Message from the Superintendent

The many skilled and caring people who work in the Corcoran Unified School District are dedicated to the total success of your children. We believe every student can be successful and can be prepared for life beyond Corcoran Unified School District. We take this charge and responsibility seriously. This is why we are doing everything possible to set up students for academic achievement by creating a rich learning environment for every student. Our school district has earned a reputation of high standards, growing academic achievement and innovators in student learning through the use of technology.

As your partners, we encourage you to help make education a priority for your student by providing reading materials including electronic sources, reading with your student and watching less television. These family practices are tremendous factors to student academic growth. Your interest in your student's work, involvement with school and communication with the teacher are integral to the educational growth of your student as well. We look forward to working with you, and we are privileged to have the opportunity to be involved in creating a foundation for your student's future.

"Look at a man the way that he is, he only becomes worse. But look at him as if he were what he could be, and then he becomes what he should be."
--Goethe

Rich Merlo
Superintendent

Corcoran Unified School District Websites

www.corcoranunified.com

On this website, you can find additional information regarding the schools, the District and Board meetings, as well as a variety of forms and schedules.

http://one2one.corcoranunified.com/

The One2One website offers information on the District's technology programs.

Board of Trustees

The Corcoran Unified School District Board of Trustees is the governing body of the school district. Its purpose is to exercise general supervision over the schools within our district.

The Board meets twice each month in the District Office Board Room, 1520 Patterson Avenue, Corcoran at 6:30 pm on the second and fourth Tuesday of each month. The agenda is posted at the District Office the Thursday before the scheduled meeting and also on the District's website. All Board meetings are open to the general public except for that portion of the meeting that may be held in executive session. Executive sessions are held to discuss personnel and/or negotiations.

A person who wishes to address the Board may do so by calling the superintendent and asking to be placed on the agenda. A person may also address the Board during public forum on non-agenda items.

Mary Wadsworth Karen Frey
Robert Alcorn Steve White Mary Gonzales-Gomez

Back Row, L to R: Superintendent Rich Merlo, Trustee Steve White, Trustee Robert Alcorn; Front Row, L to R: Trustee Mary Wadsworth, Trustee Karen Frey, and Trustee Mary Gonzales-Gomez.

CUSD Calendar 2014-15

First Day of School	August 18, 2014
Labor Day- No School	September 1, 2014
Veterans Day - No School	November 11, 2014
Thanksgiving -No School	November 27-28, 2014
Winter Break - No School	December 22-January 9 Return on January 12, 2015
Martin Luther King Day-No School	January 19, 2015
Lincoln's Birthday - No School	February 9, 2015
President's Day - No School	February 16, 2015
Spring Recess - No School	March 30-April 6 2015 Return on April 7, 2015
Memorial Day- No School	May 25, 2015
Last Day of School	June 5, 2015 (Minimum Day)

IMPORTANT – **EARLY OUT & MINIMUM DAYS**

- ☑ **For the 2014-2015 school year, every Wednesday will be an early out day with release time for 1st – 5th grade students at 1:30 p.m. Kindergarten will be released at 1:15 p.m. (6th Grade 12:50 7th & 8th 1:20 p.m.)**
- ☑ **For the 2014-2015 school year, every Wednesday will be a late start (9:45 a.m.) for CHS**
- ☑ **Check each school for its minimum day schedule.**

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Got A Question?

How to Get an Answer

Who to contact when you have a question concerning.....

Bus Pass or Eligibility
Contact your child's school office.

My child's bus schedule
Call 992-8888

My child's attendance
K-5 Contact school for an appointment with school principal.
6-12 Contact school attendance office at each school. Ask for the attendance clerk.

My child's school work
K-12 Contact your child's teacher (Phone school office to arrange an appointment or request teacher to call).

Problems my child is having with other children:

a. In the classroom
K-5 Contact your child's teacher by phoning school office to arrange an appointment or request teacher to call.
9-12 Contact High School Learning Directors at 992-8884 ext. 6210
b. Before or after school- Phone school for appointment
K-5 Contact School Principal
6-12 Contact Learning Director

Classroom Procedures
Contact your child's teacher by phoning school for an appointment.

School Procedures
Contact the school principal, vice principal or learning director by phoning school for an appointment.

My child's eligibility and/or participation in special programs
K-5 Contact School Principal
6-12 Contact School Learning Director

General Procedures- When you, as a parent, have any questions or concerns about things that occur in your child's classroom, you are encouraged to discuss them with your child's teacher as soon as possible.

Questions or Concerns dealing with school routines and procedures need to be discussed with the school principal, vice principal or learning director as soon as possible.

Immunization Requirement

All students enrolling in Corcoran Unified School District must present an immunization record with all required immunizations up-to-date for age according to the California Department of Health Services. Parents wishing to sign a waiver or exemption for immunizations must be referred to the District Nurse before enrolling.

Required Immunizations

Polio, DPT (Diphtheria, Tetanus and Pertussis), Measles, Rubella, Mumps, Hepatitis B, Varicella (chicken pox) – all immunizations must be up to date. A Tdap (for Pertussis) booster shot is required for 7th-12th grades.

Student Dress Code

The expression of a student's uniqueness and individuality by means of his/her dress is sanctioned by the governing board as being consistent with stated purposes of the school. Schools have their own dress code specific to their age group. Bret Harte, John C. Fremont, Mark Twain, John Muir and Kings Lake schools have standardized dress codes. Please check the school's handbook for a specific school's dress code.

It should be recognized that any apparel which draws undue attention to the wearer tends to detract from the educative process and is, therefore, inappropriate. Good taste and good grooming are a part of learning for both boys and girls. In addition, it is recognized that the school shares with the parents a responsibility for teaching young people appropriateness of dress. It is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating for the standard appropriateness. To a high degree, a student's dress will help to determine that student's conduct. Fashion dictates changes, but as with most things new, certain guidelines and limitations have to be set which are in the best interest of all students at the school.

Restrictions on freedom of student dress will be imposed whenever the mode of dress in question:

a. Is unsafe either for himself/herself or those around him/her.

b. Is disruptive of school operations and the education process in general.

c. Is contrary to law.

Personal Items

Personal items should not be brought to school. CUSD is not responsible for personal property brought to school (i.e., damage or theft). The following items may not be brought to school without permission from the principal: cell phones, MP3 players, toys, skateboards, or animals. If personal items are found at school, the item will be held in the school office (or transportation department for items lost on the bus). Bicycles must be locked in bicycle racks. Skating/skateboarding is prohibited on school property.

Bus Transportation

Parents are legally responsible for their child's transportation to and from school. Bus transportation is a privilege, which is provided by the district to assist parents in meeting their responsibilities.

Home-School Transportation: The following students are entitled to district transportation to and from school using designated pickup points.

- K-3 grade students living beyond ¾ of a mile from the nearest school.
- 4th-12th graders who live beyond 2 miles from the nearest school.
- Students may only have one drop-off point a year unless they move. The office must receive a signed statement from parent regarding a request for change. Alternate weekly/daily drop-offs will not be allowed.

School to School Shuttle: The following students are entitled to shuttle bus service between schools:

- Any student who lives inside the specified limits of his/her school will be eligible for shuttle services. Shuttle service will be provided for the students between the school nearest his/her home to the school he/she will attend. The shuttle will begin at 7:15 am.

VOLUNTEERS

Before volunteering, all volunteers--whether a parent, guardian or community member--will be required to have a clearance from Health Services, for TB to be fingerprinted for the purpose of a background check at the Kings County Office of Education. If driving a vehicle with students, bring in their driver's license to be copied for a DMV driving report. Volunteers include all those helping in the classroom, sports, activities, field trips, etc. Contact the school site secretary for additional information.

