



2011 - 2012

PARENT / STUDENT HANDBOOK

**ANNUAL NOTIFICATION OF
RIGHTS AND RESPONSIBILITIES**

ALTERNATIVE PROGRAMS

KATHY NORTHINGTON

County Superintendent of Schools

SCOTT O. NANIK

Director Alternative Programs & Instructional Technology

ROBIN SEARWAY

Director SELPA

CALAVERAS COUNTY BOARD OF EDUCATION

Louis Boitano, President

George C. Fry, Jr.

Marilyn Krauss

Steven E. Looper

Valerie Tudor

CALAVERAS COUNTY OFFICE OF EDUCATION

185 South Main Street • P. O. Box 760

Angels Camp, California 95221

(209) 736-4662

Please review the material in this booklet. Then SIGN and RETURN the acknowledgement at the end of this booklet.

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Calaveras River Academy

Old Oak Road	STAFF
P. O. Box 249	Scott Nanik, Principal
San Andreas, CA 95249	Rebecca Gray, Instructor
209.754.1996	Ernie Kirkpatrick, Instructor
	Kim Mittry, Instructor
	Michael Nagano, Instructor & Special Education
	Denise Combs, Counselor
	Cathy Thomas, Aide
	Minda Filson, Site Secretary
	Rose Zornes, Attendance
	Sharleen Tubolino, Food Service
	Joel Sanchez, Maintenance
	Rolando Perez, Custodial

Oakendell Community School

Hawver Road, San Andreas	STAFF
P.O. Box 760	Scott Nanik, Principal
Angels Camp, CA 95221	Melinda Liberato, Instructor
209.754.1961	Bobbie Coyle, Aide
	Karen Eggleston, Aide
	Michael Nagano, Special Ed Resource Specialist

SELPA/AU Programs Information

Infant Program

Calaveras County Office of Education
 185 South Main St.
 Angels Camp, CA 95221
 209-736-6020

STAFF
 Andria Pyle – Program Manager/Administrator
 Laura Machado – Psychologist
 Chris Markus – Infant Specialist
 Trudi Foss – Speech Therapist

Structured Preschool – San Andreas
 255 Lewis Ave
 San Andreas, CA 95249
 754-2365

STAFF
 Andria Pyle – Program Manager/Administrator
 Lisa Pohl – Special Education Instructor
 Laura Machado – Psychologist Trudi Foss –
 Speech Therapist

Structured Preschool – Valley Spring
 240 Pine St.
 Valley Springs, CA 95252
 754-2141

STAFF
 Andria Pyle – Program Manager/Administrator
 Laura Machado – Psychologist
 Cyd Chambers – Special Education Instructor
 Trudi Foss – Speech Therapist

Special Day Class/4th – 8th Structured – Mark Twain Elementary
 646 Stanislaus Ave.
 Angels Camp, CA 95222
 736-6533

STAFF
 Patty Haskell – Program Manager/Administrator
 Arnette Cratty – Special Education Instructor
 Joe Velo – School Psychologist

Special Day Class/1st - 8th Structured Behavior Class – Mark Twain Elementary School
 646 Stanislaus Ave.
 Angels Camp, CA 95222
 209-736-6533

STAFF
 Patty Haskell – Program Manager/Administrator
 Michelle Pogue – Special Education Instructor
 Joe Velo – School Psychologist

Inclusion Services/ 4th – 8th – Mark Twain Elementary
 646 Stanislaus Ave.
 Angels Camp, CA 95222
 209-736-6533

STAFF
 Patty Haskell- Program Manager/Administrator
 Molly Teale – Inclusion Specialist
 Joe Velo – School Psychologist

Special Day Class/9th – 12th Structured Behavior Class – Bret Harte High School
 364 Murphys Grade Rd
 Angels Camp, CA 95221
 209-736-2507

STAFF
 Patty Haskell – Program Manager/Administrator
 Kim Smiley – Special Education Instructor
 Joe Velo – School Psychologist

Special Day Class/Transition Program – 18-22 years of age
 122 North California St.
 San Andreas, CA 95249
 209-736-4952

STAFF
 Robin Searway - Administrator
 Jim Hayes – Special Education Instructor
 Corina Lindblom – School Psychologist

