

# CORCORAN HIGH

## STUDENT HANDBOOK 2023-2024



*"It Takes Five to Thrive!"*

Safety - Acceptance - Respect - Accountability - Leadership



# TABLE OF CONTENTS

Letter to Parents and Students.....

2023-2024 Corcoran High School Calendar.....

Our School Mission.....

Corcoran High School Student Learning Outcomes (SLOs).....

Bell Schedules.....

Administration and Faculty Listing.....

Student Support Staff.....

CUSD Discrimination Page.....

Creating a GMail Account.....

Clubs and Organizations.....

Campus Information and Rules.....

Attendance Procedures.....

SSTAR (Student Placement).....

Student Discipline.....

Student Dress Code.....

Section 504 of the Rehabilitation Act of 1973, Public Law 93-112.....

Title IX.....

Parent Information.....

Annual Notification of the Uniform Complaint Procedures (English/Spanish).....

Support Services for CHS Students Who are Nursing Their Infants.....

AB 2022 Pupil Mental Health Services: School Notification (English/Spanish).....

ESSA Parents’ Rights to Know (English/Spanish).....

LCAP Federal Addendum System Title II Part A.....

SARC and Parent Family Policy.....

School Map.....

Corcoran High School  
Corcoran Unified School District  
1100 Letts Avenue, Corcoran, CA 93212

Dear Parents and Guardians:

I'd like to welcome you to the 2023-2024 school year. We have been planning for an excellent academic experience at Corcoran High School, our goal at CHS is to prepare students for college and careers. We have several career pathways available to meet the interests of our students and multiple college course options. Our counselors will continue meeting with all students to create 4-year plans. We have incredible partnerships with UC Merced, College of Sequoias, West Hills and other post-secondary institutions. We continue to provide support for students through our Credit Recovery program. We will also continue our Advisory period to provide personal assistance and Student Success Plans for all students. I'd like to ask you to please read through the handbook and especially focus on the dress code as this is a strict policy and we want to make sure our students do not miss out on critical class time. Please, check to make sure your student is completing their home assignments, and I invite you to set-up an Aeries Parent Portal account so you can monitor your student's grades and attendance online. You may call or stop by the main office for assistance and a "How-to" guide is included in the handbook. And, please, check out our online website at [corcoranhs.corcoranunified.com](http://corcoranhs.corcoranunified.com) for surveys, information and calendared events.

I would like to thank you for your support. I know that together, we will do great things for your student.

Sincerely,

Antonia Ramirez  
CHS Principal

The **Mission** of Corcoran High School is to develop the mind, character, and physical well-being of our students through an environment of academic excellence and responsibility.

### **Corcoran High School Students Learning Outcomes (SLOs)**

As a Corcoran High School Panther who is an effective **COLLABORATOR**, I will work with my team as a leader and a listener. I can demonstrate my multiple roles as a cooperative informer, discover, interpreter, analyzer, reasoner, problem solver, self-regulator, reflector, constructor of arguments and producer.

My success in the following demonstrates my abilities towards the above:

- Projects
- Group Presentations
- Cross Curricular Assignments/Projects
- Online Discussions
- Participation in Activities
- Thrive

As a Corcoran High School Panther who is an effective **CREATOR**, I will generate new ideas that I will have the courage to explore, and I will be open to constructive criticism. I will refine my ideas that will innovate high quality products.

I will demonstrate my abilities towards the above through:

- Projects
- Google Forms
- Essays/Reports
- Online Research/Investigations
- Presentations
- Projects-Based Assessments
- iMovies

As a Corcoran High School Panther who is an effective **COMMUNICATOR**, I will engage in academic discourses using formal language in order to communicate in diverse environments. I will use 21st century tools and know when it is appropriate to listen. I will be confident in delivering oral presentations.

I will demonstrate my abilities towards the above through:

- ePortfolio
- Presentations
- Essays/Reports
- Emails/Letters
- Group Projects
- Hyper-documents

As a Corcoran High School Panther who is an effective **CRITICAL THINKER**, I will understand, pose and solve complex problems through depth of understanding, discovery, interpretation and analysis. I will demonstrate the ability to reason and construct logical arguments all while self-regulating and reflecting.

I will demonstrate my abilities towards the above through:

- Proficiency on CAASPP
- Progress and Semester Grades
- College Entrance Exams & Dual Enrollment College Courses
- College Placements Exams
- AP Exams
- Early Assessment Program

My school work will include:

Benchmarks, Presentations, Essays, Experiments, Reports, Online Research/Discussions, ePortfolio, Writing, Solving, and More.

As a Corcoran High School panther who is an effective **LEADER** I will promote and abide by the *"Five to Thrive."*

**Safety** - I will do my part to make sure CHS is a safe campus, and I will report to my teachers/administrations when something appears unsafe. I will refrain from confrontations and will seek resolution in times of conflict. I will promote positivity in my demeanor and actions.

**Acceptance** - I will be open-minded to the opinions of others, and if I must disagree, I will do so in a way that my peer does not feel undermined. I both accept and welcome differences in my peers and mentors. While, I am strong in my own beliefs and in my character, I know and appreciate that our campus is filled with diversity.

**Respect** - I will recognize that respect is a two-way street. I respect myself, others, and property.

**Accountability** - I will own my learning, follow all rules, perform my best in everything I do, and be on-time every day.

**Leadership** - I will promote school spirit, engage in school athletics or activities, and demonstrate integrity always.

As a Corcoran High School panther who is planning for success, I will be able to articulate my **COLLEGE and/or CAREER GOALS**. I will be able to articulate my path to college or my path to my career interest.

- 4 year plan
- ePortfolio
- Career Pathways Completion
- A-G Completion
- Dual/Concurrent Enrollment

## **Faculty**

### **Leadership Team**

Antonia Ramirez  
Ed Larkin  
Gabriela Cruz  
Jerod Uldall  
Lori Montejano  
Kellen Ornellas  
Robert Lerma

Principal  
Assistant Principal  
Learning Director  
Learning Director  
Learning Director  
Activities Director  
Athletic Director

### **College Counseling**

Vanessa Medina  
Ana Gonzalez  
Anna Silvestre

College of The Sequoias Counselor  
U.C. Merced Counselor  
West Hills

### **Instructional Staff**

Nicholas Boyett  
Dustin Newby  
Aurora Martinez  
Miguel Alvarez  
Joshua Avila  
Tiffany Vera  
Evelyn Albert  
Daniel De Cicco  
Ashley English  
Juan Torres  
Michael Pankratz  
Emily Millett  
Sarah Simas  
Christina Touchstone  
Maria Alvarez  
Norma Ruelas  
Vicente Corrales  
Stephanie Martinez  
Ryan Morales  
Vincent Velasquez  
Gonzalo Solis  
Amber Northcott  
Grant Kapigian  
Kellen Ornellas  
Isaias Ramirez  
Jonathan Carnes

Agriculture  
Agriculture  
Agriculture  
Art  
Band  
ELD  
ELD Coach  
English  
English  
English  
English  
English  
English  
English  
Foreign Language  
Foreign Language  
Math  
Math  
Math  
Math  
Math  
Math  
Physical Education  
Physical Education  
Physical Education  
Science

|                   |                   |
|-------------------|-------------------|
| Connor Charrette  | Science           |
| Katie LaMora      | Science           |
| Joshua Miedema    | Science           |
| David Searson     | Science           |
| Sandra Vega       | Science           |
| Ramon Arreola     | Social Studies    |
| Robert Lerma      | Social Studies    |
| Dustin Dos Santos | Social Studies    |
| Marc Ochoa        | Social Studies    |
| Casey Snyder      | Social Studies    |
| Rebekah Martin    | Special Education |
| Rosemarie Alvarez | Special Education |
| Janna Spear       | Special Education |
| Cecilia Serrato   | Special Education |
| Charles Hache     | Technology        |
| Crystal Salinas   | Technology Coach  |
| Adrian Gomez      | Business          |
| Belinda Duran     | VROP Health       |
| Jamy Mendoza      | VROP EMR          |

### **Department Personnel**

|                                             |                                |
|---------------------------------------------|--------------------------------|
| Academic Career Coach.....                  | Josefina Modesto - ext. 8011   |
| Activities Director.....                    | Kellen Ornellas - ext. 6287    |
| Activities/Athletic Secretary.....          | Lisbeth Alvarez - ext. 6211    |
| Agriculture Department and School Farm..... | Dustin Newby - ext. 6256       |
| Associated Student Body (ASB).....          | Kellen Ornellas - ext.6287     |
| Athletics Director.....                     | Robert Lerma - ext. 6213       |
| Attendance Office - Secretary.....          | Carmen Fernandez - ext. 6202   |
| Bus and Transportation Information.....     | Rebecca Schreuder - ext. 1220  |
| Cafeteria - Food Zone Manager.....          | Terri Thomas - ext. 8014       |
| Campus Safety Supervisor.....               | Matthew Venegas - ext. 6212    |
| Campus Safety Supervisor.....               | Paul Flores - ext. 6212        |
| Clubs, Class, or Campus Organizations.....  | Kellen Ornellas - ext.6287     |
| Community Contact.....                      | Veronica Navarrete - ext. 6275 |
| Counseling Office - Registrar.....          | Esmeralda Barajas - ext. 6210  |

## Departments Personnel Continued

|                                             |                               |
|---------------------------------------------|-------------------------------|
| Career Technical Education Coordinator..... | Alisa Gomez - ext. 6237       |
| CUSD Safety Supervisor.....                 | Laura Duran - ext. 1240       |
| Kings Regional Occupational Program.....    | Cybil Mello - ext. 6254       |
| Library Technician.....                     | Silvia Hernandez - ext. 6231  |
| Licensed Vocational Nurse.....              | Ana Alcantar - ext. 6282      |
| Off-Campus Pass (Non-Medical).....          | Carmen Fernandez - ext. 6202  |
| Off-Campus Pass (Medical).....              | Ana Alcantar - ext. 6282      |
| School Resource Officer (SRO).....          | Officer Aguirre - ext.6212    |
| Principal's Secretary.....                  | Adriana Ruvalcaba - ext. 6203 |
| Workbased Learning Coordinator.....         | Amanda Dias - ext.6248        |

The Corcoran Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. This applies to all acts related to a school activity or school attendance within a school under the jurisdiction of the superintendent of the school district. All school personnel will take immediate steps to intervene when safe to do so when he or she witnesses and act of discrimination, harassment, intimidation, or bullying. All complaints regarding discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics will remain confidential. All complainants are protected from retaliation and the identity of a complainant remains confidential. For further information regarding complaint procedures, contact Eduardo Ochoa, Superintendent, Corcoran Unified School District, 1520 Patterson Avenue, Corcoran CA 93212, at 559 992-8888.

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| <p><b>Clubs and Organizations</b></p> <p>Associated Student Body (ASB)<br/> Band - Auxiliary<br/> Band - Marching/Concert<br/> California Scholarship Federation (CSF)<br/> Future Business Leaders of America (FBLA)<br/> Future Farmers of America (FFA)<br/> Gay Straight Alliance (GSA)<br/> Harvester (Yearbook)<br/> MEChA Club<br/> Pep Squad<br/> Poetry Club<br/> Student Voice<br/> Theater<br/> Key Club<br/> Interact<br/> EPIC</p> <p><b>COUNTY TEAM COMPETITIONS</b></p> <p>Academic Decathlon</p> | <p><b>ATHLETICS</b></p> <p><b>BASKETBALL</b><br/> Varsity Boys<br/> Varsity Girls<br/> JV Boys<br/> JV Girls<br/> Frosh Boys<br/> Frosh Girls</p> <p><b>BASEBALL</b><br/> Varsity<br/> Junior Varsity</p> <p><b>CROSS COUNTRY</b><br/> Varsity Boys<br/> Varsity Girls<br/> Frosh/Soph Boys<br/> Frosh/Soph Girls<br/> JV Boys<br/> JV Girls</p> <p><b>FOOTBALL</b><br/> Varsity<br/> Junior Varsity</p> <p><b>SOCCER</b><br/> Varsity Boys<br/> Varsity Girls<br/> JV Boys<br/> JV Girls</p> <p><b>SOFTBALL</b><br/> Varsity<br/> Junior Varsity</p> | <p><b>SWIMMING</b><br/> Varsity Boys<br/> Varsity Girls</p> <p><b>TRACK</b><br/> Varsity Boys<br/> Varsity Girls<br/> JV Boys</p> <p><b>TENNIS</b><br/> Varsity Boys<br/> Varsity Girls</p> <p><b>VOLLEYBALL</b><br/> Varsity<br/> Junior Varsity<br/> Frosh</p> <p><b>WRESTLING</b><br/> Varsity<br/> Junior Varsity</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## **Life as a Panther!**

**ACADEMIC BOOSTERS-** The purpose of this committee is to support “college prep” students in their preparation for college. College prep students are defined as those freshman, sophomore, junior, and senior students enrolled in a minimum of four (4) college prep courses per semester. This also includes any college prep courses taken during the summer prior to the first semester.

**DUAL ENROLLMENT OPPORTUNITIES-** Corcoran High School provides for Dual and Concurrent Enrollment academic opportunities. Concurrent enrollment students are enrolled in a college course that occurs outside of regular school hours. Dual enrollment students are enrolled in a college course offered on the CHS campus with an in-person instructor between 8:00 AM - 3:15 PM. Students are encouraged to take advantage of Dual and Concurrent Enrollment opportunities when available. Interested students should contact their learning directors for an application form. Students selected to participate in Dual Enrollment must be mature and able to handle college-level work as failing college courses can negatively impact future financial aid. Students are allowed to double-dip credits and register for free.

**ADMINISTRATIVE SERVICES-** Administrative Offices are located in the Main Office, Athletics/Activities Office and Counseling Office. All administrative staff keep an “open door” policy. If you have any questions about school procedures and policies, please see them. Office Protocol - At no point shall any student or parent pass beyond the desks of the office until permitted to do so.

**ALTERNATIVE EDUCATION-** CUSD provides Alternative Education options for students in unique situations. While options exist for Alternative Education, a meeting with the Assistant Principal is required to determine the suitability of an alternative placement. Students may only transfer up to a total of 50 credits per semester when returning from an alternative placement to Corcoran High School.

**ASSEMBLIES-** An assembly is an organized student body gathering with mandatory attendance, and the primary emphasis is placed on education. Students show respect toward the other members of the audience and the stage participants at all times.

**ATHLETICS-** A complete program of athletic activities is offered to meet the needs of all students interested in team or individual sports. The rules and regulations for sports are governed by the California Interscholastic Federation and the Athletic Code for Corcoran High School. All athletic programs are subject to change as a result of participation, funding and league placement.

**BULLYING-** The District prohibits student conduct that intentionally instills fear through bullying tactics. Bullying behavior includes, but is not limited to, threats, teasing and taunting by asserting power through physical or verbal aggression, including online, or cyber bullying. Bullying may be direct or indirect, such as gossip or exclusion. Bullying usually causes the

victim to become increasingly distressed and fearful. Students who are victimized by actions relating to bullying should immediately contact the administrative staff. Remedies utilized to address issues pertaining to interpersonal conflict and/or bullying vary and may require follow-up. Issues that remain unresolved should continue to be reported to the administrative staff until a reasonable resolution is developed and maintained for all parties involved. All staff members who become aware of an issue potentially relating to bullying are required to immediately report to the administration.

**CAFETERIA SERVICES-** All students at Corcoran High School may be asked to provide “Household Income Documentation” as part of the registration process. As a Community Eligible Provision School, all students at Corcoran High School are provided meals free of charge. “Household Income Documentation” provides Corcoran High School with the ability to continue its qualification for free food services in conjunction with other additional federal, state, and local programs designed to assist our student population.