Lunch Time Campus Regulations

1. The campuses of Bret Harte, Fremont, Mark Twain, John Muir and Kings Lake Education Center are closed campuses. Pupils may not leave the school grounds without written permission. Parents who want their child to go home for lunch are to send a note to the principal requesting that their child be allowed to leave school grounds during noon period. This note must be signed by the parent and give dates for which the request is made.
2. The governing board of the Corcoran Unified School District will permit the following students to leave the school campus during the lunch period: all 9th, 10th, 11th and 12th grade students.
3. Section 44805.5 of the Education Code further states: "Neither the school district nor any officer or employee thereof shall be liable for the conduct nor safety of any pupil during such time as the pupil has left the school grounds pursuant to this section."

The following rules pertain to students who eat lunch off campus: 1) Students are to be on time to class after lunch; 2) Students who drive cars during lunch are not to cruise the campus, Whitley or Letts avenues; and 3) Students are not to litter private residences or the school with trash of any kind. **High School students who violate these rules are subject to losing their off campus for lunch privileges.**

Lunch Applications

MEALS ARE UNDER THE PRICING CATEGORY-

You can pay on-line. Charging is not allowed. Students need to pay up front with cash or credit card. The prices are as follows:

Rates for 2014-2015 will be:

Breakfast		Lunch	
Free	**No Charge**	**Free**	**No Charge**
Reduced	**$0.30**	**Reduced**	**$0.40**
Paid	**$1.00**	**Paid**	**$2.50**

APPLICATIONS MUST BE FILLED OUT BY ALL HOUSEHOLDS. ALL FAMILY MEMBERS MUST BE ON THE APPLICATION. Which means anyone living under the same roof must be on the application, including students, Mom, Dad, common-law wives or husbands, grand-parents, college students, children not yet in school, aunts, uncles, AND any income they have must be included on the application. The total "household" income is used for eligibility for paid, reduced or free. Applications must be handed in the first day of school and processed within 10 days of receiving the application. You will be receiving verification of your student's free/reduce/paid category. Those students under the reduced or paid category must have funds on their account before being served a meal in the cafeteria. There is NO CREDIT extended. However, we realize parents sometimes forget to send students with lunch money. In such a case, students who owe more than $5.00 (2 meals) will be receiving a peanut butter sandwich and milk until the bill is paid. If you have any question you can contact Food Service Office starting August 3rd at 992-8887 ex 8014. Families under Direct Certifications (Cal Works, Kin-Gap, or FDPIR Benefits) qualified for free. This information will come directly from the county social services. Anyone on that list will receive a letter from the district informing them of their free status. To speed up the process, please fill out the application and bring when registering your students.

Payment may be made at all school site cafeterias. We recommend that parents use the online payment services at EZschoolpay.com. Parents may view their student payment and use history online.

Cafeteria

Any student with food allergies must have a note completed by a doctor turned into the school site office. The office will distribute copies as indicated on the form. Please return immediately to the site office.

All food served to students must meet the nutritional requirements of the National School Lunch Program. The items must be from a reputable food source i.e. bakery, grocery store, not homemade. The food item must contain no more than 35% fat, be whole grain, 175 calories or less, less than 230 grams of sodium and be a fruit, vegetable, protein and/or whole grain food, and must not be fried Beverages have no added sweeteners, non-fat milk, 100% fruit or vegetable juice and only 8oz Food item served may not be the same as what was served in food services that day. For more information contact Food Service Director or school official.

Education Code Section

Student Absences -

a) State law allows students to be excused from school when the absence is: 1) due to his/her illness; 2) quarantine under direction of a county or city health officer; 3) medical, dental, optometry, and chiropractic appointments; 4) funeral services of a member of his or her immediate family, so long as the absence is not more than one day if in California and not more than three days if outside of California; 5) for the purpose of jury duty in the manner provided for by law; 6) 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; or 8) for the purpose of serving as a member of precinct board for an election pursuant to Section 12302 of the Education Code.

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

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

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

(e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

When a student is absent, the parent/guardian has two weeks to excuse the absence with a signed and dated note or a call to the school office within two weeks of the absence. Please do not send your child to school if he/she has a fever of 100.5 or above, or is vomiting or too weak to participate in PE.

Excessive absences may be cause to require a doctor's note. In addition, if you are receiving cash aid from Kings County Human Services, your aid may be stopped or lowered if your child does not attend school regularly.

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

Truancy: Students shall be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Habitual Truants shall be referred to the School Attendance Review Board (SARB).

Off Campus Permits: All pupils who are off the school grounds during regular school hours who are not accompanied by their parent, are to have an off campus permit or a school pass indicating the reason for their absence from school. School Passes are issued to pupils who have medical appointments or are on school business. Off Campus Permits are issued to pupils who are off campus on a daily basis for work experience or are scheduled for a short day.

School officials and members of law enforcement agencies may request pupils to show their pass at any time. Pupils without appropriate passes will be returned to school and receive appropriate disciplinary action.

Our local police department, in cooperation with the school and the local School Attendance Review Board, conducts unannounced truancy sweeps of the community. When this occurs, all school-aged pupils who do not have proper authorization to be off the school grounds during school hours will be picked up and taken to a central location. Parents will be notified and requested to come pick their child up and return him/her to school where appropriate disciplinary action will take place.

School Attendance Review Board (SARB)

What is Truancy?

Education Code 48200 (Excerpt)
Each person between the ages of 6 and 18 years is subject to compulsory full-time education.

1. If a student has 3 unexcused absences or tardies, a letter is sent to the parents.
2. If a student has an additional 3 unexcused absence or tardy, a second letter is sent to the parents.
3. If a student is absent or tardy unexcused 3 more time, a third letter is sent to the parents.
4. Upon receiving the 10th unexcused absence or tardy, the student and the parent will be required to attend the Corcoran SARB hearing.

What will happen at the Hearing?

1. The student and the parent will be asked to sign a contract stating the student will be in school and on time every day unless they are ill. The student may be asked to have a note from their doctor for all illnesses.
2. If the parents are receiving cash aid from the Kings County Human Services Agency, their aid may be stopped or lowered until the student's attendance at school improves.
3. If the student and their parent do not attend the hearing, the case will be referred to the Kings County SARB and:
   - The parent can be prosecuted by the Kings County District Attorney which may result in:
     1. The parent appearing in court and/or
     2. The parent paying a fine.
     3. The parent going to Jail.

Non-Discrimination/Statement

The Corcoran Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender identity or expression, or information; the perception of one or more such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, respectively.

Students, parents, or guardians, who wish further information about these regulations, or about handicapped access of the district's facilities, or wish to file grievance, should contact the following district persons:

Title VI Coordinator-
Steve Berry
Director of Special Projects
559-992-8888 ext.1246

Section 504 Coordinator
Title IX Coordinator
Gary Raper
ext.1248

Rich Merlo
Superintendent
ext.1224

U.S.D.A. Non-Discrimination

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Office of Civil Rights, Room 325-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

Physical Examinations

All pupils are to have completed a health screening examination before entering first grade. This examination can be obtained from your family physician or through services provided by the county health department. Information and forms are distributed to pupils enrolled in kindergarten.

TB Skin Test

Students entering at grades 7-12, must present documentation that they have had a satisfactory clearance for tuberculosis within 6 months prior to entry.

Parents who are involved in helping in the classroom are required to have TB skin testing and clearance prior to beginning volunteer work in the schools and every four years while being a school volunteer.