AU Class Schedules

Infant Program	By appointment
Structured Preschool(s)	8:00am– 12:00 noon
SDC/SBC – Mark Twain	8:00am – 2:00pm
SDC/Structured – Mark Twain	8:00am – 2:00pm
SDC/SBC – Bret Harte	8:00am – 3:00pm
SDC/Transition	8:30am – 2:57pm

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**Calaveras County
Community Schools
SELPA/AU
Calaveras River Academy
Oakendell Community School
Adult Ed 1**

-
2011-2012
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- JULY**
25 Teacher Prep – No Students
26 School Starts
- AUGUST**
5 Staff Development – No Students
- SEPTEMBER**
5 Labor Day
- OCTOBER**
3-14 Fall Break
17 Students return
31 Staff Development – No Students
- NOVEMBER**
11 Veterans' Day
24-25 Thanksgiving
- DECEMBER**
16 End of Second Quarter – Early Release
19 Winter Break thru January 6
- JANUARY**
9 Students return
16 Martin Luther King Jr's Birthday
- FEBRUARY**
13 Lincoln's Birthday
20 Presidents' Day
- MARCH**
9 Staff Development – No Students
16 End of Third Quarter
19-30 Spring Break
- APRIL**
2 Students return
- MAY**
17-18 Frog Jump
28 Memorial Day
- JUNE**
5 Graduation
7 Last Day of School – Early Release
8 Teacher Work Day – No Students

January 2012						
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


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-  Teacher Prep Day
-  CAHSEE Testing
-  Staff Development
-  Holidays Observed

1 Adult Ed will follow a year around calendar that aligns with the district being served

☆ Minimum Day – 1:15pm Release

Board Approved 4-18-2011

<i>We believe in our students</i>	<i>We believe in ourselves</i>	<i>We believe in our program</i>
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**Mark Twain Union Elementary School District
2011-2012 STUDENT CALENDAR**

<p>July 2011</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	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							<p>October 2011</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	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						<p>First day of School 8/17/11 Last day of School 6/1/12</p> <p align="center">END OF GRADING PERIODS</p> <table border="1"> <tr><td>End of 1st Trimester</td><td>10-Nov</td><td>End of 3rd Trimester</td><td>6/1/12</td></tr> <tr><td>End of 2nd Trimester</td><td>2/24/12</td><td>8th Grade Graduation</td><td>5/31/12</td></tr> </table> <p align="center">8/16/11 9/2/11 10/31/11</p> <p align="center">Mandatory Staff Development Days NO SCHOOL FOR STUDENTS</p>	End of 1st Trimester	10-Nov	End of 3rd Trimester	6/1/12	End of 2nd Trimester	2/24/12	8th Grade Graduation	5/31/12	<p>January 2012</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	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					<p>April 2012</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	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					
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Board Approved 3.10.11

VALLECITO UNION SCHOOL DISTRICT — 2011-2012 PARENT CALENDAR - Revised Board Approved 4/20/2011

<p>JULY</p> <p>4 - 4th of July Holiday</p>	<p align="center">JULY</p> <table border="1"> <tr><td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p align="center">JANUARY</p> <table border="1"> <tr><td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p align="center">JANUARY</p> <p>2 - Winter Break 11 - End 2nd Qtr / K-5 Collaborator Min Day 16 - Martin Luther King Day</p>							
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<p>OCTOBER</p> <p>5 - K-8 Collaboration Minimum Day 21 - End 1st Qtr / Trimester - Min Day 31 - Staff Development</p>	<p align="center">OCTOBER</p> <table border="1"> <tr><td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p align="center">APRIL</p> <table border="1"> <tr><td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p align="center">APRIL</p> <p>4 - K-8 Collaboration Minimum Day 9-13 - Spring Break 23-30 - STAR Testing</p>							
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| | School begins / ends

