

**Kings Lake Education Center
Student/Parent Handbook
2024-2025**

Cougar Pride!!

Corcoran Joint Unified School District



WELCOME
Kings Lake Education Center
“Where Learning Never Ends”

A Message from Our Principal

Dear Students and Parents,

Welcome to the Kings Lake Education Center family! With great excitement and anticipation, I extend a warm welcome to each of you as we embark on a new academic year together.

To our returning students, welcome back! I hope you had a restful and enjoyable break and are ready to dive back into learning and exploration. Your enthusiasm, creativity, and dedication make our school community thrive, and I cannot wait to see the incredible achievements you will accomplish this year.

To our new students and families, welcome aboard! We are thrilled to have you join our school community and look forward to getting to know each of you. Starting at a new school can sometimes feel daunting, but please know that our staff, teachers, and fellow students are here to support you every step.

At Kings Lake, we strive to create an environment where every student feels valued, respected, and empowered to reach their full potential. Our dedicated team of educators is committed to providing a challenging and enriching academic experience that prepares students for success inside and outside the classroom.

Parents, your partnership is essential to the success of our students, and I encourage you to stay involved and engaged in your child's education. Whether attending parent-teacher conferences, volunteering in the classroom, or simply asking your child about their day, your support makes a difference.

As we embark on this new school year, let us embrace the opportunities for growth, discovery, and collaboration that lie ahead. Together, we will create lasting memories, forge new friendships, and celebrate the achievements of every member of our school community.

I am truly honored to serve as the principal of such an outstanding school, and I am excited to see what we will accomplish together in the coming year. If you have any questions, concerns, or ideas, please do not hesitate to reach out to me or any staff member.

Once again, welcome to Kings Lake Education Center! Here's to a year filled with learning, laughter, and endless possibilities.

Sincerely,

Brian Brazier

Brian Brazier

Principal, Kings Lake Education Center

Corcoran Unified School District

brianbrazier@corcoranunified.com



Home of the Cougars

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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)

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

July 2024
(21)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024
(22) 17 Cert/13 Students

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024
(20)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024
(23)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024
(18) 15 Cert/Students

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2024
(18) 15 Cert/Students

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2025
(21) 14 Cert/Students

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2025
(18)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025
(21)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025
(21) 16 Cert/Students

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2025
(21)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2025
(20) 4 Cert/Students

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	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
(559) 992-8888 – Fax (559) 992-1248

ESEA PARENTS' RIGHT TO KNOW

To Parents/Guardians:

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

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

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

Sincerely,

Principal

SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

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

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

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

California Education Ed Code 48900

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

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
(3) Except as provided in Section 48910, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.
(4) Except as provided in Section 48910, commencing July 1, 2024, a pupil enrolled in any of grades 9 to 12, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2029.
- (5) (A) A certificated or classified employee may refer a pupil to school administrators for appropriate and timely in-school interventions or supports from the list of other means of correction specified in subdivision (b) of Section 48900.5 for any of the acts enumerated in paragraph (1).
(B) A school administrator shall, within five business days, document the actions taken pursuant to subparagraph (A) and place that documentation in the pupil's record to be available for access, to the extent permissible under state and federal law, pursuant to Section 49069.7. The school administrator shall, by the end of the fifth business day, also inform the referring certificated or classified employee, verbally or in writing, what actions were taken and, if none, the rationale used for not providing any appropriate or timely in-school interventions or supports.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

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

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

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

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

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

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

(B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health.

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

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

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

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

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

(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 pushing,	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

shoving, and or punching/kicking.	<p>Horseplay:</p> <ul style="list-style-type: none"> • Verbal Warning • Parent notification • AMC 	<p>Horseplay:</p> <ul style="list-style-type: none"> • Detention • Parent notification • AMC 	<p>Horseplay</p> <ul style="list-style-type: none"> • Parent meeting • Detention • AMC 	<p>Horseplay:</p> <ul style="list-style-type: none"> • Suspension (1-3); Check in with Administrator upon return • Loss Of Privileges • AMC
	<p>Fighting: Physical Fight</p> <ul style="list-style-type: none"> • Suspension (1-5 days); Check-in with Administrator upon return • 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); Check-in with Administrator upon return • 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); Check in with Administrator upon return; Possible Recommendation for expulsion • 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); Check in with Administrator upon return • 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); Check in with Administrator upon return • 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.	<p>Used/Under Influence:</p> <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 	<p>Used/Under Influence:</p> <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 	<p>Used/Under Influence:</p> <ul style="list-style-type: none"> • Suspension (3-5 days) • Possible recommendation for expulsion • AMC • PD Referral 	<p>Used/Under Influence:</p> <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
	1st Offense		2nd Offense	

Student Athletes (Drug and Alcohol Use at School or School Sponsored Events)	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 day 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.<ul style="list-style-type: none">• Parent meeting• Counseling• PD Referral	<ul style="list-style-type: none">• Suspension (5 days)• Principal shall recommend expulsion<ul style="list-style-type: none">• 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 <i>(See Definition)</i>	<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 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)

Kings Lake Education Center Student/Parent Handbook 2024-2025

Cougar Pride!!

Corcoran Joint Unified School District



WELCOME
Kings Lake Education Center
“Where Learning Never Ends”

A Message from Our Principal

Dear Students and Parents,

Welcome to the Kings Lake Education Center family! With great excitement and anticipation, I extend a warm welcome to each of you as we embark on a new academic year together.

To our returning students, welcome back! I hope you had a restful and enjoyable break and are ready to dive back into learning and exploration. Your enthusiasm, creativity, and dedication make our school community thrive, and I cannot wait to see the incredible achievements you will accomplish this year.

To our new students and families, welcome aboard! We are thrilled to have you join our school community and look forward to getting to know each of you. Starting at a new school can sometimes feel daunting, but please know that our staff, teachers, and fellow students are here to support you every step.

At Kings Lake, we strive to create an environment where every student feels valued, respected, and empowered to reach their full potential. Our dedicated team of educators is committed to providing a challenging and enriching academic experience that prepares students for success inside and outside the classroom.

Parents, your partnership is essential to the success of our students, and I encourage you to stay involved and engaged in your child's education. Whether attending parent-teacher conferences, volunteering in the classroom, or simply asking your child about their day, your support makes a difference.

