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STUDENT/PARENT HANDBOOK

EDUCATIONAL OPTIONS

Saundra Day, Assistant Superintendent
Stanislaus County Office of Education
1325 H Street
Modesto, CA 95354

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Dear Student and Parent(s):

On behalf of the Stanislaus County Office of Education, we wish to welcome you to the Educational Options Division programs for the 2023-2024 school year. We are committed to providing a safe and inclusive learning environment that recognizes the unique strengths and talents of every student. Our goal is to prepare every student with the knowledge, skills, and practical experience necessary to succeed in their chosen career paths.

This Student / Parent Handbook provides you with the key information about our programs and the resources that are available to you to support your educational success.

Please utilize this handbook as a resource to support you throughout your educational experience.

Welcome to our program! We are here to support you!



Saundra Day, Assistant Superintendent
Educational Options Division

Educational Options Program Administrative Contacts

Stanislaus County Office of Education

Educational Options Divison

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Fred Berry - Homeless Education Liason	238-1511 tberry@stancoe.org

Stanislaus County Office of Education - Educational Options - School Sites

COME BACK KIDS CHARTER

(Stanislaus Alternative Charter School/SACS)

- ✓ Independent Study
- ✓ Modified Independent Study

1325 H Street, Modesto, CA 95354

Marcelo Briones - Principal

mbriones@stancoe.org

Main Number	238-8650
Fax	238-8674

** PETERSEN ALTERNATIVE CENTER FOR EDUCATION (PACE)**

- ✓ Community Class
- ✓ Modified Independent Study
Come Back Kids /CBK
- ✓ ****NEW ADDRESS****)

3113 Mitchell Rd, Ceres CA 95307

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 CULINARY ARTS INSTITUTE

- ✓ Modified Independent Study
- ✓ Come Back Kids (CBK)

1040 Wakefield Drive, Oakdale CA
95361

Jesus Zavala

jazavala@stancoe.org

Main Number	238-8750
Fax	238-8719

STANISLAUS INDUSTRIAL TECHNOLOGY INSTITUTE

- ✓ Modified Independent Study
- ✓ Come Back Kids (CBK)

635 Walnut Street, Patterson CA 95363

Jesus Zavala- Principal

jazavala@stancoe.org

Main Number	238-8725
Fax number	238-8749

TEEL SCHOOL - EMPIRE

- ✓ Stanislaus Military Academy
- ✓ Tactical Character Academy
- ✓ Independent Study @ Empire
- ✓ Independent Study @ Turlock
- ✓ Come Back Kids (CBK)

5255 1st Street, Empire CA 95319

Jesus Zavala- Principal

jazavala@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

West Campus

2215 Blue Gum Avenue, Modesto, CA 95358

John Luis – Principal

jluis@stancoe.org

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

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.

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.
- If parents or guardians wish to visit their students school site the process is explained in **Appendix A – SCOE BP 1250 Visitors/Outsiders**

RAPTOR - SITE SECURITY

SCOE has implemented the Raptor System for check-in at all our schools and facilities. ALL VISITORS MUST CHECK IN AT THE FRONT OFFICE/SECURITY DESK TO OBTAIN A VISITORS' BADGE. You will need to provide a CA ID or Driver's license. You will only have to obtain Raptor clearance once. For all subsequent visits to our office, you will only have to give your name.

HOLIDAYS

SCOE recognizes the following holidays/Non-school days:

- | | |
|---|-------------------------|
| • Monday, September 4, 2023 | Labor Day observed |
| • Friday, September 15, 2023 | Scheduled Non-Work Day |
| • Monday, October 16, 2023 | Scheduled Non-Work Day |
| • Friday, November 10, 2023 | Veteran's Day observed |
| • Monday-Wednesday, November 20-22, 2023 | Scheduled Non-Work days |
| • Thursday-Friday, November 23-24, 2023 | Thanksgiving Holiday |
| • Monday, December 22, 2023 - Monday, January 5, 2023 | Winter Break |
| • Monday, January 15, 2024 | Martin Luther King Day |
| • Friday, February 16, 2024 | Scheduled Non-Work Day |
| • Monday, February 19, 2024 | President's Day |
| • Friday, March 29, 2024 | Scheduled Non-Work Day |
| • Monday, April 1, 2024 – Friday, April 5, 2024 | Spring Break |

2023-2024 Minimum Days are December 21, 2023, and May 23, 2024

SEE APPENDIX B for 2023-2024 SCOE Alt Ed Calendar

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]

PROMOTION/RETENTION

Refer to **Appendix C – SCOE Board Policy 5123 Promotion/Acceleration/Promotion**

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 Learner Services

Stanislaus County Office of Education establishes and implements instructional programs that enable English learners to develop full proficiency in their use of the English language, which in turn provides them with access to the core curriculum.

For the purpose of ensuring receipt of appropriate instructional services in any instructional setting, students will be placed in one of the following three programs:

- Structured English Immersion (SEI), is designed to promote the rapid and effective acquisition of English for students who have not yet developed “reasonable fluency” and lack the foundational skills to succeed in an English Language Mainstream Classroom. Teachers utilize specialized curriculum and instructional practices appropriate to each student’s level of English language proficiency to promote access to the core.

- English Language Mainstream (ELM) classrooms are the appropriate placement for students who meet the requirement for “reasonable fluency” and will continue to demonstrate significant progress in developing academic English language and literacy skills. ELD/SDAIE services are provided as needed for classroom success.

- Alternative Bilingual Education Program is instruction in the student’s primary language. An alternative program is offered when there are 20 students in a given grade level with approved waivers. In cases where the waiver is denied, the parents/guardians must be informed in writing of the reason(s) for denial, and advised of the procedures to appeal the decision.

English Language Development (ELD) and Specially Designed Academic Instruction (SDAIE) may take place in any setting. SCOE is committed to providing English learners with high-quality instruction that adheres to four basic design principles;

- * Instructional programs will incorporate an enrichment, rather than remedial approach, establishing high expectations for all students;
- * Program models will reflect the use of research-based practices;
- * All programs will provide students with a rigorous instructional program designed to accelerate learning and develop academic English;
- * All programs will provide students with access to grade-level content standards

For further information or to request your student access one of the above listed programs please contact your school office and speak to the counselor or principal.

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/CBK Program. Some CTE courses offer the opportunity for advance placement and/or credit at local community colleges.

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. **Appendix D – SCOE BP 6020 Parent Family Engagement**

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

<u>Subject</u>	<u>Credits Educational Options</u>	<u>Credits CBK</u>
English	40	40
Math (includes completion of Algebra	20	20
1) Science: Biological	10	10
Science: Physical	10	10
Social Studies: World History	10	10
Social Studies: U.S. History	10	10
Social Studies: American Government	5	5
Social Studies: Economics	5	5
Fine Arts/Foreign Lang/CTE	10	10
Health	5	5
Physical Education	20	0
Computer Literacy	5	0
Electives/CTE	50	45
Completion of required credits	200	170

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, as maintained by the Department of Justice.

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.

STUDENT USE OF TECHNOLOGY

Student Acceptable Use Agreement

The Stanislaus County Office of Education authorizes students to use technology owned or otherwise provided by SCOE as necessary for instructional purposes. The use of SCOE technology is a privilege permitted at SCOE's discretion and is subject to the conditions and restrictions set forth in applicable County Board policies, administrative regulations, and this Student Acceptable Use Agreement. SCOE reserves the right to suspend access at any time, without notice, for any reason.

SCOE expects all students to use technology responsibly in order to avoid potential problems and liability. SCOE may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use SCOE's technology resources and his/her parent/guardian shall sign this Student Acceptable Use Agreement as an indication that they have read and understand the agreement.

Student Obligations and Responsibilities

Students are expected to use SCOE technology safely, responsibly, and for educational purposes only. The student in whose name a SCOE technology device is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are authorized to use the Stanislaus County Office of Education's technology to access the Internet or other online services in accordance with user obligations and responsibilities specified below and in accordance with SCOE's Student Acceptable Use Policy and AR (6163.4).

1. The use of SCOE technology is a privilege, not a right, and inappropriate use shall result in cancellation of those privileges.
2. The student in whose name an online service account is issued is responsible for its proper use at all times. Users shall use the system only under their own account username.
3. Students shall use the SCOE technology system safely, responsibly, and only for purposes related to education. Commercial, political, and/or personal use unrelated to an educational purpose is strictly prohibited.
4. SCOE reserves the right to monitor any online communications for improper use. Downloaded files, including files deleted from a user's account, may be monitored or read by SCOE officials.

Students are prohibited from using SCOE technology for improper purposes, including, but not limited to:

5. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, disruptive or could be construed as harassment or disparagement of others, bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")
6. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
7. Encourage the use of drugs, alcohol or tobacco, or promote unethical practices or any activity prohibited by law or SCOE Board Policy.
8. Infringe on copyright, license, trademark, patent, or other intellectual property rights.

9. Intentionally disrupt or harm SCOE technology or other SCOE operations (such as vandalism or SCOE equipment or materials, placing a virus or changing settings on SCOE technology)
10. Install unauthorized software and hardware
11. "Hack" into the system to manipulate SCOE data or other user data
12. Engage in or promote any practice that is unethical or violates any law or SCOE Board Policy, administrative regulation, or SCOE practice.
E 6163.4(b)

Personally Owned Devices

If a student uses a personally owned device to access SCOE technology, he/she shall abide by all applicable SCOE's Board policies, administrative regulations, and this Acceptable Use Agreement. The device, and any communications sent or received, may be subject to disclosure pursuant to a lawful subpoena or public records request.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of SCOE technology, he/she shall immediately report such information to the teacher or other SCOE personnel.

