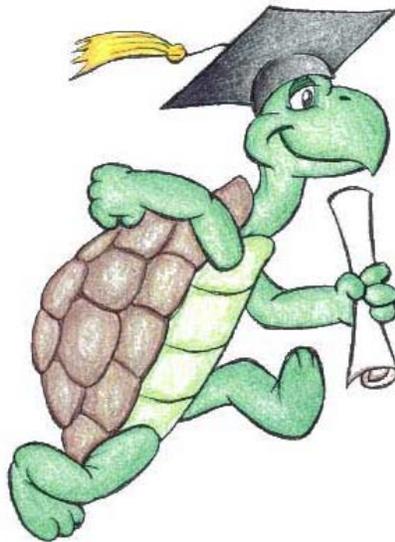


# Reef-Sunset Unified School District 2015-2016



## STUDENT HANDBOOK



Avenal Adult School  
“Believe It, Achieve It”



## **Vision Statement**

Our students will achieve their personal best and become well-rounded contributing members of their communities.



## **Mission Statement**

Reef-Sunset Unified School District is committed to providing a rigorous, inspiring and nurturing educational program.



## **Core Values**

- ▶ We maintain high standards and expectations for every student.
- ▶ We are committed to providing a safe, secure learning environment.
- ▶ We support English literacy as a means to achieving academic success.
- ▶ We believe in a well-executed, continuous improvement process that maintains the focus on the best interests of all students.
- ▶ We are committed to recruiting and retaining highly qualified staff that support stability and quality in our educational program.
- ▶ We believe “It Takes a Village” and promote shared responsibility to support all students.



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## Principal's Message

Dear Student,

I am very proud of all of our students. Each student that comes to our school has taken a giant step in the right direction and has made an important life changing decision, because they have chosen to return to school. The staff at the Avenal Adult School is eager and ready to help you in anyway they can. But remember your success is greatly affected by your attitude, attendance, and effort.

This handbook contains information for you. It is important to be familiar with and know the different rules contained in the handbook. Although the handbook is lengthy, it is what we use for guidelines to operate this campus.

In most cases confusion and misunderstandings can be avoided by being familiar with the rules and procedures under which your school operates. We look forward to working closely with you to create a positive learning environment. We welcome any comment or suggestions you might have to help improve the quality of education at our Avenal Adult School.

Sincerely,  
Suzy VanDerMolen  
Principal  
Avenal Adult School

## District and School Staff

### Board of Trustees

Ricardo Verdugo, *President*

Leticia Lopez, *Clerk*

Chris Collins, *Member*

Enrique Jimenez, *Member*

Ricardo Verdugo, *Member*



### District Office

Dr. David East – Superintendent

Michelle Cutillo – Business Manager

Ken Horn – Assistant Superintendent – Curriculum

Micky Yocum – Assistant Superintendent –  
Student Service



### School Staff

Suzy VanDerMolen - Principal

Melchor Albarran – Teacher

Imelda Corona – Student Support Provider

Nancy Lopez – Student Support Provider

Lupita Lopez – Liaison

Carmen DelaRosa – Clerk

James McGee – Teacher

Rosalva Gomez - Student Support Provider

Rosalva Moreno – Student Support Provider

Bob Cavins - Custodian



### Alumni Association

President – Manual Sanchez

Secretary – Maricruz McGee

Vice-President – Jose Avila

Treasurer – Leticia Monrroy



### School Information



### School Mascot

Tortoise

### Colors

Green and Brown



### Schedule

Day classes begin at 8:00 a.m. and continue through to 3:00 p.m.  
Evening classes begin at 6:00 p.m. and continue through to 9:00 p.m.  
*Graduation is June 2, 2016. (Date is subject to change)*

