pass two years of foreign language, or pass an equivalency exam, or obtain a qualifying score on a foreign language subtest of the SAT.

Electives : 90 credits

260 Credits Are Required to Graduate

## **PARENT NOTICE OF RIGHTS AND RESPONSIBILITIES**

State law requires that parents or guardians be notified of their rights and responsibilities in certain matters pertaining to their children's education.

- 1. Comprehensive Sexual Health Education and HIV/AIDS Prevention Education: A parent or guardian has the right to excuse their child from comprehensive sexual health education, human immunodeficiency virus ("HIV") prevention education, and assessments related to that education. A parent or guardian who wishes to exercise this right must state their request in writing. (Ed. Code, § 51938) A parent or guardian may inspect the written and audiovisual educational materials used in comprehensive sexual health education and HIV and acquired immunodeficiency syndrome ("AIDS") prevention education. Parents have a right to request that the District provide them with a copy of the California Healthy Youth Act. (Ed. Code, § 51930 et. seq.)**

Parents or guardians shall be notified in writing if the District plans to administer an anonymous, voluntary and confidential test, questionnaire, or survey containing age-appropriate questions about the pupils' attitudes concerning or practices related to sex in grades 7 to 12 and given the opportunity to review the test, questionnaire, or survey. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey by stating their request in writing. (Ed. Code, § 51938)

Every child's parent will be notified prior to the commencement of any comprehensive sexual health education and HIV/AIDS prevention education instruction whether the instruction will be taught by District personnel or by outside consultants. If outside consultants or guest speakers are used, the notice shall include the date of the instruction, and the name of the organization or affiliation of each guest speaker will be identified. Parents have a right to request that the District provide them with a copy of Education Code sections 51933, 51934, and 51938. (Ed. Code, § 51938) If arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, the Superintendent or designee shall notify parents/guardians no less than 14 days before instruction is given. (Ed. Code, § 51938)

- 2. Excuse from Instruction in Health:** Upon written request of a parent or guardian, a pupil may be excused from any part of instruction in health which conflicts with the parent(s)' or guardian(s)' religious training or beliefs (including personal moral convictions). (Ed. Code, § 51240)
- 3. Administration of Medication:** Medication prescribed by a physician or ordered by a physician assistant for a child may be administered during the school day by the school nurse or other designated school personnel, or self-administered by the child if the medication is prescription auto-injectable epinephrine or prescription inhaled asthma medication, but only if the parent consents in writing and provides detailed written instructions from a physician, or a physician assistant as specified by law. In order for a child to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the physician or physician assistant must also provide a written statement detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine or prescription inhaled asthma medication. Parents must also provide a release for the school nurse or designated school personnel to consult with the pupil's health care provider regarding questions that may arise with regard to the medication, and releasing the District and its personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering auto-injectable epinephrine or prescription inhaled asthma medication. The written statements specified in this section shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. Forms for administering medication may be obtained from the school secretary. (Ed. Code, §§ 49423, 49423.1, 49423.5)
- 4. Students on Medication:** Parents are to notify the school nurse or other designated certificated school employee if their child is on a continuing medication regimen. This notification shall include the name of the medication being taken, the dosage, and the name of the supervising physician. With parental consent, the school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. (Ed. Code, § 49480)

5. **Immunizations:** The District shall exclude from school any pupil who has not been immunized properly, unless the pupil is exempted from the immunization requirement pursuant to Chapter 1 (commencing with section 120325) of part 2 of division 105 of the Health and Safety Code. The immunization exemption based on personal beliefs has been eliminated. (Health & Saf. Code, § 120325) A student who, prior to January 1, 2016, submitted a letter or affidavit on file at the District, stating beliefs opposed to immunization, is permitted to enroll in that institution until the student enrolls in the next grade span. Grade span means: 1) birth to preschool; 2) kindergarten and grades 1 through 6, inclusive, including transitional kindergarten; and 3) grades 7 through 12, inclusive. On or after July 1, 2016, the District shall exclude from school for the first time or deny admittance or deny advancement to any student to the 7<sup>th</sup> grade unless the student has been immunized for their age as required by law. (Health & Saf. Code, § 120335) A student may still be exempted from the immunization requirement based on medical condition or circumstances. A licensed physician or surgeon must transmit a completed medical exemption certification form from the California Department of Public Health directly to the local educational agency and the California Immunization Registry. The standardized medical exemption form shall be the only documentation of a medical exemption that shall be accepted by the District. (Health & Saf. Code, §§ 120370, 120372)

A parent or guardian may consent in writing for a physician, surgeon, or health care practitioner acting under the direction of a supervising physician and surgeon to administer an immunizing agent to a pupil at school. The health care practitioner may administer immunizations for the prevention and control of diseases that present a current or potential outbreak as declared by a federal, state, or local public health officer. (Ed. Code, §§ 48216, 48980(a), 49403; Health & Saf. Code, §§ 120325, 120335)

Students are advised to adhere to current immunization guidelines regarding full human papillomavirus (“HPV”) immunization before admission or advancement to the eighth-grade level. HPV vaccination can prevent over 90 percent of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks. A fact sheet has been attached describing the benefits of an HPV vaccination. (Ed. Code, § 48980.4, Health & Saf. Code, § 120336)

**6. Physical Exams and Testing:** The District is required to conduct certain physical examinations and vision and hearing testing of students, unless the parent has a current written objection on file. However, the child may be sent home if they are believed to be suffering from a recognized contagious or infectious disease, and shall not be permitted to return until the school

**authorities are satisfied that any contagious or infectious disease does not exist. (Ed. Code, §§ 49451, 49452, 49452.5, 49455; Health & Saf. Code, § 124085) The District shall provide for scoliosis screening of every female student in grade 7 and every male student in grade 8. (Ed. Code, § 49452.5)**

- 6. Confidential Medical Services:** For students in grades 7 through 12, the District may release a student for the purpose of obtaining confidential medical services without obtaining the consent of the student's parent or guardian. (Ed. Code, § 46010.1)
- 7. Medical Coverage for Injuries:** Medical and hospital services for pupils injured at school or school-sponsored events, or while being transported, may be insured at parent's expense. No pupil shall be compelled to accept such services without their consent or, if the pupil is a minor, without the consent of a parent or guardian. (Ed. Code, § 49472)
- 8. Accidental Injury Insurance:** Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers both medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Healthy Families at 1-866-294-4347. (Ed. Code, §§ 32221.5, 49470, 49471)
- 9. Mental Health Services:** The District shall notify pupils and parents or guardians no less than twice each school year of the steps to initiate access to available pupil mental health services on campus and/or in the community. (Ed. Code, § 49428) The mental health services available include individual and group counseling sessions, social skills groups, behavior intervention, referrals to outside agencies for more intensive supports and therapeutic services as deemed medically eligible by district Mental Health Clinicians. To initiate services, a parent or student may contact the school site administrator or counselor. Students, staff and parents of middle school and high school students may also request counseling using an electronic link for the middle school and high school available on the school websites.

- 10. Services for Students with Exceptional Needs or a Disability: State and federal law require that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Students classified as individuals with exceptional needs for whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Please contact the local director of special education for specific information. (Ed. Code, § 56040 et seq.) In addition, services are available for students who have a disability which interferes with their equal access to educational opportunities. (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. § 104.32) The District official listed below is responsible for handling requests for services under Section 504 and may be reached at the following address and telephone:**

Helen Copeland, Director of Special Service

1520 Patterson Ave., Corcoran, CA 93212

phone: (559) 992-8888, extension 1248

- 11. No Academic Penalty for Excused Absence: No pupil may have their grade reduced or lose academic credit for any absence or absences which are excused for the reasons specified below when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (Ed. Code, §§ 48205, 48980(i))**

A pupil shall be excused from school when the absence is:



- a. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
- b. Due to quarantine under the direction of a county or city health officer.
- c. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- d. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- e. For the purpose of jury duty in the manner provided for by law.
- f. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a doctor's note.
- g. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- h. For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Elections Code.

- i. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in section 49701 of the Education Code, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.**
- j. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.**
- k. For the purpose of participating in a cultural ceremony or event.**
- l. For the purpose of a middle or high school pupil engaging in a civic or political event, provided the pupil notifies the school in advance. A pupil absent pursuant to this section is required to be excused for only one day-long absence per year. A school administrator may permit additional absences pursuant to section 48260(c) of the Education Code.**
- m. For any of the following purposes, inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family member, has died, so long as the absence is not more than three (3) days per incident.**

  - i. To access services from a victim services organization or agency.**
  - ii. To access grief support services.**
  - iii. To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family member, including, but not limited to, temporary or permanent relocation.**

- iv. **Any absence beyond three days for the reasons described above shall be subject to the discretion of a school administrator, or their designee, pursuant to section 48260.**
- n. **Authorized at the discretion of a school administrator based on the facts of the pupil's circumstances, which are deemed to constitute a valid excuse, including, but not limited to, working for a period of not more than five consecutive days in the entertainment or allied industries if the pupil holds a work permit, or participating with a not-for-profit performing arts organization in a performance for a public school pupil audience for a maximum of up to five days per school year provided the pupil's parent or guardian provides a written note to the school authorities explaining the reason for the pupil's absence. (Ed. Code, §§ 48260, 48205, 48225.5)**

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls. (Ed. Code, § 48205)

"Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people. (Ed. Code, § 48205)

"Immediate family," as used in this section refers to the parent or guardian, brother or sister, grandparent, or any relative living in the household of the pupil. (Ed. Code, § 48205)

"Victim services organization or agency" means an agency or organization that has a documented record of providing services to victims. (Ed. Code, § 48205; Labor Code § 230.1)

- 12. Equal Opportunity:** Equal opportunities for both sexes in all educational programs and activities run by the District is a commitment made by the District to all students. (Title IX of the Education Amendments of 1972) (34 C.F.R. § 106.8) The District does not discriminate, including in admission and employment, on the basis of sex in any education programs or activities operated by the District, as is required by Title IX. Inquiries on all matters, including complaints, regarding the implementation of Title IX in the District may be referred to the District official listed below at the following address and telephone:

Helen Copeland, Director of Special Service

1520 Patterson Ave., Corcoran, CA 93212

phone: (559) 992-8888, extension 1248

- 13. Complaints (Special Education):** Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. Parents may submit a description of the manner in which the parent believes special education programs do not comply with state or federal law or regulations to:

Helen Copeland, Director of Special Service

1520 Patterson Ave., Corcoran, CA 93212

phone: (559) 992-8888, extension 1248

- 14. Release of Student Information:** The District does not release information or records concerning a child to noneducational organizations or individuals without parent consent except by court order, receipt of a lawfully issued subpoena, or when otherwise allowed by law. The following categories of directory information may be made available to various persons, agencies or institutions unless the parent or guardian notifies the District in writing not to release such information:

Name, address, telephone, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous educational institution attended. (Ed. Code, §§ 49060 et seq., 49073; 20 U.S.C. § 1232g; 34 C.F.R. § 99.7) In accordance with state and federal law, the District may also make available photographs, videos, and class rosters.