Consequences for Violation

The County Superintendent or designee shall make all decisions regarding whether or not a user has violated these regulations and may deny, revoke, or suspend a user's access at any time. The decision of the site administrator or designee shall be final. Violations of the law, SCOE Board policy, or this agreement may result in revocation of a student's access to SCOE technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, SCOE's Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

PARENT NOTICE OF RIGHTS AND RESPONSIBILITIES

State law requires that parents or guardians be notified of their rights and responsibilities in certain matters pertaining to their children's education.

1. **Absence for Religious Exercises and Instruction:** Pupils may be excused, with written permission from a parent or guardian, in order to participate in religious exercises or receive moral and religious instruction away from school property. Every pupil so excused must attend at least the minimum school day. No pupil shall be excused from school for such purpose on more than four days per school month. (Ed. Code, § 46014)
2. **Comprehensive Sexual Health Education and HIV/AIDS Prevention Education:** A parent or guardian has the right to excuse their child from comprehensive sexual health education, HIV prevention education, and assessments related to that education. A parent or guardian who wishes to exercise this right must state their request in writing. (Ed. Code, § 51938) A parent or guardian may inspect the written and audiovisual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education. Parents have a right to request that the County Office provide them with a copy of the California Healthy Youth Act. (Ed. Code, § 51930 et. seq.)

Parents or guardians shall be notified in writing if the County Office plans to administer an anonymous, voluntary, and confidential test, questionnaire, or survey containing age-appropriate questions about the pupils' attitudes concerning or practices related to sex in grades 7 to 12 and given the opportunity to review the test, questionnaire, or survey. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey by stating their request in writing. (Ed. Code, § 51938)

Every child's parent will be notified prior to the commencement of any comprehensive sexual health education and HIV/AIDS prevention education instruction whether the instruction will be taught by County Office personnel or by outside consultants. If outside consultants or guest speakers are used, the notice shall include the date of the instruction, and the name of the organization or affiliation of each guest speaker will be identified. Parents have a right to request that the County Office provide them with a copy of Education Code sections 51933, 51934, and 51938. (Ed. Code, § 51938) If arrangements for instruction by outside consultants or guest speakers are made after the beginning of the school year, the Superintendent or designee shall notify parents/guardians no less than 14 days before instruction is given. (Ed. Code, § 51938)

3. **Excuse from Instruction in Health:** Upon written request of a parent or guardian, a pupil may be excused from any part of instruction in health which conflicts with the parent(s)' or guardian(s)' religious training or beliefs (including personal moral convictions). (Ed. Code, § 51240)
4. **Administration of Medication:** Medication prescribed by a physician or ordered by a physician assistant for a child may be administered during the school day by the school nurse or other designated school personnel, or self-administered by the child if the medication is prescription auto-injectable epinephrine or prescription inhaled asthma medication, but only if the parent consents in writing and provides detailed written instructions from a physician, or a physician assistant as specified by law. In order for a child to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the physician or physician assistant must also provide a written statement detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and confirming that the pupil is able to self-administer auto-injectable epinephrine or prescription inhaled asthma medication. Parents must also provide a release for the school nurse or designated school personnel to consult with the pupil's health care provider regarding questions that may arise with regard to the medication, and releasing the County Office and its personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering auto-injectable epinephrine or prescription inhaled asthma medication. The written statements specified in this section shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes. Forms for administering medication may be obtained from the school secretary. (Ed. Code, §§ 49423, 49423.1, 49423.5)
5. **Students on Medication:** Parents are to notify the school nurse or other designated certificated school employee if their child is on a continuing medication regimen. This notification shall include the name of the medication being taken, the dosage, and the name of the supervising physician. With parental consent, the school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. (Ed. Code, § 49480)

6. Immunizations: The County Office shall exclude from school any pupil who has not been immunized properly, unless the pupil is exempted from the immunization requirement pursuant to Chapter 1 (commencing with section 120325) of part 2 of division 105 of the Health and Safety Code. The immunization exemption based on personal beliefs has been eliminated. (Health & Saf. Code, § 120325) A student who, prior to January 1, 2016, submitted a letter or affidavit on file at the County Office, stating beliefs opposed to immunization, is permitted to enroll in that institution until the student enrolls in the next grade span. Grade span means: 1) birth to preschool; 2) kindergarten and grades 1 through 6, inclusive, including transitional kindergarten; and 3) grades 7 through 12, inclusive. On or after July 1, 2016, the County Office shall exclude from school for the first time or deny admittance or deny advancement to any student to the 7th grade unless the student has been immunized for his or her age as required by law. (Health & Saf. Code, § 120335) A student may still be exempted from the immunization requirement based on medical condition or circumstances. A licensed physician or surgeon must transmit a completed medical exemption certification form from the California Department of Public Health directly to the local educational agency and the California Immunization Registry. The standardized medical exemption form shall be the only documentation of a medical exemption that shall be accepted by the County Office. (Health & Saf. Code, §§ 120370, 120372)

A parent or guardian may consent in writing for a physician, surgeon, or health care practitioner acting under the direction of a supervising physician and surgeon to administer an immunizing agent to a pupil at school. The health care practitioner may administer immunizations for the prevention and control of diseases that present a current or potential outbreak as declared by a federal, state, or local public health officer. (Ed. Code, §§ 48216, 48980(a), 49403; Health & Saf. Code, §§ 120325, 120335)

7. Physical Exams and Testing: The County Office is required to conduct certain physical examinations and vision and hearing testing of students unless the parent has a current written objection on file. However, the child may be sent home if he or she is believed to be suffering from a recognized contagious or infectious disease and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist. (Ed. Code, §§ 49451, 49452, 49452.5, 49455; Health & Saf. Code, § 124085) The County Office may provide for scoliosis screening of every female student in grade 7 and every male student in grade 8. (Ed. Code, § 49452.5)
8. Confidential Medical Services: For students in grades 7 through 12, the County Office may release a student for the purpose of obtaining confidential medical services without obtaining the consent of the student's parent or guardian. (Ed. Code, § 46010.1)
9. Medical Coverage for Injuries: Medical and hospital services for pupils injured at school or school-sponsored events, or while being transported, may be insured at parent's expense. No pupil shall be compelled to accept such services without his or her consent or, if the pupil is a minor, without the consent of a parent or guardian. (Ed. Code, § 49472)
10. Medical and Hospital Services Not Provided: The County Office does not provide medical and hospital services for students injured while participating in athletic activities. However, all members of school athletic teams must have accidental injury insurance that covers medical and hospital expenses. (Ed. Code, §§ 32221.5, 49470, 49471)
11. Mental Health Services: The County Office shall notify pupils and parents or guardians no less than twice each school year of the steps to initiate access to available pupil mental health services on campus and/or in the community. (Ed. Code, § 49428) The mental health services available include on site mental health clinicians. To initiate services, a parent or students may contact the school site office or ask your students' teacher for referral information.
12. Services for Students with Exceptional Needs or a Disability: State and federal law require that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Students classified as individuals with exceptional needs for whom a special education placement is unavailable or inappropriate may receive services in a private nonsectarian school. Please contact the local director of special education for specific information. (Ed. Code, § 56040 et seq.) In addition, services are available for students who have a disability which interferes with their equal access to educational opportunities. (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. § 104.32) The County Office official listed below is responsible for handling requests for services under Section 504 and may be reached at the following address and telephone:

Sarah Grantano – SCOE Special Education
1100 H Street, Modesto Ca 95354
209-238-1582

13. No Academic Penalty for Excused Absence: No pupil may have his or her grade reduced or lose academic credit for any absence or absences which are excused for the reasons specified below when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. (Ed. Code, §§ 48205, 48980(i))

A pupil shall be excused from school when the absence is:

- (a) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
- (b) Due to quarantine under the direction of a county or city health officer.
- (c) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
- (d) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (e) For the purpose of jury duty in the manner provided for by law.
- (f) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a doctor's note.
- (g) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (h) For the purpose of serving as a member of a precinct board for an election pursuant to section 12302 of the Elections Code.
- (i) For the purpose of spending time with a member of the pupil's immediate family, who is an active-duty member of the uniformed services, as defined in section 49701 of the Education Code, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school County Office.
- (j) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- (k) For the purpose of participating in a cultural ceremony or event.
- (l) For the purpose of a middle or high school pupil engaging in a civic or political event, provided the pupil notifies the school in advance. A pupil absent pursuant to this section is required to be excused for only one day-long absence per year. A school administrator may permit additional absences pursuant to section 48260(c) of the Education Code.
- (m) Authorized at the discretion of a school administrator based on the facts of the pupil's circumstances, which are deemed to constitute a valid excuse, including, but not limited to, working for a period of not more than five consecutive days in the entertainment or allied industries if the pupil holds a work permit, or participating with a not-for-profit performing arts organization in a performance for a public school pupil audience for a maximum of up to five days per school year provided the pupil's parent or guardian provides a written note to the school authorities explaining the reason for the pupil's absence. (Ed. Code, §§ 48260, 48205, 48225.5)

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

A “civic or political event” includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls. (Ed. Code, § 48205)

“Cultural” means relating to the habits, practices, beliefs, and traditions of a certain group of people. (Ed. Code, § 48205)

