

Corcoran High School

Student Handbook



Corcoran High School
1100 Letts Avenue
Corcoran, CA 93212
(559) 992-8884
<https://corcoranhs.corcoranunified.com/>

Principal: Mr. Ed Larkin

Dear Parents and Guardians:

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

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

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

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

Corcoran High School Administration

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CORCORAN JOINT UNIFIED SCHOOL DISTRICT

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

2024-2025 School Calendar

Board Approved: **DRAFT B**

School in Session

In Service Days*

School Breaks

Holidays for All Employees

Equalization Day (Classified 260 day EE Only)

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

School Breaks:
November 25-29: Thanksgiving Break
December 23-January 10: Winter Break
April 14-21: Spring Break

Holidays:

July 4: Independence Day
September 2: Labor Day
November 11: Veterans Day
November 28-29: Thanksgiving Holiday
December 24-26: Christmas Holiday
December 31-January 1: New Year's Holiday
January 20: Martin Luther King Day
February 10: Lincoln's Birthday
February 17: President's Day
March 18: Good Friday Holiday
May 26: Memorial Day
June 19: Juneteenth

Staff Development Days (Wednesdays)

Early out for students K-5:
Late start for students 6-12
Minimum Days
December 20 and June 5
(Out at 12:30 p.m.)

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

November 2024 (18) 15 Cert/Students													December 2024 (18) 15 Cert/Students													January 2025 (21) 14 Cert/Students													February 2025 (18)												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																								
						1	2								1	2	3	4	5	6	7																														
3	4	5	6	7	8	9									8	9	10	11	12	13	14																														
10	11	12	13	14	15	16									15	16	17	18	19	20	21																														
17	18	19	20	21	22	23									22	23	24	25	26	27	28																														
24	25	26	27	28	29	30									29	30	31																																		

March 2025 (21)							April 2025 (21) 16 Cert/Students							May 2025 (21)							June 2025 (20) 4 Cert/Students						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1																					1
2	3	4	5	6	7	8			1	2	3	4	5														
9	10	11	12	13	14	15		6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13
16	17	18	19	20	21	22		13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20
23	24	25	26	27	28	29		20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27
30	31							27	27	29	30				25	26	27	28	29	30	31	29	30				

1st Semester = 86 Days; 2nd Semester = 94 Days



Corcoran Unified School District

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

STATEMENT OF NON-DISCRIMINATION

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

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

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

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

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

Superintendent
Andre Pecina
(559) 992-8888 ext1224



Corcoran Unified School District

1520 Patterson Avenue, Corcoran, California 93212
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ESEA PARENTS' RIGHT TO KNOW

To Parents/Guardians:

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

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

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

Sincerely,

Principal

SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

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

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

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

California Education Ed Code 48900

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

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

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

(g) Stole or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.

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

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

(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(3) Except as provided in Section 48910, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.

(4) Except as provided in Section 48910, commencing July 1, 2024, a pupil enrolled in any of grades 9 to 12, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.

(5) (A) A certificated or classified employee may refer a pupil to school administrators for appropriate and timely in-school interventions or supports from the list of other means of correction specified in subdivision (b) of Section 48900.5 for any of the acts enumerated in paragraph (1).

(B) A school administrator shall, within five business days, document the actions taken pursuant to subparagraph (A) and place that documentation in the pupil's record to be available for access, to the extent permissible under state and federal law, pursuant to Section 49069.7. The school administrator shall, by the end of the fifth business day, also inform the referring certificated or classified employee, verbally or in writing, what actions were taken and, if none, the rationale used for not providing any appropriate or timely in-school interventions or supports.

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

- (m) Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
- (1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with the pupil’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) (A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (i) A message, text, sound, video, or image.
 - (ii) A post on a social network internet website, including, but not limited to:
 - (I) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).
 - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - (iii) (I) An act of cyber sexual bullying.
 - (II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually

explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

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

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

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

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

(1) While on school grounds.

(2) While going to or coming from school.

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

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

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

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

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.

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

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

District Discipline Information

Suspension and Expulsion Due Process Board Policy 5144.1

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

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

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

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

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

Appropriate Use of Suspension Authority

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

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

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

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

On-Campus Suspension

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

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

Authority to Expel

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

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

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

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

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

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

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

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

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

Due Process

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

Corcoran Joint Unified School District

STUDENT DISCIPLINE MATRIX

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

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

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

Approved Alternative Means of Correction (AMC)

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

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

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

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

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

Possession of a lighter	<ul style="list-style-type: none"> • Confiscate • Parental notification 	<ul style="list-style-type: none"> • Confiscate • Parental notification • Parent meeting • AMC 	<ul style="list-style-type: none"> • Confiscate and parental notification • Parent meeting • AMC 	<ul style="list-style-type: none"> • Suspension (1-3 days) • Parent meeting • AMC
48900 (c) Unlawfully possessed, used, sold, furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant.	Used/Under Influence: <ul style="list-style-type: none"> • Possible Suspension (1-3 days); Check in with Administrator upon return • Parent meeting • Possible referral to Drug Counseling • AMC • PD Referral 	Used/Under Influence: <ul style="list-style-type: none"> • Suspension (1-3 days) Check in with Administrator upon return • Possible referral to Drug Counseling • Parent meeting • AMC • PD Referral 	Used/Under Influence: <ul style="list-style-type: none"> • Suspension (3-5 days) • Possible recommendation for expulsion • AMC • PD Referral 	Used/Under Influence: <ul style="list-style-type: none"> • Prior action in effect
	Possession: <ul style="list-style-type: none"> • Suspension (1-5 days) Check in with Administrator upon return • Parent meeting and Counseling • Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance. • AMC • PD Referral 	Possession: <ul style="list-style-type: none"> • Suspension (2-5 days) Check-in with Administrator upon return • Parent meeting • Counseling • Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance. • AMC • PD Referral 	Possession: <ul style="list-style-type: none"> • Suspension (3-5 days) • Possible recommendation for expulsion • Parent meeting • PD Referral 	Possession: <ul style="list-style-type: none"> • Prior action in effect

	Furnishing: <ul style="list-style-type: none"> • Suspension (1-5 days) • Check in with Administrator upon return • Counseling • AMC • PD Referral • Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance. 	Furnishing: <ul style="list-style-type: none"> • Suspension (3-5 days) • Check in with Administrator upon return • Counseling • AMC • PD Referral • Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance. 	Furnishing: <ul style="list-style-type: none"> • Suspension (4-5 days) • Possible recommendation for expulsion • PD Referral 	Furnishing: <ul style="list-style-type: none"> • Recommend for expulsion
	Sale (controlled substance): <ul style="list-style-type: none"> • Suspension (5 days) • <i>Mandatory</i> recommendation for expulsion • PD Referral 	Sale (controlled substance): <ul style="list-style-type: none"> • N/A 	Sale (controlled substance): <ul style="list-style-type: none"> • N/A 	Sale (controlled substance): <ul style="list-style-type: none"> • N/A
Student Athletes (Drug and Alcohol Use at School or School Sponsored Events)	1st Offense		2nd Offense	
	School disciplinary action; suspension from team/sports participation (games and practices) for a total of 10 school or athletic participation days. Students can watch practice after completion of school suspension. The 10 days of suspension from team/sports/activities, include the school suspension days. If the current sport season ends before the completion of the 10 day team suspension, the remaining suspension days shall be carried forward to the next sport in which the student participates. However, arrangements shall be made for the student to try-out for the next sport.		Suspension from team/sports participation for 40 calendar days from the date of suspension, not including summer school. If the student participates in a drug treatment program immediately following the second suspension, suspension from athletics and/or activities may be reduced to 30 calendar days from the date of suspension, not including summer school. (It should be noted that school policies regarding the use of alcohol and other drugs will be in effect for all athletic events) These disciplinary actions are cumulative over the four years of high school.	

48900(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance; an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material a controlled substance, alcoholic beverage, or intoxicant.	<ul style="list-style-type: none"> • Suspension (3-5 days) • Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance. • Parent meeting • Counseling • PD Referral 	<ul style="list-style-type: none"> • Suspension (5 days) • Principal shall recommend expulsion • Parent meeting • PD Referral 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
48900(e) Committed or attempted to commit robbery or extortion (See Definition)	<ul style="list-style-type: none"> • Suspension (3-5 days) • Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance. • PD Referral 	<ul style="list-style-type: none"> • Suspension (5 days) • Recommendation for expulsion • PD Referral 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
48900(f)* Caused or attempted to cause damage to school or private property.(Including Graffiti/Tagging)	<ul style="list-style-type: none"> • AMC • Restitution • Suspension (1-3 days) • Restorative Justice 	<ul style="list-style-type: none"> • AMC • Restitution • Suspension (1-5 days) • Parent meeting • PD Referral 	<ul style="list-style-type: none"> • AMC • Restitution • Suspension (2-5 days) • PD Referral 	<ul style="list-style-type: none"> • Recommendation for expulsion • Restitution • Suspension (5 days) • PD Referral

48900(g)* Stealing, or attempting to steal school or private property	<ul style="list-style-type: none"> • AMC • Restitution • Suspension (1-3 days) • Parent meeting • Possible PD Referral 	<ul style="list-style-type: none"> • Restitution • Suspension (3-5 days) • PD Referral • Parent meeting 	<ul style="list-style-type: none"> • Recommendation for expulsion • Restitution • Suspension (5 days) • PD Referral 	<ul style="list-style-type: none"> • Prior action in effect
48900(h)* Possessed or used tobacco or nicotine products	<ul style="list-style-type: none"> • AMC • Parent meeting • Counseling 	<ul style="list-style-type: none"> • AMC • Counseling • Parent meeting 	<ul style="list-style-type: none"> • AMC • Suspension (1 day) • Counseling 	<ul style="list-style-type: none"> • Suspension (1 day) • Counseling
48900(i)* Committed an obscene act or engaged in habitual profanity or vulgarity	Obscene Act or Gesture: <ul style="list-style-type: none"> • AMC • Class Suspension • Parent meeting • Behavior Contract 	Obscene Act or Gesture: <ul style="list-style-type: none"> • Suspension (1-3 days) • Parent meeting 	Obscene Act or Gesture: <ul style="list-style-type: none"> • Suspension (3-5 days) • Parent/Student/Administrator 	Obscene Act or Gesture: <ul style="list-style-type: none"> • Suspension (5 days) • Recommendation for Expulsion
	Profanity/Vulgarity <ul style="list-style-type: none"> • AMC • Possible Class suspension • Parent meeting • Behavior Contract 	Profanity/Vulgarity <ul style="list-style-type: none"> • AMC • Suspension (1 days) • Parent meeting 	Profanity/Vulgarity <ul style="list-style-type: none"> • AMC • Suspension (2-5 days) 	Profanity/Vulgarity <ul style="list-style-type: none"> • AMC • Suspension (5 days)
48900(j)* Possessed, offered, arranged, or negotiated to sell drug paraphernalia	<ul style="list-style-type: none"> • AMC • Suspension (1-3 days) • Parent meeting • Counseling • Possible PD Referral 	<ul style="list-style-type: none"> • AMC • Suspension (1-3 days) • Parent meeting • Counseling • PD Referral 	<ul style="list-style-type: none"> • Suspension (3-5 days) • Counseling • PD Referral 	<ul style="list-style-type: none"> • Suspension (5 days) • Counseling • PD Referral • Recommendation for Expulsion

48900(k)* Disrupted school activities or otherwise willfully defied the valid authority of school personnel engaged in the performance of their duties.	<ul style="list-style-type: none"> • AMC • Parent notification 	<ul style="list-style-type: none"> • AMC • Parent notification • Parent meeting 	<ul style="list-style-type: none"> • AMC • Suspension (1-3 days) • Parent meeting • Behavior Contract 	<ul style="list-style-type: none"> • AMC • Suspension (1-5 days)
Dress Code	<ul style="list-style-type: none"> • Violation correction or go home with parent notification 	<ul style="list-style-type: none"> • Violation correction or go home with parent notification 	<ul style="list-style-type: none"> • Violation correction or go home with parent notification • Possible parent meeting • Behavior Contract 	<ul style="list-style-type: none"> • Violation correction or go home with parent notification • Parent meeting • Behavior Contract
Dress Code (Gang Related)	<ul style="list-style-type: none"> • Violation correction or go home with parent notification • Item confiscated 	<ul style="list-style-type: none"> • Violation correction or go home with parent notification • behavior contract • Parent meeting • Possible Gang Contract 	<ul style="list-style-type: none"> • Violation correction or go home with parent notification • Parent meeting • "check-in/check out" for a week • or Youth Court Referral • Gang Contract 	<ul style="list-style-type: none"> • Violation correction or go home with parent notification • Parent meeting • Suspension (1-3 days) • Gang Contract
Gang related drawings or symbols	<ul style="list-style-type: none"> • Warning • Parent notification 	<ul style="list-style-type: none"> • Behavior contract • Parent meeting • Possible Gang Contract 	<ul style="list-style-type: none"> • Suspension (1 day) • Parent meeting • Possible PD Referral • Gang Contract 	<ul style="list-style-type: none"> • Suspension (2 days) • PD Referral • Gang Contract
Cutting class	<ul style="list-style-type: none"> • Parent notification 	<ul style="list-style-type: none"> • Parent meeting 	<ul style="list-style-type: none"> • Parent meeting 	<ul style="list-style-type: none"> • Parent meeting • Possible SART/Behavior Contract
Parking Violation	<ul style="list-style-type: none"> • Parent Notification 	<ul style="list-style-type: none"> • Temporary Loss of On-Campus Parking Privilege 	<ul style="list-style-type: none"> • Vehicle Towed 	<ul style="list-style-type: none"> • Law Enforcement Notification
Classroom Referral	<ul style="list-style-type: none"> • Counsel & Warning • Parent notification (from referring Teacher) 	<ul style="list-style-type: none"> • Parent notification • Restorative practice • Possible meeting with student, teacher and administrator 	<ul style="list-style-type: none"> • Meeting with Parent, Student, Teacher and Administrator • Behavior Contract 	<ul style="list-style-type: none"> • Parent notification • Behavior contract

