

STUDENT / PARENT HANDBOOK



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**THE MISSION OF
CARUTHERS UNIFIED
SCHOOL DISTRICT
IS TO ASSIST
STUDENTS IN
BECOMING FULLY
FUNCTIONING ADULTS.**

A fully functioning adult exhibits the following:

- **Self-Respect**
- **Respect for Others**
- **Economic Self Sufficiency**
- **Civic Responsibility**
- **Self-Directed**

ACADEMIC POLICIES AND PRACTICE

Courses Repeated

Most courses may only be taken once for core credit. Some courses may be taken more than once for credit, that credit will be included in the elective category. Courses that may be taken more than once will be indicated in the *Counseling/Registration Guide*.

Process For Repeating A Course To Improve A Grade

Normally, a student retaking a class to improve a grade will have the grading marks of both the original attempt and the second attempt posted to their transcript. A student who wishes to have the original grade removed from the transcript must follow the following procedures:

01. The student must write a letter to the principal requesting the removal of the original grade from the transcript. The approval of the principal must be obtained **before** starting the second attempt.
02. The original attempt will remain on the transcript and the grading mark will be changed to "NM (No Mark)."
03. The student may attempt to substitute the grade only once.
04. Once the original grade has been changed to "NM" the original grade may not be reinstated. If the original grade was a passing grade (i.e., a "C or better") and the second attempt is a grade of "F," the student will have earned zero credits for that course.

Class Changes

Class changes will be allowed in cases of data entry error or misplacement. *The teacher and the counselor/administrator determine misplacement.* Class changes will not be made after the start of the semester, unless the counselor/administrator believes it serves the overall school mission. A student may not change a class simply because it is difficult, or at an inconvenient time of day, or because his/her friends are in another class, or because he/she does not like the teacher, the classmates, or the nature of the course, etc. We believe students should take appropriate steps to use their resources for success. We believe that students should stick to their obligations. Values such as determination and persistence must be reflected in our policies and procedures; therefore, we expect students to get tutoring assistance from the teacher or from our after-school tutorial program when their courses are difficult. They should ask for help in mediating conflicts. School should be an orderly place. Stability and classroom dynamics are important and students entering and exiting during the semester is disruptive to the instructional program.

Grade Change Policy

A teacher may change a student's grading mark if it is deemed appropriate and justified by the principal. The reason for the grade change should not be based upon the student's current grade in the class. The *Request for Grade Change* form must be secured by the teacher and presented to the principal. The student will not obtain the form on the teacher's behalf.

Incomplete Grading Policy

A student may receive an incomplete grade (I) at the end of the semester. The student has six (6) weeks following the semester to make up the incomplete work. A student who fails to make up the work by the six-week deadline will be assigned a grade of "F." Credits toward graduation are determined by the semester grades; therefore, incomplete grades at semester are discouraged except in the cases of illness or personal emergency. Incompletes must be authorized by school administration.

Honor Roll

MARC High School recognizes students for their academic achievement every six-week grading period. Students that earn a 3.0 Grade Point Average are recognized as honor roll students and are recognized for their work.

Ineligible List

Students with two (2) or more F's and/or whose grade point average is below 2.0 will be placed on the Ineligible List. These students cannot participate in any co-curricular MARC High School activity for at least that grading period. This includes, but not limited to attending athletic contests, games, being on the CHS campus, or any school related event that takes place during non-school hours. In certain classes, ineligible students may not be allowed on field trips.

If a student takes a class in summer school that he/she failed in the previous school year, the grade from summer school replaces the "F" received during the school year, only if it is the *exact same class*. This new grade will be factored into the student's GPA and may or may not affect their eligibility status. All other summer school classes that receive high school credit will receive a grade and that grade will be factored in eligibility as an extra factor.

Grades

A student receives 5 semester credits at the end of the semester in which a grading mark of **A, B, C, D or F** is earned. For the purpose of Grade Point Averaging (GPA), the following scale is used: A = 4; B = 3; C = 2; D = 1; F = 0.

Grade Reporting Periods

Students receive 6 report cards during the year. Each semester (half year) students receive two progress reports, at 6 – weeks and again at 12 – weeks. The third report of the semester is the final semester grade. It is on the basis of a passing semester grade of A, B, C, D or P that a student will earn credits. Grades of F, I, and NM will earn zero credits.

Graduation Ceremony

The graduation ceremony at MARC High School is a privilege and not a right, and as such, students must be in good standing to participate in the ceremony. Students must meet all of the academic requirements for graduation, pay all outstanding school fees or fines, and clear all absences. Any violation of school behavioral expectations or Education Code 48900 or 48915 after senior final exams will disqualify a student to participate in the graduation ceremony.

Counseling Services

MARC High utilizes the counseling service of the counselors stationed at Caruthers High School. The counseling office provides information on post-secondary opportunities. The counselor can also provide information on financial aid for post-secondary study, which includes scholarships and grants, student and parent loans, and work study, etc.

Counselors will meet with students throughout the school year to discuss selections that will enable them to meet their career and/ or college goals. Students may sign up in the office to meet with the counselor on the designated days. The counselor offers psychological counseling referral services for students and parents. Students and families needing assistance with issues such as drug and alcohol abuse, emotional/social issues, family disturbances, suicide and crisis intervention and other matters should contact the counselor.

STUDENT EXPECTATIONS/DISCIPLINE

Board Policy

The Governing Board desires to prepare youth for responsible citizenship by fostering self-discipline and personal responsibility. The Board perceives that good planning, a good understanding of each child, and parent involvement can minimize the need for discipline. Teachers shall use positive conflict resolution techniques and avoid unnecessary confrontations. When misconduct occurs, staff shall make very effort to identify and correct the causes of the student's behavior.

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules in accordance with the law to meet the school's individual needs.

Staff shall enforce disciplinary rules fairly and consistently, without regard to race, creed, color or gender. In the event of an infraction of school expectations, disciplinary action will be taken. This action may involve student counseling, detention during and after school hours, parent contact, community service, suspension, and the use of alternative educational environments, Saturday School and expulsion if necessary.