Directory information will not be released regarding a pupil identified as a homeless child or youth unless a parent, or pupil accorded parental rights, has provided written consent that directory information may be released. (Ed. Code, § 49073(c); 20 U.S.C. § 1232g; 42 U.S.C. § 11434a(2))

15. **Information Obtained from Social Media:** A school district that considers a program to gather or maintain in its records any information obtained through social media of any enrolled student shall notify students and their parents or guardians about the proposed program and provide an opportunity for public comment at a regularly scheduled public meeting of the Governing Board of the school district. The notification shall include, but is not limited to, an explanation of the process by which a student or a student's parent or guardian may access the student's records to examine the information gathered or maintained, and an explanation of the process by which a student or student's parent or guardian may request the removal of information or make corrections to information gathered or maintained. (Ed. Code, § 49073.6) Other than the school newspaper and yearbook, the superintendent or designee may gather information in the forms of video, photograph, blog, texts, and emails, to maintain school and student safety. All social media information gathered will be destroyed within one year after the student turns 18 years old or one year after the student is no longer enrolled, whichever comes first.

**16. Inspection of Student Records: State law requires that the District notify parents of the following rights which pertain to student records. (Ed. Code, §§ 49063, 49069.7; 34 C.F.R. § 99.7)**

- a. A parent or guardian has the right to inspect and review student records relating directly to their child during school hours or obtain a copy of such records within five (5) business days of their request.**
- b. Any parent who wishes to review the types of student records and information contained therein may do so by contacting the principal at their child's school. The principal of each school is ultimately responsible for maintenance of student records.**
- c. A parent with legal custody has a right to challenge information contained in their child's records. Any determination to expunge a student's record is made after a review of said record(s) by site administrators and certificated staff. Following an inspection and review of student records, the parent may challenge the content of the student's record. The right to challenge becomes the sole right of the student when the student becomes eighteen (18) years of age.**
- d. A parent or guardian has the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent disclosure is authorized without consent.**

A parent may file a written request with the Superintendent of the District to remove any information recorded in the written records concerning the child which is alleged to be:

- i. **Inaccurate.**
- ii. **An unsubstantiated personal conclusion or inference.**
- iii. **A conclusion or inference outside of the observer's area of competence.**
- iv. **Not based on the personal observation of a named person with the time and place of the observation noted.**
- v. **Misleading.**
- vi. **In violation of the privacy or other rights of the pupil.**

Within thirty (30) days, the Superintendent or designee shall meet with the parent/guardian and the certificated employee who recorded the information, if any, and if the person is still employed with the District, and sustain or deny the allegations. If the allegations are sustained, the Superintendent shall order the correction, removal or destruction of the information. If the Superintendent denies the allegations, the parent may appeal the decision to the Governing Board within thirty (30) days. The Board shall determine whether or not to sustain or deny the allegations. If the Board sustains the allegations, it shall order the Superintendent to immediately correct, remove or destroy the information from the written records of the student. (Ed. Code, § 49070)

If the final decision of the Board is unfavorable to the parents, or if the parent accepts an unfavorable decision by the District Superintendent, the parent shall have the right to submit a written statement of objections to the information. This statement shall become a part of the student's school record until such time as the information objected to is removed.

Both the Superintendent and the Board have the option of appointing a hearing panel in accordance with Education Code sections 49070-49071 to assist in the decision making. The decision as to whether a hearing panel is to be used shall be made at the discretion of the Superintendent or the Board and not of the challenging party.

- e. **A Student Records Log is maintained for each student. The Student Records Log lists persons, agencies or organizations requesting and/or receiving information from the records and the legitimate interests therefor to the extent required by law. Student Records Logs are located at each school and are open to inspection by parents or guardians. (Ed. Code, § 49064)**
  - f. **School officials and employees having a legitimate educational interest, as well as persons identified in Education Code sections 49076 and 49076.5 and in the Family Educational Rights and Privacy Act, may access student records without first obtaining parental consent. “School officials and employees” are persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and District-employed law enforcement personnel), a Board member, a person or company with whom the District has contracted to perform a special service (such as an attorney, auditor, medical consultant, or therapist), or a parent, student, foster family agency, short-term residential treatment staff, or caregiver whose access to student records is legally authorized. A “legitimate educational interest” is one held by a school official or employee whose duties and responsibilities create a reasonable need for access. (Ed. Code, §§ 49063(d), 49076, 49076.5; 20 U.S.C. § 1232g)**
  - g. **Parents and guardians have the right to authorize the release of student records to themselves. Only parents and guardians with legal custody can authorize the release of student records to others.**
  - h. **Parents and guardians will be charged ten (\$0.10) cents per page for the reproduction of student records.**
  - i. **Parents have a right to file a complaint with the U.S. Department of Education for alleged violations of parent rights related to student records. (20 U.S.C. § 1232g(g))**
  - j. **Parents may obtain a copy of the District’s complete student records policy by contacting the Superintendent.**
- 17. Family Educational Rights and Privacy Act: Parents have certain rights regarding student information and records which are guaranteed under federal law. A handout notifying parents of these rights is attached.**



- 18. Student Discipline:** District and school rules pertaining to student discipline are available to parents or guardians of district students in the school office. (Ed. Code, § 35291) Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic device may be disciplined for bullying, engaging in unlawful harassment, or making threats against students, staff, or district property even if such misconduct occurred off-campus and during non-school hours. (Ed. Code, § 48900(r))
- 19. Dissection of Animals:** If a student has a moral objection to dissecting (or otherwise harming or destroying) animals, or any part of an animal, the pupil must notify the teacher regarding such objection, and the objection must be substantiated with a note from the pupil's parent or guardian. If the pupil chooses to refrain from participating in such a project or test, and if the teacher believes that an adequate alternative education project or test is possible, then the teacher may work with the pupil to develop and agree upon an alternate education project or test for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information or experience required by the course of study. No student shall be discriminated against based upon their decision to exercise their rights under this section. (Ed. Code, §§ 32255-32255.6)
- 20. Temporary Disability:** A temporary disability which makes it impossible or inadvisable for a student to attend class may entitle the student to receive individualized instruction. It is the responsibility of the pupil's parent or guardian to notify the school district in which the pupil is deemed to reside of the pupil's need for individualized instruction.

Home Instruction: The district in which the student resides is to provide individual instruction if the student is receiving the instruction in their home. Individual instruction in a pupil's home pursuant to Education Code section 48206.3 shall commence no later than five working days after a school district has determined that the pupil shall receive this instruction.

Hospital or Health Facility Instruction: The school district in which the hospital or other residential health facility, excluding a state hospital, is located must provide individual instruction to a student with a temporary disability. Within five working days of receipt of the notification, the district must determine whether the pupil will be able to receive individual instruction, and, if so, when the individual instruction will begin. Individual instruction will commence no later than five working days after

a positive determination has been rendered. A student with a temporary disability who is in a hospital or other residential health facility, other than a state hospital, which is located outside the student's school district of residence shall be deemed to comply with the residency requirements of the school district in which the hospital is located. A school district may continue to enroll a pupil with a temporary disability who is receiving individual instruction in a hospital or residential health facility to facilitate the timely reentry of the pupil in their prior school after the hospitalization has ended, or in order to provide a partial week of instruction. On days in which the student is not receiving individual instruction in a hospital or other residential health facility, they may attend school in their district of residence if well enough to do so. A pupil receiving individual instruction who is well enough to return to a school shall be allowed to return to the school, including a charter school, that they attended immediately before receiving individual instruction, if returning during the same school year. (Ed. Code, §§ 48206.3, 48207, 48207.3, 48207.5, 48208, 48980(b))

Pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom shall be treated in the same manner and under the same policies as any other temporary disabling condition. (Ed. Code, § 221.51)

