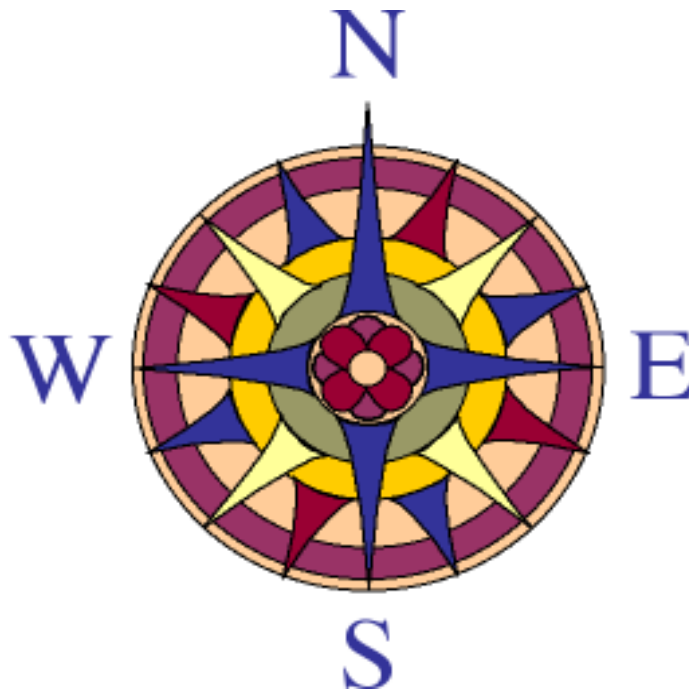


WALNUTWOOD HIGH SCHOOL

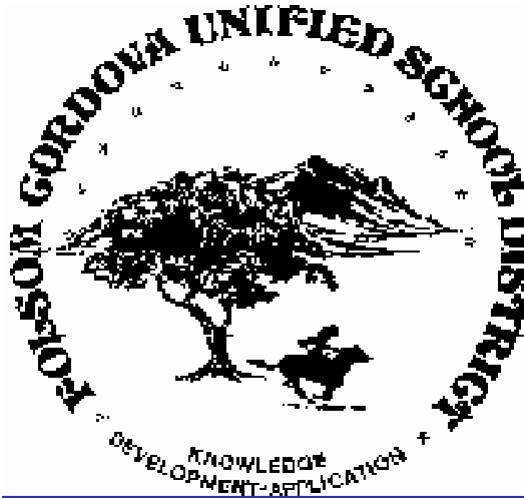
INDEPENDENT STUDY
AND
ADOLESCENT PARENT PROGRAM

STUDENT HANDBOOK **2019-2020**



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Board of Education

JoAnne Reinking, President
Chris Clark, Vice President,
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District Administration

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Kathryn Allaman, Assistant Superintendent Secondary Instruction

WALNUTWOOD HIGH SCHOOL

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Nondiscrimination Statement

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the a 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.

The Superintendent or designee shall review district programs and activities to ensure the removal of any barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, including the use of facilities. He/she shall take prompt, reasonable actions to remove any identified barrier.

MISSION STATEMENT
of the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

Folsom Cordova Unified School District is committed to providing excellence in educational programs that carry high expectations for each student's achievement and success.

FCUSD Vision Statement

Guided by the highest expectations, Folsom Cordova Unified School District provides our students with a broad range of rigorous educational opportunities. Staff enables students to reach their full potential and successfully meet the demands and opportunities of a highly technological 21st Century.

Students graduate with a core of knowledge and skills that become the building blocks for lifelong learning. They graduate with a positive attitude and the leadership, character, and academic skills necessary to excel in a global arena.

Families are an integral part of the educational process. In recognition of this important role, family involvement is actively sought, encouraged, and welcomed.

Business and community partnerships greatly enhance students' learning experiences and educational opportunities. Partnerships offer students opportunities to apply their learning to real-world situations.

Schools serve as community hubs, places where the community gathers to celebrate and improve learning and to enjoy art, music, sports, public speaking, drama, and other school-related activities. The use of school facilities by the community is encouraged.

School facilities are a reflection of the entire community. We provide students with the educational tools to meet the technological demands of the future and the social skills to function in a culturally diverse society.

Any updates or revisions to this handbook may be found at www.fcusd.org/Walnutwood

WALNUTWOOD'S GUIDELINES

Master Agreement:

Independent Study begins after the Master Agreement has been signed

*Student Name	*Grade Level	*Age	*Birthdate	*Home Phone #
*Address	*City		*Zip Code	*Parent's Cell Phone #
Duration of Agreement: 1st Semester	Beginning Date	<input type="text"/>	Ending Date 12/20/2019	<input type="text"/>
				*Student's Cell #

OBJECTIVES, METHODS OF STUDY, METHODS OF EVALUATION, AND RESOURCES: The student is to complete the subjects/courses listed below. Subject/course objectives reflect the curriculum adopted by the district's governing board and are consistent with district standards, and the school's ESLR's, as outlined in the district's subject/course descriptions. The specific objectives, methods of study, methods of evaluation, and resources for each assignment covered by this agreement will be described in the course contract which is part of this agreement. Any subsidiary agreements are also part of this agreement. There are no excused absences.

SUBJECTS/COURSES ENROLLED:

Subject	Credits	Subject	Credits

Additional Classes: If the student satisfactorily completes all of the above subjects/courses before the ending date of the agreement, one or more subjects/courses may be added to the agreement if the agreement is re-signed and re-dated by the teacher and the student.

REPORTING:

Students are required to report to their teacher as scheduled. Teachers may change the date and time students report to their teacher. These changes will be communicated via the Assignment and Work Record Form.

Time: _____ Day: M T W T F (circle) Frequency: Weekly/Biweekly/Daily/_____ (circle)
 Place: Rancho Cordova/Folsom/_____ (circle) Manner of Reporting: one-on-one, small group, email _____

ATTENDANCE:

As an independent study high school, attendance is calculated by homework completion while credits are earned through assessment. Students must complete assigned work to received 5 days' worth of positive attendance. Anything less results in days for which the student is marked absent.

_____ parent initial

ASSIGNMENTS:

If a student misses three (3) assignments, a meeting will take place to determine if independent study is the appropriate strategy for this student. The maximum length of time which may occur between the date an assignment is made by the teacher and the date it is due, unless an exception is made in accordance with district policy, is two (2) weeks for a student in grades seven through eight and three (3) weeks for a student in grades nine through twelve.

VOLUNTARY STATEMENT:

Independent study is an optional educational alternative that students voluntarily select, including expelled students (Education Code Section 48915) and/or students whose expulsion has been suspended (Education Code section 48917). All students who choose independent study must have the continuing option of returning to the classroom.

EQUITABLE PROVISION OF RESOURCES AND SERVICES:

The independent study option is to be substantially equivalent in quality and quantity to classroom instruction, and that students who choose to engage in independent study are to have equality of rights and privileges with students in the regular school program.

SIGNATURES AND DATES:

I have read and understand the terms of this agreement and agree to all the provisions set forth.