Student Behavioral Expectations

01. Students are required to bring appropriate supplies and materials to classes.
02. Students are required to attend all classes on time.
03. Students are required to attend all classes during the day, unless cleared by the attendance office.
04. Students are to be respectful to administration, faculty, staff, and one another and refrain from disruptive behavior and the making of rude and unnecessary comments.
05. Students will not use profane, obscene, or indecent language or gestures.
06. Students are to refrain from unacceptable physical contact, such as pushing, kicking, or pinching.
07. Students are to dispose of all trash properly.
08. Students are not to run or cause disturbance in patio area, classroom or office.
09. Students are not to use unauthorized items in class (iPods, MP3 players, cellular phones, or electronic games, etc.).
10. Laser devices are prohibited at all times.
11. Students are not to leave campus during school without checking out in the office. Only parents, or persons authorized on a student's emergency card may check students out. The student must be checked out in person by the authorized party.
12. Students are to comply with the school dress code.
13. Students are to observe all traffic laws and parking regulations.
14. Students are to refrain from cheating or copying the work of others and representing it as their own. No plagiarism.
15. Students will refrain from displaying unacceptable physical conduct of a sexual nature (such as kissing, inappropriate touching or prolonged hugging). Hand holding only is allowed.
16. Students will not post or distribute unauthorized communicative materials on school grounds or at school activities (commercial, religious, parties, political, or pornographic).
17. Students are not to gamble. No dice or cards allowed.
18. Students are not to throw rocks, pens, pencils, or projectile objects such as a missile, except in a legitimate school activity. No throwing of any objects is allowed.
19. Students are to be respectful on all field trips or activities.

20. Students are to respect school facilities and not be involved in defacing buildings or equipment.
21. Students will refrain from any hazing, harassment, intimidation, or initiation of other students.
22. Students are not to form secret clubs.
23. Students should not be in possession of keys to school buildings, premises or property without authorization, or involved in duplication of keys.
24. Students are not to bring unauthorized visitors on campus.
25. Students are not to carry or provide false identification to anyone.
26. Students are not to engage in other actions that are disorderly, or in disobedience of school policies or officials, or that may prove detrimental to school, harmful to health and safety, or inhibiting of the rights of others.
27. Students who have unscheduled periods are not allowed to be on campus during that unscheduled period. MARC High School students will have full-day schedules, unless authorized by the principal.
28. Students are not to access inappropriate websites when using the computers. Inappropriate may include but not limited to adult/pornography, chat lines, Facebook, Instagram, gang sites, tattoo, etc. If a student is found accessing inappropriate websites, their computer privileges may be revoked for a duration to be determined by administration. Students will be issued a password and are to give the password to no one. They will be held responsible for their password and consequences for misuse. No exceptions.
29. Permanent markers are prohibited at all times.

Serious Infractions /Suspensions

(Education Code 48900)

In the event of a serious infraction, the parents and proper authorities will be notified. For each of the following infractions a student may be suspended for up to 5 days.

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with *Section 11053*) of *Division 10* 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 listed in Chapter 2 (commencing with *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 and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products. Anyone requiring any prescription product must check it in at the attendance office.
1. Committed an obscene act or engaged in habitual profanity or vulgarity.
1. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in *Section 11014.5* of the Health and Safety Code.

- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section "imitation firearm" means a replica of a firearm that is 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, 266c, 286, 288, 288a, or 289 of the Penal Code* or committed a sexual battery as defined in *Section 243.4 of the Penal Code*.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing as defined in *Section 32050*.
- r. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district.
- s. 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:
 - a. While on school grounds.
 - b. While going to or coming from school.
 - c. During the lunch period, whether on or off the campus.
 - d. 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 to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aide and abettor, 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.
- v. A superintendent or principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- w. It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

In addition to the reasons specified in *Section 48900*, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed any of the following acts or misconduct:

- a. Sexual harassment as defined in *section 212.5 of the Education Code (E.C. 48900.2)*.
- b. Pupils in grades 4-12 inclusive who caused, threatened to cause, or participated in hate violence (*E.C. 48900.3*).
- c. Pupils in grades 4-12 inclusive who intentionally engaged in harassment, threats or intimidation, directed against a pupil or group of pupils (*E.C. 48900.4*).
- d. Making terrorist threats against school officials or school property or both (*E.C. 48900.7*).
- e. In addition to the grounds specified in *Sections 48900 and 48900.2*, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, 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 either school personnel or pupils by creating an intimidating or hostile educational environment. (E.C. 48900.4).

Serious Infractions/Expulsion.

(Education Code 48915)

The principal or the superintendent of the school shall recommend a pupil's expulsion for any of the following acts, unless the principal or superintendent finds, and so reports in writing to the governing board, that expulsion is inappropriate, due to the particular circumstance, which shall be set out in the report of the incident.

01. Causing serious physical injury to another person, except in self-defense.
02. Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
03. Unlawful sale of any controlled substance listed in Chapter 2 (commencing with *Section 11053*) or Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
04. Robbery or extortion.
05. Assault or battery upon a school employee.

Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of *Section 48918*, the governing board may order a pupil expelled upon finding that the pupil violated subdivision (a), (b), (c), (d), or (e) of *Section 48900*.

- a. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- b. Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of *Section 48918*, the governing board may order a pupil expelled upon finding that the pupil violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of *Section 48900*, or *Section 48900.2*, *48900.3*, or *48900.4*, and either of the following:

- a. That other means of correction is not feasible or have repeatedly failed to bring about proper conduct.
- b. That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

Suspension By Teacher

A teacher may suspend any pupil from class, for any of the acts enumerated in *Section 48900*, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the principal's designee for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent- teacher conference regarding the suspension. Whenever practical, a school counselor or a school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of suspension, without the concurrence of the teacher of the class and the principal.

A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.

A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the principal or the principal's designee for consideration of a suspension from the school. (Renumbered and Amended Stats. 1983, Ch 498)

Criminal Acts

The Education Code specifies violations, which may result in suspension. In addition, it is the school's obligation to refer violations of existing criminal or civil laws to law enforcement authorities. If a crime is committed on campus, the school will cooperate with the authorities.

Anti-Gang Policy

In order to create a safe and secure school environment, all types of verbal and physical harassment are prohibited under the California Education Code 48900.4.

To provide such an environment, all forms of gang-related or gang-affiliated behavior, speech, or activity are prohibited at school, on the way to school, or on the way home from school. Any verbal or non-verbal communication that denotes or connotes gangs, gang activity, or gang-related behavior will not be tolerated. Students engaging in such activity or behavior will be subject to disciplinary action based on the Caruthers Unified School District's discipline policies as outlined in Administrative Regulations and Board Policies 5144 through 5144.2 and the California Education Code.

