

North Monterey County Center for Independent Study



I have received a copy of the North Monterey County Center for Independent Study Student & Parent Handbook and I agree to review this handbook with my student and to follow the operating guid-elines and policies as outlined.

Parent/Guardian Signature: _____ **Date:** _____

I have received a copy of the North Monterey County Center for Independent Study Student & Parent Handbook. As a student of the North Monterey County Center for Independent Study, I agree to follow the school rules, operating guidelines, and policies as outlined, and to carry out the expected student behaviors.

Student Signature: _____ **Date:** _____

North Monterey County Center for Independent Study



**2019-2020
Student & Parent Handbook**

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North Monterey County Center for Independent Study
GRADUATION REQUIREMENTS

To receive a high school diploma, students must earn 220 total credits in the following subject areas:

| <u>Subject</u> | <u>Credits Required</u> |
|------------------------------|-------------------------|
| English I | 10 |
| English II | 10 |
| English III | 10 |
| English IV | 10 |
| Integrated Math I | 10 |
| Integrated Math II | 10 |
| World History | 10 |
| US History | 10 |
| Government | 5 |
| Economics | 5 |
| Integrated Science | 10 |
| Integrated Science | 10 |
| Visual Performing Arts, CTE, | |
| Language Other than English | 30 |
| Technology | 5 |
| Health | 5 |
| Physical Education | 20 |
| <u>Electives</u> | <u>50</u> |
| Total Credits: | 220 |

Grading Scale:

90% – 100%

80% – 89%

70% – 79%

60% – 69%

59% and below

A = Outstanding

B = Above Average

C = Average

D = Below Average

F = Unsatisfactory

P = Passing

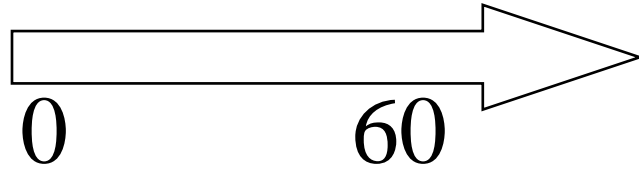
Inc = Incomplete

(After three days = F)

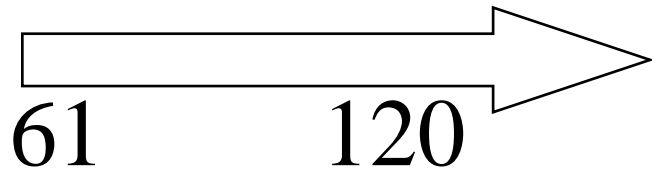
| | Freshman | Sophomore | Junior | Senior |
|------------------|--------------|------------------|-------------|------------|
| Grade: | 9th | 10th | 11th | 12th |
| Credits: | 0 – 60 | 61 – 120 | 121 – 180 | 181 – 220 |
| Subjects: | English I | English II | English III | English IV |
| | Math I | Math II | US History | Government |
| | Life Science | World Cultures | VPA/CTE | Economics |
| | PE | Physical Science | Technology | VPA/CTE |
| | Health | PE | Elective | Elective |
| | Elective | Elective | Elective | Elective |

High School Credit Requirements By Year

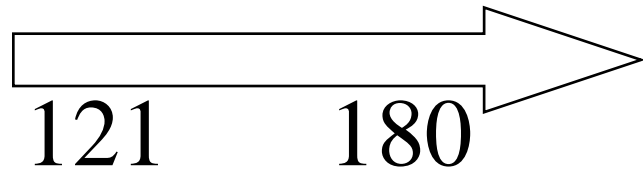
Freshman



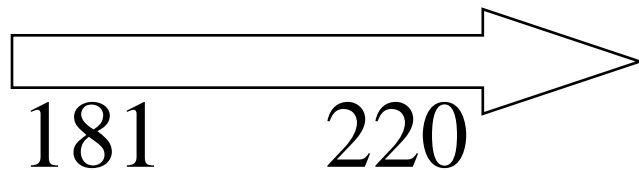
Sophomore



Junior



Senior





Our Mission at North Monterey County Center for Independent Study

The mission of NMCCIS is the formation of an educational partnership between students, staff, parents and the community to foster academic and personal growth in an individualized alternative academic setting.

Schoolwide Learner Outcomes

At NMCCIS, we believe all students will:

- Be partners in the learning process,
- Be able to communicate effectively,
- Think critically and support ideas through problem solving,
- Master state academic standards and graduation requirements,
- Be independent, lifelong learners who take responsibility for themselves and their learning.

NMCCIS POLICIES & PROCEDURES

General School Policy

The NMCCIS is a fully accredited district alternative school of choice that utilizes independent study as the primary instructional strategy and provides an individualized learning program for students. Working in partnership with students and parents, the maintenance of a quality educational environment requires rules, regulations, and procedures to ensure a productive atmosphere and a safe and orderly campus. This handbook outlines the policies and procedures for NMCCIS. Please review this handbook carefully.

Regular and Effective Contact School Policy

NMCCIS supervising teachers initiate and maintain regular effective contact with their students for the purpose of teaching throughout the duration of courses offered

during the semester. This contact is initiated multiple times during each week through the scheduling and facilitation of individual face-to-face conferences/instructional sessions, telephone contact, and email. Students also participate in small group instruction for science labs and study hall sessions. Students have frequent opportunities to receive instruction in course content, to ask questions, and to receive guidance from their teacher throughout the duration of courses offered.

Teacher-Student Conferences

Supervising teachers establish a regular and ongoing conference schedule for face-to-face instructional sessions with students for the purpose of teaching course content. During these conferences, the teacher:

1. Provides direct instruction in course content.
2. Assesses student work and determines and assigns grades.
3. Judges the time value of assigned work or work products completed and submitted by the student.
4. Selects and saves representative samples of the student's completed and evaluated assignments for each subject, signed and dated notations indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher.
5. Writes assignments for the following week in the *Student Work Assignment Record* and instructs student. The student will submit assignments on or before the due date specified in the *Student Work Assignment Record*.

