2021-2022
Educational Options
Student Handbook
Dear Student and Parent(s):

On behalf of the Stanislaus County Office of Education, we wish to welcome you to our Educational Options and Come Back Kids Programs for the 2021-2022 school year. We provide an opportunity for students to succeed in an educational environment that focuses on the individual and his/her responsibility to make wise choices.

This Student/Parent Handbook provides you with key information about our programs and the resources that are available to help you regroup and move ahead.

We believe all of our students can succeed, and that each student is capable of making wise choices that will help them achieve their short-term and/or long-term goals.

Please use this handbook as a valuable resource that will assist you in this process.

Welcome to our program!

Jeff Albritton, Assistant Superintendent
Educational Options Division
Educational Options Program
Administrative Contacts

Stanislaus County Office of Education
Educational Options Division
1325 H Street, Modesto CA  95354

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Fax number                        238-4203

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Educational Options
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GED/HiSET TESTING CENTER AT
PETERSEN EDUCATIONAL PATHWAYS (PEP)

715 13th Street, Modesto CA 95354

Main Number 238-6500
FAX 238-6599

STANISLAUS MILITARY ACADEMY @ TEEL

✓ Independent Study
✓ Community Class
✓ Come Back Kids (CBK)

5255 1st Street, Empire CA 95319
Daniel Vannest - Principal
dvannest@stancoe.org

Main Number 238-6600
Fax Number 238-6697
Principal 238-6603
Counseling Fax 238-6699
Admin Assistant 238-6604
Counselor 238-6608
Guidance Tech 238-6606
Support Secretary 238-6607

STANISLAUS CULINARY ARTS INSTITUTE

✓ Modified Independent Study
✓ Come Back Kids (CBK)
✓ ROP Culinary Arts
✓ ROP Greenhouse Management and Plant Science

1040 Wakefield Drive, Oakdale CA 95361
Daniel Vannest - Principal
dvannest@stancoe.org

Main Number 238-8750
Fax 238-8719
John B. Allard School/Tactical Character Academy
(TCA)

✓ Independent Study
✓ Tactical Character Academy
✓ Come Back Kids (CBK)

3113 Mitchell Road, Ceres CA 95307
Marcelo Briones – Principal
mbriones@stancoe.org

Main Number 238-8750
Fax 238-8784
Principal 238-8752
Administrative Assistant 238-8757
Counselor 238-8763
Guidance Tech 238-8756

STANISLAUS INDUSTRIAL TECHNOLOGY INSTITUTE

✓ Modified Independent Study
✓ ROP Industrial Technology
✓ Come Back Kids (CBK)

635 Walnut Street, Patterson CA 95363
Marcelo Briones – Principal
mbriones@stancoe.org

Main Number 238-8725
Fax number 238-8749

PETERSEN ALTERNATIVE CENTER FOR EDUCATION (PACE)

✓ Community Class
✓ Modified Independent Study

108 Campus Way, Modesto CA 95350
John Luis - Principal
jluis@stancoe.org

Main Number 238-6701
Fax number 238-6796
Principal 238-6716
Administrative Assistant 238-6717
Counselor 238-6723
Guidance Tech/Registration 238-6719
Counseling Fax 238-6799
STANISLAUS COMMUNITY SCHOOL/JUVENILE HALL

108 Campus Way, Modesto, CA 95350

John Luis – Principal
jluis@stancoe.org

Main Number 525-4579
School Support Secretary 567-4739
School Fax 525-5418

COME BACK KIDS CHARTER

✓ Modified Independent Study
✓ Come Back Kids (CBK)

1325 H Street, Modesto, CA 95354
Julie Moore – Director II
jmoore@stancoe.org

Main Number 238-8650
Fax 238-8674
Educational Options

Vision

Stanislaus County Office of Education, Educational Options will provide schools in which every student experiences caring adults while engaging in rigorous academics and high-quality program offerings, ensuring future success.

Mission

Stanislaus County Office of Education provides a safe and engaging alternative learning environment that establishes a foundation for academic success. Students receive individualized counseling and support, explore future options, and develop the coping skills necessary to achieve future independence as productive members of society.

School wide Learning Objectives

1. Students will build strong, positive relationships at school and in the community.
   a. Organize and participate in school and community service projects.
   b. Develop effective communication skills to be successful in all personal and professional interactions.
   c. Participate in character education to develop self-discipline and the ability to make choices with positive outcomes.

2. Students will participate in a rigorous and relevant academic program.
   a. Develop critical thinking and real-world problem solving skills.
   b. Complete successful academic program and meet graduation requirements.
   c. Demonstrate proficiency as evidence of career and college readiness.

3. Students will be prepared for success in today’s global society.
   a. Become independent learners able to reach their educational and career goals.
   b. Demonstrate technological abilities and readiness to compete in the job market.
   c. Communicate effectively expressing their viewpoints clearly and sincerely.
ADMISSION/REFERRAL SCREENING CRITERIA

Students must be referred to the Stanislaus County Office of Education Educational Options by a local school district official, a school attendance review board, the juvenile court, a probation officer, or by a social worker. Students who meet one or more of the following criteria may be eligible for enrollment:

a. Expelled from a school district;

b. Referred by a school district as a result of the recommendation by a school attendance review board (SARB), or at the request of a parent/guardian;

c. Probation-referred pursuant to W.I.C. Sections 300, 601, 602, 654, and/or

d. Homeless children.

Each student will be assessed to determine appropriate placement. Students may be placed at a school site where they attend every day or have an individualized schedule that will vary from site to site. A student's placement may be determined by court order.

ATTENDANCE

Regular attendance is essential to continuing enrollment in the Stanislaus County Office of Education Educational Options program. The student is required to attend school daily, to arrive on time, and to remain in class until dismissed by the teacher-in-charge. Absences will be determined to be excused or unexcused according to the following criteria:

EXCUSED ABSENCES

1) Personal illness or injury.
2) Quarantine under the direction of a county or city health officer.
3) Medical, dental, optometric, or chiropractic services rendered.
4) Attendance at funeral services for a member of the immediate family.
5) Jury duty in the manner provided by law.
6) Pupil is custodial parent of a child who is ill or has a medical appointment during school.
7) Exclusion for failure to present evidence of immunization.
8) Exclusion from school because the student is either the carrier of a contagious disease or not immunized for a contagious disease.
9) Pupils in grades 7-12 who leave school (with prior approval of the Site Administrator or his/her designee) to obtain confidential medical services. The pupil is to return a copy of the medical professional's appointment verification form.
10) Upon written request of the parent or guardian and prior approval of the Site Administrator or his/her designee and pursuant to board policy, a student's absence may be excused.

Reasons include, but are not limited to:

a. Appearance in court;
b. Observation of a holiday or ceremony of his/her religion;
c. Attendance at religious retreats not to exceed four (4) hours per semester;
d. Employment interview or conference;
e. Attendance to an educational conference on the legislative or judicial process offered by a nonprofit organization;
f. Attendance at funeral services for someone not a member of the immediate family;
g. Family emergencies;
h. Appearance at SARB or SART.

For a verified absence, one of the following two conditions must be met:

1) Parent/guardian should verify and explain the absence by telephone, and/or
2) Written verification should be received the day the student returns to school.
A parent/guardian can verify the absence by telephoning the school office. If your student is tardy, please contact the school site as well.
Absences for illness beyond three consecutive days may require a doctor's note.
For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

"Immediate family," as used in this section refers to mother, father, grandmother, grandfather, or a grandchild of the pupil or of the spouse of the pupil, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the pupil, or any relative living in the immediate household of the pupil.

Regular attendance is essential to continued enrollment in Educational Options. The Student is required to attend school daily, and to remain in class until dismissed by the teacher-in-charge. A student will not benefit from their educational experience if he/she is late to school or misses school.

