

# CORCORAN HIGH

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STUDENT HANDBOOK

2015-2016



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# CORCORAN HIGH SCHOOL

CORCORAN UNIFIED SCHOOL DISTRICT  
1100 Letts Avenue, Corcoran, CA 93212

## Welcome to Corcoran High School!

Dear Parents, Guardians and Students:

My name is Antonia Stone, and I will be the principal of Corcoran High School for the 2015-16 school year. I have been with Corcoran High School for the last eleven years. I have been an English teacher, a learning director and an assistant principal prior to taking on the role of principal. Each of these responsibilities has allowed me to work with students and parents in different capacities and to fully understand what is necessary to better serve students.

I have had the great fortune of being a part of Corcoran High School's numerous successes. To start, just last year, our suspension rate dropped by 80%. Every student can name the "Five to Thrive," our school motto. School spirit is at an all time high. WASC, our accreditation committee, stated CHS is becoming a model school. We received another 3-year accreditation with flying colors. Other schools and districts visit us looking for advice on how to better their own schools. We had 100 students in the Corcoran Academy of Arts and Technology program and these students grew measurably in task completion, collaboration and on CAHSEE. Our CAHSEE scores are headed in the right direction again. And, last year, we graduated the largest number of students in the eleven years I have been with CHS.

With this said, our goal at CHS is to prepare students for college and careers. We have several career pathways available to meet the interests of our students. Our counselors will be meeting with all students to create 4-year plans. We have an incredible partnership with UC Merced through the Talent Search program. This program provides additional support for students wishing to attend any college. We will continue to provide our After School program for enrichment, and our Credit Recovery program. And, this year, we will continue to implement a intervention period for all students.

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

Sincerely,

Antonia Stone  
CHS Principal

Corcoran Unified School District - Corcoran High School | 2015-2016

AUGUST 2015						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 17 - First day of school
- 21 - Picture Day
- 22 - Senior Pictures
- 26 - Back to School Night
- 28 - Freshmen welcome back Luau/Academic Rally
- 31 - Credit Recovery Starts

FEBRUARY 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

- 8 - Lincoln's Birthday
- 12 - 3<sup>rd</sup> Progress Reports/Academic Rally
- 15 - Washington's Birthday
- 20 - Saturday School

SEPTEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 7 - Labor Day
- 11 - Constitution/Girl's Tennis & Volleyball Rally
- 12 - Saturday School/ACT
- 18 - 1<sup>st</sup> Progress Report/

MARCH 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 5 - SAT
- 11 - 3<sup>rd</sup> Quarter Grades/Swim & Tennis Rally
- 12 - Saturday School
- 18 - Career Day
- 21 - 28 Spring Break

OCTOBER 2015						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 3 - Saturday School/SAT
- 6 & 7 - CaHsee testing
- 14 - PACT Testing
- 16 - Homecoming Rally/1<sup>st</sup> Quarter Grades
- 19 - Picture Retake
- 21 - Senior Picture Retake
- 24 - ACT

APRIL 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 9 - Saturday School/ACT
- 15 - Track/Softball/Baseball Rally
- 22 - Big Outdoor Rally/4<sup>th</sup> Progress Reports
- 23 - Saturday School
- 25-29 - State Testing

NOVEMBER 2015						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 6 - Cross Country/Soccer Rally
- 7 - Saturday School/SAT
- 11 - Veterans Day
- 13 - 2<sup>nd</sup> Progress Report
- 21 - Saturday School
- 25 - 27 Thanksgiving Holiday

MAY 2016						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2 - Open House
- 4 - 5 AP Testing
- 7 - SAT
- 11 - AP Testing
- 14 - Prom
- 18 - Seniors Awards
- 21 - Saturday School
- 26 - Athlete of the Year
- 27 - Senior Grades Due/2<sup>nd</sup> semester Ends
- 30 - Memorial Day
- 27&31 - Finals Week/Seniors Week

DECEMBER 2015						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 5 - Winter Formal
- 11 - 1<sup>st</sup> Semester Ends
- 12 - ACT
- 14 - 18 Finals week
- 18 - Minimum Day/1<sup>st</sup> Semester Grades
- 21-31 Winter Break

JUNE 2016						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 1 - 3 Finals Week/Seniors week
- 3 - Minimum Day/Graduation/ Last Day of School/2<sup>nd</sup> Semester Grades
- 4 - SAT
- 6 - Summer School Begins
- 11 - ACT

JANUARY 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 - 8 Winter Break
- 11 - School Resumes
- 18 - Martin Luther King Day
- 22 - Basketball/Wrestling Rally
- 23 - Saturday School
- 25 - 2<sup>nd</sup> Semester Starts

JULY 2016						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- School in Session
- No School
- Late Start
- Block Schedule
- Rally Schedule
- Saturday School
- Early-Out for Finals
- Minimum Day's

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

#### Corcoran High School Student Learning Outcomes

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

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

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

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

I will demonstrate my abilities towards the above through:

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

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

I will demonstrate my abilities towards the above through:

- EPortfolio
- Presentations
- Essays/Report
- Emails/Letters
- Group Projects

As a Corcoran High School panther who is an effective **CRITICAL THINKER**, I will understand, pose and solve complex problems through depth of understanding,

discovery, interpretation and analysis. I will demonstrate the ability to reason and construct logical arguments all while self-regulating and reflecting.

I will demonstrate my abilities towards the above through:

- Proficiency on CAHSEE
- Progress and Semester Grades
- Proficiency on JSPAC
- College Entrance Exams
- College Placement Exams
- AP Exams
- Early Assessment Program

My school work including:

- Benchmarks
- Essays
- Reports
- ePortfolio
- Presentations
- Experiments
- Online Research/discussions

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

**Safety**-I will do my part to make sure CHS is a safe campus, and I will report to my teachers/administration when it is not. I will refrain from confrontations and will seek our resolution in times of conflict. I will promote positivity in my demeanor and actions.

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

**Recognition**-I will recognize my own hard work and recognize and give credit to the hard work of others. I believe in teamwork and want my teammates to feel appreciated.

**Justice**-I will be fair and consistent. I expect that the rules and expectations apply the same to everyone, and that I will also be held accountable for my actions.

Fun-I believe that hard work must be rewarded with fun. I will look for ways to promote school spirit and to engage our school community in activities that are demonstrate the pride I have in my school, are competitive and entertaining.

I will demonstrate my abilities towards the above by:

- Being on time to class
- Being present each day
- Not being suspended
- Not being sent to the office
- Earning various awards

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

- 4 year plan
- Course Selection
- ERWC
- Community College Course Offerings
- ePortfolio
- Career Pathways Completion
- A-G Completion
- Participation in Career Day
- Intervention Grades

# The Class Schedules

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## REGULAR

### Monday, Tuesday and Friday Schedule

Period 0	7:05	-	7:55
Period 1	8:00	-	8:45
Period 2	8:50	-	9:35
<b>Break</b>	<b>9:35</b>	-	<b>9:45</b>
Period 3	9:50	-	10:35
Period 4	10:40	-	11:15
Period 5	11:20	-	12:05
<b>Lunch</b>	<b>12:05</b>	-	<b>12:45</b>
Period 6	12:50	-	1:35
Period 7	1:40	-	2:25
Period 8	2:30	-	3:15



## REGULAR

### Late Start Wednesday Schedule

Staff Development	8:00 - 9:30
<b>Brunch</b>	<b>9:30 - 9:40</b>
Period 2	9:45 - 11:05
Period 4	11:10 - 11:45
<b>Lunch</b>	<b>11:45 - 12:25</b>
Period 6	12:30 - 1:50
Period 8	1:55 - 3:15

## REGULAR

### Thursday Schedule

Period 1	8:00	-	9:25
<b>Brunch</b>	<b>9:25</b>	-	<b>9:35</b>
Period 3	9:40	-	11:05
Period 4	11:10	-	11:45
<b>Lunch</b>	<b>11:45</b>	-	<b>12:25</b>
Period 5	12:30	-	1:50
Period 7	1:55	-	3:15

## RALLY BELL SCHEDULE

Period 0	7:15	-	7:55
Period 1	8:00	-	8:46
Period 2	8:51	-	9:32
<b>Break</b>	<b>9:32</b>	-	<b>9:40</b>
Period 3	9:45	-	10:26
Period 4	10:31	-	11:01
Period 5	11:06	-	11:47
Period 6	11:52	-	12:33
<b>Lunch</b>	<b>12:33</b>	-	<b>1:13</b>
Period 7	1:18	-	1:59
Period 8	2:04	-	2:45
<b>RALLY</b>	2:45-		

3:15

## MINIMUM DAY BELL SCHEDULE

Period 0	7:20	-	7:55
Period 1	8:00	-	8:35
Period 2	8:40	-	9:13
<b>Break</b>	<b>9:13</b>	-	<b>9:21</b>
Period 3	9:26	-	9:59
Period 5	10:04	-	10:37
Period 6	10:42	-	11:16
Period 7	11:21	-	11:54
Period 8	11:59	-	12:32





# Administration and Faculty

## Administrative Team

Antonia Stone	Principal
J.J. Albert	Assistant Principal
Hope Lerma	Learning Director
Gabriela Cruz	Learning Director
Ed Larkin	Learning Director
Kellen Ornellas	Activities Director
Robert Lerma	Athletic Director

## Counseling Team

Ana Chavez	COS Counselor/College of The Sequoias
Maria Patino	COS Counselor
Laura Haney	U.C. Merced Counselor

## Teachers

KayDe Naylor	Agriculture
Trista Waymire	Agriculture
Ben Prins	Agriculture
Miguel Alvarez	Art
Carlos Guevara	AFROTC
Rudy Cardona	AFRTOC
Chad McCoy	Band
Amanda Turner	Band
Michelle Romao	Business
Tiffany Viera	ELD
Evelyn Albert	ELD Coach
Gwendolyn Filipski	English
Daniel De Cicco	English
Mike Pankratz	English
Crystal Salinas	English
Michael Parillo	English
Monica Toriz	English
Violet Germinaro	English
Silvia Camarena	Foreign Language
Victor Ochoa	Foreign Language
Brian Whitfield	Foreign Language
Adam Johanson	Math
Brett Miller	Math
Gonzalo Solis	Math
Rose Johnson	Math
Tiana Ring	Math

## Alphabetized by Department

# Faculty Continued

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Kellen DeVaney	Physical Education
Isaias Ramirez	Physical Education
Nick Campbell	Physical Education
Caleb Araujo	Science
Jonathan Carnes	Science
David Searson	Science
Justin Ramirez	Science
Jerod Uldall	Science
Ramon Arreola	Social Studies
Desiree Brantley	Social Studies
Robert Lerma	Social Studies
Katarina Crown	Social Studies
Cynthia Leech	Special Education
Cecilia Serrato	Special Education
Morgan Tigert	Special Education
Belinda Duran	KROP Health

# Student Support Staff

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## Departments and Contact Personnel