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

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

48900.2* Committed an act of sexual harassment	<ul style="list-style-type: none"> • Suspension (1-3 days) • Counseling • AMC 	<ul style="list-style-type: none"> • Suspension (3-5 days) • Counseling 	<ul style="list-style-type: none"> • Suspension (5 days) • Recommendation for expulsion 	<ul style="list-style-type: none"> • N/A
48900.3* Caused or attempted to cause, threatened to cause or participated in an act of hate violence	<ul style="list-style-type: none"> • Suspension (3-5 days) • Counseling • SRPD referral • AMC • Parent meeting • Behavior Contract • Possible recommendation for expulsion 	<ul style="list-style-type: none"> • Suspension (5 days) • Counseling • SRPD referral • Behavior Contract • Possible recommendation for expulsion 	<ul style="list-style-type: none"> • Suspension (5 days) • Recommendation for expulsion 	<ul style="list-style-type: none"> • N/A
48900.4* Engaged in harassment, threats, or intimidation directed against school personnel	<ul style="list-style-type: none"> • Suspension (1-5 days) • Counseling • Behavior Contract • Parent meeting • AMC 	<ul style="list-style-type: none"> • Suspension (3-5 days) • Counseling • Parent meeting • Behavior Contract • AMC 	<ul style="list-style-type: none"> • Suspension (5 days) • Recommendation for expulsion • 	<ul style="list-style-type: none"> • N/A
48900.7* Making terrorist threats against school officials or property	<ul style="list-style-type: none"> • Suspension (1-5 days) • Possible recommendation for expulsion • PD Referral 	<ul style="list-style-type: none"> • Prior action in effect 	<ul style="list-style-type: none"> • Prior action in effect 	<ul style="list-style-type: none"> • Prior action in effect

Mandatory Suspension and/or Expulsion Offenses:

Education Code Violation	1 st Intervention/Consequence	2 nd Intervention/Consequence	3 rd Intervention/Consequence	4 th Intervention/Consequence
48915 (c)(1) Possession, selling, or otherwise furnishing a firearm	5 day home suspension, PD Referral, and <u>mandatory</u> expulsion.	N/A	N/A	N/A
48915 (c)(2) Brandishing a knife	5 day home suspension, PD Referral, and <u>mandatory</u> expulsion.	N/A	N/A	N/A
48915 (c)(3) Selling a controlled substance	5 day home suspension, PD Referral, and <u>mandatory</u> expulsion.	N/A	N/A	N/A
48915 (c)(4) Committing or attempting to commit sexual assault or battery	5 day home suspension, PD Referral, and <u>mandatory</u> expulsion.	N/A	N/A	N/A
48915 (c)(5) Possession of an explosive	5 day home suspension, PD Referral, and <u>mandatory</u> expulsion.	N/A	N/A	N/A
48915 (a)(1) Causing serious physical injury to another person except in self defense	5 day home suspension and PD Referral. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.	(if not expelled for first offense) 5-day home suspension, PD Referral, Principal shall recommend expulsion	N/A	N/A

48915 (a)(2) Possession of any knife or other dangerous object of no reasonable use to the pupil	2-5 day home suspension and PD Referral. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.	(if not expelled for first offense) 5-day home suspension, PD referral, Principal shall recommend expulsion	N/A	N/A
48915 (a)(3) Possession of any controlled substance except for the first offense of possession of not more than one ounce of marijuana.	5 day home suspension and PD Referral. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.	(if not expelled for first offense) 5-day home suspension, PD referral, Principal shall recommend expulsion	N/A	N/A
48915 (a)(4) Robbery or Extortion	3-5 day home suspension and PD Referral. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.	(if not expelled for first offense) 5-day home suspension, PD referral, Principal shall recommend expulsion	N/A	N/A
48915 (a)(5) Assault or battery upon a school employee	5 day home suspension and PD Referral. Principal shall recommend expulsion, unless they find that expulsion is inappropriate, due to the particular circumstance.	(if not expelled for first offense) 5-day home suspension, PD referral, Principal shall recommend expulsion	N/A	N/A

CJUSD District Emergency Protocols

Emergency Procedures

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

Lockdown:

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

Earthquakes:

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

Fire Drill:

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

Threats/False Emergencies by Students:

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

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

CJUSD District Attendance Procedures

Attendance Procedures Board Policy 5113

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

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

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

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

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

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

Chronic Absence and Truancy Board Policy 5113.1

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

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

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

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

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

chronic absence, with additional intensive, interagency wrap-around services for students with the highest level of absence.

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

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

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

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

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

Truancy Policy

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

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

CJUSD Work Permit Information

Work Permits:

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

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

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

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

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

Independent Study Options

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

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

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

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

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

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

General Independent Study Requirements

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

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

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

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

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

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

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

1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction
2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction
3. For students in grades 9-12, opportunities for at least weekly synchronous instruction

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

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

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

1. Verification of current contact information for each enrolled student

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

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

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

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

Upon the request of the parent/guardian of a student, and before signing a written agreement as described below in the section "Master Agreement," the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

Master Agreement

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

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

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

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

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

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

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

Course-Based Independent Study

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

1. A signed learning agreement shall be completed and on file for each participating student, pursuant to Education Code 51749.6
2. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction
3. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality and to provide intellectual challenge that is substantially equivalent to in-person, classroom-based instruction, and shall be aligned to all relevant local and state content standards. For high schools, this shall include access to all courses offered by the district for graduation and approved by UC or CSU as creditable under the A-G admissions criteria. The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses. The certification shall also include plans to provide opportunities throughout the school year, for all students in transitional kindergarten, kindergarten, and grades 1-3 to receive daily synchronous instruction, for all students in grades 4-8, to receive both daily live interaction and at least weekly synchronous instruction, and for all students in grades 9-12 to receive at least weekly synchronous instruction.
4. Students enrolled in independent study courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, 47612, and 47612.1, and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 47612, 48204, and 51747.3
5. For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program as indicated by the student's performance on applicable student-level measures of student achievement and engagement set forth in Education Code 52060, completion of assignments, assessments, or other indicators that evidence that the student is working on assignments, learning of required concepts, as determined by the supervising teacher, and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.

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

Procedures for tiered reengagement strategies shall be used for all students who are not making

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

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

Learning Agreement for Course-Based Independent Study

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

1. A summary of the district's policies and procedures related to course-based independent study pursuant to Education Code 51749.5
2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to Item #3 of the Course-Based Independent Study section above
3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program
5. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
6. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports
7. A statement that enrollment is an optional educational alternative in which no student may be required to participate. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through course-based independent study only if the student is offered the alternative of classroom instruction.
8. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress
9. The objectives and methods of study for the student's work, and the methods used to evaluate that work
10. A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-based independent study
11. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the learning agreement, to be earned by the student upon completion.
12. Before the commencement of an independent study course projected to last for 15 school days or more, or within ten school days of the first day of enrollment for an independent study course projected to last less than 15 school days, the learning agreement shall be signed and dated by the student, and by the student's parent/guardian or caregiver if the student is less than 18 years of age, the certificated employee responsible for the general supervision of the independent study course, and as applicable for students with disabilities, the certificated employee designated as having

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

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

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

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

Student-Parent-Educator Conferences

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

Records

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

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

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's signed or initialed and dated notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons
5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each

student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

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

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

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

Program Evaluation

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

Home and Hospital

Basic Purpose

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

Guidelines

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

Student and Family Privacy Rights

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

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

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

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

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

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

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

School Site Council

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

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

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

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

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

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

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

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

Student and Family Privacy Privacy Rights

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

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

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

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

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

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

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

Non-Custodial Parents

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

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

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

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

Williams Uniform Complaint Procedures

Types of Complaints

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

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learners in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)
Beginning of the year or semester means the time period from the first day students attend classes for a year-long course or semester-long course, though not later than 20 business days afterwards. (5 CCR 4600)
Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)
3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)

- a. A condition poses an emergency or urgent threat to the health or safety of students or staff. *Emergency or urgent threat* means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)
- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.
Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers. (Education Code 35292.5)
Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for a documented student safety concern, an immediate threat to student safety, or to repair the facility. (Education Code 35292.5)

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

Forms and Notices

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

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

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

Filing of Complaint

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

A complaint alleging that more than one student does not have sufficient textbooks or instructional materials as the result of an act by the Board, or the Board's failure to remedy the deficiency, may be filed

with the Superintendent of Public Instruction (SPI) directly in addition to or in lieu of being filed with the district. Any such complaint shall identify the basis and provide evidence to support its filing directly with the SPI. (Education Code 35186)

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

Investigation and Response

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

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

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

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

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

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

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

Reports

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

Corcoran High School Specific Section



Corcoran High School
1100 Letts Avenue
Corcoran, CA 93212
(559) 992-8884
<https://corcoranhs.corcoranunified.com/>

Principal: Mr. Ed Larkin

Mission: The Corcoran High School mission is to provide rigorous academics with real-world skills in order to ready our students for both college and careers.

Vision: To partner with our students to own their learning, pursue their ambitions, and achieve their dreams.

Student Learning Outcomes (SLOs): Corcoran High School will provide rigorous literacy and numeracy with quality research based strategies so students are effective critical thinkers, collaborators, communicators, and leaders who are prepared and productive members of society.

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

Clubs and Organizations	Athletics	Athletics Continued
Associated Student Body (ASB)	<u>Basketball</u> Varsity Boys Varsity Girls	<u>Swimming</u> Varsity Boys Varsity Girls
Band - Auxiliary	Junior Varsity Boys Junior Varsity Girls	<u>Track</u> Varsity Boys Varsity Girls
Band - Marching/Concert	Frosh Boys Frosh Girls	Junior Varsity Boys Junior Varsity Girls
California Scholarship Federation (CSF)	<u>Baseball</u> Varsity Junior Varsity	<u>Tennis</u> Varsity Boys Varsity Girls
Future Farmers of America (FFA)	<u>Competition Cheer</u> Varsity Junior Varsity	<u>Volleyball</u> Varsity Junior Varsity Frosh
Gay Straight Alliance (GSA)	<u>Cross Country</u> Varsity Boys Varsity Girls Junior Varsity Boys Junior Varsity Girls	<u>Wrestling</u> Varsity Junior Varsity
MEChA	<u>Football</u> Varsity Junior Varsity	
Poetry Club	<u>Soccer</u> Varsity Boys Varsity Girls Junior Varsity Boys Junior Varsity Girls	
Theater/Drama Club	<u>Softball</u> Varsity Junior Varsity	
Yearbook		
County Competition		
Academic Decathlon		

Academic Achievers - This committee is organized to support college-going 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.

Academic Dishonesty - Students obtaining or providing unauthorized assistance on graded material is a violation of our expectation for academic integrity. Academic Dishonesty is commonly referred to as cheating and includes instances of plagiarism. It is understood that academic dishonesty is a result of academic desperation. Academic dishonesty is not a major behavioral violation and is managed according to the following tiered approach:

1st Offense: Warning and Consultation for Support.

2nd Offense: Loss of Credit for Assigned Material.

3rd Offense: Possible Loss of Course Credit Dependent on Severity.

Administrative Services - Administrative Services are located in the Main, Athletics/Activities, and Counseling Offices. All administrative staff keep an “open door” policy. Please contact the administration for support at any time.

Advanced Placement (AP) and International Baccalaureate (IB) Exams - Corcoran High School may offer AP or IB opportunities dependent on student interest and certifiable instructor availability. Corcoran High School will provide financial assistance to students interested in AP or IB exams.

Alternative Education - CJUSD 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. Alternative Placement options include Continuation, Short Term Independent Study, and Independent Study.

Assemblies - An Assembly is an organized student body gathering with mandatory attendance during the school day. Assemblies are organized to address the totality of the student body. Assemblies are not intended to interrupt the instructional program and as such are relegated to rare instances as needed.

Associated Student Body Officers (ASB) - 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 Activities Office. Any graduating class monies not spent by June 30 of the graduation year will be re-designated to the ASB general fund.

Athletics and Activities - A complete program of athletics and activities is offered to support all students interested in team or individual sports. The rules and regulations for athletics are governed by the California Interscholastic Federation (CIF), external governing bodies, and the Athletic Code for Corcoran High School. All athletics and activities programs are subject to change as a result of participation, funding, personnel, and league placement. While Corcoran High School welcomes all

supporters of our athletics and activities programs, a code of conduct is expected from all members of the school community, including students, parents, boosters, and any other participants. Failure to maintain standards of behavior will result in limiting actions to protect the integrity of all school programs. The expectations for civility apply at all events, at home or away. Students may receive corrective disciplinary measures for behavior outside the bounds of decency at any athletic event or school sponsored activity. Please see the Student Athlete Handbook for additional information.

Attendance - Student attendance is the most important factor in supporting positive outcomes in the lives of students. California Education Code 48260 compels children ages 5-18 to attend school. California Education 48293 requires parents to ensure that their children attend school or face progressively severe penalties. We welcome all information relating to student attendance and we are seeking to partner with all families that experience difficulties with supporting student attendance. Please be forthcoming with issues affecting student attendance, it is likely the school can provide support.

