Handbook for Referring Districts and Agencies



Alternative Education Programs

Sonoma County Office Of Education

5340 Skylane Boulevard
Santa Rosa, CA 95403-8246
(707) 524-2876

www.scoe.org/alted

Revised September 2024

Table of Contents

About Alternative Education Programs **1-2**

- Court Schools
- Community Schools
- Independent Study Option
- Teen Parent Program
- Counseling Services

Administration and Support Staff **3**

Students Under Juvenile Court Jurisdiction **4**

Eligibility Criteria **5**

Scope of Instruction **5**

Referral Information **6**

Referral Procedures **6-10**

- Expelled Student
- Voluntary Referrals
- SARB-Referred Student
- Special Education Students
- Home Study
- Independent Study

601 Individualized Review and Certification **11**

Processing the Referral **11**

Transition Plan **12**

Exit Procedures **12**

Forms **13-17**

Parent Information Packet **18-22**

About Alternative Education Programs

"The mission of Alternative Education Programs is to provide alternative pathways that connect each student to opportunities for learning and living."

Sonoma County Office of Education (SCOE) Alternative Education Programs provides K-12 education for students who are seriously at risk of school and/or societal failure. The two programs are Court School and Community School (which includes Independent Study and a Teen Parent Program). These programs provide academic instruction for students who are detained or referred, who self-select, or who may benefit from a program based on alternative instructional strategies. The programs are more fully described below.

Court School provides educational services to children and youth who are wards of the court including incarcerated youth and minors under the protection of the court because of parental neglect or abuse. De Forest Hamilton School has classrooms located within the Juvenile Justice Center to serve girls and boys, ages 12 to 19, who have been arrested and booked on criminal charges and who are awaiting disposition by the court.

Community School provides an alternative learning environment for students in grades 7 through 12 who are experiencing difficulties in a traditional school setting or who are exhibiting negative behavior patterns in school or in the community. The program serves students who have been expelled from school, identified as habitually truant, placed on probation by the court, or otherwise referred by a school district, probation, or social service agency. Community School-classrooms are located in Santa Rosa and Petaluma. The emphasis of the program is to reestablish the educational direction of students and to transition them to a regular school setting or other learning environment that meets their needs. Counseling and other support services are provided by community-based organizations and agencies.

Independent Study is another option available to qualifying students who have specific educational needs, work interests, personal issues and/or family obligations that preclude success in a daily classroom setting. The Independent Study Center is located on the Amarosa Academy campus.

Teen Parent Program provides education and support services assisting pregnant and parenting students to continue their education. Support services include preparation for childbirth and parenting, transportation, vocational and career development, and bilingual child care as well as referrals for other services.

Counseling Services are offered based on the belief that when a student has support with the social issues in his or her life, she or he is better able to succeed academically. The Alternative Education Program offers counseling to students at the Community School sites. This school-based service is free to students and designed to focus on issues that may be interfering with a student's success in school. All counseling services are confidential except as mandated

by California state law.

Students will be offered individual, group and educational counseling opportunities which can include anger management, conflict mediation skills, life skills and diversity training, and drug/alcohol/tobacco education. All students may participate in counseling. Priority will be given to students who: 1) have counseling as a condition of their return to district rehabilitation plan; 2) are in crisis; or 3) have behavioral issues that interfere with their success at school, home and in the community. The goal is to make high quality, low cost mental health counseling available to students at their school site.

If you have any questions or concerns regarding any of the counseling services please contact the Alternative Education-Student Support Services office.

Administrative Staff

School Office General Information Message	(707) 524-2876	
Director of Alternative Education	(707) 522-3322 x4102	
Angela Scardina, Director	(707) 522-3322 x4105	ascardina@scoe.org
Tyler Wilcox, Fiscal Analyst	(707) 524-2714	twilcox@scoe.org

Support Staff

Amanda Pokriots, Department Systems Coordinator	(707) 524-2883	apokriots@scoe.org
Saul Huerta, Student Accountability Specialist	(707) 522-3322	shuerta@scoe.org
Jackie Petersen, Admin Support Secretary	(707) 524-2888	jpetersen@scoe.org

Students Under Juvenile Court Jurisdiction

Many of the students who are referred to Community School are under the jurisdiction of Juvenile Court as specified in the following sections of the Welfare and Institutions Code.

