

Hanford Joint Union High School District
2019-2020 Student/Parent Handbook

Board of Trustees

Lisa Chavarin - Area 1 John Webster - Area 2 Stacie Johnson - Area 3
Alicia Martella - Area 4 Karl Anderson - Area 5

DISTRICT OFFICE: 583-5901
823 W. Lacey Boulevard, Hanford, Ca. 93230
www.hjuhsd.k12.ca.us

Superintendent: Victor Rosa, Ed. D.
Assistant Superintendent: Renee Creech
Director of Administrative Services: Ward Whaley
Director of Business Services: Julie Fagundes
Director of Educational Services: Bobby Peters
Director of Special Programs: Janice Ede

Español: Ext. 3120

HANFORD HIGH: 583-5902
Principal: Ext. 4000
Counseling: Ext. 4018
Attendance: Ext. 4023

HANFORD WEST: 583-5903
Principal: Ext. 6000
Counseling: Ext. 6006
Attendance: Ext. 6013

SIERRA PACIFIC: 583-5912
Principal: Ext. 2010
Counseling: Ext. 2204
Attendance: Ext. 2003

EARL. F. JOHNSON: 583-5904
Principal: Ext. 7000
Attendance: 7004
Hanford Night Continuation: Ext. 7003

FOGGY DAY INFO: 583-5909

MISSION

HJUHS is an educational community committed to providing all students a competitive education with multiple learning opportunities in a safe, orderly environment fully equipped to teach 21st century skills. As a learning community, we strive to improve student achievement, to be responsive to community needs and to foster accountability for all.

**** This handbook is a summary of HJUHS policies and practices.
It is not a complete compilation. Policies may change without notice. ****

TABLE OF CONTENTS

BELL SCHEDULES	3
SCHOOL CALENDAR	4
ACADEMIC HONESTY	5
ACTIVITIES	5
ALCOHOL AND DRUGS	5
ATTENDANCE	6
ATTENDANCE AREAS	6
BULLYING/HARASSMENT	6
CITIZENSHIP	8
CLUBS & ACTIVITIES	8
DISCIPLINE	11
DRESS CODE	16
ELIGIBILITY	17
EMERGENCY CARDS	18
ENGLISH LEARNERS	18
GANGS	19
GRADUATION	20
IMMUNIZATIONS	20
LIBRARY/TEXTBOOKS/ ELECTRONIC DEVICES	21
MEDICATION AT SCHOOL	21
OFF-CAMPUS VIOLATIONS	21
OFF-LIMITS AREAS	21
ONLINE PORTAL	21
OPEN LUNCH PRIVILEGE	22
PHOTOS OF STUDENTS	22
PHYSICAL EDUCATION	22
PROPERTY: PERSONAL/SCHOOL	22
SCHOOL RESOURCE OFFICERS	22
SCHOOL TRAFFIC	23
SENIOR REDUCED SCHEDULES	23
SMOKING, TOBACCO, SPITTING	23
STUDENT INSURANCE	23
STUDENT SUCCESS TEAM	23

TRANSPORTATION	23
ANNUAL NOTIFICATIONS	24
ANTI-DISCRIMINATION/ ANTI-HARASSMENT POLICY	24
INSTRUCTIONAL PROGRAM	25
PRIVACY / INFORMATION RIGHTS	29
STUDENT/PARENT/GUARDIAN NOTICE RELEASE OF DIRECTORY INFO	30
ATTENDANCE	31
HEALTH SERVICES	32
STUDENT DISCIPLINE	33
SAFETY	34
LUNCH, TRANSPORTATION, AND HEALTH ENVIRONMENT	34
PESTICIDE USE	35
MISCELLANEOUS	35
RIGHT TO THE BENEFITS OF ANY EDUCATIONAL PROGRAM:	36
ANNUAL NOTIFICATION OF UNIFORM COMPLAINT PROCEDURES (UCP)	36
NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS:RIGHTS	37
STUDENT-PARENT-STAFF COMPACT	38
Appendix A	39
Appendix B	41
ADVANCE NOTIFICATION OF INDIVIDUAL PESTICIDE APPLICATIONS	42
REQUEST FOR NON-PARTICIPATION	42
REQUEST NOT TO RELEASE DIRECTORY INFORMATION	42

BELL SCHEDULES

<p>Mon/Fri Schedule (HH – HW–SP)</p> <p>Per. 1: 7:45-8:35 Per. 2: 8:40-9:30 Break: 9:30-9:43 Per. 3: 9:48-10:38 Per. 4: 10:43-11:33 Per. 5: 11:38-12:28 Lunch: 12:28-1:11 Per. 6: 1:16-2:06 Per. 7: 2:11-3:01</p>	<p>Tues/Thurs Rtl Schedule (HH - HW - SP)</p> <p>Per. 1: 7:45-8:29 Per. 2: 8:34-9:18 Break: 9:18-9:31 Per. 3: 9:36-10:20 Rtl/Adv. Per: 10:25-11:02 Per. 4: 11:07-11:51 Per. 5: 11:56-12:40 Lunch: 12:40-1:23 Per. 6: 1:28-2:12 Per. 7: 2:17-3:01</p>	<p>Wed./Foggy Days (HH – HW–SP)</p> <p>Per. 1: 8:55-9:38 Per. 2: 9:43-10:26 Break: 10:26-10:36 Per. 3: 10:41-11:24 Per. 4: 11:29-12:12 Per. 5: 12:17-1:00 Lunch: 1:00-1:40 Per. 6: 1:45-2:28 Per. 7: 2:33-3:16</p>	
<p>Daily Schedule (EFJ)</p> <p>Per. 1: 7:45-8:33 Per. 2: 8:36-9:24 Break: 9:24-9:38 Per. 3: 9:41-10:29 Per. 4: 10:32-11:20 Lunch: 11:20-11:58 Per. 5: 12:01-12:49 Per. 6: 12:52-1:40</p>	<p>Wed/Foggy (EFJ)</p> <p>Per. 1: 9:00–9:39 Per. 2: 9:42-10:21 Break: 10:21-10:35 Per. 3: 10:38-11:17 Per. 4: 11:20-11:59 Lunch: 11:59-12:37 Per. 5: 12:40-1:19 Per. 6: 1:22-2:01</p>	<p>Early Release (HH – HW–SP)</p> <p>Per. 1: 7:45-8:23 Per. 2: 8:28-9:05 Break: 9:05-9:18 Per. 3: 9:23-10:00 Per. 4: 10:05-10:42 Per. 5: 10:47-11:24 Break: 11:24-11:37 Per. 6: 11:42-12:19 Per. 7: 12:24-1:01</p>	<p>Early Release – Fog (HH – HW–SP)</p> <p>Per. 1: 8:55-9:25 Per. 2: 9:30-10:01 Per. 3: 10:06-10:37 Per. 4: 10:42-11:13 Break: 11:13-11:37 Per. 5: 11:42-12:13 Per. 6: 12:18-12:29 Per. 7: 12:54-1:25</p>

SAT/ACT Testing Dates

ACT - Saturdays @ HWHS	SAT - Saturdays @ HWHS
Sept 14, 2019 – Deadline Aug 16, 2019	Oct 5, 2019 – Deadline Sept 6, 2019
Oct 26, 2019 – Deadline Sept 20, 2019	Nov 2, 2019 – Deadline Oct 3, 2019
Dec 14, 2018 – Deadline Nov 8, 2019	Dec 7, 2019 – Deadline Nov 8, 2019
Feb 8, 2020 – Deadline Jan 10, 2020	March 14, 2020 – Deadline Feb 14, 2020
April 4, 2020 – Deadline Feb 28, 2020	May 2, 2020 – Deadline April 3, 2020
June 13, 2020 – Deadline May 8, 2020	June 6, 2019 – Deadline May 8, 2020

Contact your school's testing secretary for more information regarding ACT/SAT testing.

HHS: (559) 583-5902 Ext. 3122
HWHS: (559) 583-5903 Ext. 3128
SPHS: (559) 583-5914 Ext. 2006

HANFORD JOINT UNION HIGH SCHOOL DISTRICT 2019/2020 CALENDAR

MONTH	M	T	W	Th	F	Reg. Mo.	Days Taught	Significant Dates	EXPLANATION
AUGUST	5	6	7	8	9			Aug 12-14	Teacher Work Days
	{12}	{13}	{14}	<15	16			Aug 15	First Day of School
	19	20	21	22	23				
SEPTEMBER	26	27	28	29	30				
	2	3	4	5	6	1	16	Sept 2	Labor Day
	9	10	11	12	13			Sept 20	End of 1 st Grading Period
OCTOBER	16	17	18	19	20				
	23	24	25	26	27				
	30	1	2	3	4	2	20		
NOVEMBER	7	8	9	10	11				
	14	15	16	17	18				
	{21}	22	23	24	25			Oct 21	Prof Development Day
DECEMBER	28	29	30	31	1	3	19	Nov 1	End of 2 nd Grading Period
	4	5	6	7	8				
	11	12	13	14	15			Nov 11	Veteran's Day
JANUARY	18	19	20	21	22			Nov 27-29	Thanksgiving Break
	25	26	27	28	29	4	16		
	2	3	4	5	6				
FEBRUARY	9	10	11	12	13				
	16	17	18	19	20			Dec 20	End of First Semester
	23	24	25	26	27	5	15	Dec 23- Jan 10	Winter Break
MARCH	30	31	1	2	3				
	6	7	8	9	10				
	13	14	15	16	17				
APRIL	20	21	22	23	24	6	9	Jan 20	ML King Day
	27	28	29	30	{31}			Jan 31	Prof Development Day
	3	4	5	6	7				
MAY	10	11	12	13	14			Feb 10	Lincoln's Birthday
	17	18	19	20	21	7	17	Feb 17	Washington's Birthday
	24	25	26	27	28			Feb 21	End of 1 st Grading Period
JUNE	2	3	4	5	6				
	9	10	11	12	13				
	16	17	18	19	20	8	20		
JULY	23	24	25	26	27				
	30	31	1	2	3			Apr 3	End of 2 nd Grading Period
	6	7	8	9	10			Apr 6-10	Spring Break
AUGUST	13	14	15	16	17	9	14	Apr 13	Floating Holiday
	20	21	22	23	24				
	27	28	29	30	1				
SEPTEMBER	4	5	6	7	8				
	11	12	13	14	15	10	20		
	18	19	20	21	22			May 25	Memorial Day
OCTOBER	25	26	27	28	29			June 5	End of Second Semester
	1	2	3	4	5>	11	14	June 5	Last Day of School
	8	9	10	11	12				

{ } Teacher Workdays <> Student Year [] Teacher Work Year Holidays

School Improvement Days - Every Wednesday with classes beginning at 8:55 am

Testing dates to be determined

BOARD APPROVED: April 24, 2018

ACADEMIC HONESTY Cheating in any form will not be tolerated. Cheating is obtaining or providing help on an assignment (test, project, research, homework, etc.) that is to be completed solely by the student. Plagiarism (presenting someone else's words/work as your own) is cheating. **First offense:** Parent notification, "F" on the work, student to see counselor with completed Student Referral Form. **Second offense:** Parent notification, "F" on work, student to see counselor with Referral Form, counselor/Assistant Principal/student conference, student suspended from class for 2 days. **Third offense:** Parent notification, "F" on work, student to counselor with Referral Form, counselor/Assistant Principal/student conference, suspension from school for up to 3 days, student may not attend/participate in school activities for 45 school days. Administration may bypass steps for the first/second offense. (See Discipline)

ACTIVITIES All school rules, including Dress Code, apply at all activities. Purchasing an Associated Student Body Card covers the cost of academic and athletic awards and provides free or reduced admission to activities. Students participating in athletics and other specific activities are encouraged to purchase an ASB card. A free School ID Card is available for students who do not wish to purchase an ASB card. In case of loss, replacement ASB/ID Cards may be purchased at the ASB Office. Misuse of ASB Cards may result in loss of ASB privileges and fees.

Only HJUHS students and their guests are admitted to dances. Improper behavior may result in removal from the dance and disciplinary action. No students will be allowed into any dance without an ASB/ID card. Ineligible students may not attend dances.

Formal Dress is required at Winter Formal and Prom. Excessively revealing clothing, in the judgment of administration, will not be allowed. Guidelines for formal dress will be provided in advance of dances. School debts must be cleared to attend Sadie's, Formal and Prom.

Students may request to bring guests to the Formal, Sadie's and Prom. Guests must be a current High School student during the time of the dance and must be pre-approved by administration. Elementary students or students who no longer attend high school may not attend high school dances. Improper behavior of a guest may result in loss of privileges for the student who brought him/her. No student or guest may return to a dance after leaving.

ALCOHOL AND DRUGS The use of alcohol or other drugs adversely affects academic success, is physically and emotionally harmful and has serious social and legal consequences. The District desires to keep schools free of alcohol and other drugs, including unlawful use of prescription drugs, and to reduce student use of these substances. Any student using alcohol/drugs is strongly encouraged to talk to a parent/guardian or staff member.

Students who disclose their use of alcohol/drugs when seeking help from an intervention or recovery program shall not be disciplined for such.

Any student who has unlawfully possessed, used, sold or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind, or who has sold or furnished in any manner a controlled substance while enrolled in HJUHS may be, after due process, suspended up to five school days.

Students may be suspended for drug/alcohol offenses on school grounds, to/from school, during lunch (on or off campus), during/to/from activities, etc.

During suspension, a student-parent-administrator conference will be scheduled, after which, one of the following may occur:

- If it is established the student sold or furnished a controlled substance or a substance represented as a controlled substance; possessed one ounce or more of marijuana; has been cited by the police with possession for sale; or violated the alcohol and drugs policy on any prior occasion during his/her school career, s/he will be referred to the Board for expulsion.
- If the student was in possession of less than one ounce of marijuana, possessed/used marijuana or alcohol and was a first-time violator, **one of the following alternatives will apply.** All aspects will be considered, including past record of the student, circumstances of the case and potential for change in behavior.
 - (1) The student will be placed on administrative probation for one year and will be ineligible for activities. S/he may petition for reinstatement of eligibility after 45 days of regular school attendance. Administration may recommend an approved alcohol/drug abuse program (at no cost to the District/school). Failure to maintain satisfactory scholarship, attendance, conduct or violation of probation terms will result in transfer to an alternative program or an expulsion recommendation.
 - (2) The student will be transferred to an alternative educational program. The student will be placed on administrative probation for one year. S/he may petition for reinstatement of eligibility and/or admission to the regular school program after 45 days of regular school attendance. Return to the regular school

program is normally granted at the semester. The principal will conduct an administrative review to determine if the student will be returned to the regular program.

ATTENDANCE Attendance is taken each period. Parents are recommended to call the Attendance Office on the day of an absence to verify the reason; however parents have up to three days to clear absences. Failure to clear an absence may result in Thursday/Saturday School or other consequences. Excused absences include: (BP 5113)

- Medical appointments
- Personal illness/injury (**doctor's note required after 14 days**). (If the illness is long-term, doctor's excuse must be renewed each grading period or upon request. At doctor's request, a home teacher may be provided for an illness of more than three weeks.)
- Quarantine directed by county/city health officer
- Funeral service for immediate family member (parents, grandparents, siblings). 1 day in California, 3 out-of-state.
- Subpoena/jury duty
- Religious holiday

Students absent for these reasons may be cleared by a parent/doctor note. Notes must include: Student's full name and grade, dates /reason for absence and parent/guardian signature and phone number.

Absences other than illness and emergencies should be arranged in advance when possible. Medical appointments should be after school when possible. If that is not possible, please schedule so the student can be at school part of the day. Ask the doctor for a note any time your student is absent for medical appointments /illness. Doctor-verified absences do not affect the 90% attendance requirement. If your student has a **chronic medical condition** that causes frequent absence, a doctor's note may be filed in the office to cover absences due to the condition. If students must miss school for **five or more days** for a family situation, you may request short-term Independent Study. Contact a Counselor for information in advance of the absence. School activity absences are limited to 10 days/periods per class, per semester. (Area/state or national competition excluded.)