The attendance office documents all absence information received. Please remember it is the parent's responsibility to account for the whereabouts of their children when children are not in school. Parents may access student attendance online through the Aeries Parent Portal. Please see the District Parent Handbook for additional information.

Attendance Reporting for CHS - When a student is absent from school, a telephone call or in-person visit to the Corcoran High School Attendance office is needed by 10:00 AM on the day of absence. To leave a message on the attendance hotline please dial the school number - 992-8884 EXT. 6202. Please provide the following information.

- a. Student's full name and grade
- b. Date of absence
- c. Reason for absence
- d. Parent/guardian signature when in person
- e. Parent/guardian home/work phone number

If a student has been absent and no phone call has been made, then the student shall bring a written note with the above listed information, including a parent signature, to the main office upon return to school.

Attendance and Saturday School - At CHS Saturday School can be used to make up a full day prior absence. Suspension days cannot be made up through Saturday School. Students may not bank attendance credit for future absences.

Attendance Tardiness - At CHS every three tardies will be treated the same as a class cut. The administration may conduct a lockout tardy sweep to discourage habitual tardiness. Additionally, the administration may hold lunchtime supervisory events to discourage habitual tardiness. Students who are out of class for any reason must have a pass. Students without a pass will be escorted back to class by Campus Supervision. Late students shall have a tardy pass to enter class.

Bullying - Corcoran High School 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.

Career Resources - Career Resources are available for all Corcoran High Students in the TLC Lobby.

Clubs - All club meetings may be arranged before school, after school and/or at lunch. All requests for meetings shall be made to the Club Advisor and arranged with the Activities Director one week prior. All meetings shall be held under the direct supervision of the Club Advisor. Clubs must annually submit a *Request for Continued Club Recognition Form* including a *Budget Form* listing estimated sources of revenue and expenses. A student body purchase order shall be used for all expenses. Purchase orders may be secured from the Athletics/Activities Secretary. Advertising for club events must be approved by an administrator e.g., posters, flyers, social media notices, and et cetera. An Activity Request Form may be obtained in the Activities Office. All club activities, advertising notifications, and purchase orders require prior administrative approval.

Complaints - At Corcoran High School all complaints are to be handled professionally with the intent to secure a reasonable and satisfactory resolution for all parties involved. Complaints regarding school employees shall be reported directly by the individual complainant. When necessary, the Corcoran High School Administration will initiate an investigation to identify and remedy the complaint. Corcoran High School prohibits retaliation in relation to the treatment of complainants. A recommended tiered process for the management of complaints is provided below.

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 shall be appealed to the Assistant Principal and managed in conjunction with the Principal's oversight.

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

Concurrent and Dual Enrollment Opportunities - Corcoran High School provides for Concurrent and Dual Enrollment academic opportunities. Concurrent enrollment students are enrolled in a college course that occurs outside of regular school day, typically in the online environment. Dual enrollment students are enrolled in a college course offered on the CHS campus with an in-person instructor Monday through Friday between 8:00 AM - 3:15 PM. Students are encouraged to take advantage of Concurrent and Dual Enrollment opportunities as available. Interested students should contact their Learning Director for an application form. College-level enrollment courses will produce a transcript with the institution of enrollment. Students that earn failing grades on their college transcript will incur a risk of affecting future Financial Aid opportunities. Concurrent and Dual Enrollment courses are free of charge at Corcoran High School, including materials and tuition.

Contacting Teachers - Corcoran High School 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 immediately before or after school. If a parent would like to speak with his/her child's

teachers, parents may email anytime or schedule an appointment by calling and contacting the student's assigned Learning Director.

Counseling Services - Academic, behavioral, mental health, substance abuse, college, job, and other counseling services are available at Corcoran High School. Parents and students are encouraged to contact the assigned Learning Director for support.

Food Services - Food is free of charge for all Corcoran High School students. Families with students enrolled in Corcoran High School are asked to provide a *Household Income Documentation Form* as part of the registration process. The *Household Income Documentation Form* 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.

Credit System and Grades - To earn a Diploma at Corcoran High School a student must earn 260 credits and satisfy the content area credit totals. Teachers shall communicate to the students the standards they will require for course grades. All students earn five (5) credits for each completed class when their final grade is a "D" or above, unless the course is being enrolled through a concurrent or dual enrollment program, in which the credit total will relate to the college credit award system. Grades "D" or below do not satisfy University A-G requirements. Parents are encouraged to contact the school if they have questions or concerns about their student's credits and grades. Students that drop during mid semester periods will receive partial credits dependent on the numerical number of days enrolled and attended.

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

Geography/Life Skills: One Year 10 credits

English: Four Years 40 credits

English 9/Honors 9 (10 credits)

English 10/Honors 10 (10 credits)

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

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

Social Studies: Three Years 30 credits

World History (10 credits)

United States History/AP US History (10 credits)

American Government/Economics (10 credits)

Science: Three Years 30 credits

Biology (10 credits)

Chemistry (10 Credits)

Physics (10 credits)

Mathematics: Three Years 30 credits

Math I (10 credits) *Must Pass Math I
Math II (10 credits)
Math III (10 credits)
PreCalculus (10 credits)
CLMP (10 credits)

Physical Education.: Two Years 20 credits

Coed P. E. / Strength & Conditioning / Advanced Athletic P.E. (20 credits)
Band (requires 40 credits to fulfill PE requirement)

Fine Arts or Foreign Language: One Year 10 credits*

Art / Theater / Spanish / Music Appreciation / Et Cetera

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

Electives : 90 credits

260 Credits Are Required to Graduate

Dress and Grooming - The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

Dress Code Policy - The following minimum standards are required of all students. All dress code rules are enforced while the student is on campus.

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 in the Assistant Principal's office. Students who choose to get new piercings will be held to all rules in the dress code.
4. 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 for sun protection purposes. Students who are in need of protection from the sun can obtain information for appropriate sun protection in the main office. Cowboy hats are not permitted. Beanies are only allowed during the winter months for protection from the cold and are not to be worn in classrooms.
5. The use of red/blue lanyards is prohibited.
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. Examples of prohibited gang related items include red/blue shoelaces, belts, beanies, gloves, or other excessive red/blue apparel. No articles of clothing shall have Old English writing. Gang identifiers such as specific sports teams or numbers may be considered gang related.
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 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.

Students are encouraged to email photos of questionable clothing to their learning director or the assistant principal for approval. CHS seeks to limit interruptions to instructional time for dress code violations. Students will be provided alternate clothing or other options to return to class. Students are not permitted to leave school for a dress code violation. Corcoran High School appreciates parent and student cooperation with the dress code.

Drones or Unmanned Aerial Vehicles- Any remotely controlled flying devices are strictly prohibited unless otherwise made permissible under the authorization of the Principal for organized school related activity.

Drug Detection Canine- A trained canine and their handler 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 canine may search cars, lockers and personal items belonging to students. Any time a canine alerts to a finding, the school will search the area and the individual(s).

Eighteen Year Old Students - Students that are 18 years old have a right to sign themselves out for attendance. Corcoran High School maintains attendance records and will enforce all attendance protocols. Students that habitually sign themselves out for unverifiable necessity will incur the consequences laid out in district and site attendance requirements.

Eligibility Rules - Academic, Attendance, and Behavioral Eligibility is required for participation in all California Scholastic Federation (CIF) recognized athletic programs. Academically ineligible students are not permitted to participate in athletics. Additionally, the administration reserves the right to withhold students from school sponsored activities when students fail to maintain eligibility. Eligibility is based on grade point averages (GPA) calculated quarterly coupled with minimal credit progress towards the diploma credit requirement. To be eligible, students must be passing four (4) or more classes with at least a 2.00 GPA during the previous quarterly grading period, notwithstanding the single quarter probationary period. At the beginning of their respective school years, Sophomores must have minimum 50 credits, Juniors minimum 120 credits, and Seniors minimum 190 credits. Student credit progress can be appealed during the school year when an Academic Plan is on file with the Learning Director and Credit Recovery updates are verified on the student transcript. Students must be in attendance during the day of an athletic contest unless a verifiable excusal is submitted. Suspended, extended suspended, or expelled students are not permitted to participate in any school functions and must remain off school properties throughout the duration of the disciplinary period.

Emergency Procedures - In the case of an emergency it may be necessary to evacuate Corcoran High School. Students and parents are asked to remain patient while school officials, in conjunction with first responders when required, address and communicate directions for action. Please do not immediately come to the school. School officials will make every effort to communicate information as rapidly as possible. Students are only able to be retrieved by parent/guardian or emergency contacts. Please see Emergency Procedures for additional information e.g. Lockdown, Earthquake, Fire Drill.

Excessive Affection - Students are reminded that excessive affection is not acceptable at Corcoran High School.

Federal Educational Records Protection Act (FERPA) - The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the

parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

Flag Salute - California Education Code Section 52720: In every public secondary school there shall be conducted daily appropriate patriotic exercises. The giving of the Pledge of Allegiance to the Flag of the United States of America shall satisfy such requirement. Such patriotic exercises for secondary schools shall be conducted in accordance with the regulations which shall be adopted by the governing board of the district maintaining the secondary school.

Food and Drink - Corcoran High School supports students with a variety of options for food and drink. All CHS food services are free to all CHS students. Additionally 10th through 12th grade students are permitted to leave campus at lunch to retrieve food and drink at their choosing. Food and drink delivery services are permitted during lunch time for pickup. Delivery services are only accepted at the Main Office entryway at 1100 Letts Avenue. Students are not permitted to visibly possess or consume food and drink during instruction. Clear bottled water is permissible.

Games of Chance and Gambling - Games of chance and/or other activities in which money can be wagered for an outcome are prohibited on campus.

Gang Contract - In order to create a safe and secure school environment all types of verbal and physical harassment are prohibited under the California Education Code 48900.4. To provide such an environment, all forms of gang-related or gang-affiliated behavior, speech, or activity are prohibited at school, on the way to school, or on the way home from school. Any verbal or non-verbal communication that denotes or connotes gangs, gang activity, or gang related behavior will not be tolerated. Students engaging in such activity or behavior will be subject to disciplinary action based on the Corcoran Unified School District's discipline policies as outlined in Administrative Regulations and Board Policies 5144 through 5144.2 and the California Education Code. Students found to be involved in gang activity will be placed on a gang contract.

Prohibited possession(s), behavior(s) and action(s) include but are not limited to the following:

1. Any gang-related writings, drawings, graffiti etc., including any depictions of images, symbols, or writings that are considered gang-related. This includes writing in binders, desks, books, as well as individual property and paper that the student brings to school or has in his/her possession.
2. Any clothing or dress that depicts gang-images, symbols, or writing. This includes writing on belts or belt buckles and the display of specific colors for attention.
3. Any use of signaling or communication that can be considered gang-related, such as hand signs, whistling, posturing, or use of electronic devices.
4. Any speech or action that is gang-related or suggests gang-activity, including discussing who is in a gang or asking questions such as "What do you claim?" Initiating any gang related conversation or discussing colors as related to gangs.
5. Any behavior that creates or has the potential to create a hostile environment or negative presence, such as moving across campus in a group in a manner that causes or has the potential to cause intimidation or harassment.

Early Graduation Including Ceremony Participation - CHS students satisfying all graduation requirements may petition the administration to graduate with their diploma early and to participate in the graduation ceremony. Please see the CHS Guidance Handbook for more information.

Graduation Ceremony Requirements for Participation - High school graduation ceremonies shall be held to recognize those students who have earned a diploma by successfully completing the required course of study, satisfying district standards, and passing any required assessments. The Governing Board believes that these students deserve the privilege of a public celebration that recognizes the significance of their achievement and encourages them to continue the pursuit of learning throughout their lives.

At the discretion of the Superintendent or designee, a student who will complete graduation requirements during the summer may be allowed to participate in graduation exercises without receiving a diploma. When the requirements have been satisfied, a diploma shall be sent to the student.

High school students who have passed a high school equivalency test or the California High School Proficiency Examination must also meet district graduation requirements in order to participate in graduation ceremonies.

Invocations, prayers, or benedictions shall not be included in graduation ceremonies. The school or district shall not sponsor other ceremonies or programs for graduates that include prayer.

Students suspended for a 5-day period in the Fall Semester of their 12th-grade year may petition the administration for a graduation ceremony contract to reinstate their status during the Spring Semester. Students will have to complete a restorative justice module depending on the infraction committed by the student.

Students suspended for a 5-day period in the Spring Semester of their 12th-grade year forfeit their participation in the graduation ceremony.

Student debts must be cleared (2) weeks before the graduation ceremony. Please see the school administration if payment arrangements need to be made.

Students must maintain 95% attendance of the days enrolled in Corcoran High School.

Students will be required to take part in an exit interview to participate in the graduation ceremony.

May not transfer to or from any alternative program (Adult Education, Continuation, or Community Day School) during the second semester of the student's 12th grade year.

Students must earn at least a total of 50 credits during their senior year. (If a student finishes during the fall semester, they must earn at least a total of 25 credits.)

Any student who does not attend graduation practice or is removed from graduation practice will not participate in the graduation ceremony. Special circumstances will be considered. Student must contact Administration for exceptions and arrangements.

Students must sign and return the graduation ceremony contract which states that they have read and understood what is required of them to graduate and participate in graduation ceremonies.

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.

Students must complete a FAFSA or CADA application as required by the state of California unless the opt-form is filled out

Diplomas not picked up will be filed in the Main Office until the end of July of the graduation year.

Graduation Ceremony Honors and Awards - To honor superior academic achievement, graduation ceremonies shall include recognition of valedictorian(s) and salutatorian(s). Valedictorian(s) and salutatorian(s) shall be selected based on established criteria and procedures that use multiple measures of academic performance.