*Student: _____	Date: _____	<input type="text"/>
*Parent or Guardian: _____	Date: _____	<input type="text"/>
Supervising Teachers: _____	Date: _____	<input type="text"/>
Other Assisting Person: _____	Date: _____	<input type="text"/>
Other Assisting Person: _____	Date: _____	<input type="text"/>

- To bring books, papers, time sheets, and other required materials to the appointments.
- To go to the local library when needed to complete assignments.
- To return in satisfactory condition all books and materials on loan.
- To pay for lost or damaged books and materials.
- To receive permission before visiting any other school campus.
- To follow the discipline code and behavior guidelines of the Folsom Cordova USD.
- The independent study option is to be substantially equivalent in quality and quantity to classroom instruction, and that students who choose to engage in independent study are to have equality of rights and privileges with students in the regular school program.

School Goals:

- To provide an atmosphere in which staff and students treat each other with courtesy and respect.
- To encourage students to develop self-discipline and personal responsibility for their education, attendance, and behavior.
- To help students realize their personal worth and potential.
- To assist each student in developing an individualized plan to meet their educational goals.
- To provide individualized instruction and guidance designed to meet individual student needs.
- To assist students in acquiring a high school diploma as preparation for entering college, pursuing occupational training, or seeking employment.
- To provide a positive learning environment to encourage individual achievement.
- To assist young parents and pregnant teens in developing parenting skills while completing their graduation requirements.

School Mission: The Mission of Walnutwood High School is to provide each student an individualized opportunity, with parent and teacher support, to earn a high school diploma, acquire values, skills, and knowledge necessary to promote lifelong learning, enhance self-esteem, and become productive, responsible citizens.

School Philosophy: The philosophy of Walnutwood High School is to provide an alternative to the traditional classroom setting where the individual needs of each student are addressed. Emphasis is placed on self-respect, self-discipline, personal responsibility, and achievement.

Voluntary Alternative: Independent Study is a voluntary alternative to classroom instruction that is consistent with district course outlines and state standards. As such, it is not an alternative curriculum but an alternative delivery model. Independent Study is available to all high school and Middle 7th and 8th grade students in response to their needs, interests, aptitudes, and abilities within the guidelines of the FCUSD Board Policy and Administrative Regulations.

Enrollment in Independent Study must be a voluntary choice made by the student, the parent/guardian, and the school. Students who voluntarily choose Independent Study agree to maintain satisfactory attendance and academic progress in order to continue in the program. Students who do not meet these requirements will be referred to another school.

INDEPENDENT STUDY POLICY

Student understands:

- Independent Study is an optional education alternative that I have voluntarily selected and a classroom option is always available to me.
- If I have been referred here because of a suspended expulsion; I was offered a classroom option.
- By entering Walnutwood High School I have not waived any rights as a student, and I am entitled to all Folsom Cordova Unified School district services and resources. If I am a student with an individualized education program (IEP), my IEP must specifically provide for my enrollment in Independent Study.
- I must follow all the discipline code and behavior guidelines of the Folsom Cordova Unified School District. Any violation of these guidelines or failure to meet school/district requirements could result in dismissal from Walnutwood High School or expulsion from the school district.
- Visitation on any other school campus requires permission from that school.

I agree to:

- Be supervised by a Walnutwood teacher.
- Meet regularly with an assigned teacher. The frequency, date, time and location will be determined by my work assignments. I realize that it is my responsibility to promptly reschedule any appointment missed due to any emergency.
- To study a minimum of twenty hours each week for continued attendance.
- Obtain transportation to scheduled meetings. I understand that lack of transportation to the school site is not an acceptable reason for failing to meet with my teacher to submit my completed assignments.
- Complete my assigned work and achieve at least the minimum performance requirements of the course of study. I understand that credit, which is based on mastery of learning, can only be issued after I have successfully completed assignments and they have been evaluated.
- Curriculum for each subject is divided into units ranging in length 5-8 weeks approximately depending on the subject area. Competency of academic standards and weekly progress is different for every student.
- To call in advance if illness or any other emergency prevents meeting the regular appointment.
- The maximum length of time which may elapse between the date an assignment is made by the teacher and the date it is due, unless an exception is made in accordance with district policy, is:
 - students in grades seven through eight = two weeks
 - students in grades nine through twelve = three weeks
- If I miss more than three (3) assignments, first you must attend a Support Class, then a meeting will take place to determine if independent study is the correct placement.

Parent understands

The major objective of Independent Study is to provide a voluntary educational alternative for my child. I agree to the above conditions listed under "STUDENT". I also understand that:

- Individual course objectives are consistent with and evaluated in the same manner that they would be if your child were enrolled in a traditional school program. I am liable for the cost of replacement or repair of damaged or lost books and other materials that are checked out to my child. Unless otherwise indicated, a teacher will meet with my child on a regular basis to direct and measure progress. The time and location of meetings with the teacher will be determined by the teacher in consultation with my child.
- It is my responsibility to provide transportation to the school site for my child. In order for my child to complete high school consistent with the traditional high school, I need to encourage them to do more than the minimum study requirements and be involved in Work Experience, community volunteer work, or directed project.

Graduates of Walnutwood High School will be individuals who are:

1. Self-Directed Learners who:
 - Accept responsibility for their own learning
 - Set and reach personal and career goals
 - Can identify and solve problems and make decisions to accomplish intended results

2. Effective Communicators who:
 - Express ideas clearly
 - Use verbal, written, artistic, and technological forms of communication
 - Convey messages, ideas, thoughts, feelings, and opinions to others
 - Organize, analyze, and assess information to research a topic of interest

3. Quality Producers/Performers who:
 - Use appropriate resources/technology to complete tasks
 - Create projects which reflect originality and high standards
 - Think critically by: locating, organizing, summarizing, interpreting, applying, and using information
 - Exhibit self-discipline and time management skills

4. Responsible Citizens who:
 - Contribute time, energy, and talents to improve the welfare of themselves and others
 - Promote and model effective communication and respect among people of different lifestyles and cultures
 - Demonstrate habits of personal wellbeing and safety
 - Assume responsibility as a member of a family, a community, and the world

WALNUTWOOD HIGH SCHOOL GRADUATION REQUIREMENTS

English	40 credits
Fine Art, World Language, or CTE (Career Technical Education)	10 credits
World Cultures	10 credits
US History	10 credits
Government	5 credits
Economics	5 credits
Integrated Math 1 & Integrated Math 2	20 credits
Mathematics (one additional math course)	10 credits
Science (must include Physical and Life Science)	20 credits
Career Technical Education (CTE) or 3 rd Year of Science	10 credits
Health Education	5 credits
Physical Education	20 credits
Electives	55 credits
Total	220 credits

UC/CSU Subject Requirements

Note: There are also testing and GPA requirements.

a. History/Social Science	2 Years (20 credits) required (including 10 credits of World Cultures, 5 credits of U.S. History and 5 credits of Government)
b. English	4 Years (40 credits) required
c. Mathematics	3 Years (30 credits) required / 4 Years (40 credits) recommended Including Integrated Math 1, 2 and 3
d. Laboratory Science	2 Years (20 credits) required / 3 Years (30 credits) recommended Biology (Life Science) and Chemistry (Physical Science)
e. Language Other Than English	2 Years (20 credits) required (same language) / 3 Years (30 credits).
f. Visual and Performing Arts	1 Year (10 credits) required Please Note: Some courses that meet the fine art requirement for graduation do not meet the VAPA requirement for the CSU and UC. WHS offers Drawing and Painting 1. VAPA course may be taken concurrently at another high school on a space available basis. See the WHS counselor.
g. College Preparatory Elective	1 Year (10 credits) required Chosen from approved "A-G" course list.