☐ School Holiday

~~ Minimum Days

☒ Collaboration Minimum Days

☒ Staff Development Days

!! Teacher Work Day

○ Used for makeup snow days if needed

☒ Furlough Day

BRET HARTE UNION HIGH SCHOOL

2011-2012 SCHOOL CALENDAR



JULY		JULY							JANUARY							JANUARY		
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	2	102	
4	4th of July Holiday						1	2	1	2	3	4	5	6	7	2	New Year's Day Holiday	
		3	4	5	6	7	8	9	8	9	10	11	12	13	14		Collaborative Planning	
		10	11	12	13	14	15	16	15	16	17	18	19	20	21	16	ML King Holiday	
		17	18	19	20	21	22	23	22	23	24	25	26	27	28			
		24	25	26	27	28	29	30	29	30	31							
		31														102	20	
AUGUST		AUGUST							FEBRUARY							FEBRUARY		
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	13	20	
12	Teacher Workday						5	6	5	6	7	8	9	10	11	13	Lincoln Holiday	
15	In-Service		1	2	3	4			12	13	14	15	16	17	18		Collaborative Planning	
16	Teacher Workday	7	8	9	10	11	12	13	19	20	21	22	23	24	25	20	President Day Holiday	
17	1st Day of School	14	15	16	17	18	19	20	26	27	28	29				21		
		21	22	23	24	25	26	27								121	19	
		28	29	30	31													
SEPTEMBER		SEPTEMBER							MARCH							MARCH		
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	9	143	
2	In-Service						2	3	4	5	6	7	8	9	10	9	3rd Quarter Ends	
5	Labor Day Holiday	4	5	6	7	8	9	10	11	12	13	14	15	16	17		Collaborative Planning	
	Collaborative Planning	11	12	13	14	15	16	17	18	19	20	21	22	23	24			
31		18	19	20	21	22	23	24	25	26	27	28	29	30	31	143	22	
		25	26	27	28	29	30											
OCTOBER		OCTOBER							APRIL							APRIL		
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	9-13	159	
	Collaborative Planning							1	1	2	3	4	5	6	7		Collaborative Planning	
14	End of 1st Qtr	2	3	4	5	6	7	8	8	9	10	11	12	13	14		STAR Testing	
		9	10	11	12	13	14	15	15	16	17	18	19	20	21	9-13	Spring Recess	
31	In-Service	16	17	18	19	20	21	22	22	23	24	25	26	27	28			
52		23	24	25	26	27	28	29	29	30						159	16	
		30	31															
NOVEMBER		NOVEMBER							MAY							MAY		
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	17-18	179	
11	Veterans Day Holiday								6	7	8	9	10	11	12	17-18	Frog Jump Recess	
	Collaborative Planning			1	2	3	4	5	13	14	15	16	17	18	28	Memorial Day		
23	Minimum Day	6	7	8	9	10	11	12	20	21	22	23	24	25	26	30	Alt Ed Graduation	
24-25	Thanksgiving Holiday	13	14	15	16	17	18	19	27	28	29	30	31			30, 31	Minimum Days	
71		20	21	22	23	24	25	26								179	20	
		27	28	29	30													
DECEMBER		DECEMBER							JUNE							JUNE		
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	1	180	
16	1st Semester Ends						1	2	3						(1)	2	1	2nd Semester Ends
19-30	Winter Recess	4	5	6	7	8	9	10	3	4	5	6	7	8	9	1	BH Graduation	
23	Christmas Eve Holiday	11	12	13	14	15	16	17	10	11	12	13	14	15	16			
26	Christmas Holiday	18	19	20	21	22	23	24	17	18	19	20	21	22	23			
30	New Years (Eve) Holiday	25	26	27	28	29	30	31	24	25	26	27	28	29	30			
82																180	1	

	Inservice Day		HOLIDAY / RECESS		End of Grading Period
	Teacher Work Day		MINIMUM DAY		Collaborative Planning

CALAVERAS COUNTY COMMUNITY SCHOOLS/SELPA/AU

The Calaveras County community schools/SELPA/AU were established in 1991 through the cooperative efforts of the Calaveras County Office of Education (CCOE), local school districts, and county agencies to provide a structured educational opportunity for those students unable to adapt to the regular school program and for those students whose behavior has resulted in an expulsion from regular school.

The target populations shall initially be pupils 12-18 years of age and in grades six through twelve.

The community schools/SELPA/AU' education is an alternative program that serves the educational needs of students under the protection of Juvenile Court or local school districts. The schools are operated under the provisions of the California Education Code Sections 1980. The Calaveras County Office of Education is the administrator of the Community School program and the Calaveras County Board of Education is the governing board.