Section 601

Any person under the age of 18 who persistently or habitually refuses to obey the reasonable and proper orders or directions of her/his parent, guardian or custodian, or who is beyond the control of such person, is classified under Section 601 of the Welfare and Institutions Code. A student who is classified as 601 is a status offender and may demonstrate behaviors such as running away or school truancy which would not be considered violations if the minor were over 18 years of age. Juvenile Court in Sonoma County does not currently declare 601 offenders wards of the court and police agencies do not arrest minors for status offenses. ***However, if students persist in "incorrigible" behaviors at school and schools can document a history of failed interventions, a student may be referred to Community School and receive a 601*** **Certification following an Individual Review by Juvenile Probation.**

Section 602

Section 602 refers to any person who is under the age of 18 years when he or she violates any law of this state or nation or any ordinance of any city or county of this state, which is within the jurisdiction of the Juvenile Court. Juvenile Court may adjudge a 602 minor to be a ward of the court. The Court may order the minor to be supervised for six months by Probation, declare the minor a ward of the court and place the minor under the supervision of a Probation Officer in her/his own home, or remove the minor from parent/guardian custody and order out-of-home placement in a relative's home, foster home, group home or institution. In Sonoma County, the Juvenile Court reviews the cases of all wards of the court every six months.

Section 654

In lieu of filing a petition to declare a minor a ward of the court under Section 601 or 602 and with the consent of the minor and his/her parents, a minor can be placed on Informal Probation for a period of time not to exceed six months and attempt thereby to adjust the situation which brought the minor to the attention of a Probation Officer. Failure to fulfill informal probation contracts can result in a petition being filed and formal jurisdiction.

Eligibility Criteria

Education Code 1981 states that the County Board of Education may enroll in Community School any of the following:

1. Students who have been expelled from school while attending traditional classes, opportunity classes, or alternative classes.

2. Students who have been referred to the COE Community School by a school district as a result of the recommendation of a School Attendance Review Board (with 601 Certification).

3. Students who are Probation referred pursuant to Sections 601, 602, or 654 of the Welfare and Institutions Code. (If a student is referred by Probation, the school district must be notified by the referring party and receive documentation that this referral has occurred.)

4. Students who have been referred for voluntary placement, with parental consent, by a school district.

Scope of Instruction

Education Code 1983 includes the following definition of the scope of instruction:

1. Students enrolled in the COE Community School shall be assigned to sites/classes or programs deemed most appropriate for reinforcing or reestablishing educational development.

2. Such classes or programs may include, but need not be limited to, basic educational skill development, on-the-job training, tutorial assistance, independent study requirements, and individual guidance activities.

3. An individually planned educational program based upon an educational assessment shall be prescribed for each student.

4. The course of study of a COE operated Community School shall be adopted by the County Board of Education and shall enable each student to continue academic work leading to the completion of a regular high school program.

5. The Community School program implements a holistic approach to educating students that includes rigorous instruction, academic intervention, access to mental health services, and social-emotional development.

The SCOE Alternative Education Program is accredited by the Western Association of Schools and Colleges (WASC) and has established the following Learner Outcomes, aligned with the Sonoma County Portrait of a Graduate.



Referral Information

It is anticipated that districts will first attempt to serve students through their own programs. Documentation of interventions, reasons for the referral, and information about how 504 and English Language Learners (ELL) issues, if applicable, have been addressed must be provided by the district.

Community School serves students with a wide range of needs - appropriate services will be provided to those students who meet Education Code 1981 eligibility requirements. If a student has an active Individualized Education Plan (IEP), and the referring party believes Community School may be an appropriate educational option, the district must send the student's current IEP and Psychological evaluation report for review. After review of the IEP, and other documentation, it is determined that Community School can meet the student's special needs, the IEP team at the district of origin must convene a transition IEP meeting, which must include the responsible Special Education Teacher from SCOE Alternative Education. Placement of a special education student will not be considered until this process has been completed.

Referral does not guarantee acceptance into the program. Upon receipt of the completed referral form, records will be assessed for completeness and accuracy. The student's academic strengths and challenges, as well as behavior history and intervention attempts, will be reviewed and a determination will be made as to whether Community School can accommodate the student's needs.

Referral Procedures

1. School districts or agencies that need referral forms or have questions should contact the Alternative Education Office at 524-2876. Referrals are made only through the Alternative Education Office, ***not through individual Community School sites or instructors*.**

2. Completed referral forms, including required documentation, should be sent to the Alternative Education Office. A referral becomes activated only upon receipt of the referral packet ***with all required documentation***.

3. Referrals from districts require the following information to accompany referral form:

   Expelled Student

   District completes referral including all supporting documents as indicated on referral form:

   - Petition for expulsion and hearing findings
   - Academic transcripts
   - Standardized test (CAASPP) results
   - Immunization record
   - Vision and hearing screening
   - District statement of Education Code violation
   - Copy of Rehabilitation Plan describing academic and behavior goals the student must meet in order to be considered for readmission to district school
   - ELPAC Scores if student is an English Language Learner
   - Copy of current IEP, if applicable, along with psychological, psycho-educational, speech

and language assessments, past and present
- Documentation of all efforts made to solve problems within the school, including how 504 issues have been addressed.
- Completed and signed 601 Certification form (send to Juvenile Probation for review and signature) **See Forms.** ***601 Certification is required before a student can be accepted into the Alternative Education Program.***