As we embark on this new school year, let us embrace the opportunities for growth, discovery, and collaboration that lie ahead. Together, we will create lasting memories, forge new friendships, and celebrate the achievements of every member of our school community.

I am truly honored to serve as the principal of such an outstanding school, and I am excited to see what we will accomplish together in the coming year. If you have any questions, concerns, or ideas, please do not hesitate to reach out to me or any staff member.

Once again, welcome to Kings Lake Education Center! Here's to a year filled with learning, laughter, and endless possibilities.

Sincerely,

Brian Brazier
Brian Brazier
Principal, Kings Lake Education Center
Corcoran Unified School District
brianbrazier@corcoranunified.com



Home of the Cougars

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Kings Lake Education Center Staffing

2024-2025

Administration & Office Staff

- Principal
- Counselor
- Secretary
- Community Liaison

Certificated and Support Staff

Kings Lake Continuation High School

- Tenth – Twelfth Grade
- Tenth – Twelfth Grade
- (Two classes & two teachers)

Mission Community Day School

- Sixth – Eighth Grade

Mission Community Day School

- Ninth – Twelfth Grade

Corcoran Adult School- AM

- High School Diploma, AM

Corcoran Adult School-Night

- High School Diploma, PM
 - ESL
 - GED
- Citizenship

Corcoran Academy

Classified Staff

- Paraprofessional
- Paraprofessional
- Paraprofessional
- Yard Supervisor
- Yard Supervisor

Please visit the website at kingslake.corcoranunified.com to see the names/position of our staff members

Kings Lake Education Center



Philosophy

At our center, we offer a variety of programs that are an integral part of the Corcoran Unified School District. Serving as a continuation of traditional schooling, Kings Lake provides students with the opportunity to further their education in an environment conducive to their growth. As an alternative to conventional high schools, we ensure compliance with California's compulsory attendance requirements while fostering an atmosphere where students can thrive.

We take pride in offering:

- Personalized and individualized instruction to cater to each student's unique needs.
- Specialized guidance services for those with specific requirements.

Our dedicated staff is committed to preparing students for:

• Obtaining a high school diploma.

- Pursuing further education or vocational training.
- Transitioning into adult roles within society.

Objectives

- Equip students with fundamental skills in reading, writing, and mathematics.
- Foster personal growth and enhance interpersonal relationships.
- Empower students to realize their potential for self-sufficiency and career advancement.
- Instill principles for responsible living within the home, family, and community.
- Promote engagement in wholesome recreational activities.
- Encourage the practice of good health habits for physical and mental well-being.
- Provide students with essential adult survival skills, emphasizing good character and a growth mindset.

We are committed to providing a supportive and enriching educational experience that empowers our students to succeed. Welcome to Kings Lake Education Center, where every student's journey toward success is valued and supported.

Kings Lake Continuation High School

Continuation

Regular Day Bell Schedule
Monday-Friday

8:00 AM	8:45 AM	45	
8:45 AM	9:30 AM	45	
9:30 AM	9:40 AM	10	Break
9:45 AM	10:30 AM	45	
10:30 AM	11:15 AM	45	
11:15 AM	12:00 PM	45	Lunch
12:00 PM	1:00 PM	60	
1:00 PM	2:00 PM	60	
2:00 PM	2:10 PM	10	Break
2:10 PM	3:10 PM	60	



Corcoran Academy **Independent Study Program**

Participants must meet strict guidelines Appointments only.

REGULAR DAY BELL SCHEDULE **Monday - Friday**

PERIOD	START TIME	FINISH TIME	QUALIFIED MINUTES
1	12:40 PM	1:40 PM	60
2	1:40 PM	2:40 PM	60
3	2:40 PM	3:15 PM	35
Dismissal	3:15 PM		

STUDENT RESPONSIBILITIES

Each student who attends Kings Lake Education Center has certain responsibilities, which must be met in exchange for the opportunity to attend the school. Generally speaking, you are to:

1. Be at school on time every day, prepared to work.
2. Always do your best work and ask for help when needed.
3. Remain in your assigned classroom or on the campus during school hours unless you have permission from your teacher to leave.
4. Demonstrate respect for the campus by refraining from littering and/or marking on school property.
5. Show respect for all persons (students and school employees) by avoiding any activity that could be considered disruptive, defiant, and/or causing injury to another person.
6. Avoid the use of profanity or vulgarity.
7. Refrain from excessive displays of affection.
8. Refrain from tobacco use in any form on or around school campuses.
9. Cell phones, earbuds, and other audio devices are prohibited from use during class instruction. They can be used only before or after school hours.
10. Park on Dairy Ave. when arriving, if you bring a vehicle to school, and return to it after your appointment or with permission during school hours.
11. Kings Lake Continuation students gain permission from campus administrators before they attempt to attend any Corcoran High School activities except athletic events or other activities that are open to the general public. Mission Community Day students are not allowed at events.
12. Refrain from loitering on or around other school campuses, including Corcoran High School. Violators may be given a Major Referral and/or reported to the police.
13. Follow the dress code.
14. Have a growth mindset and persevere towards your short- and long-term goals until you are successful.



Graduation Requirements Comparison for CHS & KLEC Class of 2019 and Beyond

CHS Graduation Credit Requirements:

To earn a high school diploma, a student in the graduating class of 2019 and beyond must achieve passing marks in each of the following, or equivalent, courses:

English	FOUR YEARS English 9 (10 credits) English 10 (10 credits) English 11 (10 credits) English 12 or AP Literature (10 credits)	40 credits
Mathematics:	THREE YEARS Math I (10 credits) * must pass Math I Math II (10 credits) Math III (10 credits) Business Math (Senior Year) (10 credits)	30 credits
Social Studies:	THREE YEARS World History (10 credits) United States History (10 credits) American Government/Economics (10 credits)	30 credits
Science:	THREE YEARS Biology * (10 credits) Physics (10) Chemistry * or Earth Science (10 credits)	30 credits

* College Prep students must take Biology, Chemistry, and a third year of advanced science.

** Ag Science Option: Students may complete Ag Science I (10 credits) and Ag Science II (10 credits) to fulfill their 10 credit Life Science Requirement.