Except in unusual circumstances, it is expected that the supervising teacher will meet, either in person or by electronic means, with each participating student at

least once a week to discuss the student's progress.

Monitoring Student Progress

Students who are late, miss scheduled conferences, or do not submit assigned work on time shall trigger an immediate intervention by the supervising teacher to promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive/intervention strategies may be used:

1. A meeting between the student and the teacher.
2. A letter to the student and parent/guardian.
3. A meeting between the student, parent/guardian and the teacher and/or counselor.
4. A meeting between the student, teacher and principal.
5. An increase in the amount of time the student works under direct supervision.

Student Progress Evaluation

When a participating student misses three assignments, an evaluation shall be conducted to determine whether it is in the student's best interest to remain in independent study. This evaluation may result in termination of the independent study agreement and disenrollment from NMCCIS. Please note: a student's written agreement may specify a lower or higher number of missed assignments that will trigger an evaluation when the supervising teacher determines it appropriate based on the nature of the assignments, the total number of assignments, and/or other unique circumstances.

Written Master Agreement

The Superintendent or designee shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student. (EC [51747](#), BP 6158) Before the student begins the independent

study, the written agreement shall be signed and dated by the student, the parent/guardian or caregiver of the student if the student is under age 18, the supervising certificated teacher responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student.

The written agreement specifies the length of time in which each independent study assignment must be completed. Because excessive leniency in the duration of independent study assignments may result in a student falling behind his/her peers, independent study assignments shall be no more than one week for all grade levels and types of program. However, when necessary based on the specific circumstances of the student's approved program, the supervising teacher may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

LISTING OF RESPONSIBILITIES

School Responsibilities:

- This master agreement is in effect for one school year.
- The major objective for the duration of this agreement is to enable the student to keep current with grade level studies for the period covered by this agreement.
- This agreement is to enable the student to successfully reach the objectives and complete the assignments identified in the *Student Work Assignment Record(s)* that will be a part of this agreement. With the support of the parent, guardian, or caregiver, the student will submit assignments on or before the due date specified in the *Student Work Assignment Record(s)*.

- According to district policy for independent study in nine through twelve, no more than three weeks or fifteen school days may elapse between when an assignment is made by the teacher and the date it is due, unless an exception is made in accordance with district policy.
- The North Monterey County Unified School District will provide the teacher services, instructional materials, and other necessary items and resources as specified for each assignment.
- The student will complete, during the term of this agreement, the coursework listed below. All course work will be consistent with the North Monterey County Unified School District adopted curriculum. The *Assignment Sheet and Course Contract(s)* include the course descriptions, objectives, study methods, evaluation methods, and resources covered by this agreement.
- Independent study is a voluntary optional alternative in which no pupil may be required to participate; a classroom option will always be available to the student. In the case of a pupil who is referred or assigned pursuant to *EC* Sections 48915 or 48917, an alternative classroom has been offered and is available at all times at the school specified above.
- The student's work will be evaluated by the method specified in the *Student Work Assignment Record(s)*.
- The student agrees to meet with or report to the teacher regularly, in accordance with the frequency, date, time, and location specified in the *Master Agreement*.
- The teacher has the option/ability to change meeting time or date either temporarily or permanently.

Student Responsibilities:

I understand that:

- Independent study is a form of education that I have voluntarily chosen and I will continuously have a classroom option available to me should I choose to no longer participate in independent study.
- I am entitled to textbooks and supplies, supervision by a certificated teacher, and all the services and resources received by other children enrolled in my grade.
- I have the same rights as other students in my grade at my current school.
- I must follow the discipline code and behavior guidelines of the school, in accordance with district policy.
- Failure to complete academic work equivalent to full attendance apportionment, will result in an evaluation to determine if I should remain in independent study or be immediately returned to a classroom at my last school of enrollment.
- 20 hours of acceptable schoolwork is required to earn one (1) week of A.D.A. and cumulative academic credit. 1.5-2.0 credits of acceptable schoolwork each week maintains consistent progress towards graduation. More time may be necessary to complete graduation requirements if I enter the program behind in credits.
- A transcript comprises the report card/progress report and will be mailed at the end of the semester.
- I will be evaluated through an appropriate combination of assignment completion, knowledge/skills demonstration, oral/written presentation, quizzes/tests and/or project/portfolio construction.

I agree to:

- Be supervised by and meet regularly with the assigned independent study teacher and/or approved resource personnel responsible for my educational studies as outlined on page one of this agreement.
- Complete my assigned work by its due date, as explained by my teacher or teachers and described in my written assignments.

Parent/Guardian/Caregiver

Responsibilities:

I understand that:

- Independent study is an optional educational alternative for my child that I have voluntarily selected. I agree to the conditions listed under “Student.” I also understand that:
- Learning objectives are consistent with and evaluated in the same manner that they would be if my child were enrolled in a traditional school program at his/her current school.
- If my child has an individualized educational program (IEP), the IEP must specifically provide for his or her enrollment in independent study.
- Unless otherwise indicated, the supervising teacher who signs this agreement will meet with my child on a regular basis as specified on page one of this agreement. The purpose is to direct the child’s study and measure progress toward the objectives in this agreement.
- I am responsible for supervising my child while he or she is completing the assigned work and for ensuring the submission of all completed assignments necessary for evaluation by dates due.
- I am liable for the cost of replacement or repair for willfully damaged books and other school property checked out to my child.

- It is my responsibility to ensure that my child attends all scheduled appointments.
- It is my responsibility to provide any needed transportation for my child’s scheduled meetings and any other travel covered by this agreement.
- I have the right to appeal to the school administrator any decision about my child’s placement or school program in accordance with the North Monterey County Unified School District’s policies and procedures.