Mission

It is our mission to empower students to become functional members of the community by providing quality learning experiences in academic skills, independent living skills, positive self-concepts and effective relationships with others.

Goals

Our goals are:

1. To develop our students' self-concept and personal development skills;
2. To help our students redevelop a strong bond to school and a commitment to life-long learning;
3. To develop our students' social responsibility and citizenship skills;
4. To integrate students back into local school district programs when appropriate;
5. To promote a global awareness and appreciation for the environment;
6. To develop our students' problem-solving skills;
7. To teach our students healthy and drug free lifestyles;
8. To develop our students' academic and vocational skills;
9. To strive for excellence.

Curriculum Focus

- Academic Skills
- Employability Skills
- Study Skills
- Responsible Citizenship Skills
- Positive Self-Esteem
- Critical Thinking Skills
- Workability Training
- Independent Living Skills

As the parent of a student you have many rights and responsibilities. This booklet talks about many of those and laws, policies and statutes which cover them. We suggest you read it. We must get the signed form returned or your child may not be able to attend classes.

Teachers build your child's education one day at a time, so every day is essential. In elementary, middle, junior, and high school, moving ahead, or even graduation, can be put in jeopardy if too many days are missed. Work with the teacher when a child must miss school. Get homework assignments and review work. There is only one chance to get a great education.

- Personal/Social Skills
- Problem-Solving and Decision-Making Skills
- Personal Development and Growth
- Physical Health and Wellness

☰ ● Referrals

A referral for placement in the community school may be made by the local school district as a regular school expulsion, SARB, or by the Probation Department. These students are classified under Education Code Section 1981 a, b, or c. [E.C. 1980 et al]

- A student classified under Education Code Section 1981 (a) is a student who has been expelled from a school while continuing classes, opportunity classes, or alternative classes.
- A student classified under Education Code Section 1981 (b) is a student who has been referred by a school district as a result of the recommendation by a School Attendance Review Board (SARB).
- A student classified under Education Code Section 1981 (c) is a student who is referred by county agencies and verified by probation of its designee. This includes students classified under Welfare and Institutions Code 601, 602, 654, and or 300.

☰ ● Enrollment Procedures

In order to provide quality services to the youth assigned to the Community School, onsite enrollment may be limited. Students approved for placement after the enrollment limit is reached may be placed on a waiting list. No services are provided to those on the waiting list. It is possible for someone on the waiting list to replace a student who is not making satisfactory progress/adjustment in the program.

The following variables will be used to prioritize those on the waiting list for assignment to the Community School:

- Age
- Reason for referral
- School history
- Probation status
- Adaptability to the program operation

Routine reports will be given on students enrolled at community schools/SELPA/AU at the monthly SARB meetings.

☰ ● Education Plan

When a student enrolls in a Calaveras County Community School, the following procedures are to be carried out to establish an appropriate individualized educational program.

- A review of the student's cumulative file and transcripts is completed to obtain the following information:
 - A summary of grade scores from achievement tests.
 - Proficiency testing records to establish what testing requirements have been met.
 - The number of units which the student has completed.
 - The student's school history.
- An academic assessment is performed by the school staff to provide information related to appropriate educational needs.

From the information gained, a student's educational plan and goals are developed. Student progress will be reported to parents on a regular basis.

The Community School staff will review the education plan for each student with the

district of residence at the end of each semester to determine student readiness to return to the regular school program.

● Re-entry to Regular School

Students assigned to Community School must generally complete at least one semester of school before re-entering regular school. At the end of each semester, all students’ progress will be reviewed with the district of residence. School attendance, behavior, and academic progress will be discussed during this review.

The review committee will consist of representatives from Probation, SARB, Community School, and district of residence. The student and his/her parents will also participate as appropriate.

Recommendations to remain in Community School or return to the district of residence will be made during this review. The district of residence must agree with the recommendations for the placement to become final.

