

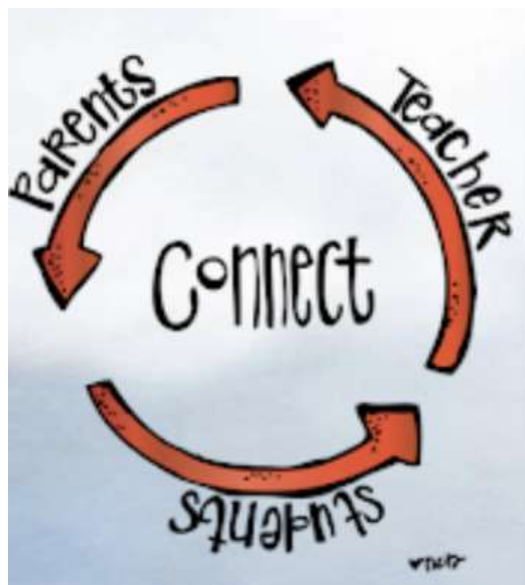
OUR HANDBOOK 2024-25

Welcome

Bret Harte Preschool
1300 Letts Ave.,
Corcoran, CA 93212
(559) 992-8881



This handbook was designed to assist families with understanding the requirements to participate in a state preschool part-day program. We are looking forward to working with you!



Welcome to Corcoran Joint Unified School District
Bret Harte Preschool



Mission Statement:

We are relentless in creating an environment for all to improve mind, character and body.

Vision Statement:

A destination district where people are drawn to Corcoran due to the quality, reputation, and impact of accomplishments of our students and schools in the community.

Philosophy:

We believe the following aspects of education are non-negotiable:

- Respect for everyone at all times.
- Every Corcoran student can and should learn.
- To see students as they can be—not as they are.
- Leadership is about influence, not titles.
- Student achievement is more than our occupation; it is a moral obligation.
- Principle and policy over patronizing and privilege.
- Students should never be left out of the equation.
- Every student deserves an advocate.
- People are supportive and appreciative when they are part of the process.

Goals and Objectives:

Community Involvement:



Corcoran Unified School District solicits support from the community, including the solicitation for donated goods and services. The program provides information to the community regarding services available. The program also invites guests from the community to present to our parents, learners, and staff.

DRDP (Desired Results Developmental Profile):

The goal of the Corcoran Joint Unified School District preschool program is to ensure that all children are making progress in the domains of physical, cognitive, and social-emotional development. We use the Desired Results Developmental Profile (DRDP), a tool developed by the Early Education Division (EED), to assess the development of children. Children are assessed within 60 days of enrollment and every six months thereafter. The Classroom Assessment Scoring System (CLASS) is also utilized. Parents' input is a necessary component of these assessments. The assessments are also used to plan and conduct age and developmentally appropriate activities for the children.



Education Program:

The Corcoran Joint Unified School District Preschool focuses on the California Preschool Learning Foundations, which are designed to help your child grow in their social-emotional development, language and literacy development, English language development, and mathematics. These foundations describe the knowledge and skills that children typically exhibit between 36 - 60 months of age. The program also focuses on visual and performing arts, physical development, health, history/social science, and science. These Developmentally Appropriate Practices (DAP) allow the following:

1. Ensure that all students are viewed as active learners and adults are viewed as facilitators of learning.
2. Provide quality teachers and staff for each class.
3. Provide opportunities for parents/guardians to be actively involved in our preschool.
4. Provide a smooth transition into transitional kindergarten or kindergarten.
5. Maximize positive learning experiences by maintaining facilities, equipment and materials.

Environmental Rating Scale:

The Corcoran Joint Unified School District Preschool program is committed to a developmentally appropriate, joyful, nurturing, safe, active learning environment. The program utilizes the Early Childhood Environment Rating Scale (ECERS) to evaluate the program environment, and identify clear steps for development in order to ensure a high quality setting which improves outcomes of children.



Nutrition:

A nutritious breakfast (AM Program)/lunch (PM Program) is served every day. The Corcoran Joint Unified School District participates in the Child Care Food Program administered by the USDA. Meals are served family style with all children and learning facilitators together. Children are offered all items on the menu, and encouraged to try everything. Menus are posted in the classroom and are sent home with the students monthly. We ask that your child not bring food from home unless special arrangements are made in advance with the teacher.



Please notify the preschool staff immediately if your child is allergic to a certain food.

Allergies:

All food allergies must be documented with a note from the physician. Because either a breakfast or lunch is served in each classroom, allergy considerations will be based on the needs of each individual child. Our Food Service Department will work with each child's needs to accommodate allergies as best they can. On the rare occasion where it is determined that food should be brought from home, staff will work with the family. Allergies need to be documented and posted, with an action plan, in a visible place on site so that staff can take appropriate action. Teachers cannot administer medication. Office staff may administer medication such as an inhaler or EpiPen, only with written authorization from the parent and consent from the district nurse. The medication must be in the original container with the physician's instructions on the label.

Parent Involvement and Education:

No one is more needed in a child's life than the person he/she loves most. You have the greatest influence over your child's growth. The Corcoran Joint Unified School District's Preschool program has an open door policy (except during a lockdown procedure). Parents are invited to visit their child's learning environment at any time. You may choose to sit inside the classroom and observe, or you may want to participate in the learning environment activities. Please schedule a time with the learning facilitator. Parent visitors are required to provide picture identification, a TB test, proof of fingerprinting, and complete a mandated reporter training, available through the district office. Our office staff can provide information about these requirements. Visitors will also be required to wear a visitor name-tag. This policy is for the protection of all of our students.

Conferences:



Parent conferences will take place twice each school year. Informal conferences will occur naturally on a regular basis. If you would like to discuss your child, or any aspect of the program, please call the supervisor or director at the school. They will be happy to meet with you.

Preschool Volunteer Policy:

As a parent, you are your child's most important teacher. We need parent volunteers in the classroom to help us with other activities. Students' health and safety are our main priority. You will be asked to provide picture identification, a TB test, proof of fingerprinting, and proof of vaccinations, such as measles, pertussis and influenza. Our office staff can provide information for these requirements.

Our programs allow for parents to participate in a variety of ways. These include:

- Help in the classroom
- Help in planning field trips
- Accompany the class on field trips
- Assist in the annual evaluation process
- Participate in the Parent Advisory Committee/Board.
- Take homework to assist the teacher in the classroom.
- Bring artifacts or cultural information to share in the classroom.
- Other ideas are always welcome - please discuss with your teacher.



Unfortunately, our insurance carrier will not cover any children not enrolled in the program. Siblings or other children in your care may not stay in the classroom.

Expectation of Volunteers:

Dress Code: Appropriate clothing, footwear, and jewelry for indoor and outdoor preschool activities.

Health and Safety: CUSD schools operate a no smoking policy inside and around the preschool buildings. Alcohol is not permitted on the preschool premises.

Level of performance: Every volunteer should maintain a high level of awareness and treat every child and adult with respect. They should contribute to maintaining the safety and well-being of the children at all times, as well as create a happy and secure environment for children and work as a team. To ensure you maintain our confidentiality policy you must not disclose information about children, families, staff or the preschool outside of this environment.