**TRUANCY**

Students missing more than 10 days of school during a school year may be referred to the School Attendance Review Board (SARB). The School Attendance Review Board may find a student or parent in violation of mandatory attendance laws and subject to fines by the courts, imprisonment, or other penalty. In addition, families receiving Temporary Assistance to Needy Families (TANF) may have their benefits reduced or cut off if a student misses 10 days of school in a year.

**Independent Study students have different requirements concerning attendance**

1. Students must make arrangements to reschedule the weekly appointment if a conflict occurs. Students missing more than 2 appointments may be dropped from Independent Study and reassigned to the Community School Program. Students MUST contact their teacher directly.

2. Study time at home is counted for school attendance. The student must complete a minimum of twenty hours per week to avoid being absent. Students should develop a regular schedule for at-home study during regular school hours. Generally, this requires a minimum of 4 or more hours of school study at home each day.

Once a student is enrolled in Independent Study, he/she will be assigned a teacher. The students will meet weekly with the teacher and turn in all assigned work for that week ([SCOE Board Policy 6158](#)). When students return the following week, the teacher will review the completion of the work project assignment. Failure to keep appointments or complete assignments may result in a transfer to the Community School program.

All Independent Study students in high school should be assigned no less than six subjects during a semester. Students are expected to earn 30 credits each semester to be on track to graduate. This equals a minimum of 6 credits per month. Tests are not to be taken home by students. A student must earn a minimum of 20 credits each semester in order to remain in Independent Study.

**SUCCESSFUL INDEPENDENT STUDY STUDENTS**

- Have transportation
- Obey the Student Conduct Code and Dress Code when on campus
- Check the new assignment for questions before leaving the classroom
- Have all materials before leaving the classroom
- Start their assignment the day after the Independent Study appointment and work approximately 4 hours a day on their assigned work
- Call the teacher if they have a question about the assignment
- Are on time or early for appointments
- Schedule activities outside of the Independent Study appointment
- Set goals for credits early and stay on track for graduation
- Balance job and academics
- Do not offer various and trivial excuses for absences or unfinished work
- Read at grade level
MODIFIED INDEPENDENT STUDY

Modified Independent Study students attend school on multiple days for extended periods of time, weekly. These students are expected to meet the attendance requirements daily as assigned and complete work assigned in class and outside of class. Classes are smaller and will allow for collaboration and allow students to participate in a combination of classroom and independent learning activities.

COME BACK KIDS

Program Description

Come Back Kids (CBK) offers a graduation program for students who have dropped out of school, ages 18 and above, who wish to re-enroll in an educational program. Students who have dropped out of school are offered an opportunity to make up credits, find classes they need, and get special training.

Students receive the opportunity to:

- Complete high school graduation requirements
- Earn high school and college credits
- Prepare for the General Educational Development (GED) test
- Prepare for a Post-Secondary Career

CBK Student Eligibility

- Be between the ages of 18 and above
- Have a desire to return to school and earn a high school diploma
- Not currently enrolled in a school or education program for the past six weeks. (This may be waived with approval from a school district administrator.)
- Willing to create short and long-term goals for graduation and transition plans to college, trade school, Career Technical Education (CTE) and/or employment
- Willing to work in an independent study format and meet with teacher weekly for testing, conference, and retrieval of new assignments
- For students with disabilities, the Individual Education Plan (IEP)/504 Team will determine if CBK is an appropriate placement

CBK Student Orientation

Prior to enrollment, all students and parents will participate in an Orientation to the Come Back Kids Program in order to determine the appropriateness of placement. A great deal of responsibility is placed on students of Come Back Kids and we want your participation to be successful. At this time, CBK staff will provide a presentation of curriculum, graduation requirements, course expectations and general policies and procedures.

CBK graduation requirements outlined on page 14.

PARENT/GUARDIAN DUTIES AND RESPONSIBILITIES

A pupil’s experiences in SCOE’s Alternative Ed program will depend largely upon his/her own efforts; however, parent/guardian cooperation will greatly enhance the likelihood of success.

- Send your child to school every school day except when he/she is clearly ill
- Make regular attendance at school your child’s primary job
- Telephone the school office as soon as you know that your child will be late or is not coming to school
- Send a written note to the school with your child on the first day of attendance following an absence
- Send a doctor’s note to the school office with your child for absences due to illness beyond three consecutive days
• Require regular sleep hours
• Be aware and provide for your child's transportation needs
• Be aware, provide for your child's appropriate appearance and grooming
• Please, schedule all appointments, including medical and dental, before or after school hours
• When this is not possible, please have your child bring proof of the appointment from the doctor
• Keep in contact with your child's teacher
• Attend all meetings concerning your child
• Continue to arrange and support services your child may be receiving outside the school setting such as counseling, medical monitoring, administration of medicine, etc.

INSURANCE

The Stanislaus County Office of Education – Educational Options Program does not provide student insurance. It is the parent/guardian's responsibility for such coverage. For families without insurance, low cost insurance is available through a state program called, “Healthy Families.” The coverage is for children up to age 19. Further information is available through the school office.

HOLIDAYS

SCOE recognizes the following holidays/Non-schooldays:

- Monday, September 6, 2021
- Friday, October 8, 2021
- Friday, October 15, 2021
- Thursday, November 11, 2021
- Wednesday, November 24, 2021
- Thursday-Friday, November 25-26, 2021
- Monday, December 20, 2021-Monday, January 3, 2022
- Monday, January 17, 2022
- Friday, February 18, 2022
- Monday, February 21, 2022
- Friday, March 25, 2022
- Friday, April 15 – Friday, April 22, 2022

- Labor Day observed
- Scheduled Non-Work Day
- Scheduled Non-Work Day
- Veteran's Day observed
- Scheduled Non-Work Day
- Thanksgiving Holiday
- Winter Break
- Martin Luther King Day
- Scheduled Non-Work Day
- President's Day
- Scheduled Non-Work Day
- Spring Break
ASSESSMENT

Initial assessment is completed to determine individual pupil needs. This may include:

- review of existing special education records;
- information on students in Licensed Care Institutes (LCI);
- academic pre-tests (to determine program placement);
- evaluation of transcripts;
- informal interview; and/or program orientation;
- Ongoing assessment of pupil progress occurs to plan for immediate/future needs and to measure effectiveness of instruction. This may include: portfolios; projects (individual and/or group); tests in subject areas; student study team meetings;
- aptitude assessment;
- interest assessment;
- individual assessment information gathered through special education assessment procedures;
- program writing assessments;
- Report cards/Individual Learning Plans

State mandated tests include:

- California Assessment of Student Performance and Progress (CAASPP);
- English Language Proficiency Assessments for California (ELPAC);
- California Modified Assessment (CMA) [Special Education];
- California Alternate Assessment (CAA) [Special Education];
- California Alternate Performance Assessment (CAPA) [Special Education]

FACULTY

Stanislaus County Office of Education teachers must possess valid teaching credentials issued by the Commission on Teacher Credentialing. The faculty includes credentialed counselors.

SCHOOL MESSENGER

The Stanislaus County Office of Education Educational Options program utilizes School Messenger, an automated system to contact parents or guardians via phone, text and email regarding important events and emergencies, including testing dates, enrollment dates, special activities, and student absence notification. Please ensure all phone numbers and email addresses on file for your student are correct.

STUDENT SUPPORT SERVICES AND PROGRAMS

SCOE Educational Options and CBK programs strive to provide a full range of support services to our students and their families.