**CAREER RESOURCES-** Career resources are available for all Corcoran High Students in the TLC Lobby.

**CLUBS-** All club meetings may be arranged for before or after school or at lunch. All requests for meetings shall be made to the advisor and arranged with the Activities Director. All meetings shall be held under the direct supervision of the organization advisor. All requests for meetings shall be made at least one week in advance. Clubs and organizations must submit a “Request for Continued Club Recognition” including a “Budget Form” listing estimated expenses and fundraisers. Each year before a club or organization schedules an activity or fundraiser, its “Request for Continued Club Recognition” must be approved by the Board of Trustees. When an organization desires to hold any activity that requires financing, the approval of the sponsor shall be secured with regard to the amount of money needed and the manner in which it is to be spent. A student body purchase order shall be used when materials or supplies are to be purchased. Purchase orders may be secured from the secretary who handles the ASB accounts and must be filled out and properly signed before a purchase is made.

**Posters must be approved and signed by an administrator.** An activity will be approved only after the written approval of the sponsor has been obtained and a date has been secured through the Activities Director. An Activity Request Form may be obtained in the Activities Office. All activities and purchase orders need prior administrative approval.

## **COMPLAINTS**

Complaints against school employees should be handled directly by the individual involved.

**Step 1:** Make contact with your child’s teacher to resolve a concern.

**Step 2:** Request a conference with the teacher and Learning Director.

**Step 3:** Complaints still unresolved may be appealed to the Principal.

**Step 4:** File a formal Complaint using the Uniform Complaint Procedures.

**CONTACTING TEACHERS-** CHS recognizes that student success is dependent upon an effective partnership between the teacher, parent, and student. Parents are encouraged to discuss their child's progress with the teacher; however, due to professional responsibilities, teachers may not always be available before and after school. If a parent would like to speak with his/her child's teacher, parents should schedule an appointment by calling the school office.

**COUNSELING AND GUIDANCE SERVICES-** Counseling for new programs, change of programs, class issues/concerns, college counseling, and personal issues are some of the many services provided. Appointments for students wishing to see a learning director must be made before or after school. Students will not be released from class to make appointments. Class changes are discouraged. Students with special needs must clear any approved class changes through the Counseling Office.

**CREDIT SYSTEM-** Individual instructors will communicate to the students the standards they will require for grades. Each semester students earn five (5) credits for each class where their final grade is "D" or above. In their required classes, a "passing mark" refers to a grade of "D" or better. (A grade of "D" does not count toward A-G) Parents are encouraged to contact the school at 992-8884 if they have questions or concerns about their student's grades or credits. The law requires notices of impending failing grades be sent to the parents. Students may make up work missed during excused absences. It is the student's responsibility to request all make-up work. Students have an equal number of school days to make up work. (i.e. Absent three (3) days, you have three days to complete work.)

**DAILY FLAG SALUTE-** Students are required to stand for the flag salute and show respect.

**DRONES-** Any remotely controlled flying devices are strictly prohibited.

**EIGHTEEN YEARS OLD-** The 18-year old student may sign his own absence notes with administrative and parent approval. If attendance, attitude, and/or behavior become problematic for adult high school students, placement in an alternative setting may be warranted.

**ELIGIBILITY RULES -** Eligibility for ALL school-sponsored activities (including athletics): Ineligible students will not be allowed to participate in athletics, ASB, performances, activities, and the preparation for any of these activities. This includes performances/activities and preparation for activities or performances. It is the responsibility of the sponsor of all clubs, classes, activities, and sports to see that the persons on the ineligibility list are notified and removed from the activity. Ineligibility is based on grades computed each quarter period and making minimal progress towards graduation plus have no current debts. To be eligible students must be passing four (4) or more classes with at least a 2.00 GPA the previous grading period and sophomores must have 50 credits, juniors 120 credits and seniors 190 credits at the beginning of their respective years (unless a signed Academic Plan is on file with a Learning Director to achieve minimal progress).

**Note: All participants in athletics or activities must attend all classes including work experience, the day of a contest activity or get athletic director approval. Violation of this rule will affect participation that day or the next available contest.**

In addition to the regular eligibility rules, in order to run for or hold an ASB office, a student must have no failing grades and a cumulative GPA of 2.5 or above. Any drop in this GPA will disqualify the student for the remainder of the school year. If the student is enrolled in the ASB Class, they will lose all voting privileges and transfer out of the ASB class at the end of the semester. Athletes must also follow the guidelines of the Athletic Codes and Ethics in Sports Regulations.

**ELIGIBILITY (PROVISIONS)-** Optional Language for Considering Summer School Grades: In the event a student finds that he/she is academically ineligible to participate in extra/co-curricular activities in the first quarter of the upcoming year, he/she may request that current summer school grades be exchanged for the grade received in the same class in the Spring quarter. This type of situation is handled on individual basis and the student must see his or her Learning Director.

**EMERGENCY PROCEDURES-** In case of an emergency it may be necessary to evacuate the school. Students and parents will be requested to follow the guidelines listed below: If the school is evacuated call the District Office at 992-8888 for information regarding the situation. Calls to the high school will not be answered. Please do not come to the high school! If you receive information giving you an option to pick up your student, please note the location for the pick-up. Always bring identification with you and be prepared for a short wait. **WE WILL ONLY RELEASE STUDENTS TO THEIR PARENTS OR EMERGENCY CARD CONTACTS.**

Students picked up by parent/guardian are to remain home for the remainder of the day. Once you have picked up your child, please leave the area and maintain a reasonable distance from all CUSD properties until the emergency is resolved.

**ENROLLMENT REQUIREMENTS-** Students attending any alternative education (whether inside CUSD district or outside the district), including continuation high school and community school or students not meeting the minimum requirements toward Corcoran High School graduation may be required to attend a minimum of 1 semester at Kings Lake Alternative Education. Placement at CHS will be determined by the student meeting the following criteria: 1) Minimum of 90% attendance, 2) Student is making adequate progress and has a reasonable expectation to achieve graduation with their grade-level cohort. 3) Student receives no more than 1 Out of School suspension. All students returning to Corcoran High School from Alternative Education may be placed on Administrative Probation, Academic and Behavior Contract for up to one school year. Students not meeting the requirements to return to Corcoran High School will need to follow the graduation requirements for Kings Lake Center.

**FOOD/DRINK-** ABSOLUTELY NO GUM, FOOD, OR DRINKS on campus other than PLAIN BOTTLED WATER. Flavored and infused water is not allowed. Any food or drink brought onto campus during lunch must be disposed of before entering the TLC, main building and any classrooms.

**GoFan-** All public events that require a fee for entry are retrieved using the GoFan service. Cash is not used for CHS events.

**GRADUATION FROM THE REGULAR SCHOOL DAY PROGRAM-** To earn a high school diploma from Corcoran High School, a student must accumulate a total of 260 semester credits, including specific course requirements as outlined in the Guidance Handbook. Seniors failing to meet graduation requirements and needing twenty credits or less will have an opportunity to complete the requirements in the summer school session following their senior year. Any senior student needing more than twenty credits at the end of their senior year must attend alternative education.

**HALL PASSES-** Each classroom will be issued (1) laminated pass on a lanyard for students to use the restroom, go to the library, etc. Students will sign in and out before receiving the classroom pass, and will be out of class no more than 5 minutes. Students not following these guidelines will be subject to disciplinary action. Students out of class without a hall pass will be return to class and/or face disciplinary action.

**HARASSMENT-** The District prohibits intimidation or harassment of any student or staff member. Harassment is defined as intentional threats or intimidation directed against a student or group of students that is so severe it materially disrupt class work, creates substantial disorder and invades the rights of students by creating an intimidating or hostile environment. Students who are the victims of harassment should immediately contact any administrator or counselor.

Staff members who become aware of or receive notice of harassment behavior will immediately report to the administration. Students that intend or demonstrate a continuance of harassment behavior will face disciplinary action including a potential removal from campus.

District programs and activities shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; 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.

**HATE ACTIVITY-** The District affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of race, ethnicity, culture,

heritage gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Any student who is a victim of hate-motivated behavior shall immediately contact the principal or designee.

**HAZING-** No student shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any person. Students violating this regulation shall be subject to District discipline and penalties specified in law.

Hazing includes any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any pupil or other person attending any school.

**HEALTH SERVICES-** The school nurse will assist the local doctors in giving simple health examinations to all pupils and bring health concerns to the attention of parents. The school nurse may also administer to minor health needs and give first aid when on campus. Pupils who need the services of the school nurse during the school day are to report to the nurses office. Students must be sent to the nurse with a pass.

California law allows officers of the school district, school principals, physicians or hospitals to treat students who become ill or are injured during regular school hours without liability for reasonable treatment if a parent cannot be reached for consent, except when the parent has previously filed with the school a written objection to any medical treatment other than first aid. **All medication (including Visine, Tylenol, Vitamins, supplements, i.e. over the counter and prescription medication) must be housed in the nurses office. A Medication Authorization form must be completed for medication to be administered at school.**

## **HOMEWORK**

Homework shall be planned to meet pupil's specific educational needs:

1. To practice and apply skills learned in school
2. To enrich learning activities
3. To extend educational experience related to class activities including outside reading

The teacher shall evaluate all homework reports and shall keep each student informed regarding their progress.

**HONOR ROLL/PRINCIPAL'S HONOR ROLL-** The honor roll will be compiled on the basis of semester grades only. All grades will be considered, including grades in courses being repeated and a "D" or "F" will disqualify a student for the honor roll. C.H.S. Honor Roll is 3.00 to 3.59 and Principal's Honor Roll is 3.60 and above.

**LEAVING CAMPUS-** Students leaving campus during school hours without first being cleared through the front office will be considered truant and subject to disciplinary action. Access to vehicles parked off campus during school hours is not permissible and also subject to disciplinary action. Students must physically sign out through the Attendance Office prior to leaving campus. Students must have permission (verifiable note, call, parent in person) before they can sign out. Students who leave campus without signing out are considered truant and face disciplinary action.

**LIBRARY SERVICES-** Library Use: Students are encouraged to utilize the school library for academic purposes. The Library is open before and after school. Teachers may permit a student to visit the library during class time. However, students observed to be loitering in or around the library during class time will have their visitation privilege revoked.

Students checking out library materials must use a CHS ID card. Library materials are the property of CUSD and must be returned in the same condition. Damages may be chargeable to the pupil and/or parents. Based on Educational code (48904 (b) (1) lost books or damaged books by others are still the responsibility of the student to whom the books were issued. Students who owe a debt to the library or have overdue books will not be allowed to check out materials until his/her record is cleared.

Internet Users: Students must have a CHS ID card with the Internet Barcode. Students without the proper Internet training and permission slip will not be allowed to access the Internet.

The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work.

The use of Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege and disciplinary action.

## **TEXTBOOKS AND OTHER MATERIALS**

1. The library will issue textbooks and other academic materials to students with a CHS ID card.
2. Students are responsible for the care and security of each text and/or item assigned to them. Lost items or excessive wear and/or damage may be charged to the pupil or parent.(EC 48904(b) (1) Books stolen or damaged by others are still the responsibility of the student to whom the books were issued.
3. Removal of a barcode is considered damage.
4. If a student discovers that a textbook or other school property was damaged before check out, it is the responsibility of the student to immediately report the issue so as to avoid a charge for the damage.
5. Students are responsible for textbooks left in classrooms or on campus.
6. Students must have an adequate book cover on each text at all times. It is the pupil's responsibility to keep the book covered. Heavy wrapping paper or any commercial cover is

adequate.

7. Teachers are encouraged to monitor and report issues concerning the use and condition of CUSD materials.

8. Students are expected to return all materials.

**ITEMS LEFT IN THE MAIN OFFICE-** The Office Staff is not responsible for items left for students. It is the responsibility of the student to come to the main office outside of class time to retrieve items. Students will not be called out of class to pick up their items.

**LOCKERS-** Student lockers may be provided for the convenience of the student and to help protect school issued property. **Students are responsible for all school issued property, even if stolen from the lockers.** The school does not relinquish control over the lockers and retains the right to examine the contents of the lockers at any time without notice. Trained dogs may be used for detection of prohibited objects or substances. Students are responsible for contents of lockers assigned to them. If prohibited items are discovered in a student's assigned locker, that student is subject to appropriate disciplinary action. Do not store valuables in lockers. If a lock or locker does not function properly, make a report to the office. The locker will either be repaired or the student will be issued a new locker. Corcoran High School discourages students in bringing cell phones, iPads, Beats, and other electronic devices to school. **The school is not responsible for any lost or stolen articles.** Students must remove all belongings by the last day of school. The school is not responsible for items left in lockers.

**LOITERING-** At no time are students allowed to sit on or block the stairway. Students are not allowed to loiter in front of the school before school, during lunch, or after school. Students returning from lunch must enter the campus to designated supervised areas.

**LUNCH OFF-CAMPUS-** Section 44805.5 of the Education Code further states: "Neither the school district nor any officer or employee thereof shall be liable for the conduct nor safety of any pupil during such time as the pupil has left the school grounds pursuant to this section."The following rules pertain to students who eat lunch off campus:

1. 10th, 11th, and 12th may go off campus for lunch by showing their school identification card to administration at designated exit points. 9th grade students **ARE NOT ALLOWED** to leave campus for lunch. A student who does not have his/her school identification card **WILL NOT BE ALLOWED** to go off campus during lunch. **ONLY PARENTS** are allowed to sign their student(s) out at lunch and must physically come to the school. Any student returning to campus from lunch may be asked to show their school ID. Any student returning to campus from lunch without their ID card will be issued a disciplinary action.

2. Students are to be on time to class after lunch. Students who return from lunch tardy will face the following disciplinary steps:

\*\*\*\*Loss of ID for 3rd time-1 week

4th time-1 month

5th time- Remainder of Semester

3. Students who drive during lunch must be vigilant of pedestrians and follow all driving

laws.

4. Students are not to loiter or litter on public/private property.

5. Students leaving campus during lunch without showing student identification will be subject to disciplinary action.

Students are reminded to carry their Corcoran High School student ID card at all times.

Duplicate ID cards are available in the Activities office for a nominal fee. Students must make arrangements in the Activities Office to secure a duplicate ID card outside of instructional time.

**MASTER ACTIVITY CALENDAR-** A master calendar for the year's activities is posted in the Athletic/Activities office. All club organizations planning activities should refer to this calendar. Dates of upcoming events and activities should be submitted to the Activities Office in order to avoid conflicts. In the event of conflicts for activities, administrative decisions are final.

**PARKING LOT-** Students must park in the parking lot adjacent to the Gymnasium building. Entrance and Exit are located on Letts Avenue. Students may **not** park in any green or red painted areas, and are not allowed to park at the Church parking lot across the street from the school. Violators may be ticketed and their vehicle towed at the owner's expense. Students are not to loiter around cars or sit in cars in the parking lot during the instructional day including break and lunch. Students who park in the student parking must have a parking permit. Students need to fill out a registration form before a permit is issued by the resource officer. **Students may have access to the parking lot before school, during lunch and after school only. Because of safety reasons, students that need to leave during school hours need to park outside the school premises.**

**PETS-** No pets are allowed on campus without prior written approval by administration.

**POLICY FOR RELEASING STUDENT RECORDS (EDUCATION CODE SECTION 49068)** Whenever a pupil transfers from one school district to another or to a private school, or transfers from a private school to a school district within the state, the pupil's permanent record or a copy thereof shall be transferred by the former district or private school upon request from the district or private school where the pupil intends to enroll. Any financial obligations by the transferring student are expected to be paid in full before completion of the drop process.

**REPORT CARDS-** Report cards are mailed to the home address on file 8 times per school year, 4 times per semester. Report cards indicate student performance during the progress, quarter, and semester periods.

Duplicate report cards are available to be mailed to a secondary address upon request. It is the responsibility of the parent to maintain and communicate current residence information with Corcoran High School.