The approved UC/CSU "a-g" High School Course List is available at

<https://hs-articulation.ucop.edu/agcourselist#/list/search/all>

Walnutwood High School courses that fulfill the UC/CSU subject requirements may be found online by entering "Walnutwood High School" at the above website.

These requirements include both the state and district required courses. The emphasis within these courses will be to teach students the knowledge and skills associated with the content subject areas and relate those studies to the **California State Standards**.

COLLEGE ENTRANCE REQUIREMENTS

California Community Colleges (Two-Year Associate Degrees, Vocational/Certificate Programs, Transfer Opportunities)

www.cccco.edu California community colleges are required to admit any California resident possessing a high school diploma or equivalent. Additionally, California community colleges may admit any nonresident possessing a high school diploma or equivalent or anyone (resident or nonresident) over the age of 18 without a high school diploma or equivalent who, in the judgment of the board, is capable of profiting from the instruction offered. Students who are at least 16 years-old with a 2.7 GPA can enroll as an Advanced Education student.

Private Colleges and Universities www.aiccu.edu www.californiacolleges.edu www.petersons.com

Students meeting the UC/CSU admission requirements generally will meet the admission requirements of many California and out-of-state private colleges and universities. Some private schools have less rigorous admission requirements than those outlined above; students and parents/guardians are encouraged to refer to the specific institution's website for further details.

Career-Focused Schools and Programs www.allschools.com

Students can earn associate degrees, bachelor's degrees, and even graduate degrees through many accredited campus-based and online colleges and universities. Fast-growing career fields, such as business, art, computers, and nursing are emphasized at many of these schools.

CAREER TECHNICAL EDUCATION

The California Department of Education defines Career Technical Education (CTE) as follows:

Career technical education engages all students in a dynamic and seamless learning experience resulting in their mastery of the career and academic knowledge and skills necessary to become productive, contributing members of society.

www.cde.ca.gov/ci/ct/

Additional career information and self-assessment tools can be found online at the following websites:

www.californiacolleges.edu

www.myroad.com

ADMISSION PROCEDURES FOR WALNUTWOOD STUDENTS

Admission Procedures: Students who choose to enroll at Walnutwood High School are considered as follows:

1. **If you are currently enrolled in the Folsom Cordova Unified School District** you need to contact your current counselor and ask that they complete an Alternative Education Referral that includes a parent signature and a transcript, and send it to WHS. After we receive your referral we will call you to attend an enrollment/registration meeting. If the student is under 18 years of age, a parent/guardian must be present with their student for the meeting. Bring a copy of your utility bill to your registration meeting.
2. **If you reside outside of the Folsom Cordova Unified School District** you must contact our Attendance and Due Process office at 1965 Birkmont Drive, Rancho Cordova, CA, 95742, (916) 294-9000 extension 102200 to request an inter-district transfer.
3. Students new to the district, and who reside in the district, may enroll directly at Walnutwood unless the student has an IEP. Students with an IEP plan should enroll at their school of residency and inform them of your desire to attend Walnutwood. Any students with an active 504 accommodation will be reviewed with counselor upon enrollment.

4. Students requesting independent study should possess indicators of success such as willingness to take personal responsibility for their education, evidence of self-discipline, and a basic level of academic competency.

The enrollment process includes an orientation for each new student and their parent/guardian (unless the student is 18) during which school procedures, policies, and expectations are discussed. An appointment is necessary for Walnutwood's enrollment/registration. At this time registration appointments are three times a week Monday, Wednesday, and Friday. Required forms and agreements are completed and a weekly appointment time is scheduled. At the first regular appointment the teacher discusses the student's transcript and together they agree on an academic plan which will meet the student's goals.

EDUCATIONAL OPTIONS FOR WALNUTWOOD STUDENTS

Knowing that students having different strengths and weaknesses we offer a continuum of educational options to better meet the needs of all of our students. Walnutwood Independent Study Program serves students in multiple ways.

Blended Students: Blended students participate in both on-line and independent study courses. This category includes options for students who may find certain classes where direct face-to-face interaction with a teacher proves valuable. Our traditional independent study students are eligible to participate in our on-line learning programs. All students are required to attend science and art lab while taking these classes.

Independent Study: Students in Independent Study includes meeting with an assigned teacher a minimum of once each week. In addition to the weekly meeting with their teacher students will attend subject specific enrichment seminars. All students are required to attend science and art labs while taking these classes.

Adolescent Parent Program: Students who are pregnant or parenting a child are encouraged to attend Walnutwood High School Adolescent Parent Program. The Adolescent Parent Program is part of Walnutwood High School where students attend classes Monday-Friday for four hours a day.

The core curriculum is approved by the Folsom Cordova Unified School District Board and follows State Standards. Graduation requirements are the same at Walnutwood High School as they are at any comprehensive high school in this district.

The Adolescent Parent Program features an onsite child development center where only children of enrolled Adolescent Parent Program students may attend. Curb-to-curb bus transportation is provided. In addition to the core curriculum students participate in child development, prenatal education, childbirth education, independent living skills, and other courses to help students graduate from high school and have strong parenting skills.

Adult Education: Students must be 18 years of age. Students may complete the graduation requirements of 200 credits in coursework or a combination of coursework and high school equivalency tests which may equate to credits to earn a high school diploma. The Folsom Cordova Adult School (FCAS) is a WASC accredited high school program leading to a diploma. Students interested in earning a high school equivalency certificate may do so at the FCAS.

California High School Proficiency Exam: Students must be 16 and either in their second semester of 10th grade or have completed 10th grade and enrolled in school to be eligible. There is a fee for this test. This exam is offered twice a year. (<http://www.chspe.net>)

Concurrent College Courses (Advanced Education): To be eligible for Advanced Education, students must be 16 years-old and have at least 2.7 GPA. Students may take up to two college courses per semester, pay only for books, and will earn three high school credits for every one college credit passed with a “C” or better. The college credits and grade you earn become part of your permanent college record. For more information, visit: http://www.flc.losrios.edu/student_services/admissions/apply_register.html#highschool

Concurrent Enrollment: Students may take classes at one of our traditional high schools on a space available basis. Students may take any course that is not offered at Walnutwood High School. Students interested in this option can talk to counselor.

School Clubs and Activities: Students may participate in clubs and activities pending approval from resident comprehensive school site.

Team Sports: Walnutwood does not field any sports teams. If you are planning on attending a Division I school and playing sports, ask about any regulations pertaining to independent study and Division 1 sports.

Enrichment and Support: Walnutwood offers weekly enrichment opportunities in selected academic areas such as science, art and career technical education. These weekly seminars and labs support the California content standards-based curricula and allow for students to learn with their peers and participate in discussions, presentations, and labs that are not possible in a traditional independent study setting.

Work Experience: Students who are at least 16 years-old and are employed for at least 10 hours per week can earn up to 10 credits per semester in Work Experience (elective credit). There are several requirements to receive credit:

1. Have a valid work permit on file.
2. Have a Work Experience application on file.
3. Complete Work Experience coursework weekly; submit quarterly employer evaluation.
4. Submit weekly time records and/or check stubs to verify hours of employment, tax withholdings, and social security.

A maximum of 40 credits of Work Experience can be used to meet elective requirements.