CHS Graduation Credit Requirements Continued:

Life Skills/Geography:	ONE YEAR Life Skills/Geography	10 credits
P.E.:	TWO YEARS Coed P.E. (20 credits)	20 credits
Fine Arts:	ONE YEAR * College Prep students must take a year-long (P) class (e.g., Theatre II, Art II) to fulfill their college admissions requirements.	10 credits
Electives:	* College Prep students must pass two years of a foreign language, pass an equivalency exam or obtain a qualifying score on a foreign language subtest of the SAT.	90 credits

**** 260 Credits are required to graduate**

GRADUATION REQUIREMENTS FROM CHS

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

REQUIREMENTS FOR PARTICIPATION IN THE GRADUATION CEREMONY

Students eligible for participation in the Corcoran High School graduation ceremony include:

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

Students must satisfy the following requirements to participate in the graduation ceremony:

1. Referrals that deal with major infractions during a student's senior year may be grounds for denial of graduation activities and/or diplomas. Students cannot be on suspended expulsion.
2. Student debts must be cleared (2) weeks before graduation.
3. Students must maintain 95% attendance on the days they are enrolled in Corcoran High School. Therefore, a student cannot miss more than 9 days or 63 periods of school during each year of high school (starting with the 2010-11 school year). A TOTAL of 3 tardies will be counted as one period of absence.
4. Students may clear any full-day absence by voluntarily attending Saturday School.
5. Pay all bills or debts to the school district. Payments are taken throughout the school year in the Activities Office at the high school.
6. May not have more than one school suspension (any length of time) during their senior year.
7. Students may not spend any time on expulsion or suspended expulsion during their senior year.
8. Students may not transfer to or from any alternative program (Adult Education, Continuation, or Community Day School) during the second semester of their senior year.
9. Students must earn at least 50 credits during their senior year. (If students finish during the fall semester, they must earn at least 25 credits.)
10. Students must maintain enrollment in all classes during their senior year.
11. Students must pass all required/elective courses for graduation.
12. Students cannot be on any type of restriction (due to behavior or attendance reasons) from school activities at the time of the graduation ceremony.
13. Students must sign and return the form stating that they have read and understood what is required of them to graduate and participate in graduation ceremonies.

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

1. Students not meeting Corcoran High School graduation requirements.
2. Students enrolled in any program initiated and monitored by Corcoran Unified School District's Alternative Education Program. This will include, but is not limited to, Kings Lake Continuation High School and Adult Education.

Graduation Requirements Comparison for CHS & KLEC Class of 2019 and Beyond

Kings Lake Education Center Graduation Credit Requirements:

To earn a high school diploma, a student in the graduating class of 2019 and beyond must achieve passing marks in each of the following, or equivalent, courses:

English	FOUR YEARS English 9 (10 credits) English 10 (10 credits) English 11 (10 credits) ERWC (10 credits)	40 credits
Social Studies:	THREE YEARS World History (10 credits) United States History (10 credits) American Government/Economics (10 credits)	30 credits
Science:	THREE YEARS Biology (10 credits) Earth Science / Chemistry / Physics (20)	30 credits
Mathematics:	THREE YEARS Math I (10 credits) * must pass Math I Math II (10 credits) Math III (10 credits) Business Math (Senior Year) (10 credits)	30 credits
P.E.:	TWO YEARS Coed P.E. (20 credits)	20 credits
Fine Arts:	ONE YEAR	10 credits
Elective:	ONE YEAR	10 credits
170 Credits are required to graduate		

PROGRESS REPORTS AND REPORT CARDS

Computerized or hand-written report cards and progress reports are mailed home approximately every six weeks, including the end of each quarter and/or semester. The report card and progress reports aim to inform students and parents of classroom academic achievement during the grading period. Required courses will be graded A, B, C, D, and F. If the parent does not receive their student's report card or progress report, the school's front office staff or the teacher should be notified immediately.

Progress and Report Card Dates 2023 – 2024

First Quarter – Progress Reports

September 8, 2023

First Quarter Ends October 13, 2023

Second Quarter – Progress Reports

November 9, 2023

Second Quarter / First Semester Ends December 15, 2023

Third Quarter – Progress Reports

February 2, 2024

Third Quarter Ends March 15, 2024

Fourth Quarter – Progress Reports

April 19, 2024

Fourth Quarter / Second Semester Ends June 6, 2024

CURRICULUM

Edgenuity, an online learning platform, typically offers courses that are broken down into modules or units, each covering specific topics or learning objectives. The credit breakdown within these courses can vary based on the specific subject and level of study, but here's a general overview:

Course Structure: Each course on Edgenuity is structured into units or modules, with each unit covering a particular topic or concept within the subject area.

Credit Allocation: The credit allocation for each course depends on the number of units/modules it comprises and the overall rigor and depth of the content covered.

Assessment Weight: Assessments such as quizzes, tests, projects, and assignments contribute to the overall credit earned in the course. Based on their importance and complexity, these assessments may be weighted differently.

Time Commitment: In addition to completing assessments, students are often required to engage in various learning activities, discussions, and supplementary materials, which also contribute to the overall credit earned.

Grading Criteria: Grading criteria may vary from course to course, but generally, students are assessed based on their understanding of the material, critical thinking skills, problem-solving abilities, and overall mastery of the subject matter.

Credit Completion: Students typically earn credits upon successful completion of all required units/modules, assessments, and other course requirements as determined by the institution or educational program.

How Credits Are Earned

Students are given a course that, when 100% completed, will earn them five credits. Each 20% of completion achieved in a course results in a credit. (20% = 1 credit, 40% = 2 credits.....100% = 5 credits) If a student finishes partially, for example, 60% of the class, they will be given the amount of credit earned.

Alternative Education

Alternative Education includes Kings Lake Continuation High School and Corcoran Academy Independent Study. Any student placed in Alternative Education will be assigned to that placement for a period of at least one entire semester, defined by the school calendar's semester dates. Students will be evaluated at the end of the semester to ensure proper placement for the following semester.

Coursework credit is earned by hours of attendance and work completed. One unit of credit equals 15 hours of seat time. To earn two units of credit per week, students must attend 30 hours of seat time (2.5 credits every two weeks). Students should earn 35 credits per semester. Students may request permission for a maximum of 20 (10 + 10) additional credits per semester, not to exceed 55 credits total per semester. All credits earned above 55 will be petitioned by the student and teacher and contingent on admin and district approval.

Students may only transfer up to a total of 55 credits per semester when returning from an alternative placement to Corcoran High School.

Independent Study

Independent study is included as one of the alternative education programs at Kings Lake Education Center. Still, it is reserved for students who have extreme situations that make it impractical or impossible for them to attend school during regular school hours.