Students are prohibited from the following possession(s), behavior(s) and action(s) listed below:

- Any gang-related writings, drawings, graffiti, etc., including any depictions of images, symbols, or writings that are considered gang-related. This includes writing in binders, desks, books, as well as individual property and paper that the student brings to school or has in his/her possession.
- Any clothing or dress that depicts gang-images, symbols, or writing. This includes writing on belts or belt buckles and the display of specific colors for attention.
- Any use of signaling or communication that can be considered gang-related, such as hand signs, whistling, posturing, or use of electronic devices.
- Any speech or action that is gang-related or suggests gang-activity, including discussing who is in a gang or asking questions such as "What do you claim?" Initiating any gang-related conversation or discussing colors as related to gangs.
- Any behavior that creates or has the potential to create a hostile environment or negative presence, such as moving across campus in a group in a manner that causes or has the potential to cause intimidation or harassment.

Sexual Harassment

Board Policy

The governing Board prohibits unlawful sexual harassment of or by any student, by anyone in or from the district. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment. Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another district administrator. Any student who feels that he/she is being harassed should immediately contact the principal or designee or another district administrator in order to obtain a copy of AR 1312.3 - Uniform complaint procedures. Complaints of harassment can be filed in accordance with these procedures. The district prohibits retaliatory behavior

against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Definition

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

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

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

- a. Unwelcome leering, sexual flirtations or propositions.
- b. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- c. Graphic verbal comments about an individual's body, or overly personal conversation.
- d. Sexual jokes, stories, drawings, pictures or gestures.
- e. Spreading sexual rumors.
- f. Teasing or sexual remarks about students enrolled in predominantly single-sex class.
- g. Touching an individual's body or clothes in a sexual way.
- h. Purposefully limiting a student's access to educational tools.
- i. Cornering or blocking of normal movements.
- j. Displaying sexually suggestive objects in the educational environment.
- k. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Notifications

A copy of the district's sexual harassment policy shall:

- a. Be included in the notifications that are sent to parents/guardians at the beginning of each school year. (Education Code 48980) (cf. 5145.6 – Notifications Required by Law)
- b. Be displayed in a prominent location near each school principal's office. (Education Code 212.6)
- c. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session. (Education Code 212.6)
- d. Appear in any school or district publication that sets forth the school or districts comprehensive rules, regulations, procedures and standards of conduct. (Education Code 212.6)

Enforcement

The principal or designee shall take appropriate actions to reinforce the district's sexual harassment policy. These actions may include:

- a. Removing vulgar or offending graffiti.
- b. Providing staff in-service and student instruction or counseling.

- c. Taking appropriate disciplinary action as needed.
- d. Notifying parents/guardians.
- e. Notifying Child Protective Services (CPS)

AB 537 Student Safe and Violence and Prevention Act of 2000

AB 537, known as the California Student Safety and Violence Prevention Act of 2000, amends the California Education Code to be consistent with the California hate crimes law, Penal Code 422.6. Under current law, the Education Code prohibits harassment and discrimination on the basis of race, color, religion ancestry, national origin, disability and gender. In effect, AB 537 amends the Education Code to include sexual orientation to that list.

01. The Education Code affords all persons in public schools and postsecondary institutions equal rights and opportunities in the educational institutions of the state, regardless of sex, ethnic group identification, race, national origin, religion, mental or physical disability, or regardless of any basis that is contained in the prohibition of hate crimes set forth in subdivision (a) of Section 422.6 of the Penal Code. (emphasis added to denote amended language.) (*Ca.Ed.C. §§200, 220, 221, 66251 and 66270*)
02. *Penal Code 422.6 (a)* states: that it is unlawful to injure, intimidate, interfere with, oppress or threaten any person because of that "person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or because he or she perceived that§person has one or more of [these] characteristics." (emphasis added)
03. Religious educational institutions are exempt from this bill if the applications of these prohibitions are inconsistent with the religious tenets of that institution.

If you feel that you have been discriminated in an educational setting because of one of the above enumerated characteristics, or the perception that you have one of the above characteristics, please contact your school guidance counselor.

Title IX

It is the policy of MARC High School not to discriminate on the basis of race, sex, color, national origin, age, or handicap in its educational programs, activities, or employment policies as required by Title IX of the 1972 Equal Rights Acts. Inquiries regarding compliance with Title IX may be directed to Tyson Lowry – Principal, Phone 495-6440 or to the Office of Civil Rights, Dept. of Health, Education and Welfare, Washington, D.C.

Section 504 of the Rehabilitation Act of 1973

Section 504 was created to prevent intentional or unintentional discrimination against persons with disabilities. This law protects all students with a disability who

01. have a physical or mental impairment which substantially limits one or more major life activities;
02. have a record of such an impairment; or
03. are regarded as having such an impairment.

The Principal or Counselor will meet with all students that have a 504 Plan. The meeting will consist of the student, Principal, parents, and teachers of the student. Acceptable accommodations for the student will be discussed and decided upon so that the student is able to reach his/her full capacity for learning.

Inquiries regarding compliance with Section 504 should be directed to: Vice Principal, c/o Caruthers High School, PO Box 545, Caruthers, CA 93609, or to the Office of Civil Rights.

Student Grievance Procedures by A Student or Adult on Behalf of a Student

A "grievance" shall mean a complaint, which has been filed by a student or by a student's parent, on his/her behalf, dealing specifically with Title IX. This procedure is applicable to Title IX only.

The primary purpose of this procedure is to secure, at the lowest level possible, equitable solution to a complaint.

01. School Level (Step I)

- a. Student will present a complaint orally and informally to the teacher.
- b. If complaint is not resolved, student will then present a formal claim in writing, stating section of regulations being violated, with supporting evidence to the principal.
- c. The principal will respond in writing within five (5) days, stating his decision.

02. School Level (Step II)

- a. Within five (5) school days after the level I decision, a student may appeal the decision to the Title IX coordinator in writing. The coordinator will then investigate the complaint and render a decision within ten (10) days after receiving the appeal.