If a student does not maintain regular school attendance, successful academic performance, and satisfactory citizenship, the school must cancel the work permit. The student must demonstrate regular attendance and academic success before a new work permit can be issued.

STUDENT BEHAVIOR EXPECTATIONS

Academic Honesty: The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. Students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to disciplinary action which is appropriate for the violation of this policy. Such action will range from parent notification to suspension. *Note from the Counselor- Students, please remember that acts of academic dishonesty, including plagiarism, can be reported by the school to colleges and universities*

Committing an Act of Academic Dishonesty (Ed Code 48900(k) and BP5131.9)

Explanation: Academic dishonesty includes lying, cheating in various forms, and plagiarism. Such activities may be done individually or in cooperation with others.

Consequences: Minimum-Failing grade on assignment, and parent notification. Maximum- Five-day suspension, failing grade in course, and recommendation for expulsion.

Attendance: As an independent study high school, attendance is calculated by homework completion while credits are earned through assessment. Students must complete assigned work to receive 5 days' worth of positive attendance. Anything less results in days for which the student is marked absent. Per master agreement.

Attendance is based upon the amount of work the student completes. In order to be counted "present," the student must do a minimum of four hours work for each school day, or twenty hours each week. Students are only given attendance credit when they submit completed assignments representing at least four hours for each school day. There are no excused absences. The minimum of twenty hours work per week is not enough to stay on graduation track. Students who want to earn thirty or more credits per semester must consistently complete twenty-five to thirty hours of work per week.

Assignments: If a student misses three assignments a meeting will take place to determine if independent study is the appropriate strategy for the student. The maximum length of time which may occur between the date an assignment is made by the teacher and the date it is due (unless an exception is made in accordance with district policy) is two weeks for a student in grades seven through eight and three weeks for a student in grades nine through twelve.

Dress Code Guidelines: Parents or guardians of students have the primary responsibility for establishing and implementing appropriate standards of dress and grooming. It is Walnutwood's legal and ethical responsibility for establishing a campus atmosphere that creates the appropriate environment for teaching and learning. Clothing worn on campus must reflect good taste and a sense of modesty to enhance an atmosphere conducive to learning.

In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed.

(cf. 0420 - School Plans/Site Councils)

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs tobacco, or other illegal activity.
2. Appropriate shoes must be worn at all times.
3. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

(cf. 3260 - Fees and Charges)

(cf. 6142.7 – Physical Education and Activity)

(cf. 6145 – Extracurricular and Cocurricular Activities)

(cf. 6145.2 – Athletic Competition)

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

(cf. 5121 - Grades/Evaluation of Student Achievement)

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

(cf. 5141.7 – Sun Safety)

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

Uniforms

In schools that require a schoolwide uniform, the principal, staff, and parents/guardians of the school shall jointly select the specific uniform to be worn. (Education Code 35183)

At least six months before a school uniform policy is implemented, the principal or designee shall notify parents/guardians of this policy. (Education Code 35183)

(cf. 5145.6 – Parental Notifications)

Parents/guardians shall also be informed of their right to have their child exempted.

The Superintendent or designee shall establish criteria for determining student eligibility for financial assistance when purchasing uniforms.

Students who participate in a nationally recognized youth organization shall be allowed to wear organization uniforms on days when the organization has a scheduled meeting. (Education Code 35183)

The Dress Code is enforced by ALL STAFF. Referrals will be made to the principal. A student in violation of this policy is deemed willfully defiant. Violations may result in the following disciplinary actions, including suspension for defiance:

1st Violation - Student will change clothing into school provided items or call parent to drop-off appropriate clothing; inappropriate items confiscated, returned at close of day.

2nd Violation - Home contact, student will change clothing into school provided items or call parent to drop-off appropriate clothing; inappropriate items confiscated, returned at close of day.

3rd Violation - Home contact, detention, student will change clothing into school provided items or call parent to drop-off appropriate clothing; inappropriate items confiscated, returned at close of day.

4th Violation - Home contact, student will change clothing into school provided items or call parent to drop-off appropriate clothing; suspension, inappropriate items confiscated. Items will be returned at close of the day.

POLICY & PROCEDURES FOR STUDENT SAFETY

Directory Information

Federal and state law allows the District to disclose directory information to outside organizations, without written consent, unless you have advised the District that you do not want directory information released. The District has designated the following information to be directory information: student name, address and phone number. The District may release directory information, upon request, to outside organizations including the following entities: parent/school organizations, military recruiters, prospective employers, or colleges and universities. Directory information may be released to other public agencies providing services to current students. The District will deny the release of specific categories of directory information to any public or private non-profit organization if the District believes that the release of such information is contrary to the best interest of the student.

In addition, the No Child Left Behind Act of 2001, §9528 (20 U.S.C. §7908), requires that we release secondary school students' names, addresses, and telephone listings to military recruiters upon their request, unless a parent has "opted out" of providing such information during new student intake.

Usage of Student Names/Photos/Videos for Public Release: The Folsom Cordova Unified School District is proud of the many accomplishments of our students and staff. These accomplishments may draw the attention of newspapers, television stations, or other media who visit our schools to photograph or film students and staff during various activities. In addition, the District uses photographs and video footage of students and/or their names in District-produced materials including printed publications, television productions, web sites, and official District social media platforms to promote their achievements. These photographs and videos may also include displays of student work. This usage does not include school yearbooks—if you do not want your child's photo used in a yearbook, contact your child's principal.

Photos & Video: Unless notified in writing of an objection by a parent, legal guardian, or student of age 18, photographs and video footage of students and/or names may be used in District-produced materials including printed publications, television productions web sites, and official District social media platforms.

If parents do not want photographs or videos of their student(s) to be used in these materials, they should complete a Request to Restrict Use of Photos, Videos, and/or Name of Student form available at school offices or via the District's website. Please be aware that these requests are valid for the current school year and must be renewed at the start of the next school year. The requests will not prohibit usage in student-produced materials such as yearbooks and newspapers.

Please contact your school office or the Communication and Community Engagement Office at 294-9000 ext. 104570 if you have any questions

Bullying: The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation. Prohibited student conduct includes, but is not limited to, harassment of students or staff, including bullying, intimidation, cyberbullying, hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering. (BP 5131)

Sexual Harassment: The Governing Board is committed to maintaining a learning environment that is free of harassment. Board Policy 5145.7 prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity. The District is committed to taking serious, immediate, and appropriate action with respect to violations of sexual harassment policy. Students shall be assured that they need not endure any form of sexual harassment. They shall further be assured that they need not endure, for any reason, any harassment that impairs the educational environment or a student's emotional well-being at school. Should a student believe that they have been subjected to sexual harassment, they shall file a complaint in accordance with the guidelines outlined under the Uniform Complaint Procedures. Students can be assured that the District will not tolerate retaliation as a result of the filing of a complaint. Any student who engages in the sexual harassment of anyone at school or a school related activity shall be subject to disciplinary action.