## Calendar of Events 2015-2016

<p style="text-align: center;"><b>July</b></p> <p>S M T W Th F S</p> <p>Sup's CAB-2nd &amp; 4th Tues. Principals Mtg - 1st &amp; 3rd Tues. @ 8:30 am AHS/TES/AES/RSMS/KCES- Every Wed. - Minimum Days</p>	<p>SARB - 2nd Wed./DELAC - 1st Wed. C &amp; 1 / LCAP Advisory - 3rd Tues. Board Meeting - 3rd Thurs. Spec. Ed. - 4th Tues./Mig.-3rd Wed. @ 6:30pm CSEA Climate - 4th Wed. / A&amp;D - 4th Thurs. CTA Climate - 2nd Thurs.</p>	<p style="text-align: center;"><b>January</b></p> <p>S M T W Th F S</p> <p style="text-align: right;">1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p style="text-align: center;"><b>Sixth School Month</b></p> <p>1st - New Year's Day 11th - School Reconvenes 18th - Martin Luther King Jr. Day</p>
<p style="text-align: center;"><b>August</b></p> <p>S M T W Th F S</p> <p style="text-align: right;">1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p style="text-align: center;"><b>First School Month</b></p> <p>7th - New Teacher Orientation 10th - Certificated Staff Back 12th - First Day of School - All Schools 18th - KCES Back to School Night 19th - All Staff Orientation (2:30-3:30pm) 25th - AES Back to School Night 26th - TES Back to School Night</p>	<p style="text-align: center;"><b>February</b></p> <p>S M T W Th F S</p> <p style="text-align: right;">1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29</p>	<p style="text-align: center;"><b>Seventh School Month</b></p> <p>12th - Lincoln's Birthday 15th - President's Day 26th - End of 2nd Trimester</p>
<p style="text-align: center;"><b>September</b></p> <p>S M T W Th F S</p> <p style="text-align: right;">1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>	<p style="text-align: center;"><b>Second School Month</b></p> <p>7th - Labor Day 9th - AHS Back to School Night 10th - RSMS Back to School Night</p>	<p style="text-align: center;"><b>March</b></p> <p>S M T W Th F S</p> <p style="text-align: right;">1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p style="text-align: center;"><b>Eighth School Month</b></p> <p>3rd - 4th - Parent/Teacher Conf. (K-6) 7th - No School for Students-Staff Develop. 11th - End of 3rd Quarter 15th - Parent/Teacher Conf. (9-12) 16th - 17th - Parent/Teacher Conf. (7-8) 21st - 25th - Spring Break 30th - AHS Open House</p>
<p style="text-align: center;"><b>October</b></p> <p>S M T W Th F S</p> <p style="text-align: right;">1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p style="text-align: center;"><b>Third School Month</b></p> <p>9th - End of 1st Quarter 14th - Parent/Teacher Conf. (9-12) 19th - No School for Students-Staff Develop. 21st - 22nd Parent/Teacher Conf. (7-8)</p>	<p style="text-align: center;"><b>April</b></p> <p>S M T W Th F S</p> <p style="text-align: right;">1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>	<p style="text-align: center;"><b>Ninth School Month</b></p> <p>5th - KCES Open House 7th - RSMS Open House 26th - AES Open House</p>
<p style="text-align: center;"><b>November</b></p> <p>S M T W Th F S</p> <p style="text-align: right;">1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>	<p style="text-align: center;"><b>Fourth School Month</b></p> <p>6th - End of 1st Trimester 11th - Veteran's Day 10th, 12th-13th - Parent/Teacher Conf.(K-6) 23rd-25th - Non Teacher/Student Day 26th - 27th - Thanksgiving Holiday</p>	<p style="text-align: center;"><b>May</b></p> <p>S M T W Th F S</p> <p style="text-align: right;">1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p style="text-align: center;"><b>Tenth School Month</b></p> <p>11th - TES Open House 24th - Milton O. Wilen Awards (7 pm) 30th - Memorial Day 31st - June 3rd - Minimum Days</p>
<p style="text-align: center;"><b>December</b></p> <p>S M T W Th F S</p> <p style="text-align: right;">1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</p>	<p style="text-align: center;"><b>Fifth School Month</b></p> <p>18th - Minimum Day 18th - End of 2nd Quarter 21st - Winter Break Starts 24th-25th - Christmas Holiday</p>	<p style="text-align: center;"><b>June</b></p> <p>S M T W Th F S</p> <p style="text-align: right;">1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30</p>	<p style="text-align: center;"><b>Eleventh School Month</b></p> <p>1st - RSMS Promotion Ceremony (7 pm) 2nd - Adult Ed./SHS Graduation (10 am) 2nd - KCES Promotion Ceremony (7 pm) 3rd - AHS Graduation (8 pm) 3rd - Last Day of School - All Schools 13th - Summer School Begins</p>

*See reverse side*

## Graduation is Thursday, June 2, 2016

Scheduled events are subject to change

## Academics

The Adult School Course Catalog provides a list of all courses that are offered at the Avenal Adult School. The catalog is available to view in the office and on the internet at: <http://www.rsusd.net/aae/site/default.asp>

### Reporting Periods

Grades are given each semester.

Grading System – Students are graded on the traditional letter grades.

Credits – Each semester course is worth 5 units. One semester credit is given for every 18 hours of attended instruction.

### Report Card/Progress Report

**AVENAL ADULT SCHOOL**  
**STUDENT PROGRESS REPORT**

NAME: \_\_\_\_\_ ID#: \_\_\_\_\_

DATE: \_\_\_\_\_

REQUIRED	SUBJECT AREA	GRADE	CREDIT
40	ENGLISH – CIRCLE (9) (10) (11) (12)	_____	_____
20	GENERAL MATH	_____	_____
10	ALGEBRA	_____	_____
20	INTEGRATED SCIENCE	_____	_____
10	WORLD HISTORY	_____	_____
10	U.S. HISTORY	_____	_____
5	GEOGRAPHY	_____	_____
5	ECONOMICS	_____	_____
5	GOVERNMENT	_____	_____
5	HEALTH	_____	_____
10	FINE ARTS	_____	_____
5	COMPUTER LITERACY	_____	_____
45	ELECTIVES – MUST INCLUDE NRS REQUIREMENT	_____	_____

CAHSEE (INDICATE IF PASSED) ENGLISH LANGUAGE ARTS: \_\_\_\_\_ MATH: \_\_\_\_\_

COMMENTS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_

The NRS Requirement is the NRS Transition Success Course: This course is designed for the NRS (National Reporting System) reporting requirements, regarding follow-up Entry into Postsecondary Education or Training Measure. This course is designed for students who will be attending college, university, an apprenticeship program, or technical training program. This course will cover topics that will assist students who will be transitioning into post-secondary education/training opportunities. This course will cover topics of career choices, pathways to the career of choice, entry requirements for post-secondary education/training programs.

