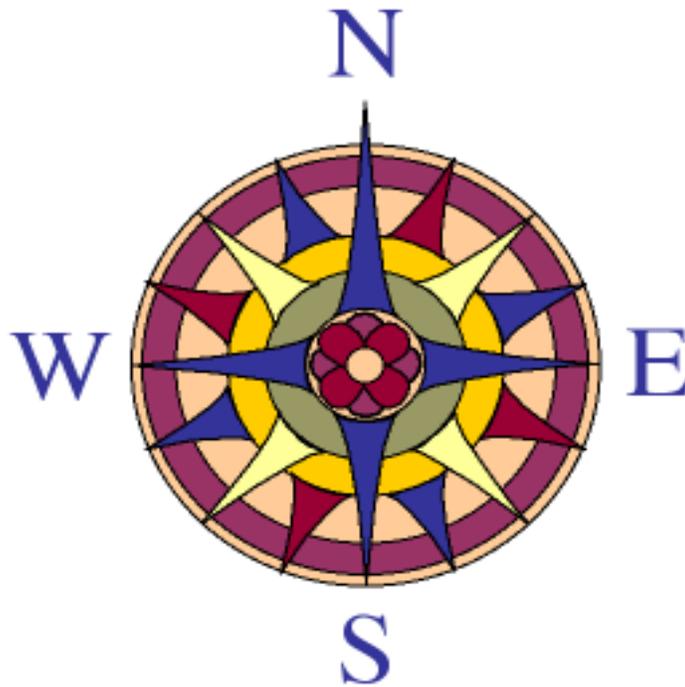


# ***WALNUTWOOD HIGH SCHOOL***

**INDEPENDENT STUDY  
AND  
ADOLESCENT PARENT PROGRAM**

## **STUDENT HANDBOOK** **2015-2016**



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**Board of Education**

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JoAnne Reinking, Vice President  
Ed Short, Clerk  
Sarah Aquino, Member  
Zak Ford, Member

**District Administration**

Debbie Bettencourt, Superintendent  
Rhonda Crawford, CFO/Chief Business Official  
Kathryn Allaman, Assistant Superintendent Secondary Instruction

# WALNUTWOOD HIGH SCHOOL

## *Table of Contents*

Admission Procedures for Walnutwood Students	10 - 11	Student Behavior Expectations	13 - 14
College Entrance Requirements Class of 2016	8	Academic Honesty	
College Entrance Requirements Class of 2017	9	Attendance/Homework	
Discipline Procedures	20 - 26	Closed Campus	
		Dress and Grooming Code	
District Vision Statement	4	Policy	17 - 20
Educational Options for Walnutwood Students	11 - 13	Drug and weapon Free Zone	
Adolescent Parent Program		Eighteen- Year Old Students	
Adult Education		Electronic Devices on Campus	
CHSPE (CA. High School Proficiency Exam)		Emergency Procedures	
Concurrent College Courses		Hazing/Harassments	
Concurrent Enrollment		Married /Pregnant/Parenting	
Enrichment & Support		Parent Liability	
Job Corp		Personal Property	
Summer School		School Property	
Team Sports		Skateboard/Skates/Bicycles	
Work Experience		Student Identification Cards	
		Tobacco-Free Policy	
		Use of Internet	
Graduation Requirements Class of 2016	8		
Graduation Requirements Class of 2017	9		
Homework Standards	26-27	Walnutwood Guidelines	5
Independent Study Policy	6-7	Master Agreement	
Mission Statement of FCUSD	4	School Goals	
Policy, Procedures, Safety, and Discipline	14 - 17	School Mission	
		School Philosophy	
		Voluntary Alternative	
Bullying			
Directory Information			
Photos and Videos			
Sexual Harassment			
Uniform Complaint			

### ***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 discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.*

**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**

**District 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 21<sup>st</sup> 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](http://www.fcusd.org/Walnutwood)*

# WALNUTWOOD'S GUIDELINES

**Master Agreement:** When students and parents/guardians sign the Master Agreement, they are signing a form which meets state requirements and board policy for Independent Study. It states that Independent Study is a voluntary program to which a student may not be assigned involuntarily. It specifies areas for which the student is accepting responsibility including the following:

- To study a minimum of twenty hours each week for continued attendance.
- To meet with the instructor each week at the scheduled appointment.
- To assume full responsibility for transportation.
- To call in advance if illness or any other emergency prevents meeting the regular appointment.
- To reschedule a make-up appointment promptly.
- To set a regular study schedule.
- To bring books, papers, time sheets, and other required materials to the appointments.
- To go to the county 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.
- 

## **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 his/her 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 life long 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 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**

#### **I understand that:**

- 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 sent 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 (I.E.P.), my I.E.P. 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.
- 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. Fifteen hours of work usually results in a unit of credit if I have mastered the material.
- 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 two (2) assignments, a meeting will take place to determine if independent study is the correct placement.

### **PARENT**

*I understand that the major objective of Independent Study is to provide a voluntary educational alternative for my son/daughter. 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 he/she 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 son/daughter.  
Unless otherwise indicated, a teacher will meet with my son/daughter 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 son/daughter.
- It is my responsibility to provide transportation to the school site for my son/daughter.  
In order for my son/daughter to complete high school consistent with the traditional high school, I need to encourage him/her to do more than the minimum study requirements and be involved in Work Experience, Regional Occupational Program (ROP) 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 culture
  - 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 AND COLLEGE PREP REQUIREMENTS FOR THE CLASS OF 2016

Complete the following high school courses for a total of 220 credits.

	<b>Credits Required</b>
World Cultures or AP European History	10 Credits
U.S. History	10 Credits
Government	5 Credits
Economics	5 Credits
English	40 Credits
Mathematics (One math course shall meet or exceed content standards for Algebra 1 or Int. Math 1. A minimum of three math courses must be completed in grades 9-12, including one math course in grade 11. Effective with the Class of 2017, one course in Geometry or Int. Math 2 is required.)	30 Credits
Science – 3 Years or 2 Years and 1 Year Career Technical Education (CTE) (Science courses must include one year of physical science and one year of life science.)	30 Credits
Fine Arts <u>or</u> World Language or Career Technical Education	10 Credits
Physical Education	20 Credits
Health Education	5 Credits
Electives (any class that is not required for graduation and does not meet a graduation subject requirement)	55 Credits
<b>Total</b>	<b>220 Credits</b>

### UC/CSU Subject Requirements

Note: There are also testing and GPA requirements.

<b>a. History/Social Science</b>	2 Years (20 credits) required (including 10 credits of World Cultures and 5 credits of U.S. History and 5 credits of Government)
<b>b. English</b>	4 Years (40 credits) required
<b>c. Mathematics</b>	3 Years(30 credits) required / 4 Years (40 credits) recommended Including Algebra 1, Geometry, Algebra 2 or Integrated Math 1, 2 and 3
<b>d. Laboratory Science</b>	2 Years (20 credits) required / 3 Years (30 credits) recommended Biology and Chemistry are offered at WHS
<b>e. Language Other Than English</b>	2 Years (20 credits) required / 3 Years (30 credits) recommended Spanish 1 & 2 and French 1 &2 are offered at WHS via APEX online curriculum.
<b>f. Visual and Performing Arts</b>	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. Currently, WHS does not offer a VAPA course. A VAPA course may be taken concurrently at another high school on a space available basis. See the WHS counselor.
<b>g. College Preparatory Elective</b>	1 Year (10 credits) required Chosen from approved UC “a-g” course list. (Five credits of U.S. History and five credits of Economics will meet this requirement.)

## WALNUTWOOD HIGH SCHOOL GRADUATION REQUIREMENTS AND COLLEGE PREP REQUIREMENTS FOR THE CLASS OF 2017 and BEYOND

### 1. Complete the following high school courses for a total of 220 credits.

Subject	Credits Required
English	40 credits
Fine Art, World Language or CTE (Career Technical Education)	10 credits
World Cultures	10 credits
U.S. History	10 credits
Government	5 credits
Economics	5 credits
Integrated Math 1 & Integrated Math 2 <b>OR</b> Geometry & Algebra 2 <b>OR</b> Algebra 2 & an Advanced Math Course	20 credits
Mathematics (one additional math course)	10 credits
Science (Physical Science or Chemistry and Biology)	20 credits
Career Technical Education (CTE) or 3 <sup>rd</sup> Year of Science	10 credits
Health Education	5 credits
Physical Education	20 credits
Electives	55 credits
<b>Total</b>	<b>220 credits</b>

### 2. Beginning with the Class of 2017, students are required to take one course that qualifies as “differentiated instruction.” Any online course, AP course, IB course, and some CTE courses meet this requirement.