03. District Level (Step III)

- a. If the student feels it is necessary to appeal the complaint beyond the decision at Level II, an appeal may be filed with all supportive evidence to the Superintendent within ten (10) school days after Level II.
- b. The Superintendent will evaluate the evidence and render a decision within ten (10) days after receiving the appeal.

04. Board of Education (Step IV)

- a. If the student feels it is necessary to carry the complaint beyond the decision reached at Level III, an appeal may be made within ten (10) days of the Level III decision to the Board of Education.
- b. Upon receipt of the complaint, the Board may place the item on the agenda for the next Board meeting for consideration and a decision will be rendered within twenty (20) days of the Board meeting.

Students may appear with a representative, if desired, at all levels except Step I.

In the event the grievant fails to exhaust all remedies under the grievance procedure provided herewith, or to abide by the time limits with respect to each step, the grievance shall be presumed to be abandoned and the matter shall be considered settled in accordance with the school district's last answer thereto. In the event the school district fails to give its answer at any step within the time limits prescribed, the grievant shall have the right to proceed immediately to the next step. Any time limits may be extended by written mutual agreement of the grievant and the school district.

Effect of Settlement

Any settlement of a grievance shall be applicable to the grievance only, and shall not be sending authority for the disposition of any other grievance. Any grievance initiated under this procedure shall be brought by and for the student alleging action in violation of Title IX and the implementing regulations of the school district, affecting the student initiating the grievance.

GENERAL INFORMATION

Backpacks

No graffiti or writing of any kind other than the student's proper name will be allowed on backpacks, book bags, athletic bags, etc. No badges, writing, pins, attachments, or charms other than those with the owner's proper name are permitted.

Closed Campus

MARC High School has a closed campus policy for all students.

Electronic Signaling Devices

All electronic devices (cell phones, mp3 players, radios, cassette players, iPods, CD players, hand held video games, laser pointers) are a distraction to the educational process and can easily be lost or stolen on campus. Students are not to take or receive calls or text messages during class hours and school officials will confiscate all such devices from students if used in class. MARC High School officials will not investigate the theft of items that are restricted from the classroom. *Students who bring electronic devices to school are doing so at their own risk.*

Emergency Action Plan

MARC High School has an Emergency Action Plan that will be implemented in the event of a school crisis. All students and parents are expected to follow the direction of the school administration and staff in the event of an emergency.

01. Evacuation

- Evacuation will be signaled by a repeating bell
- Students will exit classrooms and go to their designated area
- Teachers will make sure all students accompany them and will take roll
- Students and teachers will wait for instructions from crisis team
- Teachers will leave the door unlocked

02. Lock-Down

- Lock-Down will be signaled by a repeating bell (i.e., European siren)
- All persons are to go immediately to the nearest classroom
- Students in class are to move out of view of windows in the safest position as directed by teacher
- Teachers will take roll and wait for a call from Crisis Team
- Phones are to be used only in the case of an emergency
- All electronic devices and audio-visual equipment should not be used
- School bells should be ignored
- Wait for directions from Crisis Management Team
- Teachers are to lock the doors ASAP

Financial Obligation for Damaged or Lost Property

The parent or guardian of a pupil shall be responsible for paying the district the cost of lost or damaged items that are the property of the school district. Caruthers Unified School District will withhold the transcripts of a student and restrict participation in co-curricular activities until the student or parent has paid for the damage or replacement cost of the property. Financial obligations will be monitored and updated every six weeks. Any senior that has not paid their financial obligation, will not participate in the graduation ceremony, will not receive a diploma, and/or will not have transcripts released.

Graffiti

Students are not to mark or "tag" in the bathrooms, desks, or on others' property. Thus, Sharpie and permanent markers are not allowed. Students caught for vandalism or graffiti will be subject to a \$25 clean up fee. If the cleanup fee is not paid within one month, the student will be required to work at the school the equivalent amount, approximately 3 ½ hours. California Education Code 48904 contends that the parent or guardian is liable for all damages caused by the minor. Therefore, the cleanup fee, or work equivalent, is valid and appropriate under this statute.

Medications

Students may not carry medications with them at school. All medications must be checked in through the attendance office. Exceptions to this policy may be arranged with a doctor's note and approval of the Vice Principal. This applies to over-the-counter medications as well as prescription drugs. Information regarding student medications must be renewed each year.

Education Code Section 49423 defines certain requirements for administration of medications, "...any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse, or other designated school personnel if the school district receives (1) a written statement from the prescribing physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating their desire that the school district assist the pupil in the matter set forth in the physician's statement."

Release of Student Records

When parents are divorced, only the parent having legal custody may authorize release of records to third parties. Parents are responsible for furnishing a copy of any court order or orders of custody. Schools are responsible for following the most current dated orders received.

Respect to Flag

The salute to the flag will be performed each school day. There shall be no discrimination against any student that brings a note from his/her parent asking that the student be excused from the recitation of the Pledge of Allegiance. Students will keep a note from parents on file in the office.

Skateboards, Bikes

Skateboarding, biking, use of scooters and skating are not allowed on the MARC High School or Caruthers High School campuses. School officials may confiscate all items if used on campus.

Textbooks

Classroom teachers will check out textbooks to students. Students are totally responsible for the condition of the textbook issued to them and must turn in the textbook that was issued to them. Students will be charged the replacement cost of a lost, stolen or excessively damaged book.

Visitors

Students are not permitted to bring visitors to campus during school hours. Requests for special consideration must be cleared in advance with the school administration and a visitor pass may be issued. All visitors to campus must check in the main office before entering school grounds. Student visitors during an

STUDENT DRESS CODE

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.

BP 5132 (a)

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action. **BP 5132 (a)**

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with District policy and regulations. These school dress codes shall be regularly reviewed. **AR 5132**

General Standards

MARC High School students are expected to show proper attention to personal cleanliness and neatness. Students are required to adhere to the standards of grooming and dress defined below. Unless authorized by a district official, any deviations from the dress and grooming standards while at school, while in district-provided transports, or at school-sponsored activities, are strictly prohibited. Students may be disciplined, including suspension, for violations of the standards specified below.

Dress and Grooming

The Board of Trustees finds that the following items of dress and grooming styles are disruptive of the educational process in that they draw undue attention to the particular student, displaying products or ideas that are illegal, sexual, hazardous to health, or otherwise inappropriate for the school environment. Students shall comply with all of the following.