SARB Referred Student

Please Note: ***Where truancy is the only issue and there is no record of disruptive behavior at school, a referral to Community School may not be appropriate***. However, if students persist in "incorrigible" behaviors at school *and* schools can document a history of failed interventions, a student may be referred to Community School through the SARB process and receive a 601 Certification following an Individual Review by Juvenile Probation. ***601 Certification is required before a student can be accepted into the Alternative Education Program.***

District completes referral including all supporting documents as indicated on referral form:

- Copy of district SARB contract (where applicable) containing: (a) identification of truancy or other "incorrigible" behaviors at school, specifying dates and incidents, documentation of history of failed interventions and (b) a list of meetings and efforts made by local school district to resolve the problems with the student and parent/guardian
- Academic transcripts
- Standardized test (CAASPP) results
- Immunization record
- Vision and hearing screening
- Copy of Rehabilitation Plan describing academic and behavior goals the student must meet in order to be considered for readmission to district school
- ELPAC Scores if student is an English Language Learner
- Copy of current IEP, if applicable, along with psychological, psycho-educational, speech and language assessments, past and present
- Documentation of all efforts made to address issues within the school, including how 504 issues have been addressed
- Completed and signed 601 Certification form (send to Juvenile Probation for review and signature) **See Forms.** ***601 Certification is required before a student can be accepted into the Alternative Education Program***

Voluntary District Referred Student

District completes referral including all supporting documents as indicated on referral form:

- Parent Consent to Voluntary Placement
- District Plan describing academic and behavior goals the student must meet in order to be considered for readmission to district school
- Academic transcripts
- Standardized test (CAASPP) results

- Immunization record
- Vision and hearing screening
- ELPAC Scores if student is an English Language Learner
- Copy of current IEP, if applicable, along with psychological, psycho-educational, speech and language assessments, past and present
- Documentation of all efforts made to address issues within the school, including how 504 issues have been addressed.

Teen Parent

The Teen Parent Program provides education and support services assisting expectant and parenting students to resume or continue their education. Support services include preparation for childbirth and parenting, transportation, vocational and career development, and bilingual child care as well as referrals for other services. The Teen Parent program is located in Santa Rosa at Amarosa Academy.

See Forms for the Teen Parent Program Referral and Teen Parent Program Child Care Referral forms and the additional information about documentation required. Please contact the Alternative Education Office at 524-2876 to obtain copies.

SCOE Community School Referral Process for Students with Special Education Needs

Referred students with active Individual Education Plans who are accepted into the program will continue to receive differentiated instruction through SCOE's Alternative Education Resource Specialist Program. The services are designed to monitor identified needs of students with IEPs and to meet compliance requirements of IDEA legislation. Typically, the SCOE Alternative Education Program can meet the needs of students receiving three to four periods/day in a Resource Specialist Program.

The Community School Referral specifies the documentation required when referring a student with an active IEP. ***Special education referrals also require the signature of the district's Special Education Director.*** In addition to the Community School Referral form, the following show the process for referring a student with an active IEP.

Alternative Education Office

- Notifies the referring district of any missing documentation. (This may delay review of referral)
- Notifies Special Education staff of newly referred students with current IEPs
- Assembles file with IEP documents
- Forwards file to Special Education staff for review
- After review by the Special Education Team, the referring district is notified of acceptance or denial. If accepted, an enrollment meeting is scheduled **following** the transition IEP schedule by the referring district (see below).

Community School Special Education Staff

- Reviews referral file for appropriateness of fit in Community School
- Makes recommendation to the Department Director for acceptance or denial
- If student is found appropriate, assign RSP teacher according to placement site
- For out-of-SELPA students, verifies IEP date within 30 days of administrative placement

Referring District

- Schedules transition meeting with Alternative Education staff, and sends out meeting notices to all parties involved
- Discusses goals, objectives, placement issues and support needs
- Provide parents of IEP, Parent Rights, and Alternative Dispute Resolution

Following Transition Meeting

- Alternative Education RSP teacher/case manager notifies the Alternative Education office that the transition meeting has been completed.
- Referring district is notified when the student has completed the enrollment process.

Exit Process: Students with IEPs who are ready to return to their districts must have an exit IEP with both Community School and district-of-residence personnel present

- Alternative Education team determines when a student has satisfied the district's Rehabilitation Plan and is ready to be recommended to return to their home school/district
- District of residence is alerted to the possibility of student return.
- Copies of the names of eligible students for return to the district MUST be given to the Special Education Case Manager/RS Teacher within 30 days of the intended return date.
- If readmitted, the returning student Transition IEP meeting is scheduled by the Alternative Education staff to include all necessary people and district of residence staff.
- Student is exited from Alternative Education at the IEP back to the District of Residence

Independent Study

The Independent Study Option is an instructional strategy available to mature students who have specific educational needs, work interests, personal issues and/or family obligations that preclude success in a daily classroom setting. Once a student is enrolled in the Alternative Education Program, he or she may apply for this option with the recommendation of his or her classroom teacher and administrative approval.