#### **REQUIREMENTS FOR PARTICIPATION IN THE GRADUATION CEREMONY**

Students eligible to receive a Corcoran High School diploma include:

1. Students who meet the graduation requirements and are currently enrolled in Corcoran High School.
2. Students who meet graduation requirements at the completion of the Fall Semester of their senior year and continue with higher education classes in the Spring Semester. This higher education plan must meet administrative approval and could include, but is not limited to, community college, vocational tech school, four-year colleges or a branch of the armed services.
3. Students enrolled in the Concurrent Program with administrative approval: Independent Study or Home/Hospital. Home/Hospital includes Physical or Psychological needs and will require a doctor verification and approval by District medical representative and who have met all other ceremony requirements.

\*Students must also satisfy the following requirements in order to participate in the graduation ceremony:

1. Referrals that deal with major infractions during a student's senior year may be grounds for denial of graduation activities and/or diploma. Students cannot be on suspended expulsion.
2. Student debts must be cleared (2) weeks before graduation.
3. Must maintain 95% attendance of the days enrolled in Corcoran High School. Therefore, a student cannot miss more than 9 days or 63 periods of school during each year of high school. 3 tardies will be counted as 1 period absence. Students may clear any full day absence by voluntarily attending Saturday School.
4. Pay all bills or debts to the school district. Payments are taken throughout the school year in the Activities Office at the high school.
5. Any student suspended during their 12th grade year WILL NOT be allowed to participate in the graduation ceremony.
6. Seniors will be required to take part in an exit interview to participate in the graduation ceremony.
7. May not spend anytime on expulsion or suspended expulsion during the student's senior year.
8. May not transfer to or from any alternative program (Adult Education, Continuation, or Community Day School) during the second semester of the student's senior year.
9. Student must earn at least a total of 50 credits during their senior year. (If student finishes during the fall semester, they must earn at least a total of 25 credits.)
10. Students must maintain enrollment in all classes during their senior year.
11. Students must pass all required/elective courses for graduation.
12. Students cannot be on any type of restriction (due to behavior or attendance reasons) from school activities at the time of the graduation ceremony. Any student who does not attend graduation practice or is removed from graduation practice will NOT participate in the graduation ceremony.
13. Student must sign and return the form which states that they have read and understood what is required of them to graduate and participate in graduation ceremonies.
14. Students must also demonstrate basic competency on the California Assessment of Student Performance and Progress (CAASPP). Basic competency requires a score of "Standard Met" or "Standard Exceeded" in the core areas of Math, Science, and English in order to participate in graduation ceremonies and other graduation events. If the minimum score of "Standard Met" is

not achieved in all areas the student must pass an alternative district exam to participate in the graduation ceremony and graduation events.

There is no appeal for a senior suspension. Seniors are expected to be model students.

**Diplomas not picked up due to non-payment of bills will be filed in the Main Office until the end of July of the graduation year.**

**Students not eligible for participation in the Corcoran High School graduation ceremony include:**

1. Students not meeting Corcoran High School graduation requirements.
2. Students enrolled in any program initiated and monitored by Corcoran Unified School District's Alternative Education Program. This will include, but is not limited to, continuation high school and adult education.

## **Valedictorians and GPA**

All graduating students who earn a 4.0 and above are recognized at the ceremony as a Valedictorian.

The student with the highest GPA is offered the responsibility of presenting the valedictorian's address at the ceremony.

With the large number of students taking dual enrollment courses, it is important to understand the credit calculation.

The value of a college unit is 3.333. Therefore a 4 unit college course = 14 high school credits.

## **GRADUATION REQUIREMENTS**

### **CLASS OF 2020 and Beyond**

To earn a high school diploma at Corcoran High School, students must meet all of the requirements listed below. A student must have received a score of Standard Met or Standard Exceeded on both sections of the CAASP in order to participate in the graduation ceremonies. See ceremony section for additional ceremony requirements.

#### **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, 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)

Business Math (Senior year) (10 credits)

#### **P.E.: TWO YEARS 20 credits**

Coed P. E./Strength/Ad. Athletic PE (20 credits)

ROTC (requires 3 + 4 years)

Band (requires 40 credits to fulfill PE requirement)

#### **FINE ARTS/FOREIGN LANGUAGE: ONE YEAR 10 credits**

\*College prep students must take a year long (P) class (e.g. Theatre I) 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**

**Kings Lake Education Center: Continuation Program**

**Graduation Requirements for the Class of 2019 and Beyond**

To earn a high school diploma at Kings Lake Education Center's Continuation Program, students must meet all the requirements listed below. A student must have received a score of Standard Met or Standard Exceeded on both sections of the CAASPP (or pass a district alternate exam), have no suspensions during Senior year and maintain 95% attendance every year they are in school in order to participate in the graduation ceremony. Students must also pass the senior Exit Interview.

**ENGLISH: FOUR YEARS 40 credits**

English 9 (10 credits)

English 10 (10 credits)

English 11(10 credits)

ERWC (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)

Earth Science/Chemistry/Physics (20 Credits)

**MATHEMATICS: THREE YEARS 30 credits**

Math I (10 credits) \*must pass Math I

Math II (10 credits)

Math III (10 credits)

Business Math (Senior year) (10 credits)

**P.E.: TWO YEARS 20 credits**

Coed P.E./Strength/Ad. Athletic PE (20 credits)

**FINE ARTS/FOREIGN LANGUAGE ONE YEAR 10 credits**

**\*\*\*170 credits are required to Graduate**

## **ADMISSION REQUIREMENTS UNIVERSITY OF CALIFORNIA (UC) & CALIFORNIA STATE UNIVERSITY (CSU)**

The following sequence of high school courses is required by the University of California and California State University of high school students to be minimally eligible for admission. Underlined courses denote extra honors credit: A=5, B=4, C=3. Courses marked with an asterisk (\*) can not be used as an elective.

### **a. History/Social Science -2 years required**

Accepted Courses:

US History P, World History P

American Government P, English II (H)

### **b. English -4 years required**

Accepted Courses:

English 9 P, English 10 (H), ERWC P(12th), COS Eng 1 (12th)

English 9 (H), English 11 P, English 10 P, COS Eng 251 (11th)

### **c. Mathematics -3 years required, 4 years recommended**

Accepted Courses:

Math I \* Math III \* CLMP, Math II\*

### **d. Laboratory Science -2 years required, 3 years recommended**

Accepted Courses:

Biology P Chemistry P Physics P,

### **e. Foreign Language -2 years required, 3 years recommended**

Accepted Courses:

Spanish for Spanish Speakers I/II\* Spanish II

Spanish I\* Spanish III, COS ASL I(LOTE 2)

### **f. Visual & Performing Arts -1 year required (must be same course)**

Accepted Courses:

Art I/Art II, AP Studio Art, Floral Design, Yearbook & Design Drumline

Marching Band\* Theatre I, Theatre II, Concert Choir, Music Appreciation

### **g. Elective -1 year required**

One year (two semesters), in addition to those required “a-f” above courses. All courses listed under a-f (beyond the minimal requirements) except those marked with an asterisk(\*).

Accepted Courses:

Composition & Speech, ASB Leadership, AFROTC III, AFROTC IV,  
Ag Mechanics 1, Agriculture Science I, Ethnic Studies, Sports Medicine  
Anatomy & Physiology, Economics, Ag Mechanics 2, Welding & Fabrication,  
College and Career Readiness, Creative Writing, Intro to Business

**SCHOOL DANCES-** School dances may vary from year to year. **All dances must have ASB and administrative approval.** The administration reserves the right to refuse entrance to any student demonstrating a perceived behavioral or safety issue, including a dress code violation. **The CHS dress code will be strictly enforced at every dance.**

**NO CHS STUDENT WILL BE ADMITTED WITHOUT ASB CARD.**

Guests under 21 years of age may be invited to school dances by obtaining a guest pass from the school administration, there will be no exceptions. All guest pass requests must be submitted to the Assistant Principal at least (2) days in advance. Each student will be held responsible for the conduct of his or her guest while attending the school function. The administration has the right to refuse admission to any guest. Verification of age may be requested for any dance guests.

**Students and guests must remain at the dance or party until they wish to leave for the evening. No one will be re-admitted to a dance or party after he/she has left the building. All dances will end at 11:30 p.m. or earlier. No junior high or alternative education students will be allowed to attend high school dances.**

**SEATING-** Each teacher is assigned a section of the Auditorium/Stadium/Technology Center during events. Students are expected to sit with their class and teacher. Attendance will be recorded.

**SEXUAL HARASSMENT-** The District prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The District also prohibits retaliatory behavior or action against people who complain, testify, assist or otherwise participate in the complaint process. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and/or other verbal, visual or physical conduct of a sexual nature.

Students who are being or have been sexually harassed shall immediately contact school staff or administration. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee. The principal or designee shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent and refer the matter to law enforcement authorities, where required. Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. Disciplinary action may include suspension or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident shall be taken into account.

**SOCIAL MEDIA-** Corcoran High School does not support student use of social media outside the education setting. Social media can be a way to connect students to real-time current events, public opinion regarding political events, or current political, literary and academic figures; however, outside of the strict use of the educational realm, students too often are immature and unable to handle the profanity, inappropriate posts, images, and selfies. Students can also

become targets from predators and bullies. Corcoran High School asks that parents be mindful of their student's social media presence. While Corcoran High School will cover bullying and digital citizenship through Focus Lessons, Corcoran High School discourages use of social media at this age outside of the educational setting. Any student found to be posting inappropriate posts will be requested to remove their account. Any student found using their CHS device or posting during school time will face disciplinary action dependent on the situation.

**STATEMENT ON NON-DISCRIMINATION-** The Corcoran Unified School District does not discriminate on the basis of race, color, national origin, sex, or handicap in its educational program and activities. All vocational opportunities will be offered without regard to race, color, national origin, sex, or handicap. Limited English language skills will not be a barrier to admission and participation in vocational education programs. For further information and/or grievance procedures, contact the Affirmative Action/Equal Opportunities Coordinator, Corcoran Unified School District, 1520 Patterson Avenue, Corcoran, CA 93212, phone 992-8888.

**STUDENT BODY CARD/I.D. CARD-** All students will be required to carry their Student Body Card when attending school.

Students who do not have their student body card ARE NOT ALLOWED to leave campus for lunch, will not be granted admission to school activities or receive student pricing. All students are encouraged to purchase an ASB Sticker, which provides a considerable savings for home and away athletic games, dances, and the yearbook. Not only do students support the student body by buying an ASB sticker, but they also save money with their investment.

**STUDENT BODY OFFICERS-** The student officers are elected yearly and serve as the executive board. They meet daily to administer student body business and work on school activities. The student body will not be responsible for any expenditure made by a pupil or a teacher, or by any other person who has not first received a written authorization from the faculty sponsor and administration. In addition, all monies should be immediately deposited with the Athletic/Activities Secretary in the high school activities office. Any graduating class monies not spent by June 30 of the graduation year will be re-designated to the ASB general fund.

**STUDENT EXPRESSION LIMITATIONS-** School officials shall censor student material when it is: 1. Obscene 2. Libelous or Slanderous 3. Disruptive to campus activities, including musical instruments aside from organized academic purposes. 4. Likely to incite others to commit illegal or disruptive acts.

**STUDENT GOVERNMENT-** Student government at Corcoran High School operates within the framework of a written constitution. Student body officers receive their authority and guidelines through this constitution. Copies are available in the activities office. **Final authority rests with the school administration.**

**STUDENT ORGANIZATIONS AND ACTIVITIES-** All school rules apply and are enforced during all activities sponsored by a Corcoran High School organization. Attendance will be taken by the coach/advisor. Disciplinary action will be taken if a rule violation occurs.

**STUDENT RIGHTS-** A student has the privilege of expressing his concern regarding any interpretation of rules and regulations without fear of reprisal. A complaint procedure will be available to students and parents upon request. This procedure may be obtained in the Main Office. In cases involving expulsion, students may exercise their right to have their case heard by an Administrative Hearing Panel.

**TRANSPORTATION-** Buses are provided for the convenience and safety of pupils who live outside of Corcoran. Students will be assigned to ride a certain bus. A bus pass is an ID Card and must be carried by the student at all times. Students must pay for lost or misplaced cards. Students may be given a referral for not carrying their bus pass, which may result in Bus Suspension or School Suspension. Students found riding the bus but not attending school may lose their bus privileges.

Any discipline incidents or situations, which relate to bus violations, may be handled in the following manner:

1st Referral from Driver: Warning/Conference with parent and site Assistant Principal.

2nd Referral from Driver: 1 day suspension from bus.

3rd Referral from Driver: 1 week suspension from bus

4th Referral from Driver: Can not ride the bus for the remainder of the school year.

If a problem occurs on the morning bus run, a bus discipline referral will be immediately sent to the Assistant Principal for action. If a problem occurs on the afternoon bus run, the bus driver has the authority to suspend a student pending conference or further investigation by the administration.

**VISITORS-** All visitors and parents must check in at the high school main office when arriving.

**WITHDRAWALS-** Parents must accompany pupils withdrawing from school for any reason. A regular Withdrawal Form will be issued at the Attendance Office, and the pupils will follow the procedures outlined on that form. In this manner, pupils may officially clear all school records.

**All bills must be cleared prior to checkout.**

**WORK PERMITS-** If you are under 18 years of age, you must have a work permit to be legally employed. Applications for permits may be secured from the CTE Coordinator. A student is not allowed to work on any day that he/she does not attend school. The school has the right to revoke any work permit for poor school attendance, poor school behavior, or academic ineligibility. Permits to work on Saturdays and during regular vacation from school may also be obtained in the CTE Coordinator. **Work permits may be revoked for poor attendance, poor behavior, or grade point average below 2.0.**

## Attendance Procedures

**ABOUT THE ATTENDANCE OFFICE-** We welcome calls and visits from concerned parents. The attendance office documents all absence information received, whether in person or on the phone, and save all documentation, (logs, notes, calls, etc) for auditing purposes. We are unable to check and call on every student's attendance every day. However please call us anytime for attendance info on your student, (questions on letters, codes, and/or policies). **Please remember it is the parent's responsibility to account for absences for their child.** The Attendance Office is where they are cleared. The Attendance Office is located in the main office. In addition, parents may access student attendance and grades online through the Aeries Parent Portal.

**ATTENDANCE REQUIREMENT-** Students must attend 95% each year enrolled at CHS to participate in graduation ceremonies. This means students cannot miss more than 9 days per year or 63 periods per year (only school activities and medical absences will not count against a student's attendance). "Excused" absence does not mean that the absence does not count against the 63 periods.

**ATTENDANCE HOTLINE-** When a student is absent from school, a telephone call to Corcoran High School Attendance office is needed by 11:00 am of the day of absence. To leave a message on the attendance hotline please adhere to the following procedures:

1. Dial the school number - 992-8884 EXT. 6202
2. Leave the following information during the recording:
  - a. Parent/guardian's name
  - b. Student's name
  - c. Reason for absence
  - d. Estimated date of return
3. If a student has been absent and no phone call has been made, then the student must bring a written note stating the date, reason, days of absence and parent signature to the main office upon return to school.

Students who cut class may be assigned a Saturday School. Lunch detention runs during the lunch period on random days throughout the week. Students who are tardy three or more times in one week can receive lunch detention. Lunch detention will take priority over any school or athletic activity. (It is imperative that when a student misses class, the absence is cleared ASAP)

\*Reminder that every three tardies will be treated the same as a class cut.

\*The administration may conduct a lockout tardy sweep to discourage habitual tardiness.

Students who are going to be out of class **for any reason MUST have a pass**. Students without a pass will be escorted back to class by the Campus Safety Supervisor.

**FIELD TRIPS/ACTIVITIES/ATHLETIC EVENTS-** Students will only be cleared for the release time listed by the advisor/coach. If the student is to be released during a period, that student must stay in class until the release time. If the student decides not to attend the class,

(even if only for a few minutes) the absence will be considered a cut. If the student is unsure of the release time for a specific event, they can ask the Activities Secretary.