Volunteers' Responsibilities:

The volunteer's most important responsibility relates to his/her duty of care to children. Learners are a vulnerable group generally, due to their age and lack of experience. For volunteers, respecting the rights of children means they **MUST NOT**:

- Work unsupervised with learners
- Be involved in toileting or assisting with changing children
- Have unsupervised contact with children
- Have intentional physical contact with learners (the supervising staff will provide comfort/first aid to a distressed learner)
- Display harassing, bullying or intimidating behaviors toward children or staff
- Swear
- Use mobile phones in the preschool learning environment; yet they are welcome to step outside to do so, if appropriate
- Bring younger siblings or friends to the learning environment when volunteering

Volunteers MUST:

- Refer all children concerns or behavior issues to the preschool staff
- Refer all parent requests, questions, etc. to the preschool staff
- Sign the volunteer sheet on arrival and departure
- Discuss any concerns in relation to preschool matters with the appropriate staff member or the director
- Keep all preschool related matters confidential, and under no circumstances approach parents or community members in relation to issues arising at the preschool
- Be polite and well-mannered and have regard to all those who access the program. Treat preschool staff and learners with respect.
- Make an appointment when he/she wishes to speak with a staff member privately in order for us to ensure that staff ratio is met within the preschool setting and that the staff member is present.
- Provide a positive model for learners
- Know and respect the teacher's boundaries and her expertise
- Treat all learners equally - not playing favorites with your child or other learners
- Encourage learners to try tasks and only assist when needed
- Abide by the terms and conditions detailed in the volunteer policy and any other rules and guidelines as deemed necessary by the Director.



Parent Advisory Committee (PAC):

The parent advisory committee is a group of parents who are committed to working with the program staff to assure optimal functioning of the preschool program. Membership includes interested parents and staff members. The committee will meet to represent the parents and help set the program's policy.

Parent Education:

Parent information and materials are posted on a bulletin board in each classroom, which includes a menu, daily schedule, emergency disaster plan, parents' rights, district and community events/resources, and a variety of other important information. The program provides parents with information regarding things that they can do to help their child learn and develop. Parent/teacher conferences assist staff in providing ideas, suggestions, and strategies that will benefit their child and the program.



Preparing your child for Preschool:

Take your child to the learning environment where he/she will be attending. Your child may join the activities for a short time. If your child does not wish to enter into group activities, let them stand back and observe. Do not try to push your child into an activity. Children soon learn to join in and to enjoy being with others. The staff will answer any questions you may have regarding how your child is adjusting to the new experience of preschool.

Program Self-Evaluation Process:

The Corcoran Joint Unified School District Preschool program consistently strives for program improvement. The program includes an annual self-study plan that determines if the program goals and objectives are met. The self-study includes a self-assessment using the Federal Program Monitoring (FPM)/Contract Monitoring Review (CMR) instrument in accordance with instructions specified by the Early Education Division (EDD) and an assessment of the program by parents. The program submits a

Program Self Evaluation (PSE) to the EDD by June 1st of each year. The program modifies its goals and objectives to address any areas identified during the self-study as needing improvement.

Staff Development:

Corcoran Joint Unified School District Preschool program is committed to quality early childhood education.



We hire qualified staff who hold appropriate credentials/permits required by the state of California. We support continuous staff growth by assessing the needs of staff, and providing professional learning and development activities to enhance their growth. CJUSD staff is evaluated annually.

CSPP Program Qualifications

In order to be eligible for part-day State Preschool, a parent must meet the Early Education Division (EED) income guidelines eligibility criteria based on family size and income, and have a child three to four years of age by December 2nd. Three-year old children are defined as children who have their third birthday on or before December 1 of the fiscal year they are being served. Children who have their third birthday on or before December 2nd of the fiscal year, may be enrolled in a California State preschool program on or after their third birthday. Priority will be given to four-year-old children; those children who have their fourth birthday on or before December 1st of the fiscal year they are being served. In addition to eligibility, the family must provide proof (street address or post office address) that the child lives in the state of California (a child identified as “homeless” is exempt from this requirement). The determination of eligibility shall be without regard to the immigration status of the child or the child’s parent(s) unless the child or the child’s parent(s) is under a final order of deportation from the United States Department of Homeland Security. First priority for services shall be given to children under protective services.

Eligibility:

Eligibility is based on documentation and verification of at least one of the following:

1. Family has children who are recipients of child protective services, or are identified as at risk of being abused, neglected or exploited.
2. Family is a current aid recipient.
3. Family is income eligible.
4. Family is homeless.
5. Children with exceptional needs (on an IEP) whose families are over the income eligibility threshold; or the following may be enrolled after all otherwise eligible children have been enrolled:
 - A limited amount of children with a family income that is not more than 15% above the income threshold
 - Age eligible children living within the CJUSD boundaries
 - Children enrolling to provide expanded learning and care to learners

Documentation of Income Eligibility:

Total countable income means all income of the individuals counted in the family size, for example:

- Gross wages or salaries
- Overtime
- Tips
- Cash aid
- Child support payment received
- Portion of learner grants or scholarships not identified for educational purposes

CJUSD - Bret Harte Preschool Program reserves the right to ask for additional documentation to verify total countable income to the extent that the information provided by the parent or the employer is insufficient to make a reasonable assessment of income eligibility.

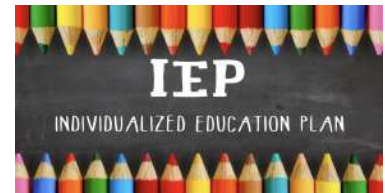
Income documentation is for either month of the two-month window immediately preceding certification.

- Employed Parent Documentation
 - A release authorizing the contractor to contact the employer(s), to the extent known, that includes the employer's name, address, telephone number, and usual business hours; and
 - Payroll check stubs, or an independently drafted letter from the employer, or other record of wages, issued by the employer from either month of the two-month window immediately preceding the initial certification, or the recertification of eligibility for services.
- Provide copies of the documentation of all no-wage income.

- Provide self-certification of any income for which no documentation is possible.
- Self-Employed - as many of the following types of documentation as necessary to determine income:
 - Letter from source of income
 - Copy of the most recently signed and completed tax return with a statement of current estimated income
 - Other business records; such as ledgers, receipts, or business logos

Documentation of Child's Exceptional Needs:

Proof of the child's Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP).



Documentation of Homeless:

Effective July 1, 2017, a family eligible for childcare and development services under EC, Section 8263, as homeless will be determined as such using the definition found in the McKinney-Vento Act in Title 42, U.S. Section 11434 (a)(2).

- A written referral from an emergency shelter or other legal, medical, social service agency local educational agency liaison for the homeless children and youth, designated pursuant to Section 11432 (g)(1)(J)(ii) of Title 42 of the United States Code, or a Head Start program; or
- A written parental declaration that the family is homeless and a statement describing the family's current living situation.

The enrollment of homeless children shall occur pending the submittal of all eligibility and need documentation. If the parent has been identified as homeless on the application, contractors must permit the enrollment of children experiencing homelessness to begin immediately upon the parent signing the application for services. Therefore, if the parent has not provided the documentation of eligibility and need within 30 days of signing the application for services, the contractor will deny certification of services and must provide the applicable notice of action to the parent.

Child Protective Services Documentation:

Written referral, dated within six months of application for services and includes:

- A statement from the local county welfare department, child protective services unit certifying that the child is receiving child protective services, and the childcare and development services are a necessary component of the child protective services plan;
- The probable duration of the child protective services plan or the at-risk situation; and

- The name, address, telephone number, and signature of the legally qualified professional who is making the referral.

“At-Risk” Documentation:

A written referral from a legally qualified professional from a legal, medical, or social services agency, or emergency shelter, transitional shelter, Head Start program or a Local Education Agency (LEA) liaison for homeless children and youth pursuant to 42 US 11432(g)(1)(j)(ii) certifying that:

- The child is identified as being abused, neglected, exploited, or is at risk of abuse, neglect, or exploitation, and that the family needs childcare and development services; and
- The probable duration of the need for childcare and development services; and
- The name, business address, telephone number, and signature of the legally qualified professional who is making the referral and information that identifies the agency, LEA, Head Start Program, or shelter with whom the individual is associated.