#### UC/CSU Subject Requirements

Note: There are also testing and GPA requirements.

<b>a. History/Social Science</b>	2 Years (20 credits) required (including 10 credits of World Cultures, 5 credits of U.S. History and 5 credits of Government)
<b>b. English</b>	4 Years (40 credits) required
<b>c. Mathematics</b>	3 Years (30 credits) required / 4 Years (40 credits) recommended Including Algebra 1, Geometry, Algebra 2 or Integrated Math 1, 2 and 3
<b>d. Laboratory Science</b>	2 Years (20 credits) required / 3 Years (30 credits) recommended Biology and Chemistry are offered at WHS
<b>e. Language Other Than English</b>	2 Years (20 credits) required / 3 Years (30 credits) recommended Spanish 1 & 2 and French 1 & 2 are offered at WHS via APEX online curriculum.
<b>f. Visual and Performing Arts</b>	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. Currently, WHS does not offer a VAPA course. A VAPA course may be taken concurrently at another high school on a space available basis. See the WHS counselor.
<b>g. College Preparatory Elective</b>	1 Year (10 credits) required Chosen from approved UC “a-g” course list. (One semester of U.S. History and one semester of Economics will meet this requirement.)

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](http://www.cccco.edu)

Admission requirements: 1. Earn a high school diploma, or 2. Be eighteen years of age, or 3. Pass the California High School Proficiency Examination. Assessment tests are required in math and English.

### Private Colleges and Universities [www.aiccu.edu](http://www.aiccu.edu) [www.californiacolleges.edu](http://www.californiacolleges.edu) [www.petersons.com](http://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](http://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/](http://www.cde.ca.gov/ci/ct/)

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

[www.californiacolleges.edu](http://www.californiacolleges.edu)

[www.myroad.com](http://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. Students with a 504 can enroll in
4. Walnutwood. After the student enrolls, an evaluation of the 504 will take place to make sure independent study is the appropriate placement.

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 his/her 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 twice a week on Tuesdays and Thursdays. 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 do not come in one size, we are offering 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 traditional 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 program.

**Traditional Independent Study:** For students that wish to engage in a traditional independent study that includes meeting with an assigned academic adviser (teacher) a minimum of once each week, Walnutwood provides a traditional Independent Study program. In addition to the weekly meeting with their teacher students will attend subject specific enrichment seminars. Those who need additional assistance may be required to attend math support class.

**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 every day 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 nursery 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 many 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.

**CHSPE (California High School Proficiency Exam):** Students must be 16 and either in their second semester of 10<sup>th</sup> grade or have completed 10<sup>th</sup> 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 yrs old, have at least 2.7 GPA, and have completed 10<sup>th</sup> grade. Students may take up to 2 college courses per semester, pay only for books, and will earn 3 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, talk to your counselor or visit:  
[http://www.flc.losrios.edu/student\\_services/admissions/apply\\_register.html#highschool](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. Walnutwood students may take any class they qualify for, be it a lab science, world language, career and technical education or music. If you are interested in this option, talk to your counselor.

**Enrichment and Support:** Walnutwood offers weekly enrichment opportunities in selected academic areas such as science, math, and art. 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.

**Job Corp:** Students must be 16-24 yrs old. There is a daily program and a residential (dormitory) program, when space available. There is child care on site. Students may work on a diploma or GED while learning a trade. (916) 394-0770 Tours are available. (<http://jobcorps.doleta.gov>)

**Summer School:** Students have the opportunity to earn five or ten credits in the six-week district summer school. If you want to enroll in summer school, check with the office for the appropriate forms. When available, successful WHS students may attend WHS summer school.