Activities Director.....	Kellen Ornelas- ext. 6287
Activities/Athletic Secretary.....	Cheryl Santos - ext. 6211
After-School Program Coordinator.....	Silvia Hernandez - ext. 8011
Agriculture Department and School Farm.....	Trista Waymire - ext. 6281
Associated Student Body.....	Kellen Ornelas- ext. 6287
Athletics Director (Coaches, Teams, Competitions).....	Robert Lerma - ext. 6213
Attendance Office - Secretary (Absences, Tardies, Excuses).....	Linda Luna - ext. 6202
Auto Shop - Industry & Technology Department.....	Alisa Gomez- ext. 8013
Bus and Transportation Information.....	Rebecca Schreuder - ext. 1220
Cafeteria - Food Zone Manager.....	Terry Thomas- ext. 8014
Campus Safety Supervisor.....	Vincent Camarena- ext.
Career Center .....	Silvia Hernandez - ext. 8011
Clubs, Class, or Campus Organizations.....	Kellen Ornelas- ext. 6287
Community Contact.....	Carmen Fernandez- ext. 6275
Counseling Office - Registrar.....	Esmeralda Loera - ext. 6210

# Student Support Staff Continued

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Kings Regional Occupational Program.....- ext. 6260  
Library Technician.....Sara Nava - ext. 6231  
Health Care Nurses.....Ana Castillo, Jacqueline Santilan - ext. 6232  
Off-Campus Pass (Non-Medical).....Linda Luna - ext. 6202  
Off-Campus Pass (Medical)..... Nurse- ext. 6232  
Police Officer on Campus.....ext. 6212  
Principal's Secretary.....Ana Renteria - ext. 6203  
Psychologist.....Delinda Chubbuck- ext. 1248

# Accessing Student Grades

<http://>

Takes you to the District home page. Once there select

**Aeries ABI for Parents**



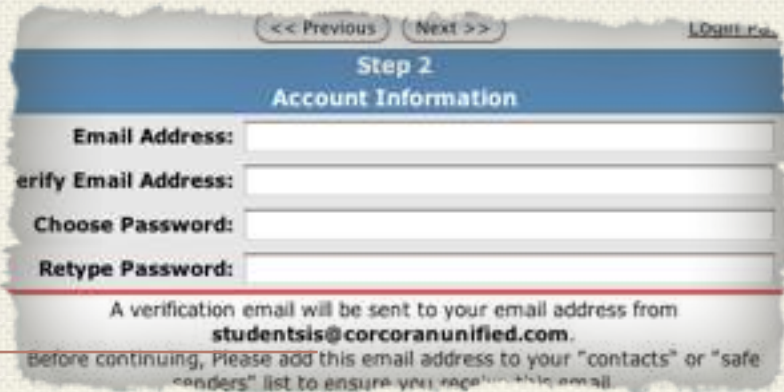
When you first select the link it will take you to the login page. Select **Create New Account**



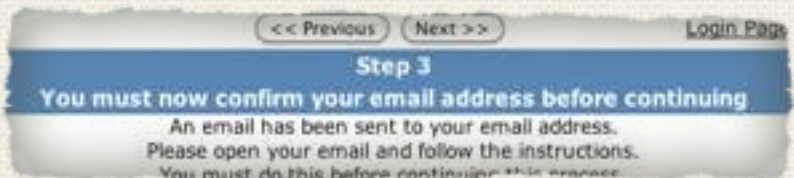
Select **Parent** and then select Next.



Enter your email and password twice. Then select Next.



You will be asked to check your email. Do not

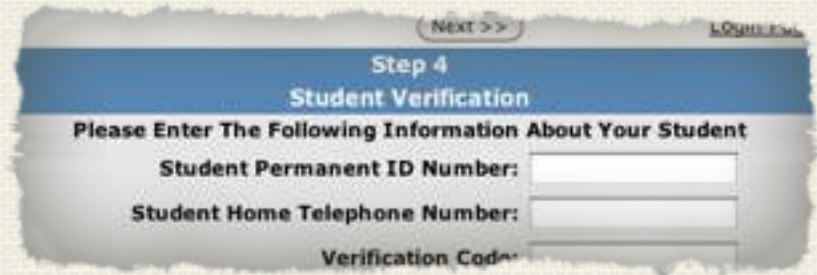


When you check your email this is the message you will see. Select Confirm Current. You will then see this message. Select Click Here

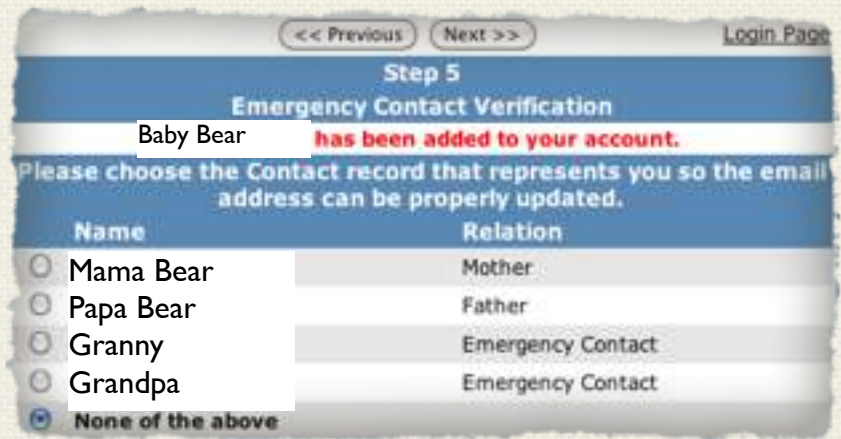


Thank You. Your account has been verified. You may now continue with the registration process by clicking the following link: [Click Here](#).

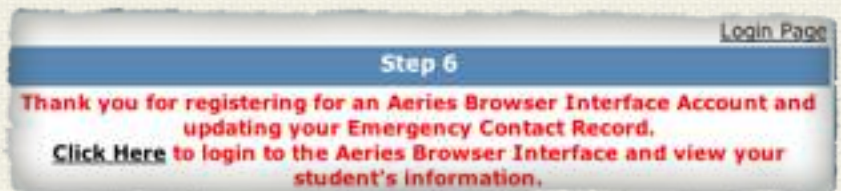
This takes you to step 4. Using the information sheet you were given enter it here. The telephone number should have no spaces - 5599928886. Then select Next.



It will confirm that your child has been added. Select who You are and then select Next.



Select Click Here to return to the login page.



Enter your newly created login information and



# Creación de la Cuenta Portal de

<http://>

Abre la página principal del distrito. Una vez allí seleccione.



Cuando seleccione primero el vínculo lo llevará a la página de inicio de sesión. Seleccione **Create New Account**



Seleccione **padre** y, a continuación, seleccione siguiente.

Introduzca su correo electrónico y contraseña dos veces. A continuación, seleccione siguiente.

Se le pedirá comprobar su correo electrónico. Favor de abrir su correo electrónico y siga las instrucciones.

Cuando se comprueba a su correo electrónico o este es el mensaje que verá. Seleccione e confirme A continuación, verá este mensaje. Seleccione **Click Here**

Thank you for registering for an Aeries Browser Interface account. In order to ensure the account was requested by you, please click on the appropriate link below or copy and paste the URL into the Address bar of your browser.

If you can, please click on the following links to confirm or reject this account:

[Confirm Current Email Address](#)

[Reject Current Email Address](#)

If you are unable to click the links above, you need to copy and paste the following URL into your web browser's Address bar.

<http://aeries.com/consunified.com/paby/ConfirmEmail.asp>

You will then be prompted for the following information which you can copy and paste into the page:

Email Address: [1aef001m0a@comcast.net](mailto:1aef001m0a@comcast.net)

Email Code: KW6K8VW3N2QU49427RY7

Thank You. Your account has been verified. You may now continue with the registration process by clicking the following link: [Click Here](#).

Esto le lleva al paso 4. Con la hoja de información se le introduzca aquí. El número de teléfono no debe tener espacios: 5599928886. A continuación,

Next >> Login Page

### Step 4 Student Verification

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

Confirmará que su hijo se ha agregado. Seleccione quién eres y, a continuación, seleccione

<< Previous Next >> Login Page

### Step 5 Emergency Contact Verification

Baby Bear **has been added to your account.**

Please choose the Contact record that represents you so the email address can be properly updated.

Name	Relation
<input type="radio"/> Mama Bear	Mother
<input type="radio"/> Papa Bear	Father
<input type="radio"/> Granny	Emergency Contact
<input type="radio"/> Grandpa	Emergency Contact
<input checked="" type="radio"/> None of the above	

Seleccione **Click Here** para volver a la página de inicio de

Login Page

### Step 6

Thank you for registering for an Aeries Browser Interface Account and updating your Emergency Contact Record.

[Click Here](#) to login to the Aeries Browser Interface and view your student's information.

Introduzca su información de inicio de sesión recién creado y

Welcome to aeries

Email Address:

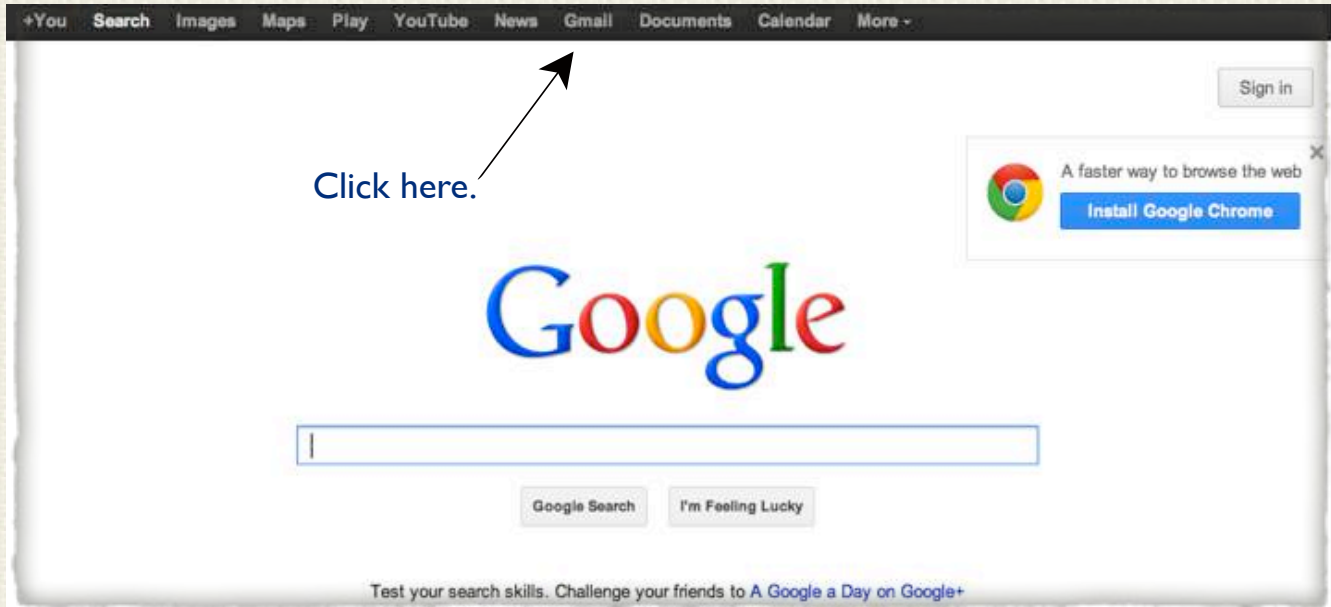
Password:

[Log In](#)