601 Individualized Review and Certification

In addition to sending the Referral and all required documentation to Sonoma County Office of Education Alternative Education Programs, referring districts and agencies should simultaneously send a signed Individualized Review and Certification form to:

Chris Avilla, Legal Staff Supervisor
Sonoma County Juvenile Probation Services 7425
Rancho Los Guilicos Road, Dept. B
Santa Rosa, CA 95409-6518

Phone: (707) 565-6246
FAX: (707) 565-8639 or Chris.Avilla@sonoma-county.org

Processing the Referral

1. The referral form is received, dated, stamped, and checked for completeness by the Alternative Education Office. District staff will be notified of incomplete referral packets – ***missing documentation must be received before the referral can be processed***.

2. Upon receipt of a completed referral packet and after attending an enrollment meeting, students are assigned to a Community School site and classroom on a space available basis.

3. Attendance by student and parent/guardian is mandatory to complete enrollment. The Probation Officer may also be invited to attend, if applicable. At the enrollment meeting, the student and parent/guardian are apprised of school rules, receive information about the Community School academic program, support services and complete required paperwork.

4. If the student does not attend a scheduled enrollment meeting, Alternative Education will contact the referring party for additional contact information. If the student fails to appear after three notices of registration meetings the district will be notified so that truancy notices can be generated.

5. An Individual Learning Plan (ILP) will be established for each student within 30 days of enrollment. This plan is based on assessments in language arts and math, age-appropriate course completion requirements, Return to District Criteria if applicable, and student's educational goals and Transition/Rehabilitation plan. The ILP will be reviewed with the student and parent once each semester.

6. If within the first 30 days of enrollment, it becomes clear that Community School is an inappropriate placement for the student, the district of residence will be contacted. The Alternative Education school psychologist and resource specialist will be available to meet with district representatives to make recommendations for further evaluation and more appropriate placement of students with an IEP.

Transition Plan

It is the goal of Alternative Education Programs to prepare every student for transition to a successful future and lifelong learning (higher education, vocational training, military service or the world of work). Students who are able to maintain a 90-95% rate of attendance, a minimum 2.0 grade point average with 25-30 credits per semester, complete counseling, community service, restorative dialogue circles and avoid suspension or other disciplinary interventions, may elect to be reviewed for return to a district school before completing the requirements for a high school diploma.

Prior to the end of each semester, Alternative Education staff will be in communication with district staff to discuss students who may be eligible for district readmission and to discuss the process for a successful transition for students who are readmitted.

Exit Procedures

Students enrolled in the Community School Program may be exited in several ways, including:

- Completion of high school graduation requirements
- Passing the GED or CPP
- Return to district of residence due to successful completion of Rehabilitation Plan requirements
- Return to district of residence due to inappropriateness of placement
- Referral to an adult education program or other educational option
- Termination from the program at age 18

Forms

- Community School Referral
- Community School Voluntary Referral Form
- Teen Parent Program Referral
- Teen Parent Program Child Care Registration

alternative EDUCATION
Sonoma County Office of Education

Sonoma County Office of Education
Alternative Education Programs
5340 Skylane Boulevard
Santa Rosa, CA 95403-8246
(707) 524-2876
Fax (707) 524-2889

Community School Referral

Student SSID	Referral Date

Instructions: Complete form, attach copies of required documentation, and email to jpetersen@scoe.org

Student Information

Student Name (first, last)_____ Birthdate_____
☐ Male ☐ Female Resides with: ☐ Father ☐ Mother ☐ Both ☐ Other (describe) _____

Parent/Guardian Information

Name(s)_____ Home Language_____
Address_____ City/Zip_____
Email Address _____ Phone Number: Home_____
Work_____

Basis for Referral - Check all that apply and attach the required documentation

☐ **Expulsion from School** | 48915. a ☐ c ☐ 48900. ☐
Required Documentation: 1. Petition for expulsion 2. Hearing findings 3. Rehabilitation Plan
4. Immunization record 5. Vision & Hearing Screening 6. Academic Transcript
7. Discipline History 8. Attendance Record 9. District statement of Education Code violation

☐ **Habitual Truancy** ☐ Certified truant 601.3 ☐ SARB contract
Required Documentation: 1. SARB hearing report and hearing findings 2. Academic transcript
3. Immunization record 4. Vision & Hearing Screening

☐ **Juvenile Court Proceeding** ☐ 300 ☐ 601 ☐ 602 ☐ 654c
Probation Officer_____ Phone_____
Gang affiliation:_____ Non-association: _____
Required Documentation: 1. Copy of court order

Factors Affecting School Achievement - Check all that apply and attach the required documentation.