Family Size Documentation:

The parent must provide supporting documentation regarding the number of children (under 18) and parents in the family. Supporting documentation for the number of children shall be at least ONE of the following:

- Birth certificates or record
- Court orders regarding child custody
- Adoption documents
- Records of foster placements
- School or medical records
- County welfare department records
- Other reliable documentation indicating the relationship of the child to parent

When only one parent has signed the Application for Service and the information provided indicates the child in the family has another parent whose name doesn't appear on the application, then the presence or absence of that parent shall be documented by a self-certification of being a single parent, signed under penalty of perjury.

24 Month Eligibility:

As of July 2022, EdCode 8208 states that “subsequent to enrollment, a child shall be deemed eligible for a part-day California state preschool program for the remainder of the program year and for the following program year, as long as applicable age-eligibility requirements are met.” If a child is age-eligible for CSPP for any additional program years beyond the initial 24-month eligibility, the family will complete an initial certification for the new program year.

Non-Discrimination and Religious Instruction Policy:

The Bret Harte State Preschool program does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in determining which children are served. Bret Harte State Preschool shall provide a curriculum that refrains from Religious Instruction.

Health and Safety Code:

Children will only be admitted into the program if they have met all immunizations, or have no doses currently due. Preschool staff will follow up with learners that need to update any doses that might be due with a written notice of immunization needed. A physical is required to be admitted (good for 1 year). A Tuberculosis Test (TB) with results, date given, and date read is required to be admitted in school (good for only 4 years). If any immunizations were not given due to homelessness or medical reasons, there must be a signed affidavit in the child’s file and approved by the district nurse. It is parents’ responsibility to provide the school with any new immunizations given to the child, so the school can update any new information.



Family Selection Process:

The term “eligibility” is used because families are ranked by eligibility factors for subsidized care. Enrollment is based on the lowest rank first. First priority for services shall be given to three or four-year-old neglected or abused children who are recipients of child protective services; or are at risk of being neglected or abused. After children in the first priority are enrolled, priority is given to eligible four-year-old children and second priority shall be given to eligible three-year-olds in incoming ranking order. If the program is full, families are then placed on a waitlist. Once spots become available, families will be contacted using the ranking order above; contacting the lowest ranked families first.

Enrollment Process:

Families may be contacted and notified by mail, phone, or personally at the preschool office. Parents are to complete the Corcoran Unified School District Preschool application and bring all required documents, which include birth records of all children in the home, proof of family size, current immunization records, current Tuberculosis Test, current physical exam, check stubs, proof of income for the previous month, and proof of need, if applicable. Once certification has been determined, completion of the Application for Service must be signed and dated. The decision to approve or deny services shall be communicated to the applicant by mailing or delivering a completed statement referred to as a Notice of Action, Application for Services within thirty (30) calendar days from the date the application is signed by the parent(s). The NOA is issued to the parent for approval, denial, termination, and changes to services.

Appeal Process:

If the parent disagrees with an action, the parent(s) may file a request for a hearing with the preschool within fourteen (14) calendar days of the date the Notice of Action was received. Upon the filing of a request for hearing, the intended action shall be suspended until the review process has been completed. The review process is complete when the appeal process has been exhausted or when the parent(s) abandons the appeal process. The hearing office shall mail or deliver to the parent(s) a written decision within ten (10) calendar days after the hearing. The written decision shall contain procedures for submitting an appeal to the Early Education Division (EED). If the parent disagrees with the written decision from the preschool, the parent has fourteen (14) calendar days in which to appeal to EED. If the parent does not submit an appeal request to EED within fourteen (14) calendar days, the parents' appeal process shall be deemed abandoned and the contractor may implement the intended action.

Certification:

Certification (enrollment for an additional year in preschool) must be completed prior to each fall semester or whenever the need arises. For certification, families shall be required to provide documentation to support continued eligibility for services. Families shall be notified in advance when enrollment will begin for the next school year.

Notification of Changes:

It is urgent that you keep the preschool informed of any changes in address, phone number, change of guardianship, and persons authorized to sign in/out children from the facility. It is the family's responsibility to immediately notify the preschool of any changes.



Bret Harte Preschool **Program Information**

Hours of Service:

The Bret Harte office hours are 7:45 a.m. - 4:15 p.m. Our knowledgeable staff will be able to assist you with your questions and concerns. The program calendar runs a minimum of 180 days. A school calendar will be given to each family at the time of registration. Instructional days are Monday - Friday. **The campus gate opens at 8:00AM.**

Morning Session: Class time 8:15 - 11:15 a.m.

Afternoon Session: Class time 12:15 - 3:15 p.m.

Arriving and Leaving:

Arriving: The State Law requires that you, as parent or guardian, complete a health check, sign the child in, and remain with the child until the staff has completed a visual health check. According to state regulations, it is mandatory for the responsible person or parent to sign the child in with the correct time of arrival and a **full signature** while the child is greeted and given a visual health check by the teacher.

Leaving: Children must be picked up by the listed dismissal time. You, as parent or guardian, must sign your child out with the correct time of departure, a full signature, and check with the staff before taking your child. If a child is not picked up from the program:

1. Attempts will be made to contact the parent(s) by phone.
2. Attempts will be made to contact the persons listed on the child's emergency card.
3. If no one on the emergency card can be reached, Child Protective Services and the police department will be contacted and an "Abandonment Child Report" will be made.

A parent may authorize another person 18 years of age or older to pick up their child by:

1. Leaving the authorized person on the child's emergency card, or
2. Giving written and dated notice to the child's learning facilitator authorizing your child's release to someone else.
3. A telephone call may be accepted if you speak to the supervisor or the child's learning facilitators
4. Any person being asked to pick up the child must be added to the emergency card and the child's file.

A child will not be released to:

1. Anyone who is not listed on the emergency list.
2. Anyone without proper identification.
3. Anyone under 18 years of age.
4. Anyone suspected of being under the influence of drugs or alcohol.
5. Anyone that is legally restrained from contact with your child.

****Updated protocols include:**

1. Only the lead teacher will dismiss children.
2. Identification of the adult picking up the child will be checked to the information in our dismissal binder, regardless of our familiarity with the adult.
3. The dismissal table will be positioned at the door to more closely monitor the dismissal process.
4. Children will be asked by the lead teacher "Who is picking you up today?"

If a parent is a health or safety concern to our staff, learners, other parents, or the program, the program can require another authorized person to drop off and pick up a child.

If your child is going to be absent, please call and notify the school immediately.

Illness:



Sick children will not be accepted for care by the center staff. Children too sick to go outside and play, or who are infectious to other children should not be at school. Staff will conduct a daily health check in order to determine if children are well enough to attend school by observing and evaluating physical health and behavior. If a child becomes sick while at school, parents will be called and are expected to come for the child at once.

Authorized preschool staff may administer medication only with written authorization from the parent and consent by the district nurse. The medication must be in the original container with the physician's instructions on the label.

Your child should not be brought to the preschool if he/she:

1. Has a fever or had one during the previous 24 hours
2. Has signs of a cold-cough, sore throat, watery eyes, heavy nasal discharge or colored mucus;
3. Has a persistent cough
4. Has a rash, lice;
5. Has an eye infection;
6. Is vomiting or has diarrhea;
7. Has any symptoms of possible communicable disease. Please notify the school immediately if the child has a communicable disease. If your child has a communicable disease, he/she must have clearance from a doctor stating the child is no longer contagious and may return to school or clearance from the school nurse.

Children who have been ill may not return to school until they are free of symptoms for a 24-hour period. Readmission is at the discretion of the learning facilitator or designated staff.