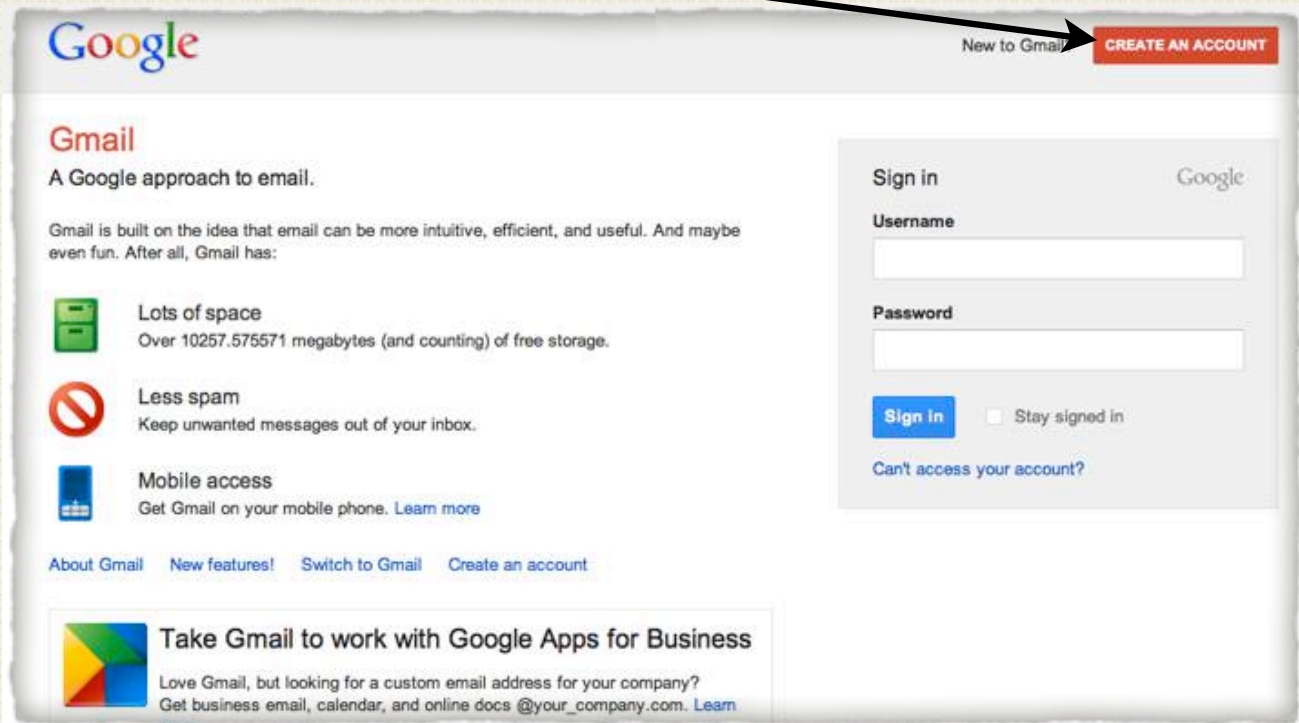
[Create New Account](#) | [Forgot Your Password](#)

# Creating a Gmail Account (GMail is free)

To create a new Gmail account, start up your browser (Safari on the iPad) and go to [www.google.com](http://www.google.com) . Then click the link to Gmail.



## 2. Click Create an Account





### 3. Fill in the following registration screen. Read and Agree to Terms of Service.

The image shows a screenshot of the Gmail registration page. It is divided into two main sections. The left section, titled "Get started with Gmail", contains several input fields: "First name:", "Last name:", "Desired Login Name:" (with examples like "JSmith, John.Smith" and a "check availability!" button), "Choose a password:" (with a "Password strength:" indicator and a note "Minimum of 8 characters in length."), "Re-enter password:", "Security question:" (with a dropdown menu and a note "If you forget your password we will ask for the answer to your security question. Learn More"), "Answer:", and "Recovery email:" (with a note "This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. Learn More"). The right section, titled "Location:", includes a dropdown menu for "United States", a "Birthday:" field (with a note "MM/DD/YYYY (e.g. '11/13/2011')"), a "Word Verification:" field (with a note "Type the characters you see in the picture below" and a picture of the word "emblemism"), and a "Terms of Service:" section (with a note "Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below." and a "Printable Version" link). At the bottom right, there is a button that says "I accept. Create my account." Green arrows point to various input fields and the "I accept" button.

Congratulations! You have created your account and can now log in to Gmail and all of the other Google services.

## Parent Link: “A Message a Day”

Corcoran High School uses TeleParent which is an automated parental notification system that allows teachers, counselors, and administrators to send student-specific and general messages home whenever necessary over the telephone.

Some examples are:

- \* Send messages to each parent concerning their child's school experience
- \* Send emergency messages in under 15 minutes
- \* Send general broadcast messages concerning school events
- \* Send Immediate attendance notification

Parents will receive only one phone call per evening combining all of the messages sent from their student's teachers.



# Clubs and Organizations

## **CLUBS OR ORGANIZATIONS**

Associated Student Body  
Band – Auxillary  
Band – Marching/  
Concert  
Black Student Union (BSU)  
California Scholarship Federation (CSF)  
Future Business Leaders of America (FBLA)  
Future Farmers of America (FFA)  
Harvester (Yearbook)  
Interact  
Key Club  
MEChA Club  
Pep Squad  
Poetry  
Student Voice  
Theater

## **COUNTY TEAM COMPETITIONS**

Academic Decathlon

## **ATHLETICS**

### **BASKETBALL**

Varsity Boys  
Varsity Girls  
JV Boys  
JV Girls  
Frosh Boys  
Frosh Girls

### **BASEBALL**

Varsity  
Junior Varsity

### **CROSS COUNTRY**

Varsity Boys  
Varsity Girls  
Frosh/Soph Boys  
Frosh/Soph Girls  
JV Boys  
JV Girls

### **FOOTBALL**

Varsity  
Junior Varsity  
Frosh

### **SOCCER**

Varsity Boys  
Varsity Girls  
JV Boys  
JV Girls

### **SOFTBALL**

Varsity  
Junior Varsity

### **SWIMMING**

Varsity Boys  
Varsity Girls

### **TRACK**

Varsity Boys  
Varsity Girls  
JV Boys

### **TENNIS**

Varsity Boys  
Varsity Girls

### **VOLLEYBALL**

Varsity  
Junior Varsity  
Frosh

### **WRESTLING**

Varsity  
Junior Varsity



# Life as a Panther

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## **ACADEMIC BOOSTERS**

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

## **ACCELERATION AND ENRICHMENT PROGRAMS**

All admissions to the accelerated and enrichment programs at West Hills College, College of Sequoias or any other institution of higher learning must have the approval of both college and high school administrators. Admissions are based on careful study of school records, aptitude, maturity, interest and educational objectives. Interested students should contact their Learning Director to discuss these programs. Students on an accelerated program for graduation from Corcoran High School must complete the core requirements at CHS. The remaining requirements can be taken at Corcoran High School or West Hills College/ College of Sequoias. **College classes cannot interfere with a student’s high school schedule.**

## **ADMINISTRATIVE SERVICES**

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

## **ALTERNATIVE EDUCATION**

Alternative Education includes Opportunity Class, Block 9, Continuation and Independent Study. Any student placed in Alternative Education will be assigned to that placement for a period of no less than one full semester. One full semester will be defined by the semester dates of the school calendar.

**Students may only transfer up to a total of 45 credits per semester when returning from an alternative placement to Corcoran High School.**

## **ASSEMBLIES**

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

## **ATHLETICS**

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

## **BULLYING**

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

Students who are the victims of bullying should immediately contact any administrator or counselor. If the student believes the situation has not been remedied, he/she may file a complaint form by completing a Universal Complaint form where you may pick one up located in the CHS Main Office.

Any staff member who receive notice of bullying or personally observe such behavior shall notify administration or law enforcement, as appropriate. Students engaging in bullying behavior shall be subject to discipline which is outlined on pages 35-36 in the handbook. Continued bullying could result in expulsion.

## **CAFETERIA SERVICES**

Students are required to complete the lunch application as part of the registration procedure. This will give every student the opportunity to qualify for lunch, if needed. It is understood not all students will take advantage of this lunch program, but we want everyone to have the opportunity. **Additionally, through the lunch application process, the high school is eligible for special funds that enhance its programs.**

## **CAREER CENTER**

The Career Center will be available to all students during the year. Students are to adhere to all Career Center guidelines located in the Technology Learning Center.

## **CLUBS**

All club meetings may be arranged for before or after school or at noon. All requests for meetings shall be made to the advisor and arranged with the Activities Director. All meetings shall be held under the direct supervision of the organization advisor. All requests for meetings shall be made at least one week in advance.

Clubs and organizations must submit a "Request for Continued Club Recognition" including a "Budget Form" listing estimated expenses and fundraisers. Each year before a club or organization schedules an activity or fundraiser, its "Request for Continued Club Recognition" must be approved by the Board of Trustees.

When an organization desires to hold any activity that requires financing, the approval of the sponsor shall be secured with regard to the amount of money needed and the manner in which it is to be spent. A student body purchase order shall be used when materials or supplies are to be purchased. Purchase orders may be secured from the secretary who handles the ASB accounts and must be filled out and properly signed before a purchase is made.

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

## **COMPLAINTS**

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

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

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

**Step 3:** Complaints not resolved through step 1 or step 2 shall be appealed to the Principal.

**Step 4:** Further appeals may be made, if necessary, to the District Superintendent and then to the Board of Trustees.

## **CONTACTING TEACHERS**

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

## **COUNSELING AND GUIDANCE SERVICES**

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

## **CREDIT SYSTEM**

Individual instructors will communicate to the students the standards they will require for grades. Each semester students earn five (5) credits for each class where their final grade is “D” or above. **In their required classes, a “passing mark” refers to a grade of “D” or better.** (A grade of “D” does not count toward A-G) Parents are encouraged to contact the school at 992-8888 if they have questions or concerns about their student’s grades or credits. The law requires notices of impending failing grades be sent to the parents. Students may make up work missed during excused absences. It is the student’s responsibility to request all make-up work. Students have an equal number of school days to make up work. (i.e. Absent three (3) days, you have three days to complete work.)

## **DAILY BULLETIN**

The high school will issue a daily bulletin of announcements, which are of general interest to students, some will be administrative notices and others will be student body notices. The daily bulletin is posted on the bulletin board in the central hall just outside the office. It is also read in all first period classes. **Students are responsible to reading/listening to the daily bulletin.** Notices are also approved by the administration. They must be in the high school office by 12:00 p.m. to appear in the bulletin for the following day.

## **DAILY FLAG SALUTE**

Students are required to stand for the flag salute and show respect.

## **EIGHTEEN YEARS OLD**

The 18-year old student may sign his own absence notes with administrative and parent approval. If attendance, attitude, or behavior becomes a severe problem, the student will be referred to Alternative Education.

## **ELIGIBILITY RULES**

Eligibility for ALL school-sponsored activities (including athletics):

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

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

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

## **ELIGIBILITY (PROVISIONS)**

Optional Language for Considering Summer School Grades: In the event a student finds that he/she is academically ineligible to participate in extra/co-curricular activities in the first quarter of the upcoming year, he/she may request that current summer school grades be added to the grades received in the spring quarter and that the total spring quarter and summer school grades be used to determine eligibility for the first quarter of the upcoming school year. Summer school grades can only help a student with eligibility. Summer school cannot hurt the overall grade point average.