**HOME/HOSPITAL STUDY-** Students requesting Home/Hospital Study due to medical needs must supply a request from a physician. The request must indicate the length of the Home/Hospital study needed and be submitted to the District Nurse during a SSTAR meeting. At the SSTAR meeting the school nurse will evaluate the request and consult with physician. If Home/Hospital Study is granted, the program will be for a maximum of five hours per week. Days and location of instruction will be arranged. To schedule a SSTAR meeting contact the CHS main office at 992-8888 ext. 6275.

**ILLNESS AT SCHOOL-** If a student becomes ill at school, the teacher will send the student to the school nurse where it will be determined if they should be sent home. If a student goes home for lunch or leaves the grounds at lunchtime and does not return to school due to illness or some other emergency, the parent/guardian must contact the school office or the student will be considered truant.

**MAKE-UP OF ABSENCE-** Saturday School can be used to make up a full day prior absence (including but not limited to illness, medical and funeral). Suspension days cannot be made up through Saturday School. Students may not “bank” attendance credit for future absences. Pursuant to board policy, when a student has had 15 absences in the school year for illness, a physician must verify further absences for illness. **All absences must be cleared through the Corcoran High School attendance secretary within (5) days or they will be marked as trancies.**

**Medical (Exempt from 63 period limit and Requires *Official Documentation*)**

Doctor/Dentist/Hospital/Illness - Must bring documentation from the doctor/dentist/hospital etc that student attended the appointment. No appointment cards. Students being seen only for regular appointments will not be cleared for all day. We must receive documentation within 10 school days of absence.

***IMPORTANT: Doctor's note*** must be an original, plainly showing the student has attended the appointment with the dates and times the student was present in the office. Doctors' notes must contain the doctor's name and phone number for confirmation. No appointment cards. The doctor's office must be able to officially confirm the attendance information via phone call from the Attendance Office or the code will not be changed to (MED) and will still count as part of the 63 periods for the year. A doctor's note will only change codes to (MED) which have already been cleared to illness by the parent/guardian.

**Court (Witness/Jury Duty only)** - Must have documentation from court that student attended court and not paperwork stating when to appear. Only the court dates where the student was a subpoenaed witness or on jury duty will be cleared to MED, not if the student was the plaintiff. We must receive documentation within 10 school days of the absence.

**Funeral (Immediate Family Member)** - Must bring documentation regarding funeral from funeral home, etc. We must receive documentation within 10 school day's of the absence.

**Absences for Medical Reasons vs. Absences Verified With Doctor Note** - Medical/Illness: When a student is recorded for medical reasons by a parent or guardian, the code in the computer is listed as medical (M) or illness (I). The code for "illness" does count as part of the students 63 periods for the year.

**Doctor's Note:** When a parent/guardian reports an illness absence (all day or partial day) accompanied by a doctor/dentist note to cover the specific time they missed school, the code will be changed to "Medical" (M). The code "Medical" does not count as part of the students 63 periods for the year.

**Note: STUDENTS WHO ARE ABSENT REPEATEDLY WILL BE REFERRED TO THE SCHOOL ATTENDANCE REVIEW BOARD (SARB).**

**NOTIFYING ATTENDANCE-** Checking In - We must have parent in person, call or note before your student can sign in. Checking Out - We must have parent in person, call or note before your student can sign out. Call far enough ahead so your student can be paged between classes. We don't want to take the teacher away from teaching other students by phoning into the room. You or your student must physically sign out on the log through the Attendance Office before they leave campus. We can not guarantee that your child will be waiting out front for you.

**Clearing All Day** - Call the same day of the absence or send note or call the next day. Absences that are not cleared turn to cuts (truant) automatically. Planning for an extended absence - If your student is going to be gone for several days and knows in advance, your student can request short-term independent study (absence must be a minimum of five consecutive days) through the Assistant Principal.

**OFF CAMPUS PERMITS-** Students must physically sign out through the Attendance Office prior to leaving campus. Students must have permission (verifiable note, call, parent in person) before they can sign out. Students who leave campus without signing out are considered truant and face disciplinary action.

**SATURDAY SCHOOL-** Saturday School will be assigned for all excessive unauthorized, unreported absences as well as disciplinary reasons. Absences must be reported within three days or will be marked TRUANT. a. All students assigned Saturday School are expected to complete on the date assigned, unless given permission to reschedule the assignment by the Assistant Principal PRIOR to the due date of the assignment, OR a note from a medical doctor. Failure to attend will result in five days of lunch detention.

**SATURDAY SCHOOL RULES-** Students are required to report to the main building in order to check in with the Saturday school teacher(s). Below are the rules that all students will be required to follow for Saturday School:

1. Saturday School will be held from 8:00 a.m. until 12:15 p.m. All doors will be locked at 8:00 a.m. and no students will be admitted after this time.
2. Students will be required to work on academics
3. Students who leave mandatory Saturday School or who are sent home for disciplinary reasons without attending the full day will not receive credit for attending and will be subject to suspension.
4. Students who do not attend their assigned Saturday School will be assigned 5 day lunch detention.
5. Only Medical Notes from a physician will be considered an excused absence, and the date will need to be reassigned.
6. No gum, food or drinks in class – snack will be provided to students at the end of the day.
7. Students cannot leave the room until dismissed by the teacher.
8. All other school rules apply.

**SHORT-TERM INDEPENDENT STUDY-** Any student who will be absent for a minimum of 5 days can request Short-Term Independent Study through the Assistant Principal. Students can earn positive attendance and complete class assignments through Short-Term Independent Study. Parents must contact the Assistant Principal to initiate the process at least 5 days in advance of the absence.

**TARDY POLICY-** Prompt and regular attendance is necessary for success in high school and on the job. The district has established attendance policies to encourage students to be punctual and regular in their attendance. Not only is punctuality an important employability skill, but students who come to class late create special problems for the teacher. Often the late student has missed out on important instructions given at the start of the class period. The late student is also an interruption to the other students in the class.

Students are expected to be on time to class. Please, be advised that tardies affect students in three ways:

1. Student who are repeatedly late and do not meet the 95% attendance requirement **WILL NOT** be allowed to participate in graduation\*. Along with absences, **ALL Types of tardies** are calculated for attendance graduation.
2. Students who are tardy three or more times in one week can receive lunch detention. Lunch detention will take priority over any school or athletic activity.
3. Students who are tardy may be assigned detention by the teacher. Failure to show up to the assigned teacher detention will result in Saturday School.

**SSTAR (Student Placement)-** Students who are not making adequate progress towards securing a diploma within a reasonable timeframe at CHS will be required to attend, with their parent/guardian a Student Study Team for Alternative Resources (SSTAR) meeting with the administration. The SSTAR team will take into consideration several aspects of each SSTAR candidate's profile to determine the most suitable placement for supporting the best possible educational outcome. The SSTAR team will weigh factors that include, but are not limited to, disability, English fluency, service/resource needs, timeframes, credits and type of credits, and overall suitability with respect to student placement. 12th grade students that have accrued less than 130 credits will need to attend a SSTAR meeting to assist in developing a plan of action for securing a diploma. Additionally, 11th grade students that have accrued less than 90 credits may similarly be required to attend a SSTAR meeting. Parents seeking to move their child to alternative placement must first convene a SSTAR meeting.

**Student Discipline-** We Support good discipline practices in the Corcoran Unified School District. Good discipline procedures help provide the best learning situation. The parents' help and understanding are necessary to make these procedures and policies work at our school.

The Board of Trustees and school administrators have adopted a definite policy dealing with discipline procedures. This serves to inform you of these procedures so we may work together to maintain a pleasant school experience.

**OBJECTIVES-** The behavior of students who attend the Corcoran Unified School District shall reflect standards of good citizenship and self-discipline. Education may be considered a privilege, but it shall not be considered an absolute right. It shall be determined by eligibility and performance requirements. Students who consistently fail or refuse to comply with the regulations of the school, or whose presence will have a negative effect on good order and discipline may be suspended or expelled.

### **ACADEMIC DISHONESTY**

Defined: Obtaining or providing any help on an assignment that is to be completed solely by the student. This definition applies to:

- i. Tests or projects
- ii. Individual projects and/or research

- iii. Individual homework when so designated
- iv. Other teacher designated work

**ATHLETIC EVENTS**-Refer to Athletic Handbook for rules and regulations covering athletics. Athletics is an important aspect of the total school program at CHS, and the school's discipline code will be in effect at ALL athletic events, whether home or away contest. Any students "jumping the fence" or not paying to enter the event, or assisting other persons in entering the event illegally, will be banned from future CHS events and subject to disciplinary action by the administration.

**DETENTION/COMMUNITY SERVICE**- Pupils may be detained in school for disciplinary or other reasons for not more than one hour after school. Students may be given the option to attend detention at lunch or before school. All teachers' detentions will be held in their designated classrooms. All students should be given one day's notice of detention/community service to inform parents. A student who fails to show up for an assigned teacher detention will be assigned Saturday School.

**DISCIPLINE** - Discipline is based upon the statement that teachers have the right to set rules for all students and that these rules must be taught. Effective communication is required in order that students understand what is required of them. We believe that each student has the right to learn and each teacher has the right to teach. Our PBIS curriculum supports student understanding and awareness of behavioral expectations.

#### Corcoran High School Discipline Rubric

| Behavior                                                                                                                      | 1st Offense                                                                                                            | 2nd Offense                                        | 3rd Offense                                                            |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------------------------------|
| Gang enhanced fights ("causing a riot" in which gang issues cause the fight and may create a crowd of observers/participants) | 5 day suspension and automatic referral to AHP for possible expulsion, police department contacted for gang validation |                                                    |                                                                        |
| Assault or Battery as Defined in Sections 240 and 242 of Penal Code Upon a School Employee                                    | 5 day suspension and automatic referral to AHP for possible expulsion                                                  |                                                    |                                                                        |
| Academic Dishonesty                                                                                                           | Loss of credit, referral to administration, parent contact                                                             | Loss of credit, Saturday school, parent conference | Fails class                                                            |
| Classroom Disruption                                                                                                          | Student placed on appropriate of behavior contract; dependent upon severity                                            | Conference with parent; dependent upon severity    | Referral to Learning Director/Asst. Principal; Dependent Upon Severity |
| Defiance of Authority                                                                                                         | Student placed on appropriate of behavior contract; dependent upon severity                                            | Conference with parent; dependent upon severity    | Referral to Learning Director/Asst. Principal;                         |

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                             |                                                                                    |
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|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                             | Dependent Upon Severity                                                            |
| Destruction or Defacement of Property        | Restitution of losses, parent contacted, dependent upon severity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Restitution of losses, parent contacted, dependent upon severity                            | Restitution of losses, suspension with possible expulsion, dependent upon severity |
| Dress Code Violation                         | Warning and change into school provided clothing, dependent upon severity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                             |                                                                                    |
| Dress Code Violation (Gang Related)          | Placement on behavior contract, change into school provided clothing, parent contact/conference, police department/gang task force notified, discipline dependent upon severity                                                                                                                                                                                                                                                                                                                                                                                                                 | Change into school provided clothing, parent conference, discipline dependent upon severity |                                                                                    |
| Drugs, possession of, under the influence of | Possession or under the influence of drugs follows the 1st offense alcohol procedure with contract for substance abuse counseling unless: 1) other means of correction are not feasible or have repeatedly failed to bring about proper conduct (the student has had a history of significant behavior problems, none of which have to be necessarily related to the drug possession or use. 2) due to the nature of the act the presence of the pupil causes a continuing danger to the physical safety of the pupil or others. If in the judgment of the administration the offense meets the |                                                                                             |                                                                                    |

|                                                 |                                                                                                                                                               |                                                                                                                                              |                                    |
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|                                                 | threshold of the above tests, the student will be recommended to the AHP for possible expulsion.                                                              |                                                                                                                                              |                                    |
| Possession for sale                             | Mandatory expulsion for 12 calendar months                                                                                                                    |                                                                                                                                              |                                    |
| Possession of Drug and/or Tobacco Paraphernalia | 1 to 5 days suspension, police department contacted, drug alcohol contract, may be referred to substance abuse counseling                                     | 3 to 5 days suspension, possible recommendation for expulsion due to severity of the offense, notification of law enforcement                |                                    |
| Safety Violation                                | Placement on behavior contract, parent contact, discipline dependent on severity                                                                              | Parent conference, discipline dependent upon severity                                                                                        |                                    |
| Sexual Harassment                               | Suspension following discipline code, based upon severity which may include recommendation to AHP for expulsion, parent contacted, police department notified | Dependent upon severity, may include referral to AHP for possible recommendation for expulsion, parent contacted, police department notified | Automatic expulsion recommendation |
| Sexual Assault or Battery                       | Suspension following discipline code, based upon severity which may include recommendation to AHP for expulsion, parent contacted, police department notified | Dependent upon severity, may include referral to AHP for possible recommendation for expulsion, parent contacted, police department notified | Automatic expulsion recommendation |
| Theft                                           | Suspension based on discipline code, student makes restitution, police department notified, parent contacted, discipline dependent on severity                | Suspension based upon severity, possible recommendation for expulsion, parent contact, discipline dependent on severity                      | Automatic expulsion recommendation |

|                                                                                                                                                                             |                                                                                                                                                                                                                                               |                                                                                                                                                                                 |                                                                           |
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| Thefts/Vandalism Valued Greater than \$500                                                                                                                                  | Suspension may include recommendation to AHP for expulsion if theft or vandalism is greater than \$500 and/or the act presents a threat or danger to the student or others, student makes restitution                                         |                                                                                                                                                                                 |                                                                           |
| Possession of Tobacco, Possession or Use of Electronic Cigarettes, Hookahs, and Other Vapor Emitting Devices with Nicotine Content that Mimics the Use of Tobaccos Products | Suspension following site discipline code, dependent upon severity, police department contacted dependent upon severity, parent contacted                                                                                                     | Suspension which may include referral to AHP for possible expulsion, police department contacted dependent upon severity, parent conference, discipline dependent upon severity | Automatic expulsion recommendation                                        |
| Threats/Bullying/Cyberbullying/Harassment (Also includes hate-motivated behavior, hazing, intimidation)                                                                     | Suspension following site discipline code, dependent upon severity, police department contacted dependent upon severity, parent contacted                                                                                                     | Suspension which may include referral to AHP for possible expulsion, police department contacted dependent upon severity, parent conference, discipline dependent upon severity | Automatic expulsion recommendation                                        |
| Verified and Investigated Threats to Staff                                                                                                                                  | Referred to AHP for possible expulsion, severity of threat must be detailed with "terroristic" threats as defined by Ed Code, being investigated with respect to the severity of the threat and the student's ability to carry out the threat |                                                                                                                                                                                 |                                                                           |
| Truancy/Tardiness                                                                                                                                                           | Parent notification by automatic dialer and/or administration                                                                                                                                                                                 | Parent notification by automatic dialer and/or administration,                                                                                                                  | Parent notification by automatic dialer, pickup for lunch detention, SARB |

|                                                         |                                                                                                        |                                                          |  |
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|                                                         |                                                                                                        | parent conference, possible loss of off campus privilege |  |
| Guns, Brandishing a Knife                               | Police Department contacted, parent contacted, mandated expulsion for not less than one calendar year  |                                                          |  |
| Knives or Other Dangerous Objects, Including Facsimiles | Police Department contacted, parent contacted, suspension and referral to AHP based on discipline code | Referral to AHP for possible expulsion                   |  |

When a 12th grade student is expelled, this student will lose the privilege of participating in the graduation ceremony. This includes any 12th grade student that is on "suspended expulsion" status for any offense. CUSD must grant a diploma to a student that completes diploma requirements; however, the graduation ceremony is a privilege not an entitlement.

If a student placed at Corcoran Academy Independent Study on a suspended expulsion violates his or her behavior contract, the student will automatically be placed in Mission Community Day School or Kings Community School in Hanford. Students on suspended expulsion placed as their original school may be placed at Corcoran Academy Independent Study, Mission Community Day School, Kings Community School, or charter school if a they violate their behavior contract. Transportation to and from Kings Community School or a charter school is the responsibility of the parent. There is no appeal to the Superintendent or Governing Board.