## **Graduation Requirements**

Students who have met all of the following requirements may graduate from the Avenal Adult School. The student must have successfully completed 190 units within the designated subjects, passed English Language Arts CAHSEE, passed Mathematics CAHSEE, completed all WIA and CASAS requirements which includes a pre and a post CASAS test with a minimum score of 236 points, minimum of seventy (70) hours of classroom attendance, minimum of 20 units earned while enrolled in this adult school if transferring from a different school district, completion of the NRS Requirement (Transition Success Course), end of year survey, and all debts to the Reef-Sunset Unified School District or any school within the Reef-Sunset Unified School District must be paid in full. The graduation fee is \$75.00, this covers the cost of the graduation gown, diploma, diploma cover and administrative charges.

Students who are waiting for CAHSEE results from the May examination will not be allowed to walk the line in the graduation ceremony. Only graduates that have completed all of the requirements will be allowed to walk the line in the graduation ceremony. For those students who do pass the May CAHSEE and have met all other graduation requirements, may receive their diploma in August and may participate in the graduation ceremony the following June. We apologize for this great inconvenience and disappointment, but our records have indicated that the majority of our students whom we allow to walk the line before the May CAHSEE results are accounted for, often do not pass the exam and then they do not come back to school on a regular basis for CAHSEE prep, hence, they do more poorly on the following CAHSEE exam because they are not well prepared to take the exam.

## **Attendance Policy**

Daily - All students must sign-in when arriving to class.

Students will have instructional hours attributed to their attendance for each hour they attend. It is the responsibility of the student to keep track of their hours and days attended. If you want to be successful in your education, you are strongly encouraged to attend class everyday, or as often as possible. We do not call you and remind you to come to class, we understand that you are an adult and you can keep your class schedule. All Cal-Works Students and high school diploma students must use a time card with the time clock in addition to the sign-in/sign-out sheet.

## **Privacy Notice and Student Consent**

In cooperation with local, State and Federal agencies, we collect information about our student population to evaluate program effectiveness, community needs, usage, as well as for the State Workforce Investment Board. You have a specific right not to share your social security number (SSN) in the collection of that data. Your SSN will not be used without your signed consent and then only if you are 18 years of age or older.

The district makes directory information available in accordance with state and federal laws. The student's name, birth date, birthplace address, phone number, major course of study, participation in school activities, dates of attendance, awards and previous schools attended may be released to specific agencies including: educational institutions, prospective employers, news media, military recruiters or non-profit organizations.

Upon written request of a student over the age of 18 or the parent of a student younger than 18, the district will withhold the release of direct information. Requests must be submitted in writing to: Avenal Adult School, 205 N. Park Avenue, Avenal, CA 93204 within 30 calendar days of receiving this notification (ED Code 49073). The request limit to access must be renewed on a yearly basis.

## DRESS CODE

The purpose of dress regulations is to help each student set a standard for his/her personal appearance that is appropriate within the accepted standards of Reef Sunset Unified School District. All Adult School students are expected to demonstrate pride in their personal appearance because it reflects individually on them and collectively on our school. Daily attire need not be expensive to be attractive and entirely acceptable. All apparel must comply with the Adult School Dress Code. The dress code shall be in effect at all school-related activities both on and off campus, including, but not limited to, activities such as dances, award ceremonies, field trips, summer school, and athletic events.

The administration at the Avenal School recognizes that students' mode of dress and grooming is a manifestation of their personal style and individual preference. The administration will not interfere with the right of students to make decisions regarding appearance except when choices affect the educational program of the school. It is recognized that any apparel that draws **undue attention to the wearer**, creates a safety concern, or detracts from the education process, is not acceptable.

The Adult School administrator authorizes school regulations that prohibit student dress or grooming practices which:

- ▶ Present a hazard to the health or safety of the student
- ▶ Cause excessive wear or damage to school property.
- ▶ Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement (caused by apparel or eye wear).
- ▶ Clothing styles used by some students to identify groups or gangs whose purpose is to intimidate or harass.
- ▶ Distract from or otherwise impede the learning process because of their extreme style (i.e. piercing, unnatural hair color) or attire that is too revealing.