DISCIPLINE

Zero Tolerance

The definition of zero tolerance taken from Ed Code 48915 states that expulsion must be recommended by a Principal or Superintendent for the following actions committed at school or at a school activity (BP 5131.7):

1. Possessing, selling or otherwise furnishing a firearm. Verification of the offense by a school official is required for the possession offense only.
2. Brandishing (waving or flourishing) a knife at another person.
3. Unlawfully selling a controlled substance.
4. Sexual assault and battery.

NMCCIS has a system of discipline that applies school-wide in a fair, consistent manner. Our goal is to provide a positive learning environment and prevent the repetition of an unacceptable behavior to ensure a safe and orderly learning environment.

- **Administration Responsibilities**
Administrators will monitor the implementation of the discipline plan

and assure consistency of its enforcement. The principal will make final decisions relating to school policy.

- **Staff Responsibilities** – The teachers will support administrative policies. Teachers will frequently monitor and review the discipline policy with the students to assure consistent implementation.
- **Student Responsibilities** – While on campus, students will follow all school rules, show respect for all adults, fellow students, and both personal and school property. In addition, students will comply with the established guidelines of the North Monterey County Unified School District student dress code.
- **Parent Responsibilities** – The parents of students must support the school rules and policies. All rules, regulations, policies, and administrative decisions are in effect and binding on any student(s) attending our school.

Progressive Discipline Process

A progressive discipline process is followed. As students continue violating school rules, consequences for student actions become more severe. **Repeated violations of major and minor violations will be subject to suspensions, behavior contracts, and possible expulsion. A police report will be filed, as required by law, where appropriate.** The consequences for these actions range from, but are not limited to, a minimum of a parent contact to a maximum of a 5-day suspension. It is the administration's decision as to whether the violation is a minor or major violation.

Community Service (BP 5144)

For students not suspended or recommended for expulsion, the principal of the school, the principal's designee, the superintendent of schools or the governing board may require a pupil to perform

community service on school grounds during non-school hours. (EC 48900.6)

Ed Code related to Progressive Discipline Grounds for Suspension or Expulsion According to EC 48900

(BP 5144)

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be those specified in law and/or administrative regulation.

A student may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense. (EC 48900(a))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. (EC 48900(b))
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance, alcoholic beverage, or intoxicant of any kind. (EC 48900(c))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented the same as a controlled substance, alcohol beverage, or intoxicant. (EC 48900(d))
5. Committed or attempted to commit robbery or extortion. (EC 48900(e))
6. Caused or attempted to cause damage to school property or private property. (EC 8900(f))
7. Stole or attempted to steal school property or private property. (EC 48900(g))

8. Possessed or used tobacco or any products containing tobacco or nicotine products (EC 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity (EC 48900(i))
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia (EC 48900(j))
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties (EC 48900(k))
12. Knowingly received stolen school property or private property (EC 48900(l))
13. Possessed an imitation firearm as to lead a reasonable person to conclude that the replica is a firearm (EC 48900(m))
14. Committed or attempted to commit a sexual assault or committed a sexual battery (EC 48900(n))
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (EC 48900(o))
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (EC 48900(p))
17. Engaged in, or attempted to engage in, hazing as defined in Penal Code 245.6. (EC 48900(q))
18. Engaged in the act of bullying (EC 48900(r))
19. Made terrorist threats against school officials and/or school property (EC 48900.7)
20. Committed sexual harassment as defined in EC 212.5 (EC 48900.2)
21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in EC 233 (EC 48900.3)
22. Intentionally engaged in harassment, threats, or intimidation against district personnel or students 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 school personnel or students by creating an intimidating or hostile educational environment (EC 48900.4)
23. Caused or attempted to cause damage; or stealing or attempted to steal; or knowingly receiving stolen school property including electronic files and databases, aiding and abetting. (EC 48900(s))
24. Harassed, threatened, or intimidated another student or school district personnel. (EC 48900.4)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal or within any other school district.

Removal from Class

A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above (EC 48910). A teacher also may refer a student to the principal or designee for consideration of suspension from school. (EC 48910)

Supervised In-house Suspension

The Superintendent or designee may establish a supervised classroom suspension program which meets the requirements of law for students suspended for any of the reasons enumerated in EC 48900 and 48900.2, who pose no imminent danger or

threat at school, and for whom an expulsion action has not been initiated. In some cases, students may be requested to attend a special in-house suspension district program if the student is suspended for a series of instructional days and/or is awaiting appropriate alternative placement and/or a pending expulsion hearing.

Suspension by Superintendent, Principal, or Principal’s Designee

The Superintendent, principal or principal’s designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (EC 48911) The Superintendent or designee shall immediately suspend any student found at school or at a school activity to be: (EC 48915)

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife, as defined in EC 48915(g), at another person
3. Unlawfully selling a controlled substance
4. Committing or attempting to commit a sexual assault or committing sexual battery as defined in item #14 under “Grounds for Suspension and Expulsion” above
5. Possession of an explosive

A student may be suspended from school for not more than 20 school days in any school year, unless for purposes of adjustment the student enrolls in or is transferred to another regular school, an opportunity school or community day school or other alternative program, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the

number of days of suspension does not apply when the suspension is extended pending an expulsion. (EC 48903, 48911, 48912)

Expulsion (AR 5144)

Authority to Expel

A student may be expelled only by the Governing Board. The Board shall expel, as required by law, any student found to have committed any offense listed below under “Mandatory Recommendation and Mandatory Expulsion.” The Board may also order a student expelled for any of the acts listed above under “Grounds for Suspension and Expulsion” upon recommendation by the principal, Superintendent, hearing officer or administrative panel, based on either or both of the following finding(s): (EC 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

Mandatory Recommendation for Expulsion

Unless the principal, Superintendent or designee finds that expulsion is inappropriate due to particular circumstances, the principal or the Superintendent or designee shall recommend a student's expulsion for any of the following acts: (EC 48915(a))

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in EC 48915(g), explosive, or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for the first offense for the possession of not more

than one ounce of marijuana, other than concentrated cannabis

4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

Mandatory Recommendation and Mandatory Expulsion

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be: (EC 48915(c))

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife as defined in EC 48915(g) at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
5. Possessing an explosive

Upon finding that the student committed any of the above acts, the Board shall expel the student. (EC 48915)

Student Due Process (BP 5144.1)

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and/or law. (EC 48911, 48915, 48915.5)

Recommendation for expulsion is required by EC 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.