English Language Learners

All Come Back Kids teachers are credentialed to provide specialized instruction to English Language Learners (ELL). ELL students participate in mainstream core curriculum classes with modified instruction based on their English language ability. ELL students may also be placed in research based intervention classes designed to accelerate the students English language skills. The student's English development is assessed yearly with the ELPAC test. Support services for ELL students may include but are not limited to modified lessons and testing, individualized instruction or tutoring and support in their primary language.
Reclassification Procedures

Reclassification procedures will utilize multiple criteria in determining whether to classify a pupil as proficient in English, including, but not limited to, all of the following:

- ELPAC parameters.
- Participation of the pupil’s classroom teachers and any other certificated staff with direct responsibility for teaching or placement decisions of the pupil to evaluate the pupil’s curriculum mastery.
- Parental/caregiver opinion and consultation, achieved through notice to parents/caregivers of the language reclassification and placement process and encouragement of the participation of parents/caregivers in the school’s reclassification procedure.
- Comparison of the pupil’s performance in basic skills against an empirically established range of performance levels and basic skills (based upon the performance of English proficient pupils of the same age that demonstrate to others that the pupil is sufficiently proficient in English to participate effectively in a curriculum designed for pupils of the same age whose native language is English).

SCOE will notify parents/caregivers their responsibility for ELPAC testing for annual English proficiency testing. ELPAC results will be given to parents/caregivers within 30 days of receiving results from the publisher.

Supplementary Education Services

The Educational Options/Come Back Kids Program is committed to insuring the success of all our students. If your student is struggling in school, behind in credits, or needs help with school work, they may be eligible for free after school tutoring services. These services are provided by private vendors in a variety of locations throughout the county. If you are interested in these services please contact your child’s school counselor.

Special Education

All special education students receive the services identified in their Individual Education Plan (IEP). Services are provided by a credentialed special education teacher who is responsible for implementing the goals and objectives identified in the IEP. Individual Education Plans are reviewed annually by the IEP team which consists of the teacher, administrator, student and parent/guardian. Other support people may be included in the IEP team. Support services for special education students may include but are not limited to modified lessons and testing, individualized instruction, and career transition services.

Foster Youth Services

The Stanislaus County Office of Education Foster Youth Services Program is an educational advocacy program that provides services to dependents residing in group homes, foster homes, and in homeless situations. The purpose of the Foster Youth Services Program is to provide advocacy and other services designed to help increase academic achievement and decrease truancy and discipline referrals. Goals of the Foster Youth Services Program include improving educational access and outcomes for foster youth.

The Foster Youth Services Program offers many services to foster care providers, foster care agencies, group homes, and all foster youth throughout Stanislaus County. The services include:

- Tutoring services;
- Advocate services including assistance for students who are experiencing delays in enrollment;
- Assistance to placing agencies and care providers in meeting legal obligations when foster youth are placed in new school districts;
- Assistance to school districts;
- Assistance in mediation between group homes, school districts and/or placing agencies; Collaboration with county departments and agencies including local colleges and Independent Living Programs;
- Training for all stakeholders on critical issues, including educational rights, legal mandates, special education and other school related topics; and,
- Provides various educational and motivational programs and events to assist youth with successful transition from foster care.
**Career Technical Education**

The Career Technical Education (CTE) Program is an accredited career/technical-training program. The CTE Program offers training to high school students who are residents of Stanislaus County. Several CTE classes are offered on SCOE Alt Ed/CBK campuses and students may enroll in other CTE classes offered throughout the county. Career Technical Education can help students get the training and experience needed to get a job. Classes are a combination of classroom instruction and on-the-job training taught by professionals in the industry who are credentialed by the State of California to teach in their areas of expertise. Students may have the opportunity to actually train in a community-based business. Upon successful demonstration of competency, students receive a Certificate of Training. Credit is given to high school students through the SCOE/CK Program. Some CTE courses offer the opportunity for advance placement and/or credit at local community colleges. See page 15

**Concurrent Enrollment**

Concurrent enrollment provides high school students the opportunity to take college level classes at their local community college. Students must be 16 years or older and complete the admission process for concurrent enrollment at the college. Students in concurrent enrollment classes earn credit towards both high school graduation and college. These classes offer an opportunity for students to recover credits or accelerate their high school program.

**Counseling Services**

Counselors will review assessments and transcripts with you and your student and assist your student in developing their Individual Learning Plan goals. Counselors will also assist students with developing their transition plans to college or career preparation. Mental health counselors and social workers are also available at all sites.

**Parent Involvement**

Volunteers are always welcomed at the SCOE Educational Options/CBK Program. Any amount of volunteer support is beneficial not just for the students, but also for the overall success of the school program. Please inform the administrator, school secretary or teachers of the time you have to offer as a volunteer. A TB test and fingerprinting are required to work with students. Parents/guardians are encouraged to participate in the School Site Council and English Language Advisory Committee which meets approximately four to five times a year. Your input is very important.

**School Site Council Committee (SSC)**

If you are interested in school policy or budgets, you might enjoy serving on your school’s site council. The school site council is a group of teachers, parents, classified employees, and students that work with the principal to develop, review and evaluate school improvement programs and school budgets. The members of the site council are generally elected by their peers. To find out more about what your school site council does, attend a meeting or talk to the school principal. If you would like to participate on the council, call the school secretary to find out how the selection process works at your school.

**ANTI-BULLYING POLICY**

Every student is entitled to a safe school environment free from discrimination, harassment, intimidation, and bullying.

1. The SCOE prohibits bullying. This includes, but is not limited to, discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code section 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. Bullying is defined in Education Code section 48900(r).
2. School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation or bullying, provided it is safe to do so.
3. Acts of discrimination or bullying should be brought to the attention of the principal.
4. You may make an anonymous complaint by contacting the principal or the Stanislaus County Office of Education's Nondiscrimination coordinator. If there is sufficient corroborating information, the Stanislaus County Office of Education will commence an investigation.

5. Complaints of bullying or discrimination will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.

6. Students who violate the policies on bullying or discrimination may be subject to discipline, including suspension and expulsion.

7. SCOE prohibits retaliation against individuals who make complaints of bullying or provide information related to such complaints.

**8th Grade Completion Requirements**

1. Pass entire MS Civics class, including Foundations Unit Exam Part I and Part II.
2. Pass the four academic classes both semesters or while attending SCOE.

In addition to passing 8th grade proficiency tests, students must maintain good attendance (80% or better), maintain good citizenship, and complete assigned class work to be eligible to participate in graduation activities.

**High School Graduation Requirements**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits Educational Options</th>
<th>Credits CBK</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>Math (includes completion of Algebra 1)</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Science: Biological</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Science: Physical</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Social Studies: World History</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Social Studies: U.S. History</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Social Studies: American Government</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Social Studies: Economics</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Health/First Aid/Driver's Ed</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Computer Literacy</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Physical Education</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>Electives/CTE</td>
<td>50</td>
<td>45</td>
</tr>
<tr>
<td>Completion of required credits</td>
<td>200*</td>
<td>170</td>
</tr>
</tbody>
</table>

*20 HOURS OF COMMUNITY SERVICE (with approved community agency or non-profit provider)
# College Admission Requirements and Higher Education Information

**University of California/California State University**  
**Minimum College Admissions Requirements:**

<table>
<thead>
<tr>
<th>&quot;A-G&quot; Courses</th>
<th>Subject</th>
<th>CSU/UC Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>History/Social Science</td>
<td>2 years required</td>
</tr>
<tr>
<td>B</td>
<td>English</td>
<td>4 years required</td>
</tr>
<tr>
<td>C</td>
<td>Mathematics</td>
<td>3 years required (e.g., Algebra, Geometry and Calculus), 4 years recommended</td>
</tr>
<tr>
<td>D</td>
<td>Laboratory Science</td>
<td>2 years required (e.g., Biology, Chemistry and Physics), 3 years recommended</td>
</tr>
<tr>
<td>E</td>
<td>Language Other Than English</td>
<td>2 years required, 3 years recommended</td>
</tr>
<tr>
<td>F</td>
<td>Visual and Performing Arts (VPA)</td>
<td>1 year required</td>
</tr>
<tr>
<td>G</td>
<td>College-Preparatory Elective</td>
<td>1 year required</td>
</tr>
</tbody>
</table>

To learn more about college admission requirements, and for a list of District courses that have been certified by the University of California as satisfying the requirements for admission to the UC and CSU, please see below and refer to: https://doorways.ucop.edu/list

**Career Technical Education (CTE):** CTE may be offered by the District as career and workforce preparation for high school students, preparation for advanced training, and the upgrading of existing skills. CTE provides high school students who are 16 years of age or older with valuable career and technical education so students can: (1) enter the workforce with skills and competencies to be successful; (2) pursue advanced training in postsecondary educational institutions; or (3) upgrade existing skills and knowledge. A CTE course may also satisfy a graduation requirement and a subject matter requirement for admission to the UC and CSU.