Medical Emergencies:

In case of serious illness or injury, we will make an immediate attempt to contact you. If we cannot reach you, we will call your child's physician. If necessary, we will also call an ambulance or paramedics. The parent/guardian is expected to assume responsibility for any resultant expense. Please be sure to have current information needed to contact you in an emergency. Corcoran Joint Unified School District will provide incidental medical services on an as needed basis.

Medication Procedures:

Medication to be given out at the school site must be accompanied by a Medication Authorization Form completed and signed by the parent or guardian. The medication must be in the original and current prescription container. The prescription bottle should have the child's name, medication name, specific dosage, directions, and expiration date. We cannot share medications amongst siblings. It is the parents' responsibility to provide learner medication and replace the medication when it becomes expired. In rare cases, if the safety of the child is in jeopardy, a child may need to be excluded from the program until the parent replaces the expired medication.

Medical and Dental Procedures:

Each child must have a physical assessment before attending the center. All children are required to have started their immunizations before enrollment. Immunizations must be kept up to date while attending preschool. The staff and the district nurse may assist parents in obtaining services for their child's medical and dental needs.

Lice:

Lice outbreaks are common among school children. ALL children can become infested, even the cleanest child. If a child is found with active, adult head lice, the parent/guardian shall be given information about the treatment of head lice and encouraged to begin treatment of the child immediately and to check all members of the family. Upon the child's return to school, the child shall be checked for active head lice. If it is determined that the child remains infected with head lice, parents shall be contacted to discuss treatment. As needed, the school may provide additional resources and/or referral to the local health department, health care providers, or other agencies.

Attendance/Absences

Attendance Expectation:

It is the expectation that your child participates in our program.

We understand that life situations occur (illness, family emergencies, etc.) and request that you notify us within 24-48 hours if such a situation occurs. If the parent does not call to notify staff of the absence, the parent must then fill out the reason for absence as soon as the child returns to school. The reason for absence is required for our records. If the child has an extended absence for any reason, it is important that the parent keep the



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preschool notified of the child's progress by calling every two or three days; however, if your child is absent for more than 7 consecutive days without contacting the program, program staff will reach out to you in many ways via the contact information we have on file. Please make sure we have the most current information on file. If we are unsuccessful and after a total of 30 consecutive calendar days without attendance or contact with us, a Notice of Action will be issued to dis-enroll your child from the program based upon abandonment of care (CCR 5 18066.5)

Excused Absences are defined by the state as:

1. Illness of Child, Parent or Sibling - an absence due to illness or quarantine of child, illness or quarantine of their parents or medical appointment for child or parent.
2. Family Emergency - sudden or unforeseen emergency events - included death of a family member, funeral of a family member, personal environmental disaster (ie. fire), catastrophic event (ie. burglary, auto accident/trouble), natural disaster/severe weather conditions (ie. earthquake, tornado), or the parents inability to bring the child for the child to attend.
3. Court Ordered Visitations - copy of court order or agreement must be on file
4. Best Interest of the Child - a reason, which is clearly in the "best interest of the child". The state limits "Best Interest of the Child" (BID) days to 10 days per contract period or fiscal year (July 1 - June 30). The following are examples of what falls under these criteria: family vacation, special time spent with a friend/family member, religious activities, special events, and other misc. Reasons that are in the best interest of the child and have been approved by the Director of the Preschool.
5. Abandonment of Care Days - Cal. Code Regs. Tit. 5, 18066.5

Confidentiality of Records:

The use of disclosure of all information pertaining to the child and his/her family shall be restricted to purposes directly connected with the administration of the program and district. All records are subject to on-site review by officials representing Community Care Licensing, the California State Department of Education, the Health Department, U.S.D.A., or local police authorities in the event of suspected child abuse or neglect. The contractor shall permit the review of the family data file by the child's parent(s) or parent's authorization representative, upon request and at reasonable times and places.

Child Abuse Reporting:

As per State Law, all learning facilitators and staff in the State of California are "mandated reporters" of suspected child abuse. Preschool staff will follow these requirements in reporting to Child Protective Services.



Child Find:

Child Find is a component of Individuals with Disabilities Act (IDEA) in which school districts identify, locate, and evaluate all children with disabilities, aged birth to 21, who are in need of early intervention or special education services. Child Find provides free developmental screening and evaluation services. Children identified with physical or developmental challenges receive intervention services through the school district preschool/ programs and/or specialized groups/services. For additional information or to arrange an appointment contact the CJUSD Special Education Department at (559) 992-8888.



Clothing/Jewelry:

Sometimes children accidentally get paint, clay or mud on their clothes. Please send your children in comfortable play clothes that can be washed easily. Sometimes children also get wet from accidents or activities. Please send your child with an extra change of clothes in case needed. Thongs and sandals with loose straps or shoes with slippery soles are unsafe on the equipment. Tennis shoes and rubber soled shoes are best for running and playing and will help avoid injury during play. Please label jackets, sweaters, and extra clothes. Please do not send your child with jewelry or accessories to the preschool because items may accidentally get lost or broken. If you choose to send your child with such items, the program will not be responsible for the items.

Transportation:

It is the responsibility of the parent/guardian to provide safe transportation to and from school to ensure the child attends on a regular basis.

Field Trips:

Field trips are an integral part of the curriculum and enhance the classroom curriculum. Parents will be notified of field trips in advance. Parents are required to sign a permission slip for field trips.

Transportation will be provided by the Corcoran Joint Unified School District Transportation Department unless notified otherwise. The program also takes adult supervised walks in the immediate neighborhood of the learning environments.

Video Taping/Pictures:



The Preschool program takes pictures and videotapes special events as well as the child's developmental progress for the Desired Results Developmental Profile. If for any reason you have a concern regarding your child's picture being taken, videotaped, etc., please advise the director promptly.

Toys at the Center:

Since we have many interesting toys at the preschool for the children to play with, we would appreciate it if children DO NOT bring any of their own toys from home unless special arrangements are made in advance with the teacher. Other children sometimes break the items and this causes many unhappy situations. Also, it is difficult for the teachers to get the right toy with the right child at dismissal time. We also ask that your child not bring money or food unless special arrangements are made in advance with the teachers.

Discipline Policy:

Positive Guidance Policy:

Based on the philosophy of the preschool program, the positive guidance policy embodies mutual respect for the personal rights of the child and adult. Within that framework, children develop self-discipline within a safe environment free from punishment, infliction of pain, humiliation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature. Goals have been developed for the children and guidelines for teachers, parents and learners as well as procedures for dealing with unacceptable behavior.

Goals for Children:

1. To develop a strong sense of self-esteem.
2. To develop a sense of responsibility for self and others.
3. To develop internal controls.
4. To learn to recognize and express feelings.
5. To become aware of behavior and consequences.
6. To maintain respect for self and others.
7. To learn the art of self-protection.
8. To become a problem-solver.

Teacher/Parent/Learner Guidelines for Working with Children:

1. Model the expected behavior for children.
2. Reinforce acceptable behavior with words or actions.
3. Set limits and clear expectations. Reinforce the need for consistency among adults in the area.
4. Verbalize what is happening. Describe the situation and explore feelings.
5. Acknowledge the child's feelings.
6. Help children understand behavioral choices and natural consequences.
7. When possible, ignore inappropriate behavior that can be tolerated.
8. Use humor to relieve the tension.

Procedures for Dealing with Unacceptable Behavior:

1. Stop unacceptable behavior.
2. Briefly explain what and why the behavior is unacceptable.
3. Explain acceptable alternatives as well as consequences.
4. If a child's behavior does not change, follow through with consequences.
5. When a child intrudes on the "safe space" of another person, whether child or adult, he/she may be required to sit quietly in an adult supervised area for a brief time (suggested time of 1 minute per child's year of age.)
6. In order to regain self-esteem, the child should be given the opportunity to make behavioral adjustments.
7. If a child exhibits consistently abusive behavior, the site supervisor or preschool director (principal) will determine further actions as necessary: parent conferences, consultation, referrals, or possibly removal from the program. Physically or emotional hurtful actions will NOT be used.

