

# KINGS LAKE EDUCATION CENTER



*HOME OF THE COUGARS*

**STUDENT HANDBOOK**  
**2016 - 2017**

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**WELCOME**  
**Kings Lake Education Center**  
*Home of the Cougars*  
“Where Learning Never Ends”

It is a privilege to serve as Assistant Principal of Kings Lake Education Center. Kings Lake Education Center is committed to meeting the needs of diverse learners in a safe, secure and nurturing environment while providing opportunities for critical thinking and problem solving, which will foster self-worth and dignity. I look forward to building community relationships that will be long lasting and meaningful as we work together to assist our students to take control of their education in becoming life-long learners.

John Arriola  
Assistant Principal  
Kings Lake Education Center



Home of the Cougars

**Kings Lake Education Center**

## 2016-2017

### *Kings Lake Staff*

#### **Administration & Office Staff**

John Arriola	Assistant Principal
Melissa Juarez	Counselor
Monica Cabral	Secretary
Ruthie Silva	Community Contact

#### **Certificated and Support Staff**

##### Kings Lake Continuation High School

Carol Abeyta	Sixth – Twelfth Grades
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##### Mission Community Day School

Abel Santos	Sixth – Eighth Grades
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##### Corcoran Adult School

Melanee Johnson	Corcoran Adult School-High School Diploma, AM Corcoran Independent Study Program
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#### **Classified Staff**

Jennifer Estrada	Paraprofessional
Erica Aguirre	Paraprofessional
Mindy Figueroa	Yard Supervision
Rosemary Navarro	Yard Supervision

# KINGS LAKE EDUCATION CENTER



## Philosophy

Kings Lake Education Center offers several programs that are an integral part of the Corcoran Unified School District. In a sense, it begins where regular school leaves off and gives students a chance to continue their education in an atmosphere in which they can function. It is an alternative to the traditional high school that fulfills the compulsory attendance requirements for students in California schools. Our programs provide educational opportunities, which include both the individual's immediate and long-term interests, and needs. We pride ourselves in providing:

1. An individualized and personalized program of instruction.
2. Needed guidance services for those who have special needs.

Our staff provides the instruction and services that students need to prepare for:

1. High school diploma
2. Entrance into occupational training or higher education.
3. Assuming an adult role in society.

## Objectives

Kings Lake Education Center's educational objectives for alternative education are to:

1. Equip students with basic skills of reading, writing and math.
2. Help students improve upon themselves and their relationships with others.
3. Guide students in discovering that they can be self-supporting and can advance in salary and position through proper training and preparation.
4. Help students develop principles for home, family, and community living.
5. Encourage students to engage in wholesome recreation.
6. Encourage students to practice good health habits and keep themselves physically and mentally fit.
7. Equip students with adult survival skills, being of good character and having a growth mindset.

# Kings Lake Continuation High School Continuation – AM

REGULAR DAY BELL SCHEDULE Monday - Friday				
PERIOD/ PASSING TIME	START TIME	FINISH TIME	QUALIFIED MINUTES	NOTES
1	8:00 AM	8:50 AM	50	
2	8:50 AM	9:35 AM	45	
BREAK	9:35 AM	9:45 AM	10	
3	9:45 AM	10:30 AM	45	
4	10:30 AM	11:10 AM	40	

# Continuation – PM

REGULAR DAY BELL SCHEDULE Monday - Friday				
PERIOD/ PASSING TIME	START TIME	FINISH TIME	QUALIFIED MINUTES	NOTES
1	12:00 PM	12:45 PM	45	
2	12:45 PM	1:30 PM	45	
BREAK	1:30 PM	1:40 PM	10	
3	1:40 PM	2:25 PM	45	
4	2:25 PM	3:10 PM	45	

# Mission Community Day School (MCDS) 6<sup>th</sup> – 12<sup>th</sup> Grade

REGULAR DAY BELL SCHEDULE Monday - Friday				
PERIOD/ PASSING TIME	START TIME	FINISH TIME	QUALIFIED MINUTES	NOTES
1	8:00 AM	9:00 AM	60	
2	9:00 AM	10:00 AM	60	
BREAK	10:00 AM	10:10 AM	10	
3	10:10 AM	11:05 AM	55	
4	11:05 AM	12:00 PM	55	
LUNCH	12:00 PM	12:30 PM	30	
5	12:40 PM	1:40 PM	60	
6	1:40 PM	2:40 PM	60	
Dismissal	2:40 PM			
		<b>Total Instructional Minutes</b>	<b>360</b>	

MCDS will not use the district's calendared minimum day Schedules.

MCDS's minimum day allowed is 360 minutes.

# Corcoran Academy Independent Study Program

Participants must meet strict guidelines  
Appointments only



## Corcoran Academy Independent Study Program

REGULAR DAY BELL SCHEDULE Monday - Friday				
PERIOD/ PASSING TIME	START TIME	FINISH TIME	QUALIFIED MINUTES	NOTES
1	12:40 PM	1:40 PM	60	
2	1:40 PM	2:40 PM	60	
3	2:40 PM	3:15 PM	35	
Dismissal	3:15 PM			



## Graduation Requirements Class of 2013 and Beyond



To earn a high school diploma, a student in the graduating class of 2007 and beyond must achieve passing marks in each of the following, or equivalent, courses:

English	FOUR YEARS	40 credits
	English 9 (10 credits)	
	English 10 (10 credits)	
	English 11 (10 credits)	
	English 12 or AP Literature (10 credits)	
Mathematics:	THREE YEARS	30 credits
	Algebra I (10 credits)	
	Geometry (10 credits)	
	Algebra II or Business Math (10 credits)	
Social Studies:	TWO YEARS	30 credits
	World History (10 credits)	
	United States History (10 credits)	
	American Government/Economics (10 credits)	
Science:	TWO YEARS	20 credits
	Biology * (10 credits) Physics (10)	
	Chemistry * or Earth Science (10 credits)	
	* College Prep students must take Biology, Chemistry, and a third year of advanced science.	
	** Ag Science Option: Students may complete Ag Science I (10 credits) and Ag Science II (10 credits) to fulfill their 10 credit Life Science Requirement.	
Life Skills/Geography:	ONE YEAR	10 credits
	Life Skills/Geography	
P.E.:	TWO YEARS	20 credits
	Coed P.E. (20 credits)	
Fine Arts:	ONE YEAR	10 credits
	* College Prep students must take a year long (P) class (e.g. Theatre II, Art II) in order to fulfill their college admissions requirement.	
Electives:		100 credits
	* College Prep students must pass two years of a foreign language, or pass an equivalency exam, or obtain a qualifying score on a foreign language subtest of the SAT.	

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

**Progress Reports and Report Card Dates**  
**2016-2017**

**1<sup>st</sup> QUARTER PROGRESS REPORT, SEPTEMBER 16th**

**1<sup>ST</sup> QUARTER REPORT CARD, OCTOBER 14th**

**2<sup>nd</sup> QUARTER PROGRESS REPORT, NOVEMBER 18th**

**2<sup>ND</sup> QUARTER/1<sup>st</sup> SEMESTER REPORT CARD, DECEMBER 16th**

**3<sup>rd</sup> QUARTER PROGRESS REPORT, FEBRUARY 10th**

**3<sup>rd</sup> QUARTER REPORT CARD, MARCH 17th**

**4<sup>th</sup> QUARTER PROGRESS REPORT, APRIL 28th\*\***

**4<sup>TH</sup> QUARTER/2<sup>nd</sup> SEMESTER REPORT CARD, JUNE 2nd**

**PROGRESS REPORTS AND REPORT CARDS**

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



## CURRICULUM

### 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 an administrator 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.**

### ALTERNATIVE EDUCATION

Alternative Education includes Kings Lake Continuation High School and Corcoran Academy Independent Study. Any student placed in Alternative Education will be assigned to that placement for a period of no less than one full semester. One full semester will be defined by the semester dates of the school calendar. Students will be evaluated at the end of the semester for proper placement for the following semester.

**Course work credit is earned by hours of attendance and work completed. 1 unit of credit equals 15 hours of seat time. To earn 2 units of credit per week students must attend 30 hours of seat time (2.5 credits every two weeks). Students should earn 35 credits per semester. Students may request permission for a maximum of 15 (10 + 5) additional credits per semester not to exceed 50 credits total per semester.**

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

### CREDIT SYSTEM

Individual instructors will communicate to the students the standards they will require for grades. Each semester students earn five (5) credits for each class where their final grade is "D" or above. Students earn the letter grades of "A, B, C, D or F". Parents are encouraged to contact the school at 992-8885 if they have questions or concerns about their student's grades or credits. The law requires notices of impending failing grades be sent to the parents. Students may

make up work missed during excused absences. It is the **student's responsibility** to request all make-up work. Students have an equal number of school days to make up work. (I.e. Absent three (3) days, you have three days to complete work.)

### **GRADUATION REQUIREMENTS FROM CHS**

To earn a high school diploma from Corcoran High School, a student must accumulate a total of 260 semester credits, including specific course requirements as outlined in the Guidance Handbook. Seniors failing to meet graduation requirements and needing twenty credits or less will 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.

### **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 and shall keep each student informed regarding his or her 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 an "F" will disqualify a student for the honor roll. C.H.S. and K.L.E.C. Honor Roll is 3.00 to 3.59 and Principal's Honor Roll is 3.60 and above.

### **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.

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

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

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

**Students must 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 2010-11 school year). A TOTAL of 3 tardies will be counted as 1 period absence.**
4. Students may clear any full day absence by voluntarily attending Saturday School.
5. Pay all bills or debts to the school district. Payments are taken throughout the school year in the Activities Office at the high school.
6. May not have more than one school suspension (any length of time) during their senior year.
7. May not spend anytime on expulsion or suspended expulsion during the student's senior year.
8. May not transfer to or from any alternative program (Adult Education, Continuation, or Community Day School) during the second semester of the student's senior year.
9. Student must earn at least a total of 50 credits during their senior year. (If student finishes during the fall semester, they must earn at least a total of 25 credits.)
10. Students must maintain enrollment in all classes during their senior year.
11. Students must pass all required/elective courses for graduation.
12. Students cannot be on any type of restriction (due to behavior or attendance reasons) from school activities at the time of the graduation ceremony.
13. Student must sign and return the form which states that they have read and understood what is required of them to graduate and participate in graduation ceremonies.

**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.

**Textbook Policy**

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

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



## **Attendance**

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

### **ABOUT THE ATTENDANCE OFFICE / TELEPARENT AUTOMATED NOTIFICATION SYSTEM**

We welcome calls & visits from concerned parents. We write down all absence information received, whether in person or on the phone, and save all documentation, (logs, notes, calls, etc) for auditing purposes. We are unable to check & call on every student's attendance every day. However, the school's automated school messenger service calls parents/guardians Monday through Friday to inform you of each and every period absence and tardy. Please call us anytime for attendance information on your student, (questions on letters, codes, and/or policies). **Please remember it is the student's parent's responsibility to account for absences. The Main Office is where they are cleared.**

### **ATTENDANCE REQUIREMENT**

Students must attend 95% each year enrolled at CHS to participate in graduation ceremonies. This means students cannot miss more than 9 days per year or 63 periods per year (only school activities will not count against a student's attendance). "Excused" absence does not mean that the absence does not count against the 126 periods.