Kindergarten Pre-Registration

Pre-registration for kindergarten is scheduled for the spring of each year. The specific dates and times will be announced. Parents are required to bring the following materials and information with them at the time they register: legal evidence of birth, proof of residency, immunization certificate for Polio, DPT, Rubeola, Rubella, and Mumps, Hepatitis B, Varicella (chicken pox) (Last dosages of DPT and Polio must be after fourth birthday and two MMRs after first birthday.)

A child must be five (5) year on or before December 2 of the current school year to be eligible to enroll in one of the Bret Harte's two kindergarten programs. A child whose birthday falls before September 1 of the current school year will be enrolled into a regular 9one year) Kindergarten program. A child whose birthday falls between September 2 and December 2 of the current school year will be enrolled into Transitional Kindergarten, a two-year Kindergarten program.

Administration of Medication at School

If your child has a medical condition, you must inform the school site and the district nurse upon enrollment or immediately upon being made aware of the condition by your child's physician.

All medication, including over-the-counter medications, must be in a properly labeled container which includes the name and phone number of the pharmacy, student's name, name of physician and dosage of medication to be given. Parent and physician must sign a written statement detailing the method, amount and time medications are to be administered. Written permission and pharmacy label must match. Authorization must be renewed annually or when there is a change. The school nurse, or other persons designated, may assist your child in taking the medication.

Parent and physician may request a student to carry his/her emergency medication (rescue inhaler, etc.) at school. Students must demonstrate responsibility and appropriate knowledge to the school nurse before authorized to carry emergency medication. Students are prohibited from sharing any kind of medication.

Medi-Cal Billing

Our school district has entered into an agreement with the California Department of Education and the Department of Health Services that will allow us to collect federal funds for some of the health services we provide at school by billing Medi-Cal. In order to do this, we must also offer the option to bill private insurance. The school's registration/emergency form now includes the necessary information for this billing and must be completed for all students. Your permission is required in order to bill your private insurance or Medi-Cal for these services.

Please be sure to complete the sections for this permission with a check mark in the YES/NO box, and indicate your insurance policy and group numbers where requested. Health services currently provided at school will continue unchanged and parents will not be billed for any services provided at school. We will appreciate your cooperation in this matter.

Accidents/Emergencies

Each school has someone on duty to render assistance with minor injuries. If the injury appears to be more than a minor injury, the parent/guardian shall be notified and asked to pick up the child for their own observation or examination by the family physician. For injuries requiring emergency care, an ambulance shall be called and the parent/guardian and school nurse shall be notified immediately. If the parent or person on the emergency card cannot be reached, the school will decide what degree of medical care is provided. The parent's insurance will have primary responsibility for charges for medical, hospital, and ambulance costs.

Possession of Marijuana

The law concerning the unauthorized possession of marijuana mandates fines and/or imprisonment for anyone who has marijuana in his/her possession while on the school grounds during the school day and/or at school related functions.

Substance Abuse Counseling

At times, the Kings County Drug and Alcohol Education and Counseling Center works with the Corcoran Unified School District in providing substance abuse counseling on our campuses, especially at High School and John Muir campuses. By law, substance abuse counseling may be provided to minors 12 years of age and older without informing the parents that such is being provided. However, if you do not want your child (minor, 12 years of age or older) receiving substance abuse counseling on campus without your knowledge, we will honor your request. Such request should be put in writing and addressed to the principal of the school who will see that your child is not given any substance abuse counseling on campus without your permission.* **WEST CARE DRUG COUNSLING PROVIDES SERVICES FOR KINGS LAKE AND CHS STUDENTŜ**

Student Discipline

California Administrative Code Title 5 states "Every pupil shall attend school punctually and regularly, conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; be diligent in study, respectful to his teacher and others in authority; kind and courteous to schoolmates, and refrain from the use of profane and vulgar language." School Discipline policies are governed by Education Code 48900/48915. Board Policies and Regulations are available at the District Office upon request.

Student Behavior and Conduct

The Board and staff of our school district believe that all pupils are accountable for their behavior and conduct while attending school and school sponsored activities. This accountability extends to any action of pupils at any time, which are related to school activities or school attendance. Pupils are obligated to follow the directions of their teachers and other members of the school staff. Failure on the part of a pupil to follow school and district rules or the specific directions of a member of the school staff can result in disciplinary action.

Mandatory recommendation for expulsion:

A student who commits any of the following offenses while under the school's jurisdiction shall be recommended for expulsion: Possession of knife, gun, explosive devises, weapons, drugs or alcohol, committing sexual assault, causing serious injury, robbery/extortion, or assault or battery upon any school official.

Suspensions

If it becomes necessary to suspend your child, you have the following rights and obligations:

1. Parents are to respond to the principal's request to attend a conference concerning the suspension without delay.
2. Whenever a student is suspended from class the teacher of that class may require the student's parent/guardian to attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee.
3. Parents and pupils have the right to inspect the school's records concerning the suspension.
4. Parents and pupils have the right to request a meeting with the superintendent or his designee if they question the appropriateness of the suspension. This request may be made after first conferring with the principal.
5. Pupils are to be allowed to complete all assignments and tests missed during the suspension that can be reasonably provided, and that the suspended pupil receive full credit for satisfactory work.

The district's procedures and each school's rules concerning pupil conduct and disciplinary actions are available for your inspection in the office where your child attends.

Home/Hospital Instruction

Home/Hospital Instruction is provided by the district for the purpose of continuing the education progress for pupils who are temporarily unable to attend school 10 or more consecutive days due to illness or injury. A doctor's verification of the pupil's inability to attend school is required.

Vocational School

The Vocational Education opportunities at Corcoran High School include courses in agriculture, home economics, and business. These courses offer laboratory and classroom experiences. Advanced course curricula are adapted to specific entry-level job skills needed by the student.

Pre-School

The district operates a state pre-school program for children who are 4 years old On or before Sep 1. The program is generally limited to children from income eligible families. Interested parents should contact the pre-school principal at 992-8881. Enrollment in the pre-school program is limited to 24 pupils per classroom. When all classes are filled, a waiting list is maintained and pupils are added to the program as vacancies occur. Applications are accepted all year.

Confidential Medical Services

Education Code section 46010.1 provides that "school authorities may excuse any student in grades 7 to 12 for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian." In accordance with this Education code section, the school is permitted to grant such excuses but is not required to do so..

Alternative Schools

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

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

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

Further, a copy shall be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each year. (Ed. Code § 58501)

Continuation Program

The continuation program is an alternative program for pupils to complete their high school education. Its major function is to provide an opportunity for pupils who must work while they continue their education. Other pupils who have difficulty adjusting to the routines of the regular high school program may request to enroll. Some pupils are assigned to this program because of excessive absence and/or behavior problems. Pupils who voluntarily enroll are expected to remain in the class for the remainder of the school year. Continuation is located at Kings Lake Education Center.

Involuntary Enrollments To the Continuation Program

Pupils in Corcoran High School may be involuntarily transferred to the Continuation Program for habitual truancy or for any acts for which a pupil may be suspended or expelled. Usually an involuntary transfer is an alternative to expulsion and should be considered a strong warning that continued poor conduct will result in a recommendation for expulsion.

Adult Education Classes

Adult Ed High School Diploma: Students that are 18 years or older can enroll in courses to complete the graduation requirements to earn their High school Diploma. This is a seat-based class that meets five days a week for four hours a day. Students must complete all core classes plus an additional 60 units of electives to graduate along with passing the CAHSEE exams in English Language Arts and Math.