Kings Lake High School cannot assign more than 10% of its students' average daily attendance to independent study. That means that approximately three students out of the whole student population can be approved for independent study.

Credit System

Individual instructors will communicate to the students the standards they will require for grades. Each semester, students earn five (5) credits for each class where their final grade is “D” or above. Students earn the letter grades of “A, B, C, D or F”. Parents are encouraged to contact the school at 992-8885 if they have questions or concerns about their student’s grades or credits. The law requires notices of impending failing grades be sent to the parents. Students may make up work missed during excused absences. It is the student’s responsibility to request all make-up work. Students have an equal number of school days to make up work. (I.e. Absent three (3) days, you have three days to complete work.)

HOMEWORK

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

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

The teacher shall evaluate all homework and shall keep each student informed regarding his or her progress.

POLICY FOR RELEASING STUDENT RECORDS (EDUCATION CODE SECTION 49068)

Whenever a pupil transfers from one school district to another or to a private school or transfers from a private school to a school district within the state, the pupil's permanent record or a copy thereof shall be transferred by the former district or private school upon request from the district or private school where the pupil intends to enroll. Any financial obligations by the transferring student could delay the distribution of student records.

Textbook Policy

Students will be permitted the privilege of taking textbooks home after demonstrating that they will attend school regularly, use their time wisely in class, and prove themselves to be responsible by returning with their books each day.

Technology

Students will be assigned a laptop to be used during class time only while attending Kings Lake. Students will sign a document stating that if they damage the laptop being used, a repair fee will be imposed, and it will have to be paid in full.



Attendance

Attendance procedures at KL-CHS are the same as they are at the other schools in the district. The state law regarding attendance states that every person under 18 years of age must attend school and requires verification of absence.

ABOUT THE ATTENDANCE OFFICE / TELEPARENT AUTOMATED NOTIFICATION SYSTEM

We welcome calls & visits from concerned parents. We write down all absence information received, whether in person or on the phone, and save all documentation (logs, notes, calls, etc) for auditing purposes. We are unable to check & call on every student's attendance every day. However, the school's automated school messenger service calls parents/guardians Monday through Friday to inform you of every period of absence and tardiness. Please call us anytime for attendance information on your student (questions on letters, codes, and/or policies).

Please remember it is the student's parent's responsibility to account for absences. The Main Office is where they are cleared.

ATTENDANCE HOTLINE

When a student is absent from school, he or she must telephone the Kings Lake Office by 10:00 a.m. on the day of the absence.

To leave a message on the attendance hotline, please adhere to the following procedures:

1. Dial the school number- (559) 992-8885 and enter #1

2. Leave the following information during the recording:

- a. Student's name
- b. Reason for absence
- c. Estimated date of return
- d. Parent/guardian's name
- e. Date of absence

If a student has been absent and no phone call has been made, the student must bring a written note stating the date, reason, days of absence, and parent signature to the main office upon return to school.

NOTIFYING ATTENDANCE

- **Checking In**—The parent must sign the student in person at the office. The student must receive a pass before they can go to class. Students not following this process will be sent back to the office.
- **Checking Out**—The parent or guardian must sign the student out in person in the office before they can be called out of class, report to the office, and be released to you. Call far enough ahead so your student can be paged between classes. Students will not be called out of the classroom until someone arrives to check them out.
- **Clearing All Day**—Call the same day of the absence, send a note, or call the next day. Absences that are not cleared automatically turn to cuts (truant). We cannot change absences after ten school days, including doctor notes.
- **Planning for an extended absence** - If your student is going to be gone for several days and knows in advance, your student can bring a written note to excuse their absence in advance.

Medical (Exempt from 63-period limit and requires Official Documentation)

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

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

- **Court (Witness/Jury Duty only)**—We must have documentation from the court that the student attended court, not paperwork stating when to appear. Only the court dates where the student was a subpoenaed witness or on jury duty will be cleared to EXC, not if the student was the plaintiff. We must receive documentation within ten school days of the absence. All legal appointments must be part-day only with written documentation to excuse.

- Funeral (Immediate Family Member—parent, sibling, grandparent, fellow student): You must bring documentation regarding the funeral from the funeral home, etc. We must receive it within ten school days of the absence.

Absences for Medical Reasons vs. Absences Verified With Doctor Note

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

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

An absence is warranted for the following reasons:

I. E.C. 48205

- a. Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
 1. Due to his or her illness.
 2. Due to quarantine under the direction of a county or city health officer.
 3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 4. To attend the funeral services of a member of his or her 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.
 5. For the purpose of jury duty in the manner provided for by law.
 6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 7. 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 his or her religion, attendance at religious retreats, or attendance at an employment conference when the pupil's absence has been 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.
 8. 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, shall be given full credit. As the teacher of any class from which a pupil is absent, the teacher shall determine the tests and assignments that are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
 9. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
 10. Absences pursuant to this section shall be deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

11. “Immediate family,” as used in this section, has the same meaning as that outlined in Section 45194, except that references therein to “employee” shall be deemed to be references to “pupil.” (Amend. Stats. 1998, Ch. 846)

If a student is absent for any reason except those stated above, his/her absence is considered unexcused. Education Code 48205 makes an exception by stating, "A pupil shall be excused from school for a justifiable personal reason. When a pupil's absence has been requested in writing by the parent or guardian prior to the absence and approved by the principal or a designated representative," the record will show that the absence is “Unexcused,” but no punishment will be administered.

When a pupil ACCUMULATES 15 EXCUSED ABSENCES, ADDITIONAL ABSENCES MUST BE VERIFIED BY A MEDICAL PRACTITIONER or be counted as an UNEXCUSED ABSENCE, and the student will be considered truant.

Absences

Parents are expected to contact the school whenever a student is to be absent. If no contact is received during the first 80 minutes of school, an attempt will be made to contact the home, even if it is the first day of absence. In addition to phone contact, notes dated and signed by the parents are to be turned in to the school secretary when the student returns to school.

Failure to clear an absence will result in the absence being declared a truancy.

Students will be given one day after they return to produce a note regarding their absences. If no note is brought, the student will be considered truant until the note is brought, and appropriate action will be taken.

Students returning from absences must report to the office for re-admittance before going to class.

Letters

10-day letter: Parents are mailed a letter informing them that absences are becoming excessive.

