

# **McFarland Junior High School**

## **Parent/Student Handbook**



**2019-2020**

# McFarland Junior High School

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# McFarland Junior High School

## McFarland Unified School District Governing Board

*Mr. Jim Beltran, President*

*Mr. Angel Turrubiates, Vice-President*

*Mr. David Diaz, Clerk*

*Mr. Eliseo Garza, Member*

*Mrs. Maria Lara, Member*

## McFarland Unified School District Superintendent

*Mr. S. Aaron Resendez*

## McFarland Junior High School Principal

Mr. Adan Robles, Principal

Mr. Matthew Grijalva, Learning Director

## McFarland Junior High Student Support Team

Abel Bermudez, Student Affairs Specialist

Joana Medina, Counselor

Jill Jimenez, Counselor

Anastasia Rivera, Social Worker

Colin Normington, Psychologist

## McFarland Junior High School Office Staff

Anna Macias, Office Manager

Rocio Garcia, Attendance/Records Technician I

Blanca Romero, Office Assistant

Irene Turrubiates, Office Assistant

Georgina Alatorre-Jaime, Library Media Specialist

# McFarland Junior High School

## 2019 - 2020

### School Calendar

August 7.....First Day of Instruction

September 2.....Labor Day Observed, Holiday

October 4.....End of 1<sup>st</sup> Quarter

November 11.....Veterans Day Observed, Holiday

November 25-29.....Thanksgiving Vacation, Holiday

December 13.....End of 2<sup>nd</sup> Quarter

December 16.....Winter Break, Holiday (start)

January 6.....Winter Break, Holiday (end)

January 20.....Dr. Martin Luther King Day Observed,  
Holiday

February 10.....Lincoln's Birthday Observed, Holiday

February 17.....Washington's Birthday Observed, Holiday

March 13.....End of 3<sup>rd</sup> Quarter

April 6.....Spring Break, Holiday (start)

April 17.....Spring Break, Holiday (end)

May 25.....Memorial Day Observed, Holiday

June 4.....End of 4<sup>th</sup> Quarter

June 4.....Last Day of Scheduled Instruction (Minimum Day)

# McFarland Junior High School

## General Rules

### VISITORS

We welcome all interested persons from the community to visit our Junior High School. We are proud of our learning programs and happy to share them. **ALL visitors (including parents) are required to report to the school office when entering the campus.** A Visitor's Pass must be worn while on campus. Visitors must return the Visitor's Pass and check out through the office.

Students or children enrolled in other schools are not allowed to visit classrooms with friends or relatives attending, as this can be very disruptive to the educational process and students not enrolled are not covered by school insurance policies. Persons not enrolled or employed by McFarland Unified School District are considered visitors on campus and must be identified by a Visitor's Pass issued from the office. While this may be inconvenient, it is essential for the safety and welfare of your children. **The Red Gates will be closed during school hours without exception.**

### VEHICLE INFORMATION

The drop-off areas for students will be the east parking lot near the front of the school and the Ebell gate. Parents must use these designated areas when dropping off students. In the event that students arrive after school has commenced, students will need to access the campus through the front office. Parents must park in the visitor parking area when picking up students from school.

The loading/unloading zone for buses is located to the south parking lot on Mast Avenue.

1. Please do not **DOUBLE PARK**.
2. When your vehicle is emptied or loaded, check both your rear and side view mirrors before entering the flow of traffic, then **PROCEED WITH CAUTION!**
- 3/ Please do not park in marked **RED ZONE** or **YELLOW ZONES**.

We apologize for any inconvenience this may cause, but truly appreciate your support in helping us ensure the safety of our students.

### APPOINTMENTS WITH STAFF

Anyone who would like to meet with a teacher may do so by making an appointment during the teachers' prep-period, before school and after school. Please call (661) 792-3340 to make an appointment.

### CROSSWALKS

Staff safety officers will be working before and after school to help enforce safety practices at crossing areas. Students refusing to use crosswalks and students harassing safety patrol members

will be referred to the office and parents will be notified of the violation. **Please insist that your children use the crosswalk when arriving or leaving the campus. Traffic violations will be reported to the McFarland Police Department.**

### **STUDENT SUPERVISION**

Students are supervised in the student drop-off area before school, during passing periods and after school for students needing to wait for bus transportation. The school entrance gates at McFarland Junior High School are open at **7:15am** for breakfast at which time students will be allowed to have their breakfast in the cafeteria.

### **LOST and FOUND**

Articles found on campus are placed in the designated “Lost and Found” area. Money, jewelry, or any other articles of value are held for a period of two weeks, after that, they will be donated.

### **FOG DELAY DAYS**

A delay of two (2) hours in starting school may occur during foggy weather because of dangerous traveling conditions. (Breakfast will not be served on a Fog Delay Schedule)

## **ATTENDANCE POLICY**

### **COMPULSORY EDUCATION LAW**

Compulsory education law states that every person between the ages of 6 and 18 years, not exempted, must attend school full-time. (EC48200) In an effort to assist families in finding ways to ensure prompt and consistent attendance in McFarland Unified School District, students who are absent from school six times in a school year without having a good reason are in danger of being identified as a habitual truant and may be referred to the Kern County District Attorney’s office and the School Attendance Review Board (SARB). (Education Code 48260)

McFarland Junior High School exists to provide opportunities and help for students to learn what they need in order to continue their development toward becoming productive citizens and to learn what they need as a basis for continued learning. The opportunity and help are worth nothing to the student who is absent, whether for one period or more than one.

The value of the opportunities and help are reduced for the student who arrives late, after class has started. In addition, the late student not only reduces the value of the class for himself; but also reduces the value of the class for everyone else because a late appearance interrupts the work of the class.

Finally, unexcused absences will result in the school having less money available to use for all instructional, as well as other needs. As a result, a single student’s absence hurts every other student. In order to increase the number of students who attend promptly and regularly and to reduce the number who, without proper excuse, are late to class or cut class or cut school, the following practices will be followed.

### **PUPIL ABSENCE VERIFICATION**

Students have just three (3) days to clear an absence before receiving consequences. Students should bring their notes from their parent or guardian to the Attendance Office immediately upon arriving on campus after their absence. The Attendance Office is open before school at 7:15 a.m.

and is open during lunch and after school. It is the student's responsibility to get the readmit and get to class on time. Students that are absent from school need to bring a note on the day he/she returns or have a parent/guardian call in to excuse the absence. Students who have not been cleared by a note or a phone call will receive an unexcused readmit. If the parent cannot call during the regular school hours, parents/guardians can leave a message after office hours by calling the school (792-3340).