Students who arrive late must check in at the Attendance Office with a note from a parent/guardian before going to class. Leaving school early should only be permitted when absolutely necessary.

All students must be checked out or released by parent/guardian or emergency contact before leaving campus. Verification of parent/guardian or emergency contact may be required. If a student does not return after lunch a parent/guardian or emergency contact must verify the absence.

Tardy: Students are to be in class on time and prepared to learn. Students who are late to class must have a pass from a teacher or staff member. Habitually tardy students may be assigned a consequence. A parent conference may be called.

If a student is absent, the parent/guardian will receive **an automated phone message** from the school to their primary phone the same day. Please refer to page 44 for School Attendance Review Board (SARB) for any and all habitual truancy.

To participate in **graduation ceremonies**, students must attend a minimum of 90% of days they are enrolled. Students cannot miss more than 18 days per year. The period with the most absences will determine total days absent for 90% requirement. (BP 5113, EC 48205, 45194, 46014, 46012)

ATTENDANCE AREAS HJUHS has attendance areas for high school enrollment. **School of attendance is based on home address.** Attendance areas were implemented to create neighborhood schools and balance student population. To request to attend a school outside their attendance area, students must complete an **Intra- district Transfer Request by the last Friday in March for the following school year.** Students may request a school change to participate in a non-duplicated academic program, such as NJROTC, Link Learning Academies, or if they have a special need resulting in a hardship. All Intra-district Transfer Requests are reviewed based on need and available space.

BULLYING/HARASSMENT See also, "*Anti Discrimination*"

BULLYING - The District prohibits student conduct that intentionally instills fear through bullying tactics. Bullying behavior includes, but is not limited to, threats, teasing and taunting by asserting power through physical or verbal aggression, including online or cyber bullying.

Bullying may be direct or indirect, such as gossip or exclusion. Bullying usually causes the victim to become increasingly distressed and fearful.

Students who are the victims of bullying should immediately contact the principal or designee. If the student believes the situation has not been remedied, he/she may file a complaint with the Superintendent's Office.

Staff who receive notice of bullying or personally observe such behavior shall notify administration or law enforcement, as appropriate. Students engaging in bullying behavior shall be subject to discipline in accordance with District policy. Students who engage in bullying will be suspended per EC 48900. Continued bullying may result in expulsion. (BP 5138.1) The District recognizes that creating a safe learning environment is a critical part of helping each child to achieve academic success. Students and Parents can utilize the anonymous phone reporting and Text-A-Tip systems to report bullying incidents and other school safety threats. HWHS: 559-584-4947 or 559-549-4947 for Text-A-Tip; HHS: 559-583-7877 or 559-492-8477 for Text-A-Tip; EFJ: 559-582-1515; SPS: 559-583-5915 or 559-640-7747 for Text-A-Tip.

HARASSMENT - The District prohibits intimidation or harassment of any student. Harassment is defined as intentional threats or intimidation directed against a student or group of students that is so severe it materially disrupts class work, creates substantial disorder and invades the rights of students by creating an intimidating or hostile environment.

Students who are being harassed should immediately contact staff or administration. If a situation is not remedied, a complaint may be filed with the Superintendent. Students who harass other students shall be subject to appropriate discipline, including counseling, suspension, and expulsion.

District programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, and physical or mental disability, age or sexual orientation. (BP 5145.3)

SEXUAL HARASSMENT - The District prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The District also prohibits retaliatory behavior or action against people who complain, testify, assist or otherwise participate in the complaint process. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and/or other verbal, visual or physical conduct of a sexual nature.

Students who are being or have been sexually harassed shall immediately contact school staff or administration. A school employee to whom a complaint is made shall, within 24 hours of receiving the complaint, report it to the principal or designee. The principal or designee shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent and refer the matter to law enforcement authorities, where required.

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. Disciplinary action may include suspension or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident shall be taken into account. (BP 5145.7)

HATE ACTIVITY - The District affirms the right of every student to be protected from hate- motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Any student who is a victim of hate- motivated behavior shall immediately contact the principal or designee. If the student believes that the situation has not been remedied, he/she may file a complaint with the Superintendent's Office. (BP 5145.9)

HAZING - No student shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any person. Students violating this regulation shall be subject to District discipline and penalties specified in law. (AR 6145.5, EC 32051)

Hazing includes any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any pupil or other person attending any school. (EC 32050)

CITIZENSHIP - All students are encouraged to participate in extracurricular activities regardless of race, color, national origin or gender. "Ineligible" students may not participate in any extra-curricular activities or athletics. Academic achievement, behavior, transfers and other rules can affect eligibility. Standards for student citizenship have been developed by staff, parents and students to encourage positive behaviors that enrich school, home and community. Students are assessed each grading period on: **Attendance, Punctuality, Responsibility, and Behavior.**

Students who do not meet minimum standards will be ineligible for the following grading period. Ineligible students are not allowed to represent their school in any capacity (e.g.: Athletics, band, choir, drama, Decathlon, NJROTC, FFA, cheer, club trips, dances, etc.). Determination of eligibility starts over with each grading period to allow students to improve. Students and parents are expected to understand the Citizenship Policy and the consequences for not meeting expectations.

Students are assessed in each class and scored as: Outstanding, Above Average, Satisfactory, Needs Improvement or Unsatisfactory. Students must maintain appropriate citizenship and not get "U's" in two or more classes in any grading period. Due to the important role each of these areas has on the learning environment and school community, a "U" in ANY area will result in an "Unsatisfactory" citizenship grade in the class for the grading period. Otherwise, an average of the scores will determine the citizenship grade.

Parents are notified by teachers prior to an "Unsatisfactory" score in responsibility and behavior. Parents are also notified by phone of absences. If students receive a "U" on a semester report card, those classes will not be used to compute CSF eligibility. Examples of behaviors that earn an "Outstanding" grade include:

- **Attendance:** No unexcused absences
- **Punctuality:** No tardies
- **Responsibility:** Coming to class with materials and prepared to work at least 98% of the time;
- **Behavior:** Respectful of teacher, peers and self, positive attitude, willingness to learn, helpful, follows class rules and expectations.

OFF CAMPUS ELIGIBILITY CRITERIA

- Students must be academically/ citizenship eligible (less than 2 F's, GPA of 2.0 or higher, and no more than 1 "U")
- Students must have no more than 12 tardies per semester.
- Students must be in good standing in regards to 90% attendance (must not exceed 18 days per year).
- Students must have no more than one out of school suspension for a major offense.
- Students must be on track with minimum units completed for graduation.

GRADE 11

- 1st Semester = 125 units minimum
- 2nd Semester = 160 units minimum

GRADE 12

- 1st Semester = 195 units minimum
- 2nd Semester = 230 units minimum A Citizenship Rubric with examples of expected behaviors at all levels is available from the school office. These Policies are designed to encourage appropriate behavior and to recognize those behaviors with positive consequences. (See Appendix B)

CLUBS & ACTIVITIES - HJUHS is pleased to offer students a variety of extra-curricular opportunities, including athletics, activities and clubs. Studies show participation in activities can positively affect attendance and academic success. Parents are encouraged to go over this list with students.

Parents also have the right to deny student participation with the "Student Exemption Form" at the school office.

CLUB	DESCRIPTION	HH	HW	SP
Academic Decathlon	Promotes an educational experience where students compete in academic competitions against other AcaDeca teams.		X	X
Anime	Discusses, shows, and promotes anime in a local community setting that focuses on broadening Japanese culture understanding.			X
Art	Explore and develop art through trips, activities and workshops.	X	X	

Asian	Encourages cultural awareness about Asia.			
Associated Student Body (ASB)	Encourages school pride, promotes democratic self-government and defines, regulates and monitors student activities.	X	X	X
Atlas	Promotes learning about various world cultures.			
Band	Promotes musical education and provides opportunities for students to travel and perform in competitions and festivals, and to observe other music venues.	X	X	X
Black Student Union	Encourages unity through activities promoting the cultural growth of people of African descent.	X	X	
Book Club	Offers a place for students that have an interest in reading to meet and discuss books.			X
Bowling Club	Students with an interest in bowling meet and set times and opportunities to bowl outside of the school day.			X
California Scholarship Federation (CSF)	Fosters high standards of scholarship, service and citizenship. Emphasizes service to school and community and pride in scholarship. Students qualify based on grades/courses.	X	X	X
Chess	Competitive and recreational chess.	X	X	
Choir	Promotes interest and support for students interested in singing and performing.	X	X	X
Color Guard			X	
Conservatives for Change	Offers students the opportunity to meet and discuss current events and politics from a Conservative perspective.			X
DIRT	Prepares students interested in the Environmental Science fields.		X	
Drama	Encourages exploration, study and celebration of Theatre Arts; supports school productions.	X	X	X
E-Sports	Provides an environment on campus for students with an interest to engage and participate in E-sports			X
Fellowship of Christian Students/ Athletes	Students share and support common beliefs and improve the community through volunteering	X	X	
Floral			X	
Fuerza Latina	Promotes Latino culture and opportunities.	X		
Future Business Leaders of America (FBLA)	Promotes leadership skills and business knowledge through a variety of leadership, community service, and academic activities.			X
Future Farmers of America (FFA)	Develops leadership, citizenship and cooperation through a four-year program that includes public speaking, judging teams and student involvement in community activities and development.	X	X	X
Gaming	Provides an environment on campus to engage in games that employ math and critical thinking skills.		X	
Gay Straight Alliance	Aims to create a safe, welcoming and accepting environment for all youth regardless of sexual orientation or gender identity.	X	X	X
Health Occupation Students of America	Promotes career opportunities in health care and to enhance the delivery of quality health care to all people.	X		

International Club	Provides an opportunity for students to meet and discuss the different cultures, languages, foods, etc. of a variety of countries.			X
Journalism/School Newspaper	Offers students the opportunity to study media coverage and analyze local and universal news. Students work effectively with others as a team as they write and publish the school newspaper.	X		
Key Club	Sponsored by local Kiwanis Club; provides leadership, community and school service and prepares for useful citizenship.		X	X
Language and Culture Club	Explore foreign language and cultures through music, food, film and media		X	
Link Crew	A high school transition program that welcomes freshmen and makes them feel comfortable throughout their high school experience.		X	X
M3	Marketing, Management and Merchandising Club is dedicated to academic excellence, student participation, citizenship, community involvement and an educational vision.		X	
MAC Academy			X	
Math	Meet, learn, and have fun through exploration of mathematics.	X		X
M.E.Ch.A.	Exposes students to Chicano /Mexican culture.	X	X	X
MESA Society (Math Engineering Science Achievement)	Prepares and motivates educationally disadvantaged students from groups traditionally underrepresented in higher education to pursue college-prep and undergrad education in math and science.	X		
Musical Theatre			X	
National Honor Society	Creates enthusiasm for scholarship and stimulates a desire to render service and promote worthy leadership and encourage character development.		X	X
NJROTC	Promotes knowledge of the sea, Navy, health science, history and government.		X	
Ping Pong Club	To have some fun, play ping pong, and relax from the pressures of school.			
Poetry Club			X	
Portuguese	Celebrate Portuguese culture; fellowship with others from HH and other high schools. Students are exposed to: Food, music, dance, language, etc.	X		
"S"	Youth organization of Soroptimists, a service club that promotes volunteerism. Students volunteer with outside agencies promoting the community and club.	X	X	X
SALAD BOWL: (Students All Learning About Diversity Based On World Living)	Students learn about cultures in an interactive, entertaining and informative process, including speakers, food projects and trips.	X		
Ski Club	Promote opportunities to engage in physical activity outside of the norm.			X
Skills USA	To unite in a common bond, students enrolled in classes with vocational trade industrial, technical and health occupation educational objectives.		X	X

Student Academic Achievement	Provides after school tutoring and mentoring opportunities.		X	
Travel Club	Promotes travel to historical and cultural communities around the world. To have students make connections with foreign lands to academia and personal life.		X	
Tri-M			X	
Ukulele Club			X	
Visual Voices	Promoting deaf awareness and encouraging students to give back to their community through service projects.	X		
Yearbook	Takes part in taking pictures and creating the High School yearbook.	X	X	X
Young Democrats Club	Offers students the opportunity to meet and discuss current events and politics from a Democratic perspective.			X

DISCIPLINE - The District believes all students have the right to be educated in a positive learning environment free from disruptions. To and from school, on school grounds and at school activities, students are expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program. Behavior is considered appropriate when students are diligent in study, careful with school property, and courteous and respectful to others.

The District has adopted a Multi-Tiered System of Support process that is an approach to focus on the needs of the victims and the offenders, as well as the involved community. Multi-Tiered System of Support is an integrated, comprehensive framework that focuses on CCSS, core instruction, differentiated learning, student-centered learning, individualized student needs, and the alignment of systems necessary for all students' academic, behavioral, and social success.

Hanford High School Posture Perseverance Respect Integrity Diligence Excellence	Hanford West High School Posture Respect Excellence Accountability Communication Honesty	Sierra Pacific High School Posture Accountability Self-Motivation Positivity Integrity Respect Excellence	Earl F. Johnson/Hanford Night Continuation Posture Knowledgeable Noble Integrity Grateful Hard-Working Trustworthy
---	--	---	---

Students are expected to:

1. Be on time, at work station and ready to work
2. Be courteous to and cooperative with teachers
3. Be dismissed by a teacher, not a bell
4. Respect/not disrupt the learning environment
5. Respect school and personal property
6. Leave food/drink outside of class
7. Observe classroom rules

Students who violate district/school rules and regulations may be subject to discipline. (BP 5131)

The District desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline.

When misconduct occurs, staff shall implement appropriate mediation to attempt to identify and address the causes of the behavior. Continually disruptive students may be assigned to alternative programs, intervention center, or removed from school in accordance with law and District policy.

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. Staff shall enforce rules fairly, consistently and without discrimination. (BP 5144)

In accordance with Education Code 48904

(a) (1) Notwithstanding Section 1714.1 of the Civil Code, the parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or any person employed by, or performing volunteer services for, a school district or private school or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district or private school, or personal property of any school employee, shall be liable for all damages so caused by the minor. The liability of the parent or guardian shall not exceed ten thousand dollars (\$10,000), adjusted annually for inflation. The parent or guardian shall be liable also for the amount of any reward not exceeding ten thousand dollars (\$10,000), adjusted annually for inflation, paid pursuant to Section 53069.5 of the Government Code. The parent or guardian of a minor shall be liable to a school district or private school for all property belonging to the school district or private school loaned to the minor and not returned upon demand of an employee of the school district or private school authorized to make the demand.

(2) The Superintendent annually shall compute an adjustment of the liability limits prescribed by this subdivision to reflect the percentage change in the average annual value of the Implicit Price Deflator for State and Local Government Purchases of Goods and Services for the United States, as published by the United States Department of Commerce for the 12-month period ending in the prior fiscal year. The annual adjustment shall be rounded to the nearest one hundred dollars (\$100).

(b) (1) Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the school district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, as provided in subdivision (a).

(2) The school district or private school shall notify the parent or guardian of the pupil in writing of the pupil's alleged misconduct before withholding the pupil's grades, diploma, or transcripts pursuant to this subdivision. When the minor and parent are unable to pay for the damages, or to return the property, the school district or private school shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the pupil shall be released.

(3) The governing board of each school district or governing body of each private school shall establish rules and regulations governing procedures for the implementation of this subdivision. The procedures shall conform to, but are not necessarily limited to, those procedures established in this code for the expulsion of pupils.

DISCIPLINE VIOLATIONS - All school rules are in effect from the time the student leaves for school until the student arrives home, including lunch. The rules apply on and off campus and at school activities.