“Immediate family,” as used in this section refers to the parent or guardian, brother or sister, grandparent, or any relative living in the household of the pupil. (Ed. Code, § 48205)

14. Equal Opportunity: Equal opportunities for both sexes in all educational programs and activities run by the County Office is a commitment made by the County Office to all students. (Title IX of the Education Amendments of 1972) (34 C.F.R. § 106.8) Inquiries on all matters, including complaints, regarding the implementation of Title IX in the County Office may be referred to the County Office official listed below at the following address and telephone:

Jason Maggard_- SCOE Chief of Staff
1100 H Street, Modesto CA 95354
209-238-1700

15. Complaints (Special Education): Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. Parents may submit a description of the manner in which the parent believes special education programs do not comply with state or federal law or regulations to:

Sarah Grantano – SCOE Special Education
1100 H Street, Modesto Ca 95354
209-238-1582

16. Release of Student Information: The County Office does not release information or records concerning a child to noneducational organizations or individuals without parent consent except by court order, receipt of a lawfully issued subpoena, or when otherwise allowed by law. The following categories of directory information may be made available to various persons, agencies or institutions unless the parent or guardian notifies the County Office in writing not to release such information:

Name, address, telephone, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous educational institution attended. (Ed. Code, §§ 49060 et seq., 49073; 20 U.S.C. § 1232g; 34 C.F.R. § 99.7) In accordance with state and federal law, the County Office may also make available photographs, videos, and class rosters.

Directory information will not be released regarding a pupil identified as a homeless child or youth unless a parent, or pupil accorded parental rights, has provided written consent that directory information may be released. (Ed. Code, § 49073(c); 20 U.S.C. § 1232g; 42 U.S.C. § 11434a(2))

17. Inspection of Student Records: State law requires that the County Office notify parents of the following rights which pertain to student records. (Ed. Code, §§ 49063, 49069.7; 34 C.F.R. § 99.7)
- (a) A parent or guardian has the right to inspect and review student records relating directly to his or her child during school hours or obtain a copy of such records within five (5) business days of his/her request.
 - (b) Any parent who wishes to review the types of student records and information contained therein may do so by contacting the principal at his/her child's school. The principal of each school is ultimately responsible for maintenance of student records.
 - (c) A parent with legal custody has a right to challenge information contained in his/her child's records. Any determination to expunge a student's record is made after a review of said record(s) by site administrators

and certificated staff. Following an inspection and review of student records, the parent may challenge the content of the student's record. The right to challenge becomes the sole right of the student when the student becomes eighteen (18) years of age.

- (d) A parent or guardian has the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent disclosure is authorized without consent.

A parent may file a written request with the Superintendent of the County Office to remove any information recorded in the written records concerning the child which is alleged to be:

- (i) *Inaccurate.*
- (ii) *An unsubstantiated personal conclusion or inference.*
- (iii) *A conclusion or inference outside of the observer's area of competence.*
- (iv) *Not based on the personal observation of a named person with the time and place of the observation noted.*
- (v) *Misleading.*
- (vi) *In violation of the privacy or other rights of the pupil.*

Within thirty (30) days, the Superintendent or designee shall meet with the parent/guardian and the certificated employee who recorded the information, if any, and if the person is still employed with the County Office and sustain or deny the allegations. If the allegations are sustained, the Superintendent shall order the correction, removal or destruction of the information. If the Superintendent denies the allegations, the parent may appeal the decision to the Governing Board within thirty (30) days. The Board shall determine whether or not to sustain or deny the allegations. If the Board sustains the allegations, it shall order the Superintendent to immediately correct, remove or destroy the information from the written records of the student. (Ed. Code, § 49070)

If the final decision of the Board is unfavorable to the parents, or if the parent accepts an unfavorable decision by the County Office Superintendent, the parent shall have the right to submit a written statement of objections to the information. This statement shall become a part of the student's school record until such time as the information objected to is removed.

Both the Superintendent and the Board have the option of appointing a hearing panel in accordance with Education Code sections 49070-49071 to assist in the decision making. The decision as to whether a hearing panel is to be used shall be made at the discretion of the Superintendent or the Board and not of the challenging party.

- (e) A Student Records Log is maintained for each student. The Student Records Log lists persons, agencies or organizations requesting and/or receiving information from the records and the legitimate interests therefor to the extent required by law. Student Records Logs are located at each school and are open to inspection by parents or guardians. (Ed. Code, § 49064)
- (f) School officials and employees having a legitimate educational interest, as well as persons identified in Education Code sections 49076 and 49076.5 and in the Family Educational Rights and Privacy Act, may access student records without first obtaining parental consent. "School officials and employees" are persons employed by the County Office as an administrator, supervisor, instructor, or support staff member (including health or medical staff and County Office -employed law enforcement personnel), a Board member, a person or company with whom the County Office has contracted to perform a special service (such as an attorney, auditor, medical consultant, or therapist), or a parent, student, foster family agency, short-term residential treatment staff, or caregiver whose access to student records is legally authorized. A "legitimate educational interest" is one held by a school official or employee whose duties and responsibilities create a reasonable need for access. (Ed. Code, §§ 49063(d), 49076, 49076.5; 20 U.S.C. § 1232g)
- (g) Parents and guardians have the right to authorize the release of student records to themselves. Only parents and guardians with legal custody can authorize the release of student records to others.

responsibilities create a reasonable need for access. (Ed. Code, §§ 49063(d), 49076, 49076.5; 20 U.S.C. § 1232g)

- (g) Parents and guardians have the right to authorize the release of student records to themselves. Only parents and guardians with legal custody can authorize the release of student records to others.
 - (h) Parents and guardians will be charged 10 (ten) cents per page for the reproduction of student records.
 - (i) Parents have a right to file a complaint with the U.S. Department of Education for alleged violations of parent rights related to student records. (20 U.S.C. § 1232g(g))
 - (j) Parents may obtain a copy of the County Office 's complete student records policy by contacting the Superintendent.
18. Family Educational Rights and Privacy Act: Parents have certain rights regarding student information and records which are guaranteed under federal law. A handout notifying parents of these rights is included.
19. Student Discipline: County Office and school rules pertaining to student discipline are available to parents or guardians of County Office students in the school office. (Ed. Code, § 35291) Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic device may be disciplined for bullying, engaging in unlawful harassment, or making threats against students, staff, or County Office property even if such misconduct occurred off-campus and during non-school hours. (Ed. Code, § 48900(r)) Appendix E – SCOE Student Conduct Code
20. Dissection of Animals: If a student has a moral objection to dissecting (or otherwise harming or destroying) animals, or any part of an animal, the pupil must notify the teacher regarding such objection, and the objection must be substantiated with a note from the pupil's parent or guardian. If the pupil chooses to refrain from participating in such a project or test, and if the teacher believes that an adequate alternative education project or test is possible, then the teacher may work with the pupil to develop and agree upon an alternate education project or test for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information or experience required by the course of study. No student shall be discriminated against based upon his or her decision to exercise his or her rights under this section. (Ed. Code, §§ 32255-32255.6)
21. Temporary Disability: A temporary disability which makes it impossible or inadvisable for a student to attend class may entitle the student to receive individualized instruction. It is the responsibility of the pupil's parent or guardian to notify the school County Office in which the pupil is deemed to reside of the pupil's need for individualized instruction.

Home Instruction: The County Office in which the student resides is to provide individual instruction if the student is receiving the instruction in his or her home. Individual instruction in a pupil's home pursuant to Education Code section 48206.3 shall commence no later than five working days after a school County Office has determined that the pupil shall receive this instruction.

Hospital or Health Facility Instruction: The school County Office in which the hospital or other residential health facility, excluding a state hospital, is located must provide individual instruction to a student with a temporary disability. Within five working days of receipt of the notification, the County Office must determine whether the pupil will be able to receive individual instruction, and, if so, when the individual instruction will begin. Individual instruction will commence no later than five working days after a positive determination has been rendered. A student with a temporary disability who is in a hospital or other residential health facility, other than a state hospital, which is located outside the student's school County Office of residence shall be deemed to comply with the residency requirements of the school County Office in which the hospital is located. A school County Office may continue to enroll a pupil with a temporary disability who is receiving individual instruction in a hospital or residential health facility to facilitate the timely reentry of the pupil in his or her prior school after the hospitalization has ended, or in order to provide a partial week of instruction. On days in which the student is not receiving individual instruction in a hospital or other residential health facility, he or she may attend school in his or her County Office of residence if well enough to do so. A pupil receiving individual instruction who is well enough to return to a school shall be allowed to return to the school, including a charter school, that he or she attended immediately before receiving individual

instruction, if returning during the same school year. (Ed. Code, §§ 48206.3, 48207, 48207.3, 48207.5, 48208, 48980(b))

Pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom shall be treated in the same manner and under the same policies as any other temporary disabling condition. (Ed. Code, § 221.51)

23. Harassment Policy: Each student will receive a written copy of the County Office policy on sexual harassment. The purpose of this policy is to provide notification of the prohibition against sexual harassment as a form of sexual discrimination and to provide notification of available remedies. A copy of the County Office's policy on sexual harassment is attached. (Ed. Code, §§ 231.5, 48980(f)) Appendix F – SCOE BP 4319 Sexual Harassment
24. Notice of Alternative Schools: California state law authorizes all school County Office s to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:
 - (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
 - (b) Recognize that the best learning takes place when the student learns because of the student's desire to learn.
 - (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his or her own time to follow his or her own interests. These interests may be conceived by the student totally and independently or may result in whole or in part from a presentation by the student's teachers of choices of learning projects.
 - (d) Maximize the opportunity for teachers, parents, and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous permanent process.
 - (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to, the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this County Office, and the principal's office in each attendance unit have copies of the law available for parent information. This law particularly authorizes interested persons to request the governing board of the County Office to establish alternative school programs in each County Office. (Ed. Code, § 58501)

25. Nutrition Program: The State Department of Education has established a statewide program to provide nutritious meals and milk at school for pupils, and to provide free meals to the neediest children. In some instances, nominal cash payments may be required. (Ed. Code, § 49510 et seq.)
26. U.S. Department of Education Programs: The following applies only to programs directly funded by the U.S. Department of Education:

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation shall be available for inspection by the parents or guardians of the children.