Any time a student is absent from school for any reason, it is the obligation of the student to follow through on clarifying the reason for the absence. If the absence(s) are not cleared within the three-day limit, consequences may include a warning, detention(s), parent contact, Alternative to Suspension, and/or out of school suspension. Students with uncleared absences are in danger of being classified as habitual truants. Those students may be referred to SARB (page 10).

Parents can monitor their student's attendance as well as other student records via Infinite Campus, located on the web at <https://icampus.mcfarland.k12.ca.us/campus/mcfarland.jsp> or by downloading the Aeries Parent Portal application. Parent accounts will be created upon request. For further information regarding truancy issues, see Truancy section of this handbook.

#### **METHODS OF ABSENCE VERIFICATION**

- A. When a pupil is absent from school or class, a qualified school employee shall verify the actual reason for the absence. Any of the following persons are deemed qualified and may verify a pupil absence:
  - 1. A school or public health nurse
  - 2. An attendance supervisor or counselor
  - 3. A school physician
  - 4. A school administrator
  - 5. A teacher
  - 6. Any other qualified employee of the district assigned to make such verification.
- B. The reason for an absence shall be verified by a direct communication, i.e. a note or telephone call, with the parent, guardian or other person in charge of the pupil. In the case of an emancipated or adult pupil, such communication shall be with the pupil.
- C. Reasons for excused absences (EC 48205)
  - 1. Illness
  - 2. Doctor visit
  - 3. Quarantine
  - 4. Funeral of immediate family
  - 5. Court appearance
  - 6. Justifiable personal reasons - justifiable personal reason must be pre-approved and specifically stated. All other absences are unexcused.
- D. Examples of unexcused absences include:
  - 1. Any personal business that could be handled on own time.
  - 2. Working for an employer
  - 3. Oversleeping
  - 4. Missing the bus
  - 5. Suspension or other action related to discipline
  - 6. Car trouble
  - 7. Vacation/trip out of town, etc.
  - 8. Translating appointment

9. Babysitting
10. Errands

### **CHANGE OF ADDRESS/TELEPHONE**

It is extremely important that every student maintains an up-to-date address and telephone number at school. Please notify the office if you have a change of address or telephone number.

### **SCHOOL OPERATIONS**

If a disaster occurs during school hours, students will remain at school until released to parents. Each student is required to have on file at the school office the following information:

1. Parent's or guardian's name(s);
2. Complete and up-to-date address;
3. Home phone and parent's or guardian's work phone;
4. Emergency phone of friend or relative; and
5. Doctor's name and phone.

***Please notify the school immediately when there is a change in the above information.***

During a school-wide emergency such as flooding, earthquake, or fire, students will remain with staff and will only be released to parents or people listed on the emergency contact cards. You will be contacted as soon as possible about the emergency and will be informed of the procedures to pick up your children from school. Unless circumstances prevent it, parents should report to the office, be identified, and given a pass releasing your children by the office. It is important for parents to know what these procedures are, and to understand what their role will be should we ever face such a situation. **In an emergency, students will be signed out one-by-one to parents or adults listed on the Emergency Card.** It is important that parents remain calm and cooperative, and not rush by security in a panic. It is also important to keep your child's emergency card information up to date.

***STUDENTS WILL ONLY BE RELEASED TO THOSE LISTED ON THE EMERGENCY CARD AND MUST BE SIGNED OUT IF THEY LEAVE CAMPUS. IF THEY RETURN DURING THE SCHOOL DAY, THEY MUST BE SIGNED BACK IN.***

### **CLOSED CAMPUS**

McFarland Junior High School is a "closed" campus. Students may only leave campus during school hours when a parent/guardian signs them out in the office. This means that **ALL VISITORS MUST CHECK IN AT THE OFFICE** and may not go directly to classrooms.

### **STUDENT RELEASE**

Providing a safe and secure environment for your child at school is extremely important to the staff at **McFarland Junior High School**. California schools are now required to develop a comprehensive Safety Plan each year to address the factors, which comprise a safe school environment. Safety is a multifaceted issue. School rules and procedures for students in and outside the classroom are a part of our Safety Plan, as are procedures for volunteers and visitors.



Passes will always be used when students are released from class. If for some reason your child must be released from school early, **you must come into the office and sign your child out.** We will then call the student's class and have them sent to the office. Parents should try to schedule appointments during non-school hours in an effort to maximize your student's instructional time. **Students will only be checked out to parents or adults listed on the emergency card.**

Parents should not take their student from campus without checking him/her out through school personnel. NOTE: You must give a specific reason for checking out your student. Also, grades are affected due to loss of instructional time.

### **ACADEMIC PROGRESS REPORTS** (report cards/progress reports).

Progress reports, quarter grades and semester grades are mailed to the address of each registered student eight times over the school year. If you have not received a progress report in the mail by the sixth week of school, please contact McFarland Junior High School at 792-3340 about the problem.

### **ACCIDENTS**

If students should have an accident while at school, they should go to the supervising teacher or the office and report the accident. If the accident requires doctor's care and the student does not have health insurance, he/she should report to the principal's office to pick up the necessary forms that are to be taken to the doctor.

### **ADDRESS CHANGE**

Please inform the office if you change your address or telephone number. Please inform the office if your emergency contact phone numbers change.

### **DETENTION**

The following reasons are cause for, but not limited to, a student being sent to lunch or after school detention. Detention can vary from 30 minutes at lunch and up to 2 hours after school.

### **DRESS CODE VIOLATION**

This is when a student is in violation of the dress code policy the student will be assigned lunch detention equivalent to 60 minutes, or to after school detention for 60 minutes. If a student is unable to contact a parent to bring them a change of clothing, then student will report to Academic Intervention for the rest of the day.

### **CELL PHONE/BLUETOOTH PORTABLE SPEAKER/ELECTRONIC VIOLATION**

For 1st violation, students will receive a warning and be directed to turn off device. For 2nd violation, electronic devices will be confiscated and can be picked up after school from Student Affairs Specialist's office. For any additional electronic violations, device will be confiscated and a parent must come to McFarland Junior High School to retrieve device.

## SWEEPS

Sweeps are when the office staff, security, and counselors pick up students to go to detention. During sweeps, school lunch is available for students who serve detention until the end of the lunch period. These will take place at least 4 or more times out of each month. Students with an excessive amount of tardies or uncleared absences will be targeted during these sweeps.

## FIELD TRIPS

Field trips are a privilege at MJHS. Students are subject to administrative approval that will be based on discipline and attendance records. All school campus rules apply in regard to student behavior.

## GRADING/ GRADE CHANGES

Teachers shall administer the approved marking system or other approved means of evaluating pupil progress. The teacher shall maintain the responsibility and right to determine grades and other evaluations of students within the grading policies of the District. Teachers will issue class rules and grading procedures to all students in their classes. Grade changes will only be made to correct an error and must be approved by the Principal.