- 21. Student Residency:** A student may be enrolled in the District if (1) the student's parent, legal guardian or other person having control and charge of the student resides in the District (Ed. Code, § 48200); (2) the District has approved interdistrict attendance (Ed. Code, § 46600); (3) the student is placed in a regularly established children's institution, licensed foster home, or family home; (4) the student is a foster child who remains in their school of origin pursuant to Education Code section 48853.5(f) and (g); (5) the student is emancipated and lives within the District; (6) the student lives in the home of an adult who has submitted a caregiver affidavit; (7) the student resides in a state hospital within the District; or (8) the student's parent or legal guardian resides outside of the boundaries of the school district but is employed and lives with the student at the place of their employment within the school district boundaries for a minimum of three days during the school week. (Ed. Code, § 48204) The law allows, but does not require, a district to accept a student for enrollment where at least one parent or legal guardian of the student is physically employed within the district's boundaries for a minimum of 10 hours during the school week. (Ed. Code, § 48204) A student also complies with the residency requirements for school attendance in a school district if they are a student whose parent is transferred or pending transfer to a military installation within the state while on active duty pursuant to an official military order. However, the parent must provide proof of residence in the school district within ten (10) days after the published arrival date provided on official documentation. (Ed. Code, § 48204.3) A student also complies with the residency requirement if the student's parent/guardians were residents of the state but departed California against their will if the student provides official documentation evidencing the departure of their parent/guardians against their will; that the student moved outside of California as a result of their parent/guardians departing California against their will; and that the student lived and was enrolled in school in California immediately before moving outside of California. (Ed. Code, § 48204.4)
- 22. Attendance Options:** Students who attend schools other than those assigned by the District are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the District which the parent lives (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). (Ed. Code, § 48980(h))

Attached is a copy of the District's Policy on Interdistrict and Intradistrict Transfers. Parents interested in interdistrict or intradistrict transfers should contact the Superintendent's Office, phone (559) 992-8888, extension 1224. The general requirements and limitations of each process are described as follows:

- a. **Choosing a School Within the District in Which Parent Lives:** Education Code section 35160.5(b) requires the school board of each district to establish a policy that allows parents to choose the schools their children will attend, regardless of where the parent lives in the district. The law limits choice within a school district as follows:
1. Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
  2. In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer. However, a district may consider special circumstances that might be harmful or dangerous to a particular pupil in the current attendance area of the pupil, including physical threats of bodily harm or threats to the emotional stability of the pupil documented by a state or local agency, licensed or registered professional, or court order.
  3. Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
  4. A district is not required to provide transportation assistance to a student who transfers to another school in the district under these provisions.
  5. If a transfer is denied, a parent does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents to appeal a decision.
  6. Victims of Bullying: A school district of residence must approve an intradistrict transfer request for a victim of an act of bullying unless the requested school is at maximum capacity, in which case the district must accept an intradistrict transfer request for a different school within the district. A school district of residence may not prohibit the interdistrict transfer of a victim of an act of bullying if there is no available school for an intradistrict transfer and if the school district of proposed enrollment approves the transfer application. (Ed. Code, § 46600)

7. A school district of proposed enrollment shall ensure that pupils admitted under this law are selected through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether a pupil should be enrolled based on academic or athletic performance, physical condition, English proficiency, family income, or any of the individual characteristics set forth in Education Code section 220, including, but not limited to, race or ethnicity, gender, gender identity, gender expression, and immigration status.
- b. **Choosing a School Outside the District in Which Parent Lives:**  
**Parents have two different options for choosing a school outside the district in which they live. The two options are:**
- i. **Interdistrict Transfers (Ed. Code, §§ 46600–46610):** The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. The law on interdistrict transfers also provides for the following:
    - a. Once a pupil is enrolled in a school pursuant to an interdistrict transfer agreement, the pupil must be allowed to continue to attend the school in which they are enrolled without reapplying, unless revocation of the interdistrict transfer is a term and condition of the agreement between the districts; however, a district must not rescind existing transfer permits for pupils entering grade 11 or 12 in the subsequent school year.
    - b. Upon request, a pupil determined to be the victim of an act of bullying by a pupil of the district of residence must be given priority for interdistrict attendance under any existing interdistrict attendance agreement or additional consideration for the creation of an interdistrict attendance agreement. (Ed. Code, §§ 46600(b), 48900(r))
    - c. If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision. (Ed. Code, § 46601)
    - d. A school district of residence shall not prohibit the transfer of a student who is a homeless child or youth, a current or former

migratory child, a foster youth, the victim of an act of bullying, or a child of an active military duty parent to a school district of proposed enrollment if the school district of proposed enrollment approves the transfer application.

- e. If a pupil is a victim of an act of bullying and their school district of residence has only one school offering their grade level, such that there is no option for an intradistrict transfer, the pupil may apply for an interdistrict transfer, and the school district of residence shall not prohibit the transfer if the school district of proposed enrollment approves the application for transfer. (Ed. Code, § 46600)
- f. A school district that elects to accept an interdistrict transfer pursuant to this subdivision shall accept all pupils who apply to transfer under this subdivision until the school district is at maximum capacity and shall ensure that pupils admitted under this subdivision are selected through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a pupil should be enrolled based on their academic, performance, athletic performance, physical condition, proficiency in English, family income, actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), actual or potential parental, family, or marital status, pregnancy (including childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), nationality (includes citizenship, country of origin and national origin), immigration status, race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics. (Ed. Code, § 46600)
- g. Upon request of the parent on behalf of a pupil eligible for transfer pursuant to this subdivision, a school district of enrollment will provide transportation assistance to a pupil who is eligible for free or reduced-price meals. (Ed. Code, § 46600)

- h. A school district of enrollment may provide transportation assistance to any pupil admitted under this subdivision. (Ed. Code, § 46600(d))
- ii. **“Allen Bill” Transfers (Ed. Code, § 48204(b)):** The law allows, but does not require, each school district to adopt a policy whereby the student may be considered a resident of the school district in which their parents (or legal guardian(s)) physically work for a minimum of 10 hours during the school week if that is different from the school district in which the student resides. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other “arbitrary” consideration. Other provisions of Education Code section 48204(b) include:
  - a. Either the district in which the parent (or legal guardian) lives or the district in which the parent (or legal guardian) physically works may prohibit the student’s transfer if it is determined that there would be a negative impact on the district’s desegregation plan.
  - b. The district in which the parent (or legal guardian) physically works may reject a transfer if it determines that the cost of educating the student would be more than the amount of state funds the district would receive for educating the student.
  - c. There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
  - d. There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student is encouraged to provide in writing to the parent the specific reasons for denying the transfer.

- c. **Districts of Choice** (Ed. Code, §§ 48300-48317): The law allows, but does not require, each school district to become a “district of choice”—that is, a district that accepts transfer students from outside the district under the terms of the referenced Education Code sections. The school board of a district that decides to become a “district of choice” must determine the number of students it is willing to accept in this category each year and make sure that the students are selected through an “unbiased process,” which prohibits district inquiries, evaluations, or consideration of enrollment based upon actual or perceived academic or athletic performance, physical condition, proficiency in English, any other personal characteristic as specified in Education Code section 200, and family income (except for purposes of determining attendance priority for students eligible for free or reduced-price meals). If the number of transfer applications exceeds the number of students the school board elects to accept, transfer approval must be determined by a random public drawing held at a regular board meeting. Other provisions of the “district of choice” option include:
1. A school district of residence may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. The district a student would be leaving may also limit the total number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
  2. A school district of residence shall not prohibit the transfer of a student who is a child of an active military duty parent or adopt policies to block or discourage students from applying for transfer to a school district of choice.
  3. No student who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a student transferring under these provisions.
  4. A school district of choice must give priority for attendance in the following order: 1) to siblings of students already attending school in the district; 2) to students eligible for free or reduced-price meals; and 3) to children of military personnel.
  5. A school district of choice must post application information on its Internet Website, including any applicable form, transfer timeline, and explanation of the selection process.



6. A parent may request transportation assistance within the boundaries of the “district of choice.” The district is required to provide transportation only to the extent it already does so.

- d. **Transferring a Student Convicted of a Felony/Misdemeanor:**  
Education Code section 48929 authorizes the governing board of a school district to transfer a student enrolled in the district who has been convicted of a violent felony as defined in Penal Code section 667.5 or misdemeanor listed in Penal Code section 29805 to another school within the district when the student and victim of the crime are enrolled in the same school. The governing board has adopted a policy regarding such transfers at a regular meeting pursuant to Education Code section 48929. The policy requires: 1) notice to be provided to the student and student's parent or guardian of the right to request to meet with the principal or designee of the school or District; and 2) that the school first attempt to resolve the conflict before transfer by using restorative justice, counseling, or other services. The policy also includes information regarding whether the transfer decision is subject to periodic review and the procedure used to conduct the review, and the process the board will use to consider and approve or disapprove the recommendation of the school principal or other school or school district designee to transfer the student.

23. **Sexual Harassment Policy:** Each student will receive a written copy of the district policy on sexual harassment. The purpose of this policy is to provide notification of the prohibition against sexual harassment as a form of sexual discrimination and to provide notification of available remedies. A copy of the District's policy on sexual harassment is attached. (Ed. Code, §§ 231.5, 48980(f))

24. **Notice of Alternative Schools:** California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- a. **Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.**
- b. **Recognize that the best learning takes place when the student learns because of the student's desire to learn.**

- c. **Maintain a learning situation maximizing student self-motivation and encouraging the student in their own time to follow their own interests. These interests may be conceived by the student totally and independently or may result in whole or in part from a presentation by the student's teachers of choices of learning projects.**
- d. **Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous permanent process.**
- e. **Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to, the community in which the school is located.**

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for parent information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. (Ed. Code, § 58501)

**25. Nutrition Program:** The State Department of Education has established a statewide program to provide nutritious meals and milk at school for pupils, and to provide free meals to the neediest children. In some instances, nominal cash payments may be required. (Ed. Code, § 49510 et seq.)