Unacceptable Behavior in Children Include:

1. Physical abuse of self or others; hitting, biting, spitting, pushing, kicking, pinching, scratching, slapping or pulling hair.
2. Emotional abuse of self or others; name-calling, teasing, and use of foul or vulgar language, intimidating or threatening words.
3. Misuse or destruction of materials or environment; throwing objects, neglect of materials, not returning items to their proper places, mistreating animals and other live creatures, jumping or climbing on furniture, interfering in the work or play of others.

Corporal Punishment:

State law and district policy prohibit Corcoran Unified School District employees from the use of corporal punishment.

Behavior Termination:



Prior to expelling or disenrolling a child because of a child's persistent and serious challenging behavior, the law requires that the contractor must, within 180 days, pursue and document that they have taken at least the following reasonable steps:

1. Consult with the child's parents or legal guardians and teacher to maintain the child's safe participation in the program and provide available resources to support regarding challenging behaviors.
2. Inform the parents or legal guardians of a child exhibiting persistent and serious challenging behaviors of the process that the contractor will use to assist the child in order to safely continue in the program.
3. If the child has an IEP or IFSP, and with the parent or guardian's written consent, consult with the local regional center on how to serve the child.
4. If the child does not have an IEP or IFSP, the program will (a) complete a universal screening including social and emotional development, (b) refer the parent or guardian to local community resources, and/or (c) implement behavior supports, before referring the child to request an assessment to determine the child's eligibility for special education support and services, including a behavior intervention plan.
5. If, after following and documenting the reasonable steps referred to above to foster the child's safe participation, and concerns about safe participation remain, the contractor will consult with the child's

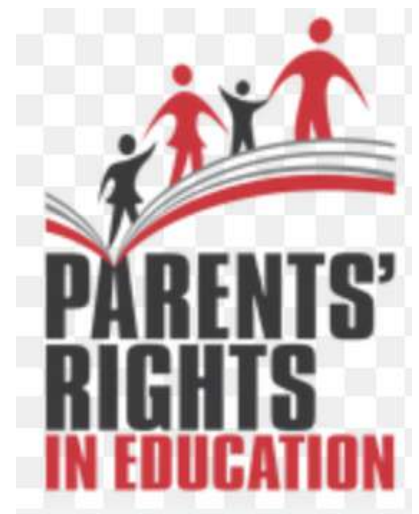
- parents or legal guardians, the child's teacher, and if applicable, the Special Education Team providing special education services to the child.
6. If the contractor determines that the child's continued enrollment would present a continued serious safety threat to the child or other enrolled children, the contractor shall refer the parents or legal guardians to other potentially appropriate placements such as resource and referral agencies and program, or other local referral services available in the community.
 7. Once the reasonable steps outlined above have been completed, the contracting agency may then dis-enroll the child, subject to the due process requirements and procedures identified in 5 CCR Sections 18119-18122.

Parent Conduct:

It is important that the program provides an environment where children and families feel safe and secure. The program prohibits any parent/adult from possessing weapons, imitation firearms, or other dangerous instruments, as defined in law and administrative regulations, in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school. The program believes that the maintenance of a drug- and alcohol-free environment is essential to staff, parent and student safety. Parents/adults are prohibited from being under the influence of controlled substances or alcohol while in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while dropping off or picking up a student from school. Adults coming to the program shall treat others with respect and consideration. Adults shall speak in a friendly calm voice, use positive language, supervise the safety of all children, and refrain from negative behaviors such as yelling, swearing, smoking, etc. The adult responsible for the sign in/out procedures of an enrolled child who brings other children with them *because they would otherwise be left unsupervised" assumes total responsibility for their supervision. Always close and secure the gates when you enter or leave. Positive parent and staff interaction is also essential to the success of the program. If a parent, guardian, or emergency contact person physically, sexually, and/or verbally harasses staff, other parents, and/or students or doesn't follow the CJUSD Preschool code of conduct, another authorized adult will need to drop off and pick up the child.

Notification of Parents' Rights/Personal Rights:

Each family will be given a Notification of Parents' Rights and Personal Rights. The parents will be required to sign a receipt of the forms and the forms will be placed in the child's file. Each of the forms will be posted on the Parent's Bulletin Board in each classroom. The law prohibits discrimination or retaliation against any child or parent/guardian that chooses to exercise their right to inspect the facility or to file a complaint against the facility.



The law authorizes the person in charge too deny access to parent/guardian if:

- 1) The parent/guardian is behaving in a way that poses a risk to children in the facility, or;
- 2) The adult is a non-custodial parent, and the custodial parent has requested the facility in writing not to permit access to the non-custodial parent.

Termination of Enrollment:

The following conditions are cause for termination of a child's enrollment:

1. Not following policies or procedure outlined in the Preschool Program's guidelines/handbook;
2. Concealed facts or fraudulent and/or misleading information supplied to the program;
3. Failure to sign all required forms and documents;
4. Parent of guardian who physically, sexually, and/or verbally harasses staff, other parents, students, and/or children (unless parent authorizes another adult to drop off and pick up their child.)

The decision to terminate services for State Preschool shall be communicated to the parent or guardian by mailing or delivering a completed Notice of Action. Termination will include the Notice of Action and appeals process.

If custody problems exist, please provide any legal documents, which outline custody relations.

Completion of Forms:

The following forms are required to be completed by the parent/guardian of each child.

1. Identification and Emergency Information
2. Consent for Emergency Medical Treatment
3. Child's Preadmission Health History

Grievance Procedure:

Parent Complaints:

If you have a complaint, please follow the complaint procedure below:

- Concerns that are not resolved at the school site must be brought to the attention of the Preschool Director, Linda Reis, by calling (559) 992-8881 or by coming to the preschool office to request an appointment.
- If a solution is not agreed upon, the next step is to speak with the superintendent, Andre Pecina at the Corcoran Joint Unified School District office, (559) 992-8888.

- **Parents also have the right to contact the Department of Social Services Community Care Licensing at 1310 E. Shaw Ave., Suite 300, Fresno, CA, 93710 or call 1 (844) 538-8766 or Early Learning and Care Division (ELCD) at 1430 N. Street, Suite 3401, Sacramento, Ca, 95814, or by calling 1 (916) 322-6233.**

Annual Notifications

STATEMENT OF NON-DISCRIMINATION

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

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

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

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

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

Superintendent
Andre Pecina
(559) 992-8888 ext1224

PARENT NOTICE OF RIGHTS AND RESPONSIBILITIES

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

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

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

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

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

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

4. **Administration of Medication:** Medication prescribed by a physician or ordered by a physician assistant for a child may be administered during the school day by the school nurse or other designated school personnel, or self-administered by the child if the medication is prescription auto-injectable epinephrine or prescription inhaled asthma medication, but only if the parent consents in writing and provides detailed written instructions from a physician, or a physician assistant as specified by law. In order for a child to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the physician or physician assistant must also provide a written statement detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine or prescription inhaled asthma medication. Parents must also provide a release for the school nurse or designated school personnel to consult with the pupil's health care provider regarding questions that may arise with regard to the medication, and releasing the District and its personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering auto-injectable epinephrine or prescription inhaled asthma medication. The written statements specified in this section shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. Forms for administering medication may be obtained from the school secretary. (Ed. Code, §§ 49423, 49423.1, 49423.5)

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

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

A parent or guardian may consent in writing for a physician, surgeon, or health care practitioner acting under the direction of a supervising physician and surgeon to administer an immunizing agent to a pupil at school. The health care practitioner may administer immunizations for the

prevention and control of diseases that present a current or potential outbreak as declared by a federal, state, or local public health officer. (Ed. Code, §§ 48216, 48980(a), 49403; Health & Saf. Code, §§ 120325, 120335)

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

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

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

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

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

11. Mental Health Services: The District shall notify pupils and parents or guardians no less than twice each school year of the steps to initiate access to available pupil mental health services on campus and/or in the community. (Ed. Code, § 49428) The mental health services available include: 1) individual and group counseling sessions, 2) social skills groups, 3) behavior intervention, 4) referrals to outside agencies for more intensive supports and 5) therapeutic services as deemed medically eligible by district Mental Health Clinicians. *To initiate services, a parent or student may contact the school site administrator or counselor.* Students, staff and parents of middle school and high school students may also request counseling using an electronic link for the middle school and high school available on the school websites.