## **EMERGENCY PROCEDURES**

In case of an emergency it may be necessary to evacuate the school. Students and parents will be requested to follow the guidelines listed below:

1. If the school is evacuated call the District Office at 992-8888 for information regarding the situation. Calls to the high school will not be answered. Please do not come to the high school!
2. If you receive information giving you an option to pick up your student, please note the location for the pick-up. Always bring identification with you and be prepared for a short wait. **WE WILL ONLY RELEASE STUDENTS TO THEIR PARENTS OR EMERGENCY CARD CONTACTS.**
3. Students picked up by parent/guardian are to remain home for the remainder of the day.
4. Please do not drive around the high school during the evacuation time.

## **ENROLLMENT REQUIREMENTS**

Students attending any alternative education (whether inside CUSD district or outside the district), including continuation high school and community school or students not meeting the minimum requirements toward Corcoran High School graduation may be required to attend a minimum of 1 semester at Kings Lake Alternative Education. Placement at CHS will be determined by the student meeting the following criteria: 1) Minimum of 90% attendance, 2) Student completes at least 30 credits in each semester, and is making minimal progress toward graduation, 3) Student receives no more than 1 Out of School suspension. All students returning to Corcoran High School from Alternative Education may be placed on Administrative Probation, Academic and Behavior Contract for up to one school year.

## **FOOD/DRINK**

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

## **GRADUATION FROM THE REGULAR SCHOOL DAY PROGRAM**

To earn a high school diploma from Corcoran High School, a student must accumulate a total of 260 semester credits, including specific course requirements as outlined in the Guidance Handbook plus pass both the English/Language Arts and Mathematics sections of the California High School Exit Exam. Seniors failing to meet graduation requirements and needing twenty credits or less will have an opportunity to complete the requirements in the summer school session following their senior year. Any senior student needing more than twenty credits at the end of their senior year must attend alternative education.

## **HALL PASSES**

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

## **HARASSMENT**

The District prohibits intimidation or harassment of any student. Harassment is defined as intentional threats or intimidation directed against a student or group of students that is so severe it materially disrupt class work, creates substantial disorder and invades the rights of students by creating an intimidating or hostile environment.

Students who are the victims of harassment should immediately contact any administrator or counselor. If the student believes the situation has not been remedied, he/she may file a complaint with the Superintendent's Office.

Any staff member who receive notice of harassment or personally observe such behavior shall notify administration or law enforcement, as appropriate. Students engaging in harassment shall be subject to discipline which is outlined on pages 35-36 in the handbook. Continued harassment could result in expulsion.

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

## **HATE ACTIVITY**

The District affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of race, ethnicity, culture, heritage gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Any student who is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied, he/she may file a complaint with the Superintendent's office.

## **HAZING**

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

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

## **HEALTH SERVICES**

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

California law allows officers of the school district, school principals, physicians or hospitals to treat students who become ill or are injured during regular school hours without liability for reasonable treatment if a parent cannot be reached for consent, except when the parent has previously filed with the school a written objection to any medical treatment other than first aid.

**All medication (including Visine, Tylenol, Vitamins, supplements, i.e. over the counter and prescription medication) must be housed in the office. A Medication Authorization form must be completed for medication to be administered at school.**

## **HOMEWORK**

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

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

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

## **HONOR ROLL/PRINCIPAL'S HONOR ROLL**

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

## **LEAVING CAMPUS**

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

## **LIBRARY SERVICES**

Library Use: Students are welcome to check out materials, to study, or to visit the library before school and after school. During school hours students must have a pass from a teacher to visit the library, and maintain the library atmosphere since other students are using the room at the same time.

- Students checking out library materials must have a CHS ID card.
- There is a limit of two books per student at a time. Students are allowed to keep library books for a period of two weeks. After the due date a fine of \$.10 will be charged to his/her account per day for the overdue book.
- Lost books or damages are chargeable to the pupil or parents.
- Based on Educational code (48904 (b) (1) lost books or damaged books by others are still the responsibility of the student to whom the books were issued.
- Students who owe a debt to the library or have overdue books will not be allowed to check out materials until his/her record is cleared.

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

- The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work.
- The use of Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege and disciplinary action.

## **Textbooks**

1. The library will issue textbooks to students with a CHS ID card.
2. **Students are responsible for the care and security of each text assigned to them. Lost books or excessive wear and/or damage are chargeable to the pupil and parents. (EC 48904(b) (1) Books stolen or damaged by others are still the responsibility of the student to whom the books were issued.**
3. Removal of a barcode is considered damage and carries a fine.
4. If a student feels a textbook was damaged before it was checked out to him, he should report the damage to the library immediately.
5. Students are responsible for textbooks left in classrooms or on campus.
6. Students must have an adequate book cover on each text at all times. It is the pupil's responsibility to keep the book covered. Heavy wrapping paper or any commercial cover is adequate.
7. Teachers will check periodically on textbooks, their ownership, and condition.
8. A student must turn in the text that was issued to him/her or pay the cost of replacing the text.
9. CHS will withhold the grades, diploma, and transcripts of the pupil responsible for debts to the school, until the debts are paid.



## **LOCKERS**

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

## **LOITERING**

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

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

The following rules pertain to students who eat lunch off campus:

1. Students are to be on time to class after lunch.
2. Students who drive cars during lunch are not to cruise the campus on Whitley and Letts streets.
3. Students are not to litter private residences or the school with trash or pop bottles of any kind.

Students are reminded that they represent the school and their actions reflect how people see them and the entire student body.

## **MASTER ACTIVITY CALENDAR**

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

## **PARKING LOT**

**Students must park in the parking lot** adjacent to the Gymnasium building. Entrance and Exit are located on Whitley Avenue. Students may **not** park in any green or red painted areas, **and are not allowed to park at the Methodist Church** parking lot across the street from the school. Violators may be ticketed and their vehicle towed at the owners expense. Students are not to loiter around cars or sit in cars in the parking lot during the instructional day including break and lunch. **Students may have access to the parking lot before school, during lunch and after school only.**

## **PETS**

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

## **POLICY FOR RELEASING STUDENT RECORDS (EDUCATION CODE SECTION 49068)**

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

## REPORT CARDS

Computerized report cards are mailed home at the end of each quarter and/or semester. The purpose of the report card is to inform students and parents of classroom academic achievement during the grading period. Required courses will be graded A, B, C, D, and F. If the parent does not receive their student's report card the Counseling Office should be notified immediately.

## REQUIREMENTS FOR PARTICIPATION IN THE GRADUATION CEREMONY

Students eligible to receive a Corcoran High School diploma include:

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

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

1. Referrals that deal with major infractions during a student's senior year may be grounds for denial of graduation activities and/or diploma. Students cannot be on suspended expulsion.
2. Student debts must be cleared (2) weeks before graduation.
3. **Must maintain 95% attendance of the days enrolled in Corcoran High School. Therefore, a student cannot miss more than 9 days or 63 periods of school during each year of high school (starting with the 2006-07 school year). 3 tardies will be counted as 1 period absence.** Students may clear any full day absence by voluntarily attending Saturday School.
4. Pay all bills or debts to the school district. Payments are taken throughout the school year in the Activities Office at the high school.
5. May not have more than one school suspension (any length of time) during their senior year.
6. May not spend anytime on expulsion or suspended expulsion during the student's senior year.
7. May not transfer to or from any alternative program (Adult Education, Continuation, or Community Day School) during the second semester of the student's senior year.
8. Student must earn at least a total of 50 credits during their senior year. (If student finishes during the fall semester, they must earn at least a total of 25 credits.)
9. Students must maintain enrollment in all classes during their senior year.
10. Students must pass all required/elective courses for graduation.
11. Students cannot be on any type of restriction (due to behavior or attendance reasons) from school activities at the time of the graduation ceremony. Any student who does not attend graduation practice or is removed from graduation practice will **NOT** participate in the graduation ceremony.
12. Student must sign and return the form which states that they have read and understood what is required of them to graduate and participate in graduation ceremonies.
13. Students must also demonstrate basic competency on the California Standards Test (CST) in the core areas including Social Science, Science, Mathematics and Language Arts in order to participate in graduation ceremonies and other graduation events. Beginning the 2006-2007 school year, students must score at a "Basic" level in each of their four CST'S (Social Science, Science, Mathematics and Language).

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

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

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

## Corcoran High School Course Planner

Courses	Grade 9 - Courses	Credits	Grade 10 - Courses	Credits	Grade 11 - Courses	Credits	Grade 12 - Courses	Credits
English (40 credits)	English 9		English 10		English 11		ERWC (English 12)	
Math (30 credits)	Algebra I or Geometry Math I		Geometry or Algebra II Math II		Algebra II or PreCalc Math III		PreCalc	
Social Science (30 credits) + Geography (10 credits)	Geography Class of 2017: Geography / Life Skills		World History		United States History		American Government / Economics	
Science (20 credits)	Earth / Biology / Physics		Biology / Physics / Chemistry		Physics or Chemistry			
Physical Education (20 credits)	P.E. or Strength and Conditioning		P.E. or Strength and Conditioning					
Tech Core-Life Skills / Fine Arts / Foreign Language (20 credits)	Tech Core & Life Skills (only Classes of '14 / '15 / '16)		Spanish I		Spanish II			
Electives (90 credits)								
<b>Total Credits</b>	<b>9th Grade</b>		<b>10th Grade</b>		<b>11th Grade</b>		<b>12th Grade</b>	

CAHSEE (350 to pass):

ELA

Math

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

Activities & Athletics: \_\_\_\_\_

## Corcoran High School Course List

English (b)	Mathematics (c)	Social Science (a)	Science (d)	Foreign Language (e)	Visual & Performing Arts (f)	Electives (g)	Electives & CTE Courses
<ul style="list-style-type: none"> <li>- English 9 P</li> <li>- Honors English 9 P</li> <li>- English 10 P</li> <li>- Honors English 10 P</li> <li>- English 11 P</li> <li>- Honors English 11 P</li> <li>- ERWC P/Eng 12)</li> <li>- AP Literature</li> <li>- AP Composition &amp; Language</li> </ul>	<ul style="list-style-type: none"> <li>- Math I</li> <li>- Math II</li> <li>- Math III</li> <li>- Algebra I P</li> <li>- Geometry P</li> <li>- Algebra II P</li> <li>- Pre Calculus P</li> <li>- AP Calculus AB</li> <li>- Business Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>- Geography</li> <li>- World History P</li> <li>- U.S. History P</li> <li>- AP U.S. History</li> <li>- American Government P</li> <li>- Economics P (counts as 'g' elective)</li> <li>- Life Skills</li> </ul>	<ul style="list-style-type: none"> <li>- Earth Science</li> <li>- Biology P</li> <li>- AP Biology</li> <li>- Chemistry P</li> <li>- AP Chemistry</li> <li>- Physics P</li> <li>- AP Physics</li> </ul>	<ul style="list-style-type: none"> <li>- Spanish for Spanish Speakers I P</li> <li>- Spanish for Spanish Speakers II P</li> <li>- Spanish for Spanish Speakers III P</li> <li>- Spanish I P</li> <li>- Spanish II P</li> <li>- Spanish III P</li> <li>- AP Spanish Literature</li> </ul>	<ul style="list-style-type: none"> <li>- Art I P</li> <li>- Art II P</li> <li>- Art III</li> <li>- AP Studio Art: Drawing</li> <li>- Digital Design P</li> <li>- Marching Band P</li> <li>- Theatre I P</li> <li>- Theatre II P</li> <li>- Symphonic Band</li> <li>- Beginning Band</li> <li>- Jazz Band</li> <li>- Choir</li> </ul>	<ul style="list-style-type: none"> <li>- Agriculture Science I P</li> <li>- Anatomy &amp; Physiology P</li> <li>- Composition / Speech P</li> </ul>	<ul style="list-style-type: none"> <li>- Academic Decathlon</li> <li>- ASB Leadership</li> <li>- Ethnic Studies</li> <li>- ROP Web Design</li> <li>- ROP Digital Communication</li> <li>- Intro to Business</li> <li>- Intro to Welding</li> <li>- Agriculture Science II</li> <li>- ROP Ag Welding</li> <li>- ROP Art Metal</li> <li>- Ag Leadership</li> <li>- Ag Manufacturing</li> <li>- Journalism</li> <li>- Music Appreciation</li> <li>- ROP Careers in Education</li> <li>- ROP Health Occupations</li> <li>- ROTC I / II / III / IV</li> </ul>

## **SCHOOL DANCES**

School dances may vary from year to year. **All dances must have ASB and administrative approval.** The administration reserves the right to refuse entrance to any dance to any inappropriately dressed student. **The CHS dress code will be strictly enforced at every dance.**

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

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

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

## **SEATING**

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

## **SEXUAL HARASSMENT**

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

Students who are being or have been sexually harassed shall immediately contact school staff or administration. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee. The principal or designee shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent and refer the matter to law enforcement authorities, where required.