15-day letter: Parents are mailed a letter to inform them that future absences will require a note from a medical doctor.

Cutting Class:

Cutting class will be considered a defiance of authority. If a student has been reminded he/she cannot cut class and continues, he/she may receive a major referral and possibly suspension.

Tardies - BE *ON TIME!!*



TARDY POLICY

Tardies to class will be included in a student's overall attendance requirement for participation in the graduation ceremonies. (3) tardies will equal (1) period absence.

Truancy

1st Letter: Parents are mailed a certified letter when a student has been truant for three days. Truancy includes entering school more than 30 minutes late and full-day truanancies.

2nd Letter: Parents are mailed a second certified letter when a student is truant for the fourth day.

3rd Letter: Parents are mailed a third certified letter when a student has been truant for the fifth day, and a SARB (Student Attendance Review Board) hearing will be assigned.

Note:

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

ILLNESS AT SCHOOL

If a student becomes ill at school, the teacher will send the student to the office and/ or nurse, who will determine if they should be sent home. If a student goes home for lunch, leaves the grounds at lunchtime, and does not return to school due to illness or other emergencies, the parent/guardian must contact the school office, or the student will be considered truant.

Off-Campus Permit

Anyone who needs to leave campus early must bring a note or have a parent or guardian call the office. The note must contain the exact date, time, and reason for leaving. This note will be presented to the secretary or community contact before school. Students who leave campus without permission will be considered TRUANT, and appropriate action will be taken. If they leave during lunch, the absence will be considered defiance of authority, and the referral process will be activated.

Student I.D. Cards

All students will be required to carry their Student Body/I.D. Card when attending school.

They will be issued within the first two weeks of school. When any school employee or Corcoran Police Officer asks to see a student's ID card, they must present it to them. A city ordinance will be in effect that will not allow students to loiter around town during school hours, 8:00 am - 3:15 pm. Corcoran Police Officers will look for the specific time a student will be in school. This will be located on a student's ID card. If a student is found to be loitering on the streets and breaking the city ordinance, the student will be dealt with accordingly, both by city officials and school officials. Please note that students will only be allowed sufficient time to walk to and from school.



Parking Lot

Students are NOT allowed to park in the parking lot: In front of Kings Lake Education Center. 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.

Radios, Electronic Device, Earbuds/AirPods, Headphones, Skateboards, Roller Blades, Scooters Razors

These devices are NOT TO BE USED ON THE SCHOOL CAMPUS. Any of these devices, which are SEEN or HEARD in the hallways, classrooms, or on campus during school hours, will be confiscated. We have a bike and skateboard rack to lock your mode of transportation to.

Confiscated items will only be returned to the student or parent upon request as per the consequences listed below. Phone or ear buds may be used by teacher permission/description or before or after school. All calls are to be made through the front office.

Consequences:

1st Offense: Items are confiscated and returned to the student upon request.

2nd Offense: Items are confiscated and returned to the parent upon request.

3rd Offense: Item is confiscated and returned to the parent upon request at the end of a two-week period.

4th Offense: Item is confiscated and returned to parent upon request at the end of the quarter.

Pets

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

Discipline Guideline



Students involved in violation of school rules will be subject to disciplinary action. Consequences will vary according to the severity of the infraction. The following guide will be followed in dealing with disciplinary problems. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or attendance occurring within a school under the superintendent's or principal's jurisdiction or within any other school district. A pupil may be suspended or expelled for acts that are enumerated in E.C. 48900 and related to school activity or attendance that occur at any time, including but not limited to any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During, or while going to, or coming from a school-sponsored activity.

CORCORAN UNIFIED SCHOOL DISTRICT DISCIPLINE

We support good discipline practices in the Corcoran Unified School District. Reasonable discipline procedures help provide the best learning situation. The parents' help and understanding are necessary to make our school's guidelines and policies work. The Board of Trustees and school administrators have adopted a definite policy dealing with discipline procedures. This serves to inform you of these procedures so we may work together to maintain a pleasant school experience.

OBJECTIVES

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

ASSERTIVE DISCIPLINE

Assertive Discipline is based on the statement that teachers have the right to set firm limits for all students and that these limits must be taught. Effective communication is required so that students understand what is required of them. All of our PBIS, Character Counts, Restorative Justice, counseling, and other programs and strategies will be utilized along with Assertive Discipline.

WE BELIEVE EACH STUDENT HAS THE RIGHT TO LEARN, AND EACH TEACHER HAS THE RIGHT TO TEACH.

THEREFORE EACH STUDENT MUST:

1. BE IN CLASS EVERY DAY, ON TIME, AND BE PREPARED TO WORK UNTIL PROPERLY DISMISSED.
2. FOLLOW CLASS AND CAMPUS RULES AND NOT DISRUPT THE LEARNING/TEACHING PROCESS.
3. BE COURTEOUS, COOPERATIVE, AND RESPECT THE RIGHTS AND PROPERTY OF OTHERS.
4. HAVE A GROWTH MINDSET AND PERSEVERE TOWARDS SHORT AND LONG-TERM GOALS UNTIL SUCCESSFUL.
5. NO EATING/DRINKING IN CLASS; BOTTLED WATER WITH A LID IS OK.

KL-CHS believes that every student can modify his or her behavior. All KL-CHS teachers will use a classroom behavior contract for minor classroom discipline issues. All students will receive interventions to alter their behavior according to school rules. Failure to modify inappropriate behavior will ultimately result in the student's suspension or expulsion from school.

MAJOR CLASSROOM OFFENSES:

- Such as fighting
- Drugs
- Dangerous Objects
- Sexual Harassment
- and other severe negative behaviors

Students committing the aforementioned will be referred directly to the counselor or the administrator for appropriate action with possible placement on:

- Administrative Probation
- Academic Contract
- Behavior Contract
- Suspension
- Expulsion.

(Please refer to the Student Discipline Matrix and Information on page 13)

CORCORAN UNIFIED SCHOOL DISTRICT

Expulsion Placement Options Plan

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

Please refer to the Mandatory Suspension and/or Expulsion Offenses on page 13

The Board reserves the right to follow a recommendation by the Superintendent to expel a student based on:

1. Education Code 48915 (b1) or (e1): Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; and/or
2. Education Code 48915 (b2) or (e2): Due to the nature of the act, the pupil's presence continues to threaten the physical safety of the pupil or others.