1. Articles of clothing that identify tobacco products or slogans, alcohol products or slogans, illegal drugs, paraphernalia, gang symbols, profanity, sexual content, or hate symbols (this includes but is not limited to pictures of 8 balls, swastikas, iron crosses or pictures of Jesus Malverde) are strictly prohibited.
2. Appropriate footwear must be worn by all students on campus and during district-provided transport or during school sponsored activities. Beach sandals (i.e. "flip flops") are not allowed. **Sandals or shoes without heel straps are NOT acceptable.**
3. Hairstyles of unusual design, such as "mohawks", unusual colors, such as green, purple or any other unusual hair color, or hairstyles with unusual razor cuts, symbols, or messages are strictly prohibited. Hair must be kept out of the student's face.
4. Students are to be clean-shaven. Exceptions to this rule are military-trimmed mustaches or facial hair that is a recognized element of a known religious doctrine or belief.
5. Spaghetti strap tops, "see-through" garments such as blouses, skirts, or dresses, halter-tops or midriffs, strapless blouses, backless dresses, spandex shorts, and "work-out" leggings are strictly prohibited. Leggings are allowed when worn with an outer garment that meets dress code requirements. All shirts/blouses must be long enough so as not to expose a bare midriff and may not have a plunging neckline. Blouses must cover both shoulders and tank top straps must be a minimum width of 3 fingers or two inches wide.

6. Shorts and skirts must be the length of fingertips when student is standing up with arms extended at side. Jeans in a frayed style, which reveal skin, are acceptable as long as the frayed areas are below the length of fingertips when the student is standing up with arms extended at side.
7. No facial jewelry. Jewelry may only be worn in the ears. **NO** gauged earrings, plugs, tunnels, ear stretchers, etc. allowed and **NO** piercing inside the mouth, nose, or eyebrows will be allowed.
8. A hat or cap may be worn only if the hat or cap is worn with the bill forward and all logos or symbols meet district dress code requirements. Students are not allowed to carry unapproved hats on campus. Beanies will be allowed during cold weather months during a specific time period established by CHS administration each year. Beanies must meet the following criteria: no inappropriate symbols and no gang affiliation, beanies must be taken off in the classroom setting, and CHS Administration and Staff have the authority to take away any inappropriate beanies or for any reason if there is a disruption. Students shall not wear hats or sunglasses in class except for verified medical reasons.
9. Sleeping attire (pajamas, slippers, blankets) is not allowed at school.
10. All pants must be of appropriate size and fit and be worn at the waist. They may not sag.
11. All belts must be of the appropriate size and must be worn through belt loops. No belt may hang down below the waist. All fasteners designed for use with a particular item of clothing shall be appropriately used.
12. All tattoos **MUST** be covered at all times.
13. Undergarments must not be exposed.
14. Chains of any kind are strictly prohibited.
15. Headbands, hairnets and bandannas are strictly prohibited.

Gang-Related Apparel

The principal, staff and parents/ guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students. **BP 5132 (a)**

The dress code prohibits gang-related apparel at school or school activities. The principal, staff and parents/ guardians participated in the development of the school safety plan which defines "gang-related apparel" and limits 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 35294.1*)

Clothing and Grooming Indicative of Gang Affiliation or Activity

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. When the administration becomes informed that any of the articles of clothing or grooming styles specified above, such as, but not limited to bandannas or specific hairstyles, clothing names, or shoe brands/styles, are indicative of gang affiliation or gang activity; appropriate disciplinary action will be taken. Staff shall exercise discretionary authority in determining whether "colors" are being displayed, with the administration remaining as the ultimate authority in such determinations. Nothing in this policy shall be construed to limit the Administration's authority to curtail gang related apparel or grooming if the item or style is not expressly stated in this policy. Permanent or temporary tattoos, which express gang affiliation, shall be covered at all times while at school, during District-provided transport, or in connection with a school-sponsored activity.

Exemptions

Exemptions from a particular prohibition or regulation shall only be granted for verified religious reasons. A parent or guardian shall initially request such an exemption in writing, addressed to the principal. In his/her sole discretion, the principal may convene a meeting with the parent/guardian and require any type of evidence as to why the particular religious beliefs preclude compliance with the prohibition or regulation.

If the parent/ guardian is dissatisfied with the principal's decision not parent/ guardian may appeal, in writing, to the District Superintendent. decision, after meeting with the parent/ guardian, shall be final.

Enforcement

The prohibitions and regulations expressed in this policy shall be enforced at all school facilities, at all times students are engaged in district-provided transport, and in connection with all school-sponsored activities, including athletic events. Any student not in compliance will not be allowed to attend class.

Consequences

Students out of compliance with dress code may be given any or all of the following:

- Warning
- Sent home to change/shave
- Detention
- Suspension

Waiver

This is the Board approved dress code for Caruthers Unified School District (AR 5132); there will be no waiver option.

ABSENCES

The State of California requires children between 6 and 18 years of age to be in school. The governing board of Caruthers Unified School District believes that regular attendance plays a key role in student achievement. In an effort to ensure student success, the district has adopted policies and procedures. Students should not be absent from school without their parents/guardian's knowledge or consent except in cases of medical emergency or confidential medical appointment.

Excused Absences

There are a few reasons why students may miss school with a valid excuse. The following are considered excused absences:

01. Administrative (including school administrative/counseling appointments, jury duty, court appointment, quarantine, lack of immunizations, and justifiable personal reasons as listed in the Administrative Regulations and the California Education Code).
02. Bereavement (attending the funeral of an immediate family member, as specified in the Administrative Regulations and the California Education Code).
03. Pre-approved co-curricular involvement (as listed in the Administrative Regulations).
04. Written verification from a medical doctor (including a single doctor's note for periodic absences due to chronic illness such as asthma, bronchitis, tonsillitis, etc.) Notes from dentists, orthodontists, optometrists, psychologists and chiropractors are acceptable.

Unexcused Absences

If a student misses school without a valid excuse he/she is considered unexcused. Two unexcused absences are allowed. All other unexcused absences must be made up in 5 days of after school detention. Single period absences will also be monitored for each course. Students with a pattern of missing a single period (more than 5) per class period per semester will need to make up these absences in 5 days of after school detention. Students who have more than two unexcused absences per year will be considered a habitual truant. Habitual truancy will result in disciplinary action that may include referral to Fresno County Juvenile Probation, the District Attorney's office, or truancy diversion program with placement at an alternative site. If a student is thirty minutes late to class it will be marked as an unexcused absence.