**26. Leaving School Grounds:** The governing board of the Corcoran Joint Unified School District, pursuant to section 44808.5 of the Education Code, has decided to permit the pupils enrolled at Corcoran High School to leave the school grounds during the lunch period. Section 44808.5 of the Education Code further states: “Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.” (Ed. Code, § 44808.5)

**27. U.S. Department of Education Programs:** The following applies only to programs directly funded by the U.S. Department of Education:

All instructional materials, including teacher’s manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation shall be available for inspection by the parents or guardians of the children.

No student shall be required, as part of any applicable U.S. Department of Education funded program, to submit to a survey, analysis, or evaluation that reveals information concerning:

- a. **political affiliations or beliefs of the student or student's parents;**
- b. **mental and psychological problems of the student or their family;**
- c. **sex behavior or attitudes;**
- d. **illegal, anti-social, self-incriminating or demeaning behavior;**
- e. **critical appraisals of other individuals with whom respondents have close family relationships;**
- f. **legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;**
- g. **religious practices, affiliations, or beliefs of the student or student's parent; or**
- h. **income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)**

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent. (20 U.S.C. § 1232h)

## **28. Uniform Complaint Procedures:**

### **Complaints Alleging Discrimination, Harassment, Intimidation, and Bullying:**

State and federal law prohibit discrimination in education programs and activities. The District is primarily responsible for compliance with federal and state laws and regulations. (Cal. Code Regs., tit. 5, § 4620.)

Under state law, all pupils have the right to attend classes on school campuses that are safe, secure, and peaceful. (Ed. Code, § 32261) State law requires school districts to afford all pupils equal rights and opportunities in education, regardless of their actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), actual or potential parental, family, or marital status, pregnancy (including childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), nationality (includes citizenship, country of origin and

national origin), immigration status, race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics. (Ed. Code, §§ 210-214, 220 et seq., 234 et seq.; Cal. Code Regs., tit. 5, § 4900 et seq.; 20 U.S.C. § 1681 et seq.; 29 U.S.C. § 794; 42 U.S.C. § 2000d et seq.; 42 U.S.C. § 12101 et seq.; 34 C.F.R. § 106.9) The District prohibits discrimination, harassment, intimidation, bullying, and retaliation in all acts related to school activity or attendance. In addition to being the subject of a complaint, a pupil engaging in an act of bullying as defined by Education Code section 48900(r) may be suspended from school or recommended for expulsion.

The District's Uniform Complaint Procedures may be used in cases where individuals or a group have suffered discrimination, harassment, intimidation, or bullying. (Cal. Code Regs., tit. 5, §§ 4610, 4630, 4650; Ed. Code, §§ 234 et seq., 48900(r))

- a. **Any individual, public agency or organization has the right to file a written complaint alleging that they have personally suffered unlawful discrimination or that an individual or specific class of individuals has been subjected to unlawful discrimination. (Cal. Code Regs., tit. 5, §§ 4610, 4630(b)(1))**
- b. **Copies of the District's complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)**
- c. **Complaints must usually be filed with the superintendent/designee of the District.**
- d. **Discrimination complaints must be filed within six (6) months of the date the alleged discrimination occurred, or within six (6) months of the date the complainant first obtained knowledge of the facts of the alleged discrimination. Within that six (6) month period, complainant may file a written request with the district superintendent or designee for an extension of up to ninety (90) days following the six (6) month time period. Extensions will not be automatically granted, but may be granted for good cause. (Cal. Code Regs., tit. 5, § 4630(b))**

**Complaints Other Than Discrimination, Harassment, Intimidation, and Bullying:**

The District has a written complaint procedure which may be used in cases where any individual, public agency or organization alleges violations of state or federal law, other than those relating to discrimination, harassment, intimidation, and bullying.

**e. Written complaints may be made regarding:**

- i. Adult Education**
- ii. After School Education and Safety**
- iii. Agricultural Career Technical and/or Vocational Education**
- iv. American Indian Education Centers and American Indian Early Childhood Education**
- v. Bilingual Education**
- vi. California Peer Assistance and Review Programs for Teachers**
- vii. Consolidated Categorical Aid Programs**
- viii. Migrant Child Education Programs**
- ix. Every Student Succeeds Act (formerly No Child Left Behind)**
- x. Career Technical and Technical Education and Technical Training Programs**
- xi. Child Care and Development**
- xii. Child Nutrition**
- xiii. Compensatory Education**
- xiv. Consolidated Categorical Aid**
- xv. Economic Impact Aid**
- xvi. Special Education**
- xvii. “Williams Complaints”**
- xviii. Pupil Fees**
- xix. Instructional Minutes for Physical Education**



- xx. **Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)**
- xxi. **Pregnant and Parenting Pupils, including parental leave**
- xxii. **Student Parent Lactation Accommodations**
- xxiii. **Course Assignments already Completed or without Educational Content**
- xxiv. **Physical Education Instructional Minutes**
- xxv. **Foster Youth, Homeless Youth, former Juvenile Court School Student Services, Migrant Youth, and Pupils of Military Families**
- xxvi. **Regional Occupational Centers and Programs**
- xxvii. **Continued Education Options for Former Juvenile Court School Students**
- xxviii. **School Safety Plans**
- xxix. **School Plans for Student Achievement (SPSA)**
- xxx. **Tobacco-Use Prevention Education**
- xxxi. **Schoolsite Councils**
- xxxii. **State Preschool**
- xxxiii. **State Preschool Health and Safety Issues in Local Education Agencies Exempt From Licensing**
- xxxiv. **Any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code section 64000**
- xxxv. **Any other educational programs the Superintendent deems appropriate**

(Cal. Code Regs., tit. 5, §§ 4610(b), 4622, 4630; Ed. Code, §§ 222, 8200-8498, 8500-8538, 32289, 33315, 33380-33384, 35186, 46015, 47606.5, 47607.3, 48853.5, 49013, 49069.5, 49490-49590, 49701, 51210, 51223,

51225.1, 51225.2, 51226-51226.1, 51228.1, 51228.2, 51228.3, 52060-52075, 52160-52178, 52300-52490, 52334.7, 52500-52616.24, 54000-54029, 54400-54425, 54440-54445, 54460-54529, 56000-56867, 59000-59300, 64001; 20 U.S.C. §§ 1400, 6601, 6801, 7101, 7201, 6301 et. seq.; Health & Saf. Code, §§ 1596.792, 1596.7925, 104420)

Any individual, public agency or organization has the right to file a written complaint alleging that the District has violated a federal or state law or regulation governing any program listed above. (Cal. Code Regs., tit. 5, § 4630(b)(1))

Copies of the District's complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)

Complaints must usually be filed with the superintendent or designee of the District under the timelines established by District policy. (Cal. Code Regs., tit. 5, § 4630(b))

Within 60 days from the date of receipt of the complaint, the District's responsible officer or their designee shall conduct and complete an investigation of the complaint in accordance with local procedures adopted pursuant to California Code of Regulations, title 5, section 4621 and prepare a written decision. The time period may be extended by mutual written agreement of the parties.

- f. **Williams Complaints: Complaints, including anonymous complaints, may be made and addressed on a shortened time line for the following areas: (Ed. Code, §§ 8235.5, 35186)**
- i. **Insufficient textbooks and instructional materials;**
  - ii. **Emergency or urgent school facilities conditions that pose a threat to the health and safety of pupils;**
  - iii. **Noncompliance with the requirement of Education Code section 35292.6 to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products;**
  - iv. **Teacher vacancy or misassignment; or**
  - v. **Noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code section 1596.7925 and related state regulations.**
- There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
  - School facilities must be clean, safe, and maintained in good repair.
  - There should be no teacher vacancies or misassignments.
  - In case of a shortage of complaint forms, a form may be obtained at Corcoran Joint Unified School District Office, 1520 Patterson Ave., Corcoran, CA.

A complaint of noncompliance with Education Code section 35186 may be filed with the school principal or designee under the Uniform Complaint Procedures. A complainant not satisfied with the resolution of a Williams Complaint has the right to bring the complaint to the district governing board at a regularly scheduled hearing. In the case of a complaint regarding emergency or urgent school facilities conditions, a complainant has the right of appeal to the State Superintendent of Public Instruction.

- g. **Pupil Fees Complaints: A pupil enrolled in the District shall not be required to pay a pupil fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. (Ed. Code, § 49010 et seq.)**

A pupil fee includes, but is not limited to, all of the following: a fee charged to a pupil as a condition for registering for school or classes, as a condition for participation in a class or an extracurricular activity, as a security deposit to obtain materials or equipment, or a purchase that a pupil is required to make to obtain materials or equipment for an educational activity.

A complaint of noncompliance with Education Code section 49010 et seq. may be filed with the school principal under the Uniform Complaint Procedures. A complaint shall be filed not later than one calendar year from the date the alleged violation occurred. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complainant not satisfied with the decision of the school may appeal the decision to the California Department of Education.