### **Student Appearance:**

- ▶ Clothing making reference to illegal/sexual acts, including, but not limited to, illegal substance, alcohol, cigarettes, etc., cannot be worn at school or any school function.
- ▶ Clothing which is distracting because it is too tight or too revealing cannot be worn to school.
- ▶ Clothing must be neat and clean.
- ▶ Any clothing, jewelry, accessory, notebook or manner of grooming which by its nature, color, arrangement, trademark, or any other attribute, denotes membership in a group or gang other than authorized clubs, is prohibited on school grounds. Refrain from wearing blue or red clothing.
- ▶ Gang related clothing, visible tattoos, or insignias are unacceptable at school or at any school function. If a student is wearing gang related clothing including, but not limited to the following: letters or numbers which show affiliation and/or membership in gangs, colored rags, or any articles of clothing which display gang symbols that are commonly shared with gang members, that student will be asked to change clothing and/or sent home to change into appropriate clothing.
- ▶ Any manner of dress or grooming which is extreme and to the point of distraction in a classroom setting will be referred to the administrator who will send them home to change into appropriate clothing.

### **Exemption to Policy**

Religious beliefs, when verified, may be grounds for an exemption to a specific portion of the Dress Code Policy. A petition for an exemption from enforcement of a specified portion of the Dress Code Policy may be submitted to the Principal. If the Principal feels the exemption is potentially valid, he/she may hold a hearing on the student's behalf that would include the teacher, the student, and the clerk. The hearing would determine if the exemption for the specific portion of the Dress Code is granted or denied.

### **Dress Code Discipline Policy**

Students that are considered out of dress code are referred to the administration office.

If the principal determines that the student does not meet dress code regulations, the student may be temporarily removed from classes until dress code regulations are met. Repeat offenders will face disciplinary action which may include suspension or dismissal from the adult school.

The dress code shall be in effect at all school-related activities both on and off campus, including activities such as dances, award ceremonies, athletic events, field trips, and summer school. Exceptions to the dress code may be made for special days or special events as approved by the administration.

## Dress Code Chart:

Garment	Requirements	Prohibited
Tops / Jackets	<p>Must fit properly</p> <p>Must conceal undergarments</p> <p>Shirts, tops must cover the midriff or midsection of the body.</p>	<p><u>Female</u>: No Tank tops, Tube tops, Halter-tops, Bare midriff tops, Bare back tops, Off-the-shoulder tops. No see through or fish net material. No cleavage can be showing. No spaghetti straps (straps must be at least 1 inch wide.) No solid <u>Red</u> or solid <u>Blue</u> shirts, tops or jackets. <u>Male</u>: no tank tops or undershirts of any kind worn by itself. No muscle shirts. No solid <u>Red</u> or solid <u>Blue</u> shirts or jackets. Both <u>Male and Female</u>: No professional sports team logos can be worn on any item of clothing, jacket, or hat.</p>
Bottoms/pants/shorts/skirts	<p>Pants must fit (without a belt) and be worn fitted at the waist and covering undergarments.</p> <p>Shorts, dresses, and skirts must reach beyond extended middle finger tip length. They must be hemmed and not be form fitting.</p>	<p>Pants may not touch the floor.</p> <p>No suspenders are allowed. Pajama bottoms cannot be worn to school.</p> <p>Sweat pants cannot be worn to school.</p> <p>Underwear (includes boxer shorts) cannot be visible.</p> <p>Bike shorts (spandex), un-hemmed shorts, frayed shorts or pants, or shorts with torn and/or revealing holes are prohibited.</p>
Shoes	<p>All students must wear shoes at all times. Sandals must have a back strap. Athletic shoes must be worn for P.E.</p>	<p>No house slippers, clogs, flip flops, zories, slides, or beachwear shoes.</p> <p>No solid <u>Red</u> or <u>Blue</u> shoe laces.</p> <p>No solid <u>Red</u> or <u>Blue</u> shoes.</p>
Belts	<p>Must be appropriate size</p> <p>May not hang down.</p>	<p>No belt buckles that may be gang related or illegal substance related.</p> <p>No solid <u>Red</u> or <u>Blue</u> belts.</p>
Head Wear	<p>Hoods may be worn only <u>outside</u> of buildings during Nov.-March. Sock Caps can be worn <u>outside</u> only during Nov.-March.</p> <p><u>Headwear: Approved headwear can only be worn outside buildings and only Nov.-March</u></p>	<p>No beanies, hair nets, sock caps, snow caps, fedora hats, or bandannas are to be worn. No professional or college sports team hats or caps can be brought to school or worn to school.</p>
Accessories	<p>Earrings are allowed. No other body piercing can be worn to school (this includes lip studs, nose studs, upper ear studs or upper ear – earrings).</p>	<p>Sunglasses may not be worn in class or inside a building or hallway (can be worn outside).</p> <p>No chains, spikes or studs that <u>can be used as a weapon</u>. No wallet chains. No body piercing or face piercing are allowed to be worn to school.</p> <p>NO TATOOS (must be totally covered). No bandannas can be displayed.</p>
Back Pack/Binders	<p>Must be clean and well kept.</p>	<p>Are not allowed to have writing, symbols, pictures, or insignias that: display gang-related symbols; use profanity; display products or slogans which promote tobacco, alcohol, drugs, or sex; are obscene, libelous, or slanderous; violate state hate crime laws.</p>

