



*McFarland Learning Center*

**San Joaquin High School and McFarland Independent School  
2020-2021**

[www.mcfarlandusd.com](http://www.mcfarlandusd.com)

Phone (661) 792-3178 / FAX (661) 792.6758

**WELCOME**

Welcome to the McFarland Learning Center, the home of San Joaquin High and McFarland Independent School! This book is provided to help both students and parents to better understand the high school, its requirements, its services, and its activities. Read it--keep it. It will be a valuable source of information. The most effective way to have a good school atmosphere is to have basic rules. The rules found in this handbook are based upon four simple ideals: 1) Everyone has the right to learn, and no one has the right to interfere with one's learning process. 2) Everyone should respect each other's dignity, welfare, and material possessions. 3) Everyone should attend school and classes. 4) Students and parents should inform the school of any potentially serious problems.

**A SPANISH VERSION OF THIS MATERIAL IS AVAILABLE IN THE SCHOOL OFFICE.  
*ESTA INFORMACIÓN ESTÁ DISPONIBLE EN ESPAÑOL EN LA OFICINA DE LA ESCUELA.***

**GENERAL INFORMATION**

McFarland Learning Center provides students with two ways to complete the graduation requirements, San Joaquin High School and McFarland Independent School.

San Joaquin High School provides an alternative high school diploma program for students of the McFarland Unified School District. The curriculum of San Joaquin High School follows that of the local comprehensive high school in that we incorporate the same core courses of study in order to meet state standards.

To graduate, students must meet the same credit requirements as McFarland High School which are established by the school board and the State of California. This facility differs from the local comprehensive high school in that it offers a variety of learning modalities and opportunities not available at other sites in the district.

San Joaquin High School is a high school diploma program that meets the needs of students ages 16 years or older, who have not graduated from high school, are still required to attend school, and who are at risk of not graduating. There are many reasons students come through our doors. Some are behind in school credits, they are starting school mid semester after time out of school, or they may need a flexible school schedule because they have jobs outside of school. Others may choose continuation education because of family needs or other circumstances. A few may either lack motivation or feel uncomfortable in a large school setting. For all, the goal is to earn a high school diploma while preparing students for college and

careers. We recognize that securing a diploma not only gives the continuation education student a sense of accomplishment, it also opens doors to employment that might otherwise be closed.

McFarland Independent School is another system for obtaining a high school diploma. The curriculum of McFarland Independent School follows that of the local comprehensive high school. To graduate, students must meet the same credit requirements as McFarland High School which are established by the school board and the State of California. This is the option available for those who need to work to support their family or have other extenuating circumstances that prevent them from attending school on a daily basis.

Learning through McFarland Independent School is based on a one-to-one relationship between individual staff members and students. Each student, with the assistance of an Instructor/Advisor, will develop a personal action plan. The action plan will then be used to create the MIS Master Agreement which governs such specifics as subject matter, meeting times, course credit, evaluation of the student's goals, field trips, special events, travel, and work experience. Students at McFarland Independent School typically meet with their assigned teacher once a week to review the assigned work, evaluate progress, make new assignments, and modify the action plan. Student attendance is also verified and recorded at this time.

We, the faculty, would like to welcome each of you. We will do everything in our power to help make this a successful year, but we expect you to do your part. Because we have high expectations for our students, we set high standards. Please do not be satisfied with less than your best work in every subject. We believe that teachers, students, parents, staff, administrators, and others must form a team effort to develop literate, problem solving, and productive members of our society.

## **DISTANCE LEARNING - COVID 19**

### **ATTENDANCE REQUIREMENTS**

1. 4 hours of coursework (Edgenuity/direct instruction/book work) completed daily
- AND**
2. daily attendance in an online video meeting

Failure to meet the daily attendance requirements may result in the student being required to attend class when COVID restrictions are lifted.

### **DISTANCE LEARNING/COVID CONTACT INFORMATION**

In the event the site must move to a Distance Learning model for the safety of students and staff, you may leave a message at the office main telephone number, 661 792-3178, or you may contact departments directly.

Main Office	<a href="mailto:DGonzalez@mcfarland.k12.ca.us">DGonzalez@mcfarland.k12.ca.us</a>	(661) 667-1246
Attendance	<a href="mailto:ViGonzalez@mcfarland.k12.ca.us">ViGonzalez@mcfarland.k12.ca.us</a>	(661) 667-1238
Counseling	<a href="mailto:ErVeiss@mcfarland.k12.ca.us">ErVeiss@mcfarland.k12.ca.us</a>	(661) 667-1214
Adult Education	<a href="mailto:lajaramillo@mcfarland.k12.ca.us">lajaramillo@mcfarland.k12.ca.us</a>	(661) 229-0412
Family Advocate	<a href="mailto:vemata@mcfarland.k12.ca.us">vemata@mcfarland.k12.ca.us</a>	(661) 667-1326

Administrator [loschultz@mcfarland.k12.ca.us](mailto:loschultz@mcfarland.k12.ca.us) (661) 667-1202  
Edgenuity Help *Text name and course name to* ..... (661) 370-5966

## **BLENDING LEARNING SCHEDULE**

Monday: Distance Learning for ALL students  
Tuesday/Thursday: Cohort A attends school from 8:30 - 11:45  
Wednesday/Friday: Cohort B attends school from 8:30 - 11:45  
- Breakfast and lunch will be provided daily to all students.

## **McFarland Unified School District Mission Statement**

***The mission of McFarland Unified School District is to accelerate student performance through great teaching and great learning.***

In order to provide a quality education to the students of McFarland, McFarland Unified School District adopts the following goals:

- Accelerate gains in student achievement.
- Recruit, hire and retain highly qualified teachers.
- Provide quality staff development opportunities with an emphasis on great teaching and great learning.
- Strengthen partnerships with parents and community.
- Provide safe, secure and well maintained schools.
- Maintain a balanced and fiscally responsible budget with emphasis on student achievement.

## **McFARLAND LEARNING CENTER Vision and Mission Statement**

The vision of the McFarland Learning Center (MLC), the home of San Joaquin High School (SJHS) and McFarland Independent School (MIS), since its inception in the early 1980's, has always been to encourage, guide, and support each student to use their highest potential in 21st century skills so they may be effective communicators, innovators, and participants in the global economy.

San Joaquin High School is a small high school which currently maintains an average student population of about 55 students who would benefit from alternative education options for a variety of reasons. McFarland Independent School is a smaller school which maintains an average student population of about 20 students who have extenuating circumstances preventing them from attending school daily.

The purpose of alternative schools and programs of choice is to provide different means of achieving grade-level standards and meeting students' needs. Alternative Schools and Programs of Choice are voluntary for districts, teachers, students, and their parents/guardians/caregivers.

These schools and programs are often characterized by responsiveness to learning and instructional style differences and small unit size. The effective use of such instructional strategies as independent study, community-based education, focused or thematic education, and flexible scheduling increases attendance and improves performance.

<https://www.cde.ca.gov/sp/eo/as/asprogramsummary.asp>

At MLC, we work closely with each student, giving each the opportunity to collaborate in the planning of his or her educational, personal, and career needs. In this setting, students who may not have been successful in larger schools often become motivated to succeed.

The mission of MLC is to ensure that each student graduates with a high school diploma and is ready to enter college and/or a career technical school.

MLC is **committed** to educational quality, emphasizing the following:

- A positive learning environment.
  - A learning environment with many opportunities for working at an accelerated pace so that the student may get back on track to graduate with his/her peers or to return to McFarland High School, if desired, to graduate there.
  - Student achievement in reading, writing, and math.
  - Parental involvement in student progress.
  - Respect and appreciation for each individual.
  - Intellectual, physical, and emotional growth.
  - Academic and social development.
  - Goal oriented focus—preparing for a meaningful, productive future.
  - Positive self-image through awareness and adoption of healthy lifestyles.
  - High standards of personal integrity and responsibility.
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## **McFARLAND LEARNING CENTER WESTERN ASSOCIATION of SCHOOLS & COLLEGES (WASC) SCHOOLWIDE LEARNING OUTCOMES**

MLC is committed to continue our accreditation through WASC. WASC accreditation ensures that your child is receiving a high quality education. MLC pledges to uphold the following objectives.

- Our students will take responsibility for their own learning while achieving academic competence by meeting district and state requirements for graduation.
- Our students will demonstrate the ability to effectively communicate via reading, writing, speaking, and listening.
- Our students will prepare for adult life by exploring higher education and career opportunities.
- Our students will demonstrate responsible citizenship in an ever changing world.

These objectives will be measured by

- state, district, and staff generated assessments
- entry level reading and math assessments
- class discussions, presentations, and participation
- research papers
- pursuing post-secondary educational pathways
- following district, school, and classroom rules
- participating in school activities
- coming to school every day, being on time and prepared with all necessary materials

**DAILY CLASS SCHEDULE \*\*\*Need to add COVID-19 Schedule**

		Period 5	12:59 p.m. – 1:35 p.m.
<b>REGULAR DAY</b>		<b>MINIMUM DAY</b>	
Staff Arrives	7:35 a.m.	Staff Arrives	7:35 a.m.
Period 1	8:30 a.m. – 9:15 a.m.	Period 1	8:30 a.m. – 9:06 a.m.
Break	9:15 a.m. – 9:30 a.m.	Period 2	9:06 a.m. – 9:42 a.m.
Period 2	9:30 a.m. – 10:15 a.m.	Break	9:42 a.m. – 9:57 a.m.
Period 3	10:15 a.m. – 11:00 a.m.	Period 3	9:57 a.m. – 10:33 a.m.
Period 4	11:00 a.m. – 11:45 a.m.	Period 4	10:33 a.m. – 11:09 a.m.
Lunch	11:45 a.m. – 12:20 p.m.	Period 5	11:09 a.m. – 11:45 p.m.
Period 5	12:20 p.m. – 1:05 p.m.	Lunch	11:45 a.m – 12:20 p.m.
Period 6 (except Wednesdays)	1:05 p.m. – 1:50 p.m.		