No student shall be required, as part of any applicable U.S. Department of Education funded program, to submit to a survey, analysis, or evaluation that reveals information concerning:

- (a) political affiliations or beliefs of the student or student's parents;
- (b) mental and psychological problems of the student or his/her family;
- (c) sex behavior or attitudes;

- (g) religious practices, affiliations, or beliefs of the student or student's parent; or
- (h) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent. (20 U.S.C. § 1232h)

27. Uniform Complaint Procedures:

Complaints Alleging Discrimination, Harassment, Intimidation, and Bullying:

State and federal law prohibit discrimination in education programs and activities. The County Office is primarily responsible for compliance with federal and state laws and regulations. (Cal. Code Regs., tit. 5, § 4620.)

Under state law, all pupils have the right to attend classes on school campuses that are safe, secure, and peaceful. (Ed. Code, § 32261) State law requires school County Office s to afford all pupils equal rights and opportunities in education, regardless of their actual or perceived characteristics, such as disability (mental and physical), gender (includes gender identity, gender expression, and gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth), actual or potential parental, family, or marital status, pregnancy (including childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), nationality (includes citizenship, country of origin and national origin), immigration status, race or ethnicity (includes ancestry, color, ethnic group identification and ethnic background), religion (includes all aspects of religious belief, observance and practice, including agnosticism and atheism), sexual orientation (heterosexuality, homosexuality or bisexuality), or association with a person or group with one or more of these actual or perceived characteristics. (Ed. Code, §§ 210-214, 220 et seq., 234 et seq.; Cal. Code Regs., tit. 5, § 4900 et seq.; 20 U.S.C. § 1681 et seq.; 29 U.S.C. § 794; 42 U.S.C. § 2000d et seq.; 42 U.S.C. § 12101 et seq.; 34 C.F.R. § 106.9) The County Office prohibits discrimination, harassment, intimidation, bullying, and retaliation in all acts related to school activity or attendance. In addition to being the subject of a complaint, a pupil engaging in an act of bullying as defined by Education Code section 48900(r) may be suspended from school or recommended for expulsion.

The County Office 's Uniform Complaint Procedures may be used in cases where individuals or a group have suffered discrimination, harassment, intimidation, or bullying. (Cal. Code Regs., tit. 5, §§ 4610, 4630, 4650; Ed. Code, §§ 234 et seq., 48900(r))

- (a) Any individual, public agency or organization 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. (Cal. Code Regs., tit. 5, §§ 4610, 4630(b)(1))
- (b) Copies of the County Office 's complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)
- (c) Complaints must usually be filed with the superintendent/designee of the County Office.
- (d) Discrimination complaints must be filed within six (6) months of the date the alleged discrimination occurred, or within six (6) months of the date the complainant first obtained knowledge of the facts of the alleged discrimination. Within that six (6) month period, complainant may file a written request with the County Office superintendent or designee for an extension of up to ninety (90) days following the six (6) month time period. Extensions will not be automatically granted but may be granted for good cause. (Cal. Code Regs., tit. 5, § 4630(b))

Complaints Other Than Discrimination, Harassment, Intimidation, and Bullying:

The County Office 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, harassment, intimidation, and bullying.

- (e) Written complaints may be made regarding:
 - (i) *Adult Education*
 - (ii) *After School Education and Safety*

- (iii) *Agricultural Career Technical and/or Vocational Education*
- (iv) *American Indian Education Centers and American Indian Early Childhood Education*
- (v) *Bilingual Education*
- (vi) *California Peer Assistance and Review Programs for Teachers*
- (vii) *Consolidated Categorical Aid Programs*
- (viii) *Migrant Child Education Programs*
- (ix) *Every Student Succeeds Act (formerly No Child Left Behind)*
- (x) *Career Technical and Technical Education and Technical Training Programs*
- (xi) *Child Care and Development*
- (xii) *Child Nutrition*
- (xiii) *Compensatory Education*
- (xiv) *Consolidated Categorical Aid*
- (xv) *Economic Impact Aid*
- (xvi) *Special Education*
- (xvii) *“Williams Complaints”*
- (xviii) *Pupil Fees*
- (xix) *Instructional Minutes for Physical Education*
- (xx) *Local Control Funding Formula (LCFF) and Local Control and Accountability Plan (LCAP)*
- (xxi) *Pregnant and Parenting Pupils, including parental leave*
- (xxii) *Student Parent Lactation Accommodations*
- (xxiii) *Course Assignments already Completed or without Educational Content*
- (xxiv) *Physical Education Instructional Minutes*
- (xxv) *Foster Youth, Homeless Youth, former Juvenile Court School Student Services, Migrant Youth, and Pupils of Military Families*
- (xxvi) *Regional Occupational Centers and Programs*
- (xxvii) *Continued Education Options for Former Juvenile Court School Students*
- (xxviii) *School Safety Plans*
- (xxix) *School Plans for Student Achievement (SPSA)*
- (xxx) *Tobacco-Use Prevention Education*
- (xxxi) *Schoolsite Councils*
- (xxxii) *State Preschool*
- (xxxiii) *State Preschool Health and Safety Issues in Local Education Agencies Exempt From Licensing*
- (xxxiv) *Any other County Office -implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code section 64000*
- (xxxv) *Any other educational programs the Superintendent deems appropriate*

(Cal. Code Regs., tit. 5, §§ 4610(b), 4622, 4630; Ed. Code, §§ 222, 4845.7, 8200-8498, 8500-8538, 32289, 33315, 33380-33384, 35186, 41500-41513, 46015, 47606.5, 47607.3, 48853.5, 49013, 49069.5, 49490-49590, 49701, 51210, 51223, 51225.1, 51225.2, 51226-51226.1, 51228.1, 51228.2, 51228.3, 52060-52075, 52160-52178, 52300-52490, 52334.7, 52500-52616.24, 52800-52870, 54000-54029, 54400-54425, 54440-54445, 54460-54529, 56000-56867, 59000-59300, 64001; 20 U.S.C. §§ 1400, 4600, 6601, 6801, 7101, 7201, 7301 et. seq.; Health & Saf. Code, §§ 1596.792, 1596.7925, 104420)

Any individual, public agency or organization has the right to file a written complaint alleging that the County Office has violated a federal or state law or regulation governing any program listed above. (Cal. Code Regs., tit. 5, § 4630(b)(1))

Copies of the County Office 's complaint procedures are available free of charge. (Cal. Code Regs., tit. 5, § 4622)

Complaints must usually be filed with the superintendent or designee of the County Office under the timelines established by County Office policy. (Cal. Code Regs., tit. 5, § 4630(b))

Within 60 days from the date of receipt of the complaint, the County Office 's responsible officer or his/her designee shall conduct and complete an investigation of the complaint in accordance with local procedures adopted pursuant to California Code of Regulations, title 5, section 4621 and prepare a written decision. The time period may be extended by mutual written agreement of the parties.

- (f) Williams Complaints: Complaints, including anonymous complaints, may be made and addressed on a shortened timeline for the following areas: (Ed. Code, §§ 8235.5, 35186)
 - (i) *Insufficient textbooks and instructional materials;*
 - (ii) *Emergency or urgent school facilities conditions that pose a threat to the health and safety of pupils;*
 - (iii) *Noncompliance with the requirement of Education Code section 35292.6 to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products;*
 - (iv) *Teacher vacancy or misassignment; or*
 - (v) *Noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code section 1596.7925 and related state regulations.*

A complaint of noncompliance with Education Code section 35186 may be filed with the school principal or designee under the Uniform Complaint Procedures. A complainant not satisfied with the resolution of a Williams Complaint has the right to bring the complaint to the County Office governing board at a regularly scheduled hearing. In the case of a complaint regarding emergency or urgent school facilities conditions, a complainant has the right of appeal to the State Superintendent of Public Instruction.

- (g) Pupil Fees Complaints: A pupil enrolled in the County Office shall not be required to pay a pupil fee for participation in an educational activity that constitutes an integral fundamental part of the County Office 's educational program, including curricular and extracurricular activities. (Ed. Code, § 49010 et seq.)

A pupil fee includes, but is not limited to, all of the following: a fee charged to a pupil as a condition for registering for school or classes, as a condition for participation in a class or an extracurricular activity, as a security deposit to obtain materials or equipment, or a purchase that a pupil is required to make to obtain materials or equipment for an educational activity.

A complaint of noncompliance with Education Code section 49010 et seq. may be filed with the school principal under the Uniform Complaint Procedures. A complaint shall be filed not later than one calendar year from the date the alleged violation occurred. A complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A complainant not satisfied with the decision of the school may appeal the decision to the California Department of Education.