Other Suspension

For any suspendable offense the consequences may include, but are not limited to, 1-5 days school suspension, 10-day participation restrictions, 25-day participation restrictions, dismissal from team with forfeiture of all honors, awards, and privileges, or ineligibility to participate in extra-curricular activities from the date of suspension

Academic Integrity (BP 5131)

Students need to see that they can do successful work as a result of their own efforts. **Cheating, lying, and/or plagiarizing will result in a zero grade on the assignment, and could result in failure of an entire course of work.** Parents will be notified and grades will be affected.

SEXUAL HARASSMENT

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who report, testify, assist or otherwise participate in the complaint process.

Instruction/Information on Sexual Harassment

Policy ensures that all district students receive age-appropriate instruction and information on sexual harassment to include what behavior constitutes sexual

harassment, a clear message that students do not have to endure sexual harassment, encouragement to report observed instances of sexual harassment, and information about the person(s) to whom a report of sexual harassment should be made.

Sexual Harassment Complaint Process

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours, report it to the principal or designee who shall promptly investigate all complaints of sexual harassment.

Disciplinary Measures as a result of Sexual Harassment

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

Prohibited Conduct that may constitute Sexual Harassment

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class

7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Purposely cornering or blocking normal movements
10. Displaying sexually suggestive objects
11. Sexting

| |
|--|
| STUDENT DRESS & GROOMING (AR 5132) |
|--|

All apparel must comply with the North Monterey County Unified School District 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, and athletic events.

In an effort to support our conditions for learning where we collectively strive to create a space where students are safe, students are supported, students are challenged, and students are socially capable; the following Dress and Grooming Board Policy is in place.

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program. (BP 5132)

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or

sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity. Attached to this guideline you will find a list of currently identified drug, alcohol and gang related lifestyle apparel that is not acceptable for school use.

3. Hats, caps, and other head coverings shall not be worn indoors. Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

4. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

Guidelines for Dress Code

The following guidelines shall apply to all on campus and off campus school activities..

1. Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.

2. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions or which advocate

Appropriate attire shall be free of prejudice based upon racial, ethnic, religion, national origin or immigration status.

3. Hats, caps and other head coverings shall not be worn indoors (except for religious beliefs)

4. The only acceptable headwear is official Condor hats or beanies, or headwear that is solid black, grey or white in color without a logo.

5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low cut tops, bare midriffs and skirts or shorts that are considered too revealing and are shorter than mid-thigh are prohibited.

6. Gym shorts may not be worn in classes other than physical education.
 - a. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports or classes. (High School Administration must approve the request of the coach or teacher prior to action.)

7. Attire or items which may be used as a weapon may not be worn, including but not limited to steel-toed boots, chains, items with spikes or studs, and other items deemed a safety concern and inappropriate by the high school administration.

8. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
9. Administrative exceptions may be made in regard to grooming and dress. These exceptions, verified by the administrator, shall include (but will not be limited to):
 - a. Sincerely held religious beliefs
 - b. Valid medical reasons

Progressive Discipline of Dress and Grooming Code Violations

Standard Violations:

Students will be required to groom and/or change clothing when apparel or grooming is in violation of Dress and Grooming Code (BP 5132, AR 5132). Apparel in violation will be confiscated upon each incident. All items confiscated will be held in a locked container and released to the student and/or parent within 24 hours of incident.

If a parent/guardian or student disagrees with the site administrator's decision on a standard violation, the parent/guardian or student may attempt to resolve the problem by requesting a personal conference with the site administrator.

Students with persistent (more than 3 in one school year) or egregious violations (unsafe or harmful to others) of the dress and grooming code will be subject to the progressive discipline plan as follows:

First Notice of Habitual Violation: The student will be counseled by school guidance team member and be required to change clothing and/or confiscation of items (released to student).

Second Notice of Habitual Violation: Change of clothing and/or confiscation of items (released to student) and student

conference resulting in student dress code agreement.

Third Notice of Habitual Violation:

Parent/ Guardian contact, change of clothing and/or confiscation of items (released to parent/guardian), and afterschool detention.

Fourth Notice of Habitual Violation:

Parent/ Guardian contact, change of clothing and/or confiscation of items (released to parent/guardian). Further disciplinary action, up to a behavior contract, and/or suspension/expulsions will be under the discretion of the high school administration and district office as permitted by state law and/or district policy/regulation.

Dangerous or Disruptive Violations

Dress and grooming violations that cause actual disruptions of the educational environment, that result in actual violation of law or other school rules, including hate-crime laws, or that cause actual injury may result in district administration contacting local law enforcement agencies. It is the discretion of the District Administration, to initiate more serious disciplinary actions, with consequences up to and including expulsion; depending upon the nature and seriousness of the incident.

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| GENERAL POLICIES |
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Bullying/Cyber Bullying (BP 5131)

The Board desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct. Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator and may also request that their name be kept in confidence. Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

Cyber bullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships. When a student is suspected of or reported to be using electronic or digital communications to engage in cyber bullying against other students or staff or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and a determination of the impact or potential impact.

Campus Behavior

Students must respect the rights of others. Running, shouting, vulgarity and public displays of affection are unacceptable behaviors. Students must be in class during scheduled student-teacher conference time.