<b>FOG DELAY</b>	
No Breakfast Served	Fog Delay- Office Staff Here At 7:45 A.M. Depending On Weather
Period 1	10:00 a.m. – 10:36 a.m.
Period 2	10:36 a.m. – 11:12p.m.
Period 3	11:12 p.m. – 11:48 p.m.
Lunch	11:48 p.m. – 12:23 p.m.
Period 4	12:23 p.m. – 12:59 p.m.

<b>STAFF DEVELOPMENT SCHEDULE</b>
July 30, 2020
July 31, 2020
August 3, 2020
August 4, 2020
Every Wednesday 1:05 p.m. – 3:05 p.m.

No students-No Lab: Staff  
In-Services, Staff Meetings, Staff  
Development etc.

## **McFarland Learning Center Staff**

Lori Schultz	Director	loschultz@mcfarland.k12.ca.us
Eric Veiss	Counselor	erveiss@mcfarland.k12.ca.us
Kim Whealy	Teacher	kiwhealy@mcfarland.k12.ca.us
Shari Gonzales	Teacher	shgonzales@mcfarland.k12.ca.us
Elizabeth Bowman	Teacher	elbowman@mcfarland.k12.ca.us
Dolores Gonzalez	Office Manager	d gonzalez@mcfarland.k12.ca.us
Violet Gonzalez	Attend. Clerk/Tech I	vimurguia@mcfarland.k12.ca.us
Monica Delira	Office Assistant-PM	modelira@mcfarland.k12.ca.us
Veronica Mata	Family Advocate	vemata@mcfarland.k12.ca.us
Fidel Lara	Custodian	filara@mcfarland.k12.ca.us

### **San Joaquin High School TESTING DATES 2020-2021**

**To be announced during the school year.**

## **MLC ACTIVITIES**

### **CLUBS**

Students are encouraged to participate in ASB and ASB activities.

### **FUNDRAISING ON CAMPUS**

In accordance with school, district and state policies, fundraising must be approved by the ASB executive board and the Principal. Further information can be obtained at the front desk. Certain restrictions apply. Sales without prior approval by ASB are prohibited.

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## **MLC GENERAL POLICIES AND PROCEDURES**

### **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 San Joaquin High School at 792-3178 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 a 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.

### **DRIVING REGULATIONS**

Students may park in the parking lot.

- When arriving at school, all vehicles are to be parked immediately.
- Local police have the authority to ticket speeders on school property.

### **FIELD TRIPS**

Field trips are a privilege at SJHS. Students are subject to administrative approval that may be based on academic, discipline, and attendance records.

### **GRADING**

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.

### **STUDENT AWARDS**

Criteria for selecting award winners includes **sincere effort, good work habits, high test scores, class participation, good leadership qualities, working to capacity, good citizenship, creativity, and promptness with all assignments.**

### **EXAMS**

Course examinations are given upon completion of coursework in a supervised setting. SJHS is on a semester basis. However, students are encouraged to work at their own pace and many students are able to finish classes at a quicker pace.

### **GRADE CHANGES**

Grade changes will only be made to correct an error and must be approved by the principal.

### **MAKE-UP WORK AFTER END OF GRADING PERIOD**

Without prior coordination, students shall not be allowed to complete or turn in work after the final day of the grading period. Students enrolled in short term independent study will be allowed to turn in work assigned in accordance with their independent study contract and receive a grade change.

### **HOMEWORK REQUESTS**

Parents may contact the attendance office at 792-3178 to request make-up work if the student will miss less than five (5) days of school due to illness.

Students who will miss between 5 and 20 days of school, due to illness or other circumstances, should request SHORT TIME INDEPENDENT STUDY.

### **WITHDRAWAL FROM SCHOOL**

If a student intends to withdraw from school, a withdrawal form listing student's schedule should be picked up from the counseling office. The form must be signed by each teacher and returned to the Counseling Office. Students should return all books to the library at this time.

### **WORK PERMITS**

The Governing Board recognizes that part-time jobs can provide students with income, work experience, and enhanced self-esteem. In accordance with law, students shall obtain work permits from school authorities before accepting employment. Work permits for students 14 – 17 shall be limited to part-time employment as defined by law and administrative regulation. No work permit shall be issued until the student's parent/guardian has filed a written request with the school. **To help in determining the extent to which employment may be approved, school officials will inspect the student's records for evidence of satisfactory grades (at least a 2.0 GPA) and satisfactory school attendance.** After issuing a work permit, school officials shall periodically inspect the student's scholastic and attendance records to ensure the maintenance of academic progress. School officials shall revoke a student's work permit whenever he/she determines that employment is impairing the student's health or education, or any provision or condition of the permit. (B.P. 5113.2)

### **TEXTBOOKS**

Students are responsible for the care of all books issued to them. The condition of the book received will be marked on the textbook card. Textbooks should be covered to protect them from damage. Students will be charged for lost or damaged books.

### **TRANSCRIPTS**

Your child's transcript is the official record of what he/she has completed during high school. You may obtain an unofficial copy of your child's transcript by contacting the counseling office at 792-3178. The school registrar or your child's counselor can help you read the transcript if you need assistance.

You should ask for a copy of your child's transcript at the end of every school year so that you can see his/her progress toward graduation. The transcript can tell you:

- How many credits have been earned, and in which academic areas
- How many credits are still needed for graduation
- All high school grades, including any summer school or after school program grades.
- Grade point average (GPA)
- Class rank (your child's "place" in his/her class)

Whether or not your child has passed the California High School Exit



# **GRADUATION REQUIREMENTS**

## **CREDIT COMPLETION**

- The student must pay all bills or debts to the school district. Grades, Diploma, and Transcripts may be withheld pursuant to Ed Code 48904.3
- The student must complete 220 credits in the assigned subject areas.

Total credits required for graduation: **220 Credits**  
BP 6146.1 (a) and Education Code 51225.3

<b>COURSE</b>	<b>TOTAL CREDITS REQUIRED</b>
Career Options	5.0
Economics	5.0
English	40.0
Fine Arts	10.0
Government/Civics	5.0
Foreign Language	20.0
Health	5.0
Math	30.0
Physical Education	20.0
Science	20.0
U.S. History/Geography	10.0
World History/Geography	10.0
Electives	40.0
<b>TOTAL</b>	<b>220</b>

## **COURSES CURRENTLY OFFERED:**

\* Indicates online availability

\*\*Indicates availability through Independent Studies with permission of admin./instructor

<b>Courses</b>	<b>Credits Possible</b>	<b>Credits Needed</b>
<b>Career Options*</b>	5.0	<b>5.0</b>
<b>Economics**/**</b>	5.0	<b>5.0</b>
<b>English</b>		<b>40.0</b>
9 <sup>th</sup> Grade – 10 credits**/**	10.0	
10 <sup>th</sup> Grade – 10 credits**/**	10.0	
11 <sup>th</sup> Grade – 10 credits**/**	10.0	
12 <sup>th</sup> Grade – 10 credits**/**	10.0	
<b>Fine Arts**/**</b>	10.0	<b>10.0</b>
<b>Foreign Language**/**</b>	20.0	<b>20.0</b>
<b>Government/Civics**/**</b>	5.0	<b>5.0</b>
<b>Health**/**</b>	5.0	<b>5.0</b>

<b>Math</b>		<b>30.0</b>
◆ Consumer Math**	10.0	
◆ Pre Algebra*/**	10.0	
◆ Personal Finance*/**	5.0	
◆ Basic Math Skills**	10.0	
◆ Math 1(Required)*/**	10.0	
◆ Math 2*/**	10.0	
◆ Math 3*/**	10.0	
<b>Physical Education**</b>	20.0	<b>20.0</b>
● Lifetime Fitness*/**	5.0	<b>5.0</b>
● Foundations of Personal Wellness*/**	10.0	<b>10.0</b>
<b>Science</b>		<b>20.0</b>
◆ Earth Science/Physical Science*/**	10.0	
◆ Life Science /Biology*/**	10.0	
<b>U.S. History*/**</b>	10.0	<b>10.0</b>
<b>World History*/**</b>	10.0	<b>10.0</b>
<b>Electives</b>		<b>40.0</b>
◆ Accelerated Reader – Reading** (25 credits max.)		
○ Fiction	15.0	
○ Non Fiction/Biography	10.0	
◆ Art*/**	10.0	
○ Art Appreciation*/**	5.0	
◆ Community Service **	20.0	
(10 credits max./semester; 20 total allowed)	10.0	
◆ Independent Living Series**	10.0	
◆ Life Skills Series**	10.0	
◆ Parenting**		
◆ Math	10.0	
○ Consumer Math	5.0	
○ Personal Finance*/**	5.0	
◆ Work Experience**	40.0	
(10 credits max./semester; 40 total allowed)		
◆ Intro to Business*/**	10.0	
◆ Psychology*/**	10.0	
◆ Intro to Coding*/**	5.0	
◆ Foundations of Personal Wellness	10.0	
◆ Computer Applications - Office*/**	10.0	
◆ CA Health Science & Medical Technology*/**	5.0	
◆ Information and Communication Technology*/**	5.0	
◆ Nursing Assistant*/**	5.0	
◆ Pharmacy Technician*/**	5.0	
◆ Healthy Living */**	5.0	
◆ CareerSafe Certification Course (may take 2 for a max. of 10 credits total)	5.0	
◆ Orientation (1 credit/year; 4 total allowed)	1.0	
◆ Strategies for Academic Success*/**	5.0	
◆ English Language Development (5 credits/sem; 40 credits max.)	40.0	
◆ Spanish (10 credits/year; 20 credits max)*/**	20.0	
<b>Total Credits Needed for Graduation</b>		<b>220</b>

## **Alternative Opportunities for Earning Credits**

Student credits are earned by evidence of learning as indicated by a variety of teacher assessments and by work completed correctly and turned for valuation by the teacher. Credits are not earned by a student simply being present.