- h. **Foster, homeless, former juvenile court pupils and pupils in military families: the District will post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in Education Code sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.**

Responsible Official: The District official responsible for processing complaints is listed below at the following address:

Elizabeth Mendoza, Director of Categorical Programs

1520 Patterson Ave., Corcoran, CA 93212

phone: (559) 992-8888 x1246

**Complaints Made Directly to the State Superintendent:**

Complaints may be filed directly with the State Superintendent of Public Instruction in the following cases:

- i. **Complaints alleging that the District failed to comply with the complaint procedures described herein, including failure or refusal to cooperate with the investigation.**
- j. **Complaints regarding Child Development and Child Nutrition programs not administered by the District.**
- k. **Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at District level.**
- l. **Complaints alleging that the District failed or refused to implement a final decision regarding a complaint originally filed with the District.**
- m. **Complaints alleging that the District took no action within sixty (60) days regarding a complaint originally filed with the District.**
- n. **Complaints alleging immediate and irreparable harm as a result of applying a district-wide policy in conflict with state or federal law and that complaining at the local level would be futile.**

(Cal. Code Regs., tit. 5, §§ 4630, 4650)

### **Appeals:**

- o. Except for Williams Complaints, a complainant may appeal the District's decision to the California Department of Education. (Ed. Code, § 262.3(a); Cal. Code Regs., tit. 5, §§ 4622, 4632)**
  - i. Appeals must be filed within thirty (30) days of receiving the District decision.**
  - ii. Appeals must be in writing.**
  - iii. Appeals must specify the reason(s) for appealing the District decision, including whether the facts are incorrect and/or the law has been misapplied.**
  - iv. Appeals must include a copy of the original complaint and a copy of the District decision.**
  - v. Pupil fee complaints appealed to the California Department of Education will receive a written appeal decision within 60 days of the department's receipt of the appeal.**
  - vi. If the school/District finds merit in a complaint, or the California Department of Education finds merit in an appeal, the school/District will provide a remedy to all affected pupils, parents, and guardians. For pupil fee complaints, this includes reasonable efforts by the school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.**
- p. If a complaint is denied, in full or in part, by the Department of Education, the complainant may request reconsideration by the State Superintendent of Public Instruction. (Cal. Code Regs., tit. 5, § 4665)**
  - i. Reconsideration must be requested within thirty (30) days of receiving the Department of Education report.**
  - ii. The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.**

### **Civil Law Remedies:**

In addition to the above-described complaint procedure, or upon completion of that procedure, complainants may have civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws. These civil law remedies can include, but are not limited to, injunctions and restraining orders. These civil law remedies are granted by a court of law and may be used, in part, to prevent the District from acting in an unlawful manner. Delay in pursuing civil law remedies before a court of law may result in loss of rights to those remedies. Any questions regarding civil law remedies should be directed to an attorney. (Ed. Code, § 262.3(b); Cal. Code Regs., tit. 5, § 4622)

- 29. Pupil-Free Staff Development Day and Minimum Day Schedule:** A copy of the District's pupil-free staff development day and minimum day schedules is attached for reference. A pupil's parent or guardian will be notified during the school year of any additional minimum days and pupil-free staff development days no later than one month before the actual date. (Ed. Code, § 48980(c))
- 30. Review of Curriculum:** A prospectus of curriculum, including titles, descriptions, and instructional aims of every course offered by each public school, is available at the school site for review upon request. Copies are available upon request for a reasonable fee not to exceed the actual copying cost. (Ed. Code, § 49091.14)
- 31. Transitional Kindergarten:** The District may admit a child, who will have their fifth birthday between September 2 and June 2, to a transitional kindergarten at the beginning of or at any time during the school year with parental/guardian approval if:
- a. the governing board or body determines that the admittance is in the best interests of the child, and
  - b. the parent/guardian is given information on the advantages and disadvantages and any other explanatory information on the effects of early admittance. (Ed. Code, § 48000)
- 32. Pupil Find System; Policies and Procedures:** Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the Director of Student Services and/or Special Education, or their designee. Policy and procedures shall include written notification to all parents of their rights pursuant to Education Code section 56300 et seq. (Ed. Code, § 56301; 34 C.F.R. § 104.32(b))
- 33. School Accountability Report:** Parents/guardians may request a hard copy of the School Accountability Report Card which is issued annually for each school of the District. (Ed. Code, § 35256)
- 34. Asbestos Management Plan:** The current management plan for asbestos-containing material in school buildings is available at the District Office. (40 C.F.R. § 763.93)



35. **Assistance to Cover Costs of Advanced Placement Examination Fees:** The District may help pay for all or part of the costs of one or more advanced placement examinations that are charged to economically disadvantaged students. (Ed. Code, §§ 48980(j), 52242)

36. **Every Student Succeeds Act (ESSA):** The Every Student Succeeds Act (ESSA) took full effect in 2018 to replace the No Child Left Behind Act in modifying the Elementary and Secondary Education Act of 1965 (ESEA). If updates are provided by the California Department of Education, the following notice may change and new information may be added.

- **Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides:** Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects they teach, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the major or field of discipline for any degrees or certifications held by the teacher, and whether any instructional aides or paraprofessionals provide services to the parents' child and, if so, their qualifications. In addition, parents have a right to notice when the parent's child has been taught for four or more weeks by a teacher who is not highly qualified. (ESEA § 1112(e)(1)(A) (as amended by ESSA))
- **Information Regarding Individual Student Reports on Statewide Assessments:** Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student. (ESEA § 1112(e)(1)(B) (as amended by ESSA))
- **School Identified for School Improvement:** A local educational agency shall promptly provide notice to a parent or parents of each student enrolled in an elementary school or a secondary school identified for school improvement (school that fails for two consecutive years to make adequate yearly progress as defined in the State's plan) for comprehensive support and improvement activities or targeted support and improvement activities. The notice will be in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. The notice will include an explanation of what the identification means; how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the local educational agency and the State educational agency; the reasons for the identification; an explanation of what the school identified for school improvement is doing to address the problem of low achievement; an explanation of what the local educational

agency or State educational agency is doing to help the school address the achievement problem; an explanation of how parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and an explanation of the parents' option to transfer their child to another public school (with transportation provided by the agency when required or to obtain supplemental educational services for the child). (ESEA § 1111(c-d) (as amended by ESSA))

- **Parent and Family Engagement:** ESSA requires the District to notify parents of a written parent and family engagement policy. (ESEA § 1116) (as amended by ESSA) (20 U.S.C. § 6318(b)). The policy must include how each school will: convene an annual meeting to which all parents of participating students shall be invited and encouraged to attend, to inform parents of the requirements of this policy and the right of parents to be involved; offer a flexible number of meetings; involve parents in an organized and timely manner in the review and development of programs under this part including development of the parent and family engagement policy; provide parents timely notice about programs under this part, a description of the curriculum in use at the school, the forms of academic achievement, and if requested by parents, opportunities for regular meetings to formulate suggestions and participate in decisions related to the education of their children; allow parents to submit comments on the plan when the school makes it public; jointly develop a compact with parents describing the school's responsibility to provide high-quality curriculum in a supportive and effective learning environment and addresses the importance of communication between parents and teachers; provide assistance to parents of children served by the school in understanding academic standards, assessments, and the requirements of this part; provide materials and training to help parents work with their children to improve their children's achievement; educate teachers on the importance of parent outreach and communication; coordinate parent involvement in school programs; provide information related to school and parent programs in a format and language the parents can understand; adopt and implement model approaches to improving parental involvement; and provide other reasonable support for parental involvement activities as parents may request. This policy shall be provided in a format and, to the extent practicable, in a language that parents will understand.
- **Limited English Proficient Students:** ESSA requires notice be given to parents of limited English proficient students regarding limited English proficiency programs, not later than 30 days after the beginning of the school year (or, for students identified later in the school year, within two weeks). Notice includes: the reasons for the identification of the student as limited English proficient; the need for placement in a language instruction educational program; the student's level of English proficiency and how such level was assessed; the status of the student's academic achievement; the methods of instruction used in the available programs

(including content, instructional goals, and the use of English and native language); the exit requirements for the program; how the program meets the objectives of the student's IEP, if applicable; and, parent options for removing a student from a program, declining initial enrollment and/or choosing another program. (ESEA § 1112(e)(3)(A) (as amended by ESSA)) In addition, the notice shall include the following: (1) whether the student is a long-term English learner or at risk of becoming a long-term English learner; (2) the manner in which the program will meet the needs of long-term English learners or those at risk of becoming long-term English learners; and (3) the manner in which the program will help long-term English learners or those at risk of becoming long-term English learners develop English proficiency and meet age-appropriate academic standards. (Ed. Code, §§ 313.2, 440; 20 U.S.C. § 6312)

The information provided above is available upon request from each student's school or the district office. Additional notices that may be required shall be sent separately. (20 U.S.C. § 6301 et seq.)

**37. Language Acquisition Program:** If the District implements a language acquisition program pursuant to Education Code section 310, it will: 1) comply with the kindergarten and grades 1-3, inclusive, class size requirements specified in Education Code section 42238.02; and (2) provide the parent or legal guardian of a minor pupil annually, or upon the pupil's enrollment, with information on the types of language programs available to pupils enrolled in the District, including, but not limited to, a description of each program, the process to be followed in making a program selection, identification of any language to be taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program. (Ed. Code, § 310; Cal. Code Regs., tit. 5, §§ 11309, 11310)

**38. Military Recruiter Information:** 20 U.S.C. section 7908 requires that school districts disclose the names, addresses and telephone numbers of high school students to military recruiters upon request, unless parents request that this information not be released without prior written consent. Parents have the option of making such a request. If parents do not wish this information to be provided to military recruiters, they must notify the District office of this fact in writing. The writing should be directed to the District official listed below at the following address:

Corcoran High School

1100 Letts Ave.

Corcoran, CA 93212

Phone: (559) 992-8884

**39. Children in Homeless/Foster Care Situations, Former Juvenile Court School Students, Migrant Students, and Newcomers:** Each local district shall designate a staff person as a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. (Ed. Code, § 48852.5; 42 U.S.C. § 11432(g)(1)(J)(ii)) The District's liaison is Charles Gent, Assistant Superintendent and can be contacted at [charlesgent@corcoranunified.com](mailto:charlesgent@corcoranunified.com) or phone: (559) 992-8888, extension 1231.