12. Services for Students with Exceptional Needs or a Disability: State and federal law require that a free and appropriate public education (FAPE) in the least restrictive environment

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

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

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

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

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

for only one day-long absence per year. A school administrator may permit additional absences pursuant to section 48260(c) of the Education Code.

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

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

ii. To access grief support services.

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

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

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

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

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

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

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

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

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

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

14. **Equal Opportunity:** Equal opportunities for both sexes in all educational programs and activities run by the District is a commitment made by the District to all students. (Title IX of the

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

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

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

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

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

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

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

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

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

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

- a. A parent or guardian has the right to inspect and review student records relating directly to their child during school hours or obtain a copy of such records within five (5) business days of their request.
- b. Any parent who wishes to review the types of student records and information contained therein may do so by contacting the principal at their child's school. The principal of each school is ultimately responsible for maintenance of student records.
- c. A parent with legal custody has a right to challenge information contained in their child's records. Any determination to expunge a student's record is made after a review of said record(s) by site administrators and certificated staff. Following an inspection and review of student records, the parent may challenge the content of the student's record. The right to challenge becomes the sole right of the student when the student becomes eighteen (18) years of age.
- d. A parent or guardian has the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent disclosure is authorized without consent.

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

- i. Inaccurate.
- ii. An unsubstantiated personal conclusion or inference.
- iii. A conclusion or inference outside of the observer's area of competence.
- iv. Not based on the personal observation of a named person with the time and place of the observation noted.
- v. Misleading.
- vi. In violation of the privacy or other rights of the pupil.

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

If the final decision of the Board is unfavorable to the parents, or if the parent accepts an unfavorable decision by the District Superintendent, the parent shall have the right to submit a

written statement of objections to the information. This statement shall become a part of the student's school record until such time as the information objected to is removed.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

23. **Student Residency:** A student may be enrolled in the District if (1) the student's parent, legal guardian or other person having control and charge of the student resides in the District (Ed. Code, § 48200); (2) the District has approved interdistrict attendance (Ed. Code, § 46600); (3) the student is placed in a regularly established children's institution, licensed foster home, or

family home; (4) the student is a foster child who remains in their school of origin pursuant to Education Code section 48853.5(f) and (g); (5) the student is emancipated and lives within the District; (6) the student lives in the home of an adult who has submitted a caregiver affidavit; (7) the student resides in a state hospital within the District; or (8) the student's parent or legal guardian resides outside of the boundaries of the school district but is employed and lives with the student at the place of their employment within the school district boundaries for a minimum of three days during the school week. (Ed. Code, § 48204) The law allows, but does not require, a district to accept a student for enrollment where at least one parent or legal guardian of the student is physically employed within the district's boundaries for a minimum of 10 hours during the school week. (Ed. Code, § 48204) A student also complies with the residency requirements for school attendance in a school district if they are a student whose parent is transferred or pending transfer to a military installation within the state while on active duty pursuant to an official military order. However, the parent must provide proof of residence in the school district within ten (10) days after the published arrival date provided on official documentation. (Ed. Code, § 48204.3) A student also complies with the residency requirement if the student's parent/guardians were residents of the state but departed California against their will if the student provides official documentation evidencing the departure of their parent/guardians against their will; that the student moved outside of California as a result of their parent/guardians departing California against their will; and that the student lived and was enrolled in school in California immediately before moving outside of California. (Ed. Code, § 48204.4)

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

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

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

- Students who live in the attendance area of a school must be given priority to attend that school over students who do not live in the school's attendance area.
- In cases in which there are more requests to attend a school than there are openings, the selection process must be "random and unbiased," which generally means students must be selected through a lottery process rather than on a first-come, first-served basis. A district cannot use a student's academic or athletic performance as a reason to accept or reject a transfer. However, a

district may consider special circumstances that might be harmful or dangerous to a particular pupil in the current attendance area of the pupil, including physical threats of bodily harm or threats to the emotional stability of the pupil documented by a state or local agency, licensed or registered professional, or court order.

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

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

i. Interdistrict Transfers (Ed. Code, §§ 46600–46610): The law allows two or more districts to enter into an agreement for the transfer of one or more students for a period of up to five years. New agreements may be entered into for additional periods of up to five years each. The

agreement must specify the terms and conditions under which transfers are permitted. The law on interdistrict transfers also provides for the following:

- Once a pupil is enrolled in a school pursuant to an interdistrict transfer agreement, the pupil must be allowed to continue to attend the school in which they are enrolled without reapplying, unless revocation of the interdistrict transfer is a term and condition of the agreement between the districts; however, a district must not rescind existing transfer permits for pupils entering grade 11 or 12 in the subsequent school year.
- Upon request, a pupil determined to be the victim of an act of bullying by a pupil of the district of residence must be given priority for interdistrict attendance under any existing interdistrict attendance agreement or additional consideration for the creation of an interdistrict attendance agreement. (Ed. Code, §§ 46600(b), 48900(r))
- If either district denies a transfer request, a parent may appeal that decision to the county board of education. There are specified timelines in the law for filing an appeal and for the county board of education to make a decision. (Ed. Code, § 46601)
- A school district of residence shall not prohibit the transfer of a student who is a homeless child or youth, a current or former migratory child, a foster youth, the victim of an act of bullying, or a child of an active military duty parent to a school district of proposed enrollment if the school district of proposed enrollment approves the transfer application.
- If a pupil is a victim of an act of bullying and their school district of residence has only one school offering their grade level, such that there is no option for an intradistrict transfer, the pupil may apply for an interdistrict transfer, and the school district of residence shall not prohibit the transfer if the school district of proposed enrollment approves the application for transfer. (Ed. Code, § 46600)
- A school district that elects to accept an interdistrict transfer pursuant to this subdivision shall accept all pupils who apply to transfer under this subdivision until the school district is at maximum capacity and shall ensure that pupils admitted under this subdivision are selected through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a pupil should be enrolled based on their academic, performance, athletic performance, physical condition, proficiency in English, family income, actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), actual or potential parental, family, or marital status, pregnancy

(including childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), nationality (includes citizenship, country of origin and national origin), immigration status, race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics. (Ed. Code, § 46600)

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

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

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

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

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

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

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

c. Districts of Choice (Ed. Code, §§ 48300-48317): The law allows, but does not require, each school district to become a “district of choice”—that is, a district that accepts transfer students from outside the district under the terms of the referenced Education Code sections. The school board of a district that decides to become a “district of choice” must determine the number of students it is willing to accept in this category each year and make sure that the students are selected through an “unbiased process,” which prohibits district inquiries, evaluations, or consideration of enrollment based upon actual or perceived academic or athletic performance, physical condition, proficiency in English, any other personal characteristic as specified in Education Code section 200, and family income (except for purposes of determining attendance priority for students eligible for free or reduced-price meals). If the number of transfer applications exceeds the number of students the school board elects to accept, transfer approval must be determined by a random public drawing held at a regular board meeting. Other provisions of the “district of choice” option include:

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

d. Transferring a Student Convicted of a Felony/Misdemeanor: Education Code section 48929 authorizes the governing board of a school district to transfer a student

enrolled in the district who has been convicted of a violent felony as defined in Penal Code section 667.5 or misdemeanor listed in Penal Code section 29805 to another school within the district when the student and victim of the crime are enrolled in the same school. The governing board has adopted a policy regarding such transfers at a regular meeting pursuant to Education Code section 48929. The policy requires: 1) notice to be provided to the student and student's parent or guardian of the right to request to meet with the principal or designee of the school or District; and 2) that the school first attempt to resolve the conflict before transfer by using restorative justice, counseling, or other services. The policy also includes information regarding whether the transfer decision is subject to periodic review and the procedure used to conduct the review, and the process the board will use to consider and approve or disapprove the recommendation of the school principal or other school or school district designee to transfer the student.