# DRESS CODE POLICY

## DRESS CODE

Part of career planning is learning to dress appropriately for the job or for certain occasions. We realize that fashion dictates changes, but as with most things new, certain guidelines and limitations have to be set which are in the best interest of all students. **Extreme fashions or appearance that are considered inappropriate and are distracting to the educational process will not be allowed. According to California State Education Code, the final decision of whether the student's appearance is acceptable, or not, is up to the school and its Governing Board.**

McFarland Unified School District 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)

Student appearance and clothing shall not interfere with school work, create disorder or disrupt the educational process, (EC 35183). All clothing must be worn to the fullest function of the garment. For example, overalls must be strapped, and pants worn at the appropriate waist level. Baggy or sagging clothing will not be allowed. Clothes shall be sufficient to conceal undergarments at all times. See through, transparent or fishnet fabrics, halter-tops, off-the-shoulder or low-cut tops and bare midriffs are prohibited as the primary layer of clothing. Bandanas or bandana-patterned articles may not be worn, carried or displayed. Clothes or clothing styles that display under garments above or below the belt line (e.g. long or short pants with holes) or other articles of clothing below the leg hems (short pants) are not in good taste and will not be permitted on campus. Women's clothes that display bosom, abdomen or buttocks are not in good taste and will not be permitted on campus. This includes tank tops, spaghetti straps (thin straps less than two-inch-wide), halter tops, strapless tops and low-cut pants.

Students are expected to use good taste in the selection of clothes worn to school. Clothes that advertise alcohol, drugs, sex, violence, profanity and/or lewd or obscene behavior, or exhibit an affiliation with a gang, whether written or graphic, are not in good taste and will not be permitted on campus.

Any article of clothing which interferes with school work, create disorder or disrupts the educational process is not allowed. Apparel shall not advocate, advertise, denote, imply or be recognized as gang activity, gang symbols, or affiliation. Crude or vulgar printing, slogans, or symbols, for example: Playboy, Hustler, or Hooters, and designs or pictures depicting drugs, alcoholic beverages, tobacco, violence, graffiti, sexual suggestions, unlawful activities, violence, suicide, Satanism, and racial, ethnic or religious prejudice are inappropriate and are prohibited.

The following list is not all inclusive, but gives other examples of what is not appropriate and prohibited:

- Chains will not be allowed (e.g., wallet chains, spiked wristbands, collars, rings, etc.)
- Any apparel determined to be too revealing or draw undue attention to itself in style, fabric or length.
- Temporary and/or permanent tattoos which are disruptive to the school environment are to be concealed.
- Any jewelry which is visible that pierces any body parts other than the ears.

### **HEADGEAR**

Only McFarland Junior High School spirit wear headgear or plain black baseball caps will be permitted. All other hats, caps, visors bandannas, or rags, if brought to school, may not be worn or be visible on campus during regular school hours.

*EXCEPTION:* Beanies may be worn but must be of a solid color with no markings or advertisements of any type. Head coverings may be permitted with written medical reason and a letter on file from a doctor. Possession of bandannas or hairnets is not permitted on school grounds or at any school activities off school grounds. Any headgear or head covering that is disruptive to the educational environment is not permitted.

Gang related symbols of any kind are not acceptable on any attire or on student backpacks. In addition, any hair apparel that can be attributed to denote gang or group membership or affiliation will not be permitted.

### **SUNGLASSES**

Sunglasses may only be worn outdoors. They shall not be worn or displayed while in classrooms or offices unless there is a verified medical reason and a letter on file from a doctor.

### **PANTS**

All trousers and pants must have the student's correct waist size and length and worn at the waist (hipbone) with or without belt. Oversized pants with large creases are not allowed. If garment being worn has shoulder straps, the straps must be worn over the shoulders.

### **SKIRTS, SHORTS OR TOPS**

Shorts and skirts may be worn but length must be as long as or longer than the tip of the index finger when student's arms are straight down at his/her side, but never shorter than half the distance from the belt line to the top of the knee cap. Shorts and skirts shall cover the underwear

when sitting or standing. Lycra and spandex shorts may be worn if covered; they may not be worn as an outer garment. Athletic jerseys, razorbacks, or muscle shirts cut low at armpits are not allowed. Spaghetti straps or strapless tops are not allowed. Strapped tops and tank tops are allowed if straps are 2 inches wide.

All students must wear shoes. Shoes or sandals must have a heel strap. Shoes with a heel greater than 2" may be deemed a safety concern and student may be asked to change into a shoe which is more appropriate for the school environment.

**Backless shoes commonly known as “flip-flops,” “beach shoes,” “soccer sandals,” “zories,” and/or “thongs” are inappropriate and will not be allowed.** (See pictures below)



### **EXCEPTION TO POLICY**

Religious beliefs, when verified, may be grounds for an exemption to a specific portion of the Dress and Grooming Policy. A petition for an exemption from enforcement of a specific portion of the Dress Code Policy shall be submitted to the school.

### **DRESS CODE REVIEW**

According to California State Education Code, the final decision of whether the student's appearance is acceptable, or not, is up to the school and its Governing Board. The Dress Code will be reviewed annually by a discipline committee with input from McFarland Police Department. A revised version of the rules and changes will be submitted to the Governing Board for approval and use during the next school year.

### **PHYSICAL EDUCATION**

The Physical Education program at **McFarland Junior High School** is committed to helping all students gain an appreciation of the lifetime benefits of healthy living through physical activity, wellness, and social interaction. We strive to maintain a non-threatening environment where all students are free to challenge themselves to do their personal best.

Uniforms will be available for purchase at the beginning of the year. If students want to purchase appropriate attire elsewhere, it must meet dress code guidelines. Shorts must be black in color and must be as long as or longer than the tip of the index finger when student's arms are straight down at his/her side, but never shorter than half the distance from the belt line to the top of the knee cap. T-shirts must be grey in color and have a sleeve. Students are required to have a lock for their dress out locker. *A PE uniform WILL be required, and students must dress out for PE. Failure to dress out will negatively affect PE grades.*

## **ACADEMICS**

### **HOMEWORK**

A Student Planner is required of each student at McFarland Junior High School and students are further required to record homework assignments in their student planners. Planners are provided for students at the beginning of the year. Parents can monitor student homework by checking the planner on a regular basis. A regular study time each day and an assigned place to

do homework will help students become organized and more successful at McFarland Junior High School. Students not completing homework may be held in at lunch and after school each day to complete assignments.