☐ Yes ☐ No **Student is an English Language Learner**
Required Documentation: Most Current ELPAC Scores

☐ Yes ☐ No **Student has an active IEP for Special Education** Primary Disability _____
Required Documentation: Current and signed COMPLETE IEP, including goals and objectives (in addition to Manifestation IEP)
Current Academic Evaluation/Report (completed within the past year)
Behavior Intervention/Support Plan
Psycho-educational Evaluation (completed within the past 2-1/2 years)
Pre-expulsion report (when appropriate)
Individual Transition Plan (ITP), if student is 14 years or older
Name of Case Manager:_____ Phone:_____ Email:_____

☐ Yes ☐ No **Student has a Section 504 Accommodation Plan**
Required Documentation: 1. Copy of the Section 504 Evaluation report
2. Copy of the signed 504 Accommodation Plan

☐ Yes ☐ No **Student has 3632 Mental Health Services**
Signature of Special Education Director_____ Phone Number _____

School Attendance Information

Last **district** school attended_____ Grade level_____ Date last attended _____
City_____ State_____ Zip _____

District Contact

Referred by (name)_____ Title_____ Date_____
District or Agency_____ Phone_____ Fax_____

Alternative Education
Sonoma County
Office of Education

Sonoma County Office of Education
Alternative Education Programs
5340 Skylane Boulevard
Santa Rosa, CA 95403-8246
(707) 524-2876 *Fax (707) 524-2889*

Community School Voluntary Referral Form

This form is to be completed and submitted along with the Community School Referral and all required supporting documents.

Student Name: _____

Person Requesting Referral: ☐ Parent ☐ Student ☐ School Staff

Background information (may be an attachment):

Desired term in Community School: _____
Requested additional support from Community School:

Required Documentation:

- Parent Consent to Voluntary Placement
- District Plan describing academic and behavior goals the student must meet in order to be considered for readmission to district school
- Academic transcripts
- Standardized test (CAASPP) results
- Immunization record
- Vision and hearing screening
- ELPAC Scores if student is an English Language Learner
- Copy of current IEP, if applicable, along with psychological, psycho-educational, speech and language assessments, past and present
- Documentation of all efforts made to address issues within the school, including how 504 issues have been addressed.

I agree to this voluntary referral to the Sonoma County Office of Education Community School. I further understand I can rescind this requested placement.

_____ _____
Parent Signature Date

alternative EDUCATION
Sonoma County Office of Education

Sonoma County Office of Education
Alternative Education Programs
5340 Skylane Boulevard
Santa Rosa, CA 95403-8246
(707) 524-2876
Fax (707) 524-2889

Adera Teen Parent Referral

Student SSID	Referral Date

Instructions: Complete form, attach copies of required documentation, and email to jpetersen@scoe.org

Student Information

Student Name (first, last)_____ Birthdate_____

☐ Male ☐ Female Resides with: ☐ Father ☐ Mother ☐ Both ☐ Other (describe) _____

Parent/Guardian Information

Name(s)_____ Home Language_____

Address_____ City/Zip_____

Email Address _____ Phone Number: Home_____

Work_____

Social Worker/Support Provider Information

Name _____ Agency:_____

Title_____ Phone Number: _____

Basis for Referral - Check all that apply and attach the required documentation

☐ **Pregnant Teen**

Required Documentation: 1. Academic Transcript 2. Immunization record
3. TB Testing 4. Vision & Hearing Screening
5. Last know school of Attendance 6. Due date of child

☐ **Parenting Teen** Certified truant 601.3 SARB contract

Required Documentation: 1. SARB hearing report and hearing findings 2. Academic transcript
3. Immunization record 4. Vision & Hearing Screening

Support Requested – Check all that apply

☐ School Program ☐ Services ☐ Child Care

Factors Affecting School Achievement - Check all that apply and attach the required documentation.

☐ Yes ☐ No **Student is an English Language Learner**

Required Documentation: Most Current ELPAC Scores

☐ Yes ☐ No **Student has an active IEP for Special Education** Primary Disability _____

Required Documentation: Current and signed COMPLETE IEP, including goals and objectives (in addition to Manifestation IEP)
Current Academic Evaluation/Report (completed within the past year)
Behavior Intervention/Support Plan
Psycho-educational Evaluation (completed within the past 2-1/2 years)
Individual Transition Plan (ITP), if student is 14 years or older

Name of Case Manager:_____ Phone:_____ Email:_____

☐ Yes ☐ No **Student has a Section 504 Accommodation Plan**

Required Documentation: 1. Copy of the Section 504 Evaluation report
2. Copy of the signed 504 Accommodation Plan

☐ Yes ☐ No **Student has 3632 Mental Health Services**

Signature of Special Education Director_____ Phone Number _____

School Attendance Information

Last **district** school attended_____ Grade level_____ Date last attended _____

City_____ State_____ Zip _____

District Contact

Referred by (name)_____ Title_____ Date_____

District or Agency _____ Phone Number _____

Sonoma County Office of Education
Alternative Education Programs
5340 Skylane Boulevard
(707) 524-2876 *Fax (707)524-2889*

Teen Parent Program Child Care Registration

Instructions: Complete form, attach documentation and email to jpetersen@scoe.org