Cars on Campus

The following regulations apply to students who opt to drive automobiles to and from school:

1. All students must park vehicles in the appropriate student parking lot, no exceptions.
2. The Administration may suspend a student's driving privilege for breaking parking regulations, or inappropriate vehicle operation.
3. Students are not allowed in the parking lot during school hours.
4. The school/district is not responsible for damage done to automobiles parked in the school parking lots.
5. Any vehicle parked illegally may be subject to towing/citation.
6. Improper use of staff or visitor parking spots by students may result in suspension from school.

7. Under **NO CIRCUMSTANCES** can students transport other students to school events
8. Canine searches of cars are conducted periodically

Closed Campus Policy (BP 5112.5,)

The Board of Education has instituted a closed-campus policy for the safety and welfare of all students. Students are not allowed to leave campus once they arrive until their student-teacher conference is over unless they have an early dismissal note or phone call from parent/guardian. With the exception of foreign exchange students, organized activities, and/or teacher-sponsored visits, no non-student may visit the campus or attend school with a current school student.

Conduct (BP 5131)

All students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation. Prohibited student conduct includes, but is not limited to:

- Conduct that endangers students, staff, or others
- Conduct that disrupts the orderly classroom or school environment
- Harassment of students or staff, including bullying, intimidation, so-called "cyber bullying," hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering (See Bullying/Cyber bullying)
- Damage to or theft of property belonging to students, staff, or the district

- Possession or use of laser pointers on school premises, unless used for a valid instructional or other school-related purpose, including employment (Penal Code 417.27)
- Use of profane, vulgar, or abusive language
- Plagiarism or dishonesty in school work or on tests
- Inappropriate attire (See Dress and Grooming Code)

Emergencies and Current Information

In the event of an emergency, every attempt will be made to contact parents if a student requires immediate medical attention. If it is determined to be life threatening, staff will call 911. In the event a parent cannot be reached during an emergency, the emergency telephone number on file in the school office will be contacted. It is very important that every student has an emergency telephone number on file. **If there is a change in address, telephone number, or employment, please notify the school immediately, so the emergency telephone number can be changed.** If a student requires immediate medication attention and 911 is called, a parent or person listed on emergency contact card will be contacted.

Enrollment

All incoming students will bring transcripts, verification of address (a utility bill dated within 30 days or less - water, cable, PG&E, or land phone bill), birth certificate, immunization records that includes T-dap, drop form from previous school to the school registrar. Students who are not living in a fixed, regular, adequate nighttime residence may enroll under the McKinney-Vento Act, even if the student lives with friends, an adult that is not their legal guardian, or alone without an adult.

Food Guidelines

Food Guidelines and Smart Snacks in Schools:

The North Monterey County Unified School District recognizes the link between student health and learning. The District promotes the health and wellness of students and staff through the Local Wellness Committee, and support the implementation of the District Wellness Policy and food guidelines, by including Smart Snacks in school standards.

What are Smart Snacks?

Smart Snacks in School support efforts by school food service staff, school administrators, teachers, parents and the school community, all working hard to instill healthy habits in students. The USDA has finalized the Smart Snacks in School nutrition standards rule, by passing a federal law on July 1, 2014. Smart Snacks puts all foods and beverages sold to students across campus on a level playing field. The standards encourage healthier foods and beverages and limiting junk food.

- Smart Snacks applies to all foods and beverages sold and offered to students outside of the school meals programs- including in-school fundraising.
- Smart Snacks is in effect all day (midnight before to 30 minutes after the end of the school day) across the whole school campus.
- Foods and beverages sold to students as fundraisers during the school day have to meet Smart Snacks guidelines. Our state does not allow fundraisers to be exempt.
- Non-food fundraisers are encouraged and or fundraisers that include only foods and beverages that meet the standards are allowed!

We ask all parents/teachers follow these same guidelines when bringing food to the classroom.

Because of possible food allergies or dietary restrictions parents need to check with the school before bringing food.

Nutrition Standards for Foods:

For more information on the Wellness Policy, updated in June of 2017, and nutrition guidelines, please visit the Wellness Policy section of the Child Nutrition Services webpage at www.nmcusd.org

Join the School Wellness Committee!

To learn more about how you can get involved and support healthy food, physical & nutrition education, please contact Sarah Doherty at 831-632-0290 or sarah_doherty@nmcusd.org

Fines and Fees

Students are responsible for all textbooks, materials; equipment and facilities assigned to them or provided for their use, and may be charged fines or fees for damage or lost items. Fines for book damage are assessed at the time of check-in. Any student not returning textbooks or other materials will be charged replacement cost.

ID Cards

Students receive a free school ID card with picture. Student must have ID card with them at all times. Students are required to display a student ID card when they are boarding a school bus, on school grounds, purchasing lunch, and participating in student activities. This is mandatory for all NMCUSD students.

Insurance

The school does NOT provide accident insurance for students for any injuries that might happen while a student is at school or participating in school activities. A health release form must be signed before a student can participate in after-school co-curricular/athletic programs. Students may purchase student health and accident insurance for a low cost. Information is available in English and Spanish at the school office.

Language and Written Public Expression

A student's expression may not disrupt the activities of the school. Students will not use any offensive, profane, vulgar, or obscene language, make sexual remarks, or use language that may be derogatory or inflammatory (e.g. race, gender, hate, etc.) or related to drugs/alcohol.

Security

The North Monterey County Unified School District and its officials will not be held responsible for lost or stolen items. Students are required, before being assigned school property, to agree to abide by the following regulations in relation to the use of personal property on school grounds (EC 5145.12, BP 5145.12):

- Students may not store any materials or personal property that is in violation of school rules or state or federal laws in classrooms.
- Students understand that, if there are facts to support a reasonable suspicion that he/she has violated a criminal law or school rule, all personal property is subject to search by school officials.