SCOE offers the following CTE courses which may fulfill the Fine Art elective requirement for SCOE graduation:

- Building Construction
- Culinary Arts
- Plant Production/Greenhouse Management
- Robotics
- Small Engine/Motor Repair
- Supply Chain Technician
- Welding
PARENT NOTIFICATIONS

Surveillance Systems on School Sites

The County Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. Video cameras may be used to monitor buildings, exterior campus areas, including but not limited to: parking lots, perimeters, entrance and exit doors, interior hallways and large open interior spaces such as classrooms or common rooms. The camera surveillance system shall not monitor areas where the public, students or employees have a reasonable expectation of privacy. Examples include but are not limited to: locker rooms and restrooms. Students will be held responsible for any violations of school discipline rules or illegal activity caught by the cameras. Video containing evidence of a violation of student conduct rules and or/ state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal as determined by board policy or the student handbook. Any release or viewing of such records shall be in accordance with current law.

Community Safety Hot Line

We have a hot line for reporting violence or criminal activity. Help stop serious crimes from happening in your school and community. You can call 1-800-78-CRIME 24 hours per day/ 7 days per week to anonymously make a report regarding drugs, graffiti and gang violence. You can also report using www.wetip.com.

Student Success Team (SST)

SST meetings are held for students and attended by parents, teachers, counselors, directors, and other significant representatives, for the purpose of creating the best educational behavioral plan for the student. This process of intervention focuses on an individual student's academic and behavioral progress through communication among all parties.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Teacher/CSPvrs Start Day</td>
</tr>
<tr>
<td>8</td>
<td>1st Work Day for MAT/Paras</td>
</tr>
<tr>
<td>10</td>
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**August 2021**

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Promotion/Acceleration/Retention

Students shall be identified on the basis of either statewide assessment results or grades and other indicators of academic achievement, as established by County Office policy.

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6162.5 - Student Assessment)

If a student is identified as performing below the minimum standard for promotion, the student shall be retained in his/her current grade level unless the student's regular classroom teacher determines, in writing, that retention is not the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is not appropriate for the student and shall include recommendations for interventions other than retention that, in the opinion of the teacher, are necessary to assist the student in attaining acceptable levels of academic achievement. (Education Code 48070.5)

If the teacher's recommendation to promote is contingent on the student's participation in a summer school or interim session remediation program, the student's academic performance shall be reassessed at the end of the remediation program, and the decision to retain or promote the student shall be reevaluated at that time. The teacher's evaluation shall be provided to and discussed with the student's parents/guardians and the principal before any final determination of retention or promotion. (Education Code 48070.5)

(cf. 6177 - Summer School)

(cf. 6179 - Supplemental Instruction)

Students shall be considered for promotion and retention in specific subject areas and between certain grade levels:

1. Second grade and third grade in Reading,
2. Third grade and fourth grade in Reading,
3. Fourth grade and fifth grade in Reading, English Language Arts and Math,
4. The end of the intermediate grades and the beginning of middle school grades in Reading, English Language Arts and Math,
5. The end of middle school grades (8th grade) and the beginning of high school in Reading, English Language Arts, Math and U.S. Constitution.

When a student has more than one classroom teacher, the school shall determine which individual teacher shall be responsible for the promotion/retention decision. As early as possible in the school year and in students' school careers, the County Superintendent of Schools or designee shall identify students who should be retained and who are at risk of being retained in accordance with law, board policy, and administrative regulation. Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits. The student must also meet the minimum proficiency requirements set by the County Board of Education. When high academic achievement is evident, the County Superintendent or designee may recommend a student for acceleration into a higher-grade level. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate a student. Students shall be identified on the basis of grades and other indicators of academic achievement such as:

- Grade Requirement: 8th grade and 12th grade students who have maintained a "C" average in English, Social Studies, Science, and Math while in attendance at the Stanislaus County Office of Education (SCOE) Educational Options Program shall have completed minimum proficiency requirements for graduation and promotion.

- Proficiency Requirements: Students graduating from middle school (8th grade) and high school (12th grade) must pass County Office of Education approved tests. Middle School students take examinations in Math, Reading, Language and the U.S. Constitution. High School students take CAHSEE.

- STAR: Standardized Testing and Reporting Program: Students are mandated to take the STAR test. If they meet grade level expectations in Reading, Math, and English/Language Arts, students shall have met the proficiency requirements and no further testing is required. Criteria for Consideration of Retention

Only test scores of students enrolled in a County Office program for one year or more will be reviewed and considered for promotion or retention. Several opportunities will be provided during the school year for students to demonstrate proficiency. Students shall be identified
on the basis of current student achievement, grades and units earned (grade 9-12) and/or other local indicators including assessment on the STAR Test, the Test of Adult Basic Education, and the Comprehensive Test of Basic Skills.

The newly enrolled student's counselor shall provide an assessment of skills in the areas of Reading, English/Language Arts, Writing and Mathematics.

A student shall be assessed by the STAR test provided that the student is enrolled in the County Office's Educational Options Program during the annual administration of this test. Students shall be provided instruction in literacy, English/Language Arts and Mathematics while they are enrolled in Community School, Independent Study, Juvenile Hall, Charter Schools and Community Day School.

The County Office designated teacher may make a determination, and present in writing, that retention is not the appropriate intervention for the student and shall include specific recommendations for interventions other than retention, which in the opinion of the teacher are necessary to assist the student to attain acceptable levels of academic achievement. Administrative Regulation 5123 lists criteria used as a guideline to determine if a student should be retained.

The designated teacher's report will be discussed with the student, his/her parent/guardian, when available, and the County Office administrator or designee. When a student is recommended for retention or is identified as being at risk for retention, the County Superintendent or designee shall provide opportunities for intervention instruction first to students who may be retained and then to those identified as at risk to assist the student in overcoming his/her academic deficiencies. Such mandatory instruction may include but is not limited to:

- Summer school based on a minimum of four hours per day in class concentrating on Reading, English/Language Arts, and Mathematics.
- Summer school students will be pre-tested using TABE as the testing instrument at the time of enrollment. A post-TABE test will be used to determine student's proficiency rate prior to close of the summer program.
- Computer assisted software will be available through the computer lab with a lab supervisor to assist students in areas of academic deficiency.
- Tutorial services during the 180-day established school year.

In order to be promoted from a County Office summer school remediation/retention program to the next grade, the student must receive a grade of "C" or better in a class of the subject area that qualified him/her for retention.

Special education students’ individual standards for promotion or retention are made as part of the IEP process. Students with disabilities who are in danger of retention based on lack of anticipated progress shall be referred to the IEP team for consideration of placement. The following guidelines will be used as academic criteria to determine if a student should be considered for retention.

In addition, the County Office’s designated teacher may make a determination, and present in writing; that retention is not the appropriate intervention for the student and shall include specific recommendations for interventions other than retention, which in the opinion of the teacher are necessary to assist the student to attain acceptable levels of academic achievement.