A homeless child will be allowed to continue their education in their school of origin through the duration of homelessness at the point of any change or any subsequent change in residence once a child becomes a homeless child. If the child's status changes before the end of the academic year so that they are not homeless, the District will allow a child in high school to continue their education

in the school of origin through graduation. For a child in grades K through 8, the District will allow the formerly homeless child to continue their education in the school of origin until the end of the academic school year. A homeless child transitioning between school grade levels will be allowed to continue in the school district of origin in the same attendance area. If a homeless child is transitioning to a middle or high school where the school designated for matriculation is in another school district, the homeless child must be allowed to continue to the school designated for matriculation in that school district. The new school will be required to enroll the child immediately regardless of any outstanding fees, fines, textbooks or other items or moneys due to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including academic records, medical records, proof of immunization history, proof of residency, other documentation, or school uniforms. (Ed. Code, § 48852.7)

The District has designated Charles Gent, Assistant Superintendent as the educational liaison for foster children and can be contacted at [charlesgent@corcoranunified.com](mailto:charlesgent@corcoranunified.com) or phone: (559) 992-8888, extension 1231. The educational liaison will disseminate a standardized notice to foster children that has been developed by the State Department of Education and includes complaint process information. (Ed. Code, § 48853.5)

A foster child shall be allowed to continue their education in the school of origin under specified circumstances. If it is determined that it is in the best interests of the foster child to transfer to a school other than the school of origin, the foster child shall immediately be enrolled in the new school, regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including academic records, medical records, immunization history, proof of residency, other documentation, or school uniforms. The last school attended must provide all records to the new school within two business days of receiving the request. (Ed. Code, §§ 48853, 48853.5)

Upon receiving a transfer request or notification of a student in foster care, the District shall, within two business days, transfer the student out of school and deliver the educational information and records to the next educational placement. Grades and credits will be calculated as of the day the student left school and no lowering of grades will occur as a result of the student's absence due to the decision to change placement or for a verified court appearance or related court activity. (Ed. Code, § 49069.5)

The District shall exempt from local graduation requirements, or consult with the student and their educational rights holder about the option to remain in school for a fifth year to complete the local graduation requirements, a student who is in foster care, a homeless child or youth, a child of a military family, a former juvenile court

school student, a migratory child, or newcomer student for recently arrived immigrant pupils and who transfers between schools under certain circumstances. (Ed. Code, §§ 51225.1, 51225.2)

The District shall accept coursework done by a student who is in foster care, a homeless child or youth, a child of a military family, a former juvenile court school student, a migratory child, or newcomer student while attending another school. The District will not require those students to retake courses or partial courses they have satisfactorily completed elsewhere. (Ed. Code, § 51225.2)

“Newcomer student” means a student who is between the ages 3-21, was not born in any of the 50 States, the District of Columbia, or the Commonwealth of Puerto Rico, and has not been attending one or more schools in any of the referenced locations for more than three (3) full academic years. (Ed. Code, § 51225.2; 20 U.S.C. § 7011)

A complaint of noncompliance alleging violations of these sections, except for Education Code section 48852.7, may be filed under the District’s Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations.

- 40. Continued Education Options For Juvenile Court School Students: A juvenile court school student, or the person holding the right to make educational decisions for the student, may voluntarily defer or decline issuance of their diploma until after the student is released from the juvenile detention facility, thereby allowing the student to take additional coursework at a local education agency. The county office of education will notify the student, the person holding to right to make educational decisions for the student, and the student's social worker or probation officer of all of the following:**
- a. The student's right to a diploma;**
  - b. How taking coursework and meeting other educational requirements will affect the student's ability to gain admission to a post-secondary educational institution;**
  - c. Information about transfer opportunities available through the California Community Colleges; and**
  - d. The option to defer or decline the diploma and take additional coursework. (Ed. Code, §§ 48645.3(a), 48645.7)**
- 41. Sex Equity In Career Planning: Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions. (Ed. Code, § 221.5(d))**
- 42. Pesticide Products: All schools are required to provide parents or guardians with annual written notice of expected pesticide use at schools. The attached list provides the name of each pesticide product, the active ingredient(s) and the Internet address for further information. Parents or guardians may request prior notice of individual pesticide applications at the school. If a parent wishes to be notified every time a pesticide is going to be applied, they must complete the attached form and return it to their child's school. A copy of the integrated pest management plan for the school site or District may be provided on the school website or viewed at the school office. (Ed. Code, §§ 48980.3, 17611.5, 17612)**

**43. Pregnant and Parenting Pupils: Pregnant and parenting pupils are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children. “Pregnant or parenting pupil” means a pupil who gives or expects to give birth or a parenting pupil who has not given birth and who identifies as the parent of the infant.**

A pregnant or parenting pupil is entitled to eight weeks of parental leave. This leave may be taken before the birth of the pupil’s infant if there is a medical necessity and/or after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. A pregnant or parenting pupil is entitled to additional leave if deemed medically necessary by the student’s physician. (Ed. Code, § 46015)

The person holding the student’s educational rights (i.e. the pupil if over 18 or the parent if under 18) may notify the school of the student’s intent to exercise this right. Leave may still be taken even if notice was not provided.

During the leave, the student’s absences shall be deemed excused and the student shall not be required to complete academic work or other school requirements.

A pregnant or parenting pupil may return to the school and the course of study in which they were enrolled before taking parental leave. Upon return to school after taking parental leave, a pregnant or parenting pupil is entitled to opportunities to make up work missed during their leave, including, but not limited to, makeup work plans and reenrollment in courses.

A pregnant or parenting pupil may remain enrolled for a fifth year of instruction in the school in which the pupil was previously enrolled when it is necessary in order for the pupil to be able to complete state and any local graduation requirements, unless the local educational agency makes a finding that the pupil is reasonably able to complete its graduation requirements in time to graduate from high school by the end of the pupil’s fourth year of high school.

A student who chooses not to return to the school in which they were enrolled before taking the leave is entitled to alternative education options offered by the local educational agency to include educational programs, activities, and courses equal to those they would have been in if participating in the regular education program.

A student will not incur any academic penalties as a result of using the accommodations in this section. (Ed. Code, § 46015)



A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures in accordance with Title 5 of the California Code of Regulations.

**44. Student Parent Lactation Accommodations: The District is required to provide reasonable accommodations to a lactating student on a school campus to address breastfeeding needs. (Ed. Code, § 222)**

A student may not be penalized academically because of the reasonable accommodations provided during the school day. A student must also be given the opportunity to make up missed work.

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations.

**45. PE Instructional Minutes: The adopted course of study for grades 1 through 6 and instruction in grades 1 through 8 in an elementary school includes physical education for not less than 200 minutes each ten school days, exclusive of recesses and the lunch period. (Ed. Code, §§ 51210, 51223)**

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations.

**46. Course Assignments: The District is prohibited from assigning a student enrolled in any of grades 9 through 12 to any course period without educational content for more than one week in any semester, except under specified conditions. Under no circumstances will the District assign a student enrolled in any of grades 9 through 12 to a course period without educational content because there are not sufficient curricular course offerings for the student to take during the relevant period of the designated school day. (Ed. Code, § 51228.1)**

The District is prohibited from assigning a student enrolled in grades 9 through 12 to a course that the student has previously completed and received a grade determined by the District to be sufficient to satisfy the requirements and prerequisites for admission to the California public post-secondary schools and the minimum high school graduation requirements, except under specified conditions. Under no circumstances will the District assign a student enrolled in any of grades 9 through 12 to a course the student has previously completed and received a sufficient grade, as specified, because there are not sufficient curricular course offerings for the student to take during the relevant period of the designated school day. (Ed. Code, § 51228.2)

These sections do not apply to students in alternative schools, community day schools, continuation high schools or an opportunity school. The District may continue to authorize dual enrollment in community college, to run evening high school programs, and to offer independent study, work experience education, and other specified courses.

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations. (Ed. Code, § 51228.3)

**47. Regional Occupational Centers and Programs/County Offices of Education Programs/Adult Education Programs: A regional occupational center or program, county office of education program, or adult education program must meet specified requirements for certification by the Superintendent of Public Instruction in order to provide an employment training program for adults or to authorize an education program beyond secondary education that leads to a degree or certificate. (Ed. Code, § 52334.7)**

A complaint alleging that a local agency violated federal or state laws or regulations governing adult education programs under Education Code section 52501 or regional occupational centers and programs may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations. A complaint alleging that a county office of education violated federal or state laws or regulations governing the county office's participation in any student financial assistance program authorized by Title IV may also be filed under the Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

**48. Pupil Fees: A pupil enrolled in a public school will not be required to pay a pupil fee for participation in an educational activity. (Ed. Code, § 49011)**

**a. The following requirements apply to prohibited pupil fees:**

- i. All supplies, materials, and equipment needed to participate in educational activities must be provided to pupils free of charge.**
- ii. A fee waiver policy shall not make a pupil fee permissible.**
- iii. The District and its schools shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.**
- iv. The District and its schools shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and the District and its schools shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the District or school.**

**b. Solicitation of voluntary donations of funds or property and voluntary participation in fundraising activities are not prohibited. The District and its schools are not prohibited from providing pupils prizes or other recognition for voluntarily participating in fundraising activities. (Ed. Code, § 49010 et seq.)**

A complaint of noncompliance may be filed under the District's Uniform Complaint Procedures and Title 5 of the California Code of Regulations. (Ed. Code, § 49013)

49. **Safe Storage of Firearms:** The District is required to provide parents notice of California's child access prevention laws and laws relating to the safe storage of firearms. The District has attached a memorandum describing such laws. (Ed. Code, §§ 48986, 49392)
50. **Synthetic Drugs:** The District is required to provide parents notice of the dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl, as well as the possibility that dangerous synthetic drugs can be found in counterfeit pills. The District has attached a memorandum describing such laws. (Ed. Code, § 48985.5)
51. **California Assessment of Student Performance and Progress:** The California Assessment of Student Performance and Progress (CAASPP) includes Smarter Balanced Summative assessments in English Language Arts and Math in grades 3-8 and 11 and California Alternative Assessments (CAA) in English Language Arts and Math in grades 3-8 and 11 for students with significant cognitive disabilities. The California Science Test (CAST) for science is required for all students in grades 5, 8, and once in high school unless the student's IEP indicates administration of the CAA. Students in grades 3-8 and in high school may choose to take the optional standards-based test in Spanish (CSA) for reading/language arts. The CAASPP includes an assessment for students whose primary language is a language other than English upon enrollment in a California public school. A parent or guardian may make a written request to excuse their child from any or all parts of the assessments. (Ed. Code, §§ 52052, 60604, 60615, 60640; 5 C.C.R. § 852)

## ACKNOWLEDGEMENT OF PARENT OR GUARDIAN OF ANNUAL RIGHTS NOTIFICATION

**Detach, sign, and return this page to your child's school indicating you have received the Parent Notice of Rights and Responsibilities. Also, where specified on this page, indicate if you do not wish directory information to be released.**

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

If you do not wish directory information released, please sign where indicated below and return to the school office within the next 30 days. Note that this will prohibit the District from providing the student's name and other information to the news media, interested schools, parent-teacher associations, interested employers, and similar parties.