MINOR OFFENSES- *Addressed by Teacher/Counselor/ Administrator.*

Minimum Consequences: Intervention Center, Suspension (for habitual violations of minor offenses), Lunch Restriction

- Abusing/defacing property (minor)
- Bus violation
- Classroom rules violation (habitual)
- Cutting class (all day)
- Cutting Thursday or Saturday School
- Defiance of authority
- Detention cut
- Disrespect to students/staff
- Dress Code violation (to office)
- Drug paraphernalia
- Electronic devices violation
- Gambling
- Honesty Policy
- Leaving school w/out checking out
- Littering/Spitting
- Loitering/off limits area
- Out of class without pass
- Overt public display of affection
- Profanity
- Rough/boisterous activity, horseplay
- Student Vehicle violation
- Tardy to class (habitual)
- Tobacco/lighter/matches possession (including e-cigarettes and other vaporizer devices)

MAJOR OFFENSES - *Addressed by Administrator.*

Minimum Consequences May Require: 3-5 day suspension, possible referral to police, possible referral for expulsion, administrative probation for school year

- Alcohol/drugs (possession or use)
- Arson
- Assault/battery of adults/students
- Bomb Threats
- Bullying
- Dangerous behavior
- Extortion/Blackmail
- Fighting (verbal or physical*) *Automatic

- police investigation. Two fights in one school year may result in recommended expulsion.
- Fireworks (possession/use)
- Harassment
- Hate Activity
- Hazing
- Inappropriate sexual conduct
- Sexual Assault
- Sexual Harassment
- Stolen Property (possession)
- Theft
- Threat to adult
- Threat to student
- Undesirable group affiliation activity (e.g.: gangs)
- Vandalism/Electronic Vandalism
- Vulgarity
- Weapons/Weapon replicas or homemade devices (possession/use/brandishing)

BEHAVIOR INTERVENTION PLAN BIP: RESPONSIBILITIES AND INTERVENTIONS

STAFF RESPONSIBILITIES: *Correcting Student Behavior (students will be sent immediately to administration for any Major Violations)*

Step 1: Staff gives verbal warning.

Step 2: Staff gives student the Teacher - Student ITT form.

- Student choosing to fill out the ITT form correctly will stay in class and mediate with the staff member.
- Student choosing to Not Work the Program (NWP) will be sent to the Intervention Center.

INTERVENTIONS

Level 1 Violation

- Incident documented.
- ITT form completed. Student remains in the Intervention Center for remainder of period.
- If student refuses to complete ITT form or is sent to the office for choosing to not meet Intervention Center expectations:
 - Student is sent home or remains in the Intervention Center for the remainder of the day and serves an additional 7 periods (1 school day) in the Intervention Center.

Level 2 Violation

- Incident documented.
- ITT form completed.
- Parent contacted.
- Student remains in the Intervention Center for remainder of period and an additional 3 periods.
- Referral made to counselor.
- If student refuses to complete ITT form or is sent to the office for choosing to not meet Intervention Center expectations:
 - Parent contact is made by Intervention Center teacher.
 - Student is sent home or remains in the Intervention Center for the remainder of the day and serves an additional 7 periods (1 school day) in the Intervention Center.

Level 3 Violation

- Incident documented.
- ITT form completed.
- Parent contacted and meeting scheduled with Resource Panel Team.
- Student remains in the Intervention Center for remainder of period and an additional 7 periods and loss of lunch privileges for 5 consecutive days.
- If student refuses to complete ITT form or is sent to the office for choosing to not meet Intervention Center expectations:
 - Parent contact is made by the administrator.
 - Student is sent home or remains in the Intervention Center for the remainder of the day and serves an additional 7 periods (1 school day) in the Intervention Center.

Level 4 Violation

- Incident documented.
- ITT form completed.
- Referral made to school psychologist.
- Student remains in the Intervention Center for remainder of period and an additional 7 periods and loss of lunch privileges for 5 consecutive days.
- If student refuses to complete ITT form or is sent to the office for choosing to not meet Intervention Center expectations:
 - Parent contact is made by the administrator.
 - Student is sent home or remains in the Intervention Center for the remainder of the day and serves an additional 7 periods (1 school day) in the Intervention Center.

5th and Subsequent Level Violations

- Incident documented.
- ITT form completed.
- Student remains in the Intervention Center for remainder of period and an additional 7 periods and loss of lunch privileges for 5 or more consecutive days.
- SST Scheduled
- If student refuses to complete ITT form or is sent to the office for choosing to not meet Intervention Center expectations:
 - Parent contact is made by the administrator.
 - Student is sent home OR remains in the Intervention Center for the remainder of the day and serves an additional 7 periods (1 school day) in the Intervention Center.

Additional interventions in addition to the above may include any of the following:

- CAST Referral
- WestCare Counseling/Referral
- Out of school suspensions
- Referral to District Therapist
- Alternative placement
- Recommendation for Expulsion For more serious violations, administration may send a student home pending a parent conference, Intervention Center or suspension. If a student is sent to Intervention Center more than one time during the school day, the student will stay in Intervention Center the remainder of the day.

DISCIPLINARY ACTIONS

Lunch Restriction: Students may be restricted to campus during lunch.

Saturday School: Students may be assigned to four-hour Thursday and/or Saturday School for moderate or repeated offenses. Students must bring school work. Thursday and/or Saturday School may also be used to make-up absences (see Graduation Requirements).

Intervention Center: The Board believes that, in many cases, it would be better to remediate the student's behavior by keeping the student at school and providing him/her with support that is coordinated with the counseling department, parent, student and/or teacher. Students will be assigned work if they do not bring a class assignment. Students in Intervention Center may be required to assist with campus beautification under staff supervision. Students may be suspended from specific classes and required to attend Intervention Center instead. (BP 5144.1)

Suspension: When efforts to improve behavior have not worked or when violations are of a serious nature, students may be suspended from school for 1-5 days. Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (EC 48900.5) Suspended or expelled students shall be excluded from all school-related extracurricular activities during the period of suspension or expulsion. (BP 5144.1)

Administrative Probation/Behavior Contract: Students with severe or chronic attendance or behavior issues may be placed on a behavior contract. Students who violate contracts may be placed on administrative probation (restricted from activities and privileges), placed in an alternative program or referred for expulsion.

Involuntary Transfer to an alternative program may be imposed when other means fail to bring improvement and if the student:

- habitually violate minor offenses
- violated major offense
- is habitually truant/irregular in attendance A student may be transferred or referred for expulsion on the first violation if the student commits an illegal act (arson, bomb threat, fake alarms) or if administration determines the student's presence is a danger to persons /property or threatens to disrupt the instructional process. Following referral, a conference will determine appropriate placement. Students with continuing behavior problems may be placed on administrative probation or expelled. Parents are notified of disciplinary action by mail. If a student has a chronic discipline problem, every effort is made to have a parent/teacher /administrator conference.

Expulsion: For severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others. (EC 48915) On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law. (BP 5144.1) The Board supports the removal of potentially dangerous students from the classroom as a top priority. It ensures fair and equal treatment of all students and requires that all offenders be punished to the fullest extent allowed by law. Staff shall immediately report to the Superintendent or designee any incidence of offenses specified in law, Board policy and administrative regulation as cause for suspension or expulsion. (BP 5144.1)

ACTS RESULTING IN EXPULSION

(EC 48900) A student may be expelled for the following acts related to school activity/attendance, including, but not limited to: On school grounds, to/from school, during lunch (on/off campus), during/to/from a school- sponsored activity. A hearing will be held by an Administrative Panel. Parents /guardians will be notified in writing at least 10 days in advance of the hearing. Parents/students may be represented by counsel. The Panel will consider all evidence, including the student's record, and make a recommendation to the Board, which will make the final decision. Parents will be notified of the decision/appeal process.

Level I Expulsions (EC 48915(c))

Administration will immediately suspend and recommend expulsion and the Board will expel any student who has committed any of the following acts at school or an off-site school activity:

- Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school District.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- Possession of an explosive.

Level II Expulsions (EC 48915(a))

Administration will recommend expulsion and the Board may expel students for any of the following acts committed at school or a school activity unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

- Causing serious physical injury to another person, except in self- defense.
- Possession of any knife or other dangerous object of no reasonable use to the pupil.
- Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- Robbery or extortion.
- Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Level III Expulsions (EC 48900)

Administration may recommend expulsion and the Board may expel a student for any of the following acts committed at school or a school activity:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force or violence upon the person of another, except in self-defense.
- 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.
- 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.
- 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.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stolen or attempted to steal school property or private property.
- Possessed or used tobacco, or any products containing tobacco or nicotine products, or e-cigarette and vaping products, JUULs and or electronic cigarettes that can deliver nicotine and non-nicotine vaporized solution 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/her own prescription products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- 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.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- 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.
- 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.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- Committed sexual harassment as defined in Section 212.5. The conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in Section 233(e).
- Intentionally engaged in harassment, threats, or intimidation, directed against school District personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment. Upon ordering an expulsion, the Board will set a date for a readmission review. For Level 1 Expulsions that date will be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis.

DRESS CODE

HJUHS is committed to establishing a positive educational atmosphere in class, on campus and at school events. The dress code represents that commitment and applies to all students. Its purpose is to emphasize that school is the student's place of work and that respect for self and others places some restrictions on dress/grooming.

Students are responsible for following the dress code. Parents are responsible for ensuring students are dressed appropriately for school. Staff members are responsible for enforcement. The dress code is enforced at school and school functions not open to the public. At functions open to the public, the dress code will be enforced for identified students.

- Undesirable group affiliation /gang symbols, colors, insignia, bandannas, or any other apparel will not be worn at school or any school-sponsored activity.
- Dangerous, distracting or disruptive clothing/accessories are not allowed. Clothing/accessories may not be sexually suggestive or depict: Alcohol, tobacco, drugs, profanity, obscenity, violence or defamation of any ethnic, religious or social group.
- Undergarments must be covered at all times.
- Clothing must be free of any rips, tears, or holes four or more inches above the knee, and worn as traditionally intended. No sleepwear, including flannel pajama-type pants.
- Shoes must be worn at all times and must not be a safety hazard in the judgment of staff. Certain shoes will not be allowed in labs, shops, industrial arts, P.E. and other classes as determined by the teacher. Slippers or “house shoes” are not allowed.
- Dresses/Skirts/Skorts no cutoffs, short-shorts, running shorts, etc. Clothing that becomes revealing when sitting or moving is not appropriate for school. At a minimum, Shorts selected for school must cover students from their waist to mid-thigh. (Mid-thigh is measured by observing the point where the student's index finger extends when the student is standing with his/her arms at their side).
- Pants must fit at the waist (no sagging) and not be more than one size too large or small. Pants must be worn at the belt or hip line.
- Belts must be through belt loops, not more than one size too large/small and cannot hang down.
- Tops/Shirts: Revealing tops are not allowed (e.g.: off the shoulder, narrow straps, tube tops, halter tops, fishnet, see through, or sleeveless underwear-type). Bare stomach or back must not be seen anytime.
- Headgear - hair nets, skull caps, or bandanas are not allowed on campus during school hours.
- Hair/Makeup/Accessories: Students may not groom or apply makeup in class. No accessories that could be used as a weapon may be worn, including chains, studs, spikes, etc. Sunglasses may be worn inside only if prescribed by a doctor.
- Tattoos: visible tattoos must meet all of the standards related to “dangerous, distracting, or disruptive” outlined above. Tattoos which do not comply with these standards must be covered while the student is at school or school activities.
- Teachers may require hairnets, goggles, aprons, swim caps, specific shoes or other safety equipment in class. Activity advisors may set additional standards.

Students will be sent to the office for dress code violations. Parents /guardians may be contacted to provide appropriate clothing or the student may be assigned to the Intervention Center, sent home, or issued school owned clothing. Repeated violations of the Dress Code will be considered a major offense. Nothing in this code shall be construed as prohibiting the school from requiring students to comply with a determination that their dress or grooming is harmful or distracting (BP 5132)

ELIGIBILITY

All students are encouraged to participate in extracurricular activities regardless of race, color, national origin or gender. “Ineligible” students may not participate in any extra-curricular activities or athletics.

Academic Eligibility: Incoming freshmen are eligible for extracurricular activities for the first six weeks of school, then they must meet these requirements. For all others, the following standards are in effect on the 10th day after the end of each grading period:

- Students will be ineligible if they receive an “F” in two or more classes in a grading period.
- Students must maintain a 2.0 GPA or better each grading period.
- A grade change affecting eligibility must have approval of an administrator. The teacher must complete a Change of Grade form and return it to the Counseling Office.

Intervention Center: Any student sent to the Intervention Center during the school day will be ineligible to participate in any type of extra- curricular activities for that day.

Citizenship Eligibility: The Citizenship Policy is designed to encourage positive student behavior. Students are graded each semester on: attendance, punctuality, responsibility/citizenship, and behavior. Students who do not meet minimum behavior standards will be ineligible for the semester. Determination of citizenship/responsibility grades starts over with each grading period to allow students to improve their behavior. (See Appendix B)

- Students will be ineligible if they receive a “U” in two or more classes in a grading period.

Suspension: Students suspended from school will be ineligible to participate in or attend their next extracurricular activity. If no activity is scheduled during suspension, the ineligibility will be the first activity within five school days of the student's return. If no activity is scheduled within five days, there will be no ineligibility penalty other than the time missed from school. Students violating the attendance/tardy or discipline policies may lose their right to attend or participate in

extracurricular activities. Nothing in these rules prevents an advisor/coach from increasing the penalty by written policy approved by the administration.

Absence: Students shall not participate in an activity during or after school if, on the day of the activity, they: 1) have a medical excuse that prevents participation; 2) are absent any portion of the school day other than for official school business or a valid reason (as decided by administration). Students/parents should notify the school of the circumstances. Getting clearance prior to the absence can prevent problems.

Tobacco/Alcohol/Drugs: Any student in possession of or using tobacco, alcohol, drugs at school or a school activity while s/he is engaged in an extracurricular activity:

- May be dropped from the team or activity and will not be allowed to participate in any other sport or activity until that activity is completed.
- Will forfeit all awards and privileges for the sport or activity during which the infraction occurred.
- Will face school discipline, which may include suspension and/or recommendation for expulsion.
- Will be suspended from participation in all activities, which may include the graduation ceremony, for one calendar year.
- May appeal to the Principal for reinstatement after 45 days of actual attendance. The Coach has the right to suspend any athlete using or in possession of any tobacco or electronic cigarettes that can deliver nicotine and non-nicotine vaporized solution product, alcoholic beverage or illegal drugs at any time during the designated season of sport. Athletes are also accountable to CIF policy.

Additional Athletic Eligibility Rules

Quitting: If an athlete quits/is dropped from a sport for discipline reasons prior to the end of season, s/he will not be allowed to participate in another sport until the first team's season is completed unless the Athletic Director gives permission after consulting with the original coach. The athlete may appeal any decision to the principal.

Fighting: Any athlete involved in fighting with another athlete (from his/her own or an opposing team) will be subject to the following disciplinary actions: First offense: Possible suspension/expulsion from the team and referral to administration for discipline. Second offense: Automatic expulsion from team for season and must appear before the principal before being allowed to participate in any sport.

Theft: Any athlete found guilty of theft will be dropped from the team and referred to administration for disciplinary action.

Intra-district/Open Enrollment: HHS, HWHS and SPHS student athletic eligibility is affected by two types of intra-district transfers:

1. Principals may approve, by mutual agreement, transfers from one school to another for various reasons during the school year. Approved intra- district transfers will be subject to a review by California Interscholastic Federation (CIF) to determine student's athletic eligibility.
2. Under Ca. Ed. Code and HJUHS Open Enrollment policy, students requesting transfers at the end of the year must submit an intra-district transfer request no later than the last day of the fifth grading period. If approved, students will be placed on restricted eligibility for the following year, if there is no evidence of recruitment.

Restricted eligibility means transferring athletes will be ineligible to participate in any sport(s) they participated in at the previous school for 12 months from the date of attendance at the new school.

As defined by the California Interscholastic Federation (CIF), student athletes who move with their entire family ("full-family move") into another attendance area are eligible immediately for interscholastic athletics at the new school of attendance. Should another full-family move take place within 12 calendar months of the first move, the affected student-athlete would become ineligible for participation in interscholastic sports at the new school pending.

Freshmen are eligible at their first school of attendance. Once they have established school of attendance these policies apply.

EMERGENCY CARDS Emergency Cards ensure effective response in the case of a student emergency. Parents/guardians must ensure students have accurate Emergency Cards on file in the school office.