MATH LANGUAGE ARTS

A. Proficiency Test Pass Fail Pass Fail 3 pts 0 pts3 pts0 pts

B. Subject Grade (A-D) (F) (A-D) (F) 5 pts 0 pts5 pts0 pts

C. SAT 9 Above 25% Below 25% Above 25% Below 25% 2 pts 0 pts2 pts0 pts 5 points or more in each area (Math or Language Arts) constitutes a promotion. 4 points or less in Math or Language Arts the student will be considered for retention.

Student will have an opportunity to meet County Office academic criteria in a number of ways. A student will not be considered for retention if he/she earns five or more points in each area on the scale above. Regulation STANISLAUS COUNTY OFFICE OF EDUCATION

Approved: February 4, 2003 Modesto, California

Stanislaus COE | 1000 | AR 1312.4 Community Relations
STUDENT CONDUCT CODE

SCOE Educational Options students are expected to RESPECT THEMSELVES, OTHERS, AND THEIR PROPERTY. Therefore, students should be aware of possible consequences of their behavior. Disciplinary action taken by school officials is a direct consequence of unacceptable behavior by a student.

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions, stated in this handbook, may be taken by school officials. The action taken will be according to the policies of the Alternative Programs, and state law which provide for a safe and secure school environment.

Rules and regulations are established to maintain an atmosphere conducive to learning. Students who fail to comply with these rules and regulations will be counseled, reprimanded, suspended, and/or arrested as the laws are applied.

The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction (E.C. 35291.5).

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools (E.C. 48908 and CCR, Title 5, sec. 300).

Field trip or off-campus curricular activities are considered a part of the educational program. Participants/spectators carry responsibilities as representatives of their schools. All rules of student conduct apply.

Any governing board may enforce the provisions of California Education Code 35291 by suspending a pupil in any elementary or secondary school who refuses or neglects to obey any rules prescribed pursuant in that section (E.C. 48900, 48915).

This publication has been prepared and distributed to assist the school in informing all concerned persons of these policies (E.C. 35291.5).

Policy on Student Severance

The Stanislaus County Office of Education Educational Options program is a permissive program. This means there is no legal requirement to enroll a student or to continue the enrollment of any student who:

• violates the rules stated in the Student Conduct Code,

• fails to achieve/meet minimum program expectations,

• otherwise presents himself/herself as a negative influence upon the program’s other students or staff.

Personal and Property Searches

It is the intent of the Stanislaus County Office of Education to provide students, staff, and parents with a safe, well organized campus and learning environment; to protect students from unnecessary risk; and to insure every person’s right to privacy, protection of property, and due process of law. In order to promote a safe and orderly school environment, the Stanislaus County Office of Education contracts with a canine detection service in an effort to eliminate drugs, alcohol, and weapons on our campuses. A representative from the detection service and our school conduct periodic, random visits to classes to promote a positive learning environment.

SCOE maintains the right to search personal property of a student, including clothing, when there is reasonable suspicion that school rules are being violated and/or a threat to health and safety of students and staff exists. Students involved shall be informed, if possible, prior to the search and, when applicable, be present when the search takes place.

Information leading school officials to conduct a search and/or to seize property may be independent of law enforcement officials. However, searches involving law enforcement officials on school grounds shall require notification of a school official who may be present during the search. In instances where firearms and any controlled substances (drugs) are confiscated, the confiscated property shall be turned over to law enforcement officials. School personnel will be guided by policy and education code provisions in pursuing searches and legal action against students in possession of items such as weapons, explosives, drugs, and drug paraphernalia.

Parents shall be informed of evidence obtained through authorized search and seizure procedures conducted by the SCOE. Notification shall be made in a timely manner, and if law enforcement officials must be contacted, parent contact may occur either before or after notification of law enforcement officials. School personnel shall conduct all other searches in a private setting with appropriate witnesses. Any “pat down” search shall be done by a school official of the same sex as the student, always with an adult official present.
In the case of senior high school students with driving privileges and cars parked on/or adjacent to the campus, the same search and seizure procedures shall extend to these vehicles.

A STUDENT MAY BE SUBJECT TO DISMISSAL IF ANY OF THESE SITUATIONS ARE EVIDENT

General Information

1) (E.C. 48900) A pupil may not be suspended from school or recommended for expulsion unless the Superintendent or Program Administrator of the school in which the pupil is enrolled determines that the pupil has committed an act which is enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:

a. while on the school grounds
b. while going to or coming from school
c. during, or while going to, or coming from, a school-sponsored activity

2) (E.C. 48915a) The Program Administrator or the County Superintendent of Schools shall recommend the expulsion of a pupil for an act which is enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:

a. while on the school grounds.
b. while going to or coming from school.
c. during, or while going to, or coming from, a school sponsored activity.

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

(b) Upon recommendation by the principal, superintendent of schools or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or 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 had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
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) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5) Possession of an explosive.

(d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.
(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the school site attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

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 pupil causes a continuing danger to the physical safety of the pupil or others.

3) A teacher may suspend any student from the teacher's class for any of the acts listed in the following pages for the day of the suspension and the day following. The Assistant Superintendent, Program Administrator, or designee may suspend a student from a school site for any of the acts listed in the following pages for not more than five consecutive school days.

4) Students accumulating 20 days of in-school and/or home suspension are subject to involuntary transfer to another school.

5) Disciplinary action will be taken if a student's behavior is disruptive to the instructional process or causes a danger to persons or property even though the offense is not defined in this Student Conduct Code.

6) Students and parents have a right to appeal disciplinary action taken against a student. A meeting must be requested with the administrator/designee prior to any further appeal (E.C. 48914).

7) Students may be suspended on the first offense if it is determined that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

**Behavior/Consequence**

To Cause, Attempt to Cause, Threaten to Cause Serious Physical Injury...

E.C. 48900(a)(1): Cause, attempt to cause, threaten to cause physical injury to another person, or E.C. 48900(a)(2) and E.C. 48915(a)(1): Willfully use force or violence upon the person of another causing serious physical injury, except in self-defense.

Minimum Action: Warning and/or parent contact.

Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.

Note: Battery is any willful and unlawful use of force or violence upon the person of another. Assault is an unlawful attempt, coupled with a present liability, to commit a violent injury on the person of another.

To Attack, Assault, or Physically Threaten Any Employee of The Office of A County Superintendent Of Schools...

E.C. 48900 (a) (1), E.C. 48900 (a) (2) and E.C. 48915(a) (5): Refer to definition above.

E.C. 44014(a): Whenever any employee of a school district or of the office of a county superintendent of schools is attacked, assaulted, or physically threatened by any pupil, it shall be the duty of the employee, and the duty of any person under whose direction or supervision the employee is employed in the public school system who has knowledge of the incident, to promptly report the incident to the appropriate law enforcement authorities of the county or city in which the incident occurred.

Minimum Action: Notification of appropriate law enforcement agency.

Maximum Action: Recommendation for severance.

To Possess, Sell, or Otherwise Furnish Any Firearm, Knife, Explosive, or Other Dangerous Object...

E.C. 48900(b), E.C. 48915(a)(2), E.C. 48915(c)(1), E.C. 48915(c)(2) and E.C. 48915(c)(5): Possess, sell, or otherwise furnish 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.

Minimum Action: Notification of appropriate law enforcement agency.

Maximum Action: Recommendation for severance.

To Unlawfully Possess, Use, Sell or Otherwise Furnish, or Be Under The Influence of, Any Controlled Substance...

E.C. 48900(c), E.C. 48915(a)(3) and E.C. 48915(c)(3): Unlawfully possess, use, sell, or otherwise furnish, or be 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.