Excessive Excused Absences

A student is allowed 8 absences for illness per year. On the 9th absence, and subsequent absences, a doctor's note is needed to be excused. If no note is provided, the absence will be marked unexcused and must be made up with 5 days detention. On the 10th absence, or if a continued pattern of unexcused absences exists, a parent conference (Mini SARB) will be required. Absences not cleared by a doctor's note will be considered unexcused and will count toward truancy.

Extended Absences

Students must attend school the entire semester to receive full credit. Students that miss final exams for unexcused absences will receive a zero on their final exam and that grade will be factored in to their total score. Students that miss more than 10 days will lose credits (i.e., extended family trip). These absences will also have to be made up in detention.

In the event of extended medical leave, a student may be put on home hospital instruction. The student or parent should contact Mr. Lowry, Principal about extended leaves of absence.

Intervention Procedures

A letter of notification will be mailed to the parents/ guardians of the pupils at the 3rd, 6th, 9th, absences that count toward the policy per year. The teacher and appropriate administrative personnel will also be notified.

IT IS IMPORTANT THAT PARENTS AND STUDENTS REVIEW THIS INFORMATION PERTAINING TO ATTENDANCE PROCEDURES AND STUDENT ACCOUNTABILITY!

1. **Clearing Student absences:** Students who are absent from school **must** have their parent/guardian phone in before 3:00 p.m. on the date of the absence in order to be admitted directly to class on the following day. If the parent/guardian is unable to phone on the day of the absence, students must bring a note to the attendance office to obtain a re-admit slip prior to returning to class.
2. **Student Check Out:** Students leaving during the school day must check out at the attendance office to receive permission to leave school. Students who leave campus without checking out will be marked truant and will be subject to disciplinary action. Only individuals listed on the Emergency Card are authorized to check a student out of school.
3. **Makeup Work:** Pupils absent from school for any excusable reason shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion with a reasonable period of time, shall be given full credit therefore. "Reasonable time" shall be the equivalent number of days as the absence but not to exceed 5 days. As the teacher of any class from which a pupil is absent shall determine, the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. Students who may miss class due to involvement in school activities should make plans to make up work ahead of time, *Ed Code 48980 (j)*.

SARB

Students with attendance problems (i.e., more than 8 full day absences or 5 single period absences) will be referred to the principal and a parent conference (mini SARB) will take place. If your student's attendance or tardiness fail to improve following the mini SARB meeting, the family will be referred to the District School Attendance Review Board. Families failing to make appropriate positive changes toward student attendance following the district mini SARB, will be referred to the juvenile court and/or District Attorney's office.

Education Code 48454

Any parent, guardian or other person having control or charge of any minor subject to this chapter who fails to perform any of the duties imposed upon him by the provisions of Section 48450 is guilty of a misdemeanor, and shall be punished as follows:

- (1) Upon first conviction, by a fine of not more than fifty dollars (\$50) or by imprisonment in the county jail for a period of not more than five days.
- (2) Upon a second or subsequent conviction, by a fine of not less than fifty dollars (\$50) or more than five hundred dollars (\$500), by imprisonment in the county jail for a period not less than five days or more than 25 days, or by both such fine and imprisonment.

Tardies

MARC High School expects its students are to be in class on time. A tardy policy has been set up to help provide structure and assertive discipline for students to encourage them to be on time to class. If a student continues to be late after the appropriate measures have been taken (see below), the issue will be turned over to the District SARB Board.

Tardy Policy:

- 1st tardy - warning by teacher
- 2nd tardy - warning by teacher
- 3rd tardy - detention with teacher
- 4th tardy - detention with teacher, teacher notifies parent
- 5th tardy - referral sent to Principal, minimum 10 minutes detention
- 6th tardy - referral sent to Principal, minimum 20 minutes detention
- 7th tardy and on - phone call home, miniSARB meeting
- Subsequent tardiness will result in SARB meeting at the District Office

TRANSPORTATION

Regulations Concerning Bus Transportation

Southwest Transportation Agency provides the bus service for Caruthers Unified School District. The MARC High School Administration will support the discipline policies of Southwest Transportation Agency (SWTA). Additionally, student transportation to and from school are subject to the district's rules and regulations. The Board of Trustees has adopted the following rules and regulations concerning student transportation:

01. Pupils transported in a school bus shall be under the authority of the bus driver. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation to any pupil and for such other punishment as the law may provide. The driver of any school bus is responsible for the orderly conduct of the pupils transported.
02. Bus drivers are instructed to let the students off only at their regularly assigned stops. If a student desires to be let off at a stop other than his/her regular one, a written request must be made by the parent/guardian and presented to the office in advance. The office will issue a bus pass.
03. No student is permitted to stand up or to change seats while the bus is in motion.
04. Students are required to keep their hands to themselves and not to take other students' property or molest other students. This is the cause of most disturbances on the buses, and drivers must enforce this provision. Students are not permitted to put their head or arms outside the bus while it is in motion.
05. Scratching, marring, or in any way damaging a school bus is strictly forbidden by law. Any student found removing screws or damaging school buses in any way will be brought before the proper authorities.
06. Paper and other items are not to be thrown from a bus.
07. Rubber bands, spitballs, or other means of causing disturbances are prohibited.
08. Profane language or disrespectful remarks and conversation are not permitted.
09. The bus driver is in full charge of the bus at all times, and his judgment and decisions shall hold whenever he is on duty.
10. The transportation of pupils is permissive and not mandatory. The law does not require the district to transport a student when the student fails to conduct himself properly when on a school bus.
11. Aisles must be kept clear of feet or any other part of the body so that ongoing passengers will not be tripped while leaving the bus.

12. Excessive talking and loud noises of any nature are detrimental to the bus driver's peace of mind and safety of the students and will not be tolerated.
13. Morning pickups must be made on schedule so the bus will not be delayed. Anyone not at the appointed stop when the bus arrives may be left behind.
14. No eating or gum chewing is allowed on the bus.
15. SWTA discipline policies are as follows:
 - 1st citation - Written notice to parents.
 - 2nd citation - Loss of bus privileges for a minimum of one day.
 - 3rd citation - Loss of bus privileges for a minimum of three days.
 - 4th citation - Loss of bus privileges for a minimum of ten days.
 - 5th citation - Loss of bus privileges pending a parent conference. School Administrator and Transportation Agency will determine course of action following parent conference.