Nondiscrimination and/or Sexual Harassment Complaint Process

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. (EC 200, 220)

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. (BP 5145.7)

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that they personally suffered unlawful discrimination, harassment, intimidation, or bullying, or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complaint first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 days. (5 CCR 4630)

The following compliance officer shall receive and investigate complaints and shall ensure district compliance with law:

Assistant Superintendent, Human Resources
1965 Birkmont Drive
Rancho Cordova, CA 95742
(916) 294-9025

Uniform Complaint Procedure: Folsom Cordova Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying. A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision. If the complainant is dissatisfied with the compliance officer's decision, they may, within five business days, file their complaint in writing with the Board.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE. (Education Code 49013; 5 CCR 4632)

The complainant shall file their appeal within 15 calendar days of receiving the district's decision and the appeal shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally-filed complaint and a copy of the district's decision. (5 CCR 4632)

A complainant may pursue available civil law remedies under state or federal discrimination, harassment, intimidation, or bullying laws outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of their right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law. (Education Code 262.3)

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials.
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff. Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of pupils or staff while at school, including but not limited to gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; or structural damage creating a hazardous or uninhabitable condition. (Education Code 17592.72)

3. Teacher vacancies and mis-assignments.

A notice of the Williams Act complaint rights to parents, guardians, pupils, and teacher is posted in all District classrooms and available on the District's website at www.fcusd.org.

Folsom Cordova Unified School District's uniform complaint policy and procedures are available free of charge and are posted on the District's website at www.fcusd.org, and available in English, Spanish, and Russian.

This notice is provided to students, employees, parents or guardians of students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties.

POLICY

Drug and Weapon Free Zone: Walnutwood High School has been declared a drug and weapon free zone, Enhanced penalties will be applied to anyone prosecuted for drugs, alcohol, and any controlled substances, No Firearms, knives fireworks, chains, or any instruments considered dangerous-even imitation weapons-may not be brought onto campus. Penalties for doing so are severe and may lead to explosion and arrest. Tobacco and Vape Products: The use of tobacco, including vape products, chew, cigars, smokeless tobacco or vape emitting devices is prohibited at all times on district property and in district vehicles. Any device that mimics the use of tobacco products is prohibited. Students may be suspended for up to 5 days for possession or use of tobacco products.

Eighteen-Year-Old Students: Students who are 18 and have maintained continuous enrollment may remain at Walnutwood High School if they maintain regular attendance, appropriate behavior, and academic success. Failure to meet attendance, behavior, and/or academic guidelines will result in being referred to Adult Education to complete graduation requirements or to pass the high school equivalency exams.

Electronic Devices on Campus: Students may possess or use personal electronic devices with teacher approval. The following activities are considered disruptive to student learning and are generally prohibited during class time unless specifically authorized by teacher:

Using personal electronic device to engage in any activity that violates district r school policies and procedures. Use of an electronic device that exploits personal information, disrupts the educational process, invades personal privacy, creates a safety risk, or compromises the integrity of education programs is strictly prohibited.

Emergency Procedures: Fire/Emergency drills are held periodically. Students should follow the procedures posted in classrooms for evacuation and as instructed during drill.

Bully Free Zone: All Walnutwood students should feel safe, secure and accepted regardless of color, race, gender, sexual orientation, popularity, athletic ability, intelligence, religion, and nationality. Acts of bullying, hazing, or harassment are physically, emotionally, and psychologically detrimental to all involved-these acts disgrace and degrade not only the victim but the offender and bystanders as well. To be a Walnutwood Pathfinder is to understand that being a quiet bystander to bullying is just as offensive as

being an actual bully. Any incidents involving bullying, hazing, or harassment should be reported immediately to a staff member. Steps will be taken by the staff and administration to discourage these activities. Engaging in bullying, hazing or harassment of other students may result in suspension from school. Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting. Any student who believes that they have a legitimate reason for filing a formal sexual harassment complaint should immediately contact a staff member for assistance. Students who bully, haze or harass another student may receive up to five days of suspension, notification of law, enforcement and recommendation for expulsion. The Folsom Cordova Unified School District Board complies with state law (AB816).

Married/Pregnant/Parenting Students

The district shall not discriminate against any student on the basis of the student's marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. (Education Code 230; 20 USC 1681-1688)

Any education program or activity, including any class or extracurricular activity, that is offered separately to such students shall be comparable to that offered to other district students. A student's participation in such programs shall be voluntary. (34 CFR 106.40)

Any complaint of discrimination on the basis of pregnancy or marital or parental status shall be addressed through the district's uniform complaint procedures in accordance with 5 CCR 4600-4687 and BP/AR 1312.3 - Uniform Complaint Procedures.

The superintendent or designee shall periodically report to the Board regarding the effectiveness of district strategies to support married, pregnant, or parenting students, which may include data on participation rates in district programs and services, academic achievement, school attendance, graduation rate, and/or student feedback on district programs and services.

Pregnant and Parenting Students

Pregnant or parenting students shall retain the right to participate in any comprehensive school or educational alternative program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or their child.

When necessary, the district shall provide reasonable accommodations to pregnant or parenting students to enable them to access the educational program. A pregnant student shall have access to any services available to other students with temporary disabilities or medical conditions. A lactating student shall have access to a private location, other than a restroom, to breastfeed or express milk for her infant child.

A student may be required, based on her pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery, to obtain certification from a physician indicating that she is physically and emotionally able to participate in an educational program or activity, if other students with physical or emotional conditions or temporary disabilities are required by the district to provide such certification. (34 CFR 106.40)

To the extent feasible, educational and related support services shall be provided, either through the district or in collaboration with community agencies and organizations, to meet the needs of pregnant or parenting students and their children. Such services may include, but are not limited to:

1. Child care and development services for the children of parenting students on or near school site(s) during the school day and during school-sponsored activities.

2. Parenting education and life skills instruction.
3. Special school nutrition supplements for pregnant or lactating students.
4. Health care services, including prenatal care.
5. Tobacco, alcohol, and/or drug prevention and intervention services.
6. Academic and personal counseling.
7. Supplemental instruction to assist students in achieving grade-level academic standards and progressing toward graduation.

As appropriate, teachers, administrators, and/or other personnel who work with pregnant or parenting students shall receive related professional development.

Pregnant or parenting students may be excused for absences related to confidential medical appointments.

The superintendent or designee shall grant a student a leave of absence due to pregnancy, childbirth, false pregnancy, termination of pregnancy, and related recovery for as long as it is deemed medically necessary by her physician. At the conclusion of the leave, the student shall be reinstated to the status she held when the leave began.

A pregnant or parenting student also may request exemption from attendance because of a related physical or mental condition or because of personal services that must be rendered to a dependent.

Parent Liability: Parents or guardians are liable for all damages caused by the willful misconduct of their minor children which result in injury or death to other students or school personnel, or damages caused to school property. Parents are also liable for any school property loaned to a student and willfully not returned. The District may withhold the grades, diplomas, or transcripts of the student until such damages are paid or the property returned, or until completion of a voluntary work program in lieu of payment of money. (EC 48904; Civil Code 1714.1)

Personal Property: Neither the school nor the district is responsible for the loss or damage of personal property. Please do not bring large sums of money or expensive items to school. Your personal property is your responsibility. The school district does not carry insurance for the loss of personal property.

School Property: Students are financially responsible for all textbooks and materials issued to them. Students will be billed for lost or damaged materials. Report cards and/or diplomas are held until all fines are paid.

Skateboards / Skates / Bicycles: No skateboarding, skating, or bicycling is allowed on campus sidewalks. Students who ride their bicycles to school should walk them on the sidewalk to the bicycle rack. Each student is responsible for the security of their own bicycle.