The Superintendent or designee shall identify other school-sponsored awards which may be given during graduation exercises. A separate awards program may be held to recognize graduating students receiving other school and non-school awards.

Graduation Attire - The Superintendent or designee may require graduating students to wear ceremonial attire, such as cap and gown, at the ceremony.

Any graduating student who has completed basic training and is an active member of any branch of the United States Armed Forces may, at the student's option, wear a military dress uniform at the ceremony. (Education Code 35183.3)

Students shall be permitted to wear tribal regalia or recognized objects of religious or cultural significance as an adornment to the customary ceremonial attire, as long as the adornment does not cause a substantial disruption of, or material interference with, the graduation ceremony. (Education Code 35183.1)

Students who desire to wear such adornments shall seek permission from the Superintendent or designee at least 14 days before the graduation ceremony.

Graduation Ceremony Disciplinary Considerations - Students are expected to comply with district and school policies, regulations, and rules throughout the school session, including during graduation and related events. Students shall not be denied the privilege of participating in graduation ceremonies and activities except as discipline in cases of serious misconduct. In no event shall a student be denied participation in graduation ceremonies unless the principal or designee has informed the student and the student's parents/guardians of the misconduct and has given them an opportunity to respond.

During the graduation ceremony, a student may be removed from the ceremony for conduct that is

disruptive or that poses a risk to safety.

High school seniors shall be notified of this policy in advance, through the student handbook or other means, and shall be required to acknowledge receiving it.

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

GoFan - All public events that require a fee for entry are managed using the GoFan service. Cash is not used for CHS events. Please visit GoFan.co for details.

Harassment and Discrimination - The District prohibits harassment or discrimination 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 disrupts 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.

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 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 attend 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 nurse's office. 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 nurse's office. A *Medication Authorization Form* shall be completed for medication to be administered at school.

Home and Hospital Study - Students needing Home/Hospital Study due to a medical issue must have a request from a physician. Please see *Home and Hospital* in the above district section.

Honor Roll and Principal's Honor Roll - The Honor Roll will be compiled on the basis of semester grades only. CHS Honor Roll is GPA 3.00 to 3.59 and Principal's Honor Roll is GPA 3.60 and above.

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 the student 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 shall contact the school office or the student is considered truant.

Items Left in 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 instructional time, to retrieve items.

Leaving Campus - Students must physically sign out through the Attendance Office prior to leaving campus. Students must have permission before they can sign out e.g., a verifiable parent note, parent call, parent in person. Students who leave campus without signing out are considered truant and may face disciplinary action.

Library Services - 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 instructional time will be asked to return to class.

Lockers - Lockers are available for student use. Contact the Main Office to secure a Locker.

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.

Off Campus Lunch - All 10th, 11th, and 12th grade students may go off campus for lunch by showing their current year school identification card to supervisory personnel at designated exit points. 9th grade students are not permitted to leave campus for lunch. A student who does not have his/her school identification card is not permitted to go off campus during lunch. Only legal parents/guardians are permitted to sign their student(s) out at lunch and must physically come to the school. 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. Students that habitually return late from lunch will have their ID Cards temporarily confiscated.

Loss of ID Card Per Semester

3rd Tardy After Lunch = 1 Week

4th Tardy After Lunch = 1 Month

5th Tardy After Lunch = Remainder of Semester

Students are reminded to carry their Corcoran High School student ID card at all times. If an ID Card is confiscated, a duplicate ID card will be provided with a limiting feature restricting off campus lunch privileges. Additional 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.

Off Campus Permits - Students must physically sign out through the Attendance Office prior to leaving campus after a verifiable rationale is provided by the Parent. Students may be provided with an Off-Campus Permit.

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 - Pets are not allowed on campus.

Release Times for Extra-Curricular 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, the absence is a cut. If the student is unsure of the release time for a specific event, they can ask the Activities Secretary.

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.

Restroom Pass - All students are entitled to use restroom facilities as needed. Students are required to verify their whereabouts within the current software student location monitoring platform. Students

that are habitually in need of restroom access during instructional time will have a parent/guardian contact.

Saturday School - Corcoran High School typically holds 10 Saturday Schools per year on a month-to-month schedule. All students are welcome to Saturday School without a notification of their intent to attend. Saturday School provides students an environment to work on academics and to recoup attendance credit. Nursing staff is available during Saturday School. Students report to the main building at 1100 Letts Avenue to check in with the Saturday School teacher(s). Saturday School will be held from 8:00 AM until 12:15 PM. Students are not permitted to attend Saturday School after 8:00 AM. A 15-minute break is provided to Saturday School students and staff at 10:00 AM. Students are required to work on academics for the duration. Students who leave Saturday School or who are sent home for disciplinary reasons without attending the full day will not receive credit for Saturday School. Lunch is provided at 12:00 PM. All school rules apply.

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 enforced at every dance.

School Dances Guests - 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. The administration has the right to refuse admission to any guest. Guests that are over the age of 18 must provide a certificate of clearance from Law Enforcement. Students and guests must remain at the dance or party until they wish to leave for the evening. Students and Guests are not re-admitted to a dance or party after he/she has left the facility. All dances will end at 11:30 PM or earlier. Junior High, expelled, or dropout students are not permitted to attend high school dances.

Sexual Harassment - The District prohibits sexual harassment of students at school or at school-sponsored or school related activities. Please see the *Sexual Harassment* section in the District Handbook for more information.

Short Term Independent Study (STIS) - Any student who will be absent from 5-15 days can request Short-Term Independent Study through the Assistant Principal. Students can recoup 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. Student STIS contracts must be fulfilled in their entirety on the day of their return.

Skateboards, Hoverboard, Rollerblades, Bicycles, and Other Similar Devices - With the exception of bicycles for personal transportation needs, these devices are prohibited from campus. Bicycles are walked on school property and locked during school hours.

Social Media - Corcoran High School does not support student use of social media outside the educational setting. While social media can be a way to connect students to real-time current events,

important educational experiences, and academic figures, students too often are unable to regulate their exposure to profane material. Students may also be targeted by individuals on social media with ill-intent e.g., predators, trolls, & bullies. Corcoran High School allows the use of social media for educational purposes, but limits the use of social media for other purposes. Corcoran High School asks that parents be mindful of their student's social media presence. Any student found to be posting inappropriate material, particularly intended to harass, will be asked to remove the offensive material.

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 Activities, Clubs, and Organizations- 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 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 Identification Card - All students will be required to carry their Student Identification Card when attending school. Students who do not have their Student Identification Card are not allowed to leave campus for lunch, will not be granted admission to school activities or receive ASB student pricing. All students are encouraged to purchase an ASB Sticker, which provides a considerable savings for home and away athletic games, dances, and yearbook.

Student Rights - A student has the privilege of expressing 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.

Student Study Team for Alternative Resources (SSTAR) - The SSTAR Team is convened to assess and provide students with an alternative means to an education. This includes Independent Study, Continuation Placement, and Home/Hospital Study. 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 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. The following criteria are considered for placement in the Continuation setting:

Attendance - Student attendance shall be appropriate for transfer to continuation.

Behavior - Student behavior is a factor when considering a placement in continuation.

Credits Evaluation - Student credits shall be appropriately suitable for reasonable completion prior to transfer to continuation.

English Learner Students - Recent migrants with limited English speaking abilities will remain in the educational setting. AB2121 provides recent migrants the opportunity to graduate high school with adjusted diploma requirements. ELPAC scores are a determining factor in change of placement for English Learners.

Special Education Students - Students with disabilities have rights, including an option to attend regular high school for a 5th year. The IEP team will supersede the SSTAR team in making determinations relating to placement for special education students.

Timelines for Transfer - Under normal circumstances students will not be considered for transfer mid semester. SSTAR meetings will occur at the beginning and end of each semester unless unusual circumstances require an immediate convening of the SSTAR Team.

Textbooks, Laptops, and Other Materials - The library will issue textbooks, laptops, and other academic materials to students with a CHS ID card. 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. 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. Students are responsible for lost textbooks, laptops, or other CJUSD materials. Teachers are encouraged to monitor and report issues concerning the use and condition of CUSD materials. Students are expected to return all materials.

Vandalism Prohibited Items - The use or possession of felt tip markers or other paint tools deemed to be potentially used to vandalize school property are prohibited on the school grounds and at all school activities.

Visitors - All visitors and parents must check in at the Corcoran High School Main Office located at 1100 Letts Avenue.

Withdrawals - Parents must accompany pupils withdrawing from school for any reason. A regular Withdrawal Form will be issued at the Attendance Office, and the parents/pupils shall follow the procedures outlined on that form.

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 or Work Based 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 or Work Based Coordinator.

PARENT NOTICE OF RIGHTS AND RESPONSIBILITIES

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

1. **Absence for Religious Exercises and Instruction:** Pupils may be excused, with written permission from a parent or guardian, in order to participate in religious exercises or receive moral and religious instruction away from school property. Every pupil so excused must attend at least the minimum school day. No pupil shall be excused from school for such purpose on more than four days per school month. (Ed. Code, § 46014)

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

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

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

3. **Excuse from Instruction in Health:** Upon written request of a parent or guardian, a pupil may be excused from any part of instruction in health which conflicts with the parent(s)' or guardian(s)' religious training or beliefs (including personal moral convictions). (Ed. Code, § 51240)

4. **Administration of Medication:** Medication prescribed by a physician or ordered by a physician assistant for a child may be administered during the school day by the school nurse or other designated school personnel, or self-administered by the child if the medication is prescription auto-injectable epinephrine or prescription inhaled asthma medication, but only if the parent consents in writing and provides detailed written instructions from a physician, or a physician assistant as specified by law. In order for a child to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the physician or physician assistant must also provide a written statement detailing the name of the medication,

method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine or prescription inhaled asthma medication. Parents must also provide a release for the school nurse or designated school personnel to consult with the pupil's health care provider regarding questions that may arise with regard to the medication, and releasing the District and its personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering auto-injectable epinephrine or prescription inhaled asthma medication. The written statements specified in this section shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. Forms for administering medication may be obtained from the school secretary. (Ed. Code, §§ 49423, 49423.1, 49423.5)

5. **Students on Medication:** Parents are to notify the school nurse or other designated certificated school employee if their child is on a continuing medication regimen. This notification shall include the name of the medication being taken, the dosage, and the name of the supervising physician. With parental consent, the school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. (Ed. Code, § 49480)

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

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

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

7. **Physical Exams and Testing:** The District is required to conduct certain physical examinations and vision and hearing testing of students, unless the parent has a current written objection on file. However, the child may be sent home if they are believed to be suffering from a recognized contagious or infectious disease, and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist. (Ed. Code, §§ 49451, 49452, 49452.5, 49455; Health & Saf. Code, § 124085) The District shall provide for scoliosis screening of every female student in grade 7 and every male student in grade 8. (Ed. Code, § 49452.5)

8. **Confidential Medical Services:** For students in grades 7 through 12, the District may release a student for the purpose of obtaining confidential medical services without obtaining the consent of the student's parent or guardian. (Ed. Code, § 46010.1)

9. **Medical Coverage for Injuries:** Medical and hospital services for pupils injured at school or school-sponsored events, or while being transported, may be insured at parent's expense. No pupil shall be compelled to accept such services without their consent or, if the pupil is a minor, without the consent of a parent or guardian. (Ed. Code, § 49472)

10. **Accidental Injury Insurance:** Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers both medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Healthy Families at 1-866-294-4347. (Ed. Code, §§ 32221.5, 49470, 49471)

11. **Mental Health Services:** The District shall notify pupils and parents or guardians no less than twice each school year of the steps to initiate access to available pupil mental health services on campus and/or in the community. (Ed. Code, § 49428) The mental health services available include individual and group counseling sessions, social skills groups, behavior intervention, referrals to outside agencies for more intensive supports and therapeutic services as deemed medically eligible by district Mental Health Clinicians. To initiate services, a parent or student may contact the school site administrator or counselor. Students, staff and parents of middle school and high school students may also request counseling using an electronic link for the middle school and high school available on the school websites.

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

Helen Copeland, Director of Special Service
1520 Patterson Ave., Corcoran, CA 93212
phone: (559) 992-8888, extension 1248

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

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

- (a) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
- (b) Due to quarantine under the direction of a county or city health officer.
- (c) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (d) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (e) For the purpose of jury duty in the manner provided for by law.
- (f) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a doctor's note.
- (g) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (h) For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Elections Code.
- (i) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in section 49701 of the Education Code, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- (j) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- (k) For the purpose of participating in a cultural ceremony or event.
- (l) For the purpose of a middle or high school pupil engaging in a civic or political event, provided the pupil notifies the school in advance. A pupil absent pursuant to this section is required to be excused for only one day-long absence per year. A school administrator may permit additional absences pursuant to section 48260(c) of the Education Code.

(m) For any of the following purposes, inclusive, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family member, has died, so long as the absence is not more than three (3) days per incident.

(i) To access services from a victim services organization or agency.

(ii) To access grief support services.

(iii) To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family member, including, but not limited to, temporary or permanent relocation.

(iv) Any absence beyond three days for the reasons described above shall be subject to the discretion of a school administrator, or their designee, pursuant to section 48260.