- (h) Foster, homeless, former juvenile court pupils and pupils in military families: the County Office will post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school County Office, and pupils in military families as specified in Education Code sections 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Responsible Official: The County Office official responsible for processing complaints is listed below at the following address:

Jason Maggard_- SCOE Chief of Staff
1100 H Street, Modesto CA 95354
209-238-1700

Complaints Made Directly to the State Superintendent:

Complaints may be filed directly with the State Superintendent of Public Instruction in the following cases:

- (i) Complaints alleging that the County Office failed to comply with the complaint procedures described herein, including failure or refusal to cooperate with the investigation.
- (j) Complaints regarding Child Development and Child Nutrition programs not administered by the County Office.
- (k) 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 level.
- (l) Complaints alleging that the County Office failed or refused to implement a final decision regarding a complaint originally filed with the County Office.
- (m) Complaints alleging that the County Office took no action within sixty (60) days regarding a complaint originally filed with the County Office.
- (n) Complaints alleging immediate and irreparable harm as a result of applying a County Office -wide policy in conflict with state or federal law and that complaining at the local level would be futile.

(Cal. Code Regs., tit. 5, §§ 4630, 4650)

Appeals:

- (o) Except for Williams Complaints, a complainant may appeal the County Office 's decision to the California Department of Education. (Ed. Code, § 262.3(a); Cal. Code Regs., tit. 5, §§ 4622, 4632)
 - (i) *Appeals must be filed within fifteen (15) days of receiving the County Office decision.*
 - (ii) *Appeals must be in writing.*
 - (iii) *Appeals must specify the reason(s) for appealing the County Office decision, including whether the facts are incorrect and/or the law has been misapplied.*
 - (iv) *Appeals must include a copy of the original complaint and a copy of the County Office decision.*
 - (v) *Pupil fee complaints appealed to the California Department of Education will receive a written appeal decision within 60 days of the department's receipt of the appeal.*
 - (vi) *If the school/County Office finds merit in a complaint, or the California Department of Education finds merit in an appeal, the school/County Office will provide a remedy to all affected pupils, parents, and guardians. For pupil fee complaints, this includes reasonable efforts by the school to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.*
- (p) If a complaint is denied, in full or in part, by the Department of Education, the complainant may request reconsideration by the State Superintendent of Public Instruction. (Cal. Code Regs., tit. 5, § 4665)
 - (i) *Reconsideration must be requested within thirty-five (35) days of receiving the Department of Education report.*

- (ii) *The original decision denying the complaint will remain in effect and enforceable unless and until the State Superintendent of Public Instruction modifies that decision.*

Civil Law Remedies:

In addition to the above-described complaint procedure, or upon completion of that procedure, complainants may have civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws. 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 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. (Ed. Code, § 262.3(b); Cal. Code Regs., tit. 5, § 4622)

28. Pupil-Free Staff Development Day and Minimum Day Schedule: A copy of the County Office 's pupil-free staff development day and minimum day schedules is attached for reference. A pupil's parent or guardian will be notified during the school year of any additional minimum days and pupil-free staff development days no later than one month before the actual date. (Ed. Code, § 48980(c))
29. Review of Curriculum: A prospectus of curriculum, including titles, descriptions, and instructional aims of every course offered by each public school, is available at the school site for review upon request. Copies are available upon request for a reasonable fee not to exceed the actual copying cost. (Ed. Code, § 49091.14)
30. Pupil Find System; Policies and Procedures: Any parent suspecting that a child has exceptional needs may request an assessment for eligibility for special education services through the Director of Student Services and/or Special Education, or his/her designee. Policy and procedures shall include written notification to all parents of their rights pursuant to Education Code section 56300 et seq. (Ed. Code, § 56301; 34 C.F.R. § 104.32(b))
31. School Accountability Report: Parents/guardians may request a hard copy of the School Accountability Report Card which is issued annually for each school of the County Office. (Ed. Code, § 35256)
32. Asbestos Management Plan: The current management plan for asbestos-containing material in school buildings is available at the County Office. (40 C.F.R. § 763.93)
33. Assistance to Cover Costs of Advanced Placement Examination Fees: The County Office may help pay for all or part of the costs of one or more advanced placement examinations that are charged to economically disadvantaged students. (Ed. Code, §§ 48980(j), 52242)
34. Every Student Succeeds Act (ESSA): The Every Student Succeeds Act (ESSA) took full effect in 2018 to replace the No Child Left Behind Act in modifying the Elementary and Secondary Education Act of 1965 (ESEA). If updates are provided by the California Department of Education, the following notice may change and new information may be added.
 - Information Regarding Professional Qualifications of Teachers, Paraprofessionals, and Aides: Upon request, parents have a right to information regarding the professional qualifications of their student's classroom teachers, paraprofessionals, and aides. This includes whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he/she teachers, whether the teacher is teaching under an emergency permit or other provisional status because of special circumstances, the major or field of discipline for any degrees or certifications held by the teacher, and whether any instructional aides or paraprofessionals provide services to the parents' child and, if so, their qualifications. In addition, parents have a right to notice when the parent's child has been taught for four or more weeks by a teacher who is not highly qualified. (ESEA § 1112(e)(1)(A) (as amended by ESSA))
 - Information Regarding Individual Student Reports on Statewide Assessments: Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student. (ESEA § 1112(e)(1)(B) (as amended by ESSA))

- School Identified for School Improvement: A local educational agency shall promptly provide notice to a parent or parents of each student enrolled in an elementary school or a secondary school identified for school improvement (school that fails for two consecutive years to make adequate yearly progress as defined in the State's plan) for comprehensive support and improvement activities or targeted support and improvement activities. The notice will be in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. The notice will include an explanation of what the identification means; how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the local educational agency and the State educational agency; the reasons for the identification; an explanation of what the school identified for school improvement is doing to address the problem of low achievement; an explanation of what the local educational agency or State educational agency is doing to help the school address the achievement problem; an explanation of how parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and an explanation of the parents' option to transfer their child to another public school (with transportation provided by the agency when required or to obtain supplemental educational services for the child). (ESEA § 1111(c-d) (as amended by ESSA)) APPENDIX H
- Parent and Family Engagement: ESSA requires the County Office to notify parents of a written parent and family engagement policy. (ESEA § 1116) (as amended by ESSA) (20 U.S.C. § 6318(b)). The policy must include how each school will: convene an annual meeting to which all parents of participating students shall be invited and encouraged to attend, to inform parents of the requirements of this policy and the right of parents to be involved; offer a flexible number of meetings; involve parents in an organized and timely manner in the review and development of programs under this part including development of the parent and family engagement policy; provide parents timely notice about programs under this part, a description of the curriculum in use at the school, the forms of academic achievement, and if requested by parents, opportunities for regular meetings to formulate suggestions and participate in decisions related to the education of their children; allow parents to submit comments on the plan when the school makes it public; jointly develop a compact with parents describing the school's responsibility to provide high-quality curriculum in a supportive and effective learning environment and addresses the importance of communication between parents and teachers; provide assistance to parents of children served by the school in understanding academic standards, assessments, and the requirements of this part; provide materials and training to help parents work with their children to improve their children's achievement; educate teachers on the importance of parent outreach and communication; coordinate parent involvement in school programs; provide information related to school and parent programs in a format and language the parents can understand; adopt and implement model approaches to improving parental involvement; and provide other reasonable support for parental involvement activities as parents may request. This policy shall be provided in a format and, to the extent practicable, in a language that parents will understand.

Appendix D
- Limited English Proficient Students: ESSA requires notice be given to parents of limited English proficient students regarding limited English proficiency programs, not later than 30 days after the beginning of the school year (or, for students identified later in the school year, within two weeks). Notice includes: the reasons for the identification of the student as limited English proficient; the need for placement in a language instruction educational program; the student's level of English proficiency and how such level was assessed; the status of the student's academic achievement; the methods of instruction used in the available programs (including content, instructional goals, and the use of English and native language); the exit requirements for the program; how the program meets the objectives of the student's IEP, if applicable; and, parent options for removing a student from a program, declining initial enrollment and/or choosing another program. (ESEA § 1112(e)(3)(A) (as amended by ESSA)) In addition, the notice shall include the following: (1) whether the student is a long-term English learner or at risk of becoming a long-term English learner; (2) the manner in which the program will meet the needs of long-term English learners or those at risk of becoming long-term English learners; and (3) the manner in which the program will help long-term

a request. If parents do not wish this information to be provided to military recruiters, they must notify the County Office of this fact in writing. The writing should be directed to the County Office official listed below at the following address:

Jason Maggard_- SCOE Chief of Staff
1100 H Street, Modesto CA 95354
209-238-1700

36. Children in Homeless/Foster Care Situations, Former Juvenile Court School Students, Migrant Students, and Newcomers: Each local County Office shall designate a staff person as a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. (Ed. Code, § 48852.5; 42 U.S.C. § 11432(g)(1)(J)(ii)) The County Office's liaison is Frederick Berry (fberry@stancoe.org) and can be contacted at 209-238-1511