San Joaquin regular school hours are from 8:30 a.m. to 1:05 p.m. and the teachers are available for individualized tutoring until 3:05 p.m. Additionally, the computer lab is open until 8:00 p.m., Monday - Thursday. Students are encouraged to continue to work on online classes during this time. Students are expected to earn at least 30 credits per semester. If they are short credits, they must earn even more than the standard 30 credits in order to get back on track for graduation or to transfer back to the comprehensive high school.

In addition to regularly scheduled classes, students may have other options listed above whereby they may develop skills and pick up needed credits. Some of the classes include:

- **Edgenuity** – students may take core/elective classes online.
- **Bakersfield College** – students, with the permission of the school, may take two college courses per semester. These credits may be transferred back to San Joaquin High School for credits needed to earn a high school diploma.
- **Community Service** – students may earn credits by working hours at a nonprofit 501(c)(3) organization and/or service entity affiliated with a city/government body or a civic organization (e.g. public library, senior service center, police explorer program).
- **Independent Studies through SJHS**- some classes which are available during the day are also available as a 6<sup>th</sup> period independent studies. Students check in with the teacher daily but are expected to do work at home in order to accelerate the time needed to complete the class. One example is Physical Education (PE). If your class schedule does not accommodate a PE class or you wish to earn additional credits, you may see the PE teacher for an assignment to a PE class where credits are earned by a combination of reading, related research and written activities, and physical activities recorded in logs.

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***(The next two sections are included for students intending to transfer mid-year to McFarland High School)***

### ***McFARLAND HIGH SCHOOL (Graduation and Ceremony Requirements)***

*To participate in graduation ceremonies, a senior must complete the following:*

- A. Maintained 90% attendance of the days enrolled in the McFarland Unified School District during the senior year. Exceptions to this requirement:*
- 1. Illness verified with a doctor's note.*
    - a. If the illness is of a long-term nature, a doctor's excuse must be renewed each quarter, or upon request.*
    - b. For long term illnesses, a parent/doctor note must still clear each absence.*
    - c. All doctor notes shall be submitted to the attendance office within ten school days of visiting the doctor.*
  - 2. Quarantine directed by a county or city health officer.*
  - 3. Subpoena/Jury Duty--would be on a daily basis.*
  - 4. Attending a funeral service of a member of the pupil's immediate family (see Class I absence).*

- a. Three (3) days if within 250 miles one way.
  - b. Five (5) days if travel of more than 250 miles one way is required.
5. School activity absences, limited to ten (10) day/periods per class, per semester, excluding athletics.
- a. County/State or National competition shall not count in the total.
  - b. The following shall not count in the total: FFA fair showing, military, religious, college visitation, and any previously approved school activity.
  - c. A student must miss more than 29 minutes of the class period to be considered an absence.

**FORMAT FOR SENIOR 90% ATTENDANCE REQUIREMENT**

With a 6 period school day and a 180 day school year the percentage would be:

$$180 \text{ days} \times 6 \text{ periods} = 1080 \text{ periods}$$

$$10\% \text{ absence} = 108 \text{ periods per year}$$

Students that meet all graduation requirements to receive a diploma, but fail to meet graduation ceremony requirements shall receive their high school diploma from the high school principal on the day following graduation ceremonies. Pupils in grade 12 shall be enrolled in at least five courses each semester, which may include ROP, work experience. E.C. 46145

- B. No more than one (1) out-of-school suspension (**any length of time for E.C. 48900**) during the senior year for any item enumerated in the Code Violations and Consequences of Inappropriate Behavior.
- C. No time on expulsion during the senior year.
- D. Transfer policy to or from an alternative program (a program which also grants a diploma).  
A senior who transfers into alternative education at the beginning of their senior year will have the option to return to the main campus at the semester break, if all requirements for transfer are met.
- E. Earned 50 units in the senior year. (If mid-term graduate, earned 25 units during fall semester). Education Code 46145 (minimum of five courses for senior year)
- F. Maintained enrollment in all (five or more) classes in each semester attended during the senior year. (No unscheduled time while on campus).
- G. Final decisions may be appealed to the Superintendent.

**GUIDANCE SERVICES**

The counselor at San Joaquin High School can improve the students’ knowledge of professions and vocations, assist with career planning, help students develop their schedule, and provide scholarship and college information. Students planning to attend college should plan their high school work to meet the requirements of the college of their choice; requirements can usually be found in each college’s bulletin. Each college has different admission requirements; therefore, students should begin checking on colleges no later than the 11<sup>th</sup> grade.

## **LOST AND FOUND**

It is helpful that all personal items such as clothing, books, sports equipment, etc., are clearly labeled in indelible ink. The school cannot be responsible for any of these items. Items turned in to the office that are plainly marked will be returned to the owner. Unmarked items will be placed in the Lost and Found. Please check with the receptionist if you have lost something.

## **MEDICATION**

The safety of every student is a primary concern. McFarland Unified School District has a nurse to assist with health and safety issues during school hours. The Board of Education has adopted policies and procedures to follow in order to assure the safety of all students in the school district. If medication is needed for temporary illness, chronic conditions or diseases such as asthma, behavioral disorders, headaches, stomachaches, etc., a completed physician and parental consent must be on file in the office. NO medications will be dispensed without the appropriate completed form on file. The forms may be obtained from the main office. Medication must be brought to the school in a container appropriately labeled by the pharmacist or physician.

Students are not allowed to carry over-the-counter medication on his or her person at any time while on school property. Please contact the school nurse if your child is in need of any medication during school hours.

Should a student become ill while at school and need medication every effort will be made by the school nurse or administrative staff to contact the responsible party and request medication be brought to the school for the student. In such cases where a responsible party cannot be reached, comfort measures will be given to the student until someone is available. The school does not have medication on hand to administer to students randomly. Questions regarding ANY medications at school may be directed to the school nurse.

## **PARENTS IN CLASSROOMS**

Parents are welcome to visit/observe any of their student's classrooms. Requests are to be made in the main office.

## **VISITORS**

All visitors to the campus must register in the school office where the visitor will sign in and receive a visitor's name tag. Any person on campus without a visitor's name tag will be escorted to the office. All requests made by a parent/guardian to visit a teacher's classroom must be made and approved at least 24 hours in advance of the visit. No student visitors are allowed during the day.

Police, welfare workers, probation officers or other authorized personnel will speak with students in areas designated by the administration. No visitor may address McFarland students on the campus without prior authorization from the school administration.

## **SCHOOL IDENTIFICATION CARDS**

Students are required to have a school ID card. ID cards may be required when checking out library books or participating in extracurricular activities. ID cards will be provided free of charge.

## **SEARCH AND SEIZURE**

In order to provide for the welfare of the student body, the school administration not only has a right, but has a duty, to make reasonable search and seizure when there is a "reasonable suspicion" that illegal or dangerous materials such as drugs, alcohol, weapons, stolen property, or harmful materials are present on school premises or contained in a student's locker, a student's automobile, or on the student.

Any unauthorized materials discovered will be seized and turned over to the law enforcement agency for disposition. Parents and/or guardians shall be notified of this action at the earliest possible moment.

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## **ATTENDANCE POLICY**

### **TARDINESS**

In order to effectively prepare students for their future, we promote promptness, which means students are in their seat ready to work at the sound of the bell. Students coming in tardy disrupt the learning atmosphere of the class. Students will be considered tardy if they are not in class at their assigned places and prepared to participate in class activities when the bell rings. Parents will be notified if tardiness becomes excessive. A parent conference may be requested to help eliminate the tardiness. Students will also receive consequences for continued tardiness.

### **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 the 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)

San Joaquin High School exists in order 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 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 two (2) days to clear an absence before receiving consequences.**

Students should bring their notes from their parent or guardian to the Attendance Office

Window 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 before picking up an admit. 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 (792-3178).**

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 two-day limit, consequences may include a warning, detention, parent contact, and/or suspension for defiance. Students with uncleared absences are in danger of being classified as habitual truants. Those students may be referred to SARB.