ENGLISH LEARNERS All programs for English Learners share the following goals: Building academic fluency in the English language and supporting the achievement of grade level academic standards. In accordance with California law, students with lower levels of English proficiency will be placed in a Structured English Immersion Program. Parents have the right to choose the program model that they feel best meets the needs of their children. Parent requests for program changes are reviewed and acted on immediately.

Structured English Immersion: Classes are designed for students learning English and at “less than reasonable fluency in English” in listening, speaking, reading and writing. Small group instruction is organized around the curriculum and is taught by District English Language Development (ELD) instructors. Activities are designed to give each student a solid start in the process of learning a second language and succeeding academically.

English Mainstream: Classes are designed for native speakers of English and for English Learners who have acquired “reasonable levels of fluency in English” in the areas of listening, speaking, reading and writing. Instruction is in English. Students who are not yet re-designated as “fluent English proficient” receive instructional accommodations and ELD support through a Language Acquisition Support class. This ensures full access to the curriculum for students who are not yet proficient in English.

Alternative (bilingual) program: Most instruction takes place in the student’s primary language. Daily English Language Development instruction is also provided. If parents wish their student to be placed in this type of program, they may apply for a waiver. A bilingual program will be offered if at least 20 waivers for students speaking the same primary language, at the same grade level, have been approved.

- English learners receiving Special Ed. services will be scheduled according to their Individualized Education Program.
- Waiver process: A parent may apply for a waiver if they would prefer an alternative (bilingual) program of instruction. The student may be eligible for a waiver if one of the following applies:
- The student already knows English (EC 311(b))
- The student is at least 10 yrs old (EC 311(a))
- The student has special physical, emotional, psychological or educational needs (EC 311 (c))

If a student is not yet fluent in English, he/she must remain enrolled in an English language program for at least thirty days. During this time, the student’s language proficiency and academic achievement will be further assessed. Parents may obtain a waiver from the school site. To submit a waiver requesting an Alternative Program, the parent/guardian must come to the school and meet personally with the principal and complete the form. A waiver committee will review the request and contact the parent. The waiver process is further explained in the District’s ELL Master Plan, available on the District website and at each school.

Exit from the English Learners Program- Reclassification to Fluent English Proficient: Upon receipt of ELPAC scores, students scoring at the Early Advanced or Advanced level (4 or 5) on the ELPAC will be flagged for possible re-designation. District criteria that determine that an EL student is working at a comparable level to the average native speaker will be combined with the ELPAC scores and studied by school and District staff. Parents of EL students who meet reclassification criteria will be informed and have an opportunity to discuss program options. Re-designated Fluent English Proficient (RFEP) students will be monitored at the end of each semester for two years to ensure they continue to work at a comparable level to the average native speaking student.

Important Legal Information:

- Mainstream placement may be requested by a parent/guardian at any time, regardless of English language test scores.
- Parents have the right to make arrangements through the school office to visit different classroom programs.
- If a parent is not in agreement with their student’s placement, they have the option to request a change in programs.

Questions? Call 559-583-5901 ext. 3120. Spanish language translation is available.

GANGS - The Governing Board desires to keep District schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior.

To discourage the influence of gangs, school staff shall take the following measures: Any student displaying behavior, gestures, apparel or paraphernalia indicative of gang affiliation shall be referred to the principal or designee. The student’s parent/guardian shall be contacted and may be asked to meet with school staff. Students may be sent home to change clothes. Students will be required to cover gang-related tattoos while at school/activities.

Students who seek help in rejecting gang associations may be referred to community-based gang suppression and prevention organizations. Staff shall actively promote membership in authorized student organizations that can provide students companionship, safety, and a sense of purpose and belonging, including: Positive sports and cultural activities and affiliations with the local community and structured, goal-oriented community service projects.

Students displaying undesirable group affiliations or activities may be placed on administrative probation /behavior contract, suspended, expelled or referred to law enforcement as provided in policies. (BP/AR 5136)

GRADUATION - To earn an HHS/HWHS/SPHS diploma, students must earn at least 265 units in the required areas of English, Math, Science History, PE and electives, Students may be allowed to use alternative means to complete the required course of study. See the Course Catalog for more information.

Students may earn a diploma from **Earl F. Johnson High School** with a minimum of **total 220** if they meet all other requirements.

To participate in HH/HW/SP graduation ceremonies, students must attend 90% each year. This means students cannot miss more than **18 days per year**. The period with the most absences will determine total days absent.

Make-up: With prior administrative approval, Saturday School can be used to make up for days already absent, but may not be used as credit for future absences. (5 units of Summer School/College courses earns 12 days attendance; 10 units earns 25 days; max. 25 days per summer.)

To participate in HH/HW/SP graduation ceremonies, seniors must also have:

1. Attained the required number of units.
2. No debts to the school District.
3. No more than one out-of-school suspension for a major offense during the senior year.*
4. No time on expulsion in the senior year.
5. Acceptable citizenship and not be ineligible at the time of the ceremony.
6. No more than two semester F's senior year.

No transfer to alternative program during the senior year. **If a student has any behavioral issues during senior year that reflects negatively on themselves or the school, they may be removed from the ceremony.*

Graduating seniors enrolled at EFJ/HNC during the fall or spring semester of the senior year will graduate from EFJ/HNC and may participate in that school's graduation ceremony if they meet 1-6 above, including attendance at EFJ/HNC for the entire Senior Year. Seniors eligible for graduation from EFJ/HNC will not be allowed to transfer back to a comprehensive site during the fall or spring semester of their senior year.

Graduation Ceremony Dress Code: Boys will wear dress shirts, ties, slacks and dark socks. Girls: No halter tops or similar dress. Seniors are advised to wear light clothes as it may be hot. No tennis shoes, shorts or blue denim. Do not wear anything that would detract from the dignity of the occasion. Caps and gowns may not be decorated. Administration may set additional restrictions/guidelines.

High School Graduation Requirements Exemptions and Waivers - A foster youth, homeless student, former juvenile court school student, migrant child, or child of a military family who transfers into the district any time after completing his/her second year of high school shall be required to complete all graduation requirements specified in Education Code 51225.3 but shall be exempt from any additional district-adopted graduation requirements, unless the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of his/her fourth year of high school. Within 30 days of the transfer, any such student shall be notified of the availability of the exemption and whether he/she qualifies for it. (Education Code 51225.1)

IMMUNIZATIONS - Childhood diseases such as measles can spread quickly in a school setting. By law, to attend school in California, your child must be immunized. This is for the protection of students and staff alike. Under a new law known as SB 277, beginning January 2016, exemptions based on personal beliefs, including religious beliefs will no longer be an option for the vaccines that are currently required for entry into child care or school in California. Check your child's immunization records for these REQUIRED immunizations:

- Polio: 4 doses (3 doses OK if one was given on or after 2nd birthday).
- Diphtheria, Tetanus, and Pertussis: 4 doses of DTap, DTP, DT, Tdap, or Td (3 doses OK if last dose was given on or after 2nd birthday. At least one dose must be Tdap or DtaP/DTP given on or after 7th birthday for all 7th-12th graders).
- Measles, Mumps, and Rubella MMR: 1 dose (Dose given on or after 1st birthday. Mumps vaccine is not required if given separately).
- Hepatitis B: 3 doses
- Varicella (Chicken Pox): 2 doses If you cannot find your child's record and are not sure when he/she was immunized, we strongly urge that he/she be immunized against childhood diseases right away. Any student new

to Kings County schools must present Mantoux Skin Test Documentation measured in millimeters within six months of entry into grades 7 - 12 for Tuberculosis. A chest x-ray will be required if Mantoux was positive. Has your child received all required immunizations? If not, make an appointment with your doctor or at the KC Health Dept. Immunization Clinic at 330 Campus Drive Hanford, CA Monday through Friday 8:30 a.m. to 4:00 p.m. Take your records with you to this appointment. We can grant only CONDITIONAL ADMISSIONS to school until these additional immunizations are complete.

LIBRARY/TEXTBOOKS/ ELECTRONIC DEVICES - Students checking out library materials, textbooks, or electronic devices must have proper ID. Students must have a pass from a teacher to visit the library during class. Failure to observe library rules may result in loss of library privilege. Students are responsible for all items left in classrooms or on campus. Charges will be assessed for lost or damaged books. A fine of \$5 will be assessed for any book or electronic devices returned without a barcode. If a student feels a textbook/electronic device was damaged before it was checked out to her/him, the student should report the damage to the library and file a "Prior Damage" report. Textbooks/electronic devices stolen from personal property (backpack, car, house, etc.) must be reported to police and a copy of a police report is needed to clear the debt. Students who have a library/textbook/electronic device debt or overdue fees will not be allowed to participate in the graduation ceremony.

MEDICATION AT SCHOOL - All student medication (prescription and non-prescription) must be stored in the office. Upon parent request and with doctor instructions, students may be given medication by a school employee. Parents/guardians must provide:

- A written doctor's statement detailing: Student's name, medication name, dosage, method, length of time the medicine is to be taken, and a statement that it is required during school hours. Parents can pick up the order for administration of medication during the school day form at the school site's Health Services Office.
- A parent/guardian authorization: Parent must sign the medication in school form to authorize a school employee to administer the medication.
- Parents/guardians must deliver medication to school in the original container/label. All prescription labels must include patient's name, doctor's name and instructions.
- All expired or unused medication not picked up by a parent/guardian of the last day of school will be discarded in accordance with district policy. Self-Medication: Students are only allowed to carry medication if the school receives a written doctor's statement that it is medically required and a parent request form. Failure to follow directions/endangering self /others may result in loss of this privilege. All student medical information is confidential. (BP 5141.21a)

OFF-CAMPUS VIOLATIONS - If administration anticipates a problem on or off campus, it may take action. If a student makes a threat on campus and follows through off campus, administration may take action. Police may be involved. If a threat or illegal activity occurs off campus and is reported to the school, the school may investigate. However, the incident is the responsibility of the police and a police report should be filed. (EC 48900, 44808)

OFF-LIMITS AREAS - All HJUHS D campuses are off-limits to students not enrolled at the school. All elementary and junior high schools are off limits without prior authorization from high school and elementary/junior high administration. Earl F. Johnson Memorial Park is off limits before school, during lunch and after school until 4:30 p.m. adjacent hospitals (including parking lots), the Kings County Government Center, and all homes, garages, lawns, yards, lots, etc. adjacent to campus are off limits. Students may not loiter before/after school or at lunch on streets, sidewalks or properties adjacent to the school, including property surrounding each campus at a distance of one lot down each side street. Administration works with law enforcement to enforce these regulations. School parking lots are off- limits during class time and break. There is no loitering allowed in school parking lots at any time.

Also off-limits - HH: In front of the office (except for business), the gym (w/out supervision), areas adjacent to the gym, Neighbor Bowl, Douty Street fields, baseball/softball fields, and EFJ. HW: Hanford Adult School; athletic fields during class without supervision. SPHS: Outside perimeter fence without supervision.

ONLINE PORTAL - The Online Portal allows parents and students to access grades and attendance online. Gradebook access is available at HJUHS D schools and local Family Resource Centers. For more information or to create or update an account, please call: HH: Cathy Hatfield, 583-5902 x 3122 HW: Christine Lee, 583-5903 x 3128 SP: Sharon Prichard, 583-5912 x 2006 EFJ: Irma Montano, 582-5904 x 7000

OPEN LUNCH PRIVILEGE - Hanford High, Hanford West and Sierra Pacific 11th and 12th grade students who maintain good discipline standards and grade requirements have the privilege of leaving campus at lunch. Students are required to stay on campus during breaks. Failure to maintain good standards may result in the loss of this privilege for up to one calendar year. Students tardy to class after lunch may lose this privilege. Students involved in unacceptable behavior off campus may lose this privilege.

For Hanford High, Hanford West High and Sierra Pacific High 9th and 10th grade students it is a CLOSED CAMPUS. (See Attendance Policies.)

PHOTOS OF STUDENTS - Occasionally, HJUHSD uses the name, photo, video or comments of students for educational or promotional purposes, including news releases, publications and websites. If you DO NOT want your child's likeness to be used, contact your school.

PHYSICAL EDUCATION - Students are encouraged to wear the P.E. apparel. Up to 3 loaners may be provided per semester with student ID. P.E. students are not to loiter around classrooms and are to remain in the P.E. area until the passing bell rings. Locker rooms and P.E. facilities are off limits unless attending class.

PROPERTY: PERSONAL/SCHOOL - HJUHSD staff cannot accept non- school related items (including gifts) for delivery to students. School-related items may be brought to the Attendance Office. Students may pick them up during non-instructional times. HJUHSD is not responsible for personal property dropped off at school.

The school cannot be responsible for **theft** from lockers or classrooms. Keep lockers locked and combinations confidential. Safeguard and protect personal belongings.

Lockers and desks are the property of the District and are subject to inspection anytime to protect the safety of the students and staff and to prevent possession of drugs/weapons at school. Students are responsible for the contents of their locker.

Students who willfully deface, damage or vandalize **school or personal property** may be suspended or expelled and parents/guardians are liable for damages. Parents/guardians are also liable for District property loaned to students and not returned.

Weapons, controlled substances, electronics (musical devices, electronic games, and other non-communication devices, etc.) clothing /items in violation of Dress Code, or other items disruptive to the learning environment are not allowed on campus. Items may be confiscated. **The District is not responsible for confiscated items.** Students may be suspended for contraband possession and/or subject to other discipline for repeated offenses.

Students may carry **cell phones** or other electronic communication devices at school /activities, but they are not to cause a disruption during instructional time or activities where a request has been made to turn off the device. Students are not to leave class to take or make a call. Students may use such devices at break, lunch or after school. **The District is not responsible for lost, stolen or damaged devices.**

Office phones are for school business and emergencies. Students using school phones may be required to provide the name of the person called, the reason and the number for staff to make the call.

The use of **skateboards, rollerblades, skate shoes, bikes, etc.** is prohibited at all times on school grounds.

Vandalism, Theft and Graffiti: Vandalism includes the negligent, willful, or unlawful damaging or theft of any District-owned real or personal property, including the writing of graffiti. Any student who commits an act of vandalism shall be subject to disciplinary action by the District and also may be prosecuted through other legal means. If reparation of damages is not made, the District also may withhold the student's grades, diploma and/or transcripts in accordance with law. (BP 5135.5) The District shall seek reimbursement of damages and rewards from any individual or from the parent/guardian of any minor who commits any act of theft or vandalism. (BP 3515.4)

SCHOOL RESOURCE OFFICERS - Hanford Police Officers serve as School Resource Officers at Hanford High, Hanford West High and Sierra Pacific High School. SROs assist with daily operations and act under the authority of the District and the Hanford Police. SROs help ensure a safe environment, investigate campus- related crimes/incidents and advise staff, parents and students on legal matters.

SROs may conduct random searches (classes, lockers, vehicles, common areas) for drugs, weapons, etc. SROs may interview students. It may be necessary for SROs to take students into police custody.

Release to Peace Officer: If a student is released to a peace officer during school hours, the school will immediately contact the parent /guardian by phone to notify them where the student is reportedly being taken, except when the minor has been taken into custody as a suspected victim of child abuse (PC Section 11165, WIC Section 305). Parents/guardians should ensure accurate Emergency Cards are on file at the school.

SCHOOL TRAFFIC

- **HHS**, student drop-off/pick-up should be at the Douty Street Parking Lot/Drop Off Zone. The curb area is designated for drop off only - no parking will be permitted. Please note that the curbs along Grangeville Boulevard in front of the school are red – no stopping or parking is allowed at any time. The Service Drive and Grangeville Parking Lot are not for drive-through traffic or drop-off/pick-up. Parking is never allowed along the Service Drive.
- **HWHS**, student drop-off/pick-up should be in the area on Campus Drive. The curb west of Campus Drive is not to be used for drop-off/pick-up at any time. Only buses are to access the bus drive. Parking along Campus Drive is allowed outside of school hours only.
- **SPHS**, parents dropping off students should enter off of 13th Avenue in front of the school entering the driveway just south of the 200 building and staying to the right. The area in front of the 200 building is dedicated for student drop off/pick up and all traffic should travel from south to north.