## **Discipline**

The students at the Avenal Adult School are here because they want to succeed in their education and future. Having said that, we must realize that while at school, we are students and we need to comply with the dress codes that are similar to the dress codes of the schools of the Reef-Sunset Unified School District. All Avenal Adult School students will wear articles of clothing that are modest, and the clothing will not represent gang affiliation. We do not want our students to be mistakenly identified by officers of the law. Hats may be worn to school, but out of respect to others, please remove your hat while in the building.

Avenal Adult School students will be held accountable for their actions when interacting with students enrolled in any of the other schools in the Reef-Sunset Unified School District. We must remember, this is an adult school and we are here because we are adults who want to make a better future for ourselves. The law will hold the adult(s) fully responsible in any and all incidents that involve any student(s) from the other schools. Protect yourself; do not interfere with the students from the other schools.

Students, who drive to school, please park in the Adult School parking lot immediately in front of the adult school, or along the embankment of the dirt road leading to the school. If you are walking to school, refrain from walking in front of Sunrise Continuation High School or Secondary Community Day School. You will find that the sidewalk from the main parking lot will lead you towards the District Board Room and the adult school parking lot is behind the board room. If you are unsure of where to park or to walk, please ask your teacher or a staff member of the adult school.

We support good discipline practices in the Reef-Sunset Unified School District.

The laws of the State of California, the policy of Reef-Sunset Unified School District, and the rules and regulations of the school site are the framework for the standards of conduct at Avenal Adult School. The Board of Trustees and school administration have adopted a definite policy dealing with discipline procedures. This serves to inform you of these procedures so we may work together to maintain a pleasant school experience.

Students are under the jurisdiction of the school for disciplinary purposes (1) while on the school grounds and parking lot; (2) while going directly to school or going directly home from school; (3) during the lunch period, whether on or off campus; and (4) during, or while going to or coming from, a school-sponsored activity. Students who violate district discipline policy at these times are subject to the stated disciplinary alternative including, but not limited to suspension and expulsion (Ed Code 48900). Such jurisdiction does not make the district board, certificated personnel, or classified personnel liable for student's actions.

### **Progressive Discipline Process:**

- Step 1: Teacher/Student conference
- Step 2: Teacher/Student/Principal conference

**Major classroom offenses such as fighting would be referred directly to the law agency.**

## **Suspensions and Expulsions (for minors)** **(Ed. Code 48900)**

### **Legal Action applies for non-minors**

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel (unless prescribed).
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possession of an imitation firearm. An imitation firearm is “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.”
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual batter as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.

Ed. Code 48900.2 Sexual Harassment  
Ed. Code 48900.3 Hate Violence  
Ed. Code 48900.4 Harassment, Threats, or Intimidation Against a Pupil  
Ed. Code 48915

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

- (1) Causing serious physical injury to another person, except in self-defense.
- (2) Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
- (3) Selling or otherwise furnishing a firearm.
- (4) Unlawful sale 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 sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

(5) Robbery or extortion.

(b) The principal, superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- (1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil has obtained prior written permission to possess the firearm from a certificated school employee, is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if an employee of a school district verifies the possession.
- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- (4) Committed 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.

**Recommendation for expulsion is required by Education Code for possession of any firearm, knife, and/or explosive.**

**Suspended students and students pending expulsion may not be on campus or attend any school activities, unless prior arrangements have been made with the Principal.**

## **School Policies and Student Services**

**Students are expected to assume the responsibilities listed below:**

- ▶ Be on time and prepared everyday
- ▶ Attend class regularly
- ▶ Respect the rights of others - Treat every student and teacher with respect
- ▶ Respect personal and public property
- ▶ Do not disrupt the learning of others or a teacher's ability to teach
- ▶ No food or drink in the Computer Lab (exception – bottled water in a sealed container) kept on the floor.
- ▶ Dress appropriately
- ▶ Have pride and help maintain all school buildings, equipment, and materials
- ▶ Do not use obscene or vulgar language

### **Address Change**

If at any time during the school year, it becomes necessary to change your address, phone number, or registration information, you must report the change to the clerk.

### **Compliance with WIA and CASAS**

The adult school is funded by federal money. In order to continue to receive federal funding, all students and staff must adhere to the federal regulations, which include – a minimum of 70 hours of seat time for all classes. All students must complete AAP Components, EL Civic Preparation and EL Civics Participation classes. All students must have a Pre-Test upon registration into the Adult School and a Post-Test prior to leaving or planning to no-longer attend the Adult School.

### **Earthquake Drill/Fire Drill/Lock-Down Drill**

Earthquake drills, Fire drills, and lock-down drills are conducted periodically to ensure the safety of students and staff in case of disaster. Students are expected to follow the direction of any staff member without question or delay.