**For further information regarding truancy issues, see Truancy section of this handbook on page 20.**

### **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. Child is sick
  7. 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

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## **DRESS CODE POLICY**

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 appearances that are considered inappropriate and are distracting to the educational process will not be allowed.** Attitudes of students are usually affected by what they wear, and what they wear affects the attitudes of those who see them. **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 or fishnet fabrics, halter-tops, off-the-shoulder or low cut tops and bare midriffs are prohibited. Bandannas, or bandanna-patterned articles, may not be worn, carried or displayed. Clothes or clothing styles that display under garments above the belt line (long or short pants) or other articles of clothing below the leg hems (short pants) are not in good taste and will not be permitted on campus. Pants must be worn at the waistline. Sagging is not in good taste and will not be permitted. 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, 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, creates 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:

- ❑ 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 SJHS spirit wear headgear or plain black baseball caps will be permitted. All other hats, caps, beanies, visors, bandanas, or rags, if brought to school, may not be worn or be visible on campus during regular school hours. *EXCEPTION:* 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.

### **Trousers**

All trousers and pants must have the student's correct waist size and length and worn at the waist (hipbone) with or without a belt. Oversize pants with large creases are not allowed. If a 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 a student's arms are straight down at his/her side. 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. Tank tops, athletic jerseys, razorbacks, or muscle shirts cut low at armpits are not allowed. Spaghetti straps or strapless tops are not allowed. Strapped tops are allowed if straps are 2 inches wide.

### **Footwear**

Shoes must be worn by all students. Shoes or sandals must have a heel strap. Shoes with a heel greater than 2" may be deemed a safety concern and students 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)





\*The district has the option to add more examples.

### **Exemption 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 in May by a committee, with a revised version being resubmitted to the Governing Board for use during the next school year.

**For further information regarding consequences for dress code violation issues, see Dress Code section under Discipline Policy in this handbook on pages 23.**

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## **DISCIPLINE POLICY**

The faculty and staff of San Joaquin High School are committed to providing the best educational opportunities possible for all students. In order to have an environment appropriate to this commitment and to enable teachers, counselors, and administrators to effectively provide for a sound education for students, certain reasonable behaviors are expected from all students. When students behave inappropriately, the nature, seriousness, and frequency of the inappropriate behavior will determine what disciplinary action will be taken. The Administration is responsible for maintaining campus order and for administering school discipline in accordance with the San Joaquin High School Student Discipline Policy. Any violation of school regulations not covered in this policy will be handled according to the McFarland Unified School District Discipline Code.

The purpose of rules and regulations on our school campus is to assure students of the opportunity to obtain an education. Cooperation is essential to maintaining a harmonious and functional society. Everyone must be willing to accept responsibility for maintaining campus order and for administering school discipline for the welfare, safety, protection and health of all students.

### **When and Where the Policy Applies**

The San Joaquin High School Student Discipline Policy applies to students:

- While on school grounds.
- While going to or coming from school
- During lunch, whether on or off the campus
- While attending, or while going to, or coming from, a school-sponsored activity or any activity sponsored by the McFarland Unified School District

The following procedures are developed to establish a uniform discipline code for the school, and it is expected that this code will be followed and enforced in a consistent manner throughout the school. This code will apply to all students. In the application of this code, all

staff members are to assure due process (e.g., to provide an opportunity for students to tell their version of events before a decision is made about a penalty).

**The following courses of action may be considered in disciplinary situations:**

- |  |   |
|--|---|
| 1. Teacher/student conference                                  | 10. Creation and/or Implementation of Behavior Contract |
| 2. Parent/teacher conference                                   | 11. Parent observation of student during class          |
| 3. Counselor/student conference                                | 12. Lunch detention                                     |
| 4. Parent/counselor/student conference                         | 13. Work detail   |
| 5. Administrator/student conference/referral to administration | 14. In School suspension                                |
| 6. Referral for psychological assistance                       | 15. Out of School Suspension                            |
| 7. Restitution   | 16. Transfer to another school/program                  |
| 8. Referral to appropriate agency                              | 17. Expulsion   |
| 9. Referral for educational/psychological evaluation           |   |

Prior to referring a student for disciplinary purposes, every reasonable attempt shall be made by the teacher to resolve the problem, including talking with the student alone, contacting parents and seeking assistance from the counselor. Respect for others by all parties will be maintained at all times. The teacher will have the option of keeping the student in detention in their classroom if he/she chooses to do so.

Students involved in any of the listed school violations are subject to the actions listed below. In carrying out these steps, the administration will consider the severity of the infraction and other information available at the school site and draw upon appropriate resources of the district.

Reasonable attempts are made at the time of disciplinary action to contact parents by phone or the emergency contact listed on the emergency card. When phone contact is not possible, personal contact may be made at the time the student is transported to the home or to juvenile authorities. Immediate parent contact is vital when disciplinary action is taken. **Parents are urged to always make sure emergency contact cards at school are updated and correct.**

**ACADEMIC DISHONESTY — Plagiarism/Cheating**

**Education Code 48900 (K)**

- Description** Students are responsible for submitting all academic assignments with no doubts that the work is entirely that of the student submitting the assignment. There are three areas where academic honesty can be questioned. They are:
1. **Cheating** – All assignments such as tests, quizzes, essays, homework and term papers or projects must be the work of the student submitting the assignment.
  2. **Plagiarism** — any idea, paraphrase or direct quote must have the source accurately cited.



automatically recommended for expulsion for the maximum amount of time possible.

**BULLYING**  
**Description**

**Education Code 48900 I, 48900.2, 48900.3, and/or 48900.4**

When a student, or students, takes action that results in physical or psychological injury to another student or students including but not limited to bullying committed by means of an electronic act directed specifically toward a pupil or school personnel.

**Action**

**1<sup>st</sup> Offense**

Three to five day suspension and may result in referral to community school and/or recommendation for expulsion.

**BUS BEHAVIOR**

**Education Code 48900 (K)**

**Description**

A bus driver is responsible for the safety of students on the bus. Any student behavior that distracts the bus driver, raises the anxiety level of the bus driver, or otherwise upsets the bus driver, compromises the safe environment under which the bus must be operated and will not be tolerated.

**Action**

**1<sup>st</sup> Offense**

Suspension of bus riding privileges for one to five school days and possible suspension from school depending on severity of the act. Parent notified.

**2<sup>nd</sup> Offense**

Suspension from school for three to five days and suspension of bus riding privileges for the remainder of the quarter. The Administration, in consultation with MUSD transportation administrators, will determine the length of time for which bus riding privileges are suspended.

**CELL PHONE USE**

**Education Code 48901.5/Education Code 48900 (K)**

**Description**

Students are not allowed to use electronic communicating devices of any kind. Cell phones must be turned off and stored during the school day. Verbal use of a cell phone, text messaging and/or simply having a phone ring constitutes usage. District policy is that cellular/digital telephone, pager, or other mobile communications device shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. **Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. (B.P. 5131).** Permission may be requested for use at other times for medical purposes. Students are responsible for turning off cell phones. Students violating the policy are subject to disciplinary action. The MUSD is not responsible for lost, stolen or damaged electronic communication devices or any charges incurred as a result. Unclaimed items will be donated to charity after the end of each semester. In an emergency, students will be permitted to use the school phone. If a student needs to be contacted, please call the front office and a message will be relayed to your student.

**Action**

**1<sup>st</sup> Offense**

Phone confiscation until the end of day. The student may pick up the phone in the office at the end of the day.

**2<sup>nd</sup> Offense**

After school detention and phone confiscation. Parent picks up the confiscated phone.

**3<sup>rd</sup> and Subsequent Offenses**

Phone confiscation and parent conference when the parent comes to pick up the confiscated phone. Student will be placed on a behavior contract and will turn in the phone at the beginning of each day for a period of 2-weeks.

**Note:**

**As per CA Penal Code 632 and CA Education Code 51512, the use of any electronic recording device, without the consent of both parties, will result in the phone being confiscated, a parent conference, and the student will turn in the phone for a period of 2-weeks. Law enforcement may be notified.**

**DEFIANCE**

**Education Code 48900 (K)**

**Description**

Defiance is when a student disrupts school or classroom activities, willfully defies school authorities (all school personnel engaged in performance of their duties), or continues to engage in behaviors when specifically told not to do so.

**Action**

**1<sup>st</sup> Offense** Parent contact by counselor or administrator. Seriousness of offense may determine consideration of alternative to suspension. However, open defiance such as inappropriate language or profane gestures directed at a staff member will result in suspension.

**2<sup>nd</sup> or More Offenses**

Student will be placed on a behavioral contract. Persistent defiance will result in suspension and possible transfer to alternative programs such as community school.

**DRESS CODE**

**Education Code 48900 (K)**

**Description**

Student appearance and all student clothing, including belts and accessories, shall be neat, clean and acceptable in repair and appearance and shall be worn within bounds of decency and good taste as appropriate for school. (See the DRESS CODE section of this handbook for the San Joaquin High School Dress Code Policy.) Students who are considered out of dress code are referred to the school office. A determination is made by an administrator whether or not the student is out of dress code. To prevent students from changing/switching clothes, the teacher should call the office and have the student escorted. When an administrator determines that the student does not meet dress code regulations, the student may be temporarily removed from classes until dress code regulations are met. If the student does not have more appropriate clothing available, the school may provide a clean alternative so that the student may return to class as soon as possible. Administrators shall have the discretion to consider the 1<sup>st</sup> offense serious and administer appropriate consequences. Students who violate the dress code may be subject to any of the following: 1) Parent contact, 2) Detention, 3) Behavior contract, and/or 4) Suspension. Repeat offenders will be subject to increasingly more severe consequences.

**Action**

**1<sup>st</sup> Offense**

Warning. Change clothing. Confiscation of inappropriate clothing. Student pick up confiscated clothing at the end of the day.