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. Disciplinary action may include suspension or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident shall be taken into account.

## **STATEMENT ON NON-DISCRIMINATION**

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

## **STUDENT BODY CARD/I.D. CARD**

**All students will be required to carry their Student Body Card when attending school.** Students who do not have their student body card will not be granted admission to school activities or receive student pricing. The student body card is issued at registration. All students are encouraged to purchase an ASB Sticker, which provides a considerable savings for home and away athletic games, dances, and the yearbook. Not only do students support the student body by buying an ASB sticker, but they also save money with their investment.

## **STUDENT BODY OFFICERS**

The student officers are elected yearly and serve as the executive board. They meet daily to administer student body business and work on school activities.

The student body will not be responsible for any expenditure made by a pupil or a teacher, or by any other person who has not first received a written authorization from the faculty sponsor and administration. In addition, all monies should be immediately deposited with the Athletic/Activities Secretary in the high school activities office. Any graduating class monies not spent by June 30 of the graduation year will be re-designated to the ASB general fund.

## **STUDENT EXPRESSION IN SCHOOL-SPONSORED PUBLICATIONS**

School officials shall censor material written by students for school publications when the material is:

1. Obscene.
2. Libelous or slanderous.
3. Likely to incite others to commit illegal or disruptive act.

## **STUDENT GOVERNMENT**

Student government at Corcoran High School operates within the framework of a written constitution. Student body officers receive their authority and guidelines through this constitution. Copies are available in the activities office.

**Final authority rests with the school administration.**

## **STUDENT ORGANIZATIONS AND ACTIVITIES**

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

## **STUDENT RIGHTS**

A student has the privilege of expressing his concern regarding any interpretation of rules and regulations without fear of reprisal. A complaint procedure will be available to students and parents upon request. This procedure may be obtained in the Main Office. In cases involving suspension and/or expulsion, students have the right to a hearing regarding disciplinary type accusations made by school personnel.

## **TRANSPORTATION**

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

**1<sup>st</sup> Referral from Driver:**

**Warning/Conference** with parent and site Assistant Principal.

**2<sup>nd</sup> Referral from Driver:**

**1 day** suspension from bus.

**3<sup>rd</sup> Referral from Driver:**

**1 week** suspension from bus

**4<sup>th</sup> Referral from Driver:**

**Can not ride** the bus for the remainder of the school year.

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

## **VISITORS**

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

## **WITHDRAWALS**

Parents must accompany pupils withdrawing from school for any reason. A regular Withdrawal Form will be issued at the Attendance Office, and the pupils will follow the procedures outlined on that form. In this manner, pupils may officially clear all school records. **All bills must be cleared prior to checkout. NOTE: Any bills not cleared after 60 days may be turned over to a collection agency.**

## **WORK PERMITS**

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



# ATTENDANCE

## ABOUT THE ATTENDANCE OFFICE

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

## ATTENDANCE REQUIREMENT

Students must attend 95% each year enrolled at CHS to participate in graduation ceremonies since 2006-2007 school year. This means students cannot miss more than 9 days per year or 63 periods per year (only school activities and medical absences will not count against a student's attendance). "Excused" absence does not mean that the absence does not count against the 63 periods.

## ATTENDANCE HOTLINE

When a student is absent from school, a telephone call to Corcoran High School Attendance office is needed by 11:00 am of the day of absence.

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

1. Dial the school number - 992-8884 EXT. 6283
2. Leave the following information during the recording-
  - a. Parent/guardian's name
  - b. Student's name
  - c. Reason for absence
  - d. Estimated date of return
3. If a student has been absent and no phone call has been made, then the student must bring a written note stating the date, reason, days of absence and parent signature to the main office upon return to school.

## CLASS CUTS

Students who cut class will be assigned a lunch detention for the following school day. Students can either bring a lunch from home or will be escorted to get a school lunch. These students will not be allowed to leave the campus for lunch. Lunch detention runs during the lunch period on random days throughout the week. Students who are tardy three or more times in one week can receive lunch detention. Lunch detention will take priority over any school or athletic activity. (It is imperative that when a student misses class, the absence is cleared ASAP)

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

\*Be advised that the administration will conduct random lockout and students who are not in class will be assigned a Saturday School.

Students who are going to be out of class **for any reason MUST have a pass**. Students without a pass will be assigned a lunch detention for the following day. Students whose attendance is not corrected will be assigned Saturday Schools to suspensions.

## FIELD TRIPS/ACTIVITIES/ATHLETIC EVENTS

Students will only be cleared for the release time listed by the advisor/coach. If the student is to be released during a period, that student must stay in class until the release time. If the student decides not to attend the class, (even if only for a few minutes) the absence will be considered a cut. If the student is unsure of the release time for a specific event, they can ask the Activities Secretary.

## HOME/HOSPITAL STUDY

Students requesting Home/Hospital Study due to medical needs must supply a request from a physician. The request must indicate the length of the Home/Hospital study needed and be submitted to the District Nurse during a SSTAR meeting. At the SSTAR meeting the school nurse will evaluate the request and consult with physician. If Home/Hospital Study is granted, the program will be for a maximum of five hours per week. Days and location

## ILLNESS AT SCHOOL

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

## MAKE-UP OF ABSENCE

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

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

- **Doctor/Dentist/Hospital/Illness** - Must bring documentation from the doctor/dentist/hospital etc that student attended the appointment. No appointment cards. Students being seen only for regular appointments will not be cleared for all day. We must receive documentation within 10 school days of absence.  
**IMPORTANT: Doctor's note must be an original, plainly showing the student has attended the appointment with the dates and times the student was present in the office. Doctors' notes must contain the doctor's name and phone number for confirmation. No appointment cards. The doctor's office must be able to officially confirm the attendance information via phone call from the Attendance Office or the code will not be changed to (MED) and will still count as part of the 63 periods for the year. A doctor's note will only change codes to (MED) which have already been cleared to illness by the parent/guardian.**
- **Court (Witness/Jury Duty only)** - Must have documentation from court that student attended court and not paperwork stating when to appear. Only the court dates where the student was a subpoenaed witness or on jury duty will be cleared to MED, not if the student was the plaintiff. We must receive documentation within 10 school days of the absence.
- **Funeral (Immediate Family Member)** - Must bring documentation regarding funeral from funeral home, etc. We must receive documentation within 10 school day's of the absence.

### Absences for Medical Reasons vs. Absences Verified With Doctor Note

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

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

## NOTIFYING ATTENDANCE

- Checking In - We must have parent in person, call or note before your student can sign in.
- Checking Out - We must have parent in person, call or note before your student can sign out. Call far enough ahead so your student can be paged between classes. We don't want to take the teacher away from teaching other students by phoning into the room. You or your student must physically sign out on the log through the Attendance Office before they leave campus. We can not guarantee that your child will be waiting out front for you.
- Clearing All Day - Call the same day of the absence or send note or call the next day. Absences that are not cleared turn to cuts (truant) automatically.
- Planning for an extended absence - If your student is going to be gone for several days and knows in advance, your student can request short-term independent study (absence must be a minimum of five consecutive days) through the Assistant Principal.



## ATTENDANCE CODES AND DEFINITIONS

Letter Code	Title	Abbreviation	Type	Counts Against the 63 periods	Description
A	Unverified	UNV	Unverified	Yes	Marked absent by teacher; reason for absence not yet known
B	I.S. ST Y	ISB	Non-absence	No	Student completes short-term independent study during pre-arranged absence
C	Truant	CUT	Unexcused	Yes	UNV, if not cleared turns to cut or student is caught cutting a class
D	I.S. ST N	ISD	Excused	Yes	Student does not complete short-term independent study during pre-arranged absence
E	Excuse Tardy	ET	Excused Tardy	No	Marked tardy by Attendance Office
F	Illness 15	FIF	Excused	Yes	Student has exceeded 15 illness days and will require medical note
I	Illness	ILL	Excused	Yes	Parent clears absence due to illness
L	Lice	LIC	Excused	Yes	Student is out due to lice infection.
M	Medical	MED	Excused	No	Documentation to clear specific time missed from school (by doctor/dentist if cleared medical by parent first) - (by court if student was on jury or subpoenaed witness) - (from funeral home if funeral for immediate family member) All absences must be cleared by parent before documentation will be entered.
N	In-School	INS	Non-absence	No	Student is at school, but suspended from class
P	Present	PRE	Present	No	Student is in class
S	Suspended	SUS	Excused	Yes	Student is suspended at home.
T	Tardy	TDY	Tardy	Yes	Marked tardy by teacher
U	Unexcused	UNX	Unexcused	Yes	Parent clears absence for listed unexcused reason
V	Very Tardy	VT	Unexcused	Yes	Marked very tardy by teacher
W	Activity	ACT	Non-absence	No	Participating in a pre-approved school activity
X	Excused	EXC	Excused	Yes	Parent clears absence for listed excused reason

### Excused Absences:

- Court (plaintiff – not subpoenaed)
- Court (witness or jury duty)
- Doctor/Dentist
- Family Emergency
- Funeral (Immediate Family Member)
- Illness
- Probation Appointment
- Religious Event (4 HRS) Prior Authorization needed
- Taking Care of Own Children
- Traffic Ticket

### Unexcused Absences:

- Car trouble
- Funeral (Not Immediate Family Member)
- Job Interview
- Personal
- Taking Care of Siblings
- Vacations
- Working

## **OFF CAMPUS PERMITS**

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

## **SATURDAY SCHOOL**

Saturday School will be assigned for all unauthorized, unreported absences as well as disciplinary reasons. Absences must be reported within three days or will be marked TRUANT.

- a. All students assigned Saturday School are expected to complete on the date assigned, unless given permission to reschedule the assignment by the Assistant Principal PRIOR to the due date of the assignment, OR a note from a medical doctor. Failure to attend will result in five days of lunch detention.