Adult Independent Study: Students can work fulltime and still be able to complete the requirements for a high school diploma. They meet with the teacher one hour a week to discuss their assignments, take tests and receive the next week's work. These classes are held in the evenings or during the Day at the Kings Lake campus. Students must meet specific requirements to be eligible for this program.

Adult Secondary Education: An Adult Secondary Education class is offered for students who are more comfortable working in a classroom setting. A teacher is present to assist with the work as needed. This class is individualized and self-paced. Classes are held at the Kings Lake campus.

Corcoran Academy

Corcoran Academy is an alternative independent study school for K-12 students who for a variety of reasons are unable to attend regular class sessions. Corcoran Academy is located at Kings Lake Education Center.

Mission Community Day School

Students who qualify to enroll in this program must have been expelled from the district's regular schools in grades six through 12 and meet specific requirements. This program is for students with low risk behaviors.

GROUNDS FOR SUSPENSION AND EXPULSION

E.C. 48900 General

A pupil may not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has 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.

(a)(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any 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, any 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 any 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 any 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) Stolen or attempted to steal school property or private property.

(h) Possessed or used tobacco, or any 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 use of possession by a pupil of his or her 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 any drug paraphernalia, as defined in Section 1114.5 of the Health and Safety Code.

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

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

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is 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, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose 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 as defined in subdivision (b) of Section 245.6 of the Penal Code.

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means or an electronic act, as defined in subdivision (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

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

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

(t) A pupil who aides or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who had 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.

Sexual Harassment

Students

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint process.

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

1. What act and behavior constitutes sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence's.
2. A clear message that the students do not have to endure sexual harassment's.
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

Prohibited sexual harassment includes, but not limited to, unwelcome sexual advances, unwanted request for sexual favors, or other unwanted verbal, visual or physical conduct of a sexual nature made against another person of the same or opposite sex in the education setting, when made on the basis of sex and under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtation, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversation.
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Messaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individuals body or clothes in a sexual way
9. Impending or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

Restrictions on freedom of students dress will be imposed whenever the mode of dress is in question.

Complaint Process

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulations.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendant or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

Programs for Handicapped Children

The Corcoran Unified School District supports the right of handicapped students to a free and appropriate public education and does not discriminate against them because of their handicap. Handicapped students have the right to be educated in programs and have the right to enjoy the same variety of programs as are available to the non-handicapped, unless the nature of the severity of the handicap is such that education in the regular school programs and participation in other programs cannot be achieved satisfactory.

The Corcoran Unified School District cooperates with other districts in the county to provide a variety of programs for the handicapped child. These programs are designed to meet the particular needs of each handicapped child. Some are self-contained classroom programs where the pupil remains with the same teacher for the full day. Others are conducted by specially prepared teachers and aides working in the regular classroom with the regular classroom teacher of a pull out program.

The definition of "handicapped children" is very broad. It includes children with the following handicaps:

- Hearing problems or deafness
- Speech problems
- Vision problems or blindness
- Emotional disturbance
- Mental retardation
- Physical problems
- Learning disabilities
- Long-term health problems

If you suspect that your child has any of these handicaps you should discuss your concerns with your child's teacher or principal. If it is agreed that these needs may exist, an assessment of your child can be conducted by trained school staff members. This assessment can only be conducted with your approval. The result will be explained to you.

Teachers may also observe certain behavior in your child, which would cause them to suspect a possible handicap. When this is the case they will discuss it with you before recommending that an assessment be conducted.

Title I-Compensatory Education Programs

The Corcoran Unified School District receives state and federal funds to be used to assist pupils with identified learning problems. Compensatory Education programs are currently available to students in grades K-12.

Each school has developed a school plan for meeting the needs of identified pupils. The plans may provide instructional aides, resource teachers and special materials to assist pupils who are not achieving at the expected level in reading, language, or math. The school staff and parents participate in the development of the school's plan, its evaluation, parent education activities, and staff development.

Our district also participates in Migrant Education programs.

Bilingual Education

Corcoran Unified's ELD Master Plan states that pupils who are non-English speakers or limited English speakers, because their home language is other than English, are to receive a minimum of 30-45 minutes of English Language Development daily until they are reclassified fluent English proficient. After 30 days, parents may request a waiver to be taught in the student's primary language (Bilingual Waiver class). There needs to be a minimum of 20 approved waivers per grade before a class will be formed. (Ed Code 300, 305-306, and 311)

The district has structured English Immersion classrooms for students who are less than fluent in English. Students who are fluent in English are generally placed in mainstream classrooms. The Master Plan for English Learners outlines in more detail the services for English Learners. Copies are available from your child's school.

Report Cards

Report cards for grades K-5 are sent home three times during the school year, shortly after the close of each marking period. In Grades K-5 where report cards are handed out, required parent conferences are held at the end of the first and second marking periods. Report cards for grades 6-12 are sent home four times during the school year, shortly after the close of each marking period.

In grades 6-12 progress reports are sent home midway through the marking period. When it is noted that a pupil is not doing satisfactory work or is in danger of failing, parents are expected to contact the school for a conference with the teacher(s).

Parent-Teacher Conferences

Scheduled conferences for K-8:

Parent-teacher conferences are scheduled for all pupils in grades K-5 at the end of the first and second report card period. The district staff feels that these conferences are very important and have scheduled minimum days so that your child's teacher can meet with you. It is hoped that you will be punctual about arriving for the conference at the designated time. If you can't come at the time scheduled by the teacher, you should arrange with the teacher for an alternate time. In grades 6-8, John Muir will have regularly scheduled parent conferences at the end of the first and third quarters.

Other Parent-Teacher Conferences:

Teacher Initiated: You may be contacted by your child's teacher and asked to come to school for a conference. These requests are usually prompted by a need to discuss your child's progress in schoolwork, or to seek your assistance.

Parent Initiated: You should arrange to meet with your child's teacher if have questions about your child's school work and adjustment to school, information about your child's health that the school should know, or general questions about classroom requirements.. The best way to do this is to call the school and arrange a conference with the teacher that is free of other distractions. Remember, teachers cannot conduct conferences with you while they are teaching classes. They cannot give you their individual attention and provide for the instructional needs for their class at the same time.

Visiting the School

Parents are always welcome to visit the school and observe in the classroom. When coming on the school grounds, you must first report to the main office and state your purpose for being at school. If you wish to visit a class, arrangements will be made. If it is inappropriate for a classroom visit at that time, a more suitable time will be arranged. The best practice is to call the school in advance to arrange for your visit. While you are observing in the classroom, the teacher will continue to carry on the planned instructional activities. It is, therefore, asked that you not bring young children and infants with you. These can be distracting to the teacher and the pupils.

Guests of Pupils

It is the district's practice to not allow pupils to have guests and friends spend the day with them at school. Teachers are not required to care for those who are not enrolled in their classes.

8th Grade Promotion Requirement

The policy for the eighth grade promotion requirement can be found in the John Muir Middle School handbook.

12th Grade Graduation Requirement

Students must pass a total of 260 credits and pass a prescribed course of study as required by the District and State of California. They must also pass the High School Exit Exam [CAHSEE] starting with the class of 2006. (See CHS Guidance Handbook for specific requirements.)

Testing

Testing falls into four general categories: classroom, standardized, psychological, and state required minimum competencies. Each type of test has its own purpose and use in school.

Classroom Tests: These are the most widely used. They are usually prepared by the teacher and are to determine what has been learned. They form part of the basis for determining progress and assigning grades on report cards. The kind, length, and method of administering these tests are usually determined by the skill and knowledge being tested. They range from the pupil's written responses on the test to teacher observation of behavior.