Student Identification Cards: Picture identification cards will be provided to all students. All students and staff are required to carry their ID while on campus. Students are required to surrender the ID card upon the request of any FCUSD employee.

Tobacco-Free Policy: Therefore, the use of tobacco products is prohibited at all times on district property and in district vehicles. This prohibition applies to all parents, employees, students, visitors, and other persons. (District Policy 1115)

Use of the Internet: In order for a student to access the internet at school, each student and parent/guardian must sign an Authorized Internet Use Agreement (FCUSD #6118.01) as part of the registration process.

DISCIPLINE PROCEDURES

In accordance with California Education Code, section 35291, the Board of Education’s adopted procedures governing student discipline are available in your child’s school office upon request. These provisions include, but are not limited to: detention, parent conferences, suspension, behavior contract, transfer, expulsion, and other educational alternatives. [EC 48900(a-t)] The Student Conduct Code shall be available to all students at the beginning of each school year, and may be distributed in print version for discussion in individual classes at each site. Parents may also access the Student Conduct Code online at your school website or at www.fcusd.org

Level 1 Offenses pp 7-11 (District Conduct Code)

Student is subject to discipline, may be suspended on the first offense. Student may also be recommend for expulsion for such conduct.

Offense	Minimum	Maximum
1. 48900 (f) Damage to School or Private Property	Warning	5 day suspension, recommended for expulsion, notification to law enforcement, restitution
2. 48900(g) Stolen or Attempted to Steal School Property or Private Property	Warning, Restitution	5 day suspension, recommended for expulsion, notification to law enforcement, restitution
3. 48900(h) Possessed or Used Tobacco or Any Products Containing Tobacco or Nicotine Products	Warning	5 day suspension, recommendation for expulsion.
4. 48900(i) Committed an Obscene Act	Warning	5 day suspension, recommended for expulsion, notification to law enforcement
5. 48900(i) Engaged in Habitual Profanity or Vulgarity	Warning	5 day suspension, recommended for expulsion, notification to law enforcement
6. 48900(l) Knowingly Received Stolen School Property or Private Property	Warning	5 day suspension, recommended for expulsion, notification to law enforcement
7. 48900(k) Disruption of School Activities/Defiance of Valid School Authority	Warning	5 day suspension, recommended for expulsion, notification to law enforcement

Disruptive/Defiant Behavior 48900(K)	Minimum	Maximum
Hazing	Warning	5 day suspension, recommended for expulsion, notification to law enforcement
Replicas of Dangerous Object	Warning	5 day suspension, recommended for expulsion, notification to law enforcement
Forgery	Warning	5 day suspension, recommended for expulsion, notification to law enforcement
Falsifying Info	Warning	5 day suspension, recommended for expulsion, notification to law enforcement
Academic Dishonesty	Warning	5 day suspension, recommended for expulsion, notification to law enforcement
Gambling	Warning	5 day suspension, recommended for expulsion, notification to law enforcement
Interfering with the Peaceful Conduct of the Campus /Classroom	Warning	5 day suspension, recommended for expulsion, notification to law enforcement
Loitering	Warning	5 day suspension, recommended for expulsion, notification to law enforcement
Disruptive Attire	Warning	5 day suspension, recommended for expulsion, notification to law enforcement
Possession of Disruptive Items	Warning	5 day suspension, recommended for expulsion, notification to law enforcement
Unsafe Driving or Riding	Warning	5 day suspension, recommended for expulsion, notification to Law enforcement
Bullying/Cyber Bullying	Warning	5 day suspension, recommended for expulsion, notification to law enforcement

Level II Offenses pp 12-16 (District Conduct Code)

Student is subject to discipline, may be suspended on the first offense. Student may also be recommend for expulsion for such conduct.

Offense	Minimum	Maximum
1. 48900 (f) Set Fire or Attempted to Set Fire	5 day suspension, notification to law enforcement agency and fire marshal.	5 day suspension, recommendation for expulsion, notification to law enforcement agency and fire marshal
2. 48900(k)(A)(F) Activate False Alarm or Tampered with Emergency Equipment	5 day suspension, notification to law enforcement agency and fire marshal.	5 day suspension, recommendation for expulsion, notification to law enforcement agency and fire marshal
3. 48900(K) Willfully Caused a Major Disruption of the School Activities or Interfered with the Peaceful Conduct of the Activities of the School	5 day suspension, notification to law enforcement agency, notification to district office	5 day suspension, recommendation for expulsion
4. 48900(M) Possessed an Imitation Firearm	Suspension, parent conference, confiscation	5 day suspension, recommended for expulsion, notification to law enforcement
5. 48900.3 Penal Code 422.6, 422.7 and 422.75 Hate Violence Caused, Threatened, or Participated In	5 day suspension, notification to law enforcement agency	5 day suspension, recommended for expulsion, notification to law enforcement
6. 48900.4 Harassment/Intimidation. Creating a Hostile Educational Environment	At home suspension, parent conference	5 day suspension, recommended for expulsion, notification to law enforcement
7. 48900(o) Harassed, Threatened, or Intimidated a Pupil Who Is a Complainant Witness or Witness in a School Disciplinary Proceeding for the Purpose of Either Preventing that Pupil from Being a Witness or Retaliating Against that Pupil for Being a Witness, or Both	Suspension	5 day suspension, recommended for expulsion, notification to law enforcement
8. 48900(a-1) Caused, Attempted to Cause, or Threatened to Cause Physical Injury to Another Person.	Suspension	5 day suspension, recommended for expulsion, notification to law enforcement
9. 48900 (t) Aids or Abets, Inflicts or Attempts to Inflict, Physical Injury to Another Person.	Suspension	5 day suspension, recommended for expulsion, notification to law enforcement
10. 48900(j) Possessed or Offered, Arranged, or Negotiated to Sell Any Drug Paraphernalia as Defined in Health and Safety Code §11014.5	Suspension	5 day suspension, recommended for expulsion, notification to law enforcement
11. 48900.7 and 48915(a)(5) Made Terrorist Threats Against School Officials, School Employees, School Organizations and/or School Property	5 day suspension	5 day suspension, recommended for expulsion, notification to law enforcement
12. 48900(c); 48915(b) Unlawfully Possessed, Used, Furnished, or was Under the Influence of an Alcoholic Beverage, or an Intoxicant	5 day suspension	Five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency
13. 48900(d); 48915(b) Unlawfully Offered, Arranged, Negotiated to Sell, Sold, or Otherwise Furnished to Any Person Another Liquid, Substance, or Material and Represented the Liquid, Substance, or Material as a Controlled Substance, Alcoholic Beverage, or Intoxicant	Suspension	5 day suspension, recommended for expulsion, notification to law enforcement
14. 48900(a)(2) Willfully Used Force or Violence upon the Person of Another, Except in Self-Defense	5 day suspension, notification to law enforcement agency	5 day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency

Level III Offenses pp 16-18 (District Conduct Code)

The principal, superintendent, or superintendent’s designee must immediately suspend and must recommend expulsion. They do not have the ability to consider extenuating circumstances. The Board of Education must expel the pupil if the offense is proven.