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

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

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

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

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

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

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

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

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

Helen Copeland, Director of Special Service
1520 Patterson Ave., Corcoran, CA 93212
phone: (559) 992-8888, extension 1248

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

Helen Copeland, Director of Special Service
1520 Patterson Ave., Corcoran, CA 93212
phone: (559) 992-8888, extension 1248

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

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

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

17. **Information Obtained from Social Media:** A school district that considers a program to gather or maintain in its records any information obtained through social media of any enrolled student shall notify students and their parents or guardians about the proposed program and provide an opportunity for public comment at a regularly scheduled public meeting of the Governing Board of the school district. The notification shall include, but is not limited to, an explanation of the process by which a student or a student's parent or guardian may access the student's records to examine the information gathered or maintained, and an explanation of the process by which a student or student's parent or guardian may request the removal of information or make corrections to information gathered or maintained. (Ed. Code, § 49073.6) Other than the school newspaper and yearbook, the superintendent

or designee may gather information in the forms of video, photograph, blog, texts, and emails, to maintain school and student safety. All social media information gathered will be destroyed within one year after the student turns 18 years old or one year after the student is no longer enrolled, whichever comes first.

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

(a) A parent or guardian has the right to inspect and review student records relating directly to their child during school hours or obtain a copy of such records within five (5) business days of their request.

(b) Any parent who wishes to review the types of student records and information contained therein may do so by contacting the principal at their child's school. The principal of each school is ultimately responsible for maintenance of student records.

(c) A parent with legal custody has a right to challenge information contained in their child's records. Any determination to expunge a student's record is made after a review of said record(s) by site administrators and certificated staff. Following an inspection and review of student records, the parent may challenge the content of the student's record. The right to challenge becomes the sole right of the student when the student becomes eighteen (18) years of age.

(d) A parent or guardian has the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent disclosure is authorized without consent.

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

(i) Inaccurate.

(ii) An unsubstantiated personal conclusion or inference.

(iii) A conclusion or inference outside of the observer's area of competence.

(iv) Not based on the personal observation of a named person with the time and place of the observation noted.

(v) Misleading.

(vi) In violation of the privacy or other rights of the pupil.

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

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

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

(e) A Student Records Log is maintained for each student. The Student Records Log lists persons, agencies or organizations requesting and/or receiving information from the records and the legitimate interests therefor to the extent required by law. Student Records Logs are located at each school and are open to inspection by parents or guardians. (Ed. Code, § 49064)

(f) School officials and employees having a legitimate educational interest, as well as persons identified in Education Code sections 49076 and 49076.5 and in the Family Educational Rights and Privacy Act, may access student records without first obtaining parental consent. "School officials and employees" are persons employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and District-employed law enforcement personnel), a Board member, a person or company with whom the District has contracted to perform a special service (such as an attorney, auditor, medical consultant, or therapist), or a parent, student, foster family agency, short-term residential treatment staff, or caregiver whose access to student records is legally authorized. A "legitimate educational interest" is one held by a school official or employee whose duties and responsibilities create a reasonable need for access. (Ed. Code, §§ 49063(d), 49076, 49076.5; 20 U.S.C. § 1232g)

(g) Parents and guardians have the right to authorize the release of student records to themselves. Only parents and guardians with legal custody can authorize the release of student records to others.

(h) Parents and guardians will be charged ten (\$0.10) cents per page for the reproduction of student records.

(i) Parents have a right to file a complaint with the U.S. Department of Education for alleged violations of parent rights related to student records. (20 U.S.C. § 1232g(g))

(j) Parents may obtain a copy of the District's complete student records policy by contacting the Superintendent.

19. **Family Educational Rights and Privacy Act:** Parents have certain rights regarding student information and records which are guaranteed under federal law. A handout notifying parents of these rights is attached.

20. **Student Discipline:** District and school rules pertaining to student discipline are available to parents or guardians of district students in the school office. (Ed. Code, § 35291) Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic device may be disciplined for bullying, engaging in unlawful harassment, or making threats against students, staff, or district property even if such misconduct occurred off-campus and during non-school hours. (Ed. Code, § 48900(r))

21. **Dissection of Animals:** If a student has a moral objection to dissecting (or otherwise harming or destroying) animals, or any part of an animal, the pupil must notify the teacher regarding such objection, and the objection must be substantiated with a note from the pupil's parent or guardian. If the pupil chooses to refrain from participating in such a project or test, and if the teacher believes that an adequate alternative education project or test is possible, then the teacher may work with the pupil to develop and agree upon an alternate education project or test for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information or experience required by the course of study. No student shall be discriminated against based upon their decision to exercise their rights under this section. (Ed. Code, §§ 32255-32255.6)

22. **Temporary Disability:** A temporary disability which makes it impossible or inadvisable for a student to attend class may entitle the student to receive individualized instruction. It is the responsibility of the pupil's parent or guardian to notify the school district in which the pupil is deemed to reside of the pupil's need for individualized instruction.

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

Hospital or Health Facility Instruction: The school district in which the hospital or other residential health facility, excluding a state hospital, is located must provide individual instruction to a student with a temporary disability. Within five working days of receipt of the notification, the district must determine whether the pupil will be able to receive individual instruction, and, if so, when the individual instruction will begin. Individual instruction will commence no later than five working days after a positive determination has been rendered. A student with a temporary disability who is in a hospital or other residential health facility, other than a state hospital, which is located outside the student's school district of residence shall be deemed to comply with the residency requirements of the school district in which the hospital is located. A school district may continue to enroll a pupil with a temporary disability who is receiving individual instruction in a hospital or residential health facility to facilitate the timely reentry of the pupil in their prior school after the hospitalization has ended, or in order to provide a partial week of instruction. On days in which the student is not receiving individual instruction in a hospital or other residential health facility, they may attend school in their district of residence if well enough to do so. A pupil receiving individual instruction who is well enough to return to a school shall be allowed to return to the school, including a charter school, that they attended immediately before receiving individual instruction, if returning during the same school year. (Ed. Code, §§ 48206.3, 48207, 48207.3, 48207.5, 48208, 48980(b))

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

23. **Student Residency:** A student may be enrolled in the District if (1) the student's parent, legal guardian or other person having control and charge of the student resides in the District (Ed. Code, § 48200); (2) the District has approved interdistrict attendance (Ed. Code, § 46600); (3) the student is placed in a regularly established children's institution, licensed foster home, or family home; (4) the student is a foster child who remains in their school of origin pursuant to Education Code section 48853.5(f) and (g); (5) the student is

emancipated and lives within the District; (6) the student lives in the home of an adult who has submitted a caregiver affidavit; (7) the student resides in a state hospital within the District; or (8) the student's parent or legal guardian resides outside of the boundaries of the school district but is employed and lives with the student at the place of their employment within the school district boundaries for a minimum of three days during the school week. (Ed. Code, § 48204) The law allows, but does not require, a district to accept a student for enrollment where at least one parent or legal guardian of the student is physically employed within the district's boundaries for a minimum of 10 hours during the school week. (Ed. Code, § 48204) A student also complies with the residency requirements for school attendance in a school district if they are a student whose parent is transferred or pending transfer to a military installation within the state while on active duty pursuant to an official military order. However, the parent must provide proof of residence in the school district within ten (10) days after the published arrival date provided on official documentation. (Ed. Code, § 48204.3) A student also complies with the residency requirement if the student's parent/guardians were residents of the state but departed California against their will if the student provides official documentation evidencing the departure of their parent/guardians against their will; that the student moved outside of California as a result of their parent/guardians departing California against their will; and that the student lived and was enrolled in school in California immediately before moving outside of California. (Ed. Code, § 48204.4)

24. Attendance Options: Students who attend schools other than those assigned by the District are referred to as "transfer students" throughout this notification. There is one process for choosing a school within the District which the parent lives (intradistrict transfer), and three separate processes for selecting schools in other districts (interdistrict transfer). (Ed. Code, § 48980(h))

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

(a) **Choosing a School Within the District in Which Parent Lives:** Education Code section 35160.5(b) requires the school board of each district to establish a policy that allows parents to choose the schools their children will attend, regardless of where the parent lives in the district. The law limits choice within a school district as follows:

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer. However, a district may consider special circumstances that might be harmful or dangerous to a particular pupil in the current attendance area of the pupil, including physical threats of bodily harm or threats to the emotional stability of the pupil documented by a state or local agency, licensed or registered professional, or court order.

- Each district must decide the number of openings at each school which can be filled by transfer students. Each district also has the authority to keep appropriate racial and ethnic balances among its schools, meaning that a district can deny a transfer request if it would upset this balance or would leave the district out of compliance with a court-ordered or voluntary desegregation program.
- A district is not required to provide transportation assistance to a student who transfers to another school in the district under these provisions.
- If a transfer is denied, a parent does not have an automatic right to appeal the decision. A district may, however, voluntarily decide to put in place a process for parents to appeal a decision.
- Victims of Bullying: A school district of residence must approve an intradistrict transfer request for a victim of an act of bullying unless the requested school is at maximum capacity, in which case the district must accept an intradistrict transfer request for a different school within the district. A school district of residence may not prohibit the interdistrict transfer of a victim of an act of bullying if there is no available school for an intradistrict transfer and if the school district of proposed enrollment approves the transfer application. (Ed. Code, § 46600)
- A school district of proposed enrollment shall ensure that pupils admitted under this law are selected through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether a pupil should be enrolled based on academic or athletic performance, physical condition, English proficiency, family income, or any of the individual characteristics set forth in Education Code section 220, including, but not limited to, race or ethnicity, gender, gender identity, gender expression, and immigration status.

(b) Choosing a School Outside the District in Which Parent Lives: Parents have two different options for choosing a school outside the district in which they live. The two options are:

(i) Interdistrict Transfers (Ed. Code, §§ 46600–46610): The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. The law on interdistrict transfers also provides for the following:

- Once a pupil is enrolled in a school pursuant to an interdistrict transfer agreement, the pupil must be allowed to continue to attend the school in which they are enrolled without reapplying, unless revocation of the interdistrict transfer is a term and condition of the agreement between the districts; however, a district

must not rescind existing transfer permits for pupils entering grade 11 or 12 in the subsequent school year.

- Upon request, a pupil determined to be the victim of an act of bullying by a pupil of the district of residence must be given priority for interdistrict attendance under any existing interdistrict attendance agreement or additional consideration for the creation of an interdistrict attendance agreement. (Ed. Code, §§ 46600(b), 48900(r))
- If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision. (Ed. Code, § 46601)
- A school district of residence shall not prohibit the transfer of a student who is a homeless child or youth, a current or former migratory child, a foster youth, the victim of an act of bullying, or a child of an active military duty parent to a school district of proposed enrollment if the school district of proposed enrollment approves the transfer application.
- If a pupil is a victim of an act of bullying and their school district of residence has only one school offering their grade level, such that there is no option for an intradistrict transfer, the pupil may apply for an interdistrict transfer, and the school district of residence shall not prohibit the transfer if the school district of proposed enrollment approves the application for transfer. (Ed. Code, § 46600)
- A school district that elects to accept an interdistrict transfer pursuant to this subdivision shall accept all pupils who apply to transfer under this subdivision until the school district is at maximum capacity and shall ensure that pupils admitted under this subdivision are selected through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a pupil should be enrolled based on their academic, performance, athletic performance, physical condition, proficiency in English, family income, actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), actual or potential parental, family, or marital status, pregnancy (including childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), nationality (includes citizenship, country of origin and national origin), immigration status, race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism),

sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics. (Ed. Code, § 46600)

- Upon request of the parent on behalf of a pupil eligible for transfer pursuant to this subdivision, a school district of enrollment will provide transportation assistance to a pupil who is eligible for free or reduced-price meals. (Ed. Code, § 46600)

- A school district of enrollment may provide transportation assistance to any pupil admitted under this subdivision. (Ed. Code, § 46600(d))

(ii) “Allen Bill” Transfers (Ed. Code, § 48204(b)): The law allows, but does not require, each school district to adopt a policy whereby the student may be considered a resident of the school district in which their parents (or legal guardian(s)) physically work for a minimum of 10 hours during the school week if that is different from the school district in which the student resides. This code section does not require that a school district accept a student requesting a transfer on this basis, but a student may not be rejected on the basis of race/ethnicity, sex, parental income, academic achievement, or any other “arbitrary” consideration. Other provisions of Education Code section 48204(b) include:

- Either the district in which the parent (or legal guardian) lives or the district in which the parent (or legal guardian) physically works may prohibit the student’s transfer if it is determined that there would be a negative impact on the district’s desegregation plan.

- The district in which the parent (or legal guardian) physically works may reject a transfer if it determines that the cost of educating the student would be more than the amount of state funds the district would receive for educating the student.

- There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.

- There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student is encouraged to provide in writing to the parent the specific reasons for denying the transfer.

(c) Districts of Choice (Ed. Code, §§ 48300-48317): The law allows, but does not require, each school district to become a “district of choice”—that is, a district that accepts transfer students from outside the district under the terms of the referenced Education Code sections. The school board of a district that decides to become a “district of choice” must determine the number of students it is willing to accept in this category each

year and make sure that the students are selected through an “unbiased process,” which prohibits district inquiries, evaluations, or consideration of enrollment based upon actual or perceived academic or athletic performance, physical condition, proficiency in English, any other personal characteristic as specified in Education Code section 200, and family income (except for purposes of determining attendance priority for students eligible for free or reduced-price meals). If the number of transfer applications exceeds the number of students the school board elects to accept, transfer approval must be determined by a random public drawing held at a regular board meeting. Other provisions of the “district of choice” option include:

- A school district of residence may deny a transfer if it will negatively affect the racial and ethnic balance of the district, or a court-ordered or voluntary desegregation plan. The district a student would be leaving may also limit the total number of students transferring out of the district each year to a specified percentage of its total enrollment, depending on the size of the district.
- A school district of residence shall not prohibit the transfer of a student who is a child of an active military duty parent or adopt policies to block or discourage students from applying for transfer to a school district of choice.
- No student who currently attends a school or lives within the attendance area of a school can be forced out of that school to make room for a student transferring under these provisions.
- A school district of choice must give priority for attendance in the following order: 1) to siblings of students already attending school in the district; 2) to students eligible for free or reduced-price meals; and 3) to children of military personnel.
- A school district of choice must post application information on its Internet Website, including any applicable form, transfer timeline, and explanation of the selection process.
- A parent may request transportation assistance within the boundaries of the “district of choice.” The district is required to provide transportation only to the extent it already does so.