### **ATTENDANCE HOTLINE**

When a student is absent from school, a telephone call to Kings Lake Office is needed by 10:00 am on the day of the absence.

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

1. Dial the school number- (559) 992-8885 and enter #1
2. Leave the following information during the recording:
  - a. Student's name
  - b. Reason for absence

- c. **Estimated date of return**
- d. **Parent/guardian's name**
- e. **Date of absence**

If a student has been absent and no phone call has been made, 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.

**NOTIFYING ATTENDANCE**

- Checking In - The parent, in person, must sign the student in at the office. The student is required to receive a pass before they can go to class. Students not following this process will be sent back to the office.
- Checking Out - The parent or guardian of the student must in person, in the office, sign the student out before they can be called out of class, report to the office, and are released to you. Call far enough ahead so your student can be paged between classes. Students will not be called out of the classroom until the person arrives to check them out.
- 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. **We cannot change absences after 10 school days - including doctor notes.**
- Planning for an extended absence - If your student is going to be gone for several days and knows in advance, your student can bring a written note to excuse their absence in advance.

**Attendance Codes and Definitions**

Letter Title		Abbreviation Type		Counts	Description
Code				Against the 63 periods	
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	Excu 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

<p><b>Excused Absences:</b></p> <ul style="list-style-type: none"> <li>• Court (plaintiff – not subpoenaed)</li> <li>• Court (witness or jury duty)</li> <li>• Doctor/Dentist</li> <li>• Family Emergency</li> <li>• Funeral (Immediate Family Member)</li> <li>• Illness</li> <li>• Probation Appointment</li> <li>• Religious Event</li> <li>• Taking Care of Own Children</li> </ul>	<p><b>Unexcused Absences:</b></p> <ul style="list-style-type: none"> <li>• Car trouble</li> <li>• Funeral (Not Immediate Family Member)</li> <li>• Job Interview</li> <li>• Personal</li> <li>• Taking Care of Siblings</li> <li>• Vacations</li> <li>• Working</li> <li>• Traffic Ticket</li> </ul>
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**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 EXC, not if the student was the plaintiff. We must receive documentation within 10 school days of the absence. All legal appointments must be part day only with written documentation to excuse.



- **Funeral (Immediate Family Member – parent, sibling, grandparent, fellow student) -** Must bring documentation regarding funeral from funeral home, etc. We must receive documentation within 10 school days 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).**

An absence is warranted for the following reasons:

- I. E.C. 48205
  - a. Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
    1. Due to his or her illness.
    2. Due to quarantine under the direction of a county or city health officer.
    3. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
    4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
    5. For the purpose of jury duty in the manner provided for by law.
    6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
    7. For justifiable personal reasons including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats or attendance at an employment conference when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
    8. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence which can be reasonably provided and, upon satisfactory completion, shall be given full credit therefore. As the teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
    9. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
    10. Absences pursuant to this section shall be deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

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

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

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

### **Absences**

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

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

Students will be given 1 day after they return to produce a note regarding their absences. If no note is brought, the student will be considered **truant** until the note is brought and appropriate action will be taken.

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

### **Letters**

10 day letter: Parents are mailed a letter to inform them that absences are becoming excessive.

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

### **Cutting Class:**

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



## Tardies

**BE ON TIME!!**

### TARDY POLICY

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

## Truancy

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

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

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

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

## ILLNESS AT SCHOOL

If a student becomes ill at school, the teacher will send the student to the office 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.

## Off-Campus Permit

Anyone who needs to leave campus early must bring a note or have a parent or guardian call the office. The note must contain the exact date, time, and reason for leaving. This note is to be presented to the secretary or community contact before school.

Students who leave campus without permission will be considered TRUANT and appropriate action will be taken. If they leave during the lunch period, the absence will be considered defiance of authority and the referral process will be activated.

## Student I.D. Cards

**All students will be required to carry their Student Body Card when attending school.**

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



## **Discipline Guideline**

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

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

## **CORCORAN UNIFIED SCHOOL DISTRICT DISCIPLINE**

We support good discipline practices in the Corcoran Unified School District. 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, expelled.

## **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. All of our PBIS, Character Counts, Restorative Justice, counseling, other programs and strategies will be utilized along with Assertive Discipline.

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

KL-CHS operates under the belief that every student can modify his or her behavior. For minor classroom discipline issues, all KL-CHS 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 or expulsion from school.

**All MAJOR CLASSROOM OFFENSES:**

**Such as fighting, drugs, dangerous objects, sexual harassment, other severe negative behaviors WILL BE REFERRED DIRECTLY TO THE COUNSELOR OR ADMINISTRATOR for appropriate action with possible placement on an Administrative Probation, Academic, and/or Behavior Contract/s, suspension, or expulsion.**