Standardized Tests: These are the most misunderstood. Standardized achievement tests were designed to show how groups of pupils at one grade in a given school compare with a representative national sample of pupils. This national sample (norm group) reflects a mix of pupils from various parts of the country, various ethnic backgrounds, various economic levels, and various sizes of communities. Individual results on standardized test are percentile scores. They are designed to show a relationship of pupils in the school to the norm group.

The SBAC test is given once A each year in grades 3,8,11.

Psychological Tests: These tests are administered by the district psychologist to individual pupils who are usually referred because of special learning and/or behavior needs. These tests can only be administered after parents have been consulted and have given their written approval.

State Required Minimum Competencies: Every pupil who earns a high school diploma must pass the California High School Exit Exam in English/Language Arts and Math, along with meeting the district adopted course, credit, and attendance requirements.

Retention and Placement

Retention is the reassignment of a pupil at the same grade level.

Retention for Grades K-5
Teachers recommend retention for pupils who have not mastered the grade level standards, or have been absent from school 20% of the time (35 school days), or are developmentally and/or socially immature.
Retention for Grades 6-8
Retention will be considered when a pupil has failed to meet grade level standards in core subject areas. Additional requirements can be found in the John Muir student handbook.
Retention for Grades 9-12
Pupils who have not earned the minimum number of units for entry into the next grade are ineligible for participation in all extra curricular activities. After the third year in high school, students not on track to graduate will be referred for alternative education placement.
Placement (K-8)
Pupils who have not met promotion requirements after being assigned to the same grade two consecutive years may be placed at the next grade. Promotion will occur when the deficient standards are met. Failure to meet deficient standards by the end of the school year may result in retention. Placement Requirements can be found in each grade school's student handbook

High School Extra-Curricular Activities

Corcoran High School students are given the opportunity to participate in a variety of athletics, student government, and clubs.

To participate, students must have satisfactory citizenship and maintain appropriate grade level status in addition to meeting the eligibility requirements of the CIF.

Eligibility for Extra-Curricular Activities:
In order to be eligible for participation in extra-curricular activities, students in grades 6 through 12 shall have earned a minimum 2.0 or "C" grade point average (on a 4.0 scale) during the preceding quarter or semester and meet CIF requirements, and with no more "F" grades than permitted by the California Interscholastic Federation. Students must also be making minimal progress towards graduation and have no debts or maintain a payment plan.

NOTICE TO PARENTS AND GUARDIANS CONCERNING THEIR LEGAL RIGHT AND OBLIGATIONS TO SPECIFIED PROGRAMS AND ACTIVITIES

Pursuant to Education Code section 48980, each school district must notify parents and guardians of their legal rights and obligations relating to specified programs or activities at the beginning of the first semester or quarter of the regular school term. The following outline summarizes those programs and activities.

1. **Immunization for Communicable Disease.** Health and Safety Code section 120325, et. seq. requires that every child entering a California School be immunized against diphtheria, tetanus, pertussis, polio, rubella, mumps, measles, hepatitis B, and varicella. A written immunization record of each required vaccine, including date and provider, must be presented to the school staff.

   In the event that the school district should participate in an immunization program for the purposes of prevention and control of communicable disease, your child will not participate unless you have provided specific written consent. Effective as of August 1, 1997, all children entering kindergarten shall be fully immunized against Hepatitis B. (Ed. Code § 49403; Health & Safety Code § 120335.)
2. **Administration of Medication at School**. Upon written request from the parent and written instructions from a physician. Students may be assisted to take prescribed medication.
3. **Exemption from Physical Examinations**. Upon receipt of a written request, the parent can exempt a child from all physical examinations. However, the child may be sent home if there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease. (Ed. Code § 49472)
4. **Medical and Hospital Services for Pupils**. A school district may provide medical or hospital service, or accident or liability insurance policies, for student injuries occurring while in or on the property of the district. No student shall be compelled to accept such service without his/her consent, or a minor without the consent of his/her parent or guardian. (Ed. Code § 49472)
5. **Continuing Medication** Parents or legal guardians of pupils needing daily medication must inform the school nurse or other designated certificate employee of the medication, the current dosage, and the supervising physician. (Ed. Code § 49480) The parent or guardian may consent to the school nurse communicating with the physician and the school employee may counsel with school personnel regarding the effects of the drug.
6. **Sex Education or Family Life Education Courses**. The school may not require pupils to attend any class in which human reproductive organs and their function and processes are described, illustrated or discussed. Whenever such classes are offered, the District must (a) notify parents in advance in writing, (b) provide opportunity prior to the class for the parents to inspect all written or audio-visual materials to be used, and (c) provide opportunity for each parent to request in writing that his/her child be excused from the class. This section does not apply to descriptions or illustrations of human reproductive organs which may appear in any science, hygiene or health textbook. (Ed. Code 51550)
7. **Excuse from Instruction on Religious (Moral) Grounds.** Whenever any part of the instruction in health, family life education or sex education conflicts with the beliefs of the parent or guardian of any pupil, the pupil, upon written request, shall be excused from the part of the training which conflicts with such religious training and beliefs and can include personal moral convictions. (Ed Code § 51240)
8. **Pupil's Rights to Refrain from the Harmful or Destructive Use of Animals.** A pupil's moral objection to dissection or otherwise harming or destroying animals must be substantiated by a note from the student's parent or guardian. Each teacher whose instruction utilizes live or dead animals must also notify pupils of their right to refrain from such activity. (Ed. Code § 32255 et seq.)
9. **Fingerprint Program.** The governing board of any school district may offer a Fingerprint Program for all children enrolled in Kindergarten or newly enrolled in that District. Each parent or guardian shall be informed of the school-fingerprinting program when he or she first enrolls the child in the public schools. At that time, the parent or guardian shall declare, in writing, whether or not he/she consents to the program. If the parent or guardian does consent, he/she shall pay the applicable fee. (Ed. Code 32390)
10. **Absences Excused for Justifiable Reasons.** A student shall be excused from school for justifiable personal reasons, including, but not limited to, illness, quarantine, medical appointments, an appearance in court or jury duty, attendance at a funeral service (one day for a

service conducted in California and three days, if the service is outside California), observance of a holiday or ceremony of his/her religion, attendance at religious retreats (up to four hours per semester), or an employment conference, when the pupil's absences has been requested in writing by the parent or guardian and approved by the principal or designated representative. A pupil shall also be excused from school when he or she is the custodial parent of a child who is ill or has a medical appointment during school hours. No student may have his or her grade reduced or lose academic credit for absences excused under Section 48205, when missed assignments and tests can reasonably be provided and are satisfactorily completed within a reasonable period of time. (Ed.Code § 48205) A copy of Education Code section is attached.