**2<sup>nd</sup> Offense**

Change clothing. Confiscation of inappropriate clothing. Parent notification. Confiscated clothing returned only to the parent or guardian.

**3<sup>rd</sup> & Subsequent Offenses**

Change clothing. In-school suspension. Parent notification. Confiscated clothing returned only to the parent or guardian.

**DRUGS**

**Education Code 48900C/Education Code 48915**

**Description**

When a student uses (non-sale) or is found to be in possession of, or under the influence of, any controlled substance except for alcohol. San Joaquin High School practices a "Zero Tolerance Policy" for drugs on campus as per California Education Codes 48900 and 48915.

**Action**

One to five day in-school suspension with possible recommendation for expulsion.

**Other Notes:**

In compliance with **SB1300**, a citation may be issued that also will serve as a referral to the probation department. The Administration will also make a referral to the intervention specialist for counseling. Information for students intending to return to MHS: MUSD/MHS Activity/Athletic Control Code requires an 18-week period of ineligibility. A second offense will result in a 36-week period of ineligibility.

**DRUG PARAPHERNALIA**

**Education Code 48900 (J)**

**Description**

When a student possesses, furnishes, arranges, or negotiates to sell drug paraphernalia.

**Action**

Five-day suspension with recommendation for expulsion according to McFarland's "No Tolerance Policy". In compliance with SB1300, a citation may be issued that also will serve as a referral to the probation department.

**DRUG SALES**

**Education Code 48900 (C, D) /Education Code 48915 (C-3)**

**Description**

When a student furnishes, arranges, or negotiates to sell, any controlled substance (including alcohol); or when a student offers, arranges, or negotiates to sell any controlled substance represented as such. The McFarland Police Department will be contacted.

**Action**

Five-day suspension with recommendation for expulsion according to McFarland's "Zero Tolerance Policy". Local law enforcement will be contacted.

**Zero Tolerance Policy**

San Joaquin High School practices a "Zero Tolerance Policy" for sale of drugs on campus. This means that students who bring drugs to campus for sale are automatically recommended for expulsion for the maximum amount of time possible.

**EXPLOSIVES**

**Education Code 48915 (C-5)**

**Description**

When a student possesses, sells or otherwise furnishes explosives or explosive devices: e.g., dynamite, black powder, gunpowder.

**Action**

Five-day suspension with mandatory expulsion required by law. The law mandates a one-year expulsion from the date of suspension for the violation. A

citation will be issued that also will serve as a referral to the Probation Department. The McFarland Police Department will be contacted.

### **FIGHTING**

**Education Code 48900 (AI)**

**Description** When two or more students exchange blows and an adult on campus interprets the action as fighting.

**Action** Generally, five-day suspension for the first offense, mutual fight, not gang-related. Student may be transferred to an alternative program based on circumstances related to the incident. Five-day out of school suspension for any fight determined by staff to be gang-related regardless of number of offenses. (See GANGS AND GANG ACTIVITY) Repeat offenses will result in transfer to community school (age 16 or over) or other alternative educational settings

### **FOOD & DRINKS**

**Description** Food and drinks in classrooms are not permitted. Water bottles are acceptable.

### **GAMBLING**

**Education Code 48900 (K)**

**Description** Students are not permitted to participate in any type of gambling.

**Action** **1<sup>st</sup> Offense** Student will be provided with intervention. Student will be placed on a behavioral contract.

**2<sup>nd</sup> or More Offenses**

One to five day suspension depending on the severity of the incident and depending on whether or not the behavior is habitual.

### **GANGS AND GANG ACTIVITY**

**Education Code 48900 (K, .3, .4)**

The governing board desires to keep district schools and students free from the threats or harmful influence of any groups or gangs which advocate drug use, disruptive or violent behavior, B.P. 5136(a). Each high school will include procedures for handling gangs and gang activities in the site discipline policy. This policy shall be applied at the administrator's discretion as the need for it arises at individual school sites (cf. 6145.5 – Organizations/Associations). Staff will make decisions on whether or not disciplinary problems shall be handled as individual problems or gang problems. The superintendent or designee shall provide staff in-service training in gang recognition and communicate to all staff current symbols of gang membership.

The Board of Education has determined that certain gangs (also known as criminal gangs or street gangs) are operating in and around McFarland. In light of this fact, the governing board has also determined that the wearing of gang-related clothing on school premises or during school-sponsored activities threatens the health and safety of the students and impairs the school environment accordingly. Students may not wear, possess, use, distribute, or display any clothing, color, jewelry (including rosaries worn outside a shirt), emblem, badge, symbol, colored bandana, lanyard, or sash which represents or evidences membership or affiliation with any gang or promotes gang-related activity. Clothing which has been deemed through collaboration between McFarland Unified School District and local law enforcement or other experts to be gang-related is prohibited, specifically the items of clothing which are prohibited are: **all team jerseys**, red or blue cloth belts; red or blue shoe laces; any apparel that **represents a professional sports team, blue Southpole Apparel**; Eye brows notched indicating 14 or 13; clothing with any of the following gang symbols or initials including, but not



limited to: N, V, SUR (Sureño), XIV, Norteño, \$ (Sureño), XIII, X4, X3, Norte, area codes (510, 415, 661, 805, etc.), Sureño, Kansas City, or KC; hair nets, bandanas, doo-rags, or shower caps; gang-associated jackets and clothing; including Nike Cortez shoes or shoes with three bars; t-shirts with creased sleeves, or creased down the center; and split pant cuffs. These restrictions are subject to periodic review. Upon consultation with local law enforcement agencies, or other experts, additional rules which restrict gang-associated dress may be instituted by the school principal at any time with notice to students and parents.

### **Gang Related Clothes, Insignia and Symbols**

**Description** Any clothing or insignia symbols (including body tattoos) that school administrators deem to be gang-related are not to be worn or carried on the McFarland campus. Students who do so will be warned once to correct the situation. Clothing that staff deems to be gang-related (such as certain types of cloth belts) may be confiscated by staff for purposes of campus safety or the student may be sent home to change clothes. Parents will be contacted. (EC 35183)

**Action** **1<sup>st</sup> Offense** Warning with parent contact. Staff may confiscate clothing and require that the student wear school issued clothing for the remainder of the day. Confiscated clothing will only be released to the parent.

**2<sup>nd</sup> or More** One to five day suspension. Student attitude and record will determine

**Offenses** length of suspension. Continued offenses may result in transfer to community school or recommendation for expulsion. Student will be placed on behavioral contract.

### **Gang Related Activities**

**Description** Any activities by students that administrators deem to be gang-related are not allowed. McFarland staff regards the high school campus as "neutral turf, a "safe house." Action will be taken against anyone who, in any way, does anything to violate the safety and security of people on this campus, especially by bringing gang disagreements and their corresponding violence to school.

**Action:** Five-day suspension, possible drop to alternative programs, possible expulsion, and prosecution to the fullest extent of the law (Education Code 48900 (K, .3, .4).

### **HALL PASSES**

#### **Education Code 48900 (K)**

**Description** Students are not permitted out of class without a hall or room pass issued by a staff member.

**Action** **1<sup>st</sup> Offense** Students will be escorted to the office, assigned after-school detention, then escorted to class.

**2<sup>nd</sup> Offense** Students will be placed on a behavioral contract and or suspended based on severity. See also, DEFIANCE.

### **HAZING/INTIMIDATION**

#### **Education Code 48900 (.4, A2, K)**

**Description** When a student, or students, take action that results in physical or psychological injury to another student or students.

**Action** Three to five day suspension and possible referral to community school and/or recommendation for expulsion.

**INTERNET ABUSE, MISUSE OF ELECTRONICS**

**Education Code 48900**

**(K)**

**MEDIA, MISUSE OF ANY TECHNOLOGY**

**Description** When a student violates the M.U.S.D Student/Family/Community Agreement. (See page 32 of this handbook). If an illegal activity occurs through the use of the Internet or MUSD technology use as defined in Acceptable Use Policy the previous aforementioned consequences will be superseded by the California Education Code and State and Federal Laws accordingly.

**Action**

**1<sup>st</sup> Offense** Referral to Administration. Possible suspension for one to five days, depending on education code violation and student's school record. Parent conference. Student must submit a 250-word paragraph discussing an assigned Internet-use related topic. If vandalism is involved, student will be held financially responsible.

**2<sup>nd</sup> Offense** One to five day suspension. Loss of Internet access for a minimum of 18 weeks. If vandalism is involved, student will be held financially responsible.

**3<sup>rd</sup> Offense** Permanent revocation of Internet use. One to five day suspension or expulsion as determined by the school and District administration. If vandalism is involved, student will be held financially responsible.

**LASER POINTERS**

**Education Code 48900**

**(K)**

**Description** Laser pointers are not permitted at school or any school function.

**Action**

**1<sup>st</sup> Offense** Student will have the item confiscated and held until a parent can claim the item.

**2<sup>nd</sup> Offense** Three day off-campus suspension.

**3<sup>rd</sup> Offense** Five day suspension. Seriousness of offense may determine consideration for transfer to community school or recommendation for expulsion.

**PUBLIC DISPLAYS OF AFFECTION**

**Education Code 48900**

**(K)**

**Description** In order to maintain a respectful atmosphere on campus, students are to refrain from overt public displays of affection while on school grounds and at school events. This includes sitting on laps, groping, kissing, lengthy hugging and leaning against each other, etc. If a student has a question as to what is appropriate, he or she may discuss it with an administrator. High School staff will intervene when displays of affection are inappropriate. If the inappropriate activity continues, a student will be considered defiant. (See Defiance)

**Action:** Students who continue to engage in excessive displays of affection after being warned may be assigned to detention, suspension or referred to an alternative school program. In addition, parents may be contacted about the infraction(s).