<b>INFRACTION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
Alcohol, possession or use of, and tobacco, possession or use of	<ul style="list-style-type: none"> <li>• Notify law enforcement</li> <li>• 5-day suspension/possible expulsion</li> <li>• Drug &amp; Alcohol contract</li> </ul>	<ul style="list-style-type: none"> <li>• Notify law enforcement</li> <li>• 5-day suspension with automatic expulsion</li> </ul>	
Arson	<ul style="list-style-type: none"> <li>• Suspension pending expulsion</li> <li>• Parent Conference</li> <li>• Notify law enforcement</li> </ul>		
<b>Assault/fighting</b>	<ul style="list-style-type: none"> <li>• Notify law enforcement</li> <li>• Suspension 1-5 days with behavior contract</li> </ul>	<ul style="list-style-type: none"> <li>• Notify law enforcement</li> <li>• 5 day suspension pending expulsion</li> </ul>	
Academic Dishonesty	<ul style="list-style-type: none"> <li>• Loss of credit</li> <li>• Referral to Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of credit</li> <li>• 1-3 day suspension placement on contract</li> </ul>	<ul style="list-style-type: none"> <li>• Removal from class with drop F</li> </ul>
Classroom disruption (behavior causing interference with classroom instruction)	<ul style="list-style-type: none"> <li>• Teacher-Student conference/detention with teacher</li> <li>• Teacher/Parent Contact</li> </ul>	<ul style="list-style-type: none"> <li>• Detention with Teacher</li> <li>• Parent/Teacher conference</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to Learning Director/VP</li> <li>• Possible Referral to Student Study Team.</li> </ul>
<b>Defiance of authority and Forgery</b>	<ul style="list-style-type: none"> <li>• Parent Conference with Student</li> <li>• Detention/Community Service/Possible</li> </ul>	<ul style="list-style-type: none"> <li>• 1-5 days School Suspension</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• 1-5 days Suspension</li> <li>• Behavior Contract</li> </ul>

	suspension depending on severity		
Destruction or Defacement of Property	<ul style="list-style-type: none"> <li>Restitution of losses</li> <li>Possible 1-5 days School Suspension depending on severity</li> </ul>	<ul style="list-style-type: none"> <li>1-5 days School Suspension with possible expulsion</li> <li>Restitution</li> <li>Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>1-5 days Suspension with possible expulsion</li> </ul>
Dress Code violation/gang related apparel	<ul style="list-style-type: none"> <li>Behavior contract and possible gang contract</li> <li>Parent Contact/Conference</li> <li>Referral to Gang Task Force</li> </ul>	<ul style="list-style-type: none"> <li>1-3 days suspension</li> <li>Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>1-5 days Suspension</li> <li>Parent Conference</li> </ul>
Drug, possession, use of drug paraphernalia possession of	<ul style="list-style-type: none"> <li>1-5 day Suspension and possible expulsion</li> <li>Notify of law enforcement</li> <li>Drug and Alcohol Contract</li> </ul>	<ul style="list-style-type: none"> <li>5 day suspension</li> <li>Expulsion</li> </ul>	
Drugs, sale of sharing of and extortion/fraud	<ul style="list-style-type: none"> <li>1-5 day suspension pending expulsion</li> <li>Notify law enforcement</li> </ul>		
Gang enhanced fights (“causing a riot” in which gang issues cause the fight and may create a crowd of observers/participants )	<ul style="list-style-type: none"> <li>5 day suspension and automatic referral to AHP for possible expulsion</li> <li>If AHP recommends expulsion, student is referred to Hanford’s Community School for Expelled Students.</li> </ul>		
Safety Violations	<ul style="list-style-type: none"> <li>Possible 1-5 day suspension depending on severity</li> <li>Behavior and Academic Contract</li> </ul>	<ul style="list-style-type: none"> <li>1-5 day suspension depending on severity with possible expulsion.</li> <li>Receive drop “F” in class</li> </ul>	
Sexual Harassment	<ul style="list-style-type: none"> <li>Suspension based on discipline code (based on severity – which <u>may</u> include recommendation to Administrative Hearing Panel (AHP) for expulsion)</li> <li>If recommended for expulsion, placement at Kings Community School or Charter School (depending on grade of student)</li> <li>Notify law enforcement</li> <li>Parent will be contacted.</li> </ul>	<ul style="list-style-type: none"> <li>Grades 9-12m dependent upon severity, may include referral to Administrative Hearing Panel for possible expulsion and placement in Kings Community School or Charter School for Expelled Students.</li> <li>3<sup>rd</sup> Offense- Automatic expulsion recommendation</li> </ul>	
Theft of personal or school property	<ul style="list-style-type: none"> <li>3-5 day Suspension</li> <li>Return or restitution of</li> </ul>	<ul style="list-style-type: none"> <li>5 day suspension pending expulsion</li> </ul>	Automatic referral to AHP

	<ul style="list-style-type: none"> <li>property</li> <li>Notify law enforcement</li> </ul>	<ul style="list-style-type: none"> <li>Return or restitution of property</li> <li>Notify law enforcement</li> </ul>	
<p>Threats: Same process as is used for sexual harassment, with the exception of verified and investigated threats to staff; these threats will be referred to AHP for possible expulsion. The severity of the threat must be detailed with all “terroristic” threats (as defined by the Ed Code) being investigated with respect to the severity of the threat and the student’s ability to carry out the threat.</p>			
Truancy/Tardiness	<ul style="list-style-type: none"> <li>Parent notification by Automatic Dialer and/or Teacher, Detention and/or Saturday School</li> </ul>	<ul style="list-style-type: none"> <li>Parent Conference</li> <li>Possible loss of off campus lunch privilege</li> </ul>	<ul style="list-style-type: none"> <li>Referral to SARB</li> </ul>
Possession of weapons or weapon replica/explosive device	<ul style="list-style-type: none"> <li>Referral to law enforcement</li> <li>5 day suspension pending expulsion</li> </ul>		
Use of weapons or weapon replica/explosive devices	<ul style="list-style-type: none"> <li>Referral to law enforcement</li> <li>5 day suspension pending expulsion</li> </ul>		

**Please note that a student may be placed on Administrative Probation if Principal determines that the student is a habitual offender. If the student violates this probation the student will be recommended for suspension or possible expulsion.**