Please note that a student may be placed on Administrative Probation if Principal/Assistant Principal determines that the student is a habitual offender. If the student violates this probation the student will be recommended for involuntary Alternative Education Placement.

## Board Policy Manual Corcoran Joint Unified School District

### CORCORAN UNIFIED SCHOOL DISTRICT Expulsion Placement Options Plan

In order to maintain consistency across the district, with respect to discipline through the suspension and expulsion processes, the Board approved the Corcoran Unified School District Expulsion Placement Options Plan on September 9, 2003; Revised April 12, 2005; Revised October 25, 2005; Revised March 13, 2007; Revised June 12, 2007; Revised October 13, 2009; Revised March 23, 2010, Revised June 28, 2011; Revised March 13, 2012; Revised June 24, 2014.

Exhibit 5144.1-E(1): Suspension And Expulsion/Due Process Original Adopted Date: 01/11/2023 | Last Reviewed Date: 01/11/2023

| <b>Fights</b>                                                                                                                   |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
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| • "Mutual combat" (2 people)                                                                                                    | • Out of school suspended 3-5 days at site administrator's discretion                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• 2nd fight, based on administrator's determination of severity, student is suspended and referred for possible expulsion to the Administrative Hearing Panel (AHP)</li> <li>• Students from JM, HS or KL* recommended by AHP for expulsion are to be referred to Mission Community Day School or Kings Community School in Hanford. Transportation is the parent's responsibility</li> <li>• Students in grades K-5, the site's administrator's discretion will determine if student is referred to the AHP. If referred to the AHP, student will be referred to a charter school of the parent's choice. Transportation is the parent's responsibility.</li> </ul> |  |
| • Gang enhanced fights ("causing a riot" in which gang issues cause the fight and may create a crowd of observers/participants) | <ul style="list-style-type: none"> <li>• 5 day suspension and Automatic referral to AHP for possible expulsion</li> <li>• Contact Corcoran Police Department for gang validation</li> <li>• If AHP recommends expulsion, student is referred to Mission Community Day School or Kings Community School in Hanford.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| • An assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee                         | <ul style="list-style-type: none"> <li>• 5 days suspension and Automatic referral to AHP for possible expulsion</li> <li>• If AHP recommends expulsion, student is referred to Mission Community Day School or Kings Community School in Hanford.</li> </ul>                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Weapons</b>                                                                                                                  |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| • Guns (all grades) • Brandishing a knife (all grades)                                                                          | • Mandated expulsion for not less than one calendar year with                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |

|                                                                        |                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                           |
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|                                                                        | placement referral to Mission Community Day School or Kings Community School in Hanford.                                                                                                                                                                                                                                                        |                                                                                                                                                                           |
| •Knives or other dangerous objects, including facsimiles (grades 6-12) | <ul style="list-style-type: none"> <li>•Suspension and referral to AHP based on discipline code</li> <li>•Parents will be contacted</li> <li>•Corcoran Police Department contacted</li> </ul>                                                                                                                                                   | •Referral to AHP for possible expulsion and referral to Mission Community Day School or Kings Community School in Hanford. Transportation is the parent's responsibility. |
| •Knives or other dangerous objects, including facsimiles (grades K-5)  | <ul style="list-style-type: none"> <li>•Suspension based on discipline code</li> <li>•Parents will be contacted</li> <li>•Corcoran Police Department contacted</li> <li>•Principal writes letter to Superintendent explaining why the student is not being referred for possible expulsion (i.e. student did not brandish the knife)</li> </ul> | •Referral to AHP for possible expulsion and referral to a charter school of the parent's choice. Transportation is parent's responsibility.                               |

\*JM = John Muir, HS = High School, KL = Kings Lake Education Center

| Theft/Vandalism                                                                 |                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                           |
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| •Thefts Grades K-5                                                              | <ul style="list-style-type: none"> <li>•Suspension at site administrator's discretion</li> <li>•Student makes restitution •Contact with Corcoran Police Department at site administrator's discretion</li> </ul> | <p>2nd Offense –</p> <ul style="list-style-type: none"> <li>•Referral to AHP dependent upon severity of issue</li> </ul> <p>3rd Offense</p> <ul style="list-style-type: none"> <li>•Referral to AHP for possible expulsion and referral to a charter school of the parent's choice. Transportation is parent's responsibility.</li> </ul> |
| •Thefts Grades 6-12                                                             | <ul style="list-style-type: none"> <li>•Suspension based on discipline code</li> <li>•Student makes restitution •Corcoran Police Department contacted</li> <li>•Parent contacted</li> </ul>                      | <p>2nd Offense –</p> <ul style="list-style-type: none"> <li>•5 day suspension based on severity, may also be recommended to AHP for possible expulsion</li> </ul> <p>3rd Offense –</p> <ul style="list-style-type: none"> <li>•Automatic referral to AHP for expulsion</li> </ul>                                                         |
| •Thefts/Vandalism Grades K-12 with theft or vandalism valued greater than \$500 | •Suspension which may include recommendation to AHP for expulsion if theft or vandalism is greater than                                                                                                          |                                                                                                                                                                                                                                                                                                                                           |

|                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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|                                                                                                           | <p>\$500 and/or the act presents a threat or danger to the student or others.</p> <ul style="list-style-type: none"> <li>•If recommended for expulsion, placement at Mission Community Day School or Kings Community School in Hanford for 7-12 or a charter school of the parent's choice for grades K-6.</li> <li>•Student makes restitution</li> </ul>                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Sexual Harassment</b>                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| •Sexual Harassment                                                                                        | <ul style="list-style-type: none"> <li>•Suspension following site discipline code (based on severity – which may include recommendation to AHP for expulsion)</li> <li>•If recommended for expulsion, placement at Kings Community School in Hanford</li> <li>•Corcoran Police Department contacted dependent upon site discipline code.</li> <li>•Parent will be contacted</li> </ul>                                                                             | <p>2nd Offense –</p> <ul style="list-style-type: none"> <li>•Grades K-5, suspension following site discipline code</li> <li>•Grades 6-12, dependent upon severity, may include referral to AHP for possible expulsion and placement in Mission Community Day School or Kings Community School in Hanford</li> </ul> <p>3rd Offense –</p> <ul style="list-style-type: none"> <li>•Automatic expulsion recommendation</li> </ul>                                             |
| •Sexual Assault or Battery                                                                                | <ul style="list-style-type: none"> <li>•Suspension following site discipline code (based on severity – which may include recommendation to AHP for expulsion)</li> <li>•If recommended for expulsion, placement at Mission Community Day School or Kings Community School in Hanford or a charter school of the parent's choice.</li> <li>•Corcoran Police Department contacted dependent upon site discipline code.</li> <li>•Parent will be contacted</li> </ul> | <p>2nd Offense –</p> <ul style="list-style-type: none"> <li>•Grades K-5, suspension following site discipline code</li> <li>•Grades 6-12, dependent upon severity, may include referral to AHP for possible expulsion and placement in Mission Community Day School or Kings Community School in Hanford or a charter school of the parent's choice.</li> </ul> <p>3rd Offense –</p> <ul style="list-style-type: none"> <li>•Automatic expulsion recommendation</li> </ul> |
| <b>Threats/Bullying/Harassment</b>                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| •Threats/Bullying/Cyberbullying/Harassment (Also includes hate- motivated behavior, hazing, intimidation) | <ul style="list-style-type: none"> <li>•Suspension following site discipline code (based on severity – which may</li> </ul>                                                                                                                                                                                                                                                                                                                                        | <p>2nd Offense –</p> <ul style="list-style-type: none"> <li>•Grades K-5, suspension following site discipline code</li> </ul>                                                                                                                                                                                                                                                                                                                                              |

|                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                  |
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|                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>include recommendation to AHP for expulsion)</li> <li>•If recommended for expulsion, placement at Mission Community Day School or Kings Community School in Hanford</li> <li>•Corcoran Police Department contacted dependent upon site discipline code.</li> <li>•Parent will be contacted</li> </ul>                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>•Grades 6-12, dependent upon severity, may include referral to AHP for possible expulsion and placement in Mission Community Day School or Kings Community School in Hanford</li> <li>3rd Offense –</li> <li>•Automatic expulsion recommendation</li> </ul>                                               |
| <ul style="list-style-type: none"> <li>•Verified and investigated threats to staff</li> </ul>                                                                                                                                                        | <ul style="list-style-type: none"> <li>•Will be referred to AHP for possible expulsion. The severity of the threat must be detailed with all “terroristic” threats (as defined by the Ed Code) being investigated with respect to the severity of the threat and the student’s ability to carry out the threat.</li> </ul>                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                  |
| <b>Tobacco</b>                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"> <li>•Possession of Tobacco •Possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products</li> </ul> | <ul style="list-style-type: none"> <li>•5 day suspension</li> <li>•Sites follow site discipline code for first offense consequences.</li> <li>•Parent contacted</li> <li>•Student is placed on behavior contract with: completion of the “School Behavior Contract” behavior, attendance and grades.</li> <li>•Contract will also include 45 instructional days without participation in extra-curricular events including graduation/promotion ceremonies.</li> <li>•Students may not participate in school-sponsored events, including sports (may not attend or participate in practices)</li> </ul>                                                     | <ul style="list-style-type: none"> <li>•Automatic recommendation for expulsion •Rehabilitation Plan to include contract for tobacco counseling, grades, attendance and behavior.</li> <li>•Student may not be present on any campus (other than Kings Lake Education Center) •May not participate in any school-sponsored activities.</li> </ul> |
| <b>Alcohol</b>                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"> <li>•Possession of alcohol •“Under the influence” of alcohol</li> </ul>                                                                                                                                           | <ul style="list-style-type: none"> <li>•5 day suspension</li> <li>•Sites follow site discipline code for first offense consequences. •Corcoran Police Department contacted</li> <li>•Parent contacted</li> <li>•Student is placed on behavior contract with: completion of the “Kings View Contract for Alcohol Abuse,” behavior, attendance and grades.</li> <li>•Contract will also include 45 instructional days without participation in extra-curricular events including graduation/promotion ceremonies.</li> <li>•Students may not participate in school-sponsored events, including sports (may not attend or participate in practices)</li> </ul> | <ul style="list-style-type: none"> <li>•Automatic recommendation for expulsion •Rehabilitation Plan to include contract for alcohol abuse counseling, grades, attendance and behavior.</li> <li>•Student may not be present on any campus (other than KL)</li> <li>•May not participate in any school-sponsored activities.</li> </ul>           |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
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|  | <ul style="list-style-type: none"> <li>• Possession of or “under the influence” of alcohol follows the first offense “alcohol” procedures unless:             <ol style="list-style-type: none"> <li>1. 1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct (the student has had a history of significant behavior problems none of which have to be necessarily related to alcohol possession or use).</li> <li>2. 2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.</li> </ol> </li> </ul> <p>If in the judgment of the administration the offense meets the</p> <p>threshold of the above tests, the student will be recommended to the Administrative Hearing Panel for possible expulsion.</p> |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

#### Drugs

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|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Possession of drugs</li> <li>• “Under the influence” of drugs</li> </ul> | <ul style="list-style-type: none"> <li>• Possession or “under the influence” of drugs follows the 1st offense “alcohol” procedure with contract for substance abuse counseling unless:             <ol style="list-style-type: none"> <li>1. 1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct (the student has had a history of significant behavior problems none of which have to be necessarily related to the drug possession or use).</li> <li>2. 2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.</li> </ol> </li> </ul> <p>If in the judgment of the administration the offense meets the threshold of the above tests, the student will be recommended to the Administrative Hearing Panel for possible expulsion.</p> | <ul style="list-style-type: none"> <li>• Automatic recommendation for expulsion – same as 2nd offense alcohol with contract for substance abuse counseling</li> </ul> |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### • Possession for sale • Mandatory expulsion for 12 calendar months

|                                                                                                                      |                                                                                                                                                                                                                               |                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Possession of drug and/or tobacco paraphernalia (used for drugs)</li> </ul> | <ul style="list-style-type: none"> <li>• 1 to 5-days suspension and notification of appropriate law enforcement agency, and placed on contract. May be recommended to attend a substance abuse counseling program.</li> </ul> | <ul style="list-style-type: none"> <li>• 3 to 5 days suspension, possible recommendation for expulsion due to the severity of the offense, and notification of appropriate law enforcement agency.</li> </ul> |
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#### Defiance

- Total 17 days out-of-school suspension = possible placement at Corcoran Academy Independent Study
- Total of 20 days out-of-school suspension = recommendation for expulsion

- |                                                                                                                                                                                                |
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| <ul style="list-style-type: none"><li>• Grades K-5 will be disciplined following the site behavior code</li><li>• Grades 9-12 will be disciplined following the site discipline code</li></ul> |
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★ The Board reserves the right to follow a recommendation by the Superintendent to expel a student based on:

1. Education Code 48915 (b1) or (e1): Other means of correction are not feasible or have repeatedly failed to bring about proper

conduct; and/or

2. Education Code 48915 (b2) or (e2): Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

When a 12th grader is expelled, the 12th grader will lose the privilege of “walking the line” at graduation with his or her fellow senior class members. This includes any 12th grader who is on “suspended expulsion” status for any offense. The District must grant a diploma to any student who has completed the requirements; however, “walking the line” is a privilege – not an entitlement.

If a student placed at Corcoran Academy Independent Study on a suspended expulsion violates his/her behavior contract, the student will automatically be placed in Mission Community Day School or Kings Community School in Hanford for grades 7-12. Students in grades K-6 will be placed in a charter school of the parent's choice. Students on suspended expulsions placed at their original schools may be placed at Corcoran Academy Independent Study, Mission Community Day School, Kings Community School or a charter school if they violate their behavior contract. Transportation to and from Kings Community School or a charter school is the responsibility of the parent. There is no appeal to the Superintendent or Governing Board.

Finally, all students, whether on expelled status or suspended expulsion status, will be placed on a contract for behavior, grades and attendance.

**DRUG DETECTION DOGS ON CAMPUS-** Trained dogs and their handlers will make periodic appearances on our campus during the school year. These visits will be unannounced and could occur anytime during a school day. During these times, the dogs may search cars, lockers and personal items belonging to students. Any time a dog alerts to a finding, the school will search the area and the individual. Anything found that is against school policy will be handled according to the behavior policy pertaining to the situation. The school resource officer will be made aware of each finding and will determine if the finding warrants criminal procedures. Every effort will be made to contact and communicate the situation to the parents.

**EXCESSIVE AFFECTION-** Students are reminded that an excessive show of affection or necking including kissing is NOT acceptable at Corcoran High School. Students not following the policy will be disciplined accordingly.

**FELT TIP MARKERS-** The use or possession of felt tip markers or markers deemed to be potentially used to vandalize school property are prohibited on the school grounds and at all school activities.

## **FENCE JUMPING**

1st Offense: Lunch Detention; parent contact.

2nd Offense: Saturday School; parent contact.

3rd Offense: Five days lunch detention or loss of school I.D; parent contact.

**FIGHTING-** The Corcoran Unified School District School Board Policy/Administrative Regulation #5144.1 states the following: “The Governing Board recognizes that maintaining an environment which promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. The Board may order a student expelled for any of the acts listed under ‘Grounds for Suspension and Expulsion’ above upon recommendation by the Principal, Superintendent, hearing officer, or administrative panel finding that the student violated items #1-#5 of the list; or 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.” As a result, students who are in a fight at the high school or on the way to or from school will be dealt with in the following manner:

Students involved in a fight may face three to five days school suspension. This will be determined by such factors as severity of the fight, actual student involvement and reluctance to follow instructions from person attempting to stop the fight. Law enforcement will be notified on all fights. Dependent upon severity, administration may recommend expulsion. In the event of a second fight, during the course of the current school year, a student will be suspended for five days, law enforcement will be notified and the student will be recommended for expulsion from the Corcoran Unified School District. Students who choose to identify or associate themselves as part of a group identified by law enforcement as a “gang” will be recommended for expulsion from the district for fighting students who are similarly identified. Students that fight, as retaliation to a prior fight, are interpreted according to this policy as “inciting a riot” or continuing the fight. These students will be recommended for expulsion. Students that encourage, incite, or “run to observe” the fight will also face disciplinary action.