11. **Absence for Religious Purposes.** A pupil, with the written consent of a parent or guardian, may be excused from school in order to participate in religious exercises or receive moral or religious instruction for four or fewer days per month, provided the pupil attends school at least the minimum day for his grade. (Ed Code § 46014)
12. **Pupils with Temporary Disabilities -Individual Instruction.** Students with temporary disabilities, who cannot attend regular day classes, may receive individual instruction provided by the District. Parents or guardians of pupils within this category shall be given notice regarding the availability of such individualized instruction. (Ed Code § 48206.3)
13. **Pupils with Temporary Disabilities - Residency Requirements.** A pupil with a temporary disability, who is in a hospital or other health facility, excluding a state hospital, which is outside of the school district in which the parent or guardian resides, shall have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the primary responsibility of the parent or guardian of the pupil with the temporary disability to notify the school district of the pupil's presence in a qualifying hospital. The pupil shall be provided with instruction no later than 5 working days after a determination is made that he or she qualifies for individual instruction. (Ed. Code § 48207, 48208)
14. **Special Education for Handicapped Pupils.** Any pupil with exceptional needs, who is eligible to receive educational and related services, shall receive such instruction or services or both, at no cost. (Ed. Code § 56040 et seq.)
15. **Child Find System: Policies and Procedures.** Each district, special education local plan area, or county office shall establish written policies and procedures for a continuous child-find system which addresses the relationships among identification, screening, referral, assessment, planning, implementation, review and the triennial assessment. The policies and procedures shall include, but need not be limited to, written notification of all parents of their rights under this chapter, and the procedure for initiating a referral for assessment to identify individuals with exceptional needs. (Ed. Code § 56301)
16. **District Rules Regarding Student Discipline.** The governing board of each school district maintaining grades one through twelve shall notify the parents or guardians of the availability of rules regarding student discipline. (Ed. Code § 35291)
17. **Duffy-Moscone Family Nutrition Education and Services Act.** Eligible students may receive meal supplementation while attending school (Ed. Code § 49510 et seq.)
18. **Pupil Records: Right to Access.** Parents of currently enrolled or former pupils have an absolute right to access any and all pupil records related to their children which are maintained by school districts or private schools. (Ed. Code § 49069)
19. **Absences for Obtaining Confidential Medical Services without Parental or Guardian Consent** ...The governing board of each school district shall ... notify pupils in grades 7 to 12 inclusive, and the parents or guardians of all pupils ... that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. (Ed. Code § 46010.1)

Confidential Medical Services

Education Code section 46010.1 provides that "school authorities may excuse any student in grades 7 to 12 for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian." In accordance with this Education Code section, the school is permitted to grant such excuses but is not required to do so. The policy of this school district shall be NOT to excuse pupils for the purpose of obtaining confidential medical services without the written consent of the pupils' parent or guardian.

20. **Notice of Alternative Schools.** The following notice shall be sent along with the notification of parents and guardians required by Section 48980:

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

(a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.

(b) Recognize that the best learning takes place when the student learns because of his desire to learn.

(c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.

(d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous permanent process.

(e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

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

Further, a copy shall be posted in at least two places normally visible to pupils, teachers, and visiting parents in each attendance unit for the entire month of March in each year. (Ed. Cole §58501)

21. **High School Exit Examination.** Commencing with the 2005-06 school year, and each school year thereafter, each pupil completing the 12th grade will be required to successfully pass the high school exit examination administered pursuant to Chapter 8 (commencing with Section 60850) of Part 33 of the Education Code. The notification to parents shall include, at a minimum, the date of the examination, the requirements for passing the examination, and the consequences of not passing the examination, and shall inform parents and guardians that passing the examination is a condition of graduation. Ed. Code §§ 48980(e), 60850(f).)
22. **Directory Information.** Parents or guardians shall be given the right to allow the district to release "directory information" on pupils or former pupils of the district to officials, organizations or individuals according to district policy. No information shall be released when a parent has notified the district not to release such information. (Ed. Code 49073)
23. **Prohibition of Sexual Bias in Course of Study.** Elementary and high schools shall offer classes and courses to its pupil without regard to the sex of the student and shall provide counseling in career, vocational or higher education opportunities without regard for the sex of the student counseled, if such counseling or school program guidance is provided.

    Notification of parents or guardians of the pupil shall be given in advance to encourage their participation in such counseling session and decisions. (Ed. Code 221.5)
24. **AIDS Prevention Instruction.** Pupils in grades 7 to 12 shall receive AIDS Prevention Instruction at least once in junior high or middle school and once in high school. No pupil shall attend the AIDS Prevention Instruction if a written request by the pupil's parent or guardian to exclude the pupil from such instruction is received by the District. The District shall provide parents or guardians, upon request, a copy of Education Code section 51201.5 and 51553. Parent or guardians shall be notified in advance anytime an outside organization or guest speaker is scheduled to deliver AIDS prevention instruction. (Ed. Code § 51201.5)
25. **Sexual Harassment.** The District's policy prohibiting sexual harassment is included in this Handbook (see index). (Ed. Code § 231.5)
26. **Attendance Options.** Enclosed with this Notice is a list of the District's current statutory attendance options and local attendance options available on both an intradistrict and interdistrict basis, together with a description of each option, a description of the application procedure, an application form, and a description of the appeal

procedure available, if any. (Ed. Cole §489801.) Enclosed is an explanation of the current statutory attendance options prepared by the state Department of Education

27. **Uniform Complaint Procedures** .The Board policies of the District contain Uniform Complaint Procedures which apply to all the state and federal categorical programs requiring formal complaint procedures regarding alleged acts of discrimination on the basis of ethnic group identification, religion, age, sex, color, and physical or mental disability. (5 Cal. Code Regs. § 4622)
28. **Asbestos Management Plan.** An updated management plan for asbestos-containing material in school buildings is available at the District Office. (40 C.F.R. § 763.93)
29. **Special Education.** Federal law requires a free and appropriate education in the least restrictive environment be offered to qualified handicapped pupils. (Individuals with Disabilities Education Act or "IDEA".)
30. **Handicapped Pupils.** No pupil will be discriminated against on the basis of handicap. Reasonable accommodation is available for handicapped students if necessary. (Section 504 of the Rehabilitation Act of 1973.)
31. **Discrimination.** No pupil will be discriminated against on the basis of sex, race, color, or national origin (42 USC § 6000)
32. **Child Abuse Prevention Training Program.** Parents have the right to refuse to allow their children to participate in a child abuse primary prevention program. (Welf. & Inst. Code § 18976.5)
33. **Minimum Days and Pupil-Free Staff Development Days.** Parent/guardians will be informed of the District's schedule of minimum days and pupil-free staff development days. A copy of the District's ensuing school calendar is attached. If any more minimum days or pupil-free staff development days are scheduled following circulation of this notice, parents/guardians will be notified as soon as possible.
34. **Pupil Internet Access Policy.** A school district that provides pupils with access to the internet and on-line services shall adopt a policy regarding such access and inform the parents of "harmful matter" as defined in Penal Code Section 313 subd. (a). This policy is attached to the annual notification as required by Education Code section 48980. (Ed. Code §51870.5).)
35. **Investing for College.** The notification may advise parents or guardians of the importance of investing for future college or university education for their children and of considering appropriate investment options, including, but not limited to United States Savings Bonds.
36. **Grant Program for Payment of Advanced Placement Examination Fees.** The State has established a grant program for the purpose of awarding grants to cover the costs of advanced placement examination fees. This program is administered by the State Department of Education. If the District has applied to the State Department of Education to participate in this grant program, any economically disadvantaged pupil who is enrolled in an advanced placement course may apply to the District staff for a grant pursuant to Education Code section 52244
37. **Pesticide Notification.** Included in this Parent Handbook is a notification of the name and active ingredients of all pesticide products expected to be applied to District schools during the upcoming year. Parents may register with the District if they wish to receive notification of individual pesticide applications at the school facility. (Ed. Code section 17612.)
38. **Choosing a School outside the District in which Parents/Guardians Live.** Parents/Guardians have different options for choosing a school outside the district in which they live. The options are described below.
    - District of Choice- As of January 1, 1994, applications for transfers could be submitted by a pupil's parent/guardian to a school district of choice. Education Code section 48209 through 48209.16 allowed, but did require, each school district to become a "district of choice," that is, a district that accepted transfer students from outside the district under the terms of there aforementioned Code sections.
    - Other Interdistrict Transfers- the law (Education Code 46600 through 46611) allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods up to five years each. The agreement must specify the terms and conditions districts are allowed to place on transfers. The law on interdistrict transfers also provides for the following:
        1. Both the school district a parent/guardian is requesting a transfer to, and the one a parent/guardian is transferring from, must take into consideration the child care needs of the student. If the transfer is approved based on childcare needs, the student may be allowed to stay in the new district or the high school district to which it feeds through the 12th grade, subject to certain conditions.
        2. If either district denies a transfer request, a parent/guardian may appeal that decision to the county

board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision.