## CORCORAN UNIFIED SCHOOL DISTRICT Expulsion Placement Options Plan

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

Offense	First Time	2 or More Times
<b>Fights</b>		
<ul style="list-style-type: none"> <li>“Mutual combat” (2 people)</li> </ul>	<ul style="list-style-type: none"> <li>Out of school suspended 3-5 days at site administrator’s discretion</li> </ul>	<ul style="list-style-type: none"> <li>2<sup>nd</sup> fight, based on administrator’s determination of severity, student is suspended and referred for possible expulsion to the Administrative Hearing Panel (AHP)</li> <li>Students from JM, HS or KL* recommended by AHP for expulsion are to be referred to Mission Community Day School or Kings Community School in Hanford. Transportation is the parent’s responsibility</li> <li>Students in grades K-5, the site’s administrator’s discretion will determine if student is referred to the AHP. If referred to the AHP, student will be referred to a</li> </ul>

		charter school of the parent's choice. Transportation is the parent's responsibility.
•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 •Contact Corcoran Police Department for gang validation •If AHP recommends expulsion, student is referred to Mission Community Day School or Kings Community School in Hanford.	
•An assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee	•5 days suspension and Automatic referral to AHP for possible expulsion •If AHP recommends expulsion, student is referred to Mission Community Day School or Kings Community School in Hanford.	
<b>Weapons</b>		
•Guns (all grades) •Brandishing a knife (all grades)	•Mandated expulsion for not less than one calendar year with placement referral to Mission Community Day School or Kings Community School in Hanford.	
•Knives or other dangerous objects, including facsimiles (grades 6-12)	•Suspension and referral to AHP based on discipline code •Parents will be contacted •Corcoran Police Department contacted	•Referral to AHP for possible expulsion and referral to Mission Community Day School or Kings Community School in Hanford. Transportation is the parent's responsibility.
•Knives or other dangerous objects, including facsimiles (grades K-5)	•Suspension based on discipline code •Parents will be contacted •Corcoran Police Department contacted •Principal writes letter to Superintendent explaining why the student is not being referred for possible expulsion (i.e. student <u>did not</u> brandish the knife)	•Referral to AHP for possible expulsion and referral to a charter school of the parent's choice. Transportation is parent's responsibility.

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

<b>Offense</b>	<b>First Time</b>	<b>2 or More Times</b>
<b>Theft/Vandalism</b>		
•Thefts Grades K-5	•Suspension at site administrator's discretion •Student makes restitution •Contact with Corcoran Police Department at site administrator's discretion	2 <sup>nd</sup> Offense – •Referral to AHP dependent upon severity of issue  3 <sup>rd</sup> Offense •Referral to AHP for possible expulsion and referral to a charter school of the parent's choice. Transportation is parent's responsibility.
•Thefts Grades 6-12	•Suspension based on discipline code •Student makes restitution	2 <sup>nd</sup> Offense – •5 day suspension based on severity, may also be recommended to AHP



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

	<p>Community Day School or Kings Community School in Hanford</p> <ul style="list-style-type: none"> <li>•Corcoran Police Department contacted dependent upon site discipline code.</li> <li>•Parent will be contacted</li> </ul>	<p>Day School or Kings Community School in Hanford</p> <p>3<sup>rd</sup> Offense –</p> <ul style="list-style-type: none"> <li>•Automatic expulsion recommendation</li> </ul>
<ul style="list-style-type: none"> <li>•Verified and investigated threats to staff</li> </ul>	<ul style="list-style-type: none"> <li>•Will be referred to AHP for possible expulsion. The severity of the threat must be detailed with all “terroristic” threats (as defined by the Ed Code) being investigated with respect to the severity of the threat and the student’s ability to carry out the threat.</li> </ul>	
<b>Tobacco</b>		
<ul style="list-style-type: none"> <li>•Possession of Tobacco</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>•Sites follow site discipline code for first offense consequences.</li> <li>•Parent contacted</li> <li>•Student is placed on behavior contract with: completion of the “School Behavior Contract” behavior, attendance and grades.</li> <li>•Contract will also include 45 instructional days without participation in extra-curricular events including graduation/promotion ceremonies.</li> <li>•Students may not participate in school-sponsored events, including sports (may <u>not</u> 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 Education Center)</li> <li>•May not participate in any school-sponsored activities.</li> </ul>
<b>Offense</b>	<b>First Time</b>	<b>2 or More Times</b>
<b>Alcohol</b>		
<ul style="list-style-type: none"> <li>•Possession of alcohol</li> <li>•“Under the influence” of alcohol</li> </ul>	<ul style="list-style-type: none"> <li>•5 day suspension</li> <li>•Sites follow site discipline code for first offense consequences.</li> <li>•Corcoran Police Department contacted</li> <li>•Parent contacted</li> <li>•Student is placed on behavior contract with: completion of the “Kings View Contract for Alcohol Abuse,” behavior, attendance and grades.</li> <li>•Contract will also include 45 instructional days without participation in extra-curricular events including graduation/promotion ceremonies.</li> <li>•Students may not participate in</li> </ul>	<ul style="list-style-type: none"> <li>•Automatic recommendation for expulsion</li> <li>•Rehabilitation Plan to include contract for alcohol abuse counseling, grades, attendance and behavior.</li> <li>•Student may not be present on any campus (other than KL)</li> <li>•May not participate in any school-sponsored activities.</li> </ul>