If your child’s illness lasts more than three days, you may request homework for him/her by calling the school office. Please allow teachers a 48-hour notice to assemble the work for you. (For example, if you call the office on Monday to request homework, it will not be ready until Wednesday at about the time you called it in.) Students shall be given the opportunity to make-up school work missed because of absence and may receive full credit if the work is returned to the teacher in a reasonable amount of time. It is your child’s responsibility to ask the teacher for missed homework. *The teacher of any class from which a pupil is suspended may require the suspended pupil to complete assignments and tests missed during the suspension. (EC 48913)*

**GRADING SCALE**

**Academic Performance Levels for Junior High School**

100%	= A+	95% - 99%	= A	90% - 94%	= A-
87% - 89%	= B+	83% - 86%	= B	80% - 82%	= B-
77% - 79%	= C+	73% - 76%	= C	70% - 72%	= C-
67% - 69%	= D+	63% - 66%	= D	60% - 62%	= D-
0% - 59%	= F				

**Gold Principal’s Honor Roll 4.00 or higher GPA**

**Silver Honor Roll 3.50 to 3.99 GPA**

**Bronze Honor Roll 3.00-3.49 GPA**

Honor roll is defined as: students who are working on their grade level or above in the core curriculum, which will be reflected on their Standards Based Report Card each quarter.

**REPORTING OF ACADEMIC PROGRESS**

Progress reports are issued after four weeks of instruction. Our school counselor will meet with all students receiving a D or an F on their progress report and their quarter grades. Parents can monitor the progress of students by checking the progress report and scheduling an appointment with teachers if their child is failing at this time. Waiting until report cards are issued is too late to help change grades. If you have access to the internet, you may also check the progress of your child by logging on to the school information system Aeries. Please contact the school for more information on connecting to this system.

**ELIGIBILITY FOR PROMOTION CEREMONY**

8<sup>th</sup> grade students will be allowed to participate in the promotion exercises and activities only if they meet the following standards:

**Academic**

A student must maintain a cumulative GPA of 2.0 or higher.

A student must turn in all textbooks and renew chromebook device.

**Behavior**

A student may have no more than three accumulated days of suspension during the school year.

**Attendance**

Maintain 90% attendance of the days enrolled in the McFarland Unified School District during their 8th grade year.

### **PARENT CONFERENCES**

Parent-teacher conferences occur at the end of the first and third grading periods. The teacher will schedule appointments. Parents are expected to attend conferences. It is not necessary to wait for the regular conference if you have a special concern. Conferences are encouraged and can be arranged at any time during the school year.

### **PARENT VOLUNTEERS**

Our schools consider parent volunteers a very special and necessary resource. We encourage parents to assist in classrooms and with extracurricular student activities. Parent volunteers may help by accompanying classes on field trips, re-shelving library books, supervising children, and tutoring. If you have time or skills you would like to share to make our school a better place for students, please stop by the front office and pick up a volunteer application. We need you!

### **CLASS INTERRUPTION**

Instructional time is very important and should not be interrupted. We will not interrupt class to give students messages, PE clothes, forgotten homework or projects, money, etc. You may drop a needed item off at the office and the office will make an attempt to contact the student during non-instructional time. It is the student's responsibility to pick up any item that has been dropped off.

### **TEXTBOOKS/LIBRARY BOOKS**

The library offers our students a wide variety of interesting books. In order for students to improve in reading they must read. Students may check out books from the library and read independently at home. Please encourage your child to visit the library here and in town to check out books. Students are issued textbooks and supplies in order to perform their tasks at school. These items, as well as library books are on loan to students. *(The cost of replacement if these items are lost, stolen, damaged or destroyed are the responsibility of the student and parent/guardian. Grades and transcripts will be withheld until payment on lost, stolen, damaged or destroyed school property is received.)*

# McFarland Junior High School

## CODE VIOLATIONS AND CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

McFarland Junior High School code violations are based on, but not limited to, the 48900 California Education Codes (e.c. 48900). A pupil may not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (q), inclusive:

- The Administration reserves the right to apply a modified penalty depending upon the facts of the case for any offense outlined in the Consequences of Inappropriate Behavior Section of the Discipline Code. Suspension and/or expulsion of a student will be governed by California Education Code 48900 inclusive.
  - All recommendations for expulsion involving Special Education students require a Pre- Expulsion Manifestation Determination IEP meeting prior to the expulsion hearing.
- A. **Caused, attempted to cause, or threatened to cause physical injury to another person without provocation. Willfully used force or violence upon the person of another, except in self-defense.** (*Note: If serious injury is caused, except in self-defense, the Superintendent or Principal will recommend expulsion (E.C. 48915 a-i) and contact law enforcement agency.*)
1. **BATTERY / FIGHTING** is causing a physical injury to another person or willfully using force or violence upon the person of another (E.C. 48900 a)
    - **1st offense** - 5-day suspension
    - **2nd offense** - conference held, probable recommendation for expulsion
  2. **VIOLENT GROUP or GANG ACTIVITY** is when two or more persons commit assault and battery on one or more persons (E.C. 48900 a)
    - **1st offense** - 3-day suspension
    - **2nd offense** - conference held, probable recommendation for expulsion
  3. **SCUFFLING/ROUGH PLAY** is horse playing roughly (E.C. 48900 k)
    - **1st offense** - 1-day Alternative to Suspension
    - **2nd offense** - 2 days Alternative to Suspension
    - **3rd offense** - 2 days suspension
    - **4th offense** -conference held, probable recommendation for expulsion
  4. **BULLYING: VERBAL OR PHYSICAL THREATS TO STUDENTS:** Threats are intentions to inflict injury or damage to people or things. Verbal threats are saying you will hurt someone in any way (E.C.48900 a) (E. C. 48900.4)  
**CYBERBULLYING-** 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. Schools are authorized to suspend or expel student who bully via the internet, text messaging or other electronic means “to intimidate, harass or bully another person at school”(E.C. 48900(r))
    - **1st offense** - 3-day suspension
    - **2nd offense** - 5-day suspension
    - **3rd offense** - Conference held, probable recommendation for expulsion
  5. **VERBAL OR PHYSICAL THREATS TO SCHOOL PERSONNEL:** Threats are intentions to inflict injury or damage to people or things. Verbal threats are saying you will hurt someone in any way (E.C. 48900 a) (P.C. Sec. 71).
    - **1st offense** – 5-day suspension, probable recommendation for expulsion, and contact law enforcement agency (E.C. 48900.4) (P.C. Sec. 71) (48900.5)

Every person who, with intent to cause, attempts to cause, or causes, any officer or employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his duties, by means of a threat, directly communicated to such person, to inflict an unlawful injury upon any person or property, and it reasonably appears to the recipient of the threat that such threat could be carried out, is guilty of a public offense punishable as follows:

- o Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.
  - o If such person has been previously convicted of a violation of this section, such previous conviction shall be charged in the accusatory pleading, and if such previous conviction is found to be true by the jury, upon a jury trial, or by the court, upon a court trial, or is admitted by the defendant, he is punishable by imprisonment in the state prison. As used in this section, "directly communicated" includes, but is not limited to, a communication to the recipient of the threat by telephone, telegraph, or letter.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, 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.**
1. ***FIREARMS, AMMUNITION, EXPLOSIVES, KNIVES, or other DANGEROUS OBJECTS (E.C. 48900 b, (m) 48915 a,c,g)***
    - o *1st offense* - conference held, 5-day suspension and probable recommendation for expulsion
  2. ***POSSESSION of ILLEGAL FIREWORKS***
    - o *1st offense* - conference held, 5-day suspension, probable recommendation for expulsion
  3. ***POSSESSION of LEGAL FIREWORKS, RAZOR BLADE, POCKET KNIVES (less than 3 ½ inch and no locking blade) (E.C. 48900 b)***
    - o *1st offense* - 2 days in Alternative to Suspension
    - o *2nd offense* - 1-day suspension
    - o *3rd offense* - 3-day suspension
    - o *4th offense* - conference held, 5-day suspension, probable recommendation for expulsion
  4. ***Cell Phones/ Mp3 Players/Portable Speakers are not allowed during the course of the day. See MJHS Handbook for further details.***
    - o *1st offense* – Warning
    - o *2nd offense* – Phone confiscation, student can retrieve after-school from SASI.
    - o *3rd offense* – Phone confiscation and must be picked up by a parent.
- 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.**
1. ***ALCOHOL is beer, wine, and all other liquors (E.C. 48900 c, d)***
    - o *1st offense* - conference held, 5-day suspension, probable recommendation for expulsion (E.C. 48900 c)
  2. ***POSSESSION of ANY CONTROLLED SUBSTANCES\*\*(E.C. 48900 c, 48915a)***
    - o *1st offense* - conference held, 5-day suspension and probable recommendation for expulsion
  3. ***POSSESSION of PRESCRIPTION DRUGS/OTC DRUGS (drugs of any kind are not to be carried on campus, signed medication paperwork must be on file and required medication locked in main office.)***
    - o *1st offense*-conference held, 1-day suspension
- 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 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 beverages, or intoxicant.**



**SELLING or DISTRIBUTING ANY CONTROLLED SUBSTANCES** (E.C. 48900 c,d;p, 48915 a,c)

- o **1st offense** - conference held, 5-day suspension and recommendation for expulsion

**E. Committed or attempted to commit robbery or extortion, which are the acts of getting something that belongs to someone else by means of threats to injure that person or property or with the use of force (E.C. 48900 e).**

- o **1st offense** - conference held, 5-day suspension and probable recommendation for expulsion

**F. DEFACING or DAMAGING SCHOOL PROPERTY (VANDALISM) is doing damage or writing on any property belonging to others or to the school. School property means anything belonging to the school; such as desks, books, tables, walls, or floors (E.C. 48900 f).**

1. **MINOR** (less than \$100.00)

- o **1st offense** - 1 day in Alternative to Suspension
- o **2nd offense** - 1-day suspension
- o **3rd offense** - 3-day suspension
- o **4th offense** - Conference held probable recommendation for expulsion.

2. **MAJOR** (over \$100.00)

- o **1st offense** - 3-day suspension
- o **2nd offense** - Conference held probable recommendation for expulsion.

*Note: Students and/or parents will be held responsible for full restitution related to damaged costs (E.C. 48904).*

3. **GANG ACTIVITY NON-VIOLENT** (gang related slogans, signs, graffiti) on any district property or student property, group activity and identification through dress or any other means that is determined to be

*gang related by the school administration.*

- o **1st offense** - 1 day in Alternative to Suspension
- o **2nd offense** - 2 day in Alternative to Suspension
- o **3rd offense** - 3 days suspension
- o **4th offense** - conference held, probable recommendation for expulsion

**G. Stolen or attempted to steal school property or private property.** (E.C. 48900 g)

1. **MINOR** (less than \$100.00)

- o **1st offense** - 2 days in Alternative to Suspension
- o **2nd offense** - Conference held, 5-day suspension, probable recommendation for expulsion.

2. **MAJOR** (over \$100.00)

- o **1st offense** - 3-day suspension
- o **2nd offense** - Conference held, 5-day suspension probable recommendation for expulsion.

*Note: Students and/or parents will be held responsible for full restitution of funds and/or property. (E.C. 48904).*

**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.**

1. **Tobacco, cigarettes, cigars, pipes, chewing tobacco, snuff** (E.C.48900 h)

- o **1st offense** - 2 days in Alternative to Suspension
- o **2nd offense** - 2-day suspension
- o **3rd offense** - Parent conference and involuntary transfer to Alternative Education site (AR 5131.62)

**I. Committed an OBSCENE ACT, engaged in HABITUAL PROFANITY, VULGARITY. Profanity is the use of improper language, hand signals, pornographic books or magazines, or indecent touching (E.C. 48900 i).**

1. **PROFANITY ON CAMPUS**

- o **1st offense** - 1 day in Alternative to Suspension
- o **2nd offense** - 2 days in Alternative to Suspension
- o **3rd offense** - 3-days in Alternative to Suspension

2. **PROFANITY DIRECTED TOWARDS A STUDENT** (E.C.48900)

- o **1st offense** -1 day in Alternative to Suspension
- o **2nd offense** - 2 days in Alternative to Suspension

- o *3rd offense* - 3 days in Alternative to Suspension
  - o *4th offense* - conference held, 1-day suspension, probable recommendation for expulsion
3. **PROFANITY DIRECTED TOWARDS SCHOOL PERSONNEL (E.C.48900)**
- o *1st offense* - 3-day suspension
  - o *2nd offense* - 5-day suspension
  - o *3rd offense* - conference held, 5-day suspension, probable recommendation for expulsion
4. **SEXUAL HARASSMENT (E.C. 48900.2)**
- o *1st offense* - 3-day suspension
  - o *2nd offense* - 5-day suspension
  - o *3rd offense* - conference held, probable recommendation for expulsion
- J. **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.**
- DRUG PARAPHERNALIA (E.C. 48900 j)**
- o *1st offense* - Conference held, 5-day suspension, probable recommendation for expulsion
- 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.**
1. **DEFIANCE** is refusing to do what someone in authority tells you to do that is within reason and possible for you to do. It is willfully defying the valid authority of supervisors, teachers, or administrators (E.C.48900 k).
- o *1st offense* - 1 day in Alternative to Suspension **PARENT CONTACTED BY TEACHER**
  - o *2nd offense* - 2 day in Alternative to Suspension **PARENT CONTACTED BY TEACHER**
  - o *3rd offense* - 1-day suspension **PARENT CONTACTED BY LEARNING DIRECTOR**
  - o *4th offense* - 3-day suspension **PARENT CONTACTED BY LEARNING DIRECTOR**
- L. **Knowingly received stolen school property or private property.**
1. **MINOR (less than \$100.00)**
- o *1st offense* - 1-day suspension
  - o *2nd offense* - 3-day suspension
  - o *3rd offense* - conference held, probable recommendation for expulsion
2. **MAJOR (Over \$100.00)**
- o *1st offense* - 3-day suspension
  - o *2nd offense* - conference held, 5-day suspension, probable recommendation for expulsion
- Note: Students and/or parents will be held responsible for full restitution of funds and/or property (E.C. 48904).*
- 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.**
- o *1st offense* - 5-day suspension, parent conference and probable recommendation for expulsion.
- 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 *1st offense* - 5-day suspension, parent conference and probable recommendation for expulsion.
- O. **Harassed, threatened, or intimidated a pupil who is a complaining witness or a 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.**
- o *1st offense* - 5-day suspension, parent conference and probable recommendation for expulsion.
- P. **Unlawfully offered, arranged to sell, negotiated to sell, or sold any prescription drug.**
- o *1st offense* - 5-day suspension, parent conference and probable recommendation for expulsion.