## **SATURDAY SCHOOL RULES**

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

1. Saturday School will be held from 8:00 a.m. until 12:15 p.m. **All doors will be locked at 8:00 a.m. and no students will be admitted after this time.**
2. Students will be **required to work on academics** (materials pertaining to exit exam or specific coursework) *and* may be required to perform Community Service. Failure to stay on task and work on academics will result in the student's removal from Saturday school.
3. Students who leave mandatory Saturday School or who are sent home for disciplinary reasons without attending the full day will not receive credit for attending and will be subject to suspension.
4. Students who do not attend their assigned Saturday School will be suspended.
5. Only Medical Notes from a physician will be considered an excused absence.
6. No gum, food or drinks in class – lunch will be provided to students at the end of the day.
7. Students cannot leave the room until dismissed by the teacher.
8. All other school rules apply.

## **SHORT-TERM INDEPENDENT STUDY**

Any student who will be absent for a minimum of 5 days can request Short-Term Independent Study through the Assistant Principal. Students can earn positive attendance and complete class assignments through Short-Term Independent Study. Parents must contact the Assistant Principal to initiate the process at least **3 days in advance** of the absence.

## **TARDY POLICY**

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

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

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

Students who are late to class will be placed on a behavior contract. Students who are repeatedly late will face further disciplinary action: Every three tardies will be treated the same as a class cut. See below for discipline regarding class cuts.



# STUDENT DISCIPLINE

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

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

## OBJECTIVES

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

## ACADEMIC DISHONESTY

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

- i. Tests or projects
- ii. Individual projects and/or research
- iii. Individual homework when so designated
- iv. Other teacher designated work

## ASSERTIVE DISCIPLINE

Assertive Discipline is based upon the statement that teachers have the right to set firm limits for all students, and that these limits must be taught. Effective communication is required in order that students understand what is required of them.

We believe that each student has the right to learn and each teacher has the right to teach.

## THEREFORE EACH STUDENT MUST:

1. Be in class every day, on time prepared to work until properly dismissed by the teacher.
2. Follow class rules and not disrupt the learning/teaching process.
3. Be courteous, cooperative, and respect the rights and property of others.
4. No eating/drinking in class

Corcoran High School operates under the belief that every student can modify their behavior. For minor classroom discipline issues, all Corcoran High School teachers will be using a classroom behavior contract. All students will receive interventions to modify their behavior in accordance to school rules. Failure to modify inappropriate behavior will ultimately result in the student's suspension from school.



# STUDENT DISCIPLINE

## Corcoran High School School Behavior Contract

Student: \_\_\_\_\_ Parent/s \_\_\_\_\_  
 Teacher: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Class/Period(s) \_\_\_\_\_

### STEP I - VERBAL WARNING: \_\_\_\_\_

Explanation: \_\_\_\_\_  
 \_\_\_\_\_ Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Student Initials \_\_\_\_\_

### STEP II - PARENT CONTACT: \_\_\_\_\_

Explanation: \_\_\_\_\_  
 \_\_\_\_\_  
 Method of Contact: \_\_\_\_\_ Contact Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Student Initials \_\_\_\_\_

### STEP III - TEACHER SUPERVISED DETENTION/INTERVENTION: \_\_\_\_\_

Explanation: \_\_\_\_\_  
 \_\_\_\_\_ Method of Contact \_\_\_\_\_  
 Detention is to be served on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Contact Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Student Initials \_\_\_\_\_

### STEP IV - L.D./ TEACHER/PARENT/STUDENT CONFERENCE: \_\_\_\_\_

Explanation: \_\_\_\_\_  
 \_\_\_\_\_ Parent Signature \_\_\_\_\_  
 Conference date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Conference Time \_\_\_\_ : \_\_\_\_ am/pm Student Initials \_\_\_\_\_

### STEP V - SATURDAY SCHOOL: \_\_\_\_\_

Explanation: \_\_\_\_\_  
 \_\_\_\_\_ Parent Signature/Date Mail \_\_\_\_\_  
 Saturday School Served on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Student Initials \_\_\_\_\_

### STEP VI - SUSPENSION: \_\_\_\_\_

Explanation: \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Student Initials \_\_\_\_\_  
 Administrative Notes: \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Admin \_\_\_\_\_

We support good discipline practices in the Corcoran Unified School District. Good discipline procedures help.

**MAJOR CLASSROOM OFFENSES** such as insubordination or fighting **WILL BE REFERRED DIRECTLY TO THE ADMINISTRATOR** for appropriate action without going through steps 1-6 and possible placement on an Administrative Probation, Academic and Behavior Contract.

INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Alcohol, possession or use of, "under the influence" of alcohol	*5 day suspension *Police Department contacted *Parent contacted *Student placed on behavior contract with: completion of the "Kings View Contract for Alcohol Abuse," behavior, attendance, grades *45 instructional days without participation in extra-curricular events including graduation ceremony *Students may not participate in school sponsored events, including sports (may NOT attend or participate in practices) *Possession of or "under the influence" of alcohol follows first offense "alcohol" procedures <b>UNLESS:</b> 1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct (student has had a history of significant behavior problems none of which have to be necessarily related to alcohol possession or use). 2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others If in judgment of the administration the offense meets the threshold of above tests, student recommended to Administrative Hearing Panel for possible expulsion.	*Automatic recommendation for expulsion. *Rehabilitation Plan to include contract for alcohol abuse, counseling, grades, attendance, and behavior. *Student may not be present on any campus (other than Kings Lake) *Student may NOT participate in any school sponsored activities.	
Arson	*Suspension pending expulsion *Parent Conference *Notify law enforcement		
Assault/fighting "Mutual Combat" (2 people)	*Out of school suspension 3-5 days.	*2nd fight, based on administrator's determination of severity, student is suspended and referred for possible expulsion to the Administrative Hearing Panel.	

**CONTINUED OF MAJOR CLASSROOM OFFENSES** such as insubordination or fighting **WILL BE REFERRED DIRECTLY TO THE ADMINISTRATOR** for appropriate action without going through steps 1-6 and possible placement on an Administrative Probation, Academic and Behavior Contract.

Gang enhanced fights (“causing a riot” in which gang issues cause the fight and may create a crowd of observers/ participants)	*5 day suspension and automatic referral to AHP for possible expulsion. *Police Department contacted for gang validation.		
Assault or battery, as defined in Sections 240 and 242 of Penal Code, upon any school employee	*5 days suspension and automatic referral to AHP for possible expulsion		
Academic Dishonesty	*Loss of Credit *Referral to Administrator *Parent Contact	*Loss of Credit *Saturday School assigned *Parent Conference	*Fails Class *Suspension dependent upon severity.
Classroom Disruption	*Student placed on appropriate step of Behavior Contract *Dependent upon severity	*Conference With Parent *Dependent upon severity	*Referral to Learning Director/Asst. Principal *Dependent upon severity
Defiance of Authority	*Student placed on appropriate step of Behavior Contract *Dependent upon severity	*Conference With Parent *Dependent upon severity	*Referral to Learning Director/Asst. Principal *Dependent upon severity
Destruction or Defacement of Property	*Restitution of losses *Parent Contacted *Dependent upon severity	*Restitution of losses *Parent Conference *Dependent upon severity	*Restitution of losses *Suspension with possible expulsion *Dependent upon severity
Dress Code Violation	*Warning *Change into school provided clothes *Disciplinary action dependent upon severity		
Dress Code Violation / Gang Related Apparel	*Placement on Behavior Contract *Change into school provided clothes *Parent Contact/Conference *Police Department/Gang Task Force notified *Disciplinary action dependent upon severity	*Change into school provided clothing *Parent Conference *Disciplinary action dependent upon severity	

**CONTINUED OF MAJOR CLASSROOM OFFENSES** such as insubordination or fighting **WILL BE REFERRED DIRECTLY TO THE ADMINISTRATOR** for appropriate action without going through steps 1-6 and possible placement on an Administrative Probation, Academic and Behavior Contract.

Drugs, possession of, "under the influence" of	<p>*Possession or "under the influence" of drugs follows the 1st offense "alcohol" procedure with contract for substance abuse counseling UNLESS:</p> <p>1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct (the student has had a history of significant behavior problems, none of which have to be necessarily related to the drug possession or use).</p> <p>2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.</p> <p>*If in the judgment of the administration the offense meets the threshold of the above tests, the student will be recommended to the AHP for possible expulsion.</p>	*Automatic recommendation for expulsion-same as 2nd offense alcohol, with contract for substance abuse counseling	
Possession for Sale	*Mandatory expulsion for 12 calendar months		
Possession of drug and/ or tobacco paraphernalia	<p>*1 to 5 days suspension</p> <p>*Police Department contacted</p> <p>*Drug and Alcohol Contract</p> <p>*May be recommended to attend a substance counseling program.</p>	<p>*3 to 5 days suspension, possible recommendation for expulsion due to the severity of the offense</p> <p>*Notification of law enforcement</p>	
Safety Violation	<p>*Placement on Behavior Contract</p> <p>*Parent Contact</p> <p>*Disciplinary action dependent upon severity</p>	<p>*Parent Conference</p> <p>*Disciplinary action dependent upon severity.</p>	
Sexual Harassment	<p>*Suspension following site discipline code</p> <p>*based on severity-which may include recommendation to AHP for expulsion.</p> <p>*Parent Contacted</p> <p>*Police Department notified</p>	<p>*Dependent upon severity, may include referral to AHP for possible expulsion.</p> <p>*Parent Contacted</p> <p>*Police Department notified</p>	*Automatic expulsion recommendation
Sexual Assault or Battery	<p>*Suspension following site discipline code</p> <p>*based on severity-which may include recommendation to AHP for expulsion.</p> <p>*Parent Contacted</p> <p>*Police Department notified</p>	<p>*Dependent upon severity, may include referral to AHP for possible expulsion.</p> <p>*Parent Contacted</p> <p>*Police Department notified</p>	*Automatic expulsion recommendation

Theft	<ul style="list-style-type: none"> <li>*Suspension based on discipline code</li> <li>*Student makes restitution</li> <li>*Police Department notified</li> <li>*Parent Contact</li> <li>*Disciplinary action dependent upon severity</li> </ul>	<ul style="list-style-type: none"> <li>*Suspension based on severity</li> <li>*Possible recommendation to AHP for possible expulsion</li> <li>*Parent Contact</li> <li>*Disciplinary action dependent upon severity</li> </ul>	*Automatic referral to AHP for expulsion
Thefts/Vandalism with theft or vandalism valued greater than \$500	<ul style="list-style-type: none"> <li>*Suspension may include recommendation to AHP for expulsion if theft or vandalism is greater than \$500 and/or the act presents a threat or danger to the student or others.</li> <li>*Student makes restitution</li> </ul>		
<ul style="list-style-type: none"> <li>*Possession of tobacco</li> <li>*Possession or use of electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products</li> </ul>	<ul style="list-style-type: none"> <li>*5 day suspension</li> <li>*Site discipline code for first offense consequences</li> <li>*Parent contacted</li> <li>*Student placed on behavior contract</li> <li>*45 instructional days WITHOUT participation in extra-curricular events including graduation ceremony.</li> <li>*Student may NOT participate in school sponsored events, including sports (may NOT attend or participate in practices)</li> </ul>	<ul style="list-style-type: none"> <li>*Automatic recommendation for expulsion</li> <li>*Rehabilitation Plan to include contract for tobacco counseling, grades, attendance, and behavior.</li> <li>*Student may NOT be present on any campus (other than Kings Lake)</li> <li>*May NOT participate in any school sponsored activities.</li> </ul>	
Threats/Bullying/Cyberbullying/Harassment (Also includes hate-motivated behavior, hazing, intimidation)	<ul style="list-style-type: none"> <li>*Suspension following site discipline code</li> <li>*Dependent upon severity</li> <li>*Police Department contacted dependent upon severity</li> <li>*Parent contacted</li> </ul>	<ul style="list-style-type: none"> <li>*Suspension, which may include referral to AHP for possible expulsion</li> <li>*Police Department contacted dependent upon severity</li> <li>*Parent Conference</li> <li>*Disciplinary action dependent upon severity.</li> </ul>	*Automatic recommendation for expulsion
Verified and investigated threats to staff	<ul style="list-style-type: none"> <li>*Referred to AHP for possible expulsion. Severity of threat must be detailed with all “terroristic” threats (as defined by Ed Code) being investigated with respect to the severity of the threat and the student’s ability to carry out the threat</li> </ul>		
Truancy/Tardiness	<ul style="list-style-type: none"> <li>*Parent notification by automatic dialer and/or administration</li> </ul>	<ul style="list-style-type: none"> <li>*Parent notification by automatic dialer and/or administration</li> <li>*Parent Conference</li> <li>*Possible loss of off campus privilege</li> </ul>	<ul style="list-style-type: none"> <li>*Parent notification by automatic dialer and/or administration</li> <li>*Pickup for lunch detention</li> <li>*SARB referral</li> </ul>