### **Fees**

The student, at all eligibility grading periods, must meet all fee/debt obligations. If year-end fees/debts are not met, the student will not be allowed to graduate.

### **Jurisdiction of School**

Students are under the jurisdiction of the school for disciplinary purposes: (1) while on school grounds; (2) while going to or coming from school; (3) during the lunch period, whether on or off campus; (4) during, or while going to or coming from a school-sponsored activity. Students who violate district discipline policy at these times are subject to the stated disciplinary alternatives including but not limited to suspension and expulsion (Ed Code 48900). Such jurisdiction does not make the district board, certificated personnel, or classified personnel liable for student actions.

### **Medication**

California state law requires that no medication, neither prescription nor over-the-counter, may be administered at school by staff or student without written instructions from the doctor. The doctor's instructions must include the name of the medication, dosage, and schedule of medication. Only medication in their original containers will be accepted by school administration.

### **Resource Lab/Computer Use**

A student consent form will be signed and returned to the office prior to a student using a computer in the school. This consent form states that you understand and will abide the rules of the school district in the use of technology. The use of computers and internet access at Schools in the Reef-Sunset Unified School District is a privilege. Intentional damage to computers, associated equipment, hacking, unauthorized entry into files or programs, and deletion or modification of files will result in disciplinary action and loss of computer use and internet access.

This applies to all district/site equipment or use of programs through the county server. Further violations may result in dismissal or legal action.

Students and staff (users) should beware, as they use the internet that, like any portal to the world, there is unsafe and offensive material that is available to the use. The Reef-Sunset Unified School District makes every effort to block known sites utilizing firewalls and electronic tracking and monitoring of e-mail, on-line chat, instant messaging, and all online communication – give and receiving. No precaution taken is perfect. Use of a school computer or accessing the Internet through the district's connection is not private, nor secure.

1. Do not give out your name or any personal information over the internet.
2. Do not access adult, pornographic information or sites where offensive video, audio, images, or text is presented.
3. Do not initiate contact with unknown or undesirable persons.

Usage shall be restricted to educational use. Commercial, political, and or personal use of the District's equipment or portal is strictly prohibited. Users shall not transmit or receive material that is threatening, obscene, disruptive or that can be interpreted as harassing or discriminatory, or that promotes illegal activities or action. Users shall not post copyrighted material without the author's permission, nor shall they attempt to harm or destroy the work product of others.

The Reef-Sunset Unified School District reserves the right to monitor, view, trace, record and take action on any inappropriate use of equipment. The Reef-Sunset Unified School District holds students and employees to the highest standards of ethical use of this technology.

### **Student Expression**

Student expression that materially disrupts class work, causes disorder, or invades the rights of others is prohibited. The use of slanderous and obscene language, buttons, badges, or insignias shall result in counseling and may result in a suspension, expulsion, or arrest.

### **Posters and Flyers**

Posters or other types of announcements **are to be approved and initialed by the Principal before being distributed.** Flyers should **be approved and initialed before being copied.** Do not use any materials to hang posters or flyers that would damage our school. It shall be the responsibility of the person or group posting posters to remove them and dispose of them properly soon after they have served their purpose. Political posters and flyers are prohibited.

The following general rules and all other school regulations apply at all times:

### **Cell Phones**

Students should not bring cell phones to class. If they must bring their cell phone, the phone should be off or set to “silent.”

### **Cheating and Plagiarism**

Cheating is, quite simply, not doing your own work, but using a means to procure a grade anyway. Cheating can occur at any time or place and is limited to any item receiving points, credit, or grade in a class.

Any student that is caught cheating will be notified that they were caught cheating and their score for the assignment or exam will be zero.

A repeat offender will be dismissed from the Adult School.

### **Classroom Conduct**

- ▶ A student is to be in class on time and to remain in the classroom during the class period and must remain seated under the supervision of the instructor until released.
- ▶ Students are not to eat or drink in the classroom during the regular class period. Exceptions to this rule are made with prior approval of the administration and when the class curriculum warrants it.
- ▶ Students are to follow established classroom rules.
- ▶ The rights of the individual student(s) and teacher(s) are to be respected at all times.

### **Electronic Devices and Other Disruptive Items**

Possession of anything that is disruptive to the educational environment of the school is banned. Such items include, but are not limited to electronic music listening devices (i.e., radios, iPods, MP3 players, etc.), game boys and all other gaming devices, matches, felt tip pens (i.e., Sharpies and all other brands), laser pointers (unless used for a valid instructional or other school related purpose with prior authorization), firecrackers, knives, spiked rings, other weapons or dangerous objects, smoke or stink bombs, tobacco, alcohol, drugs, or any other kind of substance designed to look like a banned substance, drug paraphernalia, water balloons, squirt guns, and paintball guns.

### **False Information**

Students who give false identification or false information are subject to legal action.