- Q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.**
- *1st offense* - 5-day suspension, parent conference and probable recommendation for expulsion.
- R. Habitual TRUANCY: Consistently missing more than ½ of the scheduled minutes from any class period without a valid excuse. After 3<sup>rd</sup> infraction, consequences will be as followed:**
- *3rd offense* – Mandatory Parent Conference with Learning Director
  - *4th offense* – Student will be assigned Saturday School.
  - *5th offense* – Student will be classified as a habitual truant. E.C. 48264.5 (first through fourth truancy)
- Habitually truant students will be referred to a school attendance review board (SARB) operated by the county's district attorney or probation officer, and/or juvenile court in accordance with law. (Education Code 48321, 48260.6 and 48264.5.)
- S. CAMPUS MISCONDUCT: Is any disruptive behavior on campus including but not limited to: forgery, gambling, lying, cheating, plagiarism, inappropriate public displays of affection, cafeteria misconduct, loitering, rude or other inappropriate behavior or non-violent gang identification.**
1. **U1. FORGERY** is forging notes, signatures, excuses, or other documents.
    - *1st offense* - 1 day in Alternative to Suspension
    - *2nd offense* - 2 days in Alternative to Suspension
    - *3rd offense* - 3 days in Alternative to Suspension
    - *4th offense* - conference held, probable recommendation for suspension
  2. **U2. GAMBLING** is the act of playing games of chance for money or a tradable commodity.
    - *1st offense* - 1 day in Alternative to Suspension
    - *2nd offense* - 2 days in Alternative to Suspension
    - *3rd offense* - conference held, probable recommendation for suspension
  3. **U3. LYING** to adults, **PLAGIARISM**, or **CHEATING** on exams
    - *1st offense* - 1 day in Alternative to Suspension
    - *2nd offense* - 2 days in Alternative to Suspension
    - *3rd offense* - 3 days in Alternative to Suspension
    - *4th offense* - conference held, 1-day suspension, probable recommendation for suspension
  4. **U4. THROWING HAZARDOUS OBJECTS** is the act of throwing or playing with anything that might injure or harm someone.
    - *1st offense* - 1 day in Alternative to Suspension
    - *2nd offense* - 2 days in Alternative to Suspension
    - *3rd offense* - 3 days in Alternative to Suspension
    - *4th offense* - conference held, probable recommendation for suspension
  5. **U5. INAPPROPRIATE BEHAVIOR, INAPPROPRIATE PUBLIC DISPLAYS OF AFFECTION (KISSING, GROPING) MISCONDUCT ON CAMPUS/MISUSE OF PHONES/ELECTRONIC DEVICES**
    - *1st offense* - Warning – Parent Contact
    - *2nd offense* - 1 day in Alternative to Suspension and Parent Contact
    - *3rd offense* - 1 day in Alternative to Suspension and Parent Conference
    - *4th offense* - 2 day in Alternative to Suspension and Parent Conference
    - *5th offense* - 3 day in Alternative to Suspension and Parent Conference
    - *6th offense* - Conference held, probable recommendation for suspension.

## ASSERTIVE DISCIPLINE STEP SHEET CLASSROOM CODE OF CONDUCT

A policy to deal with classroom disruptions has been developed at McFarland Junior High School based upon the principle that the teacher has a right to teach and the student has a right to learn. With assertive discipline, there are some basic responsibilities that the student must follow:

### CONSEQUENCES FOR INAPPROPRIATE CLASSROOM BEHAVIOR

- STEP 1**      *Verbal Warning/Parent contact (Teacher contacts parents)*
- Failure to comply with classroom behavior guidelines.
  - Student's name and Description of incident information entered.
  - Student remains in class.
- STEP 2**      *Student Affairs Specialist of Intervention (SASI)/ Student conferences (SASI contacts parents)*
- Failure to comply with classroom behavior guidelines.
  - Student's name and Description of incident information entered.
  - Teacher gives Step Sheet to SASI.
  - SASI meets with student.
  - Step sheet is given to office secretary to be copied, copy is mailed home to parents and step sheet returned to teacher.
- STEP 3**      *Student Affairs Specialist of Intervention (SASI) (SASI contacts parents)*
- Failure to comply with classroom behavior guidelines
  - Student's name and Description of incident information entered
  - Teacher gives Step Sheet to SASI.
  - SASI counsels, assigns consequence or refers to appropriate extra supports.
  - Step sheet is given to office secretary to be copied, copy is mailed home to parents and step sheet returned to teacher.
- STEP 4**      *Student Affairs Specialist of Intervention (SASI)*  
**(SASI contacts parents and schedules an appointment)**
- Failure to comply with classroom behavior guidelines
  - Student's name and Description of incident information entered
  - Teacher gives Step Sheet to SASI.
  - SASI counsels, assigns consequence or refers to appropriate extra supports.
  - Step sheet is given to office secretary to be copied, copy is mailed home to parents and step sheet returned to teacher.
- STEP 5**      *Learning Director /Parent /Student conference*  
**(Learning Director contacts parent and schedules an appointment)**
- Failure to comply with classroom behavior guidelines
  - Student's name and Description of incident information entered
  - Teacher gives Step Sheet to Learning Director.
  - Learning Director meets with students, assigns consequence and meets with parents.
  - Step sheet is given to office secretary to be copied, copy is mailed home to parents and step sheet returned to teacher.
- STEP 6**      *Administrative Actions (Appointment scheduled with student, parent and teacher)*
- Disruption or classroom misconduct while in class.
  - Appointment with the Learning Director, parent, and teacher.
  - **Learning Director decides appropriate action: (removal from class, ATS, Suspension, etc.)**
  - Step sheet is given to office secretary to be copied, copy is mailed home to parents and step

## **DISCIPLINARY ACTIONS**

### **BEAUTIFICATION PROJECT**

Students will help custodians and other staff members keep campus clean throughout the day or after school. The Learning Director assigns students to detail after receiving permission from parents/ guardians.