**PROFANITY, VULGARITY, OBSCENE ACTIONS**

**Education Code 48900(I)**

**Description** When a student uses profanity or is vulgar and/or obscene either verbally, in writing, or by actions. (See also, DEFIANCE)

**Action 1<sup>st</sup> Offense** Parent contact by counselor or administrator. Seriousness of offense may determine consideration of alternative to suspension.

**2<sup>nd</sup> or More Offenses** Student will be placed on a behavioral contract. Persistent actions will result in suspension and possible transfer to alternative programs such as community school.

**RADIOS, TAPE PLAYERS, CD PLAYERS, MP3, CAMERAS, VIDEO EQUIPMENT, I-PODS, PSP And OTHER ELECTRONIC DEVICES**      **Education Code 48900 (K)**

**Description** Students are not permitted to use radios, tape players, cameras, video equipment and/or other recording devices at school during the regular school day unless a teacher has obtained previous approval from administration for a particular academic project.

**Action**      **1<sup>st</sup> Offense** Device confiscation until the end of day. The student may pick up the device in the office at the end of the day.

**2<sup>nd</sup> Offense** After school detention and device confiscation. Parent pick up confiscated device required.

**3<sup>rd</sup> and Subsequent Offenses** Device confiscation and parent conference when the parent comes to pick up the confiscated device. See DEFIANCE.

**ROBBERY/EXTORTION**      **Education Code 48900 (E)**

**Description** When a student takes, or attempts to take, money or property from another person by means of force or any threat.

**Action**      Five day suspension with recommendation for expulsion.

**SEXUAL HARASSMENT**      **Education Code 48900 (.2, 212.5)**

Sexual Harassment of students is prohibited.

**Description** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature made by someone from or in the work or educational setting, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student educational environment; (b) creating an intimidating, hostile, or offensive education environment; (c) depriving a student of educational aide, benefits, services or treatment, or (d) making submission or rejection of such unwelcome conduct the basis for academic decisions affecting the student.

The conduct must be considered by a staff member of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the counselor. An allegation that one student was sexually harassed by another student shall be referred to a McFarland Unified School District administrator.

**Action** Three to five day suspension with possible recommendation for expulsion depending on the severity of the incident and whether or not the behavior is habitual.

**SKATEBOARDS, SKATES, IN-LINE SKATES**

**Education Code 48900 (K)**

**Description** The use of skateboards, skates, and in-line skates is prohibited on school grounds at all times.

**Action** Students will place skateboards, skates, or in-line skates in the front office until the end of the school day.

**THEFT/STEALING**

**Education Code 48900 (G, L)**

**Description** When a student steals, attempts to steal, or knowingly receives (stolen) school or private property. Stealing of school property or the property of other individuals while at school will be considered a serious act of misconduct and appropriate disciplinary action will be administered.

**Action** Three to five days suspension with possible recommendation for expulsion depending on the seriousness of the theft. Property or due value must be returned. Offense status, student's school record, seriousness of offense, may determine consideration of alternative to suspension and/or an alternative to expulsion.

**TOBACCO**

**Education Code 48900 (H)**

**Description** When a student possesses or uses tobacco or tobacco products.

**Action** **1<sup>st</sup> Offense** Warning, confiscation of tobacco, notification of parents, and assignment to a Tobacco Cessation Program.

**2<sup>nd</sup> or More Offenses** One to five day suspension. Severity of offense record may determine consideration of alternative to suspension. Continued offenses may result in further suspensions or transfer to community school. Student may be referred to intervention specialist for counseling.

**TRUANCY**

**Education Code 48900 (K)**

**Description** Unexcused tardies to class, cuts (absences not cleared within 48 hours) and/or continued periods of nonattendance. Truancy is being absent from school without permission. You are truant if you do any of the following:

1. Leave school without signing out in the office
2. Absent from class without permission
3. Obtain a pass to go to a certain place and do not report there
4. Become ill and go home or stay in the restroom instead of reporting to the office
5. Late to class 30 minutes or more

Any unauthorized absence is a matter of serious concern. If a student becomes a truant problem, they will be referred to the School Attendance Review Board (SARB).

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 before picking up an admit. If the parent cannot call during the regular school hours, **parents/guardians can leave a message after office**

**hours by calling the school (792-3178) and dialing extension 201. Students have just two (2) days to clear an absence before receiving consequences.**

### **Absences – Unexcused Single Period or Full Day**

#### **Action**

- 1<sup>st</sup> Incident:** Single Period: After-school detention assignment for a single period unexcused absence.  
Full Day: Unexcused: Parent contact
- 2<sup>nd</sup> Incident:** Administrator schedules parent conference and sends truancy warning letter to parent.
- 3<sup>rd</sup> Incident:** School notifies probation officer and School Attendance Review Board (SARB) and Kern County District Attorney. Per request of school, the truant officer will speak to student at school.
- 4<sup>th</sup>+Incident:** School recommendation for School Attendance Review Board (SARB) and Kern County District Attorney hearing. Consequences may result in a citation, fines, or incarceration of student in juvenile hall. A letter will be sent notifying parent that the minor is being placed on probation and their attendance will be monitored throughout the remainder of the school year. Per request of school, the truant officer will speak to student at school.

### **Late to Class – Unexcused Tardy**

#### **Action**

- 1<sup>st</sup> Tardy:** Teacher records on Aeries and applies classroom rules of behavior.
- 2<sup>nd</sup> Tardy:** Teacher records on Aeries and counsels the student. Student assigned after school detention. Parental contact by school personnel.
- 3<sup>rd</sup> Tardy:** Student is referred to the counselor for remediation. Parent contact made by the office.
- 4<sup>th</sup> Tardy:** Student is referred by the teacher to administration for remediation. Referral to counseling and possibly other appropriate intervention services. Parent contact made by office.

#### **Any additional tardies will be referred to the counselor.**

Teachers will have the option, after discussing an incident of behavior with a student, to, at their discretion and in their professional judgment, excuse a particular tardy due to special or mitigating circumstances. It should be noted, however, that repeated infractions of the tardy policy representing a deliberate pattern of behavior, constitute defiance and will be dealt with accordingly. **HABITUAL TARDINESS** is unacceptable for SJHS students and will result in placement on the Non-Participation List.

### **VANDALISM (includes graffiti and "tagging")**

### **Education Code 48900 (F)**

**Description** When a student causes or attempts to cause damage to or defacing of school or private property. Possession of permanent markers, spray cans, spray can handle triggers, or any other device associated with "tagging" is not allowed. This includes the defacing of all school books. Persons guilty of destruction of school property will be subject to severe disciplinary action by the school and/or civil authorities. The student and family will be responsible for financing the restoration of the facilities to their original condition.

**Action** One to five day suspension. Seriousness of offense and student record may determine consideration of alternative to suspension, as well as recommendation for expulsion. Student will be held financially responsible for damages with a minimum charge of \$25. The McFarland Police Department will be contacted and a referral may be made to the Probation Department.

**WEAPONS Education Code 48900 (B, M)/Education Code 48915 (C-1, C-2, A-2)**

**Description** When a student possesses, sells or otherwise furnishes any firearm, knife, mace, firecrackers, M-80s, cherry bombs or other dangerous object, except in the case of possession when the pupil is so authorized by school personnel. Possession of an imitation firearm is also prohibited.

**Action** Five day suspension with recommendation for expulsion. The Sheriff Department will be contacted and a citation may be issued that also will serve as a referral to the probation department. The law mandates a one-year expulsion from the date of suspension for possession of a gun or brandishing a knife or dangerous object or sales of drugs on campus or during school activities.

**Zero Tolerance**

San Joaquin High School practices a "Zero Tolerance Policy" for weapons on campus. This means that students who bring weapons to campus are automatically recommended for expulsion for the maximum amount of time possible.

**DISCIPLINARY ACTIONS**

**DETENTION**

Students may be detained in school for discipline or other reasons. Detention shall consist of at least a thirty minute period spent after school. Detention may be served Monday through Friday in a designated room or area. It is the student's responsibility to serve detention. Failure to report to detention as assigned will result in placement on the Non-Participation List until all detention has been served. While on the Non-Participation List, students are unable to leave campus for lunch or participate in any extracurricular activities. Work detail may be used to clear detention hours with the prior approval of an administrator or designee.

**IN-SCHOOL SUSPENSION**

Behavioral problems in school can result in your child's suspension from class for one or more periods depending on the offense. A student placed in In-School Suspension will forfeit their phone for each day they are suspended. Students in In-School Suspension will have alternative break and lunch times. Consecutive in-school suspensions will result in a parent/student/counselor/administrator meeting to address the offense(s).

**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 San Joaquin 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 the McFarland Unified School District Board of Trustees' ruling if it is determined after a meeting with the 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 the reason 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.

### **What is the "No Tolerance" policy?**

San Joaquin High School practices a "No Tolerance Policy" in dealing with students who assault other students or staff or who bring any weapons or drugs to campus. Students who commit any of these offenses are automatically recommended for expulsion for the maximum amount of time possible: 1. Possessing, selling, or otherwise furnishing a firearm; 2. Brandishing a knife at another person, 3. Unlawfully selling a controlled substance., 4. Committing or attempting to commit a sexual assault or committing a sexual battery; and/or 5. Possession of an explosive (Any explosive, incendiary, poison gas, projectile, etc.) (EC 48900, 48915)

## **EXPULSION**

The Principal or Vice Principal 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)).