(d) Transferring a Student Convicted of a Felony/Misdemeanor: Education Code section 48929 authorizes the governing board of a school district to transfer a student enrolled in the district who has been convicted of a violent felony as defined in Penal Code section 667.5 or misdemeanor listed in Penal Code section 29805 to another school within the district when the student and victim of the crime are enrolled in the same school. The governing board has adopted a policy regarding such transfers at a regular meeting pursuant to Education Code section 48929. The policy requires: 1) notice to be provided to the student and student’s parent or guardian of the right to request to meet with the principal or designee of the school or District; and 2) that the school first attempt to resolve the conflict before transfer by using restorative justice, counseling, or other services. The

policy also includes information regarding whether the transfer decision is subject to periodic review and the procedure used to conduct the review, and the process the board will use to consider and approve or disapprove the recommendation of the school principal or other school or school district designee to transfer the student.

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

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

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of the student's desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in their own time to follow their own interests. These interests may be conceived by the student totally and independently or may result in whole or in part from a presentation by the student's teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to, the community in which the school is located.

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

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

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

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

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

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

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

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

30. **Uniform Complaint Procedures:**

Complaints Alleging Discrimination, Harassment, Intimidation, and Bullying:

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

Under state law, all pupils have the right to attend classes on school campuses that are safe, secure, and peaceful. (Ed. Code, § 32261) State law requires school districts to afford all pupils equal rights and opportunities in education, regardless of their actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), actual or potential parental, family, or marital status, pregnancy (including childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), nationality (includes citizenship, country of origin and national origin), immigration status, race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics. (Ed. Code, §§ 210-214, 220 et seq., 234 et seq.; Cal. Code Regs., tit. 5, § 4900 et seq.; 20

U.S.C. § 1681 et seq.; 29 U.S.C. § 794; 42 U.S.C. § 2000d et seq.; 42 U.S.C. § 12101 et seq.; 34 C.F.R. § 106.9) The District prohibits discrimination, harassment, intimidation, bullying, and retaliation in all acts related to school activity or attendance. In addition to being the subject of a complaint, a pupil engaging in an act of bullying as defined by Education Code section 48900(r) may be suspended from school or recommended for expulsion.

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

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

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

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

- (e) Written complaints may be made regarding:
 - (i) Adult Education
 - (ii) After School Education and Safety
 - (iii) Agricultural Career Technical and/or Vocational Education
 - (iv) American Indian Education Centers and American Indian Early Childhood Education
 - (v) Bilingual Education
 - (vi) California Peer Assistance and Review Programs for Teachers
 - (vii) Consolidated Categorical Aid Programs

- (viii) Migrant Child Education Programs
- (ix) Every Student Succeeds Act (formerly No Child Left Behind)
- (x) Career Technical and Technical Education and Technical Training Programs
- (xi) Child Care and Development
- (xii) Child Nutrition
- (xiii) Compensatory Education
- (xiv) Consolidated Categorical Aid
- (xv) Economic Impact Aid
- (xvi) Special Education
- (xvii) “Williams Complaints”
- (xviii) Pupil Fees
- (xix) Instructional Minutes for Physical Education
- (xx) Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)
- (xxi) Pregnant and Parenting Pupils, including parental leave
- (xxii) Student Parent Lactation Accommodations
- (xxiii) Course Assignments already Completed or without Educational Content
- (xxiv) Physical Education Instructional Minutes
- (xxv) Foster Youth, Homeless Youth, former Juvenile Court School Student Services, Migrant Youth, and Pupils of Military Families
- (xxvi) Regional Occupational Centers and Programs
- (xxvii) Continued Education Options for Former Juvenile Court School Students
- (xxviii) School Safety Plans
- (xxix) School Plans for Student Achievement (SPSA)
- (xxx) Tobacco-Use Prevention Education
- (xxxi) Schoolsite Councils

- (xxxii) State Preschool
- (xxxiii) State Preschool Health and Safety Issues in Local Education Agencies Exempt From Licensing
- (xxxiv) Any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code section 64000
- (xxxv) Any other educational programs the Superintendent deems appropriate

(Cal. Code Regs., tit. 5, §§ 4610(b), 4622, 4630; Ed. Code, §§ 222, 8200-8498, 8500-8538, 32289, 33315, 33380-33384, 35186, 46015, 47606.5, 47607.3, 48853.5, 49013, 49069.5, 49490-49590, 49701, 51210, 51223, 51225.1, 51225.2, 51226-51226.1, 51228.1, 51228.2, 51228.3, 52060-52075, 52160-52178, 52300-52490, 52334.7, 52500-52616.24, 54000-54029, 54400-54425, 54440-54445, 54460-54529, 56000-56867, 59000-59300, 64001; 20 U.S.C. §§ 1400, 6601, 6801, 7101, 7201, 6301 et. seq.; Health & Saf. Code, §§ 1596.792, 1596.7925, 104420)

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

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

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

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

- (f) Williams Complaints: Complaints, including anonymous complaints, may be made and addressed on a shortened time line for the following areas: (Ed. Code, §§ 8235.5, 35186)
 - (i) Insufficient textbooks and instructional materials;
 - (ii) Emergency or urgent school facilities conditions that pose a threat to the health and safety of pupils;
 - (iii) Noncompliance with the requirement of Education Code section 35292.6 to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products;
 - (iv) Teacher vacancy or misassignment; or

(v) Noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code section 1596.7925 and related state regulations.

- There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
- School facilities must be clean, safe, and maintained in good repair.
- There should be no teacher vacancies or misassignments.
- In case of a shortage of complaint forms, a form may be obtained at Corcoran Joint Unified School District Office, 1520 Patterson Ave., Corcoran, CA.

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

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

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

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

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

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

Elizabeth Mendoza, Director of Categorical Programs
1520 Patterson Ave., Corcoran, CA 93212
phone: (559) 992-8888 x1246

Complaints Made Directly to the State Superintendent:

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

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

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

Appeals:

- (o) Except for Williams Complaints, a complainant may appeal the District's decision to the California Department of Education. (Ed. Code, § 262.3(a); Cal. Code Regs., tit. 5, §§ 4622, 4632)
- (i) Appeals must be filed within thirty (30) days of receiving the District decision.
- (ii) Appeals must be in writing.
- (iii) Appeals must specify the reason(s) for appealing the District decision, including whether the facts are incorrect and/or the law has been misapplied.
- (iv) Appeals must include a copy of the original complaint and a copy of the District decision.
- (v) Pupil fee complaints appealed to the California Department of Education will receive a written appeal decision within 60 days of the department's receipt of the appeal.

(vi) If the school/District finds merit in a complaint, or the California Department of Education finds merit in an appeal, the school/District will provide a remedy to all affected pupils, parents, and guardians. For pupil fee complaints, this includes reasonable efforts by the school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.

(p) If a complaint is denied, in full or in part, by the Department of Education, the complainant may request reconsideration by the State Superintendent of Public Instruction. (Cal. Code Regs., tit. 5, § 4665)

(i) Reconsideration must be requested within thirty (30) days of receiving the Department of Education report.

(ii) The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.

Civil Law Remedies:

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

31. **Pupil-Free Staff Development Day and Minimum Day Schedule:** A copy of the District's pupil-free staff development day and minimum day schedules is attached for reference. A pupil's parent or guardian will be notified during the school year of any additional minimum days and pupil-free staff development days no later than one month before the actual date. (Ed. Code, § 48980(c))

32. **Review of Curriculum:** A prospectus of curriculum, including titles, descriptions, and instructional aims of every course offered by each public school, is available at the school site for review upon request. Copies are available upon request for a reasonable fee not to exceed the actual copying cost. (Ed. Code, § 49091.14)

33. **Transitional Kindergarten:** The District may admit a child, who will have their fifth birthday between September 2 and June 2, to a transitional kindergarten at the beginning of or at any time during the school year with parental/guardian approval if:

- (a) the governing board or body determines that the admittance is in the best interests of the child, and
- (b) the parent/guardian is given information on the advantages and disadvantages and any other explanatory information on the effects of early admittance. (Ed. Code, § 48000)

34. **Pupil Find System; Policies and Procedures:** Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the Director of Student Services and/or Special Education, or their designee. Policy and procedures shall include written notification to all parents of their rights pursuant to Education Code section 56300 et seq. (Ed. Code, § 56301; 34 C.F.R. § 104.32(b))

35. **School Accountability Report:** Parents/guardians may request a hard copy of the School Accountability Report Card which is issued annually for each school of the District. (Ed. Code, § 35256)
36. **Asbestos Management Plan:** The current management plan for asbestos-containing material in school buildings is available at the District Office. (40 C.F.R. § 763.93)
37. **Assistance to Cover Costs of Advanced Placement Examination Fees:** The District may help pay for all or part of the costs of one or more advanced placement examinations that are charged to economically disadvantaged students. (Ed. Code, §§ 48980(j), 52242)
38. **Every Student Succeeds Act (ESSA):** The Every Student Succeeds Act (ESSA) took full effect in 2018 to replace the No Child Left Behind Act in modifying the Elementary and Secondary Education Act of 1965 (ESEA). If updates are provided by the California Department of Education, the following notice may change and new information may be added.

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

the school to be identified for school improvement; and an explanation of the parents' option to transfer their child to another public school (with transportation provided by the agency when required or to obtain supplemental educational services for the child). (ESEA § 1111(c-d) (as amended by ESSA))

- **Parent and Family Engagement:** ESSA requires the District to notify parents of a written parent and family engagement policy. (ESEA § 1116) (as amended by ESSA) (20 U.S.C. § 6318(b)). The policy must include how each school will: convene an annual meeting to which all parents of participating students shall be invited and encouraged to attend, to inform parents of the requirements of this policy and the right of parents to be involved; offer a flexible number of meetings; involve parents in an organized and timely manner in the review and development of programs under this part including development of the parent and family engagement policy; provide parents timely notice about programs under this part, a description of the curriculum in use at the school, the forms of academic achievement, and if requested by parents, opportunities for regular meetings to formulate suggestions and participate in decisions related to the education of their children; allow parents to submit comments on the plan when the school makes it public; jointly develop a compact with parents describing the school's responsibility to provide high-quality curriculum in a supportive and effective learning environment and addresses the importance of communication between parents and teachers; provide assistance to parents of children served by the school in understanding academic standards, assessments, and the requirements of this part; provide materials and training to help parents work with their children to improve their children's achievement; educate teachers on the importance of parent outreach and communication; coordinate parent involvement in school programs; provide information related to school and parent programs in a format and language the parents can understand; adopt and implement model approaches to improving parental involvement; and provide other reasonable support for parental involvement activities as parents may request. This policy shall be provided in a format and, to the extent practicable, in a language that parents will understand.

- **Limited English Proficient Students:** ESSA requires notice be given to parents of limited English proficient students regarding limited English proficiency programs, not later than 30 days after the beginning of the school year (or, for students identified later in the school year, within two weeks). Notice includes: the reasons for the identification of the student as limited English proficient; the need for placement in a language instruction educational program; the student's level of English proficiency and how such level was assessed; the status of the student's academic achievement; the methods of instruction used in the available programs (including content, instructional goals, and the use of English and native language); the exit requirements for the program; how the program meets the objectives of the student's IEP, if applicable; and, parent options for removing a student from a program, declining initial enrollment and/or choosing another program. (ESEA § 1112(e)(3)(A) (as amended by ESSA)) In addition, the notice shall include the following: (1) whether the student is a long-term English learner or at risk of becoming a long-term English learner; (2) the manner in which the program will meet the needs of long-term English learners or those at risk of becoming long-term English learners; and (3) the manner in which the program will help long-term English learners or those at risk of

becoming long-term English learners develop English proficiency and meet age-appropriate academic standards. (Ed. Code, §§ 313.2, 440; 20 U.S.C. § 6312)

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

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

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

Corcoran High School
1100 Letts Ave.
Corcoran, CA 93212
Phone: (559) 992-8884

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

A homeless child will be allowed to continue their education in their school of origin through the duration of homelessness at the point of any change or any subsequent change in residence once a child becomes a homeless child. If the child's status changes before the end of the academic year so that they are not homeless, the District will allow a child in high school to continue their education in the school of origin through graduation. For a child in grades K through 8, the District will allow the formerly homeless child to continue their education in the school of origin until the end of the academic school year. A homeless child transitioning between school grade levels will be allowed to continue in the school district of origin in the same attendance area. If a homeless child is transitioning to a middle or high school where the school designated for matriculation is in another school district, the homeless child must be allowed to continue to the school designated for matriculation in that school district. The new school will be required to enroll the child immediately regardless of any outstanding fees, fines, textbooks or other items or moneys due to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including academic records, medical records,

proof of immunization history, proof of residency, other documentation, or school uniforms. (Ed. Code, § 48852.7)

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

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

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

The District shall exempt from local graduation requirements, or consult with the student and their educational rights holder about the option to remain in school for a fifth year to complete the local graduation requirements, a student who is in foster care, a homeless child or youth, a child of a military family, a former juvenile court school student, a migratory child, or newcomer student for recently arrived immigrant pupils and who transfers between schools under certain circumstances. (Ed. Code, §§ 51225.1, 51225.2)

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

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

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

42. **Continued Education Options For Juvenile Court School Students:** A juvenile court school student, or the person holding the right to make educational decisions for the student, may voluntarily defer or decline

issuance of their diploma until after the student is released from the juvenile detention facility, thereby allowing the student to take additional coursework at a local education agency. The county office of education will notify the student, the person holding the right to make educational decisions for the student, and the student's social worker or probation officer of all of the following:

- (a) The student's right to a diploma;
- (b) How taking coursework and meeting other educational requirements will affect the student's ability to gain admission to a post-secondary educational institution;
- (c) Information about transfer opportunities available through the California Community Colleges; and
- (d) The option to defer or decline the diploma and take additional coursework. (Ed. Code, §§ 48645.3(a), 48645.7)

43. **Sex Equity In Career Planning:** Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions. (Ed. Code, § 221.5(d))

44. **Pesticide Products:** All schools are required to provide parents or guardians with annual written notice of expected pesticide use at schools. The attached list provides the name of each pesticide product, the active ingredient(s) and the Internet address for further information. Parents or guardians may request prior notice of individual pesticide applications at the school. If a parent wishes to be notified every time a pesticide is going to be applied, they must complete the attached form and return it to their child's school. A copy of the integrated pest management plan for the school site or District may be provided on the school website or viewed at the school office. (Ed. Code, §§ 48980.3, 17611.5, 17612)

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

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

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

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

A pregnant or parenting pupil may return to the school and the course of study in which they were enrolled before taking parental leave. Upon return to school after taking parental leave, a pregnant or

parenting pupil is entitled to opportunities to make up work missed during their leave, including, but not limited to, makeup work plans and reenrollment in courses.