When a 12th grader is expelled, the 12th grader will lose the privilege of “walking the line” at graduation with his or her fellow senior class members. This includes any 12th grader on “suspended expulsion” for any offense. The district must grant a diploma to any student who has completed the requirements; however, “walking the line” is a privilege – not an entitlement. If a student placed at Corcoran Academy Independent Study on a suspended expulsion violates his/her behavior contract, the student will automatically be placed in Mission Community Day School or Kings Community School in Hanford for grades 7-12. Students in grades K-6 will be placed in a charter school of the parent’s choice. Students on suspended expulsions placed at their original schools may be placed at Corcoran Academy Independent Study, Mission Community Day School, Kings Community School, or a charter school if they violate their behavior contract. Transportation to and from Kings Community School or a charter school is the parent's responsibility. There is no appeal to the Superintendent or Governing Board. Finally, all students, whether on expelled status or suspended expulsion status, will be placed on a contract for behavior, grades, and attendance.

FENCE JUMPING

Defiance of school authority:

- 1st Offense: Parent and School Resource Officer contact, the student returned to school/possible suspension.
- 2nd Offense: The parent and school resource officer were contacted, and the student returned to school. Possible Suspension.
- 3rd Offense: Parent and School Resource Officer contact, student returned to school/Possible Suspension and removal from Kings Lake Education Center/Corcoran Unified School District.

DRUG DETECTION DOGS ON CAMPUS

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

EXCESSIVE AFFECTION

Students are reminded that an excessive show of affection or making-out including kissing is NOT acceptable at Kings Lake Education Center or at Corcoran High School.

FIGHTING

Students who are in a fight while on any Corcoran Unified School District campus or on their way to or from school will be dealt with in the following manner:

1. Students involved in a fight may face three to five days of school suspension. This will be determined by such factors as the severity of the fight, actual student involvement, and reluctance to follow instructions from a person attempting to stop the fight. Law enforcement will be notified of all fights.
2. In the event of a second fight during the current school year, a student will be suspended for five days, law enforcement will be notified, and the student will be recommended for expulsion from the Corcoran Unified School District.

FOOD/DRINK/GUM

There will be absolutely NO FOOD, DRINKS, OR GUM in the classrooms that have not been approved ahead of time by the principal or classroom teacher, other than bottled water. Offenders will face disciplinary actions from the teacher in that classroom and possibly face additional steps in the Behavior Contract.

ACADEMIC and ADMINISTRATIVE PROBATION

Students can be placed on Academic Probation for the following incidents:

- Grades
- Attendance
- Dangerous Objects
- Sexual Harassment
- Behavior
- Drugs/Alcohol/Tobacco
- Gang Activity/association with...

ADMINISTRATIVE PROBATION
Student Academic & Behavior Contract

This contract is presented to officially inform _____ that you are being placed on Administrative Probation with Kings Lake Education Center due to your incident or suspension for _____ dated ____/____/____.

This probation will be in effect from ____/____/____ to ____/____/____.

The specific conditions of this probation include but are not limited to the following:

1. The student will adhere to all school rules and regulations as stated in the CHS/JMMS/KLEC Handbook and the School Discipline Policy.
2. The student will attend every period, each day unless excused by medical reasons or school personnel. The student will be tardy to class no more than three times.
3. The student will not engage in verbal or physical confrontations on the way to or from school, at school, or during any school activity.
4. During this period, your student is to remain away from all Corcoran Unified School District schools and all school-sponsored activities at all times (including after-school and extracurricular events) unless authorized in writing to be present by the Superintendent.
5. The student will maintain good academic standing with a GPA of 2.0 or higher while making minimal progress toward graduation. Minimal progress is passing the required units to maintain your class standing.
6. If the student feels that some type of problem is arising, be it academic, social, personal, or school-related, the student or parent/guardian should contact the school's teacher, counselor, or administrator for assistance.

If the student fails to comply with any of the above-defined conditions, he or she will immediately be changed to a different placement within Kings Lake Education Center and/or expelled from Corcoran Unified School District.

I understand the conditions of this contract as stated above and agree to abide by all of these conditions and the rules of Kings Lake Education Center, Corcoran High School or John Muir Middle School, and Corcoran Unified School District. As a student at Kings Lake Education Center, I am responsible for fully complying with these requests to remain enrolled and not be subject to disciplinary action.

Student Signature _____ Date: _____

Student's Date of Birth: _____

Parent / Guardian Signature: _____ Date: _____

GANG CONTRACT

Any student found to meet any of the following criteria will be placed on a gang contract.

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

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

Policy 5145.12ll Search and Seizure Status: ADOPTED

Original Adopted Date: 01/11/1994 | Last Revised Date: 01/11/2023 | Last Reviewed Date: 01/11/2023

Use of Metal Detectors

The Board finds that the presence of weapons in the schools threatens the district's ability to provide a safe and orderly learning environment to which district students and staff are entitled. The Board also finds that metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff. The Superintendent or designee shall use metal detectors as necessary to keep weapons out of schools and help provide a safe learning environment. The Superintendent or designee shall establish a plan to ensure that metal detector searches are conducted uniformly and consistently.



Cell Phone Policy 2024-25 Academic School Year

All students who attend Continuation and Mission Community Day School must put their cell phones in the designated slots in each classroom before entering class. All phones will be returned to each student at the end of the day.

This new policy is to keep classroom distractions to a minimum and for the safety of students and staff.

1st Offense: The phone will be taken away from the student and returned at the end of the day.

2nd Offense: The phone will be taken away, and a parent must pick up the phone.

3rd Offense: A referral to another school for defiance and safety offenses.

Those students who do not comply with this new school policy will NOT BE ALLOWED TO ATTEND KINGS LAKE EDUCATION CENTER. All students must sign the latest cell phone contract and be expected to follow this policy.

☐ I agree to follow the Kings Lake Education cell phone policy.

Printed Name: _____ **Date:** _____

Signature: _____

Kings Lake Continuation High School

Student Dress Code 2024-2025

Students at Kings Lake Education Center are expected to dress in such a way that they will not endanger their health or safety or that of others around them. A student's clothing and appearance shall not disrupt the learning process. All students are expected to adhere to the following.

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

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

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

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

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

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

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

2nd Offense: Item confiscated, Saturday School assigned.