### **FREQUENTLY ASKED QUESTIONS**

#### **What is expulsion?**

"Expulsion" means removal of a pupil from the immediate supervision and control, or the general supervision, of school personnel. (EC 48925) Expulsion prohibits the student from attending any school in the district.

#### **How long can an expulsion last?**

An expulsion can last until the end of the semester after the incident occurred (or one year, if the incident was possession of a firearm). After this time, the student must be allowed to apply to be readmitted to the school district.

#### **What offenses can result in my child's expulsion from school?**

A student can be expelled from school for committing any of the same offenses for which they can be suspended. These offenses are listed in the list above. In addition, if a student commits a "*zero tolerance*" offense, the school board **must** expel the student. Zero tolerance offenses are: possession of firearm, drug sales, brandishing a knife and sexual assault. If a student is recommended for expulsion for any other reason, he/she cannot be expelled unless the school board finds that other means of correction are not feasible or have repeatedly failed or that the student is a continuing threat to the physical safety of themselves or others.

#### **What are my child's rights if he/she has been recommended for expulsion?**

A student can only be expelled by the school board and only after a hearing has been held. Students have the right to:

- Notice of the hearing 10 days before the hearing is held. The notice should tell the student exactly why he or she is being expelled.
- Review all the documents that will be used at the hearing before the hearing is held.
- Bring witnesses to the hearing and/or ask that the district subpoena witnesses for them (subpoena means force them to come).
- Question any witness that the school brings to the hearing.
- Bring a lawyer or other advocate.



- Appeal the board decision if the hearing was not conducted fairly.

**CALIFORNIA EDUCATION CODE**  
**Section 48900**

**GROUND FOR SUSPENSION OR EXPULSION**

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:

- (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 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.
- (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 either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen 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.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (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.
- (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 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.
- (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 subdivision (b) of Section 245.6 of the Penal Code.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
  - (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider 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 of the school district or principal may use his or her 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.

## **FREQUENTLY ASKED QUESTIONS**

Do you have questions about the programs at San Joaquin High School? If so, we encourage you to call the school at 792-3178, between 7:30 a.m. and 4:00 p.m., Mondays through Fridays.

### **Who do I call?**

- |   |                             |
|---|-----------------------------|
| 1. To report my child's illness or any other absence                | Attendance Clerk            |
| 2. To set up an appointment to talk to the principal or coordinator | Office Manager/Office Staff |
| 3. To find out about new student orientation                        | Principal/Coordinator       |
| 4. To find out about SJHS earning Work Experience credits           | Administrator/Counselor     |
| 5. To get homework assignments for a sick child                     | Attendance Clerk            |

6. To set an appointment to talk to a specific teacher regarding your child's progress in class	Coordinator/Office Manager/Teacher
7. To find out the school's policy on drugs, smoking, fighting, appropriate dress, etc.	Principal/Coordinator
8. To find out about property that has been lost or stolen	Office Staff
9. To report an incident you have observed on the school grounds or at a school function	Principal/Coordinator/Office Manager
10. To find out what is available to help your child with planning a career and job hunting	Coordinator
11. To offer services as a volunteer to help with tutoring, registration, celebrations, etc.	Office Manager/Coordinator
12. To obtain knowledge about graduation requirements and college entrance requirements	Coordinator
13. To find out how the Class Registration System works	Coordinator
14. Register a concern about a teacher or part of the school program	Principal/Coordinator
15. To get general information on grades and credits	Coordinator/Office Manager
16. To find out about Work Experience Education (WEE) and how to earn up to 40 elective credits for a WEE class.	WEE Program Coordinator
17. To find out the requirements necessary to transfer to McFarland High School	Principal/Coordinator

### **What if I have business at McFarland High School?**

District policy forbids SJHS students from being on ANY other school campus on school days between the hours of 7:30 a.m. to 4:00 p.m. without prior authorization. This includes the park next to the McFarland High School Campus. If you have business at the other campus, you must inform the administrator or administrator designee who will make a phone call and clear the way for you. UNDER NO CIRCUMSTANCES should you go to another school campus within the district until it has been cleared. Failure to comply with this regulation may lead to your suspension from school.

### ***The Handbook in Summary***

*Attend school on time and on a regular basis.  
Be involved in productive course work.  
Be responsible for your conduct toward others.  
Be respectful.*

*Use acceptable language.  
Do not fight or bring weapons to school.  
No smoking on campus during school hours.  
Do not bring alcohol, drugs, or "look alikes" to school.  
(Authorities will be notified!)  
Take proper care of private and school property.  
Stay away from other M.U.S.D. Schools  
(especially McFarland High School and the adjacent park  
between the hours of 7:30 a.m. and 4:00 p.m.).  
Remain on campus from 8:30 a.m. to 1:50 p.m.  
Abide by school policy.*

**WEAR A SMILE AND PLAN TO ENJOY LEARNING SOMETHING NEW EACH DAY**



**McFARLAND UNIFIED SCHOOL DISTRICT  
STUDENT/FAMILY/COMMUNITY INTERNET  
ACCEPTABLE USE POLICY (AUP) AGREEMENT**

McFarland Unified School District (MUSD) may offer Internet access to students. This document contains the **Acceptable Use Policy** (AUP) for student and family use of the computer system. It must be signed by each student prior to using the Internet or email. Students under the age of 18 must also have the signature of a parent or legal guardian.

**A. Educational Purpose**

**School site computer system is:**

- For educational purposes such as classroom activities, career development, and limited high-quality self-discovery activities.
- Established as a public access service or a public forum. MUSD has the right to restrict the material accessed or posted through the system.
- Not to be used for commercial purposes. You may not offer, or provide for sale, products or services through the computer system.

**B. Student Internet Access**

- Students have access to Internet resources.
- Students may have email access through a classroom account or through an individual account.

- Student created Web pages hosted by MUSD must be pre-approved by School Administration before posting on the Internet/Intranet. Material on the Web page may relate to your school, community or personal interests that are appropriate in an educational environment.
- Students may not access public Internet Chat Rooms.
- Students may access District hosted Internet Chat Rooms under teacher supervision

## **C. Unacceptable Uses**

### **Personal Safety**

- Do not post personal contact information about yourself or other people. This includes your address, telephone, school address, work address, etc.
- Do not agree to meet with someone you have met online.
- Disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

### **Illegal Activities**

- Do not attempt to gain unauthorized access to the MUSD computer system or to use MUSD computer systems to gain unauthorized access to other computer systems.
- Do not go beyond your authorized access. It is illegal to attempt to log in through another person's account or access another person's files even if only for the purposes of "browsing".
- It is illegal to attempt to disrupt the computer system or destroy data by spreading computer viruses or by other means.
- Do not use the MUSD computer system to engage in any other illegal acts, such as arranging for a drug sale, engaging in criminal gang activity, or threatening the safety of persons, etc.
- Or any activity to be an unreasonable disruption to school activities per Ed Code 48900, section k.

### **System Security**

- You are responsible for your individual account/file; take precautions to prevent others from being able to use your account. *Under no conditions should you provide your password to another person. Sharing of access is prohibited.*
- Immediately notify your teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be seen as an illegal attempt for you to gain access.

### **Inappropriate Language**

- **Restrictions against inappropriate language apply to all public messages, private messages, and material posted on Web pages or in email.**
- Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Do not engage in personal attacks, including prejudicial or discriminatory attacks; do not post information that could cause damage or a danger of disruption.
- Do not harass (act in a manner that distresses or annoys) another person.
- Do not knowingly post false or defamatory information about a person or organization.

### **Respect for Privacy**

- Do not repost a message that was sent to you privately without permission of the person

who sent you the message.

- Do not post private information about another person.

### **Respecting Resource Limits.**

- Do not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
- Check your email frequently; delete unwanted messages promptly.

### **Plagiarism and Copyright Infringement**

- Do not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. **Plagiarizing is a crime and is against the law.** This includes images, sound bytes, and video.
- Respect the rights of copyright owners.

### **Inappropriate Access to Material**

Do not use MUSD computer system to access material that:

- Is profane or obscene (pornography).
- Advocates illegal acts.
- Advocates violence or discrimination towards other people.

If you mistakenly access inappropriate information, immediately tell a teacher. Your parents/legal guardian should instruct you if there is additional material that they think it would be inappropriate for you to access.

## **D. Your Rights**

### **Free Speech**

- Because the MUSD computer system is a limited public forum (like a school newspaper) restrictions may be placed on the expression of your ideas. School Administrators retain the right to determine the appropriateness of all materials.

### **Search and Seizure**

- All contents of your personal files are accessible to School Administrators at all times.
- The MUSD computer system is monitored frequently. Discovery that you have violated this AUP or the law will result in immediate termination of your access.
- Parent\’s/legal guardian\’s have the right to see the contents of their student\’s files.

## **E. Limitation of Liability**

MUSD makes no guarantee that the computer/Internet functions or services provided will be error-free or without defect. MUSD will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. MUSD is not responsible for the accuracy or quality of the information obtained through or stored on the system. MUSD will not be responsible for financial obligations arising through the unauthorized use of the system.

## **F. For Your Information**

Whenever you do something on a network you leave “electronic footprints”. School Administrators frequently follow those “footprints”. If inappropriate activity is traced to your sign-on account, the following consequences will be enforced.