Do NOT release directory information regarding \_\_\_\_\_

(Pupil's Name)

☐ Check if an exception may be made to include student information and photos in the yearbook.

I hereby acknowledge receipt of information regarding my rights, responsibilities, and protections.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## Sample Danger of Synthetic Drugs Memorandum

**To:** Parents and Guardians of Students in the **Corcoran Joint Union School District**

**From:** **Andre Pecina**

**Subject:** **Dangers of Synthetic Drugs**

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The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in **John Muir Middle School** of the dangers of the illicit use and abuse of synthetic drugs.

The illicit use and abuse of synthetic drugs represent an emerging and ongoing public health threat in California. The fentanyl crisis specifically has impacted communities across the state, leading to a sharp increase in fentanyl poisonings and deaths in recent years.

This notice aims to address the crisis with a preventative approach, ensuring students and families are educated on the deadly consequences of recreational drug use.

A synthetic drug is a drug with properties and effects similar to a known hallucinogen or narcotic but having a slightly altered chemical structure, especially such a drug created to evade existing restrictions against illegal substances.

Synthetic drugs include but are not limited to synthetic cannabinoids (“synthetic marijuana,” “spice,” “K2”), methamphetamines, bath salts, and fentanyl.

The California Department of Public Health (“CDPH”) has expounded on the extreme danger of drugs laced with fentanyl. Illicit fentanyl can be added to other drugs to make them cheaper, more powerful, and more addictive. Illicit fentanyl has been found in many drugs, including heroin, methamphetamine, counterfeit pills, and cocaine. Fentanyl mixed with any drug increases the likelihood of a fatal overdose. Furthermore, it is nearly impossible to tell if drugs have been laced with fentanyl without additional testing because fentanyl cannot be seen, smelled, or tasted when used as a lacing agent.

Additional information regarding fentanyl from the CDPH’s Substance and Addiction Prevention Branch can be found here  
<https://www.cdph.ca.gov/Programs/CCDPHP/sapb/Pages/Fentanyl.aspx?gclid=CjwKCA>

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m=paidsearch&utm\_source=dc\_gs&utm\_term=na\_na.

## Sample Firearms Safety Memorandum

**To:** Parents and Guardians of Students in the **Corcoran Joint Union School District**

**From:** **Andre Pecina**

**Subject:** **California Law Regarding Safe Storage of Firearms**

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The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the **Corcoran Joint Union School District** of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from their home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.<sup>1</sup>
  - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

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<sup>1</sup> See California Penal Code sections 25100-25125 and 25200-25220.



- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.<sup>2</sup>
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.<sup>3</sup>
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.<sup>4</sup>

**Note:** Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Sincerely,

**Andre Pecina**

Date published: 05/15/24

California Department of Education

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<sup>2</sup> See California Penal Code section 25100(c).

<sup>3</sup> See California Civil Code section 29805.

<sup>4</sup> See California Civil Code section 1714.3.

## **Notification of Rights Under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise the parent or eligible student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent

or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

In addition, the Student Aid Commission may have access to the grade point average (GPA) of all district students in grade 12 and, when required, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when a student, or their parent or guardian if the student is under 18 years of age, “opts out” or is permitted by the rules of the Student Aid Commission to provide test scores in lieu of their GPA. (Ed. Code, §§ 69432.9, 69432.92) No later than January 1 each year, the Superintendent or designee shall notify each student in grade 11, and the student’s parents/guardians if the student is under 18 years of age, that the student’s GPA will be forwarded to the Student Aid Commission by October 1 unless the student opts out within a period of time specified in the notice, which shall not be less than 30 days. (Ed. Code, § 69432.9)

The School will make a reasonable attempt to notify the parent or eligible student of a records request by officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW

## **Policy 4119.11: Sexual Harassment**

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the sex, gender, gender identity, gender expression, or sexual orientation of the victim and harassment based on pregnancy, childbirth, or related medical conditions.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

Providing training to employees in accordance with law and administrative regulation

Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply

Ensuring prompt, thorough, fair, and equitable investigation of complaints

Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

## **Sexual Harassment Reports and Complaints**

District employees who feel that they have been sexually harassed in the performance of their district responsibilities or who have knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to their direct supervisor, a district administrator, or the district's Title IX Coordinator. Employees may bypass their supervisor in filing a complaint if the supervisor is the subject of the complaint. A supervisor or administrator who receives a harassment complaint shall promptly notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures or AR 4030 - Nondiscrimination in Employment, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 4119.12/4219.12/4319.12 concurrently meets the requirements of AR 4030.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

Upon investigation of a sexual harassment complaint, any district employee found to have engaged or participated in sexual harassment or to have aided, abetted, incited, compelled, or coerced another to commit sexual harassment in violation of this policy shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

# **CODE OF ETHICS OF THE EDUCATION PROFESSION**

## **Preamble**

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

## **Principle I. Commitment to the Student**

The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

Shall not unreasonably restrain the student from independent action in the pursuit of learning

Shall not unreasonably deny the student access to varying points of view

Shall not deliberately suppress or distort subject matter relevant to the student's progress

Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety

Shall not intentionally expose the student to embarrassment or disparagement

Shall not on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social, or cultural background, or sexual orientation, unfairly:

Exclude any student from participation in any program

Deny benefits to any student

Grant any advantage to any student

Shall not use professional relationships with students for private advantage

Shall not disclose information in the course of professional service unless disclosure serves a compelling professional purpose or is required by law

## **Principle II. Commitment to the Profession**

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation of the profession, the educator:

Shall not in any application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications

Shall not misrepresent his/her professional qualifications

Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute

Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position

Shall not assist a noneducator in the unauthorized practice of teaching

Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law

Shall not knowingly make false or malicious statements about a colleague

Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action





## **“KNOW YOUR EDUCATIONAL RIGHTS” IMMIGRATION ENFORCEMENT FROM THE CALIFORNIA ATTORNEY GENERAL**

### **Your Child Has the Right to a Free Public Education**

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the student’s parents or guardians.
- In California:
  - All children have the right to a free public education.
  - All children ages 6 to 18 years must be enrolled in school.
  - All students and staff have the right to attend safe, secure, and peaceful schools.
  - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
  - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

### **Information Required for School Enrollment**

- When enrolling a child, schools must accept a variety of documents from the student’s parent or guardian to demonstrate proof of child’s age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

### **Confidentiality of Personal Information**

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the

release of information is for educational purposes, is already public, or is in response to a court order or subpoena.

- Some schools collect and provide publicly basic student “directory information.” If they do, then each year, your child’s school district must provide parents/guardians with written notice of the school’s directory information policy, and let you know of your option to refuse release of your child’s information in the directory.

### **Family Safety Plans If You Are Detained or Deported**

- You have the option to provide your child’s school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver’s Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

### **Right to File a Complaint**

- Your child has the right to report a hate crime or file a complaint to the school district if they are discriminated against, harassed, intimidated, or bullied on the basis of their actual or perceived nationality, ethnicity, or immigration status.

For more information on resources for responding to immigration enforcement activities at California schools, or to file a complaint, please contact:

Bureau of Children’s Justice  
California Attorney General’s Office  
P.O. Box 944255  
Sacramento, CA 94244-2550  
Phone: (800) 952-5225  
E-mail: [BCJ@doj.ca.gov](mailto:BCJ@doj.ca.gov)  
<https://oag.ca.gov/bcj/complaint>

The Attorney General's publications can be downloaded at: <https://www.oag.ca.gov/bcj>

## HEALTHY SCHOOLS ACT OF 2000

Notice to all students, parents/guardians and employees of the Corcoran Joint Union School District:

Education Code sections 17608 et seq. requires, among other things, that school districts notify parents and staff about the use of pesticides at school. The purpose is to reduce exposure to toxic pesticides through information and application of an integrated pest management system at schools. Towards this end, and pursuant to the requirements of this legislation, please be advised of the following:

The Corcoran Joint Union School District expects to use the following pesticides at its campuses during the upcoming year:

Pesticide Name	E.P.A. Reg. Number	Active Ingredient(s)
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Parents/guardians of the Corcoran Joint Union School District can register with the District's designee, \_MOT\_\_\_, to receive notification of individual pesticide applications by calling \_\_559-992-8888\_\_\_\_\_. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

If you wish to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code section 13184, you can do so by accessing the Department's web-site at [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

**Model Notification of Rights Under the Protection of  
Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right for parents of minor students to:

- A. Consent before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  - 1. Political affiliations or beliefs of the student or student’s parent;
  - 2. Mental or psychological problems of the student or student’s family;
  - 3. Sex behavior or attitudes;
  - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - 5. Critical appraisals of others with whom respondents have close family relationships;
  - 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - 7. Religious practices, affiliations, or beliefs of the student or parents;  
or
  - 8. Income, other than as required by law to determine program eligibility.
- B. Receive notice and an opportunity to opt a student out of:
  - 1. Any other protected information survey, regardless of funding;
  - 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

C. Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Corcoran Joint Union will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Corcoran Joint Union will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt their child out of participation of the specific activity or survey. Corcoran Joint Union will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any unprotected information survey not funded in whole or in part by the Department of Education.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## REQUEST FOR ELECTRONIC ACCESS TO ANNUAL RIGHTS NOTIFICATION

**Sign and return this form to your child's school by August 30 2024 if you would like electronic access to the Parent Notice of Rights and Responsibilities. If you do not return this form by the specified date, you will be provided with a hard copy of the Notice at the beginning of the school year.**

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

☐ I hereby request to receive the annual Parent Notice of Rights and Responsibilities in electronic format.