*Guns *Brandishing a knife	*Police Department contacted Parent contacted *Mandated expulsion for not less than one calendar year		
Knives or other dangerous objects, including facsimiles	*Police Department contacted *Parent contacted *Suspension and referral to AHP based on discipline code	*Referral to AHP for possible expulsion	

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

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

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

### **ATHLETIC EVENTS**

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

### **DETENTION/COMMUNITY SERVICE**

Pupils may be detained in school for disciplinary or other reasons for not more than one hour after school. Students may be given the option to attend detention at lunch or before school. All teachers' detentions will be held in their designated classrooms. All students should be given one day's notice of detention/community service to inform parents.

### **DRUG DETECTION DOGS ON CAMPUS**

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

### **EXCESSIVE AFFECTION**

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

### **FELT TIP MARKERS**

The use or possession of felt tip markers is prohibited on the school grounds and at all school activities.

### **FENCE JUMPING**

Defiance of school authority

1<sup>st</sup> Offense: One day school suspension; parent contact.

2<sup>nd</sup> Offense: Three days suspension; parent contact.

3<sup>rd</sup> Offense: Five days suspension and a referral to the Placement Committee for possible placement in an alternative education program

## **FIGHTING**

The Corcoran Unified School District School Board Policy/Administrative Regulation #5144.1 states the following: “The Governing Board recognizes that maintaining an environment which promotes learning and protects the health, safety, and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. The Board may order a student expelled for any of the acts listed under ‘Grounds for Suspension and Expulsion’ above upon recommendation by the Principal, Superintendent, hearing officer, or administrative panel finding that the student violated items #1-#5 of the list; or due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.”

As a result, students who are in a fight at the high school or on the way to or from school will be dealt with in the following manner:

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

## **FOOD/DRINK**

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

## **GANG CONTRACT**

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

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

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

## **GROUNDINGS FOR SUSPENSION AND EXPULSION (Ed. Code 48900)**

"A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:"

- (A) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (B) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certified school employee, which is concurred in by the principal or the designee of the principal.
- (C) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 11007 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.
- (D) Unlawfully offered or arranged or negotiated to sell any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (E) Committed robbery or extortion.
- (F) Caused or attempted to cause damage to school property or private property.
- (G) Stolen or attempted to steal school property or private property.
- (H) Possessed or used tobacco.
- (I) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (J) Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.
- (K) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (L) Knowingly received stolen school property or private property.
- (M) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (N) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (O) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness of retaliating against that pupil for being a witness or both.
- (P) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
  - (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school sponsored activity.

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

## **LEAVING CAMPUS**

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

## **PROVOKING/INSTIGATING A FIGHT**

Taunting, cheering, interfering with the breakup of a fight or blocking a campus official's access to a fight will result in the following discipline actions:

- a) Three to five days out of school suspension.
- b) Possible referral for placement in an alternative education program.

## **RADIOS, ELECTRONIC DEVICES, ROLLER BLADES**

These devices are banned from the school campus. Any of these devices, which are SEEN or HEARD in the hallways, classrooms, or on campus during school hours, will be confiscated. Confiscated items will be returned to the student upon request after school. **Cell phones, CD players, mp3 and accessories players may be used before school, break time, lunchtime or after school only.**

- 1<sup>st</sup> Offense: Item confiscated, returned after school with a warning.
- 2<sup>nd</sup> Offense: Assigned Saturday School.
- 3<sup>rd</sup> Offense and beyond: Saturday School and/or possible suspension.

## **SCHOOL DANCES**

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

## **SKATEBOARDS**

Skateboards ARE NOT ALLOWED ON CAMPUS. Skateboards that are confiscated will be held until picked up by a parent or guardian and student will face disciplinary action.

## **VIOLATIONS OF SCHOOL TECHNOLOGY**

Technology devices issued from the school must be used appropriately. Inappropriate use will be disciplined according to the following procedures:

1. 1st time - Saturday School and loss of technology for 24 hours
2. 2nd time- 1 day suspension and loss of technology for 1 week
3. 3rd time - 3 day suspension and loss of technology for 1 month
4. 4th time - 5 day suspension and loss of technology for year

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



# STUDENT DRESS CODE

## DRESS AND GROOMING

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

## DRESS CODE POLICY

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

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

(PICTURE IS ACTUAL SIZE)

Nose Stud

Lip Stud/Eye Brow



**4. Hats and head coverings are not allowed on campus during school hours. Students who are in need of protection from the sun can obtain information for appropriate sun protection in the main office. Beanies are only allowed during the winter months for protection from the cold and are not to be worn in classrooms.**

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



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

No articles of clothing shall have Old English writing.

**6. All clothing sufficiently conceal undergarments including bra straps, at all times. See-through or fishnet fabrics, tube tops, men's tank undershirts, muscle shirts, jerseys with no undershirts, sagging pants/shorts, pajamas and clothing deemed immodest by school personnel, are prohibited. In addition, students must have their shoulders covered with no see-through material.**

**7. Tops with "spaghetti straps", halter-tops, tank tops or other shirts with less than 5 inches at the shoulder, or shirts that show any part of the midriff (belly) are not allowed. Midriffs must be covered with solid tights at all times. Low-cut necks/scooping necks are also prohibited.**

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

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

{ \*Must change into provided clothing  
\*Discipline is dependent on severity of violation

**Discipline for Dress Code Violations:**

- 1st Offense: Warning and student must change into provided clothing.
- 2nd Offense: Student must change into provided clothing/parent contact.
- 3rd Offense:
- 4th and beyond:

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

Students must be prepared to change into alternate clothing provided by administration when in violation. Students will not be allowed to walk home as this disturbs instructional time.

Students are encouraged to email photos of questionable clothing to their learning director or the assistant principal for approval.

Corcoran High School appreciates parent and student cooperation in these matters in order to have a successful academic school year.

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

## Policy Statement

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

The handbook provides information for the implementation of the procedural provisions for services to students identified under §504. *Please refer to the Corcoran High School website for the 504 Handbook.*

## 504 and Special Education:

Section 504 is not an aspect of "special education". Rather, it is a responsibility of the comprehensive general public education system. Thus, the building administrator and the superintendent of schools are responsible for its implementation within districts. As a general rule, special educators lead the district efforts in the identification process, while general educators lead the development and implementation of the 504 plan. It is a collaborative effort.

All students who are enrolled in special education are automatically covered by 504 regulations. Normally, a 504 plan is not necessary for special education students, as the Individual Education Plan (IEP) provides a higher level of service than a 504 plan. In regard to the possibility of special education placement for a 504 student, it must be kept in mind that Section 504, along with the Individuals with Disabilities Act (IDEA), and the Americans with Disabilities Act (ADA) were enacted by Congress to end the practice of automatically segregating persons with disabilities on the basis of their labels. A Joint Policy Memorandum, issued by the Assistant Secretaries for the Office of Special Education and Rehabilitative Services; the Office of Civil Rights; and Office of Elementary and Secondary Education, states that the proper placement of a 504 student is in the regular classroom, with a regular educator who has been trained in making necessary adaptations. The child's education must be provided in the regular education classroom unless it is demonstrated that education in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. (34 CFR 104.34)



Corcoran Unified School District  
 1100 Letts Avenue  
 Corcoran, California 93212  
 (559) 992-8888 ext 6200 ~Fax (559) 992-5066

August 1, 2014

Dear Families,

Our schools have seen much success over the years, but we know we can continue to improve. In fact, schools are much more effective when students, teachers and families work together. When families get involved in their children’s education, grades go up, test scores improve, children become more likely to pass and attend college after high school, they have fewer discipline problems, and they are less likely to use drugs and alcohol.

Corcoran High School has a goal of creating a better school and improving the educational experience for all children. We are asking for your assistance in improving our school experience through your volunteerism on our school campuses, in our classrooms and at our school events. Volunteering does not mean a huge time commitment. An hour or two each semester or trimester makes a big difference. We also have jobs to fit your time schedule and interests. We even have tasks that don’t involve coming to the school at all, but can be completed from home.

Please join us! The first step is filling out the checklist below and returning it to your child’s school. Your support will go very far in supporting all students and creating a tremendous educational environment at Corcoran High School!

Volunteer Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Teacher and/or Grade \_\_\_\_\_

I would like to help with the following types of CLASSROOM SUPPORT	I would like to help with the following types of SCHOOL SUPPORT	Please check if you need training to learn how to do the following:
<input type="checkbox"/> chaperoning field trips <input type="checkbox"/> grading homework <input type="checkbox"/> making copies <input type="checkbox"/> creating bulletin boards <input type="checkbox"/> filing <input type="checkbox"/> assisting with AR <input type="checkbox"/> fluency practice w/students <input type="checkbox"/> in-class tutoring <input type="checkbox"/> teach students iPad apps <input type="checkbox"/> tutoring during recess <input type="checkbox"/> laminating, cutting <input type="checkbox"/> other classroom assistance	<input type="checkbox"/> chaperoning field trips <input type="checkbox"/> run the student store <input type="checkbox"/> help with school events <input type="checkbox"/> test proctors <input type="checkbox"/> hallway monitoring <input type="checkbox"/> campus supervision <input type="checkbox"/> creating bulletin boards <input type="checkbox"/> creating a yearbook <input type="checkbox"/> translation <input type="checkbox"/> Book Fair <input type="checkbox"/> fundraisers <input type="checkbox"/> ELAC/SSC <input type="checkbox"/> Sober Grad (CHS) <input type="checkbox"/> Homecoming Week (CHS) <input type="checkbox"/> Other School Activities and Support	<input type="checkbox"/> using iPad apps <input type="checkbox"/> using the copying machine <input type="checkbox"/> helping with fluency practice at school <input type="checkbox"/> fundraising <input type="checkbox"/> P.E. and Art helpers <input type="checkbox"/> Other training_____

**ADMINISTRATION**

Rich Merlo  
*Superintendent*

Lora Cartwright  
*Director of Educational Services*

Mary Taylor  
*Director of Categorical*

Pamela Dihel  
*Chief Business Officer*

Estimadas familias,

Nuestra escuela ha tenido mucho éxito en los últimos años, pero sabemos que podemos seguir mejorando. De hecho, las escuelas son mucho más efectivas cuando los estudiantes, los profesores y las familias trabajan juntos. Cuando las familias se involucren en la educación de sus hijos, los grados suben, los resultados de las pruebas mejoran, los niños son más propensos a pasar y asistir a la universidad después de la secundaria, tienen menos problemas de disciplina, y son menos propensos a usar drogas y alcohol.