### **ALTERNATIVE TO SUSPENSION PROGRAM**

The Alternative to Suspension (ATS) program is a means that the administration will use to support and correct classroom behavior with students that have violated school behavior standards and as an alternative to Out-of-School Suspension. Therefore, the students will be under school supervision during their “Alternative to Suspension ” rather than being sent home.

### **OUT-OF-SCHOOL SUSPENSION**

Behavioral problems in school can result in your child’s suspension or expulsion from school which can prevent him or her from being a successful student. Out-of-school suspension and expulsion are two of the most serious consequences for breaking the rules for personal conduct while at McFarland Junior High School. The following section of the handbook addresses frequently asked questions about both Out-of-School Suspension and Expulsion.

## **FREQUENTLY ASKED QUESTIONS**

### **What is an out-of-school suspension?**

“Suspension” means removal of a pupil from ongoing instruction for adjustment purposes. (EC 48925) A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in Education Code 48900, which is printed at the end of this section for reference. A teacher also may refer a student to the Principal or designee for consideration of suspension from school.

### **How long can an out-of-school suspension last?**

A student may be out of school suspended for up to five days by the principal or principal’s designee for violation of any of the acts enumerated in California Education Code 48900. When a student is Out-of-School Suspended, he or she is expected to be at home and is not allowed to be on the school grounds or the area surrounding the school at any time during school hours. In addition, students are not allowed to attend or participate in school activities while under Out-of-School suspension.

A superintendent, principal, or principal’s designee may suspend a student from school for any of the acts listed under Education Code 48900 upon a first offense. A suspended student may be removed from school for up to five days at a time. The only exception is if the student is recommended for expulsion. Then, he or she can be suspended until the hearing and McFarland Unified School District Board of Trustees ruling if it is determined after a meeting with student’s parents, that he or she causes an ongoing threat.

### **Does my child have a right to tell his or her side of the story before being suspended?**

Yes. Before any student is suspended, an administrator or other designated school staff member must conduct a conference with the student and if possible with the teacher, supervisor, or school employee who referred the student for suspension. At the conference, the student must be told of the reasons for the proposed suspension and the evidence against him or her and must be given the opportunity to present his or her version and evidence in his or her defense. The only time a student is not entitled to a conference right away is if the student presents a clear and present danger to the life, safety, or health of students or school personnel. In these cases, the school has two days to schedule a conference with the student and his/her parent or guardian.

**Will I be notified if my child is suspended?**

Yes. At the time of the suspension, a school employee must make a reasonable effort to contact the parent or guardian in person or by telephone. Whenever a student is suspended from school, the parent or guardian must also be notified in writing of the suspension. The school must give parents the opportunity to come in and discuss the suspension.

**EXPULSION**

The Principal or Learning Director may recommend a pupil's expulsion for any of the acts enumerated in Section 48900 of the Education Code when other means of correction are not feasible or have repeatedly failed to bring about proper conduct and/or the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others (EC 48915). Expelled students shall be excluded from all school-related extracurricular activities during the period of expulsion. A student may be expelled only by the Board. The Board shall expel, as required by law, any student found to have committed certain offenses listed below under A Mandatory Recommendation and Mandatory Expulsion (EC 48915). The Student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within (30) school days after the Principal or designee determines that one of the acts listed under grounds for suspension and expulsion has occurred (EC 48918 (a)).

**PROGRAMS AND SERVICES**

**DISTRICT PSYCHOLOGIST**

A school psychologist provides services to our school primarily for the purposes of diagnosing students with specific learning disabilities. The psychologist administers numerous tests and conducts screening procedures on appropriate Student Assistance Team referrals. The psychologist participates in a committee process, which makes recommendations in cases of learning disabilities as well as behavior problems.

**STUDENT INTERVENTION PLANNING PROGRAM (SIPP)**

This group (SIPP) acts on referrals from staff and/or parents for students who are struggling at school in the areas of academics, social skills or behaviors. It is composed of teachers, administrators, and support staff. A systematic process of problems analysis is used to develop and implement successful interventions for these students.

**RESOURCE SPECIALIST PROGRAM**

The Resource Specialist Program (RSP) serves students with an identified learning disability (ies) and current Individualized Education Plan (IEP). Students in the Resource Program are served either in the regular classroom using the "collaborative model" or in the resource room for RSP services.

## **MCFARLAND INTERVENTION AND DEVELOPMENT CENTER**

McFarland Intervention and Development Center is for students qualifying for special education support for a majority of the school day. Instruction is designed on an individualized basis as written in the Individualized Education Plan (IEP) for each student. This class is available only at Horizon School for all district students.

## **SERVICE TO DISABLED STUDENTS**

If you have reason to believe that your child (ages 0-21 years) has a disability, which requires special services or accommodations, bring this to the attention of the school office. Your child will be evaluated to determine whether he/she is eligible for special instruction or services. (E.C. Section 56020, et seq.)

## **ENGLISH LANGUAGE DEVELOPMENT**

Students in need of English Language Development receive assistance from our ELD teachers. Students are classified as English Learners based on the primary language spoken at home. If any language other than English is the primary language, the student is designated as an English Learner and is required to have English Language Development instruction during the instructional day.

## **ASSOCIATED STUDENT BODY/ LEADERSHIP**

Under the direction of the ASB coordinator, students organize activities such as dances, lunch activities, assemblies, etc. The ASB is designed to foster responsibility, leadership and community spirit; Students are given the opportunity to run for an ASB office. Students must have a 2.0 GPA or higher and have good citizenship to be in ASB.

## **FUNDRAISING**

All fundraising activities must be pre-approved by ASB. No one will be allowed to fundraise without first submitting documentation of the fundraising activity to ASB and receiving approval. This includes specific class/grade level fundraising activities and fundraising activities for sports teams.

## **HEALTH SERVICES**

### **MEDICATIONS**

When a student must take medication while at school, the following requirements must be met:

1. Medication must be given by school personnel
2. Medication must be clearly identified as to name and type of medicine
3. Medication must come with prescription label showing child's name, drug identification, dosage instruction, doctor's name, and prescription date.
4. Medication will be given by the office staff only if the Student Medication to be Administered at School Form is completed and signed by the doctor. This form is available at the school office.

No medications, including over-the-counter, can be given without a completed medication authorization form signed by the physician indicating the specific time(s), circumstances, and dosage that is to be administered. The parent/authorized adult must bring the medication to school in the original container and the prescription label must be current according to the physician's instructions. The medication will be counted and documented on the medication log and signed by parent/authorized adult and school personnel. If there is a change in the

medication procedure, a current prescription label and new physician's authorization will be required.