Bus Transportation— Students to and from School Activity

01. All participants to any activity must ride school transportation to that activity or that student cannot participate.
02. Coaches and advisors have release forms that the parent must sign to transport their child from the activity.
03. Any students being transported by anyone other than the parent must fill out a "Permit to Release Student Form" in the office 24 hours in advance.

Foggy Weather

During foggy weather we ask your patience and understanding when our school buses arrive late at the bus stops. Each driver will determine if it is safe to drive on the roads during extremely foggy conditions. Please bear in mind that during bad weather, student safety will be primary. Arrival for school on time or arrival of the bus at the regular stop on time will be secondary. More information concerning foggy weather schedules will be distributed before the condition exists. Local morning news stations and Valley Public TV broadcast foggy day schedules on TV, as well as the radio stations. **Plan "A"** is an approximate 2-hour delay, **Plan "B"** is an approximate 3-hour delay, and **Plan "C"** is morning busses are canceled.

Student Parking

Students who drive to school must register their vehicle with the office. Students who drive a vehicle to school may park in the student lot only. Students who drive to school, but do not follow safe driving habits, may have their driving privileges revoked and/or further consequences.

STUDENT SERVICES

Alternative Education: Educational alternatives to regular high school include the Continuation Education and Independent Study programs. Students who benefit by participating in alternative forms of education include those who are returning to school, those who desire to combine education and employment, and those who due to personal, economic, social, or family circumstances cannot attend full time high school classes on a regular basis. Entrance to these programs is arranged via the administration.

Cafeteria: The students will be served their lunch daily on the MARC High School campus. The lunch will be provided by the CUSD Food Services, and will allow the students the opportunity to select their meals. Each student will receive their breakfast items daily after their 1st period class, during their Break. **No cash is accepted.** Students who qualify for free and reduced lunches may pick up an application from the main office. The Free Lunch Application must be completed and submitted to participate in this program.

Injury Reports: All students injured during school hours or with a MARC High athletic team, need to have an injury report filled out by the supervising adult and turned in to the Main Office.

Lost And Found: Pupils are to check in the Main Office for lost articles and also report losses there. Items not claimed by the last day of school will be donated to a non-profit charitable organization.

Main Office: The Principal and Secretary offices are located in the main office. Students arriving after the morning late bell rings or leaving before school is dismissed are required to do so through the main office.

Public Telephones: The student phone in the office can be used for calls up to one minute in length. All office telephones are for business purposes only, and are to be used by students only in emergency situations.

Secretary/Registrar: The school registrar is located in the main office. The registrar is available during school hours for transcripts, grade changes.

Work Permits: Work permits are issued in the Main Office for students who have a summer job or part-time job outside of school hours. During summer vacation, a work permit may also be obtained in the Main Office. You must have good attendance. Your work permit may be revoked if your attendance is poor or the student is receiving a failing grade.

PARENT INVOLVEMENT

Parents are encouraged to become involved with their child's education. There are many opportunities for parents to become involved with school committees.

English Learner Advisory Council

All schools enrolling English Learners must form an English Learner Advisory Council (ELAC). This committee is comprised of parents and school personnel. The ELAC provides input and makes recommendations to the site principal, staff, and SSV regarding services for English Learners.

Migrant Parents

The Migrant Parent Committee assists in providing support and services for CUSD migrant students. The committee approves the District Migrant Services agreement and oversees the implementation of the plan. Migrant parents also participate in many school functions such as hosting the "Day of the Teacher" celebration each May.

Parenting Partners

The Parenting Partners workshops encourage parents to use their parenting strengths, to learn new skills, to become more involved in their children's education and to become active in their communities. By participating in the series, participants will:

- Learn basic, easy-to-implement parenting tools
- Develop an understanding of the asset framework and how to build on their children's assets
- Identify and be challenged to use their strengths as home, school and community leaders

The Parenting Partners curriculum is available in English and Spanish. The seven workshop sessions are designed for once-a-week meetings, each from one-half to two hours.

Report Cards/Progress Reports

Approximately one week after the grade period ends, report cards/progress reports of each student are mailed home. Comments from the teachers regarding student behavior are included on the progress report. Parents are encouraged to contact teachers for any information regarding student performance or behavior.

School Site Council

All schools receiving categorical funds are required to form a School Site Council (SSC). The council is comprised of parents, students and school personnel. The SSC is responsible for developing and implementing the School Site Plan. Members are elected by their peers and serve for two years. Elections will be held in the fall at the first SSC meeting.

SST (Student Study Team)

Parents may be contacted to participate in an SST if a student is struggling with academics, behavior, or attendance.

BOARD POLICIES

Parent Involvement

The Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making and advocacy roles; and activities to support learning at home.

(cf 0420 -School Plans/Site Councils)

(cf 0420.1 -School-Based Program Coordination)

(cf 0520.2 -Title I Program Improvement Schools)

(cf 1220 -Citizen Advisory Committees)

(cf 1230 -School-Connected Organizations)

(cf 1240-Volunteer Assistance)

(cf 1250 -Visitors/Outsiders)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

(cf 5020 -Parent Rights and Responsibilities)

(cf 5145.6 -Parental Notifications)

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/ guardian participation.

(cf 0500 -Accountability)

Title I Schools

Each year the Superintendent or designee shall identify specific objectives of the district's parent involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians are consulted and participate in the planning, design, implementation, and evaluation of the parent involvement program.