3. No District is required to provide transportation to a student who transfers into the district.

- Parental Employment in Lieu of Residency Transfers ("Allen Bill Transfer")- The law (Education Code 48204 (f)) provides that if one or both parents/guardians of an elementary school student are employed in the boundaries of a school district other that the one in which they live, the student may be considered a resident of the school district in which his/her parents/guardians work. This code section does not require that a school district automatically accept a student requesting a transfer on the basis, but a student may not be rejected on the basis, of race/ethnicity, sex, parental income, academic achievement, or any other "arbitrary" consideration. Other provisions of section 48204(f) include:
  1. Either the district in which the parent/guardian lives or the district in which the parent/guardian works may prohibit the transfer if the district determines that the transfer would negatively impact the district's court-ordered or voluntary desegregation plan.
  2. The district in which the parent/guardian works may reject a transfer if it determines that the additional cost of educating the pupil would exceed the amount of additional state funds received due to the transfer.
  3. There are set limits (based on total enrollment) on the net numbers of students that may transfer out of a district under this law, unless the district approves a greater number of transfers.
  4. There is no required appeal process for a transfer that is denied. However, the district that declines to admit a student must provide, in writing to the parent/guardian the specific reasons for denying the transfer.

The above summary of the attendance alternative available to parents/guardians and their children is intended to provide them with an overview of the laws applying to each alternative. Any parent/guardian who is interested in securing more information about these options, district policies or procedures, and timelines for applying for transfers should contact their own school district, or the district they may be thinking about transferring into.

39. **Parent Notification of Teacher Qualifications.** Parents have the right to request information regarding the qualifications of their child's teacher(s). Parents may request information regarding:
    A. Whether the teacher has met state credential criteria for the grade level or subject they teach;
    B. Whether the teacher is teaching under emergency or other similar status;
    C. The college degree major of the teacher and any other graduate certification or degree held;
    D. Whether their child is provided services by paraprofessionals, and if so, the paraprofessionals qualifications."

Forms for requesting the above information are available in the District office (1520 Patterson Avenue, Corcoran).

Uniform Complaint Procedures. The Board of Education recognizes that the district has primary responsibility for insuring that it complies with applicable state and federal laws and regulations governing educational programs. The district is to investigate and seek to resolve complaints at the local level. The district shall follow the Uniform Complaint Procedure (UCP) when addressing complaints alleging:

Unlawful discrimination based on ethnicity, religion, age, gender, sexual orientation, color or physical or mental disability, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, and special education programs.

The Board acknowledges and respects students and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation, as determined by the superintendent or designee on a case-by-case basis.

The superintendent shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the superintendent or designee.

Complaint Mediation

The Board of Education designates the following compliance officers to receive and investigate complaints and ensure district compliance with law:

1. **Superintendent of CUSD**
   1520 Patterson Avenue
   559) 992-8888

2. Section **504 Coordinator and Special Education**
   District Psychologist
   1520 Patterson Avenue
   (559) 992-8888

Notification

The Superintendent or designee shall meet the notification requirements of the Code of Regulation, **Title 5, Section 4622**, including the annual dissemination to students, employees, parents/guardians, school/district advisory committees, or other interested persons or parties of district complaint procedures and information about available appeals, civil law remedies, and conditions under which a complaint may be taken directly to the California Department of Education.

Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulation governing education programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Code of Regulations, **Title 5, Section 4632.**

Prior to initiating the formal investigation, the designated compliance officer should attempt to resolve the alleged complaint informally

The district will use its uniform complaint procedures when addressing all complaints regarding sex equity.

Investigations of discrimination complaints shall be conducted in a manner that protests confidentiality of the parties and the facts. **(Title 5, Section 4630)**

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance with the appropriate compliance officer named above.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, district staff shall help him/her to file the complaint. **(Title 5, Section 4600)**

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination.

The complaint must be initiated no later than six months from the date when the alleged, discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (Title 5, Section 4630)

Mediation

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the superintendent or designed shall initiate mediation. The superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

Investigation of Complaint

The compliance officer shall hold an investigative meeting within five days of receiving the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative and the district's representatives to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. **(Title 5, Section 4631)**

The mediation process does not extend the local timeline for investigation and resolution of complaints unless the complainant agrees, in writing, to the extension.

District Response

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of district's investigation and decision as described below.

Final Written Decision

The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or as required by law. **(E.C. 48985)** If it is not feasible to write this report in the complainant's primary language, the district will arrange a meeting at which a community member will interpret it for the complainant.

This report shall include:

1. The findings and disposition of the complaint, including corrective actions, if any.
2. The rationale for the above disposition.
3. Notice of the complainant's right to appeal the decision to the California Department of Education, within 15 days, and procedures to be followed for initiating such an appeal.
4. In a discrimination complaint, notice of right to seek civil law remedies no sooner that sixty (60) days have elapsed since filing an appeal with the California Dept. of Education with the exception of injunctive relief, for which the moratorium does not apply.

If an employee is disciplined as a result of the complaint, this report shall simply state the effective action was taken and that the employee was informed of the district expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If a complainant is dissatisfied with the district's decision, he/she may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the superintendent of Public Instruction may grant an extension for filing appeals.

When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision. **(Title 5, Section 4652)**

If dissatisfied with the California Department of Education's resolution of a complaint regarding a Chapter I program, the complainant may request its review by the U.S. Secretary of Education **(34 Code of Federal Regulations, 200.74)**

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interests attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, appraised the complaint in accordance with the California Code of Regulations, **Title 5, Section 4622.**

Referring Complaints to Other Appropriate State Or Federal Agencies

If dissatisfied with the California Department of Education's resolution of a complaint regarding a Chapter I program, the complainant may request its review by the U.S. Secretary of Education. **(34 Code of Federal Regulations, 200.74)**

Model Notification of Rights under FERPA for Elementary and Secondary Schools

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

(1) **The Right to Inspect and Review the Student's Education Records Within 45 Days of the Day the School Receives a Request for Access.**

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

(2) **The Right to Request the Amendment of the Student's Education Records that the Parent or Eligible Student Believes are Inaccurate, Misleading, or Otherwise in Violation of the Student's Privacy Rights under FERPA.**

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) **The Right to Consent to Disclosures of Personally Identifiable Information Contained in the Student's Education Records, Except to the Extent that FERPA Authorizes Disclosure Without Consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A School official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) **The Right to File a Complaint with the U.S. Department of Education Concerning Alleged Failures by the Corcoran Unified School District to Comply with the Requirements of FERPA.**

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

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

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
    1. Political affiliations or beliefs of the student or student's parent;
    2. Mental or psychological problems of the student or student's family;
    3. Sex behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

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

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

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

PPRA Model Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Corcoran Unified School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Following is the activity at this time requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Corcoran Unified School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities, and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

NOTICE FOR THE CALIFORNIA HEALTHY KIDS SURVEY
2014-2015 SCHOOL YEAR

Dear Parent or Guardian,

Your child may be asked to be a part of our school's Healthy Kids Survey sponsored by the California Department of Education. This survey is conducted in California Schools every other year in grades 5, 7, 9, and 11. This is a very important survey that will help promote better health among our youth and combat problems such as drug abuse and violence. *Your child does not have to take the survey. Participation is voluntary.*

Survey Content. The survey gathers information on behaviors such as physical activity and nutritional habits; alcohol, tobacco, and other drug use; school safety; and environmental and individual strengths and assets. It also includes questions regarding considering, planning, or attempting to commit suicide; sexual behavior and practices leading to HIV/AIDS, sexually transmitted diseases, and pregnancy. You may examine the questionnaire in the school office before it is administered.