Offense	Minimum	Maximum
1. 48915(a)(1) and 48900(a-2) Caused Serious Physical Injury to Another Person, Except in Self-Defense	Five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency	
2. 48900(a-1), 48915(a)(5) and 44014, Penal Code §§ 240 and 2422. Caused, Attempted to Cause, or Threatened to Cause Physical Injury Upon School Staff/Personnel or any Adult Volunteer Performing Duties of School Staff	Five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency	
3. 48900(b) and 48915(a)(2) Possessed A Knife or Other Dangerous Object of No Reasonable Use to the Student	Up to five-day suspension, possible recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency	

Controlled Substance		
4. a. Education Code 48900(c), 48915(a)(3) and 48915(b) Unlawfully Possessed, Used, Furnished, or Was Under the Influence of Any Controlled Substance Listed in Health and Safety Code §11053 (except for the first offense of less than one ounce of marijuana other than concentrated cannabis)	Five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency	The first offense of less than one ounce of marijuana other than concentrated cannabis. Consequence for 1st Offense: Five-day suspension and probation contract, must notify District office. Consequence for 2nd Offense: Five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan. Consequence for 3rd Offense: Five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan
b. Unlawfully Sold an Alcoholic Beverage or an Intoxicant. [Education Code 48900(c) and 48915(b)]	Five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency	
c. Unlawfully Offered, Arranged to Sell, Negotiated to Sell, or Sold the Prescription Drug Soma. [Education Code §48900(p)]	Five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency	
5. Abused Substances Not Intended for Human Consumption [Education Code 48900d, 48900k, and 48915(a)(l)]	Up to five-day suspension	Five-day suspension, recommendation for expulsion, successful completion of a District rehabilitation plan
6. Committed or Attempted to Commit Robbery or Extortion. [Education Code 48900(e) and 48915(a)(4)]	5-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, notification to law enforcement agency	

Level IV Offenses pp 19-20 (District Conduct Code)

EXPULSION IS MANDATORY

A Level Four Offense must be committed at school or at a school activity off school grounds. The principal, superintendent, or superintendent's designee must immediately suspend and must recommend expulsion. They do not have the ability to consider extenuating circumstances. The Board of Education must expel the pupil if the offense is proven.

Offense	Minimum	Maximum
1. Possessed, Sold or Otherwise Furnished a Firearm. [Education Code 48915(c)(1) and 48900(B)] Possession must be verified by a school employee. Expulsion will not occur if the student possessed the firearm with prior written approval of a certificated school employee which has been concurred by the principal	On a first offense, five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency	
2. Brandished a Knife at Another Person. [Education Code 48915(c)(2), 48900(B), and 48915(a)(2)] "Brandish" means to wave, shake, or exhibit in a menacing, challenging or exultant way. For purposes of mandatory expulsion, a knife means (1) a dirk, dagger or other weapon with a fixed, sharpened blade fitted primarily for stabbing, (2) a weapon with a blade fitted primarily for stabbing, (3) a weapon with a blade longer than 3½ inches, (4) a folding knife with a blade that locks into place, or (5) a razor with an unguarded blade.	Five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency	
3. Unlawfully Sold a Controlled Substance Listed in Chapter 2 (Commencing with Section 11053) of Division 10 of the Health and Safety Code. [Education Code §48915(c)(3) and 48900(c)]	On a first offense, five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency	
4. Committed or Attempted to Commit a Sexual Assault, as Defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code, or Committed a Sexual Battery, as Defined in Section 243.4 of the Penal Code. [Education Code §48915(c)(4) and 48900(n)]	On a first offense, a five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency	
5. Possessed an Explosive. [Education Code 48915(c)(5)]	On a first offense, a five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency	

Imposition of Suspension: Suspension shall be imposed only when other means of correction fail to bring out proper conduct. However, a student shall be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

Suspension by Principal: Suspension by the principal or designee shall be preceded by an informal conference. At that conference, the student shall be informed of the reasons for the disciplinary action and the evidence against them. In addition, the student shall be given the opportunity to present their version and evidence in their defense. At the time of the suspension, the principal or designee shall make a reasonable effort to contact the student's parent or guardian in person or by telephone. Whenever a student is suspended from school, the parent or guardian shall be notified in writing of the suspension. The notice shall contain a statement of the facts leading to the decision to suspend; date and time when the student will be allowed to return to school; and a request that the parent or guardian attend a conference with school officials, including notice that state law requires parents or guardians to respond to such request without delay. The vice principal shall serve as the principal's designee, and will assist with disciplinary procedures. (EC 48911)

Appeal Process: The student, parent, or guardian may appeal the suspension by requesting a meeting with the superintendent or superintendent's designee. The meeting shall be held within five school days of the time the request is received by the superintendent or designee.

Suspension by Teacher: A teacher may suspend any student from the class for the day of the suspension and the day following, for any act stated in EC 48900. (Secondary day is defined as an instructional period; elementary day is defined as a calendar day.) If the student has more than one teacher, the student is only precluded from attending the suspending teacher's class. Prior to excluding a student from the classroom, the teacher must inform the student which District policy the student has violated, that the teacher intends to suspend, and that the student has the opportunity to respond to the charges. As soon as possible, the teacher shall request a parent/guardian conference, at which time the circumstances of the suspension and the data will be presented. [EC 48910 (a)(b)]

Make-Up Work During Suspension: The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments or tests missed during the suspension. (EC 48913 12)

Classroom Visitations: Current state law authorizes teachers to provide time for a parent or guardian of a student who has been suspended for reasons stated in EC 48900.1 to attend a portion of a school day in the student's classroom. The principal will provide appropriate notification to a parent or guardian regarding classroom visitation. (EC 48900.1)

Teacher Referral: A teacher may refer a student, for any of the acts stated in District policy, to the principal or to a certificated employee designated by the principal, for consideration of the suspension from school. [EC 48910 (c)]

Emergency Suspension: A principal or designee may suspend a student without affording that student an opportunity for a conference only if the principal or designee determines that an emergency situation exists. (EC 48911)

Release of Student to Peace Officer: If a school official releases your child from school to a peace officer for the purpose of removing them from school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of a suspected child abuse. In those cases, the peace officer will notify the parent or guardian. (EC 48906)

Student Search: School officials may conduct searches of pupils and their personal belongings while on school property or at school-sponsored events. Searches of pupils and personal belongings will be conducted when there are reasonable grounds to suspect that the search will provide evidence that the pupil is violating the law and/or school regulations. The scope of the search will be related to the objectives of the search, the age and sex of the pupil, and the nature of the violation. By way of example, and not limitation, "personal belongings" includes: backpacks, brief cases, bags, et cetera. Searches are also conducted of school property under joint control. "School property" under joint control includes lockers and desks. Lockers are school property under the joint control of the school and the pupil. There is no expectation of privacy. The District may search lockers, or any other school property under joint control, at any time. Searches may be random and without cause of any kind. Automobiles parked on the school premises or in the school parking lot are subject to search when officials have reason to believe weapons, drugs, or objects prohibited by school policy or state law are contained therein. **Canines may be used to search a pupil's personal belongings and vehicles and school property under joint control. Canine searches will be used to search a pupil's person when either (1) there are reasonable grounds to suspect a particular pupil of wrongdoing; or (2) the District determines that the school has a drug crisis or problem.**

Expulsion: The principal or superintendent of schools may recommend expulsion for the acts enumerated in District Policy (Causes for Suspension) or in EC 48900, 48900.2, 48900.3, 48900.4 and 48900.7:EC 48915(a). The principal or superintendent of schools shall recommend expulsion for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the student.
3. Unlawful possession of any controlled substance listed in Chapter 2, commencing with Section 11053 of Division 10 of the Health and Safety Code, except for the first offence for the possession of not more than one (1) avoirdupois ounce of marijuana, other than concentrated cannabis; or (2) the possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
4. Robbery or extortion.
5. Assault or battery, as defined in sections 240 and 242 of the Penal Code, upon any school employee. [EC 48915(c)]

The principal or superintendent of schools shall immediately suspend, pursuant to EC 48911, and shall recommend expulsion of a pupil if it is determined that the pupil has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or principal's designee. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of the District.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance (listed in Chapter 2, commencing with Section 11053 of the Health and Safety Code).
4. Committing or attempting to commit a sexual assault or sexual battery as defined in subdivision (n) of EC 48900, or committing a sexual battery as defined in subdivision (n) of EC 48900.
5. Possession of an explosive.