***UNDER NO CIRCUMSTANCES ARE STUDENTS TO CARRY MEDICATION TO OR FROM SCHOOL.*** This includes all over-the-counter medication, asthma inhalers, Tylenol, eardrops, cough drops, etc. The student will come to the office for the administration of medication. Due to the fact that there are a large number of students who take medication over the course of the year, parents are reminded that it is the student's responsibility to come to the office when medication is needed. Exceptions must include a Doctor's note.

### **ILLNESS or INJURY**

In the case of illness or injury, the school nurse or other staff member will care for a student temporarily. School personnel will render first aid only. If emergency medical treatment is necessary, the parent or guardian will be contacted. If no one is available, the student may be taken to the Emergency Room at Delano Regional Medical Center.

### **INSURANCE**

When a student is seriously injured at school, office staff will complete an Accident Report Form. The office staff will provide you with a school insurance form. Personal insurance *must* be used before school insurance.

### **CHILD ABUSE**

Under the Child Protective Service of Act of 1975, all school district personnel (administrator, teacher, nurse, etc.) are MANDATED by law to report suspected child abuse. Reports of suspected abuse are made immediately by telephone to the appropriate agency.

A concerned citizen may also make a report of suspected child abuse if he or she has reasonable cause to suspect that a child is being abused. You may call Kern County – Children's Protective Services at (661) 631- 6011, 24 hours/day, seven days a week. All reports made are strictly confidential and you may remain anonymous.

### **WELLNESS POLICY**

Menus will be sent home monthly. The district has adopted a wellness policy that is available to parents upon request at the school office.

### **BREAKFAST/LUNCHES**

All students will be provided with breakfast/lunch at no cost to the family.



## **NONDISCRIMINATION POLICY**

### **EQUAL OPPORTUNITY, DISCRIMINATION, AND THE EDUCATION OF HANDICAPPED STUDENTS**

Our school district is committed to equal opportunity for all individuals in education. Our district programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, and lack of English skills, ethnic group, marital or parental status, physical or mental disability, or any other unlawful consideration. The district shall promote programs that ensure that these discriminatory practices are eliminated in all district activities.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1974, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA) formerly known as EHA). The California Department of Education and the Office for Civil Rights of the U.S. Department of Education have authority to enforce these laws and all programs and activities that receive federal funds. (E.C. Section 260, et seq., above-cited federal statutes)

If you wish for further details in this regard, or wish to file a complaint, please contact the superintendent or other appropriate agency.

### **UNIFORM COMPLAINT PROCEDURES**

The McFarland Unified School District (MUSD) Board of Trustees recognizes that the district is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall follow adopted Uniform Complaint Procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. The district shall also follow Uniform Complaint Procedures when addressing complaints alleging failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, childcare and development programs, child nutrition programs and special education programs.

The board encourages the early, informal resolution of complaints at the site level whenever possible. The Uniform Complaint Procedure will be available upon request at the front office.

### **WILLIAMS UNIFORM COMPLAINT PROCEDURES**

The Williams Uniform Complaint Procedure will be available upon request at the front office.

Education Code 15186 requires that the following notice be posted:

1. There should be sufficient standards-aligned textbooks and/or instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or missed assignments.

Missed assignments means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

4. A complaint form may be obtained at the school office, the district office, or downloaded from the school's Web site. You may also download a copy of the California Department of Education complaint form from the following Web site:  
<http://www.cde.ca.gov/eo/ce/wc/index.asp>.

### **INTERNET ACCESS POLICY**

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The Internet provides access to electronic mail, college/university and other libraries, information, and news from a variety of sources and research institutions, software of all types, and discussion groups on a wide variety of topics. The School District is pleased to make access to this valuable resource available to students and staff.

Internet access is coordinated through a complex association of government agency, private industry, and regional and state networks. However, there is no agency or company "in charge" of the Internet. With so many computers and users participating, it is inevitable that some of the material available on the Internet will not be of educational value in the school setting. We have taken precautions to restrict access to inappropriate materials. However, users are advised that some material on the Internet may be defamatory, inaccurate, obscene, profane, sexually oriented, threatening, racially offensive, or illegal. We do not condone the use of these materials or permit it in the school environment. We need the cooperation of students, staff, and parents to insure that the valuable information and interaction on this worldwide network are not outweighed by the possibility of access to inappropriate materials.

Before anyone may take advantage of the Internet access we provide, we will require that they receive appropriate orientation and instruction. All users will be required to sign (and minor students must have their parents/guardians sign) an Internet User Agreement. In addition, all users must review this Internet Policy, the Rules for Internet Etiquette, and the Prohibited Internet Practices list, and agree to abide by them. Access to the Internet is a privilege and it will be withheld or withdrawn from anyone who fails to abide by this Policy and the acceptable rules.

**MCFARLAND UNIFIED SCHOOL DISTRICT  
INTERNET USE AND ABUSE  
RIGHTS AND RESPONSIBILITIES OF STUDENTS**

**Students**

1. Internet Use
- A. Filters Unlawful for public libraries, as a form of censorship in violation of the First Amendment Lawful for public schools, which are not public forums under the First Amendment
- B. Student Publications and School Home Pages  
The U.S. Supreme Court in *Hazlewood v. Kuhlmeier* grants schools broad authority to:

"...exercise control over...student expression, to assure that participants learn whatever lessons the activity is designed to teach, that readers or listeners are not exposed to material that may be inappropriate for their level of maturity, and that the views of the individual speakers are not erroneously attributed to the school."

Education Code Section 48907 grants California students greater rights:

"Students of the public schools shall have the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, the wearing of buttons, badges, and other insignia, and the right of expression in official publications, whether or not such publication or other means of expression are supported financially by the school or by the use of school facilities, except that expression shall be prohibited which is obscene, libelous, or slanderous. Also prohibited shall be material, which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school.

"Each governing board of a school district and each county board of education shall adopt rules and regulations in the form of a written publications code, which shall include reasonable provisions for the time, place, and manner of conducting such activities within its respective jurisdiction."

A note on hate speech:

The courts have not been receptive to laws or ordinances that prohibit hate speech aimed at groups on the basis of race, religion, etc.

The courts reason that the government cannot censor speech (alone, without regard to conduct) by content. Therefore, speech that offends a person because of his or her race cannot be treated differently from speech that offends someone because of politics, sports team affiliation, favorite music groups, etc.

Schools are different, because they are not open public forums and students are captive audiences that need to be protected. Hate speech (in person, in print, or online) directed against

students or staff is probably related to school attendance/activities and falls within one or more of the "enumerated" offences above. **E.61334.1**