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

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

7. All clothing sufficiently conceal undergarments including bra straps, at all times. See-through or fishnet fabrics, tube tops, men's tank undershirts, muscle shirts, jerseys with no undershirts, sagging pants/shorts, pajamas and clothing deemed immodest by school personnel are prohibited. In addition, students must have their shoulders covered with no see-through material.
8. Tops with "spaghetti straps", halter-tops, tank tops or other shirts with less than 5 inches at the shoulder, or shirts that show any part of the midriff (belly) are not allowed. Midriffs must be covered at all times. Low-cut necks/scooping necks are also prohibited.
9. All shorts, skirts and dresses cannot be shorter than (5) inches above the top of the knee from the front and the back. This would apply to ripped jeans with holes above the length of shorts that are allowed. Holes above 5 inches should be covered, so that skin is not showing.
10. General appearance of all students shall be neat, clean, and safe. The administration reserves the right to limit excessive jewelry, or any other apparel that is unsafe or distractive for student learning.

Discipline for Dress Code Violations:

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

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

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

*Refusing to change into provided clothing will result in additional/more severe discipline. Students must change into alternate clothing provided by administration when in violation. Students will not be allowed to phone home and/or walk home as this disturbs instructional time. Students are encouraged to email photos of questionable clothing to their learning director or the assistant principal for approval. Corcoran High School appreciates parent and student cooperation in these matters in order to have a successful academic school year.

Corcoran Joint Unified School District

Kings Lake Education Center Dress Code Contract

Continued defiance of the dress code will result in a referral or being sent home. Any items confiscated by administrators will be released only to a parent/guardian on file.

ALL STUDENTS ATTENDING KING'S LAKE EDUCATION CENTER MUST COMPLY WITH THE DRESS CODE

Students arriving at school inappropriately dressed won't be allowed to attend class; they will be detained in the office. Students may call parents to bring another set of clothes for them to wear. Students who refuse to comply with the dress code will be sent home until a parent conference can be held (in person or by phone). Any dress code violation (including jackets and undershirts) will result in an infraction.

Student Name: _____

Dress Code Statement

I acknowledge that I have received a copy of the dress code for the Corcoran Joint Unified School District – Kings Lake Education Center and thus understand that all students who refuse to comply with the dress code will be sent home until a parent conference can be held (in person or by phone). Any dress code violation will result in an infraction.

Student Signature: _____

Parent Signature: _____

Administrator Signature: _____

STUDENT SERVICES

ADMINISTRATIVE SERVICES

Administrative Offices are located in the Main Office. All administrators keep an "open door" policy. If you have any questions about school procedures and policies, please see them.

CAFETERIA SERVICES

Students are required to complete the lunch application as part of the registration procedure. All students must complete the lunch application even if they do not want breakfast or lunch. This will allow every student to qualify for lunch if needed. It is understood not all students will take advantage of this program, but we want everyone to have the opportunity. Prices and eligibility requirements are available in the school office. Additionally, through the lunch application process, the school is eligible for special funds that enhance its programs.

LUNCH PROCEDURES

Closed Campus:

Students are to remain on campus for lunch. Students must stay within the break and lunch designated area. Students are not allowed to be in the parking lot or other areas of campus during breaks or lunch. They can purchase or acquire a free school snack during their break or a meal during lunch. They can bring a lunch from home. No beverages are allowed on campus; only bottled water is permitted. Students can acquire meals, milk, or juice during breaks and lunch. No outside food/drinks/snacks are to be brought or delivered to a student during the school day without prior approval from the administration or front office. Students will be given 40 minutes for lunch.

CONTACTING TEACHERS

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

COMPLAINTS

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

Step 1: Parents may request that their child's teacher call them after school by calling the office.

Step 2: Parents may request a conference with their child's teacher.

Step 3: Complaints not resolved through Step 1 or Step 2 shall be appealed to the Counselor or Director.

COUNSELING AND GUIDANCE SERVICES

Appointments for students wishing to see the Counselor or Director must be made through the front office. If the severity of their situation is known, students will be seen according to that. The Counselor and the Director will meet with the students throughout the school year.

HEALTH SERVICES

The school nurse will assist the local doctors in giving simple health examinations to all pupils and bringing health concerns to the parents' attention. The school nurse may also administer minor health needs and provide first aid when on campus.

California law allows school district officers, 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, and supplements, both over-the-counter and prescription) must be housed in the office. To administer medication at school, a Medication Authorization form must be completed.



OTHER POLICIES AND PROCEDURES



Return to Corcoran High School or John Muir Middle School

Students who wish to return to Corcoran High School or John Muir Middle School at the end of each semester will have their “record” at Kings Lake reviewed by the Director of Kings Lake or another district authority. The following are the criteria that will be used in making a recommendation. This holds for voluntary transfers at the end of each year and for involuntary transfers when they are eligible to return to their original school.

ENROLLMENT REQUIREMENTS

Students attending any alternative education (whether inside or outside the CUSD district), including continuation high school and community school, or students not meeting the minimum requirements toward Corcoran High School graduation may be required to attend a minimum of one semester at Kings Lake High School.

The student meeting the following criteria will determine placement at CHS or JMMS after one or more semesters on the Kings Lake Education Center campus:

1. Grade Point Average of 2.0 or better
2. The student has demonstrated acceptable attendance. (Be well within the fifteen days of excused absence and no truancy letters.)
3. Student receives no more than 1 Out-of-school suspension.
4. Student completes at least 30 credits in each semester and is making progress toward graduation or promotion to the next grade level.
5. The student has demonstrated acceptable behavior.

All students returning to CHS or JMMS from Alternative Education may be placed on Administrative Probation, Academic probation, or a Behavior Contract for up to one school year.

Transfers

The attendance, academic, and behavior records that students accumulate at CHS (or other schools) before transferring to KLEC become part of the KLEC record. Students DO NOT begin a ‘NEW RECORD’ at KLEC.

Employment

Work Experience – Credit on an approved work experience job may be earned. Schedules will be arranged to meet this need whenever possible.

Home Visits

Home visits will happen as the front office, counselor, campus security, and administration deem necessary. Unresolved attendance issues, chronic absenteeism, and excessive behavior problems can make a home visit necessary. Follow-up home visits will be based on the parents' availability and the student's progress.



Kings Regional Occupational Program (KROP)

The KROP provides vocational training (to learn an occupation or trade) to youth and adults of Kings County. Training programs are offered in various school community sites throughout the county. Bus transportation is available, and school schedules can be arranged.