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

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

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

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

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

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

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

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

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

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

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

sufficient curricular course offerings for the student to take during the relevant period of the designated school day. (Ed. Code, § 51228.2)

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

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

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

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

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

(a) The following requirements apply to prohibited pupil fees:

(i) All supplies, materials, and equipment needed to participate in educational activities must be provided to pupils free of charge.

(ii) A fee waiver policy shall not make a pupil fee permissible.

(iii) The District and its schools shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.

(iv) The District and its schools shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and the District and its schools shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the District or school.

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

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

51. **Safe Storage of Firearms:** The District is required to provide parents notice of California's child access prevention laws and laws relating to the safe storage of firearms. The District has attached a memorandum describing such laws. (Ed. Code, §§ 48986, 49392)

52. **Synthetic Drugs:** The District is required to provide parents notice of the dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl, as well as the possibility that dangerous synthetic drugs can be found in counterfeit pills. The District has attached a memorandum describing such laws. (Ed. Code, § 48985.5)

53. **California Assessment of Student Performance and Progress:** The California Assessment of Student Performance and Progress (CAASPP) includes Smarter Balanced Summative assessments in English Language Arts and Math in grades 3-8 and 11 and California Alternative Assessments (CAA) in English Language Arts and Math in grades 3-8 and 11 for students with significant cognitive disabilities. The California Science Test (CAST) for science is required for all students in grades 5, 8, and once in high school unless the student's IEP indicates administration of the CAA. Students in grades 3-8 and in high school may choose to take the optional standards-based test in Spanish (CSA) for reading/language arts. The CAASPP includes an assessment for students whose primary language is a language other than English upon enrollment in a California public school. A parent or guardian may make a written request to excuse their child from any or all parts of the assessments. (Ed. Code, §§ 52052, 60604, 60615, 60640; 5 C.C.R. § 852)

ACKNOWLEDGEMENT OF PARENT OR GUARDIAN OF ANNUAL RIGHTS NOTIFICATION

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

Student's Name: _____

School: _____ Grade: _____

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

Do NOT release directory information regarding _____
(Pupil's Name)

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

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

Signature of Parent or Guardian: _____ Date: _____

Danger of Synthetic Drugs Memorandum

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

From: **Mr. Andre Pecina**

Subject: **Dangers of Synthetic Drugs**

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the **Corcoran Joint Unified School District** of the dangers of the illicit use and abuse of synthetic drugs.

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

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

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

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

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

Additional information regarding fentanyl from the CDPH’s Substance and Addiction Prevention Branch can be found here

<https://www.cdph.ca.gov/Programs/CCDPHP/sapb/Pages/Fentanyl.aspx?gclid=CjwKCAjwIJimBhAsEiwA1hrp>

Sample Firearms Safety Memorandum

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

From: **Mr. Andre Pecina**

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

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

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

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others. ^[1]

- **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm. ^[2]

- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.^[3]
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.^[4]

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

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

Sincerely,

Mr. Andre Pecina

Date published: [insert as 05/06/24]
California Department of Education

Notification of Rights Under FERPA for Elementary and Secondary Schools

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

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

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

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

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

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

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

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

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

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

Upon request, the School discloses education records, without prior consent, to officials of another school district in which a student seeks or intends to enroll. - **OR** - The School will make a reasonable attempt to notify the parent or eligible student of a records request by officials of another school district in which a student seeks or intends to enroll.

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

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

YOUR DISTRICT'S POLICY OF INTERDISTRICT
AND INTRADISTRICT TRANSFERS

Policy 4119.11: Sexual Harassment

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

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

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

Providing training to employees in accordance with law and administrative regulation

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

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

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

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

Sexual Harassment Reports and Complaints

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

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

the Title IX Coordinator shall ensure that any implementation of AR 4119.12/4219.12/4319.12 concurrently meets the requirements of AR 4030.

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

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

CODE OF ETHICS OF THE EDUCATION PROFESSION

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurturing of democratic principles.

Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

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

Principle I. Commitment to the Student

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

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

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

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

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

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

Shall not intentionally expose the student to embarrassment or disparagement

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

Exclude any student from participation in any program

Deny benefits to any student

Grant any advantage to any student

Shall not use professional relationships with students for private advantage

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

Principle II. Commitment to the Profession

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

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

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

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

Shall not misrepresent his/her professional qualifications

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

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

Shall not assist a noneducator in the unauthorized practice of teaching

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

Shall not knowingly make false or malicious statements about a colleague

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

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

Your Child Has the Right to a Free Public Education

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

Information Required for School Enrollment

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

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

Family Safety Plans If You Are Detained or Deported

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

Right to File a Complaint

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

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

Bureau of Children's Justice
California Attorney General's Office
P.O. Box 944255
Sacramento, CA 94244-2550

Phone: (800) 952-5225
E-mail: BCJ@doj.ca.gov
<https://oag.ca.gov/bcj/complaint>

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

**YOUR DISTRICT'S SCHEDULE OF PUPIL-FREE
STAFF DEVELOPMENT DAYS AND MINIMUM DAYS**

[IF APPLICABLE]

**YOUR DISTRICT'S NOTIFICATION OF STATE GRANT FUNDS
FOR ADVANCED PLACEMENT EXAM FEES
HEALTHY SCHOOLS ACT OF 2000**

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

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

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

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

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

Model Notification of Rights Under the Protection of

Pupil Rights Amendment (PPRA)

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

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

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

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

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

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

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

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

College Admission Requirements and Higher Education Information

Each school year, a school district shall provide the parent of students in grades 9 through 12 with a written explanation of the requirements for admission to the California State University (“CSU”) and the University of California (“UC”) systems. (Ed. Code, § 51229)

To qualify for admission to the UC or CSU systems, high school students must meet the “Subject Requirements,” otherwise known as the “a-g” requirements. To learn more about college admission requirements, please visit the UC (www.universityofcalifornia.edu) or CSU (www.calstate.edu) websites or your student’s counseling office.

For a list of District courses that have been certified by the University of California as satisfying the requirements for admission to the UC and CSU systems, please see below and refer to: <https://doorways.ucop.edu/list>. [NOTE: The phrase “see below and” only applies to Districts which allow a career technical education course to satisfy the graduation requirement of “one course in visual or performing arts, world language (synonymous with foreign language), or, commencing with the 2012-2013 school year, career technical education” All other districts may delete the phrase “see below and.”]

Career Technical Education (CTE): CTE may be offered by the District as career and workforce preparation for high school students, preparation for advanced training, and the upgrading of existing skills. CTE provides high school students who are 16 years of age or older with valuable career and technical education so students can: (1) enter the workforce with skills and competencies to be successful; (2) pursue advanced training in postsecondary educational institutions; or (3) upgrade existing skills and knowledge. A CTE course may also satisfy a graduation requirement and a subject matter requirement for admission to the UC and CSU.

CTE courses offered by the District that may satisfy a subject matter requirement for admission to the UC and CSU include:

<u>CTE Course Name</u>	<u>Corresponding UC/CSU Admission Requirement</u>
Art I	<i>“Meets F Requirement”</i>
Art II	<i>“Meets F Requirement”</i>
Graphic Design	<i>“Meets F Requirement”</i>
Intro to Ag	<i>“Meets G Requirement”</i>
Animal Science	<i>“Meets G Requirement”</i>
Vet Science	<i>“Meets G Requirement”</i>
Ag Mechanics 1	<i>“Meets G Requirement”</i>
Ag Mechanics 2	<i>“Meets G Requirement”</i>
Welding and Fabrication	<i>“Meets G Requirement”</i>
Introduction to Business	<i>“Meets G Requirement”</i>
Game Design I	<i>“Meets D Requirement”</i>
Ag Leadership	<i>“Meets G Requirement”</i>
ROP Med Term	<i>“Meets G Requirement”</i>
ROP Health Occupation	<i>“Meets G Requirement”</i>

ROP EMR	<i>“Meets G Requirements”</i>
Sports Medicine	<i>“Meets G Requirement”</i>
Careers in Education	<i>“Meets G Requirement”</i>

To learn more about CTE, please visit www.cde.ca.gov/ci/ct. To learn more about the District’s career technical education classes, please contact Mrs. Alisa Gomez CTE Coordinator.

Students are encouraged to meet with school counselors to help them choose courses at their school that will meet college admission requirements or to enroll in career technical education courses, or both. Please contact: CHS Counseling Office.

Courses required by the District in order to graduate from high school satisfy or do not satisfy the UC/CSU admission requirements as follows:

<u>Graduation Requirements</u> Subject (and Credits)	<u>UC/CSU Admission Requirement</u>
<i>N/A</i>	<i>N/A</i>

Investing and considering appropriate investment options for future college or university education is important. (Ed. Code, § 48980(d)) Any questions regarding investment options should be directed to a financial advisor.

[IF APPLICABLE]

REQUEST FOR ELECTRONIC ACCESS TO ANNUAL RIGHTS NOTIFICATION

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

Student’s Name: _____

School: _____ Grade: _____

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

☐ I understand that, by requesting the Notice in an electronic format, it is my responsibility to access the Notice at the beginning of the school year on the District’s website at corcoranunified.com

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

Signature of Parent or Guardian: _____ Date: _____

[OPTIONAL]

CHILD ABUSE REPORTING GUIDELINES AND PROCEDURES

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

Child Abuse Can Be Any of the Following:

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

Child Abuse Does *Not* Include:

1. A mutual fight between minors;
2. An injury that is caused by the actions of a peace officer using reasonable and necessary force within the scope of their employment; or

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

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

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

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

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

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

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

In addition, a confirmed report shall be forwarded by the law enforcement agency that investigated the complaint to the California Department of Justice according to California Penal Code section 11169 and notice

will be provided to the alleged child abuser that they have been reported to the Child Abuse Central Index, as maintained by the Department of Justice.

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

[OPTIONAL]

NOTICE OF INFORMATION OBTAINED FROM SOCIAL MEDIA

Notice to all students and parent/guardians of the _____ School District:

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

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

The purpose of this program is: __[Describe the purpose of the program the district is considering.]__

If this program is implemented, a student and/or a student’s parents/guardians will be allowed to access the student’s records gathered through the program to examine the information gathered or maintained by the school district. Such records can be accessed by contacting the principal of the student’s school. *[NOTE: If the District would like to implement a different process to allow students and parents/guardians to examine the information gathered, insert the details of that process here.]*

Additionally, a student and/or a student’s parent/guardian may request the removal of information or may make corrections to the information gathered or maintained. The process for doing so is specified in Education Code section 49070. *[NOTE: If the District would like to implement a different process for challenging information gathered or maintained, insert the details of that process here.]*

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

Date: _____

Time: _____

Place: _____

[IF APPLICABLE]

**NOTIFICATION OF THE AVAILABILITY OF SUPPLEMENTAL SERVICES
FOR A SCHOOL IDENTIFIED FOR IMPROVEMENT**

[This notice must include, at a minimum, the availability of services under this subsection; the identity of approved providers of those services that are within the local educational agency or whose services are reasonably available in neighboring local educational agencies; and a brief description of the services, qualifications, and demonstrated effectiveness of each such provider. (ESEA § 1111(d) (as amended by ESSA))]

[IF APPLICABLE]

LANGUAGE ACQUISITION PROGRAM

[If your district implements a language acquisition program pursuant to Education Code section 310, information on the types of available language programs available and a description of each program must be provided. The notice must include a description of the process for parents to request such a program, as well as:

- (1) A description of the programs provided, including Structured English Immersion;
- (2) Identification of any language to be taught in addition to English, when the program model includes any other language;
- (3) That any language acquisition program shall
 - (i) Be designed using evidence-based research and include both Designated and Integrated English Language Development,
 - (ii) Be allocated sufficient resources to be effectively implemented, including, but not limited to, certificated teachers with appropriate authorizations, necessary instructional materials, pertinent professional development courses for the program, and opportunities for parent and community engagement to support the proposed program goals,
 - (iii) Within a reasonable period of time, lead to:
 - (A) Grade-level proficiency in English, and, when the program model includes instruction in another language, proficiency in that other language, and
 - (B) Achievement of the state-adopted academic content standards in English, and, when the program model includes instruction in another language, achievement of the state-adopted academic content standards that other language.