A homeless child will be allowed to continue his/her education in their school of origin through the duration of homelessness at the point of any change or any subsequent change in residence once a child becomes a homeless child. If the child's status changes before the end of the academic year so that he/she is not homeless, the County Office will allow a child in high school to continue his/her education in the school of origin through graduation. For a child in grades K through 8, the County Office will allow the formerly homeless child to continue his/her education in the school of origin until the end of the academic school year. A homeless child transitioning between school grade levels will be allowed to continue in the school County Office of origin in the same attendance area. If a homeless child is transitioning to a middle or high school where the school designated for matriculation is in another school County Office, the homeless child must be allowed to continue to the school designated for matriculation in that school County Office. The new school will be required to enroll the child immediately regardless of any outstanding fees, fines, textbooks or other items or moneys due to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including academic records, medical records, proof of immunization history, proof of residency, other documentation, or school uniforms. (Ed. Code, § 48852.7)

The County Office has designated Elisa Beltran (ebeltran@stancoe.org) as the educational liaison for foster children and can be contacted at 209-238-1371. The educational liaison will disseminate a standardized notice to foster children that has been developed by the State Department of Education and includes complaint process information. (Ed. Code, § 48853.5)

A foster child shall be allowed to continue his/her education in the school of origin under specified circumstances. If it is determined that it is in the best interests of the foster child to transfer to a school other than the school of origin, the foster child shall immediately be enrolled in the new school, regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the school last attended or if the child is unable to produce clothing or records normally required for enrollment, including academic records, medical records, immunization history, proof of residency, other documentation, or school uniforms. The last school attended must provide all records to the new school within two business days of receiving the request. (Ed. Code, §§ 48853, 48853.5)

Upon receiving a transfer request or notification of a student in foster care, the County Office shall, within two business days, transfer the student out of school and deliver the educational information and records to the next educational placement. Grades and credits will be calculated as of the day the student left school and no lowering of grades will occur as a result of the student's absence due to the decision to change placement or for a verified court appearance or related court activity. (Ed. Code, § 49069.5)

The County Office shall exempt from local graduation requirements a student who is in foster care, a homeless child or youth, a child of a military family, a former juvenile court school student, a migratory child, or a pupil participating in a newcomer program for recently arrived immigrant pupils and who transfers between schools under certain circumstances. (Ed. Code, §§ 51225.1, 51225.2)

The County Office shall accept coursework done by a student who is in foster care, a homeless child or youth, a child of a military family, a former juvenile court school student, a migratory child, or a pupil in a newcomer program while attending another school. The County Office will not require those students to retake courses or partial courses they have satisfactorily completed elsewhere. (Ed. Code, § 51225.2)

A complaint of noncompliance alleging violations of these sections, except for Education Code section 48852.7, may be filed under the County Office's Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations.

The County Office shall accept coursework done by a student who is in foster care, a homeless child or youth, a child of a military family, a former juvenile court school student, a migratory child, or a pupil in a newcomer program while attending another school. The County Office will not require those students to retake courses or partial courses they have satisfactorily completed elsewhere. (Ed. Code, § 51225.2)

A complaint of noncompliance alleging violations of these sections, except for Education Code section 48852.7, may be filed under the County Office's Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations.

37. Continued Education Options For Juvenile Court School Students: A juvenile court school student, or the person holding the right to make educational decisions for the student, may voluntarily defer or decline issuance of their diploma until after the student is released from the juvenile detention facility, thereby allowing the student to take additional coursework at a local education agency. The county office of education will notify the student, the person holding the right to make educational decisions for the student, and the student's social worker or probation officer of all of the following:
 - (a) The student's right to a diploma;
 - (b) How taking coursework and meeting other educational requirements will affect the student's ability to gain admission to a post-secondary educational institution;
 - (c) Information about transfer opportunities available through the California Community Colleges; and
 - (d) The option to defer or decline the diploma and take additional coursework. (Ed. Code, §§ 48645.3(a), 48645.7)
38. Sex Equity In Career Planning: Parents shall be notified in advance of career counseling and course selection commencing with course selection in Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions. (Ed. Code, § 221.5(d))
39. Pesticide Products: All schools are required to provide parents or guardians with annual written notice of expected pesticide use at schools. The attached list provides the name of each pesticide product, the active ingredient(s) and the Internet address for further information. Parents or guardians may request prior notice of individual pesticide applications at the school. If a parent wishes to be notified every time a pesticide is going to be applied, he or she must complete the attached form and return it to his or her child's school. A copy of the integrated pest management plan for the school site or County Office may be provided on the school website or viewed at the school office. (Ed. Code, §§ 48980.3, 17611.5, 17612) Appendix H – Pesticide Use
40. Pregnant and Parenting Pupils: Pregnant and parenting pupils are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children. "Pregnant or parenting pupil" means a pupil who gives or expects to give birth or a parenting pupil who has not given birth and who identifies as the parent of the infant.

A pregnant or parenting pupil is entitled to eight weeks of parental leave. This leave may be taken before the birth of the pupil's infant if there is a medical necessity and/or after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction. A pregnant or parenting pupil is entitled to additional leave if deemed medically necessary by the student's physician. (Ed. Code, § 46015)

The person holding the student's educational rights (i.e. the pupil if over 18 or the parent if under 18) may notify the school of the student's intent to exercise this right. Leave may still be taken even if notice was not provided.

During the leave, the student's absences shall be deemed excused and the student shall not be required to complete academic work or other school requirements.

A pregnant or parenting pupil may return to the school and the course of study in which he or she was enrolled before taking parental leave. Upon return to school after taking parental leave, a pregnant or parenting pupil is entitled to opportunities to make up work missed during his or her leave, including, but not limited to, makeup work plans and reenrollment in courses.

A student will not incur any academic penalties as a result of using the accommodations in this section. (Ed. Code, § 46015)

A complaint of noncompliance may be filed under the County Office 's Uniform Complaint Procedures in accordance with Title 5 of the California Code of Regulations.

41. Student Parent Lactation Accommodations: The County Office is required to provide reasonable accommodations to a lactating student on a school campus to address breastfeeding needs. (Ed. Code, § 222)

A student may not be penalized academically because of the reasonable accommodations provided during the school day. A student must also be given the opportunity to make up missed work.

A complaint of noncompliance may be filed under the County Office 's Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations.

42. PE Instructional Minutes: The adopted course of study for grades 1 through 6 and instruction in grades 1 through 8 in an elementary school includes physical education for not less than 200 minutes each ten school days, exclusive of recesses and the lunch period. (Ed. Code, §§ 51210, 51223)

A complaint of noncompliance may be filed under the County Office 's Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations.

43. Course Assignments: The County Office is prohibited from assigning a student enrolled in any of grades 9 through 12 to any course period without educational content for more than one week in any semester, except under specified conditions. Under no circumstances will the County Office assign a student enrolled in any of grades 9 through 12 to a course period without educational content because there are not sufficient curricular course offerings for the student to take during the relevant period of the designated school day. (Ed. Code, § 51228.1)

The County Office is prohibited from assigning a student enrolled in grades 9 through 12 to a course that the student has previously completed and received a grade determined by the County Office to be sufficient to satisfy the requirements and prerequisites for admission to the California public post-secondary schools and the minimum high school graduation requirements, except under specified conditions. Under no circumstances will the County Office assign a student enrolled in any of grades 9 through 12 to a course the student has previously completed and received a sufficient grade, as specified, because there are not sufficient curricular course offerings for the student to take during the relevant period of the designated school day. (Ed. Code, § 51228.2)

These sections do not apply to students in alternative schools, community day schools, continuation high schools or an opportunity school. The County Office may continue to authorize dual enrollment in community college, to run evening high school programs, and to offer independent study, work experience education, and other specified courses.

A complaint of noncompliance may be filed under the County Office 's Uniform Complaint Procedures and Title 5 of the California Code of Regulations. (Ed. Code, § 51228.3)

44. Regional Occupational Centers and Programs/County Offices of Education Programs/Adult Education Programs: A regional occupational center or program, county office of education program, or adult education program must meet specified requirements for certification by the Superintendent of Public Instruction in order to provide an employment training program for adults or to authorize an education program beyond secondary education that leads to a degree or certificate. (Ed. Code, § 52334.7)

A complaint alleging that a local agency violated federal or state laws or regulations governing adult education programs under Education Code section 52501 or regional occupational centers and programs may be filed under the County Office 's Uniform Complaint Procedures and Title 5 of the California Code of Regulations. A complaint alleging that a county office of education violated federal or state laws or regulations governing the county office's participation in any student financial assistance program authorized by Title IV may also be filed under the Uniform Complaint Procedures and Title 5 of the California Code of Regulations.

45. Pupil Fees: A pupil enrolled in a public school will not be required to pay a pupil fee for participation in an educational activity. (Ed. Code, § 49011)

- (a) The following requirements apply to prohibited pupil fees:
- (i) *All supplies, materials, and equipment needed to participate in educational activities must be provided to pupils free of charge.*
 - (ii) *A fee waiver policy shall not make a pupil fee permissible.*
 - (iii) *The County Office and its schools shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the school County Office or school does not provide.*
 - (iv) *The County Office and its schools shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and the County Office and its schools shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the County Office or school.*
- (b) Solicitation of voluntary donations of funds or property and voluntary participation in fundraising activities are not prohibited. The County Office and its schools are not prohibited from providing pupils prizes or other recognition for voluntarily participating in fundraising activities. (Ed. Code, § 49010 et seq.)