It is Voluntary. Students who agree to participate only have to answer the questions they want to answer and they may stop taking it at any time.

It is Anonymous. No names are recorded or attached to the survey forms or data. The results will be made available only under strict confidentiality controls.

Administration. The survey will be administered in the fall. It will take about 1-2 class periods to complete.

Potential Risks. There are no known risks of physical harm to your child. Risks of psychological or social harm are very small. None have been reported in seven years of survey administration. In rare instances, some discomfort might be experienced from the questions. The school's counseling services will be available to answer any personal questions that may materialize.

For Further Information. The survey was developed by WestEd, a public, non-profit educational institution. If you have any questions about this survey, or about your rights, call the district survey coordinator, Julie Isgrigg, at 992-8888, extension 6232.

The survey will be conducted in grades 7, 9 and 11 for all students. Parents who object to their child's participation may submit a written request to exempt their child from participation. Students in grade 5 will need individual parent permission to participate. Permission slips will be sent home with the students to be signed and returned.

HIV/AIDS and Comprehensive Sexual Health

The California State Education Code (Chapter 5.6) Sections 51930, 51931, 51932, 51933, 51934, 51935, 51936 ensure that all pupils in Grade 7 to 12 receive HIV/AIDS prevention instruction from adequately trained instructors in appropriate courses. Each pupil shall receive instruction at least once in middle school and once in high school.

The School District Board of Education also feels strongly that students should receive proper HIV/AIDS education before they reach the age when they may adopt behaviors that put them at risk for contracting the HIV virus. Hence, age and grade appropriate HIV/AIDS instruction will be taught in grades K-12 as part of the district's comprehensive school health education. (BP and AR 6142.1).

Instruction in HIV/AIDS, human development and sexuality, family planning, pregnancy and sexually transmitted diseases, may be presented by classroom teachers, outside organizations, guest speakers, or in assembly. State law mandates that parent/guardians must be notified of such instruction at the beginning of the year, or to pupils who enroll after the beginning of school, at the time of that pupil's enrollment (Ed. Code 51937, 51938). Any parent or guardian who wishes that a pupil not receive such instruction should notify the school in writing to insure that the pupil not be included in this required instruction. After receipt of a written request by a parent or guardian, a pupil will be excused from any part of the HIV/AIDS, human development and sexuality, family planning, pregnancy and sexually transmitted diseases education. An alternative educational activity will be made available to a pupil whose parent or guardian has requested that the pupil not receive instruction. The pupil shall not be subject to disciplinary action, academic penalty, or other sanction if the parent or guardian declines to permit the pupil to receive the instruction.

Parent/Guardians may request copies of the Education Codes pertaining to Comprehensive Sexual Health Education and HIV/AIDS prevention instruction, as well as preview all materials which will be used for this instruction.

Student Insurance

The District **DOES NOT** provide insurance for your child if they are hurt or injured during the school day. If you do not have health insurance that covers your child's medical needs, there are several companies that provide inexpensive premiums so that your child has insurance coverage. The District does not recommend or endorse any one company, but we will provide a companies' form for your convenience. You can pick one up at the site office. For as little as $10 per year you can insure your child for injuries they sustain during the school day.

If your child participates in any school sport they will be required to show proof of insurance **BEFORE** they can participate. If you do not have any form of medical insurance this may be an inexpensive alternative for you.

Corcoran Unified School District
Notification of Planned Pesticide Use and Individual Application Registry

Dear Parent or Guardian,

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the year. We intend to use the following pesticides in your school this year:

Name of Pesticides	Active Ingredient(s)
Demand-CS	Lambda-cyhalothrin
Cykick	Cyfluthrin
Demon Max	Cypermethrin
Termidor	Fipronil
P.T. 565	Pyrethrins
D-Force H.P.X.>	Deltamethrin
Maxforce ant killer bait gel	Fipronil
Maxforce roach bait gel	Fipronil
Maxforce magnum roach bait gel	Fipronil
Suspend CS	Deltamethrin
Talstar	Bifenthrin
Wisdom TC	
Non Pesticides	
Glueboards for mice/rats	
Lo-line – insect monitor stations	

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's Web site at http://www.cdpr.ca.gov

Parents or guardians may request prior notification of individual pesticide applications at the school site. If you would like to be notified every time we apply a pesticide, please complete and return the form at the right to your student's school office.

If you have any questions, please contact Jack Schreuder at 992-8888 ext. 1238.

Request for Individual Pesticide Application Notification

Corcoran Unified School District

I understand that, upon request, the school district is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application at this school.

I would prefer to be contacted by (circle one): US Mail E-mail Phone

Please print neatly:

Name of Child: _____

Name of Parent/Guardian: _____

Date: _____

Address: _____

Day Phone: _____

Evening Phone: _____

E-mail: _____

School: Bret Harte Fremont Mark Twain John Muir High School Kings Lake
(Circle one)

Return to your child's school office.

Corcoran Unified School District

School	Grades Served	Regular Instructional Day *(Check with schools for minimum day schedules)*	Address	Phone
Bret Harte	Pre-school K-1	Pre-school - 8:15 to 11:15 am & 12:15 to 3:15 pm Kindergarten - 8:00 am to 2:05 pm First Grade - 8:00 am to 2:20 pm	1300 Letts Avenue	992-8881
John C Fremont	2nd-3rd	8:07 am to 2:30 pm	1900 Bell Avenue	992-8883
Mark Twain	4th- 5th	8:05 am to 2:50 pm	1500 Oregon Avenue	992-8882
John Muir Middle School	6th-8th	6th grade – 8:03-2:28 7th - 8th grade - 8:03 am to 3:15 pm	707 Letts Avenue	992-8886
Corcoran High School	9th-12th	8:00 am to 3:15 pm	1100 Letts Avenue	992-8884
Kings Lake Education Center	7th- Adult	Varies	1128 S. Dairy Avenue	992-8885
Corcoran Academy	K-12	Independent Study – Scheduled appointed times	1128 S. Dairy Avenue	992-8885

District Office: 1520 Patterson Avenue **Phone:** 992-8888

Superintendent	992-8888 ext. 1224	Payroll Department	992-8888 ext. 1227	Maintenance	992-8888 ext. 1224
Curriculum/Instructional Services	992-8888 ext. 1231	Human Resources	992-8888 ext. 1225	Transportation	992-8888 ext. 1240
Special Programs (Projects)	992-8888 ext. 1246	Fiscal Services	992-8888 ext. 1232	Food Services	992-8887 ext. 8014

Annex 1520 Patterson Avenue

Special Services (Special Ed.)	992-8888 ext. 1248	Migrant	992-8888 ext. 1243	Health Services	992-8888 ext. 6232
School Psychologist	992-8888 ext. 1248				

Safety Directory

Corcoran Police Department	992-5151	EMERGENCY'S 911		Corcoran Fire Department	992-2156
Kings View Mental Health	584-4484				