**Team Sports:** Walnutwood does not field any sports teams but students are eligible to play sports at their school of residence. Contact the athletic director from that school for more information. If you are planning on attending a Division I school and playing sports, ask about any regulations pertaining to independent study and DI sports

**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. 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 and withholding of taxes 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.

**Attendance/Homework:** 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.

**Closed Campus:** The Folsom Cordova Unified School District has a policy of "Closed Campus" for all schools. This policy includes three components: 1) students may not leave campus without permission from the time they arrive until school is dismissed; 2) students may not visit any other campus during their school hours (from one half hour before school until one half hour after school) unless prior arrangements are made; and 3) student visitors are not permitted on campus.

### **Dress and Grooming**

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

Guidelines for the above Folsom Cordova Unified School District Student Dress Code include the following:

1. Shoes must be worn at all times (no bedroom slippers). Nothing may be attached to the bottom of shoes that could damage the floors.
2. Clothing must be worn as it was intended to be worn. Clothing must fit the individual wearing it and be designed as outer-wear.
3. Hats, hoods, and other head coverings shall not be worn indoors.
4. Sunglasses shall not be worn indoors.
5. Personal parts of the body must be appropriately covered. Clothing with holes in inappropriate places or bare midriff will not be permitted. Clothing shall be sufficient to conceal undergarments.
6. Shirts must be worn at all times. Shirts with buttoned front must be buttoned.

7. Bathing suits, sports bras, halter tops, and see-through or fishnet fabrics are not appropriate school attire.
8. Clothing must be clean and free of offensive odor.
9. Hair must be clean and well groomed. Grooming aides such as hair rollers, shower caps, hair rags, or hair nets are not appropriate at school.
10. Clothing standards appropriate for safety, school activities, or field trips will be determined by the teacher(s) responsible.
11. Any clothing, jewelry, accessory, notebook, personal belonging, or manner of grooming, which by its color, arrangement, trademark, or other attribute, denotes membership in gangs or which advocates drug, alcohol or tobacco use, violence, or disruptive behavior is prohibited.
12. Clothing or accessories which have obvious potential as weapons, such as wallet chains, studded bracelets, and rings with raised relief, are not allowed.
13. Clothing or accessories with pictorial or written representation of anything illegal, vulgar, or sexual (including scantily clothed persons), as determined by school personnel may not be worn. Clothing or accessories may not have graphics or lettering added.

Students who violate the dress and grooming code will be issued one warning and sent home to change, if necessary. The second violation will result in appropriate disciplinary action.

## **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.

### **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 Public Relations 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 he/she has been subjected to sexual harassment, he/she 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 discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or 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 he/she 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, he/she may, within five business days, file his/her 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 his/her 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 his/her 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](http://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](http://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 drug or weapons violations.

**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 signaling devices including, but not limited to, pagers, beepers, and cellular/digital phones. Any 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 or a DROP command.

**Hazing / Harassment:** Because hazing and harassment are against the law, steps will be taken by the staff and administration to discourage these activities. Engaging in 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 he/she has a legitimate reason for filing a formal "Sexual Harassment" complaint should immediately contact a staff member for assistance.

### **Married/Pregnant/Parenting Students**

The Governing Board recognizes that early marriage, pregnancy, or parenting may disrupt a student's education and increase the chance of a student dropping out of school. The Board, therefore, desires to support married, pregnant, or parenting students to continue their education, attain strong academic and parenting skills and to promote the healthy development of their children.

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 his/her 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 his/her physician. At the conclusion of the leave, the student shall be reinstated to the status he/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 his/her 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 I.D. card upon the request of any FCUSD employee.

**Tobacco-Free Policy:** The Folsom Cordova Unified School District Board complies with state law (AB816). 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](http://www.fcusd.org)

### **Causes for Suspension**

A student may be suspended or expelled for acts which are enumerated below, and are related to school activity or attendance which occur anytime, including but not limited to: 1) while on school grounds; 2) while going to and from school; 3) during the lunch period, whether on or off campus; and 4) during, or while going to or coming from a school sponsored activity.