Minimum Action: Warning and/or parent contact.

Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.

To Unlawfully Offer, Arrange, or Negotiate To Sell Any Control Substance...

E.C. 48900(d): Unlawfully offer, arrange, or negotiate 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.
Minimum Action: Warning and/or parent contact.
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.

To Commit or Attempt to Commit Robbery or Extortion...
E.C. 48900(e) and E.C. 48915(a) (4): Commit or attempt to commit robbery or extortion.
Minimum Action: Notification of appropriate law enforcement agency.
Maximum Action: Recommendation for severance.
Note: Extortion is the obtaining of property from another, without their consent, or the obtaining of an official act of a public officer, induced by a wrongful use of force or fear, or under color of official right. (P.C. 518 Amend, states 1939, Ch. 601.) Fear, such as will constitute extortion, and may be induced by a threat, either:
1) To do an unlawful injury to the person or property of the individual threatened or of a third person; or,
2) To accuse the individual threatened, or any relative of his, or member of his family, of any crime; or,
3) To expose, or to impute to him or them any deformity, disgrace or crime; or,
4) To expose any secret affecting him or them. P.C. 519 Amend Stats, 1939, Ch. 60.)

To Cause or Attempt to Cause Damage to School Property...
E.C. 48900(f): Cause or attempt to cause damage to school property or private property.
Minimum Action: Notification of appropriate law enforcement agency.
Maximum Action: Recommendation for severance.
Note: Parent/guardian will be held responsible for damages to school district property. When the minor and parent are unable to pay for the damages, the school district shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Parents or guardian of the student are also liable for the amount of a reward paid for information leading to the apprehension of person(s) causing damage. (E.C. 48904)

To Steal or Attempt to Steal School Property or Private Property...
E.C. 48900(g): Steal or attempt to steal school property or private property.
Minimum Action: Notification of appropriate law enforcement agency.
Maximum Action: Recommendation for severance.

To Possess or Use Tobacco...
E.C. 48900(h): Possess or use tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
Minimum Action: Confiscation, warning to student, and parent contact.
Maximum Action: Recommendation for severance, and notification of appropriate law enforcement agency.
Note: Confiscated materials will be returned to the parents upon request. Confiscated materials will not be returned to students.

To Commit an Obscene Act...
E.C. 48900(i): Commit an obscene act or engage in habitual profanity or vulgarity.
Maximum Action: Recommendation for severance, and notification of appropriate law enforcement agency.
To Unlawfully Possess or Unlawfully Offer, Arrange, or Negotiate to Sell Any Drug Paraphernalia...
E.C. 48900(j): Unlawfully possess or unlawfully offer, arrange, or negotiate to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
Minimum Action: Warning and/or parent contact.
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.

To Fail to Identify Oneself...
Falls under E.C. 48900(k): To fail to identify oneself or give false information to school personnel.
Minimum Action: Warning to student.
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.

To Leave Campus...
Falls under E.C. 48900(k): To leave campus without proper authorization.
Minimum Action: Warning to student; and unexcused absence recorded.
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.

Forge, Falsify, Alter, or Use Forged School Correspondence, Passes, or Re-Admit Slips...
Falls under E.C. 48900(k): Forge, falsify, alter, or use forged school correspondence, passes, or readmit slips.
Minimum Action: Parent contact.
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.

To Gamble and Wager...
Falls under E.C. 48900(k): To gamble and wager, or habitually being present where gambling and wagering are taking place.
Minimum Action: Warning and/or parent notification.
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.

To Fire-Set or Attempt Fire-Setting...
Falls under E.C. 48900(k): To fire-set or attempt to fire-set including the activation of false alarms or tampering with emergency equipment.
Minimum Action: Warning and/or parent contact.
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.
Note: Fire-setting is never considered to be a prank. Restitution for damages is the responsibility of the parent/student. When the minor and parent are unable to pay for the damages, the school district shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages (E.C. 48904). Law enforcement agencies will be notified when appropriate.

To Loiter on or About Any Campus...
Falls under E.C. 48900(k): To loiter on or about any campus without apparent lawful purpose.
Minimum Action: Warning to student.
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.
Note: A student may be subject to arrest according to Penal Code 653G if he/she loiters at or near any school or public place at or near where students attend or normally congregate, or reenters or comes upon such school or place after being asked to leave by a school official. According to P.C. 653G, punishment for loitering includes a fine not to exceed $1,000 and/or imprisonment in the county jail not to exceed 6 months.

To Exhibit Any Dress, Grooming, or Appearance...
Falls under E.C. 48900(k): To exhibit any dress, grooming, or appearance which disrupts, or tends to disrupt, the education process, or affects the health or safety of individuals shall be prohibited.
Minimum Action: Parent conference/improve clothing.
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.
Note: Any attire/paraphernalia/symbol that signifies gang affiliation will not be allowed on campus. Any attire/paraphernalia/symbol that displays a logo or other message relating to alcohol, tobacco, drugs, or gangs, may not be worn on campus or at school related activities. This includes, but is not limited to, gang affiliated colors in clothing and accessories.

To Possess Any Disruptive Items...
Falls under E.C. 48900(k): To possess any disruptive items (i.e. radios, tape players, skateboards, or other items a school administrator identifies as disruptive), unless in the case of possession of any such object, 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.
Minimum Action: Confiscation of object.
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.
Note: Confiscated materials will be returned to the parents upon request. Confiscated materials will not be returned to students.

To Use Any Electronic Signaling Devices...
E.C. 48900(k); E.C. 48901.5: The SCOE allows students to possess and use electronic signaling and communication devices while on campus before school and after school. All electronic signaling and communication devices will be in the off mode and out of sight throughout instructional time, school activities and the nutrition period. Students are not permitted to use and/or possess a cellular phone, PDA (personal digital assistant), or any other type of electronic signaling/portable communication device with photographic capabilities on campus at any time.
Minimum Action: Warning to student and confiscation.
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.

To Knowingly Receive Stolen Property...
E.C. 48900(l): Knowingly receive stolen school property or private property.
Minimum Action: Parent contact.
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.
To Possess, an Imitation Firearm...
E.C. 48900(m): Possess an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
Minimum Action: Warning and/or parent contact.
Maximum Action: Recommendation for severance, and notification of appropriate law enforcement agency.
Note: Toy guns are considered objects of a dangerous nature (Penal Code 12020, AB 4546 P.C. 417.2).

To Commit, or Attempt to Commit a Sexual Assault...
E.C. 48900(n) and E.C. 48915(c)(4): Commit or attempt to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
Minimum Action: Warning and/or parent contact
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency

To Harass, Threaten, or Intimidate a Pupil...
E.C. 48900(o): Harass, threaten, or intimidate 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.
Minimum Action: Warning and/or parent contact.
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency

To Unlawfully Offer, Arrange, or Negotiate to Sell the Prescription Drug Soma...
E.C. 48900(p): Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
Minimum Action: Warning and/or parent contact.
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.

To Engage in an Act of Bullying...
E.C. 48900(r): Bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
Minimum Action: Warning and/or parent contact.
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.
Note: Electronic act means the transmission of a communication, including, but not necessarily limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not necessarily limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

Bullying means one or more acts by a student or group of students that constitute sexual harassment pursuant to Education Code 48900.2; hate violence pursuant to Education Code 48900.3; or harassment, threats, or intimidation pursuant to Education Code 48900.4.

To Aid, or Abet the Infliction of Physical Injury...
E.C. 48900(s): A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aide and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision.
Minimum Action: Warning and/or parent contact.
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.
Note: Battery is any will and unlawful use of force or violence upon the person of another. Assault is an unlawful attempt, coupled with a present liability, to commit a violent injury on the person of another.