Special Schedules

In some cases of family hardship (medical or economic), special schedules that meet the family's needs and conform to the law may be arranged. Schedules are also modified when students attend KROP classes (see above).

Students who have a job but do not do their classwork, have poor attendance, or break school rules will have their work permit and special schedule revoked.

Students who have a special schedule because of family hardship or because they attend KROP classes but do not do their classwork, have poor attendance, or break school rules will have their special schedule revoked and be assigned a full program.

Questions and concerns:

All questions and concerns can be addressed at the school with the office staff, teachers, counselor, or the director. We are here to provide you and your child with an alternative academic experience and the support that you need to meet the requirements necessary to fulfill your educational goals.

Please feel free to contact us at any time. Our office is open Monday through Friday, 7:30 a.m. to 4:00 p.m.

School Calendar

2024-2025

August 14, 2024	First Day of School / Fall Semester Begins
September 2, 2024	Labor Day – No School
November 11, 2024	Veterans Day - No School
November 25-29, 2024	Thanksgiving Holiday - No School
December 15, 2024	End of Fall Semester
December 23, 2024 - January 10, 2025	Winter Break - No School
January 13, 2025	Spring Semester Begins
January 20, 2025	Martin Luther King Day - No School
February 10, 2025	Lincoln’s Birthday - No School
February 17, 2025	Washington’s Birthday - No School
April 14, 2025 - April 21, 2025	Spring Break - No School
May 26, 2025	Memorial Day - No School
June 5, 2025	Last Day of School / End of Spring Semester

Title I, Part A School-Parent Compact

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

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

School Responsibilities

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

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

Parent Responsibilities:

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

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

Student Responsibilities

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

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

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

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

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

Title I, Part A School Parent and Family Engagement Policy

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

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

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

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

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

Parents and family members may amend a parent and family engagement school policy by providing input during informational meetings where the policy is being discussed. Members of the SSC and/or other committees would discuss the input and make amendments to the policy as needed.

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

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

Describe how parents and family members of children participating in Title I, Part A programs can, if they find that the plan under ESSA Section 1112 is not satisfactory to the parents and

family members, and the LEA shall submit the parent comments with the plan when the LEA submits the plan to the State (ESSA Section 1116[b][4]):

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

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

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

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

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

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

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

Parents are invited to multiple meetings to review the Title I plan at the beginning of the school year. They are members of the SSC and are invited to attend and participate in decisions relating to the expenditure of Title I funds. The school holds a Title I meeting which encourages

participation and feedback. Parents and students are sent annual surveys regarding Title I. Parents are also invited to Parent Nights where surveys are distributed at the end of the event.

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

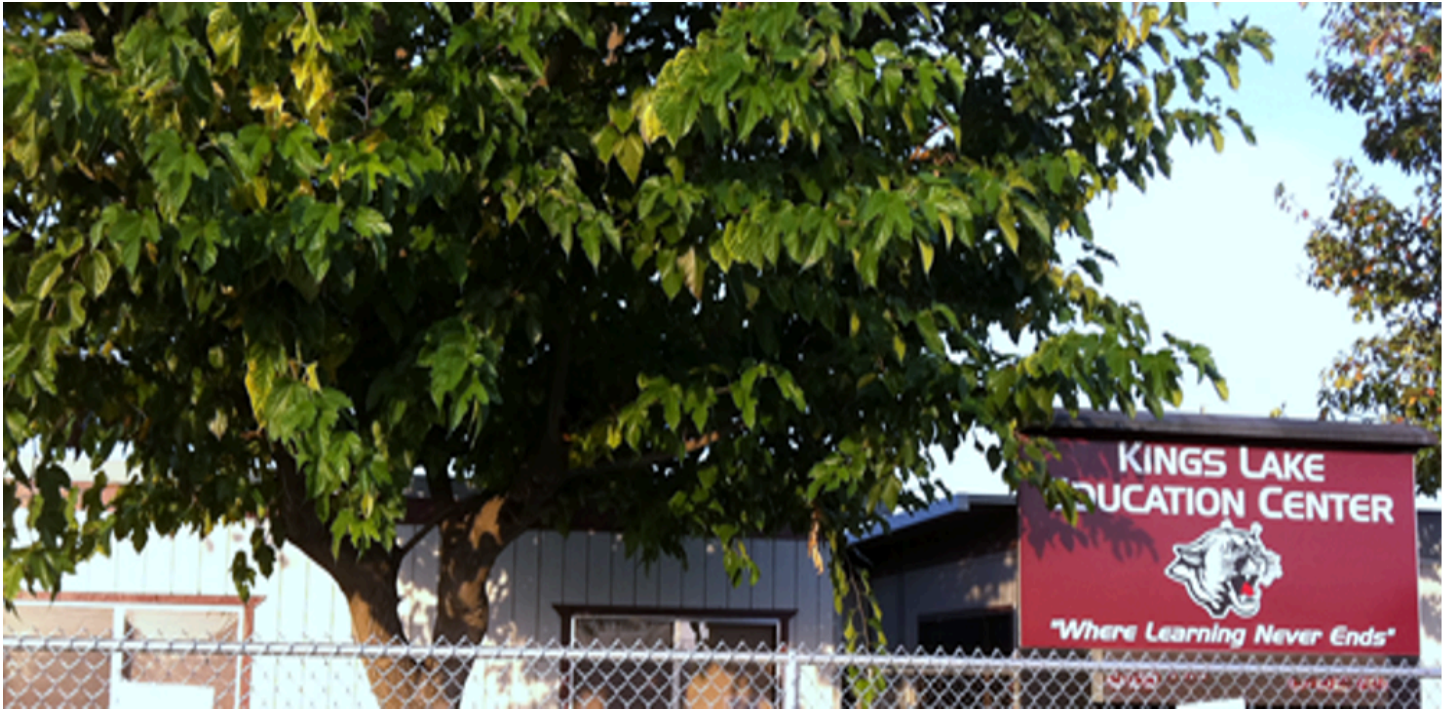
Parents and family members of participating children are provided multiple opportunities to inspect curriculum and assessments during SSC and ELAC meetings. They are provided with the data for school wide and district assessments on a regular basis. If requests are made by parents to offer suggestions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

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

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

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

Legal Disclaimer



**Working Together
To Build A
Successful Future!**