SENIOR REDUCED SCHEDULES - Hanford High, Hanford West High, and Sierra Pacific High School seniors who meet specific criteria may be permitted to enroll in five or six courses during their senior year. To qualify for a shortened day, students must meet the following criteria:

Reduce Schedule by 1 Period

- Have earned 170 units at the time of registration; or 205 units at the beginning of the senior year

Reduce Schedule by 2 Periods

- Have earned 180 units at the time of registration; or 215 units at the beginning of the senior year
- Have 90% attendance
- Have a 2.0+ GPA Permission for a shortened day will only be granted with a signed agreement with a parent/guardian.

SMOKING, TOBACCO, SPITTING - No smoking or use of tobacco or electronic cigarettes that can deliver nicotine and non-nicotine vaporized solution products by any person is permitted on any campus or on the streets, sidewalks and properties adjacent to campus. Possession/use of tobacco or electronic cigarettes that can deliver nicotine and non-nicotine vaporized solution will result in disciplinary action, up to a five-day suspension. The student may also be cited by police. Spitting is an extreme health hazard and will not be tolerated on school facilities.

STUDENT INSURANCE - Students are covered by accident insurance at school and school- sponsored activities (excluding participation in football). If a student is injured, he/she should report the injury to a staff member. Student accident insurance is secondary to any private insurance and pays a maximum of \$2,500.

STUDENT SUCCESS TEAM - When other attempts fail to resolve school adjustment problems, students may be referred to the Student Success Team. The team, after examination and discussion of all information, will make a recommendation in the best interest of the student and school. Recommendations could include referral to a community agency or transfer to an alternative program.

TRANSPORTATION BUSES - All school rules are in effect on school buses, including to and from school, athletic events, extra-curricular activities, etc. Students must remain seated at all times while the bus is moving. Buses are equipped with video cameras to monitor student behavior. The Bus Driver is in charge on the bus and at bus stops. Drivers may write citations against students who misbehave on the bus and students will be subject to disciplinary measures, including temporary or permanent denial of transportation privileges. Students and/or parents are financially responsible for damage.

FOGGY DAY SCHEDULES - are announced on a day-to-day basis. Foggy Day information is available at 583-5909 or on Channel 18. *Parents must send a note or call if students are late due to fog.*

- Plan A: Buses on a 1 1/4 hour delay
- Plan B: Buses delayed 3 hours total
- Plan C: Morning buses cancelled On all plans, classes begin at 8:55 a.m. for HHS, HWHS and SPHS and 9 a.m. for EFJ. Afternoon buses run as usual. Shuttles run between HHS, HWHS and SPHS at 8:30 a.m.

Student vehicles must be registered in the School Office and used in a safe and sensible manner at all times. The maximum speed on school property is 5 miles per hour. Students may be held responsible for their actions while riding in a vehicle. If passengers cannot be identified, drivers may be held responsible for the actions of passengers. Penalties for misuse of an automobile may include loss of privilege to bring car to school, detention, suspension and/or legal citations. Student parking on campus is a privilege. Students should park in designated student parking areas. Students are not to park in "Reserved," "Staff" or "Visitor" spaces. Motorbikes are to be parked in properly marked spaces. HJUHS is not responsible for damage to vehicles on campus or during the school day. Administrators may search student vehicles if reasonable suspicion exists. A School Resource Officer may be involved.

SCHOOL DANCE/ACTIVITY RIDE REQUIREMENTS - It is the goal of the District's transportation department to provide students with safe transportation. Safe transportation does not stop during events where you may choose to allow your student to use transportation from a limousine, party bus, or other ride service provider for a school function. To protect the safety of our students HJUHS adheres by the laws listed below.

- Assembly Bill 830 requires limousine companies to get a specific type of permit from the DMV, and chauffeurs driving students must receive additional training. The law also addresses vehicle classified as a School Pupil Activity Bus (SPAB). If a limousine transports students to and from school function it has a SPAB vehicle classification.
- Not all limousine services have authorization to operate limos classified as SPAB limos. The seating capacity of a limo determines whether the license is required to lawfully transport students and school personnel.
- A PAB is a motor vehicle that is designed, used, or maintained to transport more than ten passengers, including the driver, but not more than 25 persons including the driver, while being used for the transportation of pupils to or from school-related activities. This vehicle is regulated by the Public Utilities Commission (PUC), and must be currently registered with them. A PAB is contracted by a parent or someone other than a school or school district and unlike a school bus or SPAB, a PAB is not issued and required to display a vehicle inspection certificate (CHP 292). However, a PAB operator is required to have each PAB pass an annual inspection and place the vehicle inspection report, issued by the California Highway Patrol (CHP), in an easy to reach location within the vehicle.
- The driver of a PAB must possess a driver's license of a class appropriate to the vehicle driven and that is endorsed for passenger transportation. The driver must also possess either a school bus or SPAB driver certificate issued by the CHP.

This ensures the driver has received proper training and a **thorough background check which will prevent ex-felons from operating these vehicles**. Finally, the driver of a PAB must possess a parental authorization form for each pupil signed by a parent or legal guardian of the pupil that gives permission for that pupil to be transported to or from the school related activity.

We also strongly recommend verifying the validity of the company's authority. You can do this in two ways. You can check the CPUC Web site at www.cpuc.ca.gov/MoveandRide and search using the carrier's company information or download a complete spreadsheet of all passenger carriers and search through the list to verify the carrier's operation authority. The other option is to contact the CPUC's Transportation enforcement Intake Desk at 800-894-9444 and ask to verify the carrier's operating authority.

HJUHS will conduct spot checks during events where limos and party buses may be present. These spot checks could result in students not being allowed back on to a limo or party bus if proper qualifications are not present. Please check with the company you are contracting with to ensure their vehicles have proper CHP inspection certificates and the driver of that vehicle has the proper license to transport students to a school function. If you have questions or concerns please contact HJUHS transportation department at 583-5908.

ANNUAL NOTIFICATIONS - California Education Code, section 48980, requires a school District (Hanford Joint Union High School District (HJUHS)) to provide annual notice to a parent or guardian (hereinafter referred to as "parent") of certain rights and responsibilities. The parent is required to acknowledge receipt of this notice by signing and returning the form that is mailed home during the summer packet. As a parent or guardian, you are invited to request additional information regarding HJUHS policies related to these activities or programs from the office of your child's school of attendance or by contacting the Educational Services Department at 559-583-5901 ext. 3105. Information in this document may also be accessed from Hanford Joint Union High School District's Website: www.hjuhsd.k12.ca.us.

HJUHS recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and a positive school environment.

HJUHS D makes student directory information available in accordance with state and federal laws. This means that each student's name, birthday, birth place, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and the previous school attendance may be released to agencies such as the local PTA or Parent Club, or the military services (high school seniors). If you do not wish this information released, please sign and return the form provided for this purpose to the school or county office program. (Education Code section 49073)

As part of our introduction, we are providing you with a Student/Parent Handbook. This publication explains the rights and responsibilities of parents, students, staff, administration, and our Board regarding student behavior. Please read it carefully and take time to discuss it with your student. Our schools and programs are entrusted with challenging our students to recognize their highest potential. The support and involvement of parents/guardians in the 2018-19 school year will remain critical as we continue our focus on student achievement.

HJUHS D is committed to continually improving instruction and providing a safe and healthy environment for students. We maintain high expectations for proper student behavior on our school campuses and program sites. Responsible and appropriate student behavior is achievable when the expectations and responsibilities outlined in this booklet are understood, positively reinforced, and followed.

Your acknowledgment of receipt of this notice does not indicate your consent for your child to participate or not to participate in any activity or program listed. In conclusion, please read this handbook, including the Discipline section carefully and return the appropriate signed forms to your student's school as soon as possible.

ANTI-DISCRIMINATION/ ANTI-HARASSMENT POLICY

1. **Non-Discrimination, Harassment, Intimidation, and Bullying** - The Hanford Joint Union High School District (HJUHS D) prohibits discrimination, harassment, intimidation and bullying on the basis of actual or perceived characteristics including: physical or mental disability, genetic information, gender, gender identity, gender expression, nationality, race or ethnicity, color, ancestry, age, marital or parental status, religion, sex, sexual orientation, and/or association with a person or group with one or more of these actual or perceived characteristics, in any HJUHS D program or activity, which is funded directly by, or that receives or benefits from any state financial assistance, including in its educational programs, activities, or employment policies, as required by state and federal law. (See, e.g., Title VI of the Civil Rights Act of 1964; Title IX of the 1972 Educational Amendments; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; EC §§ 200, 220; Government Code § 11135.) Inquiries regarding compliance with applicable state and federal anti-discrimination statutes may be directed to Director of Administrative Services, 823 W. Lacey Blvd., Hanford CA. 93230, the Director of the Office of Civil Rights, Department of Education, Washington, D.C. The lack of English language skills will not be a barrier to the admission and participation in HJUHS D programs. (P.L. 92-318; 34 CFR 106.9)
2. **Sexual Harassment** - Alleged pupil sexual harassment in violation of HJUHS D policy, federal and state law will be handled pursuant to HJUHS D's Uniform Complaint Procedures.(BP 5145.3; EC §§ 212.5, 231.5, 48980(g)).
3. **Pupil Fees** - HJUHS D shall not charge pupils, their parents or their guardians any fees, deposits, or other charges for educational activities except as specifically authorized by law. A complaint of noncompliance with this prohibition may be filed in accordance with the Uniform Complaint Procedures. (EC § 49011.)
4. **Uniform Complaint Procedure** - The Hanford Joint Union High School District Board of Trustees has adopted a Uniform Complaint Procedure (UCP). HJUHS D shall follow the UCP when addressing complaints alleging unlawful discrimination, harassment (including sexual harassment), intimidation, and bullying; failure to comply with state or federal law in consolidated categorical aid programs, adult education, migrant education, child care and development programs, child nutrition programs, vocational education, special education programs, and safety planning requirements; and for unlawfully charging pupil fees. Inquiries may be directed to: Superintendent, 823 W. Lacey Blvd., Hanford CA 93230, 559-583-5901 ext. 3101.

INSTRUCTIONAL PROGRAM

5. **California High School Proficiency Exam (CHSPE)** - is a test for students who need to verify high school level skills. In some cases, students take the test and leave high school early to work or attend college. Those who pass the test receive a Certificate of Proficiency Exam from the State Board of Education, which is equal by law to a California high school diploma. Students who are over the age of 16 may take the test and younger people who meet other criteria can also take the test. The test covers three subjects: reading, writing, and math. There is also a fee to take the test. More information is also available online at <http://www.chspe.net/>.
6. **Residence Based on Parent's Employment** - Under certain conditions, a pupil may be deemed to have complied with the residency requirement for school district attendance in the district if at least one parent or the legal guardian of the pupil is physically employed within the boundaries of that district for a minimum of 10 hours during the school week. If a pupil is deemed to comply with residency requirements based on a parent's employment in a district, the student may be allowed to stay in the new district or the high school district to which

it feeds through the 12th grade, subject to certain conditions. Contact the school district in which the parent(s) is employed for further information. (EC § 48204(b) operative until July 1, 2017)

7. **Statutory and Local Attendance Options** - The law allows two or more districts to enter into an agreement for a period of up to five years for the transfer of one or more students. New agreements may be entered into for additional periods of up to five years each. The agreement must specify the terms and conditions under which transfers are permitted. The law also provides for the following:
 - If either district denies a transfer request, a parent/guardian may appeal that decision to the County Board of Education. There are specified timelines in the law for filing an appeal and for the County Board of Education to make a decision.
 - No district is required to provide transportation to a student who transfers into the district.
 - A pupil who has been bullied may be given priority for inter-district transfers if certain conditions are met. (EC §§ 46600-46611) Other than the attendance options available to pupils described above, pupils may have the option of attending schools within the District based upon the District residence of the pupil's legal guardian or custodial parent if both parents do not live in the District. Pupils who do not otherwise qualify as residents of the school District may be able to attend under the District's inter-district transfer procedures. Subject to some limitations, District pupils may also enroll in any school within the District providing general educational services to the pupil's grade level, providing that the pupil complies with the procedures for enrollment established by the District. Applications for admission and documents explaining procedure regarding these attendance options may be obtained at the District office. [EC 35160.5, 48204(d), 48209]
8. **Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)** - PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:
 - A. Consent before pupils are required to submit to a survey that concerns one or more of the following "protected areas" of information if the survey is funded in whole or in part by the U.S. Department of Education:
 - Political affiliations or beliefs of the pupil or pupil's parent;
 - Mental or psychological problems of the pupil or pupil's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the pupil or parents; or
 - Income, other than as required by law to determine program eligibility.
 - B. Receive notice and an opportunity to opt a pupil out of –
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a pupil, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information obtained from pupils for marketing or to sell or otherwise distribute the information to others.
 - C. Inspect, upon request and before administration or use –
 - Protected information surveys of pupils;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum. These rights transfer from the parents to a pupil who is 18 years old or an emancipated minor under State law. Board policies regarding these rights may be obtained from the school district or county office. (20 U.S.C. § 1232h.) Parents who believe their rights have been violated under this section may file a complaint with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202-5901
9. **Internet Use** - A copy of the Hanford Joint Union High School District Policy on Student Use of Technology is attached at Appendix A. (See AR 6163.4).

A school district that provides pupils with access to the Internet and online services shall adopt a policy regarding such access and inform parents of "harmful matter" as defined in Penal Code Section 313 subdivision. (A). Such policy shall be attached to the annual notification required by Education Code Section 48980 (EC 51870.5). Any student using HJUHSD Network facilities must sign the Internet Usage Agreement indicating they agree to follow the policies, conditions and rules of the Kings County Office of Education.
10. **Excuse from Sexual Health Education, HIV/AIDS Education and Related Assessments** - Parents or guardians have the right to excuse their children from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education. You are hereby notified that:
 - 1) Written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education are available for inspection;

- 2) Comprehensive sexual health education or HIV/AIDS prevention education will be taught by school district personnel and/or by outside consultants;
 - 3) You have a right to request a copy of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act. (Chapter 5.6, commencing with § 51930 of the Education Code); and
 - 4) You may request in writing that your child not receive comprehensive sexual health education or HIV/AIDS prevention education. The District may administer anonymous, voluntary and confidential tests, questionnaires, and surveys to pupils in grades 7-12 containing age- appropriate questions about pupils' attitudes or practices related to sex. You will be notified in writing that any such test, questionnaire or survey is to be administered, and you will be given the opportunity to review the test, questionnaire or survey and request in writing that your child not participate. (EC § 51938)
11. **Sex Education or Family Life Education Courses** - The school may not require pupils to attend any class in which human reproductive organs and their function and processes are described, illustrated or discussed. Whenever such classes are offered, the District must: a.) notify parents in advance in writing, b.) provide opportunity prior to the class for the parents to inspect all written or audiovisual materials to be used, and c.) provide opportunity for each parent to request in writing that his or her child be excused from the class. This provision does not apply to descriptions or illustrations of human reproductive organs which may appear in any science, hygiene or health textbook (EC 51550). Parental rights for notice, materials inspection and opportunity to request pupil non- participation in units of instruction in venereal disease education are essentially the same as for sex education courses as set forth above (EC 51820).
 12. **Pupils with Exceptional Needs** - Pupils with exceptional needs, as defined by EC § 56026, have a right to a free and appropriate public education. If you believe your child is in need of special education services, contact your school principal or the Hanford Joint Union High School District at (559) 583-5901 ext. 3117. Some pupils with special needs who do not qualify for special education may qualify for assistance under Section 504 of the Rehabilitation Act if he/she has a physical or mental impairment which substantially limits one or more major life activity, has a record of such impairment, or is regarded as having such impairment. HJUHS has policies and procedures to identify and evaluate any student who may need assistance in his/her educational program or to provide access into district programs. Pupils or parents or others who have questions or concerns regarding the Section 504 policy may contact the school or the county office.
 13. **Child Find System Policies and Procedures** - Each district, special education local plan area, or county office shall establish written policies and procedures for a continuous child- find system which addresses the relationships among identification, screening, referral, assessment, planning, implementation, review and the triennial assessment. The policies and procedures shall include, but need not be limited to, written notification of all parents of their rights under this chapter, and the procedure for initiating a referral for assessment to identify individuals with exceptional needs. (EC 35291)
 14. **Special Education** - Federal law requires a free and appropriate education in the least restrictive environment be offered to qualified handicapped pupils. (IDEA)
 15. **Handicapped Pupils** - No pupil will be discriminated against on the basis of sex, handicap, race, color, national origin, or lack of English skills. Reasonable accommodation is available for handicapped students if necessary. Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The act defines a person with a disability as anyone who:
 - Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
 - Has a record of such impairment; or
 - Is regarded as having such impairment

In order to fulfill its obligation under Section 504, HJUHS recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices of the school District. The school District has the specific responsibility under the Act, which includes the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent/guardian disagrees with the determination made by the professional staff of the school District, he/she has the right to a hearing with an impartial hearing officer. The Family Education Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent/guardian the right to:

- inspect and review his/her child's records
- make copies of these records
- receive a list of all individuals having access to those records
- ask for an explanation of any item in the records
- ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights, and
- a hearing on the issues if the school refuses to make amendment.