### **Forgery**

Forging signatures or other school documents subjects the student legal action.

### **Fraud**

A student using another person’s ID card is subject to legal action.

### **Harassment, Threats, Intimidation, and Bullying**

Students must show respect for other persons and property. Violations of this requirement include, but are not limited to, behaviors that endanger staff or students, shoving, fighting, threatening, in-subordination, profanity, hazing or another initiation activity, gambling, vandalism, damage to or theft of property belonging to the District, staff or students, throwing food, littering, throwing water or ice, harassment, bullying, intimidation, gang signs or calls, or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering. Students that intentionally engage in harassment, threats, or intimidation, directed against a pupil or staff member, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating a substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment will be subject to suspension and/or recommended for expulsion. Threats that are verbal, written, or transmitted by E-mail may be reported to law enforcement. (Reference Ed Code 48900.4)

### **Hazing**

Hazing (**Hazing** is an often ritualistic test and a task, which may constitute harassment, abuse or humiliation with requirements to perform random, often meaningless tasks, sometimes as a way of initiation into a social group.) is prohibited. Any violations will result in a expulsion, and/or arrest. (Reference to Ed Code 32051-32053).

### **Keys (Illegal Use or Duplication)**

Illegal possession of keys to school buildings or premises, unauthorized use of keys to school buildings or premises, or knowingly duplicating keys to school buildings or premises, subjects student to appropriate disciplinary action which shall be expulsion, and/or arrest.

### **Loitering**

In accordance with the laws of California and the Penal Code, no person shall be on school premises or adjacent areas, except as a properly enrolled student or upon lawful business, unless he/she has first presented himself/herself to the office. Lawful business shall not include being upon school property for any of the following purposes except on specific approval of the school administration: Conversation, contact, solicitation, or any other association by a non-student with students, faculty, or administrators during regular school hours or at school-sponsored events not open to the general public. "Non-student" shall mean any person, minor or adult, not regularly enrolled in classes on the school property upon which he/she is present. A person who fails to leave on request of school personnel is subject to arrest (Penal Code 653 sec. g).

### **Skateboards/Bicycles/Other**

The District will not allow any skateboarding, bike riding, roller skating, roller blading, scooters, razors, or other such activity on any school grounds at any time (this includes after school, nights and weekends).

### **Soliciting**

Students may not sell items, nor take orders for item on the school campus.

### **Stealing and Theft**

Students stealing school or personal property while under the jurisdiction of the school shall be subject to legal action.

### **Trespassing or Forced Entry**

Trespassing or forced entry with respect to school buildings or school events is prohibited. Any violation by a student shall result in a suspension pending further action including, but not limited to expulsion and criminal prosecution. (Reference Penal Code 626.8 and Penal Code 459).

### **Vandalism/Graffiti**

Acts of vandalism and/or graffiti (defacing or damaging school or private property, or oneself, or any other person) may result in immediate legal action.

### **Vandalism (Computer/Online Access)**

When a student's action results in damage to computer equipment, **all costs incurred for repair, including the cost of a service call, will be the responsibility of the student.**

Any violation by a student of any provision of the Acceptable Use Agreement may result in the immediate revocation of the computer online access privileges for a period of time to be specified by the school Administration.

### **Tobacco, Alcohol and Illegal Drugs**

**The use of tobacco, alcohol, illegal drugs, and any other substance(s) that are illegal are not to be used on the school campus. Legal action will take place when anyone uses these substances on the school campus. Do not bring food items to school that contain alcohol or drugs.**

**Tobacco Free School Zone:** Federal Law, California State Law and School District policy prohibit tobacco use on school property. The District's Discipline Code for students also prohibits possession of tobacco on campus or at school functions. **Do not bring food items to school that contain alcohol or drugs.**

### **Sexual Harassment**

Any form of verbal, written, or physical harassment including sexual harassment toward school personnel, or between students, will call for automatic suspension, possible expulsion, and possible inclusion of police investigation as per board policy BP-5012.

According to Education Code 212.5, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment. Other types of conducts which are prohibited include, but are not limited to:

- ▶ Unwelcome sexual flirtations or propositions.
- ▶ Verbal abuse of a sexual nature (sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexual degrading descriptions.)
- ▶ Graphic verbal comments about an individual's body, or overly personal conversation.
- ▶ Sexually degrading words used to describe an individual (sexual jokes, stories, gestures).
- ▶ Display of sexually suggestive objects or pictures.
- ▶ Jokes of a sexual nature.
- ▶ Spreading sexual rumors
- ▶ Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- ▶ Touching an individual's body or clothing in a sexual way.
- ▶ Purposefully cornering or blocking normal movements.
- ▶ Any comment that when said to a person of the opposite sex tends to make them feel uncomfortable or are offended.

For any other offense not listed in the preceding paragraphs, the consequences may include legal action.

## **District Policies**

### **K-9 Search Policy**

This notice is a reminder of current Reef-Sunset Unified School District policy regarding drug/prohibited substances.