Teen Parent Information

Name_____

Address_____

City/Zip_____

Phone Number: Home_____Work_____Home Language _____

Father / Other Parent Information

Name_____

Ms. Address_____

City/Zip_____

Phone Number: Home_____Work_____Home Language _____

Child Information

Child's Name _____ ☐ Male ☐ Female

Birthdate_____Age_____Home Language _____

Resides with: ☐ Father ☐ Mother ☐ Both ☐ Other(describe) _____

Immunization record available? ☐ Yes ☐ No If no, explain _____

Any physical, behavioral or other concerns including allergies _____

Physician/Support Provider Information

Name_____Title_____

Agency:_____Phone Number: _____

Do the parent and child need transportation? ☐ Yes ☐ No If yes, provide details _____

Referral Source

Referred by (name)_____Date_____

District or Agency_____Phone Number _____

Sonoma County Office of Education
Alternative Education Programs
5340 Skylane Boulevard
Santa Rosa, CA 95403-8246
Ph (707) 524-2876 F a x (707) 524-2889

Individualized Review and Certification

It is the policy of the Sonoma County Office of Education and the Board of Trustees to have all students reviewed for *appropriateness of enrollment* in Sonoma County's community school programs. In addition to this local enrollment policy, the California Education Code identifies additional review and certification requirements for those students enrolled pursuant to Section 1981(c). This Individualized Review and Certification for Community School Enrollment form is designed to satisfy both local requirements and state level requirements associated with California Education Code Sections 1981, 1982.5, and 42238.18(c).

Name_____ ☐M ☐F Referral date_____DOB_____

Parent or Legal Guardian_____ School District_____Grade _____

California Education Code Section 1981 identifies four classifications of students who are eligible for community school enrollment. Please identify which category qualifies the above named student for community school enrollment.

☐ E.C. 1981 (a) Expulsion 48900
☐ E.C. 1981 (b) SARB
☐ E.C. 1981 (c) Probation or Serious Expulsion 48915 (a)☐ or (c)☐
☐ E.C. 1981 (d) Homeless

A preliminary review of the above named student was completed. This activity included a review of the student's 1) current conditions, 2) attendance, behavior and performance history, and 3) personal orientation with the student and parent/legal guardian. Based on that review, it has been determined that the enroll- ment in the community school program is appropriate and in the best interest of the student.

Brief description of school related problem(s) _____

_____

School District actions(s) prior to referral to Alternative Education Programs Community School:

☐ School Administrator conference with parent and student
☐ Referral to alternative education program
  ☐ class ☐ ROP
  ☐ Continuation School ☐ Independent Study
☐ Intradistrict transfer
☐ Student Study Team
☐ Referral to counseling/Psychologist Opportunity
☐ Community agency/Support program referral
☐ SARB review
☐ Other _____

In addition to the local review requirements, the following state level certification requirements must also be documented:

California Education Code Section 1981(b)
The above named student was enrolled in the community school program pursuant to Education Code Section 1981(b), satisfying the enrollment requirements established by California Education Code and the California State Board of Education.

California Education Code Section 1981(c)
The above named student was enrolled in the community school program pursuant to Education Code Section 1981(c), stating that the student must 1) be expelled for an offense identified in Education Code Section 48915(c), or 2) be probation referred, have an assigned probation officer and have undergone an individualized review consistent with the requirements of Education Code Section 42238.18(c).

The above named student was probation referred pursuant to Welfare and Institutions Code Sections 300, 601, 602 or 654, and an individualized review and certification has been completed by representatives of the court, county office of education, probation department and district of residence.

The above named student has been reviewed and certified by the below listed agencies:

Court/Probation_____

District of Residence _____

County Office of Education _____

Return to district eligibility date:
☐ Spring Semester ☐ Fall Semester
School Year _____

Parent Information Packet

The mission of the Sonoma County Office of Education Alternative Education Programs is to provide alternative pathways that connect each student to opportunities for learning and living,

We're happy to welcome you and your child to Sonoma County Community Schools. This program was established in 1986 by the Superintendent and Governing Board of the Sonoma County Office of Education. Each year, students are referred to our program because of problems related to truancy, expulsion, or other behaviors.

Our goals are to: Motivate students to attend school;
Develop academic skills;
Assist students in developing a positive self-image and social skills;
Prepare students to return to their district school, if appropriate.

In the years since our program began, we have found that many students have accepted our school program for what it is—an opportunity to turn things around and begin to achieve success in school. Because the program is small, we get to know each student well. The things that students do in or out of class are noticed. Our staff cares about each student as an individual and about his or her education.

Each student is counted on to accept responsibility, abide by school rules, respect the decisions of our staff, and generally help make things work for everyone concerned. If your son or daughter is in any way like the students who have been in our program in the past, he or she will find a new opportunity to be successful at school this year.