(4) The process to request establishment of a language acquisition program not offered at the school.]

AUTHORIZATION FOR MEDICATION ADMINISTRATION

Pursuant to Education Code section 49423, students who are required to take medication prescribed by a physician, surgeon, or physician assistant during the regular school day (including over-the-counter medications such as aspirin, cold medicine, etc.) may obtain assistance from a school nurse or other designated employee if the District receives a written statement from both the student's physician, surgeon, or physician's assistant ("Provider"), and the student's parent/guardian authorizing the use of the medication and requesting assistance in its administration.

Except for certain self-administered medications ("epi-pen," "inhaler," or "insulin") authorized for personal use, students may not self-medicate or possess any over-the-counter or prescription medication while on District property. Unless otherwise governed by an Individualized Education Plan or Section 504 Plan, completion of this Authorization and compliance with its obligations by the parent/guardian and student is required to maintain the privilege afforded by section 49423. In addition, pursuant to Education Code section 49480 and this Authorization, the school nurse is authorized to contact the Provider below to have any question, issue, or safety concern addressed regarding the proper storage, handling, or administration of the medication, and the possible effects of the drug on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose. District employees may also communicate the existence of this Authorization to teachers and other employees who may supervise the Student.

Student Information

Student Name: _____

School Year: _____

Date of Birth: _____

School ID: _____

School: _____

Grade: _____

Parent/Guardian Authorization: I hereby authorize as follows:

_____ Designated District personnel may assist my child with medication administration, monitoring, and testing according to the Provider's instructions and approval below.

_____ My child may carry and self-administer an auto-injector epinephrine pen, an asthma inhaler, or insulin according to the Provider's instructions and approval below.

_____ The school nurse may communicate with the Provider and may communicate with District employees regarding the possible effects of the medication on my child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission of medication, or overdose.

I will provide the medications authorized by the Provider in original prescription containers, labeled with the name of the student, the name of the prescribing Provider, and the medication name, dosage, method, and time

schedule for administration. If an over-the-counter medicine, it will be provided in the original, purchased container. I will pick up any remaining medication on the last day of the school year.

Waiver of Liability:

By signing below, I hereby release the District from any and all claims against the District and its personnel if my child suffers an adverse reaction as a result of self-administering auto-injectable epinephrine.

I understand that Education Code section 49407 states: “Notwithstanding any provision of any law, no school district, officer of any school district, school principal, physician, or hospital treating any child enrolled in any school in any district shall be held liable for the reasonable treatment of a child without the consent of a parent or guardian of the child when the child is ill or injured during regular school hours, requires reasonable medical treatment, and the parent or guardian cannot be reached, unless the parent or guardian has previously filed with the school district a written objection to any medical treatment other than first aid.” To the fullest extent allowed by Section 49407 and California law, I understand that I am waiving any potential claim I may have against the District, its officers, and employees regarding their assistance in compliance with this Authorization.

A new Authorization Form must be completed (1) when a medication, dosage, frequency of administration changes, or reason for administration changes; or (2) at the commencement of a new school year. I may revoke this Authorization, in writing, at any time, by providing written notice to Heather Alves RN at [1520 Patterson Avenue Corcoran, CA 93212].

Date:

Student Name:

Parent/Guardian Printed Name:

Signature:

Address:

Emergency Contact: _____ **Emergency Phone:**

Home Phone: _____ **Cell Phone:**

PROVIDER AUTHORIZATION

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

Patient/Student Name:

DOB:

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

Special Instructions/Storage/Administration Procedures/Precautions:

#1) _____

#2) _____

#3) _____

#4) _____

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

_____ I authorize my patient to carry and self-administer ___ an auto-injector epinephrine pen, ___ an asthma inhaler, or ___ insulin according to instructions I have provided to my patient. I further confirm that the patient is able to self-administer ___ an auto-injector epinephrine pen, ___ an asthma inhaler, or ___ insulin according to such instructions.

Print Name of Provider

CA Medical License Number

Provider's Signature

NPI#

Provider's Telephone Number

ORP: _____ Yes _____ No

Provider's Facsimile Number

Date:

TYPE 1 DIABETES INFORMATION SHEET

Type 1 diabetes in children is an autoimmune disease that can be fatal if untreated, and the guidance provided in this information sheet is intended to raise awareness about his disease.

Type 1 diabetes usually develops in children and young adults, but can occur at any age.

- According to the U.S. Centers for Disease Control and Prevention (CDC), cases of type 1 diabetes in youth increased nationally from 187,000 in 2018 to 244,000 in 2019, representing an increase of 25 per 10,000 youths to 35 per 10,000 youths, respectively.
- The peak age of diagnosis of type 1 diabetes is 13-14 years, but diagnosis can also occur much earlier or later in life.

Type 1 diabetes affects insulin production.

- As a normal function, the body turns the carbohydrates in food into glucose (blood sugar), the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood into the cells.
- In type 1 diabetes, the body's pancreas stops making insulin, and blood glucose levels rise.
- Over time, glucose can reach dangerously high levels in the blood, which is called hyperglycemia.
- Untreated hyperglycemia can result in diabetic ketoacidosis (DKA), which is a life-threatening complication of diabetes.

Risk Factors Associated with Type 1 Diabetes

- It is recommended that students displaying warning signs associated with type 1 diabetes, which are described below, should be screened (tested) for the disease by their health care provider.
- Researchers do not completely understand why some people develop type 1 diabetes and others do not; however, having a family history of type 1 diabetes can increase the likelihood of developing type 1 diabetes.
- Other factors may play a role in developing type 1 diabetes, including environmental triggers such as viruses.
- Type 1 diabetes is not caused by diet or lifestyle choices.

Warning Signs and Symptoms Associated with Type 1 Diabetes

- Warning signs and symptoms of type 1 diabetes in children develop quickly, in a few weeks or months, and can be severe. If your child displays the warning signs below, contact your child's primary health care provider or pediatrician for a consultation to determine if screening your child for type 1 diabetes is appropriate:

- Increased thirst.
- Increased urination, including bed-wetting after toilet training.
- Increased hunger, even after eating.
- Unexplained weight loss.
- Feeling very tired.
- Blurred vision.
- Very dry skin.
- Slow healing of sores or cuts.
- Moodiness, restlessness, irritability, or behavior changes.

- DKA is a complication of untreated type 1 diabetes. DKA is a medical emergency. Symptoms include:

- Fruity breath.
- Dry/flushed skin.
- Nausea.
- Vomiting.

- Stomach pains.
- Trouble breathing.
- Confusion.

Types of Diabetes Screening Tests that are Available

- Glycated hemoglobin (A1C) test:
 - A blood test measures the average blood sugar over two to three months.
 - An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- Random (non-fasting) blood sugar test:
 - A blood sample is taken any time without fasting.
 - A random blood sugar level of 200 milligrams per deciliter (mg/dl) or higher suggests diabetes.
- Fasting blood sugar test:
 - A blood sample is taken after an overnight fast.
 - A level of 126 mg/dl or higher on two separate tests indicates diabetes.
- Oral glucose tolerance test:
 - A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid.
 - A reading of more than 200 mg/dl after two hours indicates diabetes.

Type 1 Diabetes Treatments

- There are no known ways to prevent type 1 diabetes. Once type 1 diabetes develops, medication is the only treatment.
- If your child is diagnosed with type 1 diabetes, their health care provider will be able to help develop a treatment plan.
- Your child's health care provider may refer your child to an endocrinologist, a doctor specializing in the endocrine system and its disorders, such as diabetes.

Please contact your student's school nurse, school administrator, or health care provider if you have any questions.

TYPE 2 DIABETES INFORMATION SHEET

- Type 2 diabetes is the most common form of diabetes in adults.
 - Until recently, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens
 - According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in their lifetime.
- Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.
 - As a normal function, the body turns the carbohydrates in food into glucose (blood sugar), the basic fuel for the body's cells.
 - The pancreas makes insulin, a hormone that moves glucose from the blood into the cells.
 - In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
 - Over time, glucose can reach dangerously high levels in the blood, which is called hyperglycemia.

- Untreated hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes

- It is recommended that students displaying warning signs associated with type 2 diabetes, which are described below, should be screened (tested) for the disease by their health care provider.
- Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:
 - Being overweight. The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
 - Family history of diabetes. Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
 - Inactivity. Being inactive further reduces the body's ability to respond to insulin.
 - Specific racial/ethnic groups. Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
 - Puberty. Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes

- Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.
 - Increased thirst, dry mouth, and frequent urination.

- Increased hunger, even after eating.
- Unexplained weight loss.
- Feeling very tired.
- Blurred vision.
- Slow healing of sores or cuts.
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms.
- Irregular periods, no periods, and/or excess facial and body hair growth in girls.
- High blood pressure or abnormal blood fat levels.

Type 2 Diabetes Prevention Methods and Treatments

- Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal body weight and normal blood glucose levels.
 - Eat healthy foods. Make wise food choice. Eat foods low in fat and calories.
 - Get more physical activity. Increase physical activity to at least 60 minutes every day.
 - Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.
- The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Types of Diabetes Screening Tests that are Available

- Glycated hemoglobin (A1C) test:
 - A blood test measures the average blood sugar over two to three months.
 - An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- Random (non-fasting) blood sugar test:
 - A blood sample is taken any time without fasting.
 - A random blood sugar level of 200 milligrams per deciliter (mg/dl) or higher suggests diabetes.
 - This test must be confirmed with a fasting blood glucose test.
- Fasting blood sugar test:
 - A blood sample is taken after an overnight fast.
 - A fasting blood sugar level less than 100 mg/dl is normal.
 - A level of 100 to 125 mg/dl is considered pre-diabetes.
 - A level of 126 mg/dl or higher on two separate tests indicates diabetes.
- Oral glucose tolerance test:
 - A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid.
 - A reading of more than 200 mg/dl after two hours indicates diabetes.

Type 2 diabetes is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Please contact your student's school nurse, school administrator, or health care provider if you have any questions.

Pursuant to Health and Safety Code section 120440, the District is required to disclose certain immunization records to Kings County Department of Public Health 330 Campus Drive Hanford, CA 93230 and the State Department of Public Health (6101 W. Centinela Avenue, Suite 300, Culver City, California, 90230), including:

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

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

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

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

You and your pupil have the right to examine any immunization-related information or tuberculosis screening results shared pursuant to this requirement and to correct any errors therein.

You or your pupil may refuse to allow this information to be shared pursuant to this requirement or to receive immunization reminder notifications at any time, or both. If you do not want this information to be shared or to receive reminder notifications, please contact:

Mr. Ed Larkin Principal
1100 Letts Avenue Corcoran, CA 93212

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

Mr. Ed Larkin Principal
1100 Letts Avenue Corcoran, CA 93212

May 6, 2024

Dear Parent or Guardian and Corcoran High School student:

As a parent or guardian, I know how important your child's health is to you. That's why I want to share information about human papillomavirus (HPV) and an effective way to protect your child from the cancers it can cause through immunization.

What is HPV?

HPV is a very common virus that 8 out of 10 people will get at some point in their lifetime. Some HPV infections can lead to cancer later in life.

HPV is estimated to cause about 37,000 cases of cancer in men and women every year in the U.S. – that's the same as the average attendance for a major league baseball game!

Only cervical cancer, one of the cancers caused by HPV, can be detected early with a Pap test. The other cancers caused by HPV (cancers of the throat, genitals, or anus) may not be detected until they are more serious. HPV vaccination prevents infections that cause these cancers.

How can I protect my child from HPV?

HPV vaccination can prevent over 90% of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks. With more than 135 million doses given in the U.S. since 2006, HPV vaccine has a long safety record that's backed by over 15 years of monitoring. Common side effects are mild and get better within a day or two. These include pain, redness, or swelling where the shot was given, similar to other vaccines.

HPV vaccination works extremely well. Since HPV vaccination was first recommended in 2006, infections with HPV types that cause most HPV cancers have dropped 88% among teen girls and 81% among young adult women.

Vaccination against HPV is recommended by the federal Advisory Committee on Immunization Practices, the American Academy of Pediatrics, and the American Academy of Family Physicians. It's also recommended by the American Cancer Society and California's Cancer Prevention Act.

Who should get the vaccine and when should they get it?

Because the vaccine is more effective when given at younger ages, two doses of HPV vaccine are recommended for all kids between the ages of 9 to 12 years, and the second dose should be given before the start of 8th grade.

(Kids who wait until later to get their first dose of HPV vaccine may need three doses.) The HPV vaccine is often given at the same time as other adolescent vaccines, like Tdap to prevent whooping cough and meningococcal vaccine to prevent bacterial meningitis.

Where can I get the HPV vaccine for my child?

Ask your health care provider, pharmacist, or local health department to learn more about HPV vaccine and where you can get it. The vaccine is covered by most health insurance plans. If you don't have health insurance, your child can still get vaccinated. The Vaccines for Children (VFC) Program offers free vaccines to children up to age 18 years without insurance or whose insurance does not cover the cost of vaccines.

Ask your healthcare provider or local health department about VFC, or learn more here. Find doctors participating in VFC in your area.

For more information on HPV, the vaccine, and cancer prevention, visit the Centers for Disease Control and Prevention.

Sincerely,

Mr. Ed Larkin Principal

[1] See California Penal Code sections 25100-25125 and 25200-25220.

[2] See California Penal Code section 25100(c).

[3] See California Civil Code section 29805.

[4] See California Civil Code section 1714.3.