16. **Notice of Alternative Schools** - California state law authorizes all districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:
- Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, courage, resourcefulness, creativity, responsibility, and joy.
 - Recognize that the best learning takes place when the student learns because of his desire to learn.
 - Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.
 - Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous permanent process.
 - Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located. In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of the district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district. (EC § 58501)
17. **Minimum Days and Staff Development Days** - schedules are available at the various program sites operated by the HJUHS. A copy will be provided to you at the time of your student's enrollment or first day of instruction for the current program year, but not less than one month prior to such minimum day or pupil-free staff development day. (EC § 48980(c))
18. **Advanced Placement Tests** - Needy pupils may be eligible for state grants to cover the costs of advanced placement examinations. Contact the school for eligibility information. (EC §§ 48980(k), 52244)
19. **Parent Notification** - A parent has the right to be notified concerning their child's classroom and standardized test performances, when their child has been identified as being at risk of retention, and to be informed about school rules, including disciplinary rules and procedures, attendance policies, retention and promotion policies, dress codes, school visiting procedures and the person to contact should problems arise with their child. (EC §§ 48070.5, 51101(a)(5), (9), (12), (16))
20. **Changing Scholarship Grades** - When grades are given for any course of instruction taught, the grade given to each pupil shall be the grade determined by the teacher of the course, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetence.
A pupil's parent or guardian may file a written request with the school principal to correct any portion of their student's record which the parent or guardian alleges to be inaccurate. The parent or guardian may appeal the decision of the principal to the County Superintendent. (EC § 49070)
21. **Progress Reports** - There shall be a conference with or a written report to the parent or guardian of each pupil whenever it becomes evident to the teacher that the pupil is in danger of failing a course. The refusal of the parent or guardian to attend the conference, or respond to the written report, shall not preclude failing the pupil at the end of the grading period. (EC § 49067)
22. **Availability of Board Adopted Course of Study, K-12** - EC § 49091.14 stipulates that the Course of Study offered by public schools is available for review by parents, and states.

The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school, shall be compiled at least once annually in a prospectus. Each school site shall make its prospectus available for review upon request. When requested, the prospectus shall be reproduced and made available. School officials may charge for the prospectus an amount not to exceed the cost of duplication.

Governing Board recognizes that parents /guardians of district students have certain rights as well as responsibilities related to the education of their children. The rights of parents/guardians of district students include, but are not limited to, the following: To examine the curriculum materials of the class(es) in which their child is enrolled (Education Code 51101; 20 USC 1232h) and To be informed in advance about school rules, including disciplinary rules and procedures in accordance with Education Code 48980, attendance policies, dress codes and procedures for visiting the school (Education Code 51101). Curriculum materials of the class(es). Course Prospectus materials and the aforementioned policies are available on the District's website: www.hjuhsd.k12.ca.us and by contacting the Principal of any high school within the District.

23. **Excuse from Instruction on Religious Grounds** - Whenever any part of the instruction in health, family life education, and sex education conflicts with the religious training and beliefs of the parent or guardian of any pupil, the pupil on written request of the parent or guardian, shall be excused from the part of the training which conflicts with such religious training and beliefs (EC 51240).
24. **Projects Involving Animals** - Every pupil has the right to refrain on moral grounds from participating in any education project which involves dissecting, harming, or destroying animals, or any parts thereof. Every teacher

teaching a course involving such a project shall inform all pupils of their rights to refrain from participation in such projects and shall provide, if possible, an alternative project meeting the pupil's needs. No pupil shall be allowed to refrain from participating unless his or her objection is substantiated in writing by a parent or legal guardian (EC 32255.1).

25. **Prohibition of Sexual Bias in Course of Study** - High schools shall offer classes and courses to its pupils without regard to the sex of the student and shall provide counseling in career, vocational or higher education opportunities without regard for the sex of the student counseled, if such counseling or school program guidance is provided Notification to parents or guardians of the pupil shall be given in advance to encourage their participation in such counseling sessions and decisions. (EC 221.5)
26. **Children of Military Service Members - Residency** - Senate Bill (SB) 455 amended Education Code section 48204.3 to allow all active duty military families to enroll their children in the school district where they will be living, instead of the school district where the military base is located, so long as they provide proof of residency within 10 days of the prescribed date of the Permanent Change of Station order.
27. **Children of Active Duty Military - Graduation and Coursework Requirements** - Assembly Bill (AB) 365 amended Education Code sections 51225.1 and 51225.2 to give students living in the household of a parent who is an active duty member of the military the same rights related to exemptions from coursework and graduation requirements currently available to foster youth, homeless students, and former juvenile court school students. Currently, Education Code sections 51225.1 and 51225.2 provide that students in foster care, who are homeless, or were former juvenile court school students, who transfer between schools any time after the completion of their second year of high school, are exempt from district-level requirements for graduation above those set by the state. Complaints of noncompliance may be filed under the local education agency's (LEA's) Uniform Complaint Procedures.
28. **Residency Retention for Students Whose Parents are Detained or Deported** - SB 257 added Education Code section 48204.4, which now allows students whose parents have been detained or deported to retain residency in a school district, regardless of the students' current residency, when certain conditions are met.
29. **Immigration Enforcement - "Know Your Rights"** - Assembly Bill (AB) 699 added Education Code section 234.7, which requires LEAs to provide parents and guardians, as appropriate, information regarding the right to a free public education, regardless of immigration status.
30. **Juvenile Court Students - Graduation Requirements and Continuing Education Options** - AB 1124 amended Education Code section 48645.3 and added Education Code section 48645.7. Under these changes to the law, a student who is in a juvenile detention facility may defer the granting of a diploma until he or she is released. Then, upon release, it allows the student to decline the issuance of a diploma for the purpose of enrolling in a school operated by an LEA or charter school to take additional coursework. The bill also allows complaints of noncompliance to be filed with LEAs.

PRIVACY/INFORMATION RIGHTS

31. **Privacy Rights Regarding Student Records** - As a public school entity, we are required by California state law to maintain records on students. The purpose of keeping such information is to provide the best possible conditions for students' education. Please be informed that you or your legal representative has the right to inspect your student's records and to challenge the contents of the records. You have the right to inspect and review any and all records, files, and data related to your child; they will be available for such review anytime during the regular school day upon two days' notice. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, do not hesitate to inform the principal of that concern. If your student is 18 years or older, you must have his/her permission to review the records.
32. **Pupil Records** - In accordance with federal regulations and for the benefit of parents and students in the school district, this notice serves to notify parents of students currently in attendance and students of legal age of their rights regarding educational records and confidentiality. You have the right to the following:
 - Inspect and review your child's educational record. (FERPA 99.4)
 - If you feel the educational record is misleading or inaccurate, you can request an amendment to the part of record that is inaccurate.
 - Give written consent before any personally identifiable information is released about your child.
 - File a complaint with the Department of Education in Washington, D.C., which enforces regulations pertaining to educational records if alleged violations are being made by the school district and you have been unable to resolve those differences at the school district level.

Procedures to Obtain Educational Records

- Contact the school principal and inform him/her that you would like a copy of your child's educational record.
- Allow the school five days to copy and provide the requested information. There may be a small fee to cover the copying.

Procedures for Requesting a Change in Your Child's Education Record

- Inform the school principal that you have discovered inaccurate or misleading information and would like it amended or removed.

- Allow the school district five to 10 working days to decide whether your request is valid.
- If the school district disagrees with the request, you can file for a hearing with the school district to voice your concerns.
- If, as a result of the hearing, the school district decides that the information is inaccurate or misleading, the school will amend the record and inform you of the amendment in writing.
- If, as a result of the hearing, the school district decides the information is accurate and not misleading, they will notify you of the right to place a statement in the record explaining why you feel the information is misleading or incorrect.
- The school district is obligated to place a copy of your statement in educational record.

Pupil records maintained by the Hanford Joint Union High School District consist of any item of information directly related to an identifiable pupil, including but not limited to subjects taken, grades received, standardized test results, attendance record, and health records.

Pupil records are maintained at each school where the pupil is attending. The school principal or designee is responsible for maintaining each type of pupil record and the information contained therein. Additional records, such as psychological and special education reports, are maintained at those respective offices. Except for directory information, pupil records are accessible only to parents or legal guardians, a pupil 16 years or older or having completed the 10th grade, the personnel of the Hanford Joint Union High School District who have a legitimate educational interest in the pupil and other specified persons under certain circumstances prescribed by law.

Parents may contact the school to review the log listing those who have requested or received information from a pupil's file. When a student moves to a new school district, records will be forwarded upon request of the new district within 10 school days. At the time of transfer, the parent or an eligible student may challenge, review or receive a copy at reasonable fee of the requested records. Parents may contact the school district or county office for any policy regarding the review and expungement of pupil records.

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

If you believe the school district or county office is not in compliance with federal regulations regarding privacy, you may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education at 400 Maryland Avenue, SW, Washington, DC 20202-4605.

STUDENT/PARENT/GUARDIAN NOTICE FOR RELEASE OF DIRECTORY INFORMATION The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Hanford Joint Union High School District (HJUHS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, HJUHS may disclose appropriately designated "directory information" without written consent, unless you have advised HJUHS to the contrary in accordance with HJUHS's procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school and/or district publications. Examples include:

- a playbill, showing your child's role in a drama production;
- the annual yearbook;
- honor roll or other recognition lists;
- graduation programs; and
- sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local assistance agencies receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA), such as HJUHS, to provide military recruiters, upon request, with three directory information categories -

names, addresses and telephone listings - unless parents/guardians have advised the district that they do not want their child's information disclosed without their prior written consent.

If you do not want HJUHS to disclose directory information from your child's education records without your prior written consent, please notify the school principal in writing no later than four weeks after the first day of school. A form for that purpose is included at the end of this document. HJUHS has designated the following information as directory information:

- Name
- Mailing address & Email address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous school attended

Appropriate directory information may not be provided to any private, profit making entity other than employers, prospective employers or to representatives of the news media. Names and addresses of seniors or terminating students may be given to public or private schools and colleges. The No Child Left Behind Act also requires that military recruiters have access to all secondary pupils' names, addresses and phone listings unless a parent requests that such information not be released without the prior written consent of the parent. (10 USC § 503, 20 USC §§ 6301, 6311 (h)(6), 7908, 34 CFR § 200.61.)

Upon written request from the parent of a student age 17 or younger, the school district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of post-secondary instruction and makes a written request, the pupil's request to deny access to directory information will be honored. Requests should be submitted within 30 calendar days of receipt of this notification.

Pupil record destruction is done according to California regulations and is available upon request. (See 5 Cal. Code Regs. § 437). (EC § 49063)

33. **Educational Rights (Homeless)** - Hanford Joint Union High School District has adopted a policy prohibiting students from being stigmatized or segregated into a separate school or program based upon their being homeless. HJUHS recognizes that these students have a right to continue in the school of origin for the duration of homelessness or for the remainder of the year, even if the child becomes permanently housed. The policy includes that a designated HJUHS liaison will resolve school selection or enrollment disputes through the Dispute Resolution Process.
34. **School Accountability Report Card (SARC)** - The School Accountability Report Card provides parents and other interested members of the community a variety of information about the school, its resources, its successes, and the areas where it needs improvement. On or before February 1 of each year, an updated copy of the School Accountability Report Card for each HJUHS operated school can be found on HJUHS's website at www.hjuhsd.k12.ca.us. A hard copy will also be provided upon request to any student's parent or guardian. (EC § 35256)

ATTENDANCE

35. Excused Absences - As required by EC § 48980(j), the full text of EC § 48205 is provided to the parent:
 - a. Notwithstanding § 48200, a pupil shall be excused from school when the absence is:
 - i. Due to his or her illness.
 - ii. Due to quarantine under the direction of a county or city health officer.
 - iii. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - iv. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - v. For the purpose of jury duty in the manner provided for by law.
 - vi. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
 - vii. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the

pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

- viii. For the purpose of serving as a member of a precinct board for an election pursuant to § 12302 of the Elections Code.
- ix. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 4971, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- b. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- c. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- d. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- e. "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

36. **Tardiness/Truancy** - State law requires that any child who has been absent without valid excuse more than three days or tardy in excess of 30 minutes of each of the three or more days in one school year shall be reported as a truant to the site administrator.

Any pupil reported as a truant three or more times within the school year is considered a habitual truant and a school official shall hold at least one conference with the pupil's parent or guardian. Any pupil considered a habitual truant, or is irregular in school attendance, or is habitually insubordinate or disorderly during school attendance may be referred to a School Attendance Review Board (SARB).

Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian, by first class mail or other reasonable means, of the following: the pupil is truant; the parent or guardian is obligated to compel the pupil to attend school; the parent or guardian who fails to meet this obligation may be guilty of an infraction and subject to prosecution under Article 6 (commencing with § 48290) of Chapter 2 of Part 27; that alternative educational programs are available, that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy, that the pupil may be subject to prosecution under EC § 48264, that the pupil may be subject to suspension, restriction or delay of driving privileges, and that it is recommended the parent/guardian attend classes with the pupil for one day (EC § 48260.5)

- 37. **Excessive Absences** - Pupils who are experiencing excessive school absences may be referred to the School Attendance Review Board (SARB). The SARB is designed to assist the pupil and parent in reducing school attendance problems by maximizing use of school and coordinated community resources.
- 38. **Absence for Religious Purpose** - A pupil, with the written consent of a parent or guardian, may be excused from school in order to participate in religious exercises, for four or fewer days per month, provided the pupil attends school at least the minimum day for his grade (EC 46014)
- 39. **Permission to Leave School Grounds During Lunch Period** - The governing Board of the HJUHS, pursuant to Section 44808.5 of the Education Code has decided to permit eligible pupils enrolled at Hanford High/Hanford West High/Sierra Pacific High School to leave the school grounds during the lunch period. Section 44808.5 of the Education Code further states: "Neither the school District nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section. (EC 44808.5)
- 40. **Married/Pregnant/Parenting Students.** (BP 51460) The Governing Board recognizes that early marriage, pregnancy, or parenting and related responsibilities may disrupt a student's education and increase the chance of a student dropping out of school. The Board therefore desires to support married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and promote the healthy development of their children. Pregnant and parenting students shall retain the right to participate in any comprehensive school or educational alternative program. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or his/her child.