(Education Code 11503)

(cf 6171 -Title I Programs)

The Superintendent or designee shall ensure that the district's parent involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs. Those strategies shall establish expectations for parent involvement and describe how the district will carry out each activity listed in 20USC 6318. *(20 USC 6318)*

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parent involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district's Title I funds will be allotted for parent involvement activities. *(20 USC 6318)*

(cf 3100 -Budget)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school level parent involvement policy in accordance with 20USC 6318. 24

Non-Title I Schools

The Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (*Education Code I I 504*)

legal Reference:

EDUCATION CODE

I 1500-11506 Programs to encourage parent involvement

48985 Notices in languages other than English

51101 Parent rights and responsibilities

64001 Single plan for student achievement

LABOR CODE

230.8 Time off to visit child's school

UNITED STATES CODE, TITLE 20

6311 Parental notice of teacher qualifications and student achievement

6312 Local educational agency plans

6314 Schoolwide programs

6316 School improvement

6318 Parent involvement

CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions, auxiliary aids and services

35.160 Communications

Management Resources:

CSBA PUBLICATIONS

*Parent Involvement: Development of Effective and Legally Compliant Policies, Governance and Policy Services
Policy Briefs, August 2006*

STATE BOARD OF EDUCATION POLICIES

89-01 Parent Involvement in the Education of Their Children, Rev. 1994

U.S. DEPARTMENT OF EDUCATION NON-REGULATORY GUIDANCE

Parental Involvement: Title I, Part A, April 23, 2004

CARUTHERS and MARC HIGH SCHOOLS ATHLETIC DEPARTMENT POLICIES AND PROCEDURES FOR STUDENT ATHLETES

Objectives

The MARC High School Athletic Program is committed to developing character through competitive athletics.

- We believe participation in athletic competition and team membership should be designed to develop the physical, social, emotional and mental well-being of young men and women.
- We believe that coaches and parents should be role models at all times, providing examples of positive sportsmanlike behavior.
- We believe it is a privilege for a student to be a member of a MARC High School athletic team and that all athletes should be expected to maintain high standards set specifically for team membership.

Expectations

The purpose of the Code of Ethics is to clearly define the expectations for parents and students in the MARC High School Athletic Program. Student-athletes are subject to the following standards at all times during the year, both on and off the school campus, and at all hours of the day. Student violations of these standards will result in suspension from athletic participation as decided by the coaching staff and school administration.

- Students are expected to refrain from the use of alcohol, tobacco and drugs. Use of any of these substances are strictly prohibited at all times.
- Students are expected to act as role models of citizenship on and off campus and are not to be cited for disciplinary causes by administrators or teachers. This includes, but is not limited to fighting, inappropriate behavior or language, stealing, disrespect for authority, excessive tardies, class cuts, or serious infractions.
- Students are expected to attend all team practices, games and the Sports Awards Program.
- Any exception to this must be cleared by the coach or participation will be affected.
- Students are expected to demonstrate respect toward opponents, officials, and fans at all athletic events whether an athlete is participating or watching.
- Parents/guardians are expected to demonstrate respect toward officials, opponents, game management personnel (scorekeepers, linesmen, etc.), & all fans, and refrain from abusive or confrontational behavior.
- Parents/guardians are expected to show respect toward Caruthers coaches at all times and refrain from addressing a coach about specific issues at games and practices.

Grievances

It is the policy of MARC High School that grievances should not be addressed during or immediately following any practice or game. If a situation arises when a parent or guardian wishes to meet with an advisor or coach to address a specific issue or complaint; the following steps should be followed:

- Call the school to request a private appointment with the coach.
- If the conflict is unresolved, request an appointment with the Athletic Director.
- If the issue cannot be resolved in a meeting with the Athletic Director, request an appointment with the principal.
- Further appeals should be conducted by following the district grievance policy.

Transportation

Travel: All coaches and athletes are to be positive representatives of the school on all trips. Each coach should establish a clear dress code and behavioral expectations for all trips. Students must always stay together as a team when not competing and should be supervised at all times by coaches.

Suburbans: No food or drinks are allowed in the suburbans at any time. Upon returning the Suburban to a designated area, all items must be removed and any repairs or accidents must be reported to the secretary. Music should be free of obscene language, derogatory remarks (hate, violence, sexual, etc.)

Release to parents

All student athletes who travel to a game must return with the team unless one of the two following conditions is met:

- A. The student is released to a parent or guardian at the game. In that case, the student must be signed out on the official release form for each game by his/her parent.
- B. The student is released to return with another individual. In that case, the student must have a signed release form filed in the office prior to the departure, including signatures from his/her parents and the parents of the individual he/she will ride home with.
- C. No telephone authorizations will be accepted.

Discipline

When competing for MARC High School, all student athletes will be expected to uphold the highest standards of citizenship and sportsmanship. Student athletes are accountable for their conduct at all times on campus, in the community, and are not limited to their season of sport. Violations for misconduct will result in suspension from participation in athletics as arranged by the coach and Administration.

Quitting: Any athlete who quits a team during the season will not be able to participate in a sport during their next season of sport. Student athletes will be allowed a three-week try out period at the beginning of each season and may withdraw during that time period with approval of the coach without a penalty. An athlete may appeal to have this rule waived in emergency cases by writing to the coach and will have a hearing with the principal.

Fighting: The coach and school Administration will suspend any athlete who is involved in a fight from athletic contests during their school suspension; and for additional games in all sports in which they participate as arranged.

Campus Discipline: Any athlete who is disciplined for inappropriate behavior at school or school activities will be subject to additional suspension from contests in athletics as arranged by the coach and Administration.

Equipment/Uniforms

All student athletes are responsible for proper care of school equipment and will be held accountable for lost or damaged equipment/uniforms. Coaches are responsible to turn in a financial obligation form to the registrar/accountant immediately.

All equipment/uniforms must be turned in at the end of each sporting event.

Absences From School on Game Days

If you are absent on game day, you will not be allowed to participate in the sports activity. You must attend a minimum of two full class periods to be allowed to participate.

Eligibility Requirements

Academic

Each student athlete must maintain a 2.0 GPA each six-week grading period to be academically eligible to compete during the following six-week grading period. The registrar will post an ineligible list on Thursday following each six-week grading period. Student athletes will become eligible or ineligible on that date. Summer school grades may be averaged toward fall eligibility with approval of the principal.

Coaches are responsible to verify eligibility prior to allowing any athlete to practice. The principal must clear all ineligible athletes before they are allowed to practice. If a student does not participate in practice, they will not be allowed to play in the game.

Emergency Card

Each student athlete must have a completed emergency information card into the office prior to any practice.

Ethics

Each student athlete must have a signed MARC High School Sport form signed and turned into the office prior to any practice.

Student athletes must complete all the above steps and be approved by the coach prior to the start of practice for a particular sport. When they have completed all steps, the coach will be notified that the athlete is cleared to practice.