Safe School Environment: As required by law, the Folsom Cordova Unified School District must allow a student attending a “persistently dangerous” school, or who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, to attend a safe public elementary or secondary school within the District’s jurisdiction. (20 USC 791{a})

Tardiness/Truancy: California law mandates that each child 6 years of age or older, and younger than 18 years of age, attend school every day and on-time. California law further requires that any child who has been absent without valid excuse and/or a tardy in excess of 30 minutes on each of three or more days in one school year, may be reported as a truant to the Office of Attendance and Due Process. (EC 48262)

Any student is deemed to be a habitual truant who has been reported as a truant three or more times in a school year. No student shall be considered a habitual truant unless an appropriate school official has made a conscientious effort to hold at least one conference with the student and the student’s parent or guardian. Any student considered a habitual truant, or who is irregular in school attendance, or who is habitually insubordinate or disorderly during school attendance, may be referred to a School Attendance Review Board (SARB) which will require the attendance of both the parent or guardians and the student.

The primary responsibility for school attendance is assigned to the parent or guardian. As students grow older, they too may be assigned by the SARB some responsibility for regular school attendance. If after a SARB meeting a student’s truancy continues, then the parent may be referred to the District Attorney’s office for prosecution for Contributing to the Delinquency of a Minor (PC272), or both the parent and the student may be referred to the Sacramento County Truancy Court.

Parents or guardians with difficulties at home that are preventing the regular and on-time school attendance of their students may contact the administration at the school where their student(s) are enrolled, or contact the FCUSD Office of Attendance and Due Process at (916) 294-9012 for social service referrals and other family support assistance.

Alternative Schools: California state law authorizes all school Districts to provide for alternative schools. EC 58501 defines alternative school as a school or separate class group within a school that is operated in a manner designed to:

- a) Maximize the opportunity for students to develop self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy, and:
- b) Recognize that the best learning takes place when the student learns because of their 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 of choice of learning opportunities by their teacher(s).

- 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, student, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of the District, and the principal's office in each school have copies of the law available for information. This law authorizes interested persons to request the governing board of the District to establish alternative school programs in each District.

The following alternative programs may be provided for students in the District:

- Adult Education classes, with approval of the unit administrator
- Adolescent Parenting Program
- Independent Study Programs
- Continuation High Schools
- Elementary Opportunity Classes
- Prospect Community Day School
- Folsom Cordova Community Charter K-8 Home School Program

Other Educational Opportunities Include:

- Newcomer Programs
- Advanced Placement
- Online Learning
- Courses through community colleges/universities
- Course Challenging
- Gifted and Talented Education
- Gateway Academy for Advanced Learning
- Junior Kindergarten Program
- Special Education*
- Home and Hospital Instruction
- Drop-out Recovery Program
- Regional Occupational Programs**

*Parents have the right to call or write their student's school and request an assessment from the school psychologist.

** Please contact your school counselor and special education teacher if your son or daughter is interested in ROP classes and is handicapped, disadvantaged, or enrolled in special education. Additional assistance is available to provide equal access and opportunity for success.

HOMEWORK STANDARDS

Standards for all Homework Assignments:

- Write or type your name, first and last, teacher's name, the assignment, and the date the assignment is due on the top of the left-hand corner of the first page of your homework.
- On the other pages, write or type your last name and page number on the top right-hand corner of each page.
- Number all chapters, questions, and pages.
- It is not necessary to rewrite the questions, but give your answers in complete sentences when necessary. Your homework should be a good study guide for you, so your responses should be meaningful when they are read. One word responses do not hold any meaning when read in isolation.
- If you rewrite the questions, your response may be a word or phrase that answers the question.
- Always give evidence when giving your responses. Answers, like "I agree with the solution" or "I think it was successful" are not adequate. You need to explain why you agree or why you think it was successful.
- Because all homework assignments differ, it is a good rule to make sure that there is room for comments from your teacher on your paper. For example, leave a line between questions when you are responding in short answers and leave enough space between math problems.
- Incomplete assignments will not be accepted.

Handwritten Assignments Standards:

- Blue or black ink or pencil only. Please do not use colored ink or any of the gel neon pens. (Always complete your math homework in pencil).
- You may use colored highlighters to emphasize information.
- Use lined 8-1/2" x 11" loose-leaf paper.
- You may write on the backside of your paper if you prefer.
- Please pay attention to your margins. Please leave at least an inch on both sides and on the top and bottom. Don't crowd your homework as it makes it difficult to correct.

Computer Assignment Standards:

- Use white 8-1/2" x 11" paper. Print on one side only.
- Use Times New Roman Font 12 Pt. A larger font may be used for headings or emphasis.
- Double-spaced.
- One-inch margins.
- Title your assignment.
- Standard English usage with correct spelling, grammar, and punctuation.
- Make sure that your assignments are printed before coming to your appointment.

- Save all your assignments on a disk, which you will bring to your appointment. Lost assignments will have to be redone, so make it a practice to back up your disk and do not delete any documents until you receive a final grade on the assignment.
- Make sure that your computer is reliable. Not having a hard copy of your homework at your appointment time due to computer malfunction is not acceptable.

WORK PERMITS:

Students under the age of 18 must possess a valid work permit when employed. Applications are available at the Rancho Cordova office or on our website. The application must be filled out by your current employer and signed by your parent or guardian before the work permit will be issued. In addition, the student's teacher or counselor will need to verify 2.0 GPA, satisfactory citizenship, and regular attendance. Bring the completed application to the Rancho Cordova main office. Please allow 24-48 hours for processing. Work permits are allowed only to students who have regular attendance, maintain a 2.0 GPA and satisfactory citizenship. Students with poor citizenship, attendance, and GPA can have their work permit revoked.

RESIDENT SCHOOL PROMOTION:

Middle School: 8th grade students must be in attendance at home school the first day of the third trimester/spring semester in order to participate in 8th grade promotion and end-of-the year school activities. Students must maintain enrollment at their resident school for the third trimester/spring semester.

High School: Students who wish to participate in their resident school graduation ceremony and senior activities must have been enrolled at their resident school for a total of 50% of the time and enroll spring semester of their senior year.

Receipt of Notice

The Board of Education is required by law to notify parents/guardians of certain rights/responsibilities. This annual notification of Parents' Rights and Responsibilities contains a summary of these rights/responsibilities. You may contact the principal of the school your child attends if you have questions regarding this information.