ATTENDANCE POLICIES AND PROCEDURES

Students are expected to attend school daily for the full school day and to arrive on time. There are only three reasons for an *excused* absence from school:

- Illness/medically related appointments, death in the family or court/legal appointment.

All other absences are *unexcused*. A parent/guardian is asked to telephone the school site by 8:15 a.m. each day an absence occurs. For an absence to be designated as *excused*, one of the following two conditions must be met. Absences which do not meet one of the following **two** conditions are considered unexcused:

- Parent/guardian verifies and explains the absence by telephone, **OR**
- A note, signed by the parent/guardian, is received on the day the student returns to school. The note must specify the student's name, date of absence, reason for absence, and the relationship of student to the person signing the form.

Consequences of unexcused absences are as follows:

1. Parents/guardians will be contacted when student absences occur; after the second, third, fourth, and fifth incidents of unexcused absence, parents/guardians will be sent written notification.
2. When unexcused absences occur, a parent meeting may be held and can result in a truancy contract and/or change in school placement.
3. After the fifth incident, the student is declared a habitual truant and referred to the District Student Attendance Review Board (SARB).

Students who enter Community School with an existing attendance contract from their district school will be referred to the District Attorney when any unexcused absence occurs. Attendance contracts continue in effect from year-to-year until expiration.

Transportation to and from the school site is the responsibility of the student and the parent/guardian. *Transportation difficulties are not accepted as the reason for an excused absence or late arrival at school.*

However, if a student and/or family is experiencing undue hardship because of school transportation requirements, the Community School staff should be consulted. Staff may be able to provide assistance in accessing programs that provide low-cost bus passes or other kinds of support.

Please note that, in compliance with state law, *student tardiness and absences are closely monitored.* Truancy interventions may include Notice of Truancy letters; request for parent conference; the development of an Attendance Contract; and/or revocation of Work Permit and other off campus privileges; and referral to the District SARB.

ASSESSMENT POLICIES AND PROCEDURES

Standardized basic skills and cognitive screening tests may be administered to all students at the beginning of the year and, thereafter, to each new student starting the program. Students are encouraged to do their best on the tests, since results will be used to aid staff in developing the instructional program and to determine if there is a need for more assessment.

LEARNER OUTCOMES

Alternative Education Programs is accredited by the Western Association of Schools and Colleges (WASC). Individual Learning Plans will be developed for each student based on the following learner outcomes:

Our hopes and aspirations for *all* Sonoma County students are:

- ❖ Curiosity
- ❖ Empathy
- ❖ Communication
- ❖ Collaboration
- ❖ Ethics
- ❖ Initiative

More information about Individual Learning Plans and learner outcomes is available at the School Office.

COMMUNITY SCHOOL BASIC GRADUATION REQUIREMENTS

Many students will have as their goal reentry to their class in high school. Others may choose to stay at Community School. A summary of the basic requirements for graduation from the Community School program is provided below:

	Years	*Semester Credits*
Language Arts	4	40
Mathematics: Algebra	1	10
One additional year of mathematics	1	10
Science: Life Science	1	10
Physical Science	1	10
Social Science: World History, Culture & Geography	1	10
United States History & Geography	1	10
American Government, including Civics	1/2	5
American Economics	1/2	5
Fine Arts	1	10

Physical Education	2	20
Electives		60
Total Semester Credits Required for Graduation		*200*

GRADING POLICY

- Grade and credit reports are issued to students every quarter. All grades and credits earned by students become a part of their school record and are transferable to any public school.

- Grades are based upon the satisfactory completion of assignments in school, passing any required tests, and completing any work required outside class. Grades are based upon current performance levels and do not necessarily reflect performance at actual grade level.

- An incomplete grade (INC) in a subject means that required course work has not been completed and that if a passing letter grade is to be received, the necessary work must be completed in the next report card period of the school year in which the work was assigned. Failure to complete the required work will result in the "incomplete" grade being converted to an "F" with no credit.

CODE OF CONDUCT

Admission and continued enrollment in the Sonoma County Community School program is based upon the continuing cooperation of both the student and parent(s). Community School students must adhere to the following school rules at all times, including while on school grounds; while going to or coming from school (including public transportation); during lunch period, and while going to or coming from a school activity. Probation officers will be notified of infractions for all students on probation. Continued violations of the Code of Conduct may result in recommendation for transfer to another educational placement. Whenever possible, the program utilizes restorative practices to assist in restoring students to a connected and supported place in the school community.