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

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

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

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

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

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

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

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

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

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

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

30. Uniform Complaint Procedures:

Complaints Alleging Discrimination, Harassment, Intimidation, and Bullying:

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

Under state law, all pupils have the right to attend classes on school campuses that are safe, secure, and peaceful. (Ed. Code, § 32261) State law requires school districts to afford all pupils equal rights and opportunities in education, regardless of their actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), actual or potential parental, family, or marital status, pregnancy (including childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), nationality (includes citizenship, country of origin and national origin), immigration status, race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics. (Ed. Code, §§ 210-214, 220 et seq., 234 et seq.; Cal. Code Regs., tit. 5, § 4900 et seq.; 20 U.S.C. § 1681 et seq.; 29 U.S.C. § 794; 42 U.S.C. § 2000d et seq.; 42 U.S.C. § 12101 et seq.; 34 C.F.R. § 106.9) The District prohibits discrimination, harassment, intimidation, bullying, and retaliation in all acts related to school activity or attendance. In addition to being the subject of a complaint, a pupil engaging in an act of bullying as defined by Education Code section 48900(r) may be suspended from school or recommended for expulsion.

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

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

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

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

- e. Written complaints may be made regarding:
 - i. Adult Education
 - ii. After School Education and Safety
 - iii. Agricultural Career Technical and/or Vocational Education
 - iv. American Indian Education Centers and American Indian Early Childhood Education
 - v. Bilingual Education
 - vi. California Peer Assistance and Review Programs for Teachers
 - vii. Consolidated Categorical Aid Programs
 - viii. Migrant Child Education Programs
 - ix. Every Student Succeeds Act (formerly No Child Left Behind)
 - x. Career Technical and Technical Education and Technical Training Programs
 - xi. Child Care and Development
 - xii. Child Nutrition
 - xiii. Compensatory Education
 - xiv. Consolidated Categorical Aid
 - xv. Economic Impact Aid
 - xvi. Special Education
 - xvii. "Williams Complaints"
 - xviii. Pupil Fees
 - xix. Instructional Minutes for Physical Education
 - xx. Local Control Funding Formula (LCFF) and Local Control and Accountability

Plan (LCAP)

- xxi. Pregnant and Parenting Pupils, including parental leave
- xxii. Student Parent Lactation Accommodations
- xxiii. Course Assignments already Completed or without Educational Content
- xxiv. Physical Education Instructional Minutes
- xxv. Foster Youth, Homeless Youth, former Juvenile Court School Student Services,

Migrant Youth, and Pupils of Military Families

- xxvi. Regional Occupational Centers and Programs
- xxvii. Continued Education Options for Former Juvenile Court School Students
- xxviii. School Safety Plans
- xxix. School Plans for Student Achievement (SPSA)
- xxx. Tobacco-Use Prevention Education
- xxxi. School Site Councils
- xxxii. State Preschool
- xxxiii. State Preschool Health and Safety Issues in Local Education Agencies Exempt

From Licensing

- xxxiv. Any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code section 64000
- xxxv. Any other educational programs the Superintendent deems appropriate

(Cal. Code Regs., tit. 5, §§ 4610(b), 4622, 4630; Ed. Code, §§ 222, 8200-8498, 8500-8538, 32289, 33315, 33380-33384, 35186, 46015, 47606.5, 47607.3, 48853.5, 49013, 49069.5,

49490-49590, 49701, 51210, 51223, 51225.1, 51225.2, 51226-51226.1, 51228.1, 51228.2, 51228.3, 52060-52075, 52160-52178, 52300-52490, 52334.7, 52500-52616.24, 54000-54029, 54400-54425, 54440-54445, 54460-54529, 56000-56867, 59000-59300, 64001; 20 U.S.C. §§ 1400, 6601, 6801, 7101, 7201, 6301 et. seq.; Health & Saf. Code, §§ 1596.792, 1596.7925, 104420)

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

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

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

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

- f. Williams Complaints: Complaints, including anonymous complaints, may be made and addressed on a shortened timeline for the following areas: (Ed. Code, §§ 8235.5, 35186)
- i. Insufficient textbooks and instructional materials;
 - ii. Emergency or urgent school facilities conditions that pose a threat to the health and safety of pupils;
 - iii. Noncompliance with the requirement of Education Code section 35292.6 to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products;
 - iv. Teacher vacancy or misassignment; or
 - v. Noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code section 1596.7925 and related state regulations.

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

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

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

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

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

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

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

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

Complaints Made Directly to the State Superintendent:

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

i. Complaints alleging that the District failed to comply with the complaint procedures described herein, including failure or refusal to cooperate with the investigation.

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

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

Appeals:

- o. Except for Williams Complaints, a complainant may appeal the District's decision to the California Department of Education. (Ed. Code, § 262.3(a); Cal. Code Regs., tit. 5, §§ 4622, 4632)
 - i. Appeals must be filed within thirty (30) days of receiving the District decision.
 - ii. Appeals must be in writing.
 - iii. Appeals must specify the reason(s) for appealing the District decision, including whether the facts are incorrect and/or the law has been misapplied.
 - iv. Appeals must include a copy of the original complaint and a copy of the District decision.
 - v. Pupil fee complaints appealed to the California Department of Education will receive a written appeal decision within 60 days of the department's receipt of the appeal.
 - vi. If the school/District finds merit in a complaint, or the California Department of Education finds merit in an appeal, the school/District will provide a remedy to all affected pupils, parents, and guardians. For pupil fee complaints, this includes reasonable efforts by the school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
- p. If a complaint is denied, in full or in part, by the Department of Education, the complainant may request reconsideration by the State Superintendent of Public Instruction. (Cal. Code Regs., tit. 5, § 4665)
 - i. Reconsideration must be requested within thirty (30) days of receiving the Department of Education report.
 - ii. The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.

Civil Law Remedies:

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

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

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

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

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

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

35. School Accountability Report: Parents/guardians may request a hard copy of the School Accountability Report Card which is issued annually for each school of the District. (Ed. Code, § 35256)

36. Asbestos Management Plan: The current management plan for asbestos-containing material in school buildings is available at the District Office. (40 C.F.R. § 763.93)

37. Assistance to Cover Costs of Advanced Placement Examination Fees: The District may help pay for all or part of the costs of one or more advanced placement examinations that are charged to economically disadvantaged students. (Ed. Code, §§ 48980(j), 52242)

38. Every Student Succeeds Act (ESSA): The Every Student Succeeds Act (ESSA) took full effect in 2018 to replace the No Child Left Behind Act in modifying the Elementary and

Secondary Education Act of 1965 (ESEA). If updates are provided by the California Department of Education, the following notice may change and new information may be added.

- Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides: Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects they teach, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the major or field of discipline for any degrees or certifications held by the teacher, and whether any instructional aides or paraprofessionals provide services to the parents' child and, if so, their qualifications. In addition, parents have a right to notice when the parent's child has been taught for four or more weeks by a teacher who is not highly qualified. (ESEA § 1112(e)(1)(A) (as amended by ESSA))
- Information Regarding Individual Student Reports on Statewide Assessments: Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student. (ESEA § 1112(e)(1)(B) (as amended by ESSA))
- School Identified for School Improvement: A local educational agency shall promptly provide notice to a parent or parents of each student enrolled in an elementary school or a secondary school identified for school improvement (school that fails for two consecutive years to make adequate yearly progress as defined in the State's plan) for comprehensive support and improvement activities or targeted support and improvement activities. The notice will be in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. The notice will include an explanation of what the identification means; how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the local educational agency and the State educational agency; the reasons for the identification; an explanation of what the school identified for school improvement is doing to address the problem of low achievement; an explanation of what the local educational agency or State educational agency is doing to help the school address the achievement problem; an explanation of how parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and an explanation of the parents' option to transfer their child to another public school (with transportation provided by the agency when required or to obtain supplemental educational services for the child). (ESEA § 1111(c-d) (as amended by ESSA))
- Parent and Family Engagement: ESSA requires the District to notify parents of a written parent and family engagement policy. (ESEA § 1116) (as amended by ESSA) (20 U.S.C. § 6318(b)). The policy must include how each school will: convene an annual meeting to which all parents of participating students shall be invited and encouraged to attend, to inform parents of the requirements of this policy and the right of parents to be involved; offer a flexible number of meetings; involve parents in an organized and timely manner in the review and development of programs under this part including development of the parent and family engagement policy; provide parents timely notice about programs under this part, a

description of the curriculum in use at the school, the forms of academic achievement, and if requested by parents, opportunities for regular meetings to formulate suggestions and participate in decisions related to the education of their children; allow parents to submit comments on the plan when the school makes it public; jointly develop a compact with parents describing the school's responsibility to provide high-quality curriculum in a supportive and effective learning environment and addresses the importance of communication between parents and teachers; provide assistance to parents of children served by the school in understanding academic standards, assessments, and the requirements of this part; provide materials and training to help parents work with their children to improve their children's achievement; educate teachers on the importance of parent outreach and communication; coordinate parent involvement in school programs; provide information related to school and parent programs in a format and language the parents can understand; adopt and implement model approaches to improving parental involvement; and provide other reasonable support for parental involvement activities as parents may request. This policy shall be provided in a format and, to the extent practicable, in a language that parents will understand.

- *Limited English Proficient Students:* ESSA requires notice be given to parents of limited English proficient students regarding limited English proficiency programs, not later than 30 days after the beginning of the school year (or, for students identified later in the school year, within two weeks). Notice includes: the reasons for the identification of the student as limited English proficient; the need for placement in a language instruction educational program; the student's level of English proficiency and how such level was assessed; the status of the student's academic achievement; the methods of instruction used in the available programs (including content, instructional goals, and the use of English and native language); the exit requirements for the program; how the program meets the objectives of the student's IEP, if applicable; and, parent options for removing a student from a program, declining initial enrollment and/or choosing another program. (ESEA § 1112(e)(3)(A) (as amended by ESSA)) In addition, the notice shall include the following: (1) whether the student is a long-term English learner or at risk of becoming a long-term English learner; (2) the manner in which the program will meet the needs of long-term English learners or those at risk of becoming long-term English learners; and (3) the manner in which the program will help long-term English learners or those at risk of becoming long-term English learners develop English proficiency and meet age-appropriate academic standards. (Ed. Code, §§ 313.2, 440; 20 U.S.C. § 6312)

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

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

program includes instruction in another language, and the process to request establishment of a language acquisition program. (Ed. Code, § 310; Cal. Code Regs., tit. 5, §§ 11309, 11310)

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

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

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

A homeless child will be allowed to continue their education in their school of origin through the duration of homelessness at the point of any change or any subsequent change in residence once a child becomes a homeless child. If the child's status changes before the end of the academic year so that they are not homeless, the District will allow a child in high school to continue their education in the school of origin through graduation. For a child in grades K through 8, the District will allow the formerly homeless child to continue their education in the school of origin until the end of the academic school year. A homeless child transitioning between school grade levels will be allowed to continue in the school district of origin in the same attendance area. If a homeless child is transitioning to a middle or high school where the school designated for matriculation is in another school district, the homeless child must be allowed to continue to the school designated for matriculation in that school district. The new school will be required to enroll the child immediately regardless of any outstanding fees, fines, textbooks or other items or moneys due to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including academic records, medical records, proof of immunization history, proof of residency, other documentation, or school uniforms. (Ed. Code, § 48852.7)

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

A foster child shall be allowed to continue their education in the school of origin under specified circumstances. If it is determined that it is in the best interests of the foster child to transfer to a school other than the school of origin, the foster child shall immediately be enrolled in the new school, regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the

school last attended or if the child is unable to produce clothing or records normally required for enrollment, including academic records, medical records, immunization history, proof of residency, other documentation, or school uniforms. The last school attended must provide all records to the new school within two business days of receiving the request. (Ed. Code, §§ 48853, 48853.5)

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

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

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

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

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

42. Continued Education Options For Juvenile Court School Students: A juvenile court school student, or the person holding the right to make educational decisions for the student, may voluntarily defer or decline issuance of their diploma until after the student is released from the juvenile detention facility, thereby allowing the student to take additional coursework at a local education agency. The county office of education will notify the student, the person holding to right to make educational decisions for the student, and the student's social worker or probation officer of all of the following:

- a. The student's right to a diploma;
- b. How taking coursework and meeting other educational requirements will affect the student's ability to gain admission to a post-secondary educational institution;

c. Information about transfer opportunities available through the California Community Colleges; and

d. The option to defer or decline the diploma and take additional coursework. (Ed. Code, §§ 48645.3(a), 48645.7)

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

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

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

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

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

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

A pregnant or parenting pupil may return to the school and the course of study in which they were enrolled before taking parental leave. Upon return to school after taking parental leave, a pregnant or parenting pupil is entitled to opportunities to make up work missed during their leave, including, but not limited to, makeup work plans and re enrollment in courses.

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

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

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

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

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

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

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

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

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

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

The District is prohibited from assigning a student enrolled in grades 9 through 12 to a course that the student has previously completed and received a grade determined by the District to be sufficient to satisfy the requirements and prerequisites for admission to the California public post-secondary schools and the minimum high school graduation requirements, except under specified conditions. Under no circumstances will the District assign a student enrolled in any of grades 9 through 12 to a course the student has previously completed and received a sufficient grade, as specified, because there are not sufficient curricular course offerings for the student to take during the relevant period of the designated school day. (Ed. Code, § 51228.2)

These sections do not apply to students in alternative schools, community day schools, continuation high schools or an opportunity school. The District may continue to authorize dual

enrollment in community college, to run evening high school programs, and to offer independent study, work experience education, and other specified courses.

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

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

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

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

- a. The following requirements apply to prohibited pupil fees:
 - i. All supplies, materials, and equipment needed to participate in educational activities must be provided to pupils free of charge.
 - ii. A fee waiver policy shall not make a pupil fee permissible.
 - iii. The District and its schools shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school district or school does not provide.
 - iv. The District and its schools shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and the District and its schools shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the District or school.
- b. Solicitation of voluntary donations of funds or property and voluntary participation in fundraising activities are not prohibited. The District and its schools are not prohibited from providing pupils prizes or other recognition for voluntarily participating in fundraising activities. (Ed. Code, § 49010 et seq.)

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

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

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

[NOTE: This information must also be posted on the District's website, as well as the website of each individual school that maintains a website.]

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