## **FOOD/DRINK**

Gum is prohibited on campus. Food and drink are not allowed aside from plain bottled water. Flavored and/or infused water is not allowed. Any food or drink retrieved during break or lunch must be disposed of before entering the TLC, Main Building, Studio 3:15, Classrooms, Locker Rooms, and any other facility.

**GANG CONTRACT-** Any student found to meet any of the following criteria will be placed on a gang contract for remainder of time at CHS:

\*Violation of the gang contract will result in disciplinary action, which may include expulsion.

1. Admits Gang membership 7. Associates with Gang members
2. Gang associated tattoo(s) 8. Gang clothing or attire
3. In or possesses Gang photo(s) 9. Name on Gang document or graffiti
4. Named by a reliable source 10. Involved in Gang related crime
5. Identified in or correspondence with Gang members 11. Uses gang language
6. Writes or possession of Gang material

**GROUND FORS SUSPENSION AND EXPULSION (Ed. Code 48900)-** "A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:"

(A) Caused, attempted to cause, or threatened to cause physical injury to another person.

(B) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certified 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 any controlled substance, as defined in Section 11007 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.

(D) Unlawfully offered or arranged or negotiated to sell any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(E) Committed robbery or extortion.

(F) Caused or attempted to cause damage to school property or private property.

(G) Stolen or attempted to steal school property or private property.

(H) Possessed or used tobacco.

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

(J) Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.

(K) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(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 as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

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

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

(P) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of superintendent 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 school activity or 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.

The accumulation of many disciplinary infractions, school referrals, truancy, poor attendance or several failures could result in the reduction to a 5-period day or a recommendation for an alternative education placement or a recommendation for expulsion from Corcoran Unified School District.

**LEAVING CAMPUS-** Students leaving campus during school hours without first being cleared through the front office will be considered truant and subject to disciplinary action. Access to vehicles parked off campus during school hours is not permissible and also subject to disciplinary action.

**PROVOKING/INSTIGATING A FIGHT-** Taunting, cheering, interfering with the breakup of a fight or blocking a campus official's access to a fight will result in the following discipline actions: Three to five days out of school suspension. Possible referral for placement in an alternative education program.

**ELECTRONIC DEVICES/ROLLERBLADES/SKATEBOARDS/HOVERBOARDS-** These devices are banned from the school campus. Any of these devices, which are SEEN or HEARD in the hallways, classrooms, or on campus will be confiscated. Confiscated items will be returned to the parent or guardian upon request and student will face disciplinary action. Cell phones and accessories may be used before school, break time, lunchtime or after school only. Bluetooth speakers are not permitted unless utilized with a school-related organized event. Lost or stolen devices are the responsibility of the students.

1st Offense: Item confiscated, returned after school with a warning.

2nd Offense: Assigned Saturday School and Parent Pickup.

3rd Offense and beyond: Saturday School and/or possible suspension.

The Corcoran Unified School District School Board Policy/Administrative Regulation #BP5131 states the following: The district/school shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged. CHS encourages parents to limit the amount of cash or other valuable items in each student's possession.

**SCHOOL DANCES-** Students who are suspended on the Friday before or the Monday after a school dance that occurs on a Friday or Saturday will be prohibited from attending the dance.

**VIOLATIONS OF SCHOOL TECHNOLOGY-** Technology devices issued from the school must be used appropriately. Inappropriate use will be disciplined according to the following procedures:

1st time - Saturday School and loss of technology for 24 hours

2nd time- 1 day suspension and loss of technology for 1 week

3rd time - 3 day suspension and loss of technology for 1 month

4th time - 5 day suspension and loss of technology for year

**\*\*Please note that level of discipline is also dependent on the severity of the misuse.**

**DRESS AND GROOMING-**The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction, which would interfere with the educational process.

**DRESS CODE POLICY-** The following minimum standards are required of all students. Continued violators of the Dress Code may result in suspension, transfer, and/or expulsion. All dress code rules are enforced while the student is on campus and is not limited to school hours. For example: students who are in violation of school policy at 3:45 pm will be still disciplined accordingly. Dress code checks will occur randomly throughout the year.

1. Shoes must be worn at all times. Slippers are not allowed.
2. Clothing and jewelry shall be free of writing, pictures, 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. Clothing apparel that could be used as a weapon including: steel-toed boots, chains, spikes or studs on jewelry are prohibited.
3. No facial piercings are allowed. CLEAR, PLASTIC RETAINERS must be put in place during school and school activities. Clear retainers are available for purchase at cost in the Assistant Principal's office. Students who request a retainer and cannot pay will be placed on the debt list. Students who choose to get new piercings will be held to all rules in the dress code.

Hats and head coverings are not allowed on campus during school hours with the exception of full-brimmed hats like straw or fisherman's hats. These are allowed outside only. Cowboy hats are not permitted. Students who are in need of protection from the sun can obtain information for appropriate sun protection in the main office. Beanies are only allowed during the winter months for protection from the cold and are not to be worn in classrooms.

(Students in ROTC are permitted to wear the appropriate hat as part of their uniform while on campus.)

5. The use of red/blue lanyards is prohibited.

1st Offense: Item confiscated, returned after school with a warning.

2nd Offense: Item confiscated, Saturday School assigned.

3rd Offense: Item confiscated, Saturday School assigned, item to be picked up by parent/guardian.

6. Bandanas are never to be worn or brought to campus. All articles of clothing that are determined by the administration on the advice of law enforcement to be gang related are not allowed on campus. No red/blue shoelaces or belts. No red/blue beanies or gloves. No excessive red/blue clothing allowed. No articles of clothing shall have Old English writing.

7. All clothing 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.

8. 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.

9. All shorts, skirts and dresses cannot be shorter than (5) inches above the top of the knee from the front and the back. This would apply to ripped jeans with holes above the length of shorts that are allowed. Holes above 5 inches should be covered, so that skin is not showing.

10. General appearance of all students shall be neat, clean, and safe. The administration reserves the right to limit excessive jewelry, or any other apparel that is unsafe or distractive for student learning.

**Discipline for Dress Code Violations:**

1st Offense: Warning and student must change into provided clothing.

2nd Offense: Student must change into provided clothing/parent contact.

3rd & beyond: Students must change into provided clothing/disciplinary action

\*Refusing to change into provided clothing will result in additional/more severe discipline.

Students must change into alternate clothing provided by administration when in violation.

Students will not be allowed to phone home and/or walk home as this disturbs instructional time.

Students are encouraged to email photos of questionable clothing to their learning director or the assistant principal for approval. Corcoran High School appreciates parent and student cooperation in these matters in order to have a successful academic school year.

## **Section 504 of the Rehabilitation Act of 1973, Public Law 93-112**

Policy Statement Within Corcoran Unified School District's Board of Education has a policy to provide a free appropriate public education (FAPE) to each qualified disabled student within its jurisdiction, regardless of the nature or severity of the disability. Consequently, it is the intent of each district to ensure that students who are disabled within the definition of Section 504 are identified, evaluated and provided with free appropriate public educational services. The due process rights of disabled students and their parents under Section 504 will be enforced. The handbook provides information for the implementation of the procedural provisions for services to students identified under §504. Please refer to the Corcoran High School website for the 504 Handbook.

**504 and Special Education:** Section 504 is not an aspect of "special education". Rather, it is a responsibility of the comprehensive general public education system. Thus, the building administrator and the superintendent of schools are responsible for its implementation within districts. As a general rule, special educators lead the district efforts in the identification process, while general educators lead the development and implementation of the 504 plan. It is a collaborative effort. All students who are enrolled in special education are automatically covered by 504 regulations. Normally, a 504 plan is not necessary for special education students, as the Individual Education Plan (IEP) provides a higher level of service than a 504 plan. In regard to the possibility of special education placement for a 504 student, it must be kept in mind that Section 504, along with the Individuals with Disabilities Act (IDEA), and the Americans with Disabilities Act (ADA) were enacted by Congress to end the practice of automatically segregating persons with disabilities on the basis of their labels. A Joint Policy Memorandum, issued by the Assistant Secretaries for the Office of Special Education and Rehabilitative Services; the Office of Civil Rights; and Office of Elementary and Secondary Education, states that the proper placement of a 504 student is in the regular classroom, with a regular educator who has been trained in making necessary adaptations. The child's education must be provided in the regular education classroom unless it is demonstrated that education in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. (34 CFR 104.34)

**Title IX-** In accordance with Title IX, the Board prohibits sexual harassment and discrimination on the basis of sex. Violations of this policy may result in disciplinary action in accordance with the Code of Student Conduct, Board policy, and applicable federal, state, and local law and regulations. **Reporting Procedures:** Any report of sex-based discrimination or harassment will be taken seriously, addressed promptly and with sensitivity. A student may report an incident of sexual discrimination or harassment verbally or in writing to any District employee. All reports shall be directed immediately to the Title IX Coordinator. All non-students can report any incident of sex-based harassment to the Title IX Coordinator. Reports can be made at any time by phone, email, or by completing and submitting the complaint form. Additionally, if the person who received a complaint of sexual harassment is a mandated reporter and has reasonable cause to suspect that a student is the victim of child abuse, the incident should immediately be reported to the appropriate agency as directed by state law. This mandated

reporting obligation is in addition to a report being made to the Title IX Coordinator, Helen Copeland. **Retaliation/Confidentiality:** This policy prohibits retaliation against an individual who files a complaint in response to conduct that s/he reasonably believes violates this policy, or against an individual who participates or cooperates with an investigation. Confidentiality will be maintained to the extent possible to effectively respond to a reported incident of sexual harassment.

### **Important Information**

All Classroom and Chaperones MUST be fingerprinted!

To Parents, Guardians, Grandparents who have not been fingerprinted through the District.  
If you want to become a parent volunteer, classroom volunteer or be a chaperone for a field trip,  
this  
is important information for you.

Cost to Parents:

\$14.00 (before October 30th)\*\*

\$61.00 (after October 30th)\*\*

(\*\*You will have 30 days from the date of registration of your child for the \$14.00 cost)

Please see your students school site Secretary for a Volunteer Form and for information on how  
to  
become a volunteer for your students.

Note:

All fingerprints are completed in Hanford at Kings County Office of Education. An appointment  
will be scheduled through the District Office only after the Volunteer Form is approved by the  
School Site

### **INFORMACION IMPORTANTE**

Padres, guardian, y abuelos que no se han tomado las huellas dactilares por medio del distrito  
Si usted quiere ser voluntario de la sala o acompañar la clase de su estudiante en un viaje, esta  
información es importante para usted.

Costo a los padres:

\$14.00 (antes del 30 de octubre)\*\*

\$61.00 (despues del 30 de octubre)

(\*\*Uste tendra 30 dias al partir de la fecha de registro para obtener el costo de \$14.00)

Vea la secretaria del sitio de su estudiante para una forma voluntaria y para la información sobre  
como ser voluntario para sus estudiantes.

Nota:

Todas las huellas digitales se terminan en Hanford en Kings County Office of Education. Una  
cita  
sera programada en la oficina del distrito, solamente después que la forma voluntaria es aprobada  
por el sitio de escudela

**Corcoran Joint Unified School District  
Uniform Complaint Procedures (UCP)**

**2022-2023 UCP Annual Notice**

The Corcoran Joint Unified School District annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of our Uniform Complaint Procedures (UCP) process.

The UCP Annual Notice is available on our website.

We are primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

**Programs and Activities Subject to the UCP**

Accommodations for Pregnant and Parenting Pupils

- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees

- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- School site Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

**Filing a UCP Complaint-**A UCP complaint shall be filed no later than one year from the date the alleged violation occurred. For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency. A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee. A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

**Responsibilities of the Corcoran Joint Unified School District-** We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district. We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE). We advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. Copies of our UCP procedures shall be available free of charge.

### **For UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California Health and Safety Code (HSC)**

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California Health and Safety Code (HSC) a notice shall be posted in each California state preschool program classroom in each school in our agency. The notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) that apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

### **Contact Information**

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Elizabeth Mendoza

Director of Categorical Programs

1520 Patterson Ave, Corcoran, CA

(559) 992-8888 x1246

emendoza@corcoranunified.com

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in Corcoran Joint Unified School District.

**Distrito Escolar Unificado de Corcoran  
Notificación Anual de Procedimientos Uniformes  
de Quejas (UCP) 2022-2023**

El Distrito Unificado Escolar de Corcoran notifica anualmente a sus estudiantes, empleados, padres o tutores de sus estudiantes, comité asesor del distrito, comités asesores de las escuelas, funcionarios de escuelas privadas pertinentes y otras partes interesadas de los Procedimientos Uniformes para Quejas (Uniform Complaint Procedures, UCP). El Aviso Anual de UCP está disponible en nuestro sitio web. Somos los principales responsables del cumplimiento de las leyes y reglamentos federales y estatales, incluyendo las relacionadas con la discriminación, acoso, intimidación y hostigamiento en contra de cualquier grupo protegido, así como todos los programas y actividades que están sujetos a los UCP. Programas y actividades sujetos a la UCP

- Adaptaciones para alumnas embarazadas y alumnas(os) que son madres o padres
- Educación para adultos
- Educación y seguridad extraescolares
- Educación vocacional agrícola
- Educación técnica y vocacional y programas de formación técnica y vocacional.
- Cuidado y desarrollo infantil
- Educación compensatoria
- Solicitud Consolidada
- Cursos sin contenido educativo
- Discriminación, acoso, intimidación o acoso contra cualquier grupo protegido según se identifica en las secciones 200 y 220 y la Sección 11135 del Código de Gobierno, incluida cualquier característica real o percibida como se establece en la Sección 422.55 del Código Penal, o sobre la base de La asociación de una persona con una persona o grupo con una o más de estas características reales o percibidas, en cualquier programa o actividad conducida por una institución educativa, como se define en la Sección 210.3, que es financiado directamente por, o que recibe o se beneficia de, cualquier asistencia financiera estatal.
- Requisitos educativos y de graduación para alumnos bajo cuidado adoptivo temporal, alumnos sin hogar, alumnos de familias militares y alumnos que anteriormente estaban en el tribunal juvenil y que actualmente están inscritos en un distrito escolar
- Ley Cada Estudiante Triunfa

- Planes de Rendición de Cuentas de control local (LCAP)
- Educación para inmigrantes
- Minutos de enseñanza de educación física
- Cuotas de alumnos
- Adaptaciones razonables para alumnas lactantes.
- Centros y programas ocupacionales regionales
- Planes escolares para el logro de estudiantes
- Planes de seguridad escolar
- Consejos escolares
- Educación preescolar estatal
- Cuestiones de salud y seguridad en escuelas preescolares estatales en las LEA exentas de licencias Y cualquier otro programa educativo estatal o federal que el Superintendente Estatal de Instrucción Pública (SSPI) del Departamento de Educación de California (CDE) o su designado considere apropiado.

**Presentar una queja de UCP-**Se deberá presentar una queja de UCP a más tardar un año a partir de la fecha en que ocurrió la presunta violación. Para las quejas relacionadas con los Planes de Responsabilidad y Control Local (LCAP), la fecha de la supuesta infracción es la fecha en que la autoridad de revisión aprueba el LCAP o la actualización anual que fue adoptada por nuestra agencia. Un alumno matriculado en cualquiera de nuestras escuelas públicas no deberá pagar una tarifa de alumno por participar en una actividad educativa. Se puede presentar una queja sobre la tarifa de un alumno ante el director de una escuela o nuestro superintendente o su designado. Se puede presentar una queja sobre una tarifa de alumno o sobre el LCAP de forma anónima, es decir, sin una firma que lo identifique, si el denunciante proporciona evidencia o información que conduzca evidencia para respaldar una alegación de incumplimiento.