● Schedule

To accommodate the number of students assigned to this program, there are four available attendance sites:

- 1) Calaveras River Academy: All county schools with students ages 12-18 (grades 6-12).
- 2) Calaveras River Academy Independent Study Program: All county schools with students ages 12 -18 (grades 6-12).
- 3) Oakendell Community School: Residential court program

Classes are conducted five days a week. The following is the schedule for each school:

- 1) Calaveras River Academy 8:30 am to 3:15 pm
 Independent Study 1 meeting/week set by instructor
 (Must complete 20 hours of work per week)
- 2) Oakendell Community School 8:45 am to 3:00 pm

● Independent Study Student Contracts

Students are expected to be punctual and to complete assigned work in order to earn credits. As a means of monitoring this progress, contracts are developed for each student. Failure to complete these contracts will be handled through a discipline system.

The main purposes of the contract are as follows:

- 1. To let students know exactly what work is required.
- 2. To allow students to work at their individual pace and level.
- 3. To demonstrate student commitment.

ATTENDANCE

● Student Attendance

The School Attendance Review Board (SARB) and the Probation Department play a vital role in the school operations of the community schools/SELPA/AU due to the fact that all students enrolled are ordered to attend the school regularly.

The order comes directly from SARB and the Probation Department and applies to all students. Thus, one of the primary responsibilities of SARB and probation is to ensure that the students are complying with the order.

● Permission to Leave School Grounds

The Calaveras community schools/SELPA/AU are a closed campus. Permission to leave school for any reason must be secured from the school staff prior to leaving. A written request, or a phone call from the parent or guardian must be submitted before permission is granted. Students are not allowed to leave the school grounds during the school day except by permission from the staff.

General Absences

Children cannot learn if they are not in school. Children learn early about being on time and not missing school. For students 6 to 18 years old, daily school attendance is compulsory. Daily school attendance improves student achievement. Teach your child to be on time and that school attendance is an important family value.

It is also important that you know the state only awards funding to school districts for actual attendance. The state no longer funds districts for the excused absences listed below. Always review the school calendar and plan activities and vacations during days off. No pupil whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

Other attendance reports, such as truancy, still rely on excused and unexcused absences. There are legal consequences if your child misses too much school. You must send a note and/or phone the school within 72 hours to clear any excusable absences. Unexcused absences result in a recorded truancy.

1. Notwithstanding E.C. 48200, a pupil shall be excused from school when the absence is:
 - A. Due to his or her illness.
 - B. Due to quarantine under the direction of a county or city health officer.
 - C. For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - D. For the purpose of attending the funeral services of a member of his or her 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.
 - 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 his or her 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 has been 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 any student 16 years old or older, with a GPA of 2.5 or higher, for the purposes of serving as a member of a precinct board for an election pursuant to Sec. 12302 of the Elections Code.
 - I. Participation in religious instruction or exercises in accordance with LEA (Lead Educational Agency) policy.
2. 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 thereof. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
3. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
4. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
5. "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil." [E.C. 46014, 48205]

This section talks about when your child is absent from school. Only in certain cases is it permissible for a student to miss school.

Homework/Makeup Work:

Education Code 46010.1 requires the LEA to notify parents/ guardians that school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. This information must be given each year to the parents/ guardians of all students and to students in grades 7 through 12. Notification may be included with any other required notices.

Parents should understand that they can write an excuse for their child's absence if, in their opinion, the child is physically ill. However, if in the opinion of school staff, this liberty is being abused and a student's excused illnesses become excessive, medical verification will be required. Medical verification of a student's illness will only be accepted from a medical doctor. Under no circumstances can a student excuse his/her own absence.

NOTE: Parents should be fully aware that a student's order to attend school means that he/she must attend each and every day school is in session. Therefore, such things as 1) Family Outings; 2) Baby-sitting; 3) Shopping Trips; 4) Household Chores 5) Vacations and all other activities should be planned for after school or on the weekends.

Excuses such as missing the bus, not having a ride, or no clean clothes cannot be accepted. Parental cooperation in this area will be expected. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law.