Loitering

Students are expected to remain in areas that have been designated as appropriate. Students are not permitted to loiter on

campus, in the hallways, restrooms, parking lot, on athletic fields, perimeters of campus, or in cars. Students are expected to be on campus only during the time periods designated within their academic activities' schedule.

Lost And Found

Found articles of clothing and articles such as jewelry and electronic devices are to be turned in to the school office. Students who lose articles are urged to check immediately with the office. Unclaimed clothing and other articles will be donated to charity after a reasonable period of time.

Students on Medication:

Parents are to notify the principal if their child is on a continuing medication regimen. This notification shall include the name of the medication being taken, the dosage, and the name of the supervising physician. With parental consent, the principal or school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. (Ed. Code, § 49480)

Administration of Medication

Medication prescribed by a physician for a child may be administered during the school day by a registered nurse or other designated school personnel, or self-administered by the child if the medication is prescription auto-injectable epinephrine or prescription inhaled asthma medication, but only if the parent consents in writing and provides detailed written instructions from a physician. Forms for administering medication may be obtained from the school secretary. (Ed. Code, §§ 49423, 49423.1, 49423.5, 49480)

Use of Technology (BP 6163.4)

Technological resources provided by the district must be used in a safe, responsible,

and proper manner in support of the instructional program and for the advancement of student learning. Student use of district computers to access social networking sites is prohibited.

Before using the district's technological resources, each student and his/her parent/guardian shall sign and return a Technology Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred. Finally, they agree to comply with technology Board policy regarding electronic harassment and cyber-bullying. Students are required to have a current and signed Technology Use Agreement on file prior to being able to use the District/School Network and/or Web Page.

Non-Academic Technological Devices

Students are discouraged from bringing non-essential devices to school. Cell phones are not allowed to cause a disruption during school hours. **All cell phones and other electronic devices must be turned off and out of sight during student-teacher conferences. The school will not be held responsible for devices that are lost, or stolen.**

Public Display of Affection

Inappropriate physical displays of affection are inappropriate in a school setting and will not be permitted.

Searches

An administrator or designee may conduct a reasonable search of a student's person,

personal items, or vehicle when there are facts to support a reasonable suspicion that he/she has violated a criminal law or school rule or possesses illegally obtained items. These may include illegal substances, drugs, weapons, or other objects or substances, which may be injurious to students and others. Canine searches of classrooms, personal items, lockers and cars are conducted periodically. (EC 49050, Board Policy 5145.11)

Skateboards, Bikes, Scooters, Roller Blades, etc.

Skateboards, bikes, scooters, and roller blades are not allowed to be used on campus and should not be brought to campus unless it is a form of transportation for the student. The item would be stored in a designated area.

Tobacco-Free Schools

Our school has been recognized and complies with the Tobacco Free Schools regulations. Employees and other adults are not permitted to smoke or chew on school property, or in school buildings and vehicles.

Visitors

NMCCIS is a closed campus school and has a No Visitor Policy. Students may be accompanied by parents/guardians for purposes of teacher-student conferences.

Work Permits

Students under 18 years of age who work for wages outside the school are required by State law to have work permits. This applies both to employment during vacation and during the school year. Application forms are available in the Office.

Dances

NMCCIS students may participate in dances held at NMCHS. Administrative approval is required. The school and District Code of Conduct and dress code will apply at all events and to all students and their guests. All dances will be alcohol

and drug free. Each student will be tested with an alcohol sensor device called a Breathalyzer before entering any dance.

STUDENT SUPPORT SERVICES

Mental Health Clinical Counseling Services

Our Clinical Counselor facilitates counseling interventions, psychotherapeutic techniques, and crisis intervention to students within NMCUSD's Alternative Education Programs with the purpose of identifying and remediating cognitive, mental, emotional, psychosocial, and developmental issues so as to support positive school behaviors and academic goals among this at-risk student population.

Students may access these services in the following ways:

1. Students and/or parents may request an appointment by calling the clinical counseling office at 831-663-2997 ext. 203.
2. Concerned teachers may refer students by filling out a counseling referral form.

Teen Parenting Support and Childcare

The children of parenting teens are enrolled in Central Bay Children's Center. The Center maintains a 1:3 ratio for infants and a 1:4 for toddlers in accordance with Title V (CA Dept. of Ed). Children enrolled in Central Bay Children's Center are assessed using the Desired Results Developmental Profile (DRDP-IT) Results are shared with parents.

Parenting and pregnant teens receive parent education and are referred to local community services based on need. Pregnant teens receive support while on maternity leave. There is ongoing

recruitment of pregnant teens in the community via networking and referrals.

Academic Counseling Services

Academic Counseling services are available to all students. These services include the following:

- Writing Six-Year Plans for all students and reviewing the plan annually. This plan is based upon NMCUSD graduation requirements.
- Reviewing individual and summary student achievement data annually to determine support/intervention courses and options for students.
- Coordination of EL placement in appropriate classes that will fulfill graduation requirements and support student in reaching English proficiency.
- Developing and monitoring Individual Learning Plans for identified at-risk students and reviewing these plans with parent/student at least twice a year.
- Reviewing the Six-Year Plan annually with parents for all 9th-12th grade students and all students who are identified as needing additional academic interventions.

The academic coordinator provides information regarding: graduation, selection of courses, scholarships and grants, vocation and career guidance, personal counseling.

Teachers will submit a referral to the academic coordinator as needed.

Yearly Academic Counseling Goals

Eleventh Grade

Students will be informed of their progress toward graduation. Students will explore education necessary to meet career goals (includes credit recovery plan and CTE plan), will be given PSAT/NMSQTACT, SAT I, SAT II, ASVAB testing

information, and have an opportunity to meet with college representatives, NCAA eligibility conference (if requested).