☐ I understand that, by requesting the Notice in an electronic format, it is my responsibility to access the Notice at the beginning of the school year on the District's website at <https://www.corcoranunified.com>

☐ I also understand that the Notice contains important information regarding my rights, responsibilities, and protections and that, by requesting the Notice in an electronic format, I will be required to access, print, complete, and timely return to my child's school the ACKNOWLEDGEMENT OF PARENT OR GUARDIAN OF ANNUAL RIGHTS NOTIFICATION, which is included with the Notice.

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



## **CHILD ABUSE REPORTING GUIDELINES AND PROCEDURES**

The following information will assist parents and guardians in determining whether or not child abuse has occurred and, if so, how to file a complaint of child abuse with local law enforcement. This information has been taken from the California Child Abuse and Neglect Reporting Act in the California Penal Code and from sections of the California Education Code.

### **Child Abuse Can Be Any of the Following:**

1. A physical injury which is inflicted on a child by another person other than by accidental means.
2. The sexual abuse, assault, or exploitation of a child, such as:
  - a. The negligent treatment or maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare, whether the harm or threatened harm is from acts or omissions on the part of the responsible person;
  - b. The willful infliction upon a child of any cruel or inhumane corporal punishment or any injury resulting in a traumatic condition; or
  - c. The willful harming or injuring of a child or endangering of the person or the health of a child where the person responsible for the child's welfare is a licensee, administrator, or employee of any facility licensed to care for children or an administrator or employee of a public or private school or other institution or agency.

### **Child Abuse Does *Not* Include:**

1. A mutual fight between minors;

2. An injury that is caused by the actions of a peace officer using reasonable and necessary force within the scope of their employment; or
3. An injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:
  - d. To stop a disturbance threatening physical injury to people or damage to property;
  - e. For purposes of self-defense;
  - f. To obtain possession of weapons or other dangerous objects within control of a pupil; or
  - g. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

### **How to File a Complaint of Child Abuse Committed at a School Site**

Parents and guardians of pupils have the right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. To file a complaint, the parent or guardian must file a formal report with an appropriate local law enforcement agency. An appropriate law enforcement agency may be one of the following:

1. A Police or Sheriff's Department (not including a school district police department or school security department)
2. A County Probation Department if designated by the county to receive child abuse reports, or
3. A County Welfare Department/County Child Protective Services.

The complaint may be filed over the telephone, in person, or in writing. A complaint may also be filed at the same time with your school district or county office of education. School districts and county offices of education, however, do not investigate child abuse allegations.

The local law enforcement agency is required to investigate all complaints.

If the complaint of child abuse is “substantiated” or confirmed by the local law enforcement agency, meaning that the report of child abuse or neglect, as determined by the law enforcement investigator who conducted the investigation, is, based upon the evidence, more likely to have occurred than not, then a report of the investigation will be transmitted by the law enforcement agency to the governing board of the local school district or County Office of Education. A confirmed report of child abuse or neglect received by a governing board of a school district or County Office of Education will be subject to the provisions of California Education Code section 44031, which gives school employees certain rights regarding personnel information and records.

In addition, a confirmed report shall be forwarded by the law enforcement agency that investigated the complaint to the California Department of Justice according to California Penal Code section 11169 and notice will be provided to the alleged child abuser that they have been reported to the Child Abuse Central Index, as maintained by the Department of Justice.

*This guidance is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this guidance that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to California Education Code section 33308.5.*

Notice to all students and parent/guardians of the Corcoran Joint Union School District:

Corcoran Joint Union School District is considering a program to gather or maintain in its records information obtained from student social media accounts.

“Social media” means an electronic service or account, or electronic content, including, but not limited to, videos, still photographs, blogs, video blogs, podcasts, instant and text messages, email, online services or accounts, or Internet Web site profiles or locations. It does not include an electronic service or account used exclusively for educational purposes or primarily to facilitate creation of school-sponsored publications, such as a yearbook or pupil newspaper, under the direction or control of a school, teacher, or yearbook adviser. (Ed. Code, § 49073.6(a)(2))

If this program is implemented, a student and/or a student’s parents/guardians will be allowed to access the student’s records gathered through the program to examine the information gathered or maintained by the school district. Such records can be accessed by contacting the principal of the student’s school.

Additionally, a student and/or a student’s parent/guardian may request the removal of information or may make corrections to the information gathered or maintained. The process for doing so is specified in Education Code section 49070.

The Governing Board of Corcoran Joint Union School District will hear public comment from student and parents/guardians regarding the proposed program at a meeting to be held:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

**PROVIDER AUTHORIZATION**

(To be completed only by a California Provider issuing the prescription(s))

Patient/Student Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Name of Medication	Dosage/Method of Admin/Time of Day	Discontinue Date
#1)		
#2)		
#3)		
#4)		

**Special Instructions/Storage/Administration Procedures/Precautions:**

\_\_\_\_\_ #1  
\_\_\_\_\_

\_\_\_\_\_ #2  
\_\_\_\_\_

\_\_\_\_\_ #3  
\_\_\_\_\_

\_\_\_\_\_ #4  
\_\_\_\_\_

\_\_\_\_\_ I authorize designated school district personnel to assist my patient with medication administration, monitoring, and testing according with these Instructions.

\_\_\_\_\_ I authorize my patient to carry and self-administer \_\_\_\_\_ an auto-injector epinephrine pen, \_\_\_\_\_ an asthma inhaler, or \_\_\_\_\_ insulin according to instructions I have provided to my patient. I further

confirm that the patient is able to self-administer \_\_\_\_ an auto-injector epinephrine pen, \_\_\_\_ an asthma inhaler, or \_\_\_\_ insulin according to such instructions.

\_\_\_\_\_  
Print Name of Provider

\_\_\_\_\_  
CA Medical License Number

\_\_\_\_\_  
Provider's Signature

NPI# \_\_\_\_\_

\_\_\_\_\_  
Provider's Telephone Number

ORP: \_\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_  
Provider's Facsimile Number

Date: \_\_\_\_\_

## **IMMUNIZATION INFORMATION SYSTEMS RECORD SHARING**

Pursuant to Health and Safety Code section 120440, the District is required to disclose certain immunization records to and the State Department of Public Health (6101 W. Centinela Avenue, Suite 300, Culver City, California, 90230), including:

1. The name of the pupil and names of the parents or guardians of the pupil;
2. Date of birth of the pupil;
3. Types and dates of immunizations received by the pupil;
4. Manufacturer and lot number for each immunization received;
5. Adverse reaction to immunizations received;
6. Other nonmedical information necessary to establish the pupil's unique identity and record;
7. Results of tuberculosis screening;
8. Current address and telephone number of the pupil and the parents or guardians of the pupil;
9. Pupil's gender;
10. Pupil's place of birth;
11. Pupil's race and ethnicity;
12. Pupil's information needed to comply with education and childcare immunization requirements including:
  - a. Diphtheria;
  - b. Hepatitis B;
  - c. Haemophilus influenza type b;
  - d. Measles;
  - e. Mumps;
  - f. Pertussis (whooping cough);

- g. Poliomyelitis;
- h. Rubella;
- i. Tetanus;
- j. Varicella (chickenpox);
- k. Any other disease deemed appropriate by the State Department of Public Health.

Any of the information shared with King County Dept of Public Health 330 Campus Dr, Hanford, CA 93230 and the State Department of Public Health shall be treated as confidential medical information and shall be used only to share with each other, and, upon request, with health care providers, schools, childcare facilities, family childcare homes, Women, Infant, and Child service providers, county human services agencies, foster care agencies, and health care plans. These providers, agencies, and institutions shall, in turn, treat the shared information as confidential, and shall use it only to:

1. Provide immunization services to the pupil, including issuing reminder notifications to parents or pupils when immunizations are due.
2. Provide or facilitate provision of third-party payer payments for immunizations;
3. Compile and disseminate statistical information of immunization status on groups of pupils in California, without identifying information for these pupils included in these groups or populations;
4. Carry out the responsibilities regarding immunization for attendance or participation benefits in education programs;
5. In regard to the COVID-19 health emergency, perform immunization status assessments of pupils and adults to ensure health and safety. The District will limit the use of this data for verifying immunization status of COVID-19. You and your pupil have the right to examine any immunization-related information or tuberculosis screening results shared pursuant to this requirement and to correct any errors therein.

Regardless of whether you do wish to share immunization-related information, your pupil's physician may maintain access to this information for the purposes of pupil care or protecting the public health. In addition, Kings County Health dept. 330 Campus Dr, Hanford, CA 93230 and the State Department of Public Health may maintain access to this information for the purposes of protecting the public health