**Responsabilidades del Distrito Escolar Unificado de Corcoran-** Publicaremos un aviso estandarizado, además de este aviso, con los requisitos educativos y de graduación para los alumnos bajo cuidado adoptivo temporal, alumnos sin hogar, alumnos de familias militares y alumnos que anteriormente estaban en el tribunal juvenil y que actualmente están inscritos en un distrito escolar. Aconsejamos a los denunciantes de la oportunidad de apelar un Informe de investigación de quejas sobre programas dentro del alcance de la UCP ante el Departamento de Educación (CDE). Asesoramos a los denunciantes sobre los remedios de la ley civil, que incluyen mandatos judiciales, órdenes de restricción otros remedios u órdenes que pueden estar disponibles bajo las leyes estatales o federales de discriminación, acoso, intimidación o leyes de hostigamiento, si corresponde. Copias de nuestros procedimientos UCP estarán disponibles sin cargo alguno.

**Para quejas de UCP con respecto a problemas de seguridad y salud preescolar del estado de conformidad con la sección 1596.7925 de la ley de salud y seguridad de Código de California (HSC)**

Con el fin de identificar los temas apropiados de problemas de salud y seguridad preescolares estatales de conformidad con la Sección 1596.7925 de Código de salud y seguridad de California (HSC), se publicará un aviso en cada salón de clases del programa preescolar del estado de California en cada escuela de nuestra agencia. El aviso es adicional a este aviso anual de UCP y se dirige a los padres, tutores, alumnos y maestros de (1) los requisitos de salud y seguridad bajo el Título 5 del Código de Regulaciones de California (5 CCR) que se aplican a los programas preescolares del estado de California de conformidad con a la Sección 1596.7925 del HSC, y (2) la ubicación en la que puede obtener un formulario para presentar una queja.

**Información de contacto**

Las quejas dentro del alcance de la UCP deben presentarse ante la persona responsable de procesar las quejas:

Elizabeth Mendoza Directora de Programas Categóricos  
1520 Patterson Ave, Corcoran, CA (559) 992-8888 x1246  
[emendoza@corcoranunified.com](mailto:emendoza@corcoranunified.com)

El contacto anterior conoce las leyes y los programas que se les asignó para investigar en el Distrito Escolar Unificado de Corcoran.

**Corcoran Unified School**  
**1520 Patterson Ave, Corcoran, California 93212**  
**(559)992-8888-Fax (559)992-1248**

**Support Services for CHS Students Who are Nursing Their Infants**

Per Education Code 222 and Assembly Bill 302, Corcoran High School provides the following services to its students who are also mothers and nursing their infant(s).

(1) Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child.

(2) Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk.

(3) Access to a power source for a breast pump or any other equipment used to express breast milk.

(4a) Access to a place to store expressed breast milk safely.

(b) A lactating pupil on a school campus shall be provided a reasonable amount of time to accommodate her need to express breast milk or breast-feed an infant child. (c) A school specified in subdivision (a) shall provide the reasonable accommodations specified in subdivisions (a) and (b) only if there is at least one lactating pupil on the school campus.

(d) A school subject to this section may use an existing facility to meet the requirements specified in subdivision (a). (e) A pupil shall not incur an academic penalty as a result of her use, during the schoolday, of the reasonable accommodations specified in this section, and shall be provided the opportunity to make up any work missed due to such use.

(f) (1) A complaint of noncompliance with the requirements of this section may be filed with the local educational agency under the Uniform Complaint Procedures set forth in Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations.

(2) A local educational agency shall respond to a complaint filed pursuant to paragraph (1) in accordance with Chapter 5.1 (commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations. (3) A complainant not satisfied with the decision of a local educational agency may appeal the decision to the department pursuant to Chapter 5.1

(commencing with Section 4600) of Division 1 of Title 5 of the California Code of Regulations and shall receive a written decision regarding the appeal within 60 days of the department's receipt of the appeal. (4) If a local educational agency finds merit in a complaint, or if the Superintendent finds merit in an appeal, the local educational agency shall provide a remedy to the affected pupil.

\*If you are currently nursing your infant child, please contact the main office to take advantage of the support services listed above.

**Corcoran Unified School District**  
**AB 2022 Pupil Mental Health Services: School Notification**  
**Counseling Services**

Corcoran Unified School District currently employs three full-time School Counselors. School Counselors are trained to help students succeed academically, socially, behaviorally and Within Corcoran Unified School District, School Counselors work with students to:

- Provide behavioral support to students through such services as:
  - direct behavioral support
  - consultation services to student or to in-line staff
  - data collection and BIP development
- Provide direct instruction on appropriate:
  - social skills
  - friendship skills
  - anger management
  - self-regulation
  - problem solving
- Provide individual services to students, as identified by key stakeholders
- Make referrals to outside agencies for mental health care

Students who may be in need of mental health services can be provided these services through the Within Corcoran Unified School District, School Counselors work with students and their families to:

- Provide behavioral techniques and interventions to staff
- Create plans to support general education students who are experiencing behavioral issues within the school setting
- Provide parents with information to enhance parenting skills
- Make referrals to outside agencies for mental health care
- Make referrals and help coordinate community support services

Parents/Guardians who feel their student may be in need of mental health services can seek Psychological Services

Corcoran Unified School District currently employs one full-time School Psychologist. Within Corcoran Unified School District, School Psychologists work with students to:

- Increase achievement by assessing barriers to learning and determining the best instructional strategies to improve learning
- Consult with staff and teachers to promote infusion of social-emotional learning with the classroom/curriculum.
- Help access universal mental and behavioral screening tools and provide early intervention for identified, at-risk students
- Develop and help implement school wide positive behavior interventions within a multi-tiered systems of support to address the social-emotional, behavioral and mental health needs of all students. Behavioral support for identified students through services such as:

- assessment and interpretation of behavioral data to monitor response to multitiered interventions
- behavior Intervention Plan (B.I.P.) development, and monitoring
- suicide risk/threat assessment, suicide intervention and postvention
- participation on crisis response team to provide mental health prevention, intervention, and postvention services.
- Support and improve behavioral functioning of identified students on the school campus
- Build protective factors that help establish students behavior, social competency, academic achievement, and emotional well-being.

Students who may be in need of mental health services can be referred to School Psychologist by any key stakeholder by making direct contact with the school. In many cases, these services are generated through a stakeholder through a Student Study Team, Section on the school and child.

Within Corcoran Unified School District, School Psychologists work with students and their

- Identify and address learning and behavior barriers that interfere with the student's academic, social-emotional, and behavioral progress and successes within the school setting
- Complete a multi-disciplinary psycho-educational evaluation of academic, social, emotional, and behavioral problems relative to student eligibility for special education services (within a multidisciplinary team)
- Support students' social, emotional, and behavioral health across both the school and home environments
- Increase positive behavior interactions with peers and staff
- Guide the implementation of a Behavior Intervention Plan or Functional Behavior Assessment
- Identify applicable community resources (food and clothing, support groups, mental health, substance use, etc), and link families with necessary resources to promote wellness and resiliency
- Make appropriate mental health related referrals to community agencies for the student and their family
- Effectively collaborate with outside mental health providers for the educational planning and implementation of a consistent treatment plan for the student and their family
- Encourage parent involvement and family collaboration to address mental and behavioral health problems for students
- Empower families and students to manage the myriad of county resources they may need in order to meet their child's mental health needs Parents/Guardians who feel their student may be in need of mental health services can seek out

The Corcoran Unified School District partners with Kings Behavioral Health. Â Kings

Behavioral Health provides a wide variety of services to support students and families in need of mental health support. Their expertise runs that gamut. To contact Kings Behavioral Health, call 852-2444 or visit their website at [www.kcbh.org](http://www.kcbh.org)

The Corcoran Unified School District also partners with Kings View Counseling Services. Kings View Counseling Services for Kings County promote the prevention of and recovery from mental illness and substance abuse for the individual, family and community by offering accessible, caring and culturally competent services. Kings View offers a wide variety of services and programs to children and adults. To contact Kings View Counseling Services, call 582-4481 or visit their website at [www.kingsview.org](http://www.kingsview.org)

**Distrito Escolar Unificado de Corcoran**  
**AB 2020 Servicio Estudiantil de Salud Mental: Aviso Escolar**  
**Servicios de Orientación**

El Distrito Escolar Unificado de Corcoran actualmente cuenta con tres orientadores escolares de tiempo completo. Los orientadores escolares están capacitados para ayudar a los alumnos a tener éxito académico, social, conductual y emocional. Trabajan directamente con los alumnos para abordar las necesidades académicas y socioemocionales, según como lo abordan los padres, el personal escolar y otros involucrados clave. También colaboran con educadores, padres y otros profesionales para crear entornos de aprendizaje seguros, sanos y de apoyo que fortalezcan las conexiones entre el hogar, la escuela y la comunidad para todos los alumnos.

Dentro del Distrito Escolar Unificado de Corcoran, los orientadores escolares trabajan con los alumnos para:

- Proporcionar apoyo conductual a los alumnos a través de servicios tales como:
  - !apoyo conductual directo
  - !servicios de consulta al alumno o al personal en línea.
  - !recopilación de datos y desarrollo del Plan de Intervención Conductual (BIP, por sus siglas en inglés)
- Proporcionar instrucción directa en uso apropiado de:
  - habilidades sociales
  - habilidades de amistad ▪ manejo de la ira
  - autorregulación
  - solución de problemas
- Proporcionar servicios individuales a los alumnos, según lo identifiquen los involucrados clave
- Hacer remisiones a las agencias externas para el cuidado de salud mental

Los alumnos que puedan necesitar servicios de salud mental pueden recibir estos servicios a través del Orientador Escolar y estos servicios son generados por cualquier involucrado mediante una Remisión del Equipo de Evaluadores de Desempeño Académico, Sección 504 y / o Plan de Educación Individualizada (IEP, por sus siglas en inglés). Si dichos servicios no están disponibles en el sitio escolar, se hará una remisión a una agencia socia en nombre de la familia y el niño.

Dentro del Distrito Escolar Unificado de Corcoran, los orientadores escolares trabajan con los alumnos y sus familias para:

- Proporcionar técnicas conductuales e intervenciones al personal
- Crear planes que apoyan a los alumnos de educación general que experimentan problemas de conducta dentro del entorno escolar
- Proporcionar información a los padres para mejorar las habilidades de crianza
- Hacer remisiones a las agencias externas para el cuidado de salud mental
- Hacer remisiones y ayudar a coordinar los servicios de apoyo comunitario

Los padres / tutores que consideren que su hijo puede necesitar servicios de salud mental pueden buscar estos servicios comunicándose directamente con el orientador

escolar. Si dichos servicios no están disponibles en el sitio escolar, se hará una remisión a una agencia socia en nombre de la familia y el niño.

**Servicios Psicológicos** El Distrito Escolar Unificado de Corcoran actualmente cuenta con un psicólogo escolar de tiempo completo. Los psicólogos escolares son profesionales acreditados cuyo objetivo principal es la aplicación de principios científicos de aprendizaje y conducta para reducir los problemas relacionados con la escuela y facilitar el aprendizaje y el desarrollo de los niños dentro del distrito escolar. Están capacitados para ayudar a identificar barreras de aprendizaje y conductuales específicas, y desarrollar un plan que apoye al alumno y el personal para poder ayudarlo en avanzar hacia sus metas académicas, socioemocionales y conductuales.

Además de trabajar directamente con los alumnos, los psicólogos escolares también colaboran con educadores, padres y otros profesionales para crear entornos de aprendizaje seguros, sanos y de apoyo que fortalezcan las conexiones entre el hogar, la escuela y la comunidad para todos los alumnos. Dentro del Distrito Escolar Unificado de Corcoran, los psicólogos escolares trabajan con los alumnos para:

- Incrementar logros al evaluar las barreras para el aprendizaje y determinar las mejores estrategias instructivas para mejorar el aprendizaje
- Consultar con el personal y los maestros para promover la infusión del aprendizaje socioemocional con el salón de clases / currículo.
- Ayudar a tener acceso a herramientas universales de examinación mental y conductual y proporcionar intervención temprana para los alumnos identificados y en riesgo académico
- Desarrollar y ayudar a implementar intervenciones para la conducta positiva a nivel escolar dentro de sistemas de apoyo escalonados para poder abordar las necesidades socioemocionales, de salud mental y conductuales de todos los alumnos. Apoyo conductual para los alumnos identificados a través de servicios tales como:
  - evaluación e interpretación de datos conductuales para supervisar la respuesta a intervenciones escalonadas.
  - desarrollo del Plan de Intervención Conductual (BIP, por sus siglas en inglés), y supervisión
    - evaluación de amenaza / riesgo de suicidio, intervención de suicidio y posvención.
    - participación en el equipo de respuesta a crisis para proporcionar servicios de prevención, intervención y posvención de salud mental
  - Apoyar y mejorar el funcionamiento conductual de los alumnos identificados en el plantel escolar.
  - Desarrollar factores protectores que ayuden a establecer la capacidad a largo plazo del alumno para la conducta positiva, la competencia social, el rendimiento académico y el bienestar emocional. Los alumnos que puedan necesitar servicios de salud mental pueden ser remitidos al psicólogo escolar por cualquier involucrado

clave al hacer contacto directo con la escuela. En muchos casos, estos servicios se generan a través de un involucrado mediante un Equipo de Evaluadores de Desempeño Académico, Sección 504 y / o Plan de Educación Individualizada. Si dichos servicios no están disponibles en el sitio escolar, se hará una remisión a una agencia socia en nombre de la familia y el niño.

Dentro del Distrito Escolar Unificado de Corcoran, los psicólogos escolares trabajan con los alumnos y sus familias para:

- Identificar y abordar las barreras de aprendizaje y conducta que interfieren con el progreso y el éxito académico, socioemocional y conductual del alumno dentro del entorno escolar.
- Completar una evaluación psicoeducativa multidisciplinaria de problemas académicos, sociales, emocionales y conductuales relacionados con la elegibilidad del alumno para recibir servicios de educación especial (dentro de un equipo multidisciplinario)
- Apoyar la salud social, emocional y conductual del alumno en los entornos tanto de la escuela como del hogar.
- Incrementar las interacciones de conducta positiva con los compañeros y el personal
- Orientar la implementación de un plan de intervención de conducta o evaluación de conducta funcional
- Identificar los recursos comunitarios aplicables (alimentos y ropa, grupos de apoyo, salud mental, uso de sustancias, etc.), y vincular a las familias con los recursos necesarios para promover el bienestar y la resiliencia.
- Hacer remisiones apropiadas relacionadas con la salud mental a las agencias comunitarias para el alumno y su familia
- Colaborar eficazmente con proveedores externos de salud mental para la planificación educativa y la implementación de un plan de tratamiento consistente para el alumno y su familia
- Desarrollar una relación cooperativa con profesionales relevantes de la comunidad de salud mental.
- Fomentar la implicación parental y la colaboración familiar para abordar los problemas de salud mental y conductual de los alumnos
- Capacitar a las familias y los alumnos para administrar la gran cantidad de recursos del condado que pueden necesitar para satisfacer las necesidades de salud mental de sus hijos. Los padres / tutores que consideren que su alumno podrá necesitar servicios de salud mental pueden buscar estos servicios comunicándose directamente con el sitio escolar. Si dichos servicios no están disponibles en el sitio escolar, se hará una remisión a una agencia socia en nombre de la familia y el niño.