Twelfth Grade

Students and parents confer with teachers regarding credits, required courses, and GPA. Teachers provide information about: ACT, SAT I, and SAT II, scholarship and financial aid, filling out applications for scholarships and college admission, and financial aid workshops for parents and students.

Grants and Scholarship Information

Grants, scholarship information and applications are made available to Juniors and Seniors through the academic coordinator.

Transcripts

All official transcripts must be requested from the school registrar by signing a Transfer Request Form. Unofficial transcripts can be received from the Registrar as time permits. Allow five days for processing. Current students may request 2 official transcripts at no charge; thereafter, the following fees apply:

- \$1.00 Unofficial Transcript
- \$3.00 Official Transcript

UNIVERSITY OF CALIFORNIA SUBJECT REQUIREMENTS

History/Social Science - 2 years required

English - 4 years required

Mathematics - 3 years required, 4 years recommended

Laboratory Science - 2 years required, 3 years recommended

Language, other than English - 2 years required, 3 years recommended

Visual and Performing Arts - 1 year required

College Preparatory Electives - 1 year required

CALIFORNIA STATE UNIVERSITY
SUBJECT REQUIREMENTS

English – 4 years
 Mathematics – 3 years required, 4 years recommended
 History and Social Science – 2 years
 Laboratory Science – 2 years
 Foreign Language – 2 years
 Visual and Performing Arts – 1 year
 College Preparatory Electives – 3 years

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| Academics |
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High School Graduation Requirements
 (BP/AR 6146.1)

To receive a High-School Diploma, all high school students must successfully complete 220 credits in the following subject areas:

| Subject | Credits |
|---|----------------|
| English | 40 |
| Math I, II | 20 |
| Science (to include one physical and one life/lab science) | 20 |
| Social Studies (World History, U.S. History, Economics, Government) | 30 |
| Visual Performing Arts, CTE, Language Other than English | 30 |
| Technology | 5 |
| Health | 5 |
| Physical Education | 20 |
| Electives | 50 |
| Total credits required | 220 |

Repeat Course Policy

No course credit will be given for a grade of “F” in subject courses. If a student receives a “D” or “F,” these courses may be repeated for full credit during the school year. Both grades will be posted on the student’s transcript with only the higher grade calculated into the GPA, but the student shall

receive credit only once for taking the course. A “D” grade is passing in all subjects. All credits earned are counted towards the total 220 credits required. This does not preclude the earning of extra credits beyond the regular school day or year for the purpose of acceleration or for credit recovery if those courses are approved by NMCCIS for transfer.

Math Course Requirements

Completion, prior to entering grade 9, of Algebra coursework that meets or exceeds state academic content standards shall not exempt a student from the requirement to complete two mathematics courses (or at least 20 credits) in grades 9-12. (EC 51224.5, BP 6142.92)

Participation in Graduation Ceremony

Participation in commencement is an earned privilege. Students must meet all requirements for graduation to be eligible to participate. Students suspended during the last 15 school days preceding the commencement may not participate in commencement exercises in line with BP 5127. If a student successfully completes the district’s graduation requirements while attending a juvenile court school or nonpublic, nonsectarian school or agency, the district shall issue the student a diploma from the school the student last attended. (EC 48645.5)

Award of Diploma

A student shall meet all other graduation requirements to be awarded a Diploma.

Special Competency Requirements / Certificate of Educational Achievement or Completion

Where students follow an active Individual Educational Plan (IEP), a school assessment team shall determine essential competencies and courses required. A student shall receive an award of diploma if they meet all NMCUSD graduation requirements. A

student may receive a Certificate of Educational Achievement or Completion as so indicated on their Individualized Education Plan (IEP) and determined by the school assessment team.

Required Instruction for Each Student

1. Full Credit Requirements

Every student must enroll and successfully complete the learning objective of all required courses listed in the BP 5127 to the extent that allows for full credit to be granted. A student must achieve full credit in these courses to fulfill graduation requirements and receive a Certificate of Educational Achievement.

2. Participation in a Course

When participation is part of the requirement of the goals outlined in the in the student's Individual Educational Plan (IEP), it shall be described in the learning objectives for completing the course.

Attendance

Twenty hours of acceptable schoolwork is required to earn one (1) week of A.D.A. and cumulative academic credit. 1.5-2.0 credits of acceptable schoolwork each week maintains consistent progress towards graduation. More time may be necessary to complete graduation requirements if a student enters the school behind in credits.

Grading Periods

The K-6 grading period is a trimester. There are three trimesters in a school year. Grades are issued at the end of each grading period. For grades 7-12, the grading period is a semester. There are two semesters in a school year. Grades are issued throughout each semester as students complete their coursework. Transcripts are provided to parents/guardians at the end of each grading period.

Student credit attainment progress is monitored closely by staff. Teachers inform parents if a student is failing and hold conferences with parents and students.

Grades

Grades serve a valuable instructional purpose by helping students and parents/guardians identify the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's achievement.

The teacher of each course shall determine the student's grade. The grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy, and Administrative Regulation. Teachers shall evaluate a student's work in relation to standards, which apply to all students at his/her grade level and provide appropriate accommodations and modifications to ensure students have access to the course content and standards in which the grade is based upon. Teachers shall inform students and parents/guardians how student achievement will be evaluated.

Grades should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as assignments, tests, and portfolios.

Grades for Achievement

Grades toward mastery of standards in shall be reported for each marking period as follows:

A = Advanced Mastery of Course Standards
90-100% 4.0 grade points

B = Proficient Mastery of Course Standards
80-89% 3.0 grade points

C = Basic Mastery of Course Standards
70-79% 2.0 grade points

D = Below Basic Mastery of Course
Standards 60-69% 1.0 grade points

F = Far Below Basic Mastery of Course
Standards 59% and below 0 grade
Points

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (EC 49067, BP/AR 5123) No "F" can be given for a course if parents/guardians are not notified in a timely manner that the student is failing the course.