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

<ul style="list-style-type: none"> <li>•Possession of drugs</li> <li>•“Under the influence” of drugs</li> </ul>	<ul style="list-style-type: none"> <li>•Possession or “under the influence” of drugs follows the 1<sup>st</sup> offense “alcohol” procedure with contract for substance abuse counseling unless:             <ol style="list-style-type: none"> <li>1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct (the student has had a history of significant behavior problems none of which have to be necessarily related to the drug possession or use).</li> <li>2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.</li> </ol> </li> </ul> <p>If in the judgment of the administration the offense meets the threshold of the above tests, the student will be recommended to the Administrative Hearing Panel for possible expulsion.</p>	<ul style="list-style-type: none"> <li>•Automatic recommendation for expulsion – same as 2<sup>nd</sup> offense alcohol with contract for substance abuse counseling</li> </ul>
<ul style="list-style-type: none"> <li>•Possession for sale</li> </ul>	<ul style="list-style-type: none"> <li>•Mandatory expulsion for 12 calendar months</li> </ul>	
<ul style="list-style-type: none"> <li>•Possession of drug and/or tobacco paraphernalia (used for drugs)</li> </ul>	<ul style="list-style-type: none"> <li>•1 to 5-days suspension and notification of appropriate law enforcement agency, and placed on contract. May be recommended to attend a substance abuse counseling program.</li> </ul>	<ul style="list-style-type: none"> <li>•3 to 5 days suspension, possible recommendation for expulsion due to the severity of the offense, and notification of appropriate law enforcement agency.</li> </ul>
<p><b>Defiance</b></p>		
<ul style="list-style-type: none"> <li>•Total 17 days out-of-school suspension = possible placement at Corcoran Academy Independent Study</li> <li>•Total of 20 days out-of-school suspension = recommendation for expulsion</li> <li>•Grades K-5 will be disciplined following the site behavior code</li> <li>•Grades 9-12 will be disciplined following the site discipline code</li> </ul>		

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

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

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

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

### **FENCE JUMPING**

#### **Defiance of school authority:**

- 1<sup>st</sup> Offense: Parent and School Resource Officer contact, student returned to school/possible suspension.
- 2<sup>nd</sup> Offense: Parent and School Resource Officer contact, student returned to school/Possible Suspension.
- 3<sup>rd</sup> Offense: Parent and School Resource Officer contact, student returned to school/Possible Suspension and removal from Kings Lake Education Center/Corcoran Unified School District.

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

Trained dogs and their handlers will 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 making-out including kissing is **NOT** acceptable at Kings Lake Education Center or at Corcoran High School.

### **FIGHTING**

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

1. Students involved in a fight may face three to five days of school suspension. This will be determined by such factors as 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.

### **FOOD / DRINK / GUM**

There will be absolutely **NO FOOD, DRINKS OR GUM** in the classrooms other than bottled water. Offenders will face disciplinary actions with the teacher of that classroom and possibly face additional steps on the Behavior Contract.

### **ACADEMIC and ADMINISTRATIVE PROBATION**

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

- **Grades**
- **Attendance**
- **Dangerous Objects**
- **Sexual Harassment**
- **Behavior**

- **Drugs/Alcohol/Tobacco**
- **Gang Activity/association with...**

**GANG CONTRACT**

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

1. Admits Gang membership	6. Writes or possession of Gang material
2. Gang associated tattoo(s)	7. Associates with Gang members
3. In or possesses Gang photo(s)	8. Gang clothing or attire
4. Named by a reliable source	9. Name on 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.**

**ADMINISTRATIVE PROBATION**

**Student Academic & Behavior Contract**

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

**This probation will be in effect from** \_\_\_\_/\_\_\_\_/\_\_\_\_ **to** \_\_\_\_/\_\_\_\_/\_\_\_\_.

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

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

If the student fails to comply with any of the above-defined conditions, it will result in immediate change of placement within Kings Lake Education Center and/or expulsion from Corcoran Unified School District.

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

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**Student's Date of Birth:** \_\_\_\_\_

\_\_\_\_\_  
**Parent / Guardian Signature**

\_\_\_\_\_  
**Date**

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GROUND FOR SUSPENSION AND EXPULSION**  
**(Ed. Code 48900):** **General**

“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)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished 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, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully 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) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of Section 245.6 of the the Penal Code.Penal Code.
- (r) Engaged in an act of bullying, including but not limited to, bullying committed by
- (s) 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 numerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

While on school grounds.

- 1. While going to or coming from school.
  - 2. During the lunch period whether on or off the campus.
  - 3. During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil



who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered a great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

- (u) As used in the section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and anger management programs, for a pupil subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. (Amend. Stats. 2008, Ch 646)

**E.C. 48900.1**

**Teacher Suspension, Parent to School**

a. The governing board of each school district may adopt a policy authorizing teachers to require the parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (j) or (k) of Section 48900, to attend a portion of a school day in the classroom of his or her child or ward. The policy shall take into account reasonable factors that may prevent compliance with a notice to attend. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended.

b. The policy shall be adopted pursuant to the procedures set forth in Sections 3591 and 35291.5. Parents and guardians shall be notified of this policy prior to its implementation. A teacher shall apply any policy pursuant to this section uniformly to all pupils within the classroom.

**The adopted policy shall include the procedures that the district will follow to accomplish the following:**

1. Ensure that parents or guardians who attend school for the purposes of this section meet with the school administrator or his or her designee after completing the classroom visitation and before leaving the school site.
2. Contact parents or guardians who do not respond to the request to attend school pursuant to this section.  
If a teacher imposes the procedure pursuant to subdivision (a), the principal shall send a written notice to the parent or guardian stating that attendance by the parent or guardian is pursuant to law. This section shall apply only to a parent or guardian who is actually living with the pupil.
- c. A parent or guardian who has received a written notice pursuant to subdivision (a) shall attend class as specified in the written notice. The notice may specify that attendance of the parent or guardian be on the day the pupil is scheduled to return to class, or within a reasonable period of time thereafter, as established by the policy of the board adopted pursuant to subdivision (a). (Amend. Stats. 2004, Ch. 895)

**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.**

**All MAJOR CLASSROOM OFFENSES such as fighting, drugs, dangerous objects, sexual harassment, etc. WILL BE REFERRED DIRECTLY TO THE COUNSELOR/ADMINISTRATOR.**

### **ACADEMIC DISHONESTY**

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

- Tests or projects
- Individual projects and/or research
- Individual homework when so designated
- Other teacher designated work

### **PARKING LOT**

**Students are NOT allowed to park in**

**the parking lot:**

In front of Kings Lake Education Center. Violators may be ticketed and their vehicle towed at the owners expense. Students are not to loiter around cars or sit in cars in the parking lot during the instructional day.