To Commit, Sexual Harassment...
E.C. 48900.2: Commit sexual harassment as defined in Section 212.5. This section does not apply to pupils in grades K-3.
Minimum Action: Warning and/or parent contact.
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.
To Cause, Attempt to Cause, Threaten to Cause, or Participate in an act of, Hate Violence...
E.C. 48900.3: Cause, attempt to cause, threaten to cause, or participate in an act of, hate violence, as defined in subdivision (e) of Section 33032.5.
Minimum Action: Warning and/or parent contact.
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.

To Intentionally Engage in Harassment, Threats, or Intimidation, Directed Against a Pupil...
E.C. 48900.4: Intentionally engage in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.
Minimum Action: Warning and/or parent contact.
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.

To Make Terrorist Threats, Against School Officials or School Property...
E.C. 48900.7: A pupil may be suspended from school if the superintendent or school administrator of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials or school property, or both.
Minimum Action: Warning and/or parent contact.
Maximum Action: Recommendation for severance, notification of appropriate law enforcement agency.

NOTE: While all reasonable effort will be made to locate missing or stolen personal property (including cellphones and I-pods) on campus, SCOE is not responsible for stolen or lost items.

During Suspension...
1) The student is expected to be under the supervision of a parent during school hours when serving suspension days at home (7:30 am - 2:30 pm). The student shall not appear on or about any school during the period of suspension, except in the case of in-school suspensions, unless coming to the office on official business with the parent/guardian and by prior arrangement with a school administrator.
2) Student is not to attend any school-sponsored event on or off any school campus during suspension. This is extended to include weekend and holiday activities, and would include, but not be limited to, field trips, athletic events, theater events, proms, dances, and band events.
3) If a student's suspension enters in to an off session period, the consequences and restitution will be determined by an administrator.
4) Violation of suspension rules may result in a minimum consequence of a warning and a maximum consequence of a referral to the appropriate law enforcement agency.
5) The teacher may require the suspended student to complete any assignments and tests missed during the suspension.
6) Instead of disciplinary action prescribed by this article, the Superintendent, Program Administrator or designee, may require a pupil to perform community service on school grounds during non-school hours. For the purposes of this section "community service" may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs.

STUDENT DRESS AND BEHAVIOR STANDARDS

The following Student Dress and Behavior Standards helps provide a learning environment that will openly prepare our students for their return to comprehensive school and/or realistic work experience. These standards apply to both classroom and Independent Study students. Students are expected to dress appropriately for school. Clothing should be clean, presentable in appearance, and not detract from the educational purposes of the school.

Any student who does not adhere to the following guidelines will be expected to correct the problem and/or is subject to disciplinary consequences.

1. NO RED OR BLUE OR ANY SHADE OF RED OR BLUE WILL BE ALLOWED TO BE WORN ON CAMPUS EXCEPT BLUE JEANS. Red or blue shoes and/or laces are strictly forbidden at all times.
2. Students may not wear head covering during school hours; this including hats, caps, beanies, hairnets, etc. Hoods and knit caps may be worn during cold weather.
3. No Clothing and jewelry that contain any references to tobacco, sexual practice or products, alcohol, drug, or gang-related logo/lettering.
4. No clothing may be worn that is distracting to students and disruptive to the learning environment, such as spaghetti strap tops, low cut tops, shorts above the knee more than 7", dirty and/or smelly clothes, and holes in clothing. Bare midriffs are not permitted. All tops must hang below the waist level or be tucked in.
5. Trousers are to be worn at waist level – NO BAGGIES / SAGGING. Both pant legs must be down. Underwear, including pajamas, NOT to be seen.
6. NO TANK TOP UNDERSHIRTS OR ANY INAPPROPRIATE SHIRTS – Example: Thizz Nation (ecstasy), Mack Dre, Hyphy, South Pole, NorCal, Snitches – any directional shirt.
7. NO GLOVES – Leather or Batting
8. **NO CHAINS** – Such as belt or wallet, etc.

9. **NO “RAGS”, CLOTHS, TOWELS, T-SHIRTS** – Of any color around the neck.

10. **NO SOUTH SIDE, NORTH SIDE, EAST SIDE, WEST SIDE ON ANY CLOTHING.**

11. **NO TALL T’S OR TALL T-SHIRTS** – Must be tucked in pants. T-Shirts cannot be longer than the tips of the figures with your arms at your sides.

12. Belts cannot hang below shirt level. No canvas belts will be allowed. **IF WORN, BELT WILL NOT BE RETURNED TO THE STUDENT.** Belt buckles cannot have any alphabet letters or gang related or drug/alcohol signs. No punched out belt buckles.

**CONSEQUENCES FOR DRESS STANDARDS NUMBER 1 THRU 12 ARE:**

1. **1ST OFFENSE:** WARNING DOCUMENTATION: Maybe sent home for change of clothes, or 1 day suspension for gang related violations.

2. **2nd OFFENSE:** 1 DAY SUSPENSION OR ALTERNATIVE CONSEQUENCE: Gang related violation – 3 day suspension.

3. **3RD OFFENSE:** 3 DAY SUSPENSION OR ALTERNATIVE CONSEQUENCE: Gang related violation – 5 day suspension.

13. No electronic signaling devices, such as cell phones, pagers, etc., are to be used at school or left on during school hours.

**CONSEQUENCES FOR STANDARD NUMBER 13 ARE:**

1. **1ST OFFENSE:** Head gear/electronic devices turned in to office and picked up at end of school day.

2. **2ND OFFENSE:** Head gear/electronic devices turned in to office and ONLY PARENT/GUARDIAN can pick it up.

3. **3RD OFFENSE:** Head gear/electronic devices turned in to office and kept until the end of school year.

Continued offense(s) will result in suspension, work detail, or other appropriate action.

**OTHER SCHOOL STANDARDS:**

14. Phone usage by students is limited to **EMERGENCIES ONLY.** All students must make transportation arrangements prior to coming to school each day.

15. Students are to use the drinking fountains located on campus – not in the Principal’s office.

16. There are no visitors or children of students allowed on campus or in the classroom without permission of principal or Independent Study Teacher.

17. Public display of affection is not allowed.

18. **OTHER PROHIBITED OBJECTS** –

   a. **FELT-TIPPED PENS** – That are permanent markers

   b. **GLASS BOTTLES OR CONTAINERS**
Non-Discrimination Policy

The County Office of Education does not discriminate in any of its policies or practices on the basis of race, creed, color, national origin, or ancestry, gender, sexual orientation, religion, age, or physical or mental handicap.

Complaint Procedures

The County Office of Education has adopted local educational agency complaint procedures for considering unlawful discrimination on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance.

These complaint procedures also apply to complaints concerning the following programs; Adult Basic Education, Child Nutrition, Child care and Development Programs, Consolidated Categorical Aid Programs, Migrant Education, Special Education, and Vocational Education.

The Department Administrator of Human Resources is responsible for processing complaints. Any decision of the County Office of Education may be appealed to the California Department of Education for review (5 CCR 4622)

A. Complaints Alleging Discrimination

The County Office of Education has a written complaint procedure which may be used in cases where individuals have suffered discrimination on the basis of ethnic group identification, religion, age, sex, color or physical or mental disability. (5 CCR 4630, 4650)

1. Any individual has the right to file a written complaint alleging that he/she has personally suffered unlawful discrimination or that an individual or specific class of individuals has been subjected to unlawful discrimination. (5 CCR 4630(b)(1))

2. Complaints must usually be filed with the County Office of Education’s designee. In the following cases, however, complaints may be filed directly with the State Superintendent of Public Instruction: (5 CCR 4630(a), 4650)
   a. Complaints alleging that the County Office of Education failed to comply with the complaint procedures described herein.
   b. Complaints alleging facts which indicate that complainant will suffer an immediate loss of some benefit such as employment or education.
   c. Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at County Office of Education level.
   d. Complaints alleging that the County Office of Education failed or refused to implement a final decision regarding a complaint originally filed with the County Office of Education.
   e. Complaints alleging that the County Office of Education took no action within 60 days regarding a complaint originally filed with the County Office of Education.