Grades for Physical Education (BP/AR 5121)

Student performance in high school physical education courses shall be based upon evaluation of the student's individual progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests.

Career Technical Education (CTE)/Regional Occupation Program (ROP)

CTE/ROP provides elective credits and training in vocational and technical occupations for youth and adults. Most of these courses are held off campus so students may have to provide their own transportation to the CTE/ROP site. See the academic counselor for more information and requirements.

Concurrent Enrollment Program

Juniors and Seniors are allowed to enroll

con-currently in Community College, CSU, and/or UC college classes with prior administrative approval and must meet with the Academic Counselor for course approval. Specific courses may be approved for credit on the student's high school transcript under the NMCUSD concurrent enrollment policy. Students can earn 10 high school credits for each three unit college course taken. Please note there is a "cap" on the number of courses a student can take.

Extended Learning Time Programs

Extended learning time will be provided after school and during the summer through the Credit Recovery program. Students must meet with the academic counselor to enroll in these programs.

Students in Foster Care

Grades for a student in foster care shall not be lowered if the student is absent from school due to a decision by a court or placement agency to change the student's placement in which case the student's grades and credits shall be calculated as of the date the student left school or a verified court appearance or related court ordered activity (EC 49069.5).

CAASPP Testing

The California Assessment of Student Performance and Progress System encompasses the following assessments and student participation requirements

- Smarter Balanced Summative Assessments for English Language Arts/Literacy and Mathematics in grades three through eight and eleven. All students at the designated grade levels are required to participate.
- CST for Science assessments are required for students in grades five, eight, and ten.

ELPAC Testing

Students in kindergarten through grade twelve whose home language is not English are required by law to take an English skills test. In California, the test is called the ELPAC. This test helps schools identify students who need to improve their skills in listening, speaking, reading, and writing in English. Schools also give the test each year to students who are still learning English. Identified English Learners receive intervention services until they are reclassified as being fluent in English.

Student Records

Parents of students enrolled or former pupils have a right to access pupil records related to their children that are maintained by the school district. The requested access shall be granted no later than five days following the date of the request and take place during regular school hours (EC 4906, Administrative Regulation 5125). Following an inspection and review of a pupil's records, the parent or guardian of a pupil or former pupil of the school district may challenge the content of a pupil record through a written request (EC 49070, BP 5125.3).

ADDITIONAL EDUCATIONAL PROGRAMS

Special Education Identification

The District actively seeks out and evaluates students within District boundaries who have disabilities in order to provide them with appropriate educational opportunities in accordance with state and federal law. The District provides special education and related services to students with disabilities who are determined eligible pursuant to the provisions of the Individuals with Disabilities Education Act (“IDEA”).

Special Education - RSP

The Resource Specialist Program (RSP) is a State and federal funded program for students who are substantially below grade level, and have a discrepancy between ability and achievement. Students receive appropriate intervention services recommended by the student’s Individualized Education Plan Review Team and approved by the parents/guardians. Students have access to the core curriculum.

Section 504 of the Rehabilitation Act

The District provides accommodations to students in the general education population who have a physical or mental impairment that substantially limits a major life activity, such as learning. When a Section 504 referral is made, a team with knowledge about the student meet to determine eligibility and to develop a Section 504 plan.

Accommodations for English Learners

Students who are identified by the district as English Learners and are performing below the minimum standards will receive intervention services.

PARENTAL INVOLVEMENT

School Site Council

The School Site Council serves as an advisory council for the development of the School Site Plan. The advisory council is made up of an equal number of parents/community members, and of school personnel including the principal, teachers, and other staff who share an interest in our school. If you are interested in serving on this council, please contact the school.

English Language Advisory Committee (ELAC)

Parents of our English Language Learners are encouraged to participate in this important program. Parents learn about ways to help their children and advise in the use of categorical funding.

SAFETY INFORMATION

Emergencies and disasters are unpredictable and strike without warning. NMCUSD has developed an Emergency Operational Plan. All staff is trained in the plan at the beginning of the year. Procedures are in place for “Shelter in Place” and “Evacuation” responses to emergency situations.

COMPLAINT PROCEDURES

All Board Policies and Administrative Regulations are available upon request.

Step 1: Filing a Complaint. A complaint must be initiated no later than six months from the time the alleged discrimination occurred. A complaint form and copy of the full policy is available on the District website, each school office and the District Office free of charge.

Step 2: Mediation. Within three days of receiving the complaint, the Compliance Officer may informally discuss with the complainant the possibility of using mediation. If mediation does not resolve the problem, the Compliance Officer shall proceed with his investigation of the complaint adhering to a 60-day timeline.

Step 3: Investigation of Complaint. The Compliance Officer shall hold an investigative meeting within five days of

receiving the complaint or after an unsuccessful attempt to mediate the complaint.

Step 4: Response. Within 60 days of receiving the complaint, the Compliance Officer shall prepare and send to the complainant a written report of the investigation and decision.

Step 5: Final Written Decision. The report will be presented in writing in the complainant’s primary language, or if necessary, interpreted. The report shall include the findings and disposition of the complaint and notice of the complainant’s right to appeal the decision in writing to the California Department of Education within 15 days. Complainants may also pursue civil law remedies but such remedies may not be pursued until 60 days after filing an appeal to the CDE.

Nondiscrimination

The District prohibits discrimination based on race, color or national origin, actual or perceived sex, ethnic group identification, religion, mental or physical disability, or sexual orientation. The District’s Governing Board has primary responsibility for ensuring that district programs and activities are free from discrimination based on such unlawful basis.

The NMCCIS student handbook in English and Spanish can be found on the district website at www.nmcusd.org.

District Board Policies and Administrative Regulations can be found on the District's website under Board of Education page using the link to www.GamutOnLine.net.