### **PETS**

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

### **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.
- c. Possible expulsion.

### **RADIOS, ELECTRONIC DEVICES, CELL PHONES, iPods, MP3PLAYERS, HEADPHONES, SKATE BOARDS, ROLLER BLADES, SCOOTERS, RAZERS**

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

Confiscated items will only be returned to the student or parent upon request as per the consequences listed below. Cell phones, iPod's, Walkman's CD players, and mp3 players may be used BEFORE or AFTER school **only**.

Consequences:

- 1<sup>st</sup> Offense: Item is confiscated and returned to student upon request.
- 2<sup>nd</sup> Offense: Item is confiscated and returned to parent upon request.
- 3<sup>rd</sup> Offense: Item is confiscated and returned to parent upon request at the end of a two week period.
- 4<sup>th</sup> Offense: Item is confiscated and returned to parent upon request at the end of the quarter.



2016 - 2017

## **Kings Lake Education Center Student Dress Code**

Students at Kings Lake Education Center are expected to dress in such a way that they will not endanger their health or safety, or that of others around them. Neither should a student's clothes or appearance be such that it disrupts the learning process. The following standards are required of all students.

### **DRESS CODE POLICY**

1. **Clothing colors for shirts and pants are SOLID black, white, gray or tan. Solid blue jeans may be worn.** All outer clothing including sweaters, jackets, etc. must be **solid** white, black, gray or tan. No blue or red items ("other than blue jeans") of clothing can be worn. No sweatpants, and No articles of clothing shall have Old English writing.
2. Shoes must be worn at all times. **No red or blue shoes, shoelaces or belts. Slippers are not allowed.**
3. Clothing and jewelry shall be free of writing, pictures, sports logos, 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 or alcohol. Clothing apparel that could be used as a weapon, including steel-toed boots, chains, wallet chains, spikes or studs on jewelry, are prohibited.
4. **Hat, caps, beanies and bandanas are never to be worn or brought to campus. Sunglasses are prohibited on campus and in classrooms.** Students who are in need of protection from the sun can obtain information for appropriate sun protection in the main office.
5. No facial piercing is allowed. Retainers must be put in their place during school and school activities.
6. Any apparel, hair styles, hair color (no unnatural shades) or cosmetics, even if not specifically mentioned above, which creates a safety concern, draws undue attention to the wearer, tends to detract from the educational process or causes a disturbance among other students shall not be worn at school or at school activities.
7. All clothing shall 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.
8. Tops with "spaghetti straps," halter-tops, tank tops, or shirts that show any part of the midriff (belly) are not allowed. Midriffs must be covered at all times with no skin showing. Low-cut necks/scooping necks are also prohibited.
9. All shorts, skirts and dresses cannot be shorter than (4) inches above the top of the knee.
10. General appearance of all students shall be neat, clean, and safe. The administration reserves the right to limit excessive jewelry, or any other apparel that is unsafe or distracting for student learning.
11. 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.

### **Consequences of Dress Code Policy**

**NOTE:** Students who disrupt school activities due to their inappropriate dress and/or appearance will be in violation of Education Code 48900, Sub-Section K, and will not be permitted to attend any class until the problem is corrected. This may mean that a student will be permitted to contact a parent to bring appropriate clothing to school or wear replacement items supplied by the school. Failure to do so may result in suspension for the remainder of the school day. All questions regarding the ultimate appropriateness of student attire will be resolved by the administration.

**A letter from a physician must verify medical conditions requiring exceptions to dress code provisions.**

**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.

**Consequences:**

- 1<sup>st</sup> offense: Warning, change of clothing and copy of dress code policy given to student.**
- 2<sup>nd</sup> offense: One day suspension**
- 3<sup>rd</sup> offense: Three day suspension**
- 4<sup>th</sup> offense: Five day suspension**
- 5<sup>th</sup> offense: Defiance of dress code - students with 17 or more days for suspension may be recommended for expulsion.**

The administrator determines dress code violations.

## **ADMINISTRATIVE SERVICES**

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

## **CAFETERIA SERVICES**

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

## **LUNCH PROCEDURES**

### **Closed Campus:**

Students are to remain on campus for lunch. Students must stay within the break and lunch designated area. Students are not allowed to be in the parking lot or other areas of campus during break or lunch. They can purchase or acquire a free school snack at break or a meal during lunch. They can bring a lunch from home. No beverages are allowed on campus, bottled water only. Students can acquire meals, milk, or juice during breaks and lunch. No outside food/drinks/snacks are to be brought or delivered to a student during the school day. Students will be given 30 minutes for lunch.

## **CONTACTING TEACHERS**

KL-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.

## **COMPLAINTS**

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

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

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

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

## **COUNSELING AND GUIDANCE SERVICES**

Appointments for students wishing to see the Counselor or Director must be made through the front office. Students will be seen in order of the severity of their situation, if it is known. The Counselor and the Director will be meeting with the students throughout the school year.

## **HEALTH SERVICES**

The school nurse will assist the local doctors in giving simple health examinations to all pupils and 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.

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.