HEALTH SERVICES

- 41. **Immunization for Communicable Disease** - A pupil may not be admitted to school unless he/she has been fully immunized, pursuant to Health and Safety Code § 120335, against diphtheria, pertussis (whooping cough),

tetanus, poliomyelitis, measles, mumps, rubella, chicken pox, Haemophilus influenza type B, and hepatitis B. School districts shall not unconditionally admit any pupil to the 7th grade level, nor unconditionally advance any pupil to the 7th grade level, unless the pupil has been fully immunized against pertussis. (Health & Safety Code § 120335) Parents may consent, in writing, for a licensed physician or registered nurse, acting under the direction of a supervising physician, to administer an immunizing agent. (EC § 49403) Exemption from immunization requirement is allowed when the parent/guardian provides a written statement by a licensed physician that the physical condition or medical circumstances of the student are such that immunization is unsafe indicating the specific nature and probable duration of the medical condition or circumstances that contraindicate immunization. However, if there is good cause to believe that the student has been exposed to a communicable disease, the student may be temporarily excluded from the school until the local health officer is satisfied that the student is no longer at risk of developing the disease.

42. **Health Screening Examination** - Before a child enters first grade, his or her parents must obtain a waiver or health screening for the child and complete the provided certificate or sign a waiver. The screening should take place before (within the prior 6 months) or during the kindergarten year. Parents are encouraged to obtain health screening simultaneously with required immunizations. Parents may inquire in the school office about free health screenings for low-income children provided under the Child Health and Disabilities Prevention Program. (Health & Safety Code §§ 124085, 124100, 124105)
43. **Physical Examinations** - A parent or guardian may, by written statement filed annually, refuse to consent to the physical examination of his/her child; however, a child may be sent home if, for good reasons, he or she is believed to be suffering from a recognized contagious or infectious disease (EC § 49451). (School children are examined for vision, hearing, and curvature of the spine at selected grade levels). By May 31 of the school year, pupils when first enrolled in public school are required to provide proof of an oral health assessment (conducted within 12 months prior to enrollment) by a licensed dentist or other licensed or registered dental health professional. (EC § 49452.8) Parents/guardians of 7th grade pupils must be provided information on type 2 diabetes as follows: 1) description of type 2 diabetes, 2) risk factors, 3) warning signs, 4) treatments, 5) prevention methods, 6) types of screening test available. It is recommended that students possibly suffering from type 2 diabetes or having warning signs be screened. (EC § 49452.7) Upon first enrollment in a California elementary school, and at least every third year thereafter through the eighth grade, a school nurse or other authorized person shall appraise the child's vision, unless the parent presents a certificate from an authorized medical provider with the results of a vision assessment. (EC § 49455.)
44. **Psychological Testing** - A parent has the right to receive information about psychological testing the school does involving their child and to deny permission to give the test. (EC § 51101(a)(13).)
45. **Pupil Medication** - Any pupil who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instruction from the physician or physician assistant and a statement by the parent indicating their desire to have the school assist in administering the physician's instructions. Any student who wishes to carry and self-administer prescription auto-injectable epinephrine and/or self-administered inhaled asthma medication must submit a written statement of instruction from their physician or physician assistant that includes a statement that the student is able to self-administer such medication, and a statement from the parent consenting to the self-administration, as well as a release. Any pupil who uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed is subject to discipline. (EC §§ 49423, 49423.1)
46. **Continuing Medication** - A parent of a pupil on a continuing medication regimen for a non-episodic condition shall inform the school of the medication being taken, the current dosage, and the name of the supervising physician. With a parent's consent, the school nurse or other designated employee may communicate with the physician with regard to the possible effects of the drug on the child's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or over dosage. (EC § 49480)
47. **Confidential Medical Services** - Pupils enrolled in grades 7 through 12 may be excused from school by school authorities for the purpose of obtaining confidential medical services without the consent of the pupil's parent. (EC § 46010.1)
48. **Pupil Insurance** - The Hanford Joint Union High School District may provide or make available medical or hospital services, or both, for injuries to pupils arising from school programs or activities. No pupil will be compelled to accept such services. You may obtain further information regarding availability of pupil accident insurance by contacting the school principal. (EC § 49472)
49. **Athletic Participation Insurance Information** - Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expense. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state or federally sponsored health insurance programs. Information about these programs may be obtained by calling: 1) Healthy Families: 888-747-1222, 2) Medi-Cal: 800-880-5305, 3) SISC Supplemental Insurance: 800-972-1727.
50. **Emergency Medical Care** - All pupils must have an emergency information card filled out and signed by the parent or guardian at the beginning of the school year. (EC § 49407.)

51. **Students with Temporary Disabilities, Home/Hospital Instruction** - A student with temporary disabilities which prevent attendance in the student's normal classes may receive individual instruction provided by the District. The parents or guardians of such students have the primary responsibility to notify the school of the existence of such temporary disability (EC 48206.3).

A pupil with a temporary disability, who is in a hospital or other health facility, excluding a state hospital, which is outside of the school district in which the parent or guardian resides, shall have complied with the residency requirements for school attendance in the school district in which the hospital is located. It is the primary responsibility of the parent or guardian of the pupil to notify the school district of the pupil's presence in a qualifying hospital. (EC 56040 et seq.)

- **School of Residence When Hospitalized** - A student with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school district in which the pupil's parent or guardian resides, shall be deemed to have complied with the residency requirements for school attendance in the district in which the hospital is located. (EC § 48207) Notification of temporary disability/residency of student is the sole responsibility of the parent or guardian. Upon notification that a student is temporarily disabled, within HJUHS jurisdiction, HJUHS will determine if the student is able to receive individualized instruction and when it may commence. (EC § 48208)
- **Wellness and Mental Health Services** (AB 2022)- According to the National Association of School Psychologists, "Mentally healthy children are more successful in school and life." Good mental health is critical to children's success in school and life. Research demonstrates that students who receive social-emotional and mental health support achieve better academically. School climate, classroom behavior, on-task learning, and students' sense of connectedness and well-being all improve as well. Mental health is not simply the absence of mental illness but also encompasses social, emotional, and behavioral health and the ability to cope with life's challenges. Left unmet, mental health problems are linked to costly negative outcomes such as academic and behavior problems, dropping out, and delinquency."

In accordance with AB 2022, Pupil mental health services: school notification, Hanford Joint Union High School District wants to ensure that parents, guardians, and students are informed about resources available for anyone who believes they are in a mental health crisis. We encourage parents/guardians and students to talk with any adult in the school district if they are concerned about another student and possible mental health needs. Take all threats of suicide seriously.

National Resources

- National Suicide Prevention Lifeline 1-800-273-8255
- Crisis Text Line by texting TALK to 74171

Community Resources- Behavioral Health

- Kings Behavioral Health
460 Kings County Drive #101
Hanford, CA 93230
(559) 852-2444
- Kings View Counseling Services
1393 Bailey Drive
Hanford, CA 93230
(559) 582-4481

Warm line- 1-877-306-2413

Community Resources- Substance Abuse

- WestCare
410 E. 7th St.
Hanford, CA 93230
(559) 584-8100
- Champions Recovery
311 N. Douty Street
Hanford, CA 93230
(559) 583-9307

County Resource phone app

- 211 Intelliful

School District Resources

The district serves its students through onsite resources and a community referral system to mental health providers. The district has on staff full-time:

- 13 school counselors
- 3 school psychologists
- 4 school social workers
- 1 Licensed Marriage and Family Therapist
- 3 Health Aides
- 1 Credentialed School Nurse

To receive support for your child, please contact their school site and speak with their assigned school counselor or an administrator.

Hanford High School- (559) 583-5902

Hanford West High School- (559) 583-5903

Please visit our district's website for more Community Resources under the School Directory.

STUDENT DISCIPLINE

53. **Discipline Procedures** - The Board of Education's adopted procedures governing student discipline are available in your child's school office upon request. These provisions include, but are not limited to: detention, parent conferences, suspensions, expulsion, and other educational alternatives. Special disciplinary procedures may apply to students with disabilities. (EC § 35291)
54. **Search and Seizure Policy** - The governing Board recognizes that incidents may occur which jeopardize the health, safety and welfare of students and staff, which necessitate the search of students, their property or their lockers by school officials.

School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the District or the school. The Board urges that discretion, good judgment, and common sense be exercised in all cases of search and seizure.

In an effort to keep the schools free of drugs and weapons, the District may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances or objects which are prohibited by law or District policy. The dogs may sniff the air around lockers, desks, bags, items or vehicles on District property or at District-sponsored events as long as they are not allowed to sniff any person. Such procedures will be conducted in accordance with County, State, and Federal regulations. The above inspections shall be unannounced and may take place at the discretion of the superintendent or designee. (BP 5145. 12a-d)

54. **Expulsion: Mandatory Recommendation/Mandatory Expulsion** - For a student expelled for an act listed under "Mandatory Recommendation and Mandatory Expulsion" (EC 48915 (c)), the term of the expulsion shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis.

SAFETY

55. **Child Abuse Reporting** - The State Dept. of Education has adopted guidelines that a parent or guardian can follow in filing a complaint of child abuse committed against a pupil at a school site. Upon request, the District shall provide a copy of the guidelines to any parent or guardian in the primary language of the parent or guardians. (EC 33308.1)
56. **Drug Abuse and Prevention /Intervention** - The intent of Board Policy 6002 is to establish an atmosphere that will promote understanding of the use, abuse, and misuse of drugs, including alcohol, tobacco, and electronic cigarettes. When substance abuse incidents occur, school staff will:
- Provide emergency medical assistance.
 - Require parental involvement.
 - Enforce the laws regarding use and distribution of illegal substances.
 - When appropriate, discipline students.
 - Provide assistance to student seeking help, according to established rules and regulations.

The Board of Education and school administrators encourage public interest in the schools and educational programs. While on school grounds or on the premises of a support service facility, the public is requested not to create or participate in any activity which interferes with the educational program or service being conducted.

57. **Registration Prior to Entering or Remaining on School Property** - To provide protection and to safeguard students, teachers, employees, and school property, the public (except those persons exempted) is required to register in the school office prior to entering or remaining on the school premises during school hours. School hours have been defined as one hour before classes begin until one hour after classes end.

Signs are posted at each school entrance indicating the location of the school office (place of registration) and penalties for failure to comply. Should you have any questions, you are invited to contact your school's office.

58. **Vandalism/Cooperation** - All parents and guardians are asked to help prevent vandalism by impressing upon their child the seriousness of destroying school property. Citizens living near the schools are requested to report any acts of suspected vandalism to the school principal or to the proper authority.
59. **Personal Property** - HJUHS is not responsible for personal property. Students are discouraged from bringing non-instructional items to school such as radios, skate boards, etc. Please refer to the Student Handbook and school rules.

60. **Sex Offender Notification** - The District shall notify parents/guardians of the District's willingness and intention to work with law enforcement on this matter and shall explain the appropriate roles and responsibilities of both the District and law enforcement.

LUNCH, TRANSPORTATION, AND HEALTH ENVIRONMENT

61. **Free or Reduced Price Meals** - are available for eligible students. (EC §§ 49500, et seq.)

62. **Asbestos Hazard Emergency Response Act of 1986 (AHERA)**: The law requires all schools to be inspected by EPA accredited inspectors and to identify all asbestos containing building materials as defined in AHERA. The law further requires the development of a management plan by an EPA accredited management planner. A management plan was drafted after our original inspection and submitted to the state. It details the methods we use to maintain these materials in a safe manner. The management plan is updated periodically as asbestos is removed or conditions change. A copy of the complete District management plan is on file for your review at the District office located at 823 W. Lacey Blvd. Copies of individual campus inspection reports are on file in each school's administrative office. The District superintendent, school principal, or District asbestos coordinator is available by appointment to discuss our management plan with you. During this past year abatement work has been done. For more information call the District Office at 559-583-5901.

PESTICIDE USE

63. Pesticides - Persons wishing to be notified in advance of individual pesticide applications may register with the Hanford Joint Union High School District for that purpose. (EC §§ 17612, 48980.3) Contact District Operations at 559-583-5902.

The Healthy Schools Act of 2000 requires California schools to notify parents/guardians of pesticides they expect to apply during the year. We intend to use any of the following pesticides listed this year. All of the chemicals listed are EPA approved and registered for use on school grounds in compliance with the Safety School Act.

More information about these pesticides and pesticide use reduction is at the Dept. of Pesticide Regulation website: www.cdpr.ca.gov.

- Advion Cockroach Gel Bait
- Advion Granule
- Alpine Cockroach Gel Bait
- Alpine WSG
- Archer IGR
- Arilon
- Avert Dry Bait
- Borid
- BP-100 (ULD)
- CB 80
- Contrac
- Cross Check Plus
- Cy-Kick CS
- Cynoff EC
- Cyper TC
- Cyper WSP
- Delta Dust
- Demand CS
- D-Foam
- Diphacinone Treated Grain
- Dragnet SFR
- Drain Gel
- Essentria G (Granular)
- Exciter
- Fumitoxin
- Gopher Getter Type II Ag
- InTice Granular Bait
- JT Answer for Gophers
- JT Eaton Bait Block
- Max Force Gel Bait
- Max Force Granular Bait
- Orange Guard
- PCQ Bait
- Phantom
- Pre Core 2000
- Rozal Gopher Bait
- Suspend SC
- Talpirid
- Tempo SC Ultra
- Tengard
- Termidor SC
- Terro Ant Bait
- Wasp Freeze
- ZP Rodent Bait

Parents/guardians may request prior notification of individual pesticide applications at the school. If you would like to be notified every time we apply a pesticide, please complete the form and return it to Ben Stidman at 8710 E. Lacey Blvd., Hanford. If you have any further questions or concerns, you may contact Ben at 583-5908 extn 3297.

MISCELLANEOUS

64. **College Admission Requirement/ High Education Information** – Guidance Counseling – [E.C. 51229 and 48980(1)] Student may meet with a school counselor to obtain assistance in selecting courses that will meet college admission requirements or to enroll in career technical education or both.

College Admissions Requirements - The University of California has three paths to eligibility for freshmen:

- Eligibility in the Statewide Context - students must complete specific coursework and college admissions tests and earn the required GPA and test scores.

- Eligibility in the Local Context (ELC) – students must rank in the top four percent of their graduating class at a participating California high school.
- Eligibility by Examination Alone - students must achieve specified high scores on their college admissions tests.

The following website links provide more information regarding University of California admission requirements: admission.universityofcalifornia.edu/

The California State University system has standards that must be met in each of the following areas:

- Specific high school courses
- Grades in specified courses and test scores
- Graduation from high school The following website link provides more information regarding the California State University admission requirements: www2.calstate.edu/apply

65. **Career Technical Education** - Career Technical Education is a program of study that involves a multiyear sequence of courses that integrate core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. For more information visit the California Department of Education's website at <https://www.cde.ca.gov/ci/ct/> (EC §§ 48980(l); 51229)
66. **Emergency Preparedness** - Emergency Preparedness is addressed through the county office's comprehensive school safety plan which includes disaster procedures and plans, routines, emergency response measures, staff training programs, procedures for the use of public buildings and notification procedures. A copy of the plan is available at the District Office and on the HJUHS website: www.hjuhsd.k12.ca.us (EC § 32282)
67. **Electric Notice** - This notice booklet is available electronically at the HJUHS website.
68. **Tobacco Free Facilities /Campuses** - The Hanford Joint Union High School District has adopted a Tobacco and electronic cigarettes that can deliver nicotine and non-nicotine vaporized solution Free Facilities and Campuses Policy. Board Policy 3513.3 states that the use of all tobacco and electronic cigarettes that can deliver nicotine and non-nicotine vaporized solution products is prohibited at any time throughout HJUHS owned or leased buildings and grounds, HJUHS Office property, and in HJUHS vehicles, effective July 1, 1995.

RIGHT TO THE BENEFITS OF ANY EDUCATIONAL PROGRAM: The 1964 Federal Civil Rights Act and Title IX of the Education Amendments which were adopted in 1972 states that: "No person shall, on the basis of age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability or lack of English skills be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program." The HJUHS Board has adopted a policy of non-discrimination on the basis of age, sex, sexual orientation, gender, perceived gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability or lack of English skills. The principals are assigned to enforce the policy and assist all departments in meeting the regulation. The law mandates dissemination of this policy and Section 86.9 of the federal regulations outlines the procedures. Each parent and student must be notified of their individual rights and if they have a complaint regarding discrimination, they are to contact Hanford High Principal at 583-5902, Hanford West Principal at 583-5903, Earl F. Johnson High Principal at 583- 5904 or Sierra Pacific Principal at 583- 59102. If the complaint cannot be settled, parents do have the right to file a complaint on behalf of the student.