1. School staff and teachers must be treated with respect. Disrupting school activities, swearing at staff, making threatening remarks, or defying authority will result in disciplinary action, including parent conferences, parent attendance at school and/or suspension. *Education Code 48900 (a), (i), (k)*
2. No causing, attempting to cause, or threatening to cause physical injury. This may result in suspension from school for the balance of that day and the duration of suspension (up to 5 days), with parent conferences and/or suspension. Probation will be notified, as applicable and police may be notified for serious offenses. *Education Code 48900(a)*
3. Controlled substances, including drugs and alcohol and paraphernalia are illegal and are not allowed on campus. Students who possess, sell, use, or are under the influence of any controlled substance, alcoholic beverage, or intoxicant may be suspended from school. Probation will be notified as applicable, police may be notified, and the student may be subject to further disciplinary action, including recommendation for placement in another educational program for repeated violations. *Education Code 48900 (c), (d), (j) and/or 48915 (c)*
4. Weapons, including knives, firearms or other dangerous objects, are illegal at school. Police will be called immediately if a student is observed with or suspected of carrying a weapon, selling or furnishing weapons to another, or brandishing any object in a threatening manner. The student will be suspended from school and may be recommended for another educational placement. *Education Code 48900 (b) and/or 48915 (a)*
5. No arson (fire-setting), gambling, theft, including robbery, extortion. This will result in automatic suspension from school and may be grounds for recommendation for another educational placement.

Police will be notified. *Education Code 48900 (e), (f), (g), (l)*

6. Sexual harassment will not be tolerated whether on campus or electronically. This includes sexually explicit language or actions towards a student or staff member. Any such behavior will result in disciplinary action, including parent conferences and/or suspension. *Education Code 48900 (i), 48900.2*

7. Classroom facilities and equipment must be treated with respect. Any cost incurred by the school due to negligence or destruction by student must be reimbursed by student or parent. Other disciplinary action may be taken, including parent conferences and/or suspension. Police will be contacted, where appropriate. *Education Code 48900 (f), (g)*

8. Smoking, vaping or display of smoking or vaping materials are not allowed on campus. Items will be confiscated and destroyed. A second offense may result in further disciplinary action, including parent conferences and/or suspension. *Education Code 48900 (h)*

9. **The dress and grooming of students should not present potential health or safety problems or cause disruptions. Dress appropriately—no gang colors or symbols. Shirts, jackets and sweatshirts should be plain black, white or gray.** Hats and caps may not be worn indoors at school. Inappropriate items will be held by the school staff until the end of the day or until claimed by a parent. Students who need to change clothes to comply with this school rule will have their parents contacted to bring appropriate clothes to school. Any item that becomes a problem may be deemed inappropriate by administration. Continued violations will result in disciplinary action, including parent conferences, parent attendance at school and/or suspension. *Education Code 48900 (k)*

10. Cell Phones/Electronic Devices - Cell Phones and other mobile communications devices may not be used during class time unless specific permission has been granted by a teacher and/or administrator. No photos or videos should be taken at any time. SCOE Alternative Education is not responsible for lost or stolen cell phones or other electronic devices. Electronic devices are not to be seen or heard during class time. This applies outside the classroom (restroom passes and passes to the office) during class time. All electronic devices should be turned off and put away BEFORE entering a classroom. Laser Pens/pointers are not permitted. Amplified music (portable speakers) is not allowed at any time. Refusal by a student to give the electronic device to a staff member will result in confiscation by administration for the remainder of the school day. Repeated violations may result in a parent/guardian being requested to pick the item up from the school office.

SMOKING POLICY

No school shall permit the smoking or use of tobacco, or any product containing tobacco or nicotine products, by students of the school while the students are on campus, attending school-sponsored activities, or under supervision and control of school employees.

DRUGS AND ALCOHOL

Prescription and nonprescription drugs accompanied by a doctor's note are the only drugs permitted on campus. Possession of alcohol, drugs or drug paraphernalia will result in police referral and five days' suspension for first offense. Second violation may be considered cause for termination from the program.

DRESS CODE

Students are expected to dress appropriately for school. Hats and caps must be kept out of sight prior to entering the school and no gang colors or symbols are allowed. Students will be required to remove inappropriate items, which may require that parents/guardians bring other clothing items to school for their son or daughter. Additional specifications regarding the Community School Dress Code are provided to students and parents/guardians upon

student intake into the program.

GANG APPAREL, GRAFFITI AND DISCUSSIONS

Any display of gang involvement by students is prohibited, including the display of gang colors and symbols on clothing, “tagging” of personal items such as notebooks and folders with gang-related graffiti, or dialogue centered on gang activity.

IN-SCHOOL COUNSELING

Counseling services are offered based on the belief that when a student has support with the social issues in his or her life, she or he is better able to succeed academically. Alternative Education Programs, in collaboration with local community-based organizations, offers counseling to students at Community Schools. This school-based service is free to students and designed to focus on issues that may be interfering with a student’s success in school. All counseling services are confidential except as mandated by California state law.

Students will be offered individual, group and educational counseling opportunities which can include anger management, conflict mediation skills, life skills and diversity training, and drug/alcohol/tobacco education. All students may participate in counseling. Priority will be given to students who: 1) have counseling as a condition of their return to district criteria; 2) are in crisis; or 3) have behavioral issues that get them into trouble at school, home and in the community. The goal is to make high quality, low cost mental health counseling available to students at their school site.

For more information about counseling services, please call 524-2884.