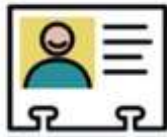
**All medication (including Visine, Tylenol, Vitamins, supplements, i.e. over the counter and prescription medication) must be housed in the office. A Medication Authorization form must be completed for medication to be administered at school.**



## TEXTBOOKS

1. The TEACHER will issue textbooks to students.
2. Students are responsible for the care and security of each text and library books 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 or library book was damaged before it was checked out to them, they should report the damage to the library or teacher immediately.
5. Students are responsible for textbooks and library books 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, library books, their ownership, and condition.
8. A student must turn in the textbook and library book that was issued to him/her or pay the cost of replacing the book.
9. KL-CHS will withhold the grades, diploma, and transcripts of the pupil responsible for debts to the school, until the debts are paid.

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



### **STUDENT I.D. CARD**

**All students will be required to carry their Student Body Card when attending school.**

Students please keep your I.D. card on you at all times. Keep it from getting damaged, dirty or bent.

### **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.

### **POSITION SOBRE LA DISCRIMINACIÓN**

El Distrito Escolar Unificado de Corcoran no hace distinciones injustas a base de raza, color, origen nacional, sexo, o inhabilidad. Las destrezas limitadas de lenguaje inglés no serán una barrera para admisión y participación en programas de educación vocacional. Para mas información y/o procedimientos de quejas, comuníquese la coordinadota de acción afirmativo/oportunidades equivalentes. Distrito Escolar Unificado de Corcoran, 1520 Patterson Avenue, Corcoran, CA 93212, teléfono 992-8888.



### **TOBACCO FREE CAMPUS**

Kings Lake Education Center campus is tobacco free. Smoking presents a health hazard, which can have serious consequences, both for the smoker and the nonsmoker.

Students shall not be allowed to smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or under the supervision of district employees. (Education Code 48901) Students who violate this policy shall be subject to disciplinary procedures, which may result in suspension/expulsion from school. (Education Code 48900).

### **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 school office. In cases involving suspension and/or expulsion, students have the right to a hearing regarding disciplinary type accusations made by school personnel.

## **Sexual Harassment**

### **E.C. 48900.2 Suspension Sexual Harassment**

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. (Add. Stats. 1992, Ch. 909)

### **E.C. 212.5 Sexual Harassment**

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- a. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- b. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefit and services, honors, programs, or activities available at or through the educational institution. (Amend. Stats. 1998, Ch. 914)

Sexual Harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.

Types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual.
5. Display of sexually suggestive objects or pictures in the education environment.
6. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.



## **Hate Violence**

### **E.C. 48900.3 Act of Hate Violence**

In addition to the reasons specified in Section 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 33032.5. (Add. Stats. 1994, Ch. 1198)

### **E.C. 48900.4 Additional Grounds for Suspension**

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class-work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment. (Add. Stats. 1994, Ch. 1017)

## **Student Responsibilities**

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

1. Be at school on time every day prepared to work.
2. Bring pencils, pens, books, etc. All markers are to be left at home.
3. Always do your best work and ask for help when needed.
4. Remain in your assigned classroom or on the campus during school hours unless you have permission from your teacher to leave.
5. Demonstrate respect for the campus by refraining from littering and/or marking on school property.
6. Show respect for all persons (students and school employees) by avoiding any activity that could be classed as disruptive, defiant, and/or that could result in injury to another person.
7. Avoid the use of profanity or vulgarity.
8. Refrain from excessive displays of affection.
9. Refrain from use of tobacco in any form on or around school campuses.
10. Cell phones, iPod's, Walkman's and other audio devices are prohibited from use during class instruction. They can be used only before or after school hours.
11. Park on Dairy Ave. when arriving, if you bring a vehicle to school, and return to it after your appointment, or with permission during school hours.
12. Gain permission from campus administrators before you attempt to attend any Corcoran High School activities except athletic events or other activities that are open to the general public.
13. Refrain from loitering on or around other school campuses, and that includes Corcoran High School. Violators may be given a Major Referral and/or reported to the police.
14. Follow the dress code.
15. Have a growth mindset and persevere towards your short and long term goals until you are successful.

# OTHER POLICIES AND PROCEDURES



## RETURN TO CORCORAN HIGH SCHOOL OR JOHN MUIR MIDDLE SCHOOL

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

## ENROLLMENT REQUIREMENTS

Students attending any alternative education (whether inside 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 High School.

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

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

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

## Transfers

The attendance, academic and behavior record that students accumulated at CHS (or other schools) previous to transferring to KLHS becomes part of KLHS record. Students DO NOT begin a ‘NEW RECORD’ at KLHS.

## Employment

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



## **Kings Regional Occupational Program (KROP)**

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

### **Special Schedules**

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

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

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

### **Independent Study**

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

Kings Lake High School cannot have more than 10% of its student average daily attendance assigned to independent study. That means that approximately 3 students out of the whole student population can be approved for independent study.

### **Questions and concerns:**

All questions and concerns can be addressed at the school with the office staff, teachers, counselor, or the director. We are here to provide you and your child with an alternative academic experience and the support that you need to meet the requirements necessary to fulfill your educational goals. Please feel free to contact us any time. Our office is open Monday through Friday 7:30 a.m. – 4:00 p.m.

# School Calendar

## 2016-2017

August 15, 2016	First Day of School / Fall Semester Begins
September 5, 2016	Labor Day – No School
November 11, 2016	Veterans Day - No School
November 23-25, 2016	Thanksgiving Holiday - No School
December 16, 2016	End of Fall Semester
December 19-	Winter Break - No School
January 8, 2017	
January 9, 2017	Spring Semester Begins
January 16, 2017	Martin Luther King Day - No School
February 13, 2017	Lincoln's Birthday - No School
February 20, 2017	Washington's Birthday - No School
April 10-17, 2017	Spring Break - No School
May 29, 2017	Memorial Day - No School
June 2, 2017	Last Day of School / End of Spring Semester
June 6, 2017	Kings Lake Education Center Graduation



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