1. Complaints must be filed with 6 months of the date the alleged discrimination occurred, or with 6 months of the date the complainant first obtained knowledge of the facts of the alleged discrimination. Within that 6 month period, complainant may file a written request with the State Superintendent of Public Instruction for an extension of up to 90 days. Extensions will not be automatically granted, but may be granted for good cause. (5 CCR 4640(a), 4650(a))
B. Complaints Other Than Discrimination

The County Office of Education has a written complaint procedure which may be used in cases where any individual, public agency or organization alleges violations of state or federal law, other than those relating to discrimination.

1. Written complaints may be made in the following areas. (5 CCR 4610(b), 4630)
   a. Adult Basic Education
   b. Consolidated Categorical Aid Programs
   c. Migrant Education
   d. Vocational Education
   e. Child care and Development
   f. Child Nutrition
   g. Special Education

2. Complaints must usually be filed with the Department Administrator of Human Resources. In the following cases, however, complaints may be filed directly with the State Superintendent of Public Instruction. (5 CCR 4630, 4650)
   a. Complaints alleging that the County Office of Education failed to comply with the complaint procedures described herein.
   b. Complaints regarding Child Development and Child Nutrition programs not administered by the County Office of Education.
   c. Complaints requesting anonymity, but only where complainant also provides clear and convincing evidence that complainant would be in danger of retaliation if filing complaint at County Office of Education level.
   d. Complaints alleging that the County Office of Education failed or refused to implement a final decision regarding a complaint originally filed with the County Office of Education.
   e. Complaints alleging that the County Office of Education took no action within 60 days regarding a complaint originally filed with the County Office of Education.
   f. Complaints relating to Special Education, but only if:
      (1) County Office of Education unlawfully refuses to provide a free appropriate public education to handicapped students; or
      (2) County Office of Education refuses to comply with due process procedures or fails to implement due process hearing order; or
         (3) Children may be in immediate physical danger, or their health, safety or welfare is threatened; or
         (4) A handicapped pupil is not receiving the services specified in his/her Individual Education Program (IEP); or
         (5) The complaint involves a violation of federal law.

C. Appeals

If a complaint is denied, in full or in part, by the County Office of Education, the complainant may appeal to the State Superintendent of Public Instruction. (Education Code 262.3(a), 5 CCR 4652)

   a. Appeals must be filed with 15 days of receiving the County Office of Education decision.
      (1) Complainant may, within that 15-day period, file a written request for an extension. Extensions will not be automatically granted, but may be granted for good cause.
b. Appeals must be in writing.

c. Appeals must specify the reason(s) for appealing the County Office of Education decision.

d. Appeals must include a copy of the original complaint and a copy of the County Office of Education decision.

2. If a complaint is denied, in full or in part, by the State Superintendent of Public Instruction, the complainant may request reconsideration by the Superintendent. (5 CCR 4665)

   a. Reconsideration must be requested within 35 days of receiving the State Department of Education report.

   b. The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.

D. Civil Law Remedies

1. In addition to the above described complaint procedure, or upon completion of that procedure, complainants may have civil law remedies. These civil law remedies can include, but are not limited to, injunctions and restraining orders. These civil law remedies are granted by a court of law and may be used, in part, to prevent the County Office of Education from acting in an unlawful manner. Delay in pursuing civil law remedies before a court of law may result in loss of rights to those remedies. Any questions regarding civil law remedies should be directed to an attorney. (Education Code 262.3(b), 5 CCR 4622)

Exhibit STANISLAUS COUNTY OFFICE OF EDUCATION

version 2005-2006 Modesto, California

Williams Uniform Complaint Procedures

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Stanislaus County Office of Education has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

Types of Complaints

The Stanislaus County Board of Education shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186; 5 CCR 4681, 4682, 4683)

1. Textbooks and instructional materials

   a. A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-or Stanislaus County Office of Education-adopted textbooks or other required instructional materials to use in class.

   b. A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.

   c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

   d. A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

   (cf. 6161.1 - Selection and Evaluation of Instructional Materials)

2. Teacher vacancy or misassignment

   a. A semester begins and a teacher vacancy exists.

   b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.

   (cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)

   c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency. 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 the semester for an entire semester. (Education Code 35186; 5 CCR 4600) Beginning of the year or semester
means the first day classes necessary to serve all the pupils enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day pupils attend classes for that semester. (5 CCR 4600) 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. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

3. Facilities

a. A condition poses an emergency or urgent threat to the health or safety of pupils or staff. Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of pupils or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5. Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when pupils are not in classes and has kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when the temporary closing of the restroom is necessary for pupil safety or to make repairs. (Education Code 35292.5)

4. High school exit examination intensive instruction and services

A pupil, including an English learner, who has not passed the exit exam by the end of grade 12 was not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254(d)(4) and (5) after completion of grade 12 for two consecutive academic years or until the pupil has passed both parts of the exam, whichever comes first. (Education Code 35186)

(cf. 6162.52 - High School Exit Examination)

(cf. 6179 - Supplemental Instruction)

Filing of Complaint

A complaint alleging any condition(s) specified in items #1-3 in the section entitled "Types of Complaints" above shall be filed with the program administrator or designee. The program administrator or designee shall forward a complaint about problems beyond his/her authority to the County Office, Human Resources Division in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680) A complaint alleging any deficiency specified in item #4 in the section entitled "Types of Complaints" above shall be filed with a County Office official designated by the Stanislaus County Superintendent of Schools. Such complaints may be filed at the County Office or school site and shall be immediately forwarded to the County Superintendent or designee. (Education Code 35186)

Investigation and Response

The program administrator or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the program administrator or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. At the same time, the program administrator or designee shall report the same information to the County Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 35186)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the County Superintendent at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)
For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of pupils or staff as described in item #3a in the section entitled "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the program administrator or County Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the County Office’s response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)
(cf. 1340 - Access to District Records)

Reports

The County Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the County Board and the County Superintendent on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled County Board meeting. (Education Code 35186; 5 CCR 4686)

Forms and Notices

The County Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the County Office's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The County Superintendent or designee shall ensure that the County Office's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186; 5 CCR 4680)

The County Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186)

Legal Reference:

EDUCATION CODE

1240 County superintendent of schools, duties
17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account
33126 School accountability report card
35186 Williams uniform complaint procedure
35292.5 Restrooms, maintenance and cleanliness
37254 Supplemental instruction based on failure to pass exit exam by end of grade 12
48985 Notice to parents in language other than English
60119 Hearing on sufficiency of instructional materials

CODE OF REGULATIONS, TITLE 5

Uniform complaint procedures, especially: 4680-4687 Williams complaints

Management Resources:

WEB SITES

CSBA: http://www.csba.org
California County Superintendents Educational Services Association: http://www.ccsesa.org
State Allocation Board, Office of Public School Construction: http://www.opsc.dgs.ca.gov

Regulation STANISLAUS COUNTY OFFICE OF EDUCATION

approved: October 29, 2011 November 2010

NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:

WILLIAMS COMPLAINT RIGHTS

Parents/Guardians, Students, and Teachers:

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

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional materials, or both, to use in class and to take home.

2. School facilities must be clean, safe, and maintained in good repair. 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.
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.

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

4. A complaint form may be obtained at the school office or Stanislaus County Office of Education, or downloaded from the County Office web site, www.stancoe.org. 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. However, a complaint need not be filed using either the County Office’s complaint form or the complaint form from the California Department of Education.

Exhibit STANISLAUS COUNTY OFFICE OF EDUCATION

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