Corcoran High School tiene el objetivo de crear una escuela mejor y mejorar la experiencia educativa para todos los niños. Estamos pidiendo su ayuda para mejorar nuestra experiencia en la escuela a través de su trabajo voluntario en nuestro campus de la escuela, en nuestras aulas y en nuestros eventos escolares. El voluntariado no significa un gran compromiso de tiempo. Una o dos horas por trimestre hace una gran diferencia. Y tenemos puestos de trabajo para adaptarse a su horario y sus intereses. Incluso tenemos tareas que no implican ir a la escuela.

Por favor, ayúdenos! El primer paso es llenar la lista a continuación y devolverla a la escuela. Su apoyo va a ir muy lejos en el apoyo a todos los estudiantes y la creación de un ambiente educativo tremendo de Corcoran High School!

Sinceramente,

Director

Voluntario Nombre: \_\_\_\_\_ Nombre del estudiante: \_\_\_\_\_

Número de teléfono: \_\_\_\_\_ Maestro: \_\_\_\_\_

<b>Me gustaría ayudar en los siguientes tipos de apoyo en la clase:</b>	<b>Me gustaría ayudar en los siguientes tipos de apoyo en la escuela:</b>	<b>Marca la zona en la que necesita algún tipo de entrenamiento:</b>
<input type="checkbox"/> acompañando excursiones <input type="checkbox"/> ayudando con tarea <input type="checkbox"/> hacer copias <input type="checkbox"/> creación de tablonces de anuncios <input type="checkbox"/> ayuda con AR <input type="checkbox"/> practica de la fluidez con estudiantes <input type="checkbox"/> tutorial en clase <input type="checkbox"/> enseñar a los estudiantes las aplicaciones de iPad <input type="checkbox"/> laminación, cortar papel <input type="checkbox"/> otra asistencia en la clase	<input type="checkbox"/> acompañando excursiones <input type="checkbox"/> ejecutar la tienda estudiantil <input type="checkbox"/> ayudar con eventos de la escuela <input type="checkbox"/> procuradores de prueba <input type="checkbox"/> monitoreo pasillo <input type="checkbox"/> supervisión en el plantel <input type="checkbox"/> creación de tablonces de anuncios <input type="checkbox"/> crear un anuario <input type="checkbox"/> traducción <input type="checkbox"/> Feria del Libro <input type="checkbox"/> recaudar fondos <input type="checkbox"/> ser miembro de ELAC/SSC	<input type="checkbox"/> utilizando aplicaciones ipad <input type="checkbox"/> utilizando la maquina de copias <input type="checkbox"/> ayuda con fluidez practica en la clase <input type="checkbox"/> recaudar fondos <input type="checkbox"/> ayudar con Educación Física y Arte

## IMPORTANT INFORMATION

All Classroom Volunteers and Chaperones MUST be fingerprinted!

To Parents, Guardians, Grandparents who have not been fingerprinted through the District.

If you want to become a parent volunteer, a classroom volunteer or be a chaperone for a field trip, this is important information for you.

Cost to Parents:

\$14.00 (before October 31<sup>st</sup>)\*\*

\$61.00 (after October 31<sup>st</sup>)

(\*\*You will have 30 days from the date of registration of your child for the \$14 cost)

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

Note:

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

## INFORMACIÓN IMPORTANTE

Padres, guardian, y abuelos que no se han tomado las huellas dactilares por medio del distrito

Si usted quiere ser voluntario de la sala o acompañar la clase de su estudiante en un viaje, ésta información es importante para used.

Costo a los padres:

\$14.00 (antes del 31 de octubre)\*\*

\$61.00 (después del 31 de octubre)

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

Vea la secretaria del

sitio de su estudiante para una forma voluntaria y para la información sobre cómo ser voluntario para sus estudiantes.

Note:

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



## ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties

The *Corcoran Joint Unified School District* has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying and complaints alleging violation of state or federal laws governing educational programs.

The *Corcoran Joint Unified School District* shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, and bullying complaints may be based on actual or perceived characteristics such as age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, mental or physical disability, nationality, national origin, race, ethnicity, religion, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall be used when addressing complaints alleging a pupil enrolled in school being required to pay a fee, deposit, or other charge not specifically authorized by law.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Adult Education, Consolidated Categorical Aid Programs, Migrant Education, Career Technical And Technical Education And Training Programs, Local Control and Accountability Plan, Child Care And Developmental Programs, Child Nutrition Programs, Special Education Programs, and Safety Planning Requirements.

Complaints must be filed in writing with the following compliance officer:

Mary Taylor  
Director of Categoricals and Technology  
1502 Letts Ave, Corcoran CA  
559 992-8888 ext 1246

Complaints alleging discrimination, harassment, intimidation, and bullying must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints alleging noncompliance with the provisions of AB 1575(Pupil Fees) are to be filed with the principal of the school. A complaint can be filed anonymously if specified circumstances exist. The complaint must be filed within thirty(30) days from the date the alleged non-compliant fee occurred or the date the complainant first obtained knowledge of the facts of the alleged noncompliance, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the LEA's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the LEA's Decision. The appeal must include a copy of the complaint filed with the LEA and a copy of the LEA's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, and bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of the LEA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the *Corcoran Joint Unified School District's* UCP policy and complaint procedures shall be available free of charge.



Corcoran Joint Unified School District  
2014-2015

Aviso Anual  
**PROCEDIMIENTOS DE QUEJAS UNIFORMES**

Para los estudiantes, empleados, padres de familia o tutores de los estudiantes, las escuelas y los comités de asesoramiento del distrito, funcionarios de escuelas privadas o representantes, y otras partes interesadas.

El Distrito Escolar Unificado de Corcoran conjunto tiene la responsabilidad primordial de asegurar el cumplimiento de las leyes y reglamentos estatales y federales aplicables y ha establecido procedimientos para hacer frente a las acusaciones de discriminación ilegal, el acoso, la intimidación y el acoso y las quejas por violación de las leyes estatales o federales que rigen los programas educativos.

El Distrito Escolar Unificado de Corcoran conjunta debe investigar y tratar de resolver las quejas con las políticas y procedimientos conocidos como el Procedimiento Uniforme de Quejas (UCP) adoptados por el consejo local. La discriminación ilegal, el acoso, la intimidación y el acoso quejas puede basarse en características reales o percibidas, tales como la edad, ascendencia, color, identificación de grupo étnico, la expresión de género, identidad de género, género, discapacidad mental o física, nacionalidad, origen nacional, raza, etnia, religión, sexo u orientación sexual, o sobre la base o de la asociación de una persona con una persona o grupo con una o más de estas características reales o percibidas en cualquier programa o actividad que reciba o se beneficie de la asistencia financiera del estado.

La UCP se utilizará cuando las quejas que alegan que abordan un alumno matriculado en la escuela no tenga que pagar una cuota, depósito u otro cargo que no sea específicamente autorizado por ley.

La UCP también se utiliza cuando se trata de quejas alegando el incumplimiento de las leyes estatales y / o federales en Educación de Adultos, Programas Consolidados de Ayuda Categórica, Plan de rendición de cuentas y Control local (LCAP), educación migrante, educación técnico-profesional y técnica y los programas de capacitación, cuidado de niños y programas de desarrollo, programas de nutrición infantil, Programas de Educación Especial, y los requisitos de planificación de seguridad.

Las quejas deberán presentarse por escrito con el siguiente oficial de cumplimiento:

Mary Taylor  
Director of Categoricals and Technology  
1502 Letts Ave, Corcoran CA  
559 992-8888 ext 1246

Las quejas que alegan la discriminación, el acoso, la intimidación y el acoso deben presentarse dentro de los seis (6) meses desde la fecha de la supuesta discriminación, el acoso, la intimidación o el acoso ocurrió o la fecha en que el denunciante primero obtuvo conocimiento de los hechos de la supuesta discriminación, el acoso, intimidación o acoso escolar, a menos que el plazo de presentación se extiende por el superintendente o su designado.

Las quejas que alegan el incumplimiento de las disposiciones de la AB 1575 (Honorarios Estudiantiles) se deben presentar al director de la escuela. Una queja puede ser presentada anónimamente si existen circunstancias específicas. La queja debe ser presentada dentro de los treinta (30) días desde la fecha en que ocurrió la tasa de incumplimiento supuesto o la fecha en que el denunciante primero obtuvo conocimiento de los hechos de la supuesta falta de cumplimiento, a menos que el plazo de presentación se extiende por el superintendente o la persona la persona designada.

Las quejas serán investigadas y una decisión o informe escrito será enviado al denunciante dentro de sesenta (60) días a partir de la recepción de la queja. Este plazo de sesenta (60) podrá ser ampliado por acuerdo escrito de la demandante. La persona LEA responsable de la investigación de la queja debe llevar a cabo y completar la investigación de acuerdo con las secciones 4680-4687 y de acuerdo con los procedimientos locales adoptados en virtud del artículo 4621.

El demandante tiene el derecho de apelar la decisión de la LEA al Departamento de Educación de California (CDE) presentando una apelación por escrito dentro de los 15 días de recibir la decisión de la LEA. La apelación debe incluir una copia de la denuncia presentada ante la LEA y una copia de la Decisión de la LEA.

Los remedios de ley pueden estar disponibles bajo las leyes estatales o federales la discriminación, el acoso, la intimidación, la intimidación y las leyes, en su caso. En los casos apropiados, una apelación puede ser presentada de conformidad con el Código de Educación Sección 262.3. Un demandante puede seguir los remedios de la ley civil fuera de los procedimientos de queja de la LEA. Los demandantes pueden buscar ayuda de centros de mediación o abogados de interés público / privado. Remedios de la ley civil que pueden ser impuestos por una corte incluyen, pero no están limitados a, mandatos y órdenes de restricción.

Una copia del reglamento UCP del Distrito Escolar Unificado de Corcoran Conjunta y los procedimientos de reclamación debe estar disponible de forma gratuita.



## Corcoran Unified School District

1520 Patterson Avenue, Corcoran, California 93212  
(559) 992-8888 -- Fax (559) 992-3957

# Addendum Student Handbooks

December 8, 2014

The Corcoran Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. This applies to all acts related to a school activity or school attendance within a school under the jurisdiction of the superintendent of the school district. All school personnel will take immediate steps to intervene when safe to do so when he or she witnesses and act of discrimination, harassment, intimidation, or bullying.

All complaints regarding discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics will remain confidential.

All complainants are protected from retaliation and the identity of a complainant remains confidential.

For further information regarding complaint procedures, contact Rich Merlo, Superintendent, Corcoran Unified School District, 1520 Patterson Avenue, Corcoran CA 93212, at 559 992-8888.

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#### ADMINISTRATION

Rich Merlo  
*Superintendent*

Lora Cartwright  
*Director of Educational Services*

Mary Taylor  
*Director of Categorical Programs*

Steve Berry  
*Director of Technology*

Pamela Dihei  
*Chief Business Officer*

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*It Takes  
Five  
To Thrive*