**First Offense:** a verbal warning, a meeting with your parents/legal guardians and

School Administration, and the student must submit a 250-word paragraph discussing an assigned Internet-use related topic.

**Second offense:** loss of Internet access for a minimum of 18 weeks.

**Third offense: permanent suspension of Internet use,** and possible school suspension or expulsion as determined by the school and District administration.

If an illegal activity occurs through the use of the Internet or MUSD technology use as defined in this AUP the previous aforementioned consequences will be superseded by the California Education Code and State and Federal Laws accordingly.

**McFARLAND UNIFIED SCHOOL DISTRICT**  
Student Internet Use Agreement  
**2020-2021**

**Student**

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the AUP provisions will result in disciplinary action, the revoking of my user account, or appropriate legal action. I also agree to report any misuse of the information system to the School system administrator.

**Parent or Guardian**

Students under the age of 18 must also have the signature of a parent or guardian who read this contract. As the parent or guardian of this student, I have read this AUP and understand that it is designed for educational purposes. I understand that it is impossible for MUSD to restrict access to all controversial materials, and I will not hold MUSD responsible for materials acquired on the network.

I accept full responsibility for supervision if and when my child's internet use is not in a school setting. I hereby give my permission to issue an account for my child.

## **San Joaquin High School and McFarland Independent School SCHOOL/STUDENT/PARENT COMPACT**

The San Joaquin High School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the California State Standards.

The San Joaquin High School-parent compact is in effect during the school year 2020-2021.

### ***Student Pledge:***

#### **Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement by meeting the California State Standards. Specifically, we will:**

- 1) Do our homework every day and ask for help when needed.
- 2) Read at least 30 minutes every day outside of school time.
- 3) Give our parents/guardian all notices received from school.
- 4) Come to school with an attitude to work hard and learn.
- 5) Bring necessary materials and completed assignments.
- 6) Follow the rules and guidelines as stated in the Student Handbook.
- 7) Respect school, staff, students, and families.
- 8) Communicate voluntarily with our parents regarding school experiences.
- 9) Limit TV watching.
- 10) Attend school regularly and promptly.

### ***Parents Pledge:***

#### **Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

- 1) Ensuring that my child has regular attendance at school, adequate sleep, regular medical attention, and healthy nutrition.
- 2) Monitoring homework and ensuring it is complete.
- 3) Attending school functions including extra-curricular activities and parent meetings.
- 4) Participating, as appropriate, in decisions relating to my child's education.
- 5) Promoting positive use of my child's extracurricular time.
- 6) Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- 7) Serving, to the extent possible, on policy advisory groups, such as the ELAC and School Site Council committees.
- 8) Supporting policies as stated in the Student's Handbook.
- 9) Communicating the importance of education.
- 10) Encouraging my child to read independently daily.
- 11) Respecting school, staff, students, and families.



**Staff Pledge:  
School Responsibilities**

**We, as staff at San Joaquin High School/McFarland Independent School, will support student learning in the following ways:**

- 1) Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:  
San Joaquin High School will provide the most recent State/Board-adopted core instructional programs in Language Arts, Mathematics, Science, and Social Science.
- 2) Hold parent-counselor conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, the following conferences will be held:
  - a) School administrators will hold parent conferences to review the components of this compact at initial enrollment and then again on an as needed basis.
  - b) Parents are encouraged to meet with their student's teachers to discuss needs relevant to the child's achievements.
- 3) Provide parents with frequent reports on their student's progress. Specifically, the school will provide reports as follows:
  - a) Mid-Quarter progress reports
  - b) Quarterly report cards
  - c) Teacher-parent phone calls
  - d) Counselors will send semester letters of progress toward graduation requirements for all seniors.
  - e) CAASPP state reports mailed yearly to parents
  - f) ELPAC report mailed annually to parents for English Learners
- 4) Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
  - a) Parent-teacher conferences, before or after school at the parent's request (arranged through the counseling office).
  - b) Back-to-School Night
  - c) Family Night
  - d) School Site Council
  - e) ELAC/DELAC – English Language Advisory Council
  - f) LCAP Meetings - Site budgets and funding
- 5) Provide parents opportunities to volunteer and participate in their child's class, to observe classroom activities, and to be partners in their child's education as follows:
  - a) Arrange visitations with teachers upon parent request (with prior administrative approval)
  - b) Invite parents to be activity chaperones

- c) Involve parents via School Site Council and ELAC in the development of the Comprehensive Single School plan.
- d) Give information to parents regarding the school's participation and the right of the parent to be involved in categorically funded programs, including, but not limited to, Title I.
- e) Provide opportunities, at the request of parents, for regular meetings to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
- f) Annually provide parents with a survey designed to provide parent input for how to best support students' social, emotional, and academic needs.
- g) Provide to each parent an individual student report about the performance of their child on the State assessment in math, language arts and reading.
- h) Provide each parent timely notice whenever their child has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, staff at San Joaquin High School/ McFarland Independent School will:

- 1) Recommend to the local educational agency (LEA), the names of parents of participating children in Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.
- 2) Notify parents of the school's participation in Reading Intervention Programs and their child's involvement.
- 3) Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
- 4) Work with the LEA to ensure that a copy of the written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

### **1:1 Chromebook Agreement**

It is the vision of the McFarland Unified School District to promote best practices, student centered learning, technology-rich educational environments, and empower all students to effectively use technology in preparation for college and career readiness. To that end, 9<sup>th</sup> through 12<sup>th</sup> Grade MUSD students will be issued a Chromebook with the goals of:

- Increased opportunities for collaboration, communication, critical thinking and creativity
- Increased student engagement in a personalized learning environment
- Increased use of technology to enhance instruction

The Chromebook is first and foremost an educational device. It is essential that this agreement be followed to ensure the safe, efficient, and ethical operation of these devices.

MUSD retains sole right of possession of the Chromebook and related equipment (AC adaptor and power cord). MUSD has the right to terminate the Parent and Student Contract & Chromebook Use Agreement at any time. The MUSD Acceptable Use Policy (AUP) is in effect.

Upon the return of the signed Student and Parent Contract, students will have the opportunity to take Chromebooks home daily.

**Student Responsibility:**

- You are always responsible for your own Chromebook. You should never share your personal login information, or let any other student use your Chromebook.
- Make sure you start each school day with a fully charged battery on your Chromebook.
- Handle the Chromebook with great care. Do not throw, slide, drop, toss, etc. the Chromebook. Do not carry or hold the Chromebook in the air by the screen/display.
- Your Chromebook should be used for school purposes only. Do not access, store, create, consume, or share unauthorized or inappropriate content with your Chromebook.
- You should not eat or drink near your Chromebook. Heavy objects should never be placed or stacked on top of your Chromebook. This includes books, musical instruments, sports equipment, etc.
- Do not remove identification labels or tags placed on your Chromebook by district personnel.
- If your Chromebook is not working properly or needs repair, please contact your classroom teacher.

**Parent Responsibility:**

- Read Student's Responsibility (box above).
- Supervise student's use of Chromebook at home.
- Discuss appropriate use of the internet at home.
- Ensure students are charging the device each night.
- Contact the school with any questions regarding maintenance or functionality of the device. Only school district personnel are allowed to troubleshoot, diagnose, or repair the device. Do not allow 3<sup>rd</sup> party service vendors to handle, service, or repair the device.

Parents may be responsible for replacement fees if there is evidence of intentional damage, negligence or loss of device. If a device is stolen from home or household car, a police report must be submitted to the school site where the student attends.

### **Chromebook Loaner Policy**

Loaners are foremost for students who have their own Chromebook in repair with MUSD technology department. Loaners for students who forget their own Chromebook will only be given during the periods he/she needs a chromebook for specific educational purposes such as assessments. It is the student's responsibility to bring their Chromebook charged to school every day. In the event a Chromebook needs repair, student must submit it to the Librarian before checking out a Loaner. Students must check out Loaner before school to avoid missing instructional time. Loaners will not be checked out after 1st period.

Student must return the borrowed Chromebook to the Library at the end of the day (or before they leave campus). Each time a student does not return it the same day they will be given a fine of \$1 per day. Students with damaged Chromebooks may borrow a Loaner for five days only. These students must still return the Chromebook daily. After five days, student will not be able to check out a Loaner and he/she must pay fine to receive their own Chromebook back. Balances due for Chromebook repairs will be handled the same as for books, lunches, etc.

### **Chromebook Use Agreement**

For damage sustained to MUSD Chromebooks through abuse or neglect, parent/student will be assessed a repair fee for the parts replaced. \$25 for keyboard, \$30 for screen, \$40 for screen and bezel. Total replacement cost for damage to the unit that can't be repaired with the parts above. This fee is due whether the student takes the chromebook home or leaves it at school. After the third repair, student will not be allowed to take the Chromebook home. If District Chromebooks are lost or stolen or sustain damage beyond repair, the parent/student will not have a device to take home daily. The replacement cost for the Chromebook is \$294.20. Only one charger is given per Chromebook. If student needs an additional charger, it is the responsibility of the Parent/student to purchase another one. Parent/student understand that all lost or stolen Chromebooks can be reported to the police for investigation and possible prosecution and agree to cooperate with any investigation.

Parent/Guardian and student agree to assure, defend and hold the District, its employees, agents and representatives harmless from all claims relating to or arising out of the Parent/Guardian and/or student's use of the Chromebook regardless of whether such claims are caused, in whole or in part, by any act or omission of the District, its employees, agents or representatives.