In an effort to keep RSUSD schools free of drugs, the district may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff the air around lockers, desks, bags, items or vehicles on the district property or at district sponsored events as long as they are not allowed to sniff the person. Items shall not be sniffed if a person is close by. The above inspections shall be unannounced and may be made at the discretion of the Superintendent or designee. Students and parents/ guardians shall be informed of this policy.

### **No Child Left Behind (NCLB) Highly Qualified Teachers**

Parents/guardians may request, and the District will provide, information regarding the professional qualifications of the student's classroom teacher, as well as the qualifications of any paraprofessionals in the classroom. Parents will be notified when their child has been assigned to a teacher who does not meet the qualifications of a highly qualified teacher or when the child has been taught for 4 or more consecutive weeks by a teacher who does not meet the highly qualified requirements.

### **School Accountability Report Card (SARC)**

The District will provide a SARC annually. The purpose of the report card is to provide parents and the community with important information about each public school. In addition, NCLB requires that SARC's contain reports concerning the "adequate yearly progress" of students in achieving state academic achievement standards; Title 1 Program Improvement; graduation rates at the secondary level; the extent to which "highly qualified" teachers are teaching core academic subjects, and other information relating to the State's settlement of the *Williams* Case, including, (1) any needed maintenance to ensure "good repair" of school facilities, (2) the number of teacher "misassignments" and "vacant teacher positions," and (3) the availability of "sufficient textbooks and other instructional materials."

Parents and students may obtain a copy of the District's SARC by logging on to the district web site at [www.rsusd.net](http://www.rsusd.net), or by contacting the school site secretary.

## **UNIFORM COMPLAINT PROCEDURES**

### **Annual Notification**

The Reef-Sunset Unified School District has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs implemented by the district and civil rights protections regarding sex, sexual orientation, gender, age, ethnic group identification, race ancestry, national origin, religion, color, or mental or physical disability. Any complaints alleging unlawful discrimination or failure to comply with state or federal laws in adult education, consolidated categorical aid programs, vocational education, and special education programs will be reviewed and mediated or investigated by the district. The complainant will have the opportunity to provide relevant information during the investigation. Within sixty days of receipt of the complaint, the district will provide a written report to the complainant. Complaints alleging discrimination must be filed within six months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies through mediation centers, the county office of education, and public/private interest attorneys.

The district follows Uniform Complaint Procedures established in Board Policy 1312.3. Complaints should be directed to the district compliance officer, (559) 386-9083, ext. 1001.

If dissatisfied with the district's resolution of a complaint, the complainant has the right to appeal to the California Department of Education within fifteen days after the district's report is issued. In a discrimination complaint, the complainant has the right to seek legal remedies (such as court action) when at least sixty days has passed after filing an appeal with the California Department of Education.

**WILLIAMS UNIFORM COMPLAINT PROCEDURES K-12**  
**NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS:**  
**Community Relations**  
**Complaint Rights:**

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. 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.

4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form can be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>.

# Transportation

## Bus Regulations

Although state law does not mandate transportation, school busses are provided by the district to insure the safest possible means to and from school for students or any other place authorized by school authorities. This being the case, students are to do their part to maintain a safe driving condition for the bus driver. Students are to get on and off the busses only at a scheduled place for loading/unloading and only on their scheduled bus.

- ▶ Student must be ready to board the bus when it reaches your pickup location, as it needs to leave on time.
- ▶ Classroom conduct is to be observed.
- ▶ Standing, changing seats, sitting backwards or crosswise in seats is prohibited.
- ▶ Arms are to be kept inside bus - feet on the floor.
- ▶ Throwing things out of the bus is strictly in violation of the law.
- ▶ Yelling at people along the streets is prohibited.
- ▶ Busses shall be kept clean. Eating food, candy, seeds, etc. while riding on busses is prohibited.
- ▶ Students shall not deface any part of the bus. Any damage done to a bus shall be paid for by those found responsible for such damage.
- ▶ Field trips and sporting events: Students are to follow all rules, the same as daily bus students.
- ▶ When a rider is found responsible of misconduct, the rider will be reported to the administrator and their privilege to ride the bus may be revoked.

## Food Services (Cafeteria)

District food services are not available to adult students.

**Meals and Snacks:** Students are encouraged to bring their lunch to the adult school and store their lunch in the refrigerator. We have a coffee maker, microwave oven, refrigerator, and freezer available for student use during school hours. We have a potluck on Fridays. Everyone that participates in the potluck should bring a dish or item to share.

# **Avenal Adult School Student Handbook**

## **Signature Page**

Thank you for reading the handbook.  
Please read, sign, and return this page to the office staff.

This page should be returned to the school office during the first week of school or within one week after being enrolled.

If you have any questions about the items discussed in this handbook please contact the office and we shall answer your questions or find the answer from another source within the school district.

**I have read and understand the Avenal Adult School Student Handbook and my signature represents my agreement to its contents.**

**Student's Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_