El Distrito Escolar Unificado de Corcoran se asocia con Kings Behavioral Health. Kings Behavioral Health ofrece una variedad amplia de servicios para ayudar a los alumnos y las familias que necesitan apoyo de salud mental. Su experiencia recorre esa gama. Para contactar a Kings Behavioral Health, llame al 852-2444 o visite su

sitio web en [www.kcbh.org](http://www.kcbh.org)

El Distrito Escolar Unificado de Corcoran también es socio con Kings View Counseling Services. Kings View Counseling Services para el Condado de Kings promueve la prevención y recuperación de enfermedades mentales y abuso de sustancias para el individuo, la familia y la comunidad al ofrecer servicios accesibles, atentos y culturalmente competentes. Kings View ofrece una variedad amplia de servicios y programas para niños y adultos. Para comunicarse con Kings View Counseling Services, llame al 582-4481 o visite su sitio web en [www.kingsview.org](http://www.kingsview.org)

**CORCORAN HIGH SCHOOL  
CORCORAN UNIFIED SCHOOL DISTRICT  
1100 Letts Avenue  
Corcoran, CA 93212  
(559) 992-8884 • Fax (559) 992-1239**

August 3, 2023

To Parents/Guardians:

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

1. Whether the student's teacher:

- Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- Is teaching in the field of discipline of the certification of the teacher

2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like this information, please contact Antonia Ramirez at (559)992-8884.

Sincerely,

Antonia Ramirez

**CORCORAN HIGH SCHOOL  
CORCORAN UNIFIED SCHOOL DISTRICT  
1100 Letts Avenue  
Corcoran, CA 93212  
(559) 992-8884 • Fax (559) 992-1239**

3 de Agosto, 2023

A los padres/tutores:

Su hijo/a asiste a una escuela que recibe fondos del Título I según lo establece la Ley Federal para la Educación Primaria y Secundaria (Elementary and Secondary Education Act, ESEA). A comienzos de cada año escolar, las agencias de educación locales que reciben fondos del Título I están obligadas a notificar a los padres de los estudiantes que asisten a una escuela de Título I que pueden pedir, y la agencia proporcionará a los padres a su solicitud (y de manera oportuna), información sobre las cualificaciones profesionales de los maestros del aula del estudiante, incluyendo como mínimo:

1. Si el maestro del estudiante:

- cumplió con los criterios de cualificación y licencia estatales para los grados y las materias que el maestro imparte;
- da clases con un permiso de emergencia u otro tipo de permiso que está exento de los criterios de cualificación o licencia estatales; y
- da clases en el campo de estudio de certificación del maestro.

2. Si el menor recibe servicios de paraprofesionales y, de ser así, sus cualificaciones.

Si desea obtener esta información, sírvase ponerse en contacto con Antonia Ramirez al (559)992-8884.

Atentamente,

Antonia Ramirez

## **LCAP Federal Addendum System**

### **Title II, Part A**

User: Mendoza E

Every Student Succeeds Act (ESSA)  
Provisions Not Addressed in the LCAP

For the majority of LEAs, the ESSA provisions identified on this page do not align with state priorities. Each provision identified on this page must be addressed, unless the provision is not applicable to the LEA. If the provision is not applicable to the LEA, respond with "N/A".

The CDE emphasizes that the LCAP Federal Addendum should not drive LCAP development. ESSA funds are supplemental to state funds, just as the LCAP Federal Addendum supplements your LCAP. LEAs are encouraged to integrate their ESSA funds into their LCAP development as much as possible to promote strategic planning of all resources; however, this is not a requirement. In reviewing the LCAP Federal Addendum, CDE staff will evaluate the LEA's responses to the ESSA plan provisions. There is no standard length for the responses. LEAs will be asked to clarify insufficient responses during the review process.

To address these provisions, provide a narrative addressing each provision in the appropriate field below:

Professional Growth and Improvement  
ESSA SECTION 2102(b)(2)(B)

Provide a description of the LEA's systems of professional growth and improvement, such as induction for teachers, principals, or other school leaders and opportunities for building the capacity of teachers and opportunities to develop meaningful teacher leadership.

Response from Corcoran Joint Unified:

New Teacher Orientation The NTO is a 2-day orientation for new teachers to the district. The orientation content includes classroom management, lesson planning, supporting EL learners and students with special needs, District initiatives, policies, compliance and classroom observations.

Monthly Meetings for New Teachers

Academic coaches host and plan monthly professional development meetings for new teachers. These professional development sessions are organized by the local district and are designed to meet the professional needs and interests of the teachers. New teacher meetings create a community for new teachers and allow for collaboration in level alike groups and new ideas to implement in their classrooms.

Topics range from best practices and classroom management, lesson planning development, culturally relevant teaching, and strategies to promote emotional well-being.

#### Teacher Support and Evaluation

To ensure students have access to effective instruction, teachers are provided with onsite coaching by academic coaches in core academic areas. Academic Coaches support the development of increasingly high-quality teaching and learning practices. Observations, conferencing opportunities, and professional goal-setting activities are conducted with both a coach and with the principal. A series of reflection activities are conducted throughout the year. This process incorporates best practices in coaching, feedback, and encourages professional reflection and growth to ensure students have access to high-quality teachers.

Through the continuing implementation of Professional Learning Communities (PLC's) and Datawise Process, we work together using a Data Wise process that supports staff in using collaborative data inquiry to drive continuous improvement of teaching and learning for all students. K-5 sites incorporate Early-Out Wednesday's each week of the year to allow time for continuous professional development while our 6-12 sites follow a Late Start every Wednesday and provide professional development for staff during that allotted period of time.

Evaluations by principals are conducted for tenured teachers every other year after three formal observations. For non-tenured teachers, evaluations a year with six formal observations conducted by the principal. The principal based on the outcomes of the observations may assign additional coaching support to teachers. Other School Leaders Other school leaders include academic coaches and counselors. Kings County or Tulare County Consultants provides academic coaches training during the summer or throughout the year. Depending on the needs of the sites, the training may be in ELA, Writing, Science, or Mathematics.

Training of Trainers models are used to build capacity within the District and to give the Academic Coaches the ability to grow professionally within their assignment or to seek advancement opportunities.

#### Principals and Other Site Administration

Principal and administrator meetings are held monthly with district administrators to review data, goals, and to discuss site issues. These are professional learning sessions for principals that provide opportunities for system-wide learning with the Superintendent and district leadership.

Principals, assistant principals, learning directors, and all other administration attend all professional development with teachers. They are supported by the trainers of the professional development and are administration's understanding is

calibrated so that implementation is carried out across the district effectively. Monthly PAC meetings are held to discuss goals, provide support, to identify concerns, address those concerns with concrete explanations and plans, to set reasonable expectations for success, and to determine how to measure those expectations.

#### Advancement Opportunities

Employees who aspire to assume the role of principal or assistant principal are provided the opportunities to shadow administrators in the districts and are given training opportunities. In addition, they are given the opportunities to attend administrative training opportunities within the district or outside the district. Aspiring employees build their leadership capacity through extensive practice at their sites as a PLC leader using multiple sources of data to analyze school context and to develop an entry plan for assuming the role of a principal or assistant principal.

Advancement opportunities are provided for administrators based on need and personal interest. A professional plan is developed with the Superintendent and identified activities are created and written into an annual plan that is reviewed twice a year.

**APPROVED BY CDE**

**Prioritizing Funding ESSA- SECTION 2102(b)(2)(C)** Provide a description of how the LEA will prioritize funds to schools served by the agency that are implementing comprehensive support and improvement activities and targeted support and improvement activities under Section 1111(d) and have the highest percentage of children counted under Section 1124(c).

Response from Corcoran Joint Unified: Corcoran Unified School District analyzes multiple measures based on the California state school accountability dashboard in addition to the Local Control Accountability Plan targets in order to determine the appropriate professional development activities to support schools requiring comprehensive support and targeted support. Analysis of the data occurs during District Leadership team meetings, monthly CSI Advisory meeting with District leadership, and district parent advisory council meetings. In addition, the district has developed various data dashboards to monitor and evaluate school progress. Based on this analysis process, differentiated support based on the multi-tiered systems of support will be identified to support schools in need of comprehensive and targeted assistance as well as those with the highest percentage of underperforming students. Tier 1 approaches are focused on supporting the implementation of effective first instruction by aligning the use of assessments to determine appropriate instructional supports. Tier 2 and 3 approaches are expected to use assessment data to identify evidence-based instructional interventions to support the acceleration of student learning.

**APPROVED BY CDE**

## **Data and Ongoing Consultation to Support Continuous Improvement**

ESSA SECTION 2102(b)(2)(D)

Provide a description of how the LEA will use data and ongoing consultation described in Section 2102(b)(3) to continually update and improve activities supported under this part.

### Response from Corcoran Joint Unified:

Corcoran Unified School District regularly reviews and analyzes Inspect Assessment data to continually update and improve activities for professional growth and professional improvement. Each trimester the Director of Educational Services, the Superintendent, and the Site Principals determine areas of need by reviewing Inspect Assessments in ELA and Math. The topics chosen for professional growth are then shared with each site's leadership team. There may be slight differences in professional growth targets as per site data. As a whole, there are some district foci such as ELA, Math and Long Term English Learner progress.

Site Leadership teams made up of Principals, other school leaders, and teachers) meet to review Inspect Assessment data every trimester and to plan how to deliver the data to other teachers, specialized instructional support personnel, and paraprofessionals at their PLCs. Once at their PLC meetings, teachers, administrators, specialized instructional support personnel and paraprofessionals set goals and determine their course of action based on students' needs. Each site's Single Plan for Student Achievement reflects the monitoring metrics used to assist in targeting needs, allocating resources, and evaluating program effectiveness.

Principals, teachers, other school leaders, specialized instructional support personnel, and professionals will provide input on the strategies and activities that were agreed upon after the PLC meeting at the trimester. This occurs six weeks after the meeting as a follow-up. Adjustments are made using local measures and data for continuous improvement. If the stakeholders note additional professional development, strategies, or activities for improvement, those adjustments are made and followed up within the next six weeks.

Data is reported to our stakeholders including our governing board, parents, and the community at School Site Council meetings held five times a year, School Board meetings held bimonthly, and LCAP meetings held five times a year. A needs assessment is conducted during each data review portion of the meeting. Our stakeholders provide us with valuable feedback, which is used to guide and adjust instruction. Professional development may also be adjusted based on data review feedback.

Surveys taken by staff after professional development sessions are also a way we collect valuable feedback and information from teachers, paraprofessionals, principals, and specialized instructional support personnel. These surveys can gauge what is working and we use them to adjust our Title II activities accordingly.

**APPROVED BY CDE**

## **What is a SARC?**

Learn more about Corcoran High School learning environment, efforts in meeting state and federal academic achievement standards, quality of instruction, textbook availability, teacher quality, campus security and safety, and education- related expenses.

A SARC or “School Accountability Report Card” is an annual report to the parents of California’s school children and is required by the State of California. The SARC provides parents with mandated information about the overall performance of the school their child attends. Demographics, student testing data, teacher qualifications, textbook sufficiency, and school safety are among the many areas that are covered in this report.

A copy of our 2022-23 Annual School Accountability Report Card is available in the school office, at the district office, and on the district’s website: [corcoranhs.corcoranunified.com](http://corcoranhs.corcoranunified.com) or [corcoranunified.com](http://corcoranunified.com)

### **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 (Antonia Stone) or the district office.

A hard copy of this report is available upon request. Please contact the Principal of the school Antonia Stone by emailing [astone@corcoranunified.com](mailto:astone@corcoranunified.com) or by calling phone (559) 992-8884.

## **Parent and Family Engagement**

### **PARENT AND FAMILY ENGAGEMENT POLICY**

Corcoran High School recognizes that, when schools and parents form strong partnerships, children’s potential for educational success improves significantly. The California Education Code and the Parents As Equal Partners Resolution guide all school and District practices regarding the engagement of parents in their children’s education. In addition, the California Education Code requires that every school receiving federal funds establish a School Site Council (SSC). Parents must be involved in advising or, as members of the SSC, in making

decisions about the school's educational program, the use of categorical funds to support these programs, and the school plan to involve parents in their children's education. Under the new Every Student Succeeds Act (ESSA), the District has established a Title I Parent and Family Engagement Policy and directs all schools to annually review and revise, as necessary, their school's Title I Parent and Family Engagement Policy. In addition, all schools with twenty-one or more English Learners (EL) students, not including Reclassified Fluent English Proficient (RFEP) students, are required to establish an English Learner Advisory Committee (ELAC).

The Parent Engagement Policy sets standards for effective parental engagement and guides school efforts to effectively engage parents at all grade levels in a broad range of roles and activities. These requirements are the following:

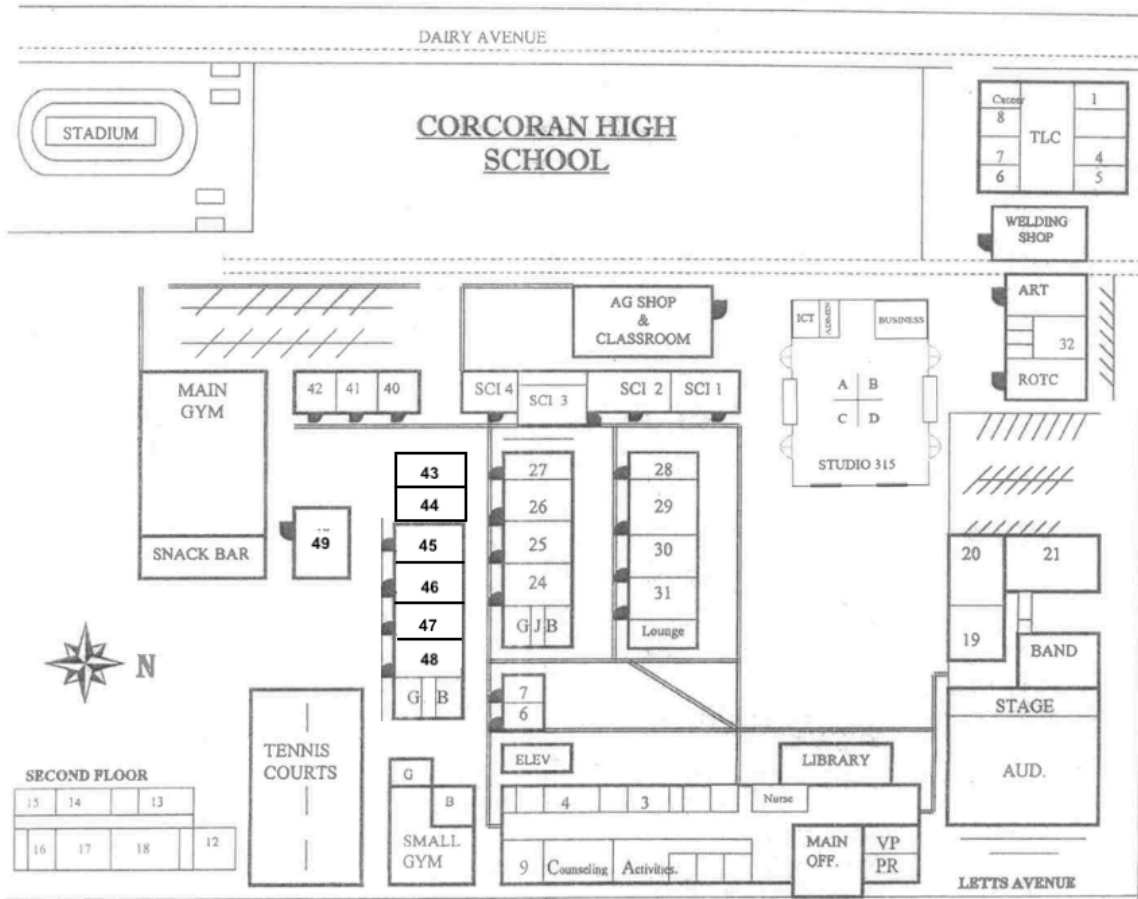
Convene an Annual Title I meeting where all parents of participating children are invited and encouraged to attend Offer a flexible number of meetings with funds provided under this part

Involve parents 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 the schoolwide program plan

Respond effectively to parent concerns, provide timely information, a description of the curriculum used, forms of academic assessment, and measure of student progress

If the program is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the LEA

Parents may visit [corcoranhs@corcoranunified.com](mailto:corcoranhs@corcoranunified.com) to view our Parent and Family Engagement Policy for Title I schools.



SECOND FLOOR

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| 15 | 14 | 13 |    |
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