Copies of our policy and complaint procedure are on file and may be examined on request in the District office. If you have questions about any of the above, please contact the Educational Services office at 583- 5901, ext. 3118.

ANNUAL NOTIFICATION OF UNIFORM COMPLAINT PROCEDURES (UCP) For students, employees, parents or guardians of its students, school and county office advisory committees, appropriate private school officials or representatives, and other interested parties:

The Hanford Joint Union High School District (HJUHS) has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation and bullying (including cyberbullying) in HJUHS educational programs, and complaints alleging violation of state or federal laws governing educational programs.

HJUHS shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation and bullying (including cyberbullying) complaints may be based on actual or perceived characteristics including: physical or mental disability, genetic information, gender, gender identity, gender expression, national origin, nationality, race or ethnicity, color, ancestry, ethnic group identification, age, marital or parental status, religion, sex, sexual orientation, and/or association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging

failure to comply with state and/or federal laws in Adult Education, Consolidated Categorical Aid Programs, Migrant Education, Career Technical and Technical Education and Training Programs, Child Care and Developmental Programs, Child Nutrition Programs, Special Education Programs, Safety Planning Requirements, and the unlawful charging of pupil fees in educational activities.

Complaints must be filed in writing with the following compliance officer:
Superintendent - 823 W. Lacey Blvd., Hanford, CA. 9320 - 559-583-5901 ext. 3101

A complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The HJUHS D person responsible for investigating the complaint shall conduct and complete the investigation in accordance with the California Code of Regulations, Title 5, (5 CCR) sections 4600-4671, and in accordance with local procedures adopted under 5 CCR 4621.

The complainant has a right to appeal HJUHS D's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving HJUHS D's decision. The appeal must include a copy of the complaint filed with HJUHS D and a copy of HJUHS D's decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code section 262.3. A complainant may pursue available civil law remedies outside of HJUHS D's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of HJUHS D's UCP policy and complaint procedures shall be available free of charge.

NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS: COMPLAINT RIGHTS - Parents/Guardians, Pupils, and Teachers: Pursuant to Education Code section 35186, you are hereby notified that:

- There should be sufficient textbooks and instructional materials in your pupil's classroom. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
- School facilities must be clean, safe, and maintained in good repair.
- There should be no teacher vacancies or misassignments at your pupil's school. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

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

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. A complaint form can be obtained at the school or district office, or downloaded from the school or district website. You may also download a copy of the California Department of Education complaint form from their website: www.cde.ca.gov/re/cp/uc.

*****PLEASE NOTE***** Over the course of a school year, some information in this Annual Notification may change. Please read your school notices or if you have any questions, please contact your school office.

Parent and Family Engagement Policy

Hanford Joint Union High School District will implement the following statutory requirements:

- The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I programs. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating students.

- The school district will work with its schools to ensure that the required school-level parental involvement policies meet the Title I requirements, and include, as a component, a school parent compact.
- The school district will incorporate this district-wide parental involvement policy into its district plan.
- In carrying out the Title I parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- The school district will involve the parents of children served in Title I schools in decisions about how the one percent of Title I funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring— (A) that parents play an integral role in assisting their child’s learning; (B) that parents are encouraged to be actively involved in their child’s education at school; (C) that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

The purpose of this Policy is to:

Provide an equitable education for all students in our district. In support of the district mission to “Prepare Today’s Students for Tomorrow’s World” Hanford Joint Union High School District will develop and nurture partnerships with parents/caregivers, students, and community stakeholders. Furthermore, the district will involve parents/caregivers in all aspects of the various local, state and federal programs offered in HJUHSD schools.

Parent Involvement in Developing the Policy

Hanford Joint Union High School District will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- Campus visitation by Director of Educational Services to serve in an advisory capacity to Title I campuses
- A district parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs
- A district meeting of parents/caregivers, community members and campus personnel to provide feedback and input on campus plans, policies and budget allocations

Hanford Joint Union School District will take the following actions to involve parents in the joint development of its district/school parental involvement plan:

- Actively recruit parents/caregivers to participate in parent advisory capacity
- Schedule meetings at convenient times and locations to participate in a comprehensive review of policy, budget and programs for parent involvement
- Offer a flexible number of meetings, such as meetings in the morning or evening
- Facilitate communication between parents/caregivers

Annual Meetings for Title I Parents

Hanford Joint Union High School District uses Title I funds to provide school-wide services for all students enrolled on Title I campuses. The Title I campuses will hold at least one meeting annually to review Title I guidelines and services offered at campus level. Copies of the district’s current Parent Involvement Policy and campus designed Parent-Student Compact will be distributed at the meeting. Both documents will be provided in English and in Spanish. The meeting will be held at a convenient time and location; notice of the meeting will be provided through public announcements and school based information flyers. Translators will be available to help with non-English speaking parents/caregivers.

HJUHSD will provide parents of participating students, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible. The district will, with the assistance of its Title I schools,

- Provide materials and training to help parents work with their children to improve their students' academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement
- Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions
- Train parents to enhance the involvement of other parents
- Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school

Matching Parent Involvement Programs to the Needs of the Community

Hanford Joint Union High School District will build the schools' and parents' capacity for strong parental involvement in order to ensure effective involvement of parents and to support a partnership among the schools involved, parents, and the community to improve student academic achievement, through the following activities:

- The school/district will, with the assistance of its Title I schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:
 - the state's academic content standards
 - the state's student academic achievement standards
 - the state and local academic assessments including alternate assessments
 - the requirements of Title I
 - how to monitor their child's progress
 - how to work with educators

Staff/Parent Communications

With the assistance of its Title I schools and parents, the district will educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.

The school/district will take the following actions to ensure that Title I information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Translators provided at the campus level for Spanish speaking parents
- District communication system set up in English and Language based upon the primary language identified for the home
- Translations or all Title I information will be provided in both English and Spanish

In carrying out parental involvement communication, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language parents can understand.

School-Parent Compacts

As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. This compact will be provided by each Title I campus and parent/campus/student signature will remain on file for easy access. The parent compact will be reviewed yearly for updates and revision.

Evaluation

HJUHS D will take action to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of Title I schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The school district will use the findings of the evaluation about its parental

involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary and with the involvement of parents its parental involvement policies.

STUDENT-PARENT-STAFF COMPACT - Students, parents and staff all share the responsibility for student learning. By reading and signing this Compact of Shared Responsibilities we can better understand how everyone contributes to a student's success.

HIGH STANDARDS & EXPECTATIONS

STUDENTS WILL	PARENTS/GUARDIANS WILL	STAFF WILL
<ul style="list-style-type: none"> • come to class on time prepared to learn and dressed appropriately, having had adequate sleep and nutrition. • take responsibility for my learning. • be an active learner. • participate in educational requirements and vocational opportunities. 	<ul style="list-style-type: none"> • ensure my student attends school on time every day prepared to learn with appropriate sleep, nutrition & clothing. • monitor homework and academic progress. • assist my student in setting short and long term goals. 	<ul style="list-style-type: none"> • provide a welcoming environment. • set high standards for student performance. • make recommendations to further student's educational goals.

LEARNING STUDENTS WILL PARENTS/GUARDIANS WILL STAFF WILL

STUDENTS WILL	PARENTS/GUARDIANS WILL	STAFF WILL
<ul style="list-style-type: none"> • maximize opportunities to understand material, using strategies that best support my learning style. • contribute my ideas and skills to my classroom, school and community. • apply and practice what I've learned. • take responsibility for completing and returning assignments on time. 	<ul style="list-style-type: none"> • help my student capitalize on their learning style & abilities. • offer to share appropriate skills and expertise with the school. • help my student learn life skills: planning, self-sufficiency, goal-setting and decision-making. • support timely completion of homework and school assignments. 	<ul style="list-style-type: none"> • provide appropriate instruction based on Ca Content Standards, District curriculum and various student learning styles. • keep up with current research and best practices. • hold students responsible for work completion, quality. • inform parents of ways to support.

SAFE AND DRUG-FREE SCHOOLS STUDENTS WILL PARENTS/GUARDIANS WILL STAFF WILL

STUDENTS WILL	PARENTS/GUARDIANS WILL	STAFF WILL
<ul style="list-style-type: none"> • respect the personal rights and property of myself and others. • behave responsibly and dress appropriately. • inform an adult about bullying, harassment and unsafe behavior. • learn how to keep myself safe and drug-free. 	<ul style="list-style-type: none"> • talk with my student about respecting people and property. • set positive behavior and attire expectations and reinforce school policies. • talk with my student about bullying, harassment, peer pressure, safety and drug-free behavior. 	<ul style="list-style-type: none"> • treat students and parents with respect. • clearly communicate school rules and behavior expectations to students and parents. • take steps to prevent bullying and harassment and provide a sanctuary for learning. • promote safe and drug-free schools.

COMMUNICATING STUDENTS WILL PARENTS/GUARDIANS WILL STAFF WILL

STUDENTS WILL	PARENTS/GUARDIANS WILL	STAFF WILL
<ul style="list-style-type: none"> • pay attention to information and seek assistance when needed. • talk with my family about what occurs at school. • explore extra-curricular, co-curricular and alternative activities in school. 	<ul style="list-style-type: none"> • use information sources (planners, newsletters, e-mail, web) to keep up with school issues and activities. • talk with teachers as needed. • participate in class and school activities, parent-teacher conferences and other activities. 	<ul style="list-style-type: none"> • maintain regular communication with parents, including student academic progress. • encourage parent and student involvement in class and at school activities.

Appendix A

6000 – INSTRUCTION STUDENT USE OF TECHNOLOGY AR 6163.4

Instruction

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. All instructional staff shall receive a copy of this administrative regulation, the accompanying Board policy, and the district's Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All students using these resources shall receive instruction in their proper and appropriate use.

(cf. 0440 - District Technology Plan)
(cf. 4040 - Employee Use of Technology)
(cf. 4131- Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Teachers, administrators, and/or library media specialists shall prescreen technological resources and online sites that will be used for instructional purposes to ensure that they are appropriate for the intended purpose and the age of the students.

(cf. 6163.1 - Library Media Centers)

Online/Internet Services: User Obligations and Responsibilities

Students are authorized to use district equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and the district's Acceptable Use Agreement.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.
2. Students shall use the district's system safely, responsibly, and primarily for educational purposes.
3. Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.

(cf. 5131 - Conduct)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5145.9 - Hate-Motivated Behavior)

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students also shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.

Personal information includes the student's name, address, telephone number, Social Security number, or other personally identifiable information.

5. Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.

(cf. 3513.3 - Tobacco-Free Schools)
(cf. 5131.6 - Alcohol and Other Drugs)

6. Students shall not use the system to engage in commercial or other for-profit activities.
7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.

(cf. 5131.9 - Academic Honesty)

(cf. 6162.6 - Use of Copyrighted Materials)

9. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."

(cf. 5131.5 - Vandalism, Theft and Graffiti)

10. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.
11. Students shall report any security problem or misuse of the services to the teacher or principal.

The district reserves the right to monitor use of the district's systems for improper use without advance notice or consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the district for the purpose of ensuring proper use.

(cf. 5145.12 - Search and Seizure)

Whenever a student is found to have violated Board policy, administrative regulation, or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Regulation HANFORD JOINT UNION HIGH SCHOOL DISTRICT

approved: October 9, 2007 Hanford, California revised: June 23, 2009

Appendix B

CITIZENSHIP POLICY FOR HANFORD JOINT UNION HIGH SCHOOL DISTRICT

Criteria	4 Outstanding	3 Above Average	2 Satisfactory	1 Needs Improvement	0 Unsatisfactory	Points
<p>Attendance A student must attend class for any learning to take place.</p>	No unexcused absences during the 6-week grading period.	1 or fewer unexcused absences during the 6-week grading period.	No more than 2 unexcused absences during the 6-week grading period.	No more than 3 unexcused absences during the 6-week grading period.	4 or more unexcused absences during the 6-week grading period.	/4
<p>Punctuality A punctual student is in the classroom ready to work when the tardy bell rings in order to get the most of instructional time.</p>	No tardies during the 6-week grading period.	1 or fewer tardies during the 6-week grading period.	No more than 2 tardies during the 6-week grading period.	No more than 3 tardies during the 6-week grading period.	4 or more tardies during the 6-week grading period.	/4
<p>Responsibility A student who is prepared to work has any books, materials, or assignments with them as needed to participate in classroom instruction.</p>	Student comes to class with Materials, prepared to work at least 98% of the time.	Student comes to class with materials, prepared to work at least 90% of the time.	Student comes to class with materials, prepared to work at least 70% of the time.	Student comes to class with materials, prepared to work at least 60% of the time.	Student comes to class with materials, prepared to work less than 60% of the time.	/4
<p>Behavior Student behavior and attitude impact the learning environment and affects the learning community's success.</p>	Respectful of the teacher, peers, and self. Demonstrates a positive attitude and a willingness to learn and is helpful to others. Follows classroom rules and expectations	Almost. always respectful of the teacher, peers, and self. Demonstrates a positive attitude and a willingness to learn and is helpful to others. Follows classroom rules and expectations	Usually respectful of the teacher, peers, and self. Generally positive and will be helpful when asked. Does not disrupt other students with behavior. Usually follows classroom rules and expectations. Never receives a Referral. Rarely needs to be spoken to in order to maintain appropriate behavior.	Apathetic in class. Disrupts others occasionally with negative behavior. Often needs redirection in class for attitude or behavior. Has trouble following classroom rules and expectations. May have received 1 or 2 referrals for minor behavioral disruptions	Rude or disrespectful to teachers or peers. Demonstrates a Negative attitude. Frequently disrupts the learning environment. Needs frequent redirection for behavior or attitude. Receives more than 2 minor referrals or any major classroom Disruption caused by a lack of physical or verbal control.	/4

* Block Classes may issue one "U" only.

Due to the important role each of these areas has upon the learning environment and the classroom community, an "Unsatisfactory" score in ANY area will result in an "Unsatisfactory" citizenship grade in the class for the grading period. Otherwise an average of their scores will determine their citizenship grade.

ADVANCE NOTIFICATION OF INDIVIDUAL PESTICIDE APPLICATIONS

(Please complete a separate form for each student attending our schools or programs and return it to the school office.)

I understand that, upon request, the Hanford Joint Union High School district is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each application at this school. Please print clearly:

School Site: _____

Name of Parent/Guardian: _____

Mailing Address: _____

I prefer contact via: ___ E-mail _____

___ Phone Day () _____ - _____

___ Evening: () _____ - _____

Signature: _____ Date: _____

Please check appropriate status of signer:

- (a) Parent/Guardian of Pupil Age 17 or Younger
- (b) Pupil Age 18 or Older

**REQUEST FOR NON-PARTICIPATION IN
COMPREHENSIVE SEXUAL HEALTH OR HIV/AIDS PREVENTION INSTRUCTION**

(Please complete a separate form for each student attending our schools or programs and return it to the school office.)

I do not want my child (name): _____ to participate in **COMPREHENSIVE SEXUAL
HEALTH OR HIV/AIDS PREVENTION INSTRUCTION.**

Signature: _____ Date: _____

Please check appropriate status of signer:

- (a) Parent/Guardian of Pupil Age 17 or Younger
- (b) Pupil Age 18 or Older

REQUEST NOT TO RELEASE DIRECTORY INFORMATION REGARDING MY CHILD(REN)

(This will include recruitment release, CCGI and photo & internet release. Please complete a separate form for each student attending our schools or programs and return it to the school office.)

Date: _____ School Site: _____ Student's Name _____

Parent's Name (please print) _____ Signature: _____

Please check appropriate status of signer:

- (a) Parent/Guardian of Pupil Age 17 or Younger
- (b) Pupil Age 18 or Older

If you do not wish to have directory information about your son or daughter to be released without your prior approval, please complete the above form and return it to your son or daughter's principal within four weeks of the start of school.