- a. 1.) Caused, attempted to cause, or threatened to cause physical injury to another person; or  
2.) Willfully used force or violence upon the person of another, except in self defense.
- b. Possessed, sold, or furnished any firearm\*, knife, explosive, bomb or other dangerous object.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance\*, as defined in Section 11053 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Chapter 2, Section 11053, of Division 10, of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another

- liquid, substance, or material, and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit 1.) Robbery\*, defined as the taking of property in possession of another, from his person or immediate presence, and against his will, accompanied by means of force or fear.
  - 2.) Extortion, defined as the obtaining of property from another, without his consent, accompanied by means of force or fear.
  - f. Caused or attempted to cause damage (vandalism) to school property, student property, or employee property.
  - g. Stole or attempted to steal school property, student property, or employee property.
  - h. Possessed or used tobacco or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, electronic cigarettes, smokeless tobacco, snuff, chew packets, and betel.
  - i. Committed an obscene act or engaged in habitual profanity and vulgarity.
  - j. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
  - k. 1.) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties including but not limited to racial slurs, violation of closed campus, falsification/forgery of parent notification/ verification, or defiant/disruptive behavior.  
2.) Engaged in any activity, behavior, or display which, when evaluated individually and/or cumulatively and collectively, denotes group affiliation that threatens a safe and orderly environment, or which is likely to cause a disruption of school activities.
  - l. Knowingly received stolen school property, student property, or employee property.
  - m. Possessed an imitation firearm (a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm).
  - n. Committed or attempted to commit a sexual assault, as defined in Section 261, 266 (c), 286, 288, 288 (a), or 289 of the Penal Code or committed sexual battery as defined in Section 243.4 of the Penal Code.
  - o. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
  - p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  - q. Engaged in, or attempted to engage in, hazing as defined in EC 32050.
  - r. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
  - s. A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal, or occurring within any other school District. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
    - 1.) While on school grounds.
    - 2.) While going to or coming from school.
    - 3.) During the lunch period whether on or off the campus.
    - 4.) During, or while going to or coming from, a school sponsored activity.
  - t. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury on another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed or

aided/abetted in a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

- u. As used in this section, “school property” includes, but is not limited to, electronic files and databases.

**48900.2** Committed sexual harassment, as defined in EC, Article 4, Section 212.5.

**48900.3** Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of EC, subdivision, Section 233.

**48900.4** Students enrolled in grades 4-12 who intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment.

**48900.7** Threatened to carry out an act of terrorism against school officials or school property, or both. An act of terrorism is defined as any statement, written or oral, by a person who willfully threatens to commit a crime that will result in death or bodily injury to another person, or property damage.

\*Requires a police report.

Legal References: EC 48900.2, 48900.3, and 48900.4

### **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 him/her. In addition, the student shall be given the opportunity to present his/her version and evidence in his/her 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’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 him/her 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**

The District reserves the right to conduct searches and seizures of students in accordance with the law. By way of illustration and not limitation, this includes the right to search a student and his/her belongings when a District official has a reasonable suspicion that the student to be searched has engaged in, or will engage in, unlawful activity or a violation of school rules.

Desks and lockers are joint-use property issued by the District, and students have no expectation of privacy in desks and lockers. As a result, the District may search desks and lockers at any time without reasonable suspicion.

Automobiles parked on school property are equally accessible to students and school officials. As a result, students have a diminished expectation of privacy in the contents of their automobiles.

### **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.

### **Expulsion of Special Education Students**

The procedures for expelling a student with a disability may include additional and/or different requirements/consequences to meet the provisions of the Education Code.

### **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 the 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.

### **Excessive Absences**

Students experiencing excessive school absences may be referred to the School Attendance Review Board (SARB) or may receive a home visit from the school resource officer and/or the Director of Attendance and Due Process. The SARB is designed to assist the student and parent in reducing school attendance problems by maximizing use of school and coordinated community resources.

### **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 his/her desire to learn.
- c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently or may result in whole or in part from a presentation by his/her 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, 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
- Mather Youth Academy

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 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 page numbers.
- 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.

### **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.