A complaint of noncompliance may be filed under the County Office 's Uniform Complaint Procedures and Title 5 of the California Code of Regulations. (Ed. Code, § 49013)

46. Safe Storage of Firearms: The County Office is required to provide parents notice of California's child access prevention laws and laws relating to the safe storage of firearms. The County Office has attached a memorandum describing such laws. (Ed. C, § 48986, 49392)

Stanislaus County Office of Education - Firearms Safety Memorandum

To: Parents and Guardians of Students in the **Stanislaus Office of Education Programs**

Subject: **California Law Regarding Safe Storage of Firearms**

¹ See California Penal Code sections 25100-25125 and 25200-25220.

² See California Penal Code section 25100(c).

³ See California Civil Code section 29805.

⁴ See California Civil Code section 1714.3.

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in the **Stanislaus County Office of Education Schools and programs** of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.¹
 - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.²

- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.³
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.⁴

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Sincerely,
Scott Kuykendall – Stanislaus County Superintendent of Schools

**Notification of Rights Under FERPA
for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal, a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise the parent or eligible student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

In addition, the Student Aid Commission may have access to the grade point average (GPA) of all district students in grade 12 and, when required, verification of high school graduation or its equivalent of all students who graduated in the prior academic year, for use in the Cal Grant postsecondary financial aid program. However, such information shall not be submitted when a student, or his or her parent or guardian if the student is under 18 years of age, “opts out” or is permitted by the rules of the Student Aid Commission to provide test scores in lieu of his or her GPA. (Ed. Code, §§ 69432.9, 69432.92) No later than January 1 each year, the Superintendent or designee shall notify each student in grade 11, and the student’s parents/guardians if the student is under 18 years of age, that the student’s GPA will be forwarded to the Student Aid Commission by October 1 unless the student opts out within a period of time specified in the notice, which shall not be less than 30 days. (Ed. Code, § 69432.9)

Upon request, the School discloses education records, without prior consent, to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5920

Model Notification of Rights Under the Protection of
Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right for parents of minor students to:

- A. Consent before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 - 1. Political affiliations or beliefs of the student or student’s parent;
 - 2. Mental or psychological problems of the student or student’s family;
 - 3. Sex behavior or attitudes;
 - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - 5. Critical appraisals of others with whom respondents have close family relationships;
 - 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - 7. Religious practices, affiliations, or beliefs of the student or parents; or
 - 8. Income, other than as required by law to determine program eligibility.
- B. Receive notice and an opportunity to opt a student out of:
 - 1. Any other protected information survey, regardless of funding;
 - 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screening, or any physical exam or screening permitted or required under State law; and
 - 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. Inspect, upon request and before administration or use:
 - 1. Protected information surveys of students;
 - 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - 3. Instructional material used as part of the education curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

SCOE will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. [School District] will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. SCOE will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. SCOE will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the

planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any unprotected information survey not funded in whole or in part by the Department of Education.
3. Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

College Admission Requirements and Higher Education Information

Each school year, a school district shall provide the parent of students in grades 9 through 12 with a written explanation of the requirements for admission to the California State University ("CSU") and the University of California ("UC") systems. (Ed. Code, § 51229)

To qualify for admission to the UC or CSU systems, high school students must meet the "Subject Requirements," otherwise known as the "a-g" requirements. To learn more about college admission requirements, please visit the UC (www.universityofcalifornia.edu) or CSU (www.calstate.edu) websites or your student's counseling office.

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 systems, please see below and refer to: <https://doorways.ucop.edu/list>.

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

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

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.

CTE courses offered by the District that may satisfy a subject matter requirement for admission to the UC and CSU include:

<u>CTE Course Name</u>	<u>Corresponding UC/CSU Admission Requirement</u>
<ul style="list-style-type: none"> • Building Construction • Culinary Arts • Plant Production/Greenhouse Management • Robotics • Small Engine/Motor Repair • Welding • Digital Arts/Media 	May Meet “F” Requirement

To learn more about CTE, please visit www.cde.ca.gov/ci/ct. To learn more about the District’s career technical education classes, please visit the District’s website at: <https://www.stancoe.org/division/educational-options/career-technical-education>

Students are encouraged to meet with school counselors to help them choose courses at their school that will meet college admission requirements or to enroll in career technical education courses, or both. Please contact your site counselor for further information.

CHILD ABUSE REPORTING GUIDELINES AND PROCEDURES

The following information will assist parents and guardians in determining whether or not child abuse has occurred and, if so, how to file a complaint of child abuse with local law enforcement. This information has been taken from the California Child Abuse and Neglect Reporting Act in the California Penal Code and from sections of the California Education Code.

Child Abuse Can Be Any of the Following:

1. A physical injury which is inflicted on a child by another person other than by accidental means.
2. The sexual abuse, assault, or exploitation of a child, such as:
 - a. The negligent treatment or maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare, whether the harm or threatened harm is from acts or omissions on the part of the responsible person;
 - b. The willful infliction upon a child of any cruel or inhumane corporal punishment or any injury resulting in a traumatic condition; or
 - c. The willful harming or injuring of a child or endangering of the person or the health of a child where the person responsible for the child's welfare is a licensee, administrator, or employee of any facility licensed to care for children or an administrator or employee of a public or private school or other institution or agency.

Child Abuse Does *Not* Include:

1. A mutual fight between minors;
2. An injury that is caused by the actions of a peace officer using reasonable and necessary force within the scope of his or her employment; or
3. An injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:
 - a. To stop a disturbance threatening physical injury to people or damage to property;
 - b. For purposes of self-defense;
 - c. To obtain possession of weapons or other dangerous objects within control of a pupil; or
 - d. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

How to File a Complaint of Child Abuse Committed at a School Site

Parents and guardians of pupils have the right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. To file a complaint, the parent or guardian must file a formal report with an appropriate local law enforcement agency. An appropriate law enforcement agency may be one of the following:

1. A Police or Sheriff's Department (not including a school district police department or school security department)
2. A County Probation Department if designated by the county to receive child abuse reports, or

3. A County Welfare Department/County Child Protective Services.

The complaint may be filed over the telephone, in person, or in writing. A complaint may also be filed at the same time with your school district or county office of education. School districts and county offices of education, however, do not investigate child abuse allegations.

The local law enforcement agency is required to investigate all complaints.

In addition, if the child is disabled and enrolled in special education, a separate complaint may be filed by the parent or guardian with the California Department of Education (CDE) according to Title 5 of the California Code of Regulations section 4650(a)(7)(C). The CDE does not, however, investigate allegations of child abuse but rather investigates the conditions that may involve immediate physical danger or threaten the health, safety, or welfare of the child or children or which may result in denial of a free and appropriate public education.

If the complaint of child abuse is “substantiated” or confirmed by the local law enforcement agency, meaning that the report of child abuse or neglect, as determined by the law enforcement investigator who conducted the investigation, is, based upon the evidence, more likely to have occurred than not, then a report of the investigation will be transmitted by the law enforcement agency to the governing board of the local school district or County Office of Education. A confirmed report of child abuse or neglect received by a governing board of a school district or County Office of Education will be subject to the provisions of California Education Code section 44031, which gives school employees certain rights regarding personnel information and records.

In addition, a confirmed report shall be forwarded by the law enforcement agency that investigated the complaint to the California Department of Justice according to California Penal Code section 11169 and notice will be provided to the alleged child abuser that he or she has been reported to the Child Abuse Central Index, as maintained by the Department of Justice.

This guidance is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this guidance that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to California Education Code section 33308.5.

Policy 1250: Visitors/Outsiders**Status:** ADOPTED**Original Adopted Date:** 05/18/2011 | **Last Revised Date:** 02/25/2020 | **Last Reviewed Date:** 02/25/2020

The Stanislaus County Board of Education believes that it is important for parents/guardians and community members to take an active interest in the issues affecting County Office schools and students. Therefore, the County Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Stanislaus County Superintendent of Schools or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be arranged with the principal or designee. When a visit involves a conference with a teacher or the principal, an appointment should be scheduled during noninstructional time.

The principal or designee may provide a visible means of identification for all individuals who are not students or staff members while on school premises.

No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)

The County Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the County Offices' complaint processes if they have concerns with any County Office program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

Presence of Sex Offender on Campus

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a County Office student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the County Superintendent or designee anytime he/she gives such written permission.

The principal shall indicate on the written permission the date(s) and times for which permission has been granted. (Penal Code 626.81)

2023-2024 ED OPTIONS CALENDAR

<div>1 Teachers & Class. Paras</div> <div>3 Campus Supervisors</div> <div>4 MAT's & SPED Paras</div> <div>7 First Day for Students</div> <div>Work Days: Teachers/Class. Paras 23 Campus Supervisors 21 MAT's & SPED Paras 20</div>	<div>AUGUST 2023</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<div>JANUARY 2024</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr></table> <div>1 New Year's Day</div> <div>2-5 Winter Break</div> <div>15 M.L.K. Jr. Day</div> <div>Work Days: 17</div>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																	
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Key	First/Last Day of School	Teachers/ Classified Paras report to duty	MAT's & SPED Paras report to duty	Campus Supervisors report to duty
	Holiday	Non-Work Days	Winter/Spring Break	

2024 ESY Dates

Session 1 5/28/24-6/21/24

West Campus-Prep day 5/24/24

Session 2 6/24/24-7/19/24

Alt Ed- Prep day 6/27/24

Alt Ed 7/1/24-7/26/24

Policy 5123: Promotion/Acceleration/Retention**Status:** ADOPTED**Original Adopted Date:** 11/16/2005 | **Last Revised Date:** 05/30/2018

The Stanislaus County Office of Education expects students to progress through each grade level within one school year. Toward this end, instruction shall be designed to accommodate the variety of ways that students learn and provide strategies for addressing academic deficiencies as needed.

Students shall progress through the grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement.

(cf. 6011 - Academic Standards)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

(cf. 6170.1 - Transitional Kindergarten)

When high academic achievement is evident, the teacher may recommend a student for acceleration to a higher grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student.

Teachers shall identify students who should be retained or who are at risk of being retained at their current grade level as early as possible in the school year and as early in their school careers as practicable. Such students shall be identified at the following grade levels: (Education Code 48070.5)

1. Between grades 2 and 3
2. Between grades 3 and 4
3. Between grades 4 and 5
4. Between the end of the intermediate grades and the beginning of the middle school grades
5. Between the end of the middle school grades and the beginning of the high school grades

Students shall be identified for retention on the basis of failure to meet minimum levels of proficiency, as indicated by the results of state assessments administered pursuant to Education Code 60640-60649.

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

Students between grades 2 and 3 and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in reading, English language arts and mathematics shall be the basis for identifying students between grades 4 and 5, between intermediate and middle school grades, and between middle school grades and high school grades. (Education Code 48070.5)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

If a student does not have a single regular classroom teacher, the County Superintendent or designee shall specify the teacher(s) responsible for the decision to promote or retain the student. (Education Code 48070.5)

The teacher's decision to promote or retain a student may be appealed in accordance with AR 5123 - Promotion/Acceleration/Retention.

When any student in grades 2-9 is retained or recommended for retention, the County Superintendent or designee shall offer an appropriate program of remedial instruction to assist the student in meeting grade-level expectations. The County Superintendent or designee also may offer supplemental instruction to a student in grades 2-6 who is

identified as being at risk for retention. (Education Code 37252.2, 37252.8, 48070.5)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer Learning Programs)

(cf. 6179 - Supplemental Instruction)

Policy 6020: Parent Involvement

Status: ADOPTED

Original Adopted Date: 08/12/2014 | Last Revised Date: 02/04/2019

The Stanislaus County Office of Education recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Stanislaus County Superintendent of Schools or designee shall consult with parents/guardians and family members in the development of meaningful opportunities for them to be involved in County Office school activities at all grade levels; advisory, decision-making, and advocacy roles; and activities to support learning at home.

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1230 - School-Connected Organizations)

(cf. 1240 - Volunteer Assistance)

(cf. 1250 - Visitors/Outsiders)

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

(cf. 5020 - Parent Rights and Responsibilities)

The County Office's local control and accountability plan shall include goals and strategies for parent/guardian involvement, including County Office efforts to seek parent/guardian input in County Office and school site decision making and to promote parent/guardian participation in programs for English learners, foster youth, students eligible for free and reduced-price meals, and students with disabilities. (Education Code 42238.02, 52060)

(cf. 0460 - Local Control and Accountability Plan)

The County Superintendent or designee shall regularly evaluate and report to the County Board on the effectiveness of the County Office's parent/guardian and family engagement efforts, including, but not limited to, input from parents/guardians, family members, and school staff on the adequacy of involvement opportunities and on barriers that may inhibit participation.

(cf. 0500 - Accountability)

Title I Schools

The County Superintendent or designee shall involve parents/guardians and family members in establishing County Office expectations and objectives for meaningful parent/guardian and family engagement in schools supported by Title I funding, developing strategies that describe how the County Office will carry out each activity listed in 20 USC 6318, as contained in the accompanying administrative regulation, and implementing and evaluating such programs, activities, and procedures. As appropriate, the County Superintendent or designee shall conduct outreach to all parents/guardians and family members. (Education Code 11503; 20 USC 6318)

(cf. 6171 - Title I Programs)

When the County Office's Title I, Part A allocation exceeds the amount specified in 20 USC 6318, the County Board shall reserve at least one percent of the funding to implement parent/guardian and family engagement activities. The County Superintendent or designee shall involve parents/guardians and family members of participating students in decisions regarding how the County Office's Title I funds will be allotted for parent/guardian and family engagement activities and shall ensure that priority is given to schools in high poverty areas in accordance with law. (20 USC 6318, 6631)

(cf. 3100 - Budget)

Expenditures of such funds shall be consistent with the activities specified in this policy and shall include at least one of the following: (20 USC 6318)

1. Support for schools and nonprofit organizations in providing professional development for County Office and

school staff regarding parent/guardian and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents/guardians and family members

2. Support for programs that reach parents/guardians and family members at home, in the community, and at school
3. Dissemination of information on best practices focused on parent/guardian and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents/guardians and family members
4. Collaboration with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement
5. Any other activities and strategies that the County Office determines are appropriate and consistent with this policy

The County Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parent/guardian and family engagement policy in accordance with 20 USC 6318.

Non-Title I Schools

The County Superintendent or designee shall develop and implement strategies applicable to each school that does not receive federal Title I funds to encourage the involvement and support of parents/guardians in the education of their children, including, but not limited to, strategies describing how the County Office and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

APPENDIX E

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 (a), (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.

Minimum Action: Parent conference.

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 Disrupt School Activities or Otherwise Willfully Defy The Valid Authority of Supervisors, Teachers, and Administrators...

E.C. 48900(k): Disrupt school activities or otherwise willfully defy the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

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
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, or Attempt to Engage in Hazing...

E.C. 48900(q): Engaged in, or attempted to engage in, hazing as defined in Section 32050.

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, **SCOPE 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:

- | | |
|--------------------------------|--|
| 1ST OFFENSE: | WARNING DOCUMENTATION: Maybe sent home for change of clothes, or 1 day suspension for gang related violations. |
| 2ND OFFENSE: | 1 DAY SUSPENSION OR ALTERNATIVE CONSEQUENCE:
Gang related violation – 3 day suspension. |
| 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:

- | | |
|--------------------------------|---|
| 1ST OFFENSE: | Head gear/electronic devices turned in to office and picked up at end of school day. |
| 2ND OFFENSE: | Head gear/electronic devices turned in to office and ONLY PARENT/GUARDIAN can pick it up. |
| 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

GLASS BOTTLES OR CONTAINERS

Policy 4219.11: Sexual Harassment**Status:** ADOPTED**Original Adopted Date:** 11/16/2005 | **Last Revised Date:** 05/30/2018

The Stanislaus County Office of Education prohibits sexual harassment of county office employees and job applicants. The Stanislaus County Superintendent of Schools also prohibits retaliatory behavior or action against County Office of Education employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

The County Superintendent of Schools or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964)

Any County Office employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, administrator or County Superintendent of Schools.

A supervisor, principal or other County Office administrator who receives a harassment complaint shall promptly notify the County Superintendent of Schools or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

Any County Office of Education employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a County Office of Education employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Appendix G

FR: Stanislaus County Office of Education

RE: HEALTHY SCHOOLS ACT OF 2000

Notice to all students, parents/guardians and employees of the Stanislaus County Office of Education, Special Education.

Assembly Bill 2260 WENT INTO EFFECT ON January 1, 2001. This legislation enacted Education Code Sections 17608 et seq. and 48908.3 that require, among other things, that school districts notify parents and staff about the use of pesticides at school. The purpose of this legislation is to reduce exposure to toxic pesticides through information and application of an integrated pest management system at schools. Towards this end, and pursuant to the requirements of this legislation, please be advised of the following:

The Stanislaus County Office of Education expects to use the following pesticides at its campuses during the upcoming year:

Pesticide Name	US EPA ID Number	Active Ingredient
Roundup Pro	524-475	Glyphosate
Contrac Blox	12455-79	Brodifacoum; 3-[3-(4'-Bromo-[1,11 -biphenyl]-4-yl)-1,2,3,4-tetrahydro-1- naphthalenyl]-4- hydroxy-2H-1-benzopyran-2-one
Suspend	432-763	Deltamethrin
Tengard	70506-6	Permethrin
Zenprox EC	2724-804	Etofenprox, Piperonyl butoxide
Termidor	7969-210	Fipronil
Advance Ant Bait	499-370	Abamectin
Alpine WSG	499-561	Dinotefuran
Nyguard	1021-1603	2-[1-Methyl-2-(4-phenoxyphenoxy) ethoxy]pyridine
Talstar P	279-3206	(S)-cyano (3-phenoxyphenyl) methyl-(S)-4- chloro- alpha-(1-methylethyl) benzeneacetate
Essentria IC3	Exempt	Exempt
PT 515 Wasp Freeze	499-362	d-Trans Allethrin, Phenothrin
MaxForce Roach Gel	432-1259	Fipronil
Terro Ant Bait	149-8	Sodium Tetraborate

Parents/guardians of the Stanislaus County Office of Education can register with the site's designee, Tanner Mendoza, to receive notification of individual pesticide applications by calling 209-238-1920. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application. If you wish to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code Section 13184, you can do so by accessing the Department's web-site at www.cdpr.ca.gov

CSI–Low Graduation Rate

For 2022, any school with a school level combined four-and five-year graduation rate less than 68 percent **over three years** will be eligible for CSI–Low Graduation Rate. Schools must have a combined four-and five-year graduation rate in 2020, 2021, and 2022 to be eligible for support. Schools are eligible for this category regardless of their Title I funding status. SCOE Alt Ed schools have qualified for CSI support and funding due to a low graduation rate based on a 4 year cohort. CSI funding and support is provided and used to support students and the graduation rate, the CSI plan is reviewed annually.