☰ Unexcused or Excused Absences/Truancy

The Board is committed to keeping students in school. The Superintendent or designee shall implement whatever steps he/she deems appropriate to achieve this end, including the use of attendance review boards and/or probation and court. A student's grade may be affected by excessive unexcused absences in accordance with Board policy. [E.C. 49067]

The district participates in the County School Attendance Review Board as allowed by law in order to meet the special needs of students with school attendance or school behavior problems. [E.C. 48320-48324]

When the student's attendance problems cannot be resolved or the student and parent/ guardian have failed to respond to the LEA directives to correct the problem, a student who has been classified as truant may be referred to the district attorney or probation officer for truancy mediation. [E.C. 48260.6, 48263.5]

There will be daily phone calls to verify all absences. Also, home visits could take place. If a student is going to be absent, the parent should call the school. If a student is truant or his/her absence is unexcused, then such action as deemed necessary will be taken by the school:

- Referral to School Resource Officer (Sheriff's Department)
- Referral to SARB and/or
- Referral to Probation and Juvenile Court.

Truancy is regarded as an extremely serious problem, which threatens the student's education opportunities.

The attendance policy is subject to change pending notification from State Department of Education on legislation changes regarding school attendance.

Truancy Defined

The state defines three levels of truancy, each carrying more severe penalties for both the student and the parents or guardians. The three are truant, chronic truant and habitual truant.

Truant: The state says a student is truant after missing three days school or 30-minute periods without a valid excuse.

Habitual Truant: If a student is truant three or more times in a school year and an effort is made to meet with parents, then the student is a habitual truant.

Chronic Truant: A chronically truant student has missed 10 percent or more school days in a school year.

Interventions: Students who are habitually truant, miss a lot of school or disorderly can be referred to a student attendance review board (SARB), a district attorney mediation program, or the county probation department. Through these programs the student can be given guidance to meet special needs for improving attendance or improving school behavior. The goal is to intervene before a student enters the juvenile justice system or drops out.

Student Penalties: First truancy may result in a one-day weekend class. Second may be a written warning from a peace officer that stays in the student's records. Third may result in assignment to an after-school or weekend program, or a SARB or district attorney program. Fourth truancy places student within the jurisdiction of the juvenile court; the student could become a ward of the court and be required to do community service, pay a fine of \$100, attend truancy prevention program, and loose driving privileges.

Parent Penalties: In Education Code; first conviction – \$100 fine; second conviction – \$200 fine; third – up to \$500. In Penal Code; parents of elementary students who are chronic truants face a \$2,000 fine or imprisonment up to a year or both. They may also be scheduled to meet regularly with district staff and/or referred for help. [E.C. 48260, 48260.5, 48261, 48262, 48263, 48263.5, 48263.6, 48264.5, 48291, 48293, 48320; Penal Code 270.1, 830.1; Welfare and Institutions Code 601.3; Vehicle Code 13202.7]

● School Attendance Policy and Review Board (SARB) Procedures

Letter 1 – Absence due to illness: Sent out after 3 absences whether excused or not

Letter 2 – Notification of Classification of Truancy: Sent out after 3rd unexcused or 5th excused absence. (home suspensions are counted as unexcused absence)

Letter 3 – Classification as a Habitual Truant: Sent out after 4 or more unexcused absence and after the 6th excused absence. (This letter will be followed by a letter from the SARB board requesting the student and parent to appear at the next SARB hearing)

SELPA/AU programs may take student attendance into consideration through the IEP process.

California Educational Code 48260 (a)

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

● Parental Consequences for Non-Attendance

Any parent or guardian who fails to ensure their student's attendance may be referred to the District Attorney's office for further action. [E.C. 48293]

● Attendance Options

The governing board annually reviews attendance options including how students may attend a CCOE school outside their attendance area (intradistrict transfers). CCOE has non-arbitrary rules explaining how students may apply, be accepted or denied transfer to CCOE schools. Many districts also allow the transfer of students from or to other districts (interdistrict transfers). In some cases the district must provide transportation. [E.C. 35160.5, 48301, 48306, 48308, 48314]

● Attendance Where Caregiver Resides

If your child lives in the home of a caregiving adult, as defined by law, your child

may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that your child lives in the caregiver's home. [E.C. 48204(d), 48980(g)]

● Attendance in District in Which Parent or Guardian is Employed

Your child may have the option of attending school in the school district where you or your spouse is employed. If interested, call the school office for information. [E.C. 48204(b)(f), 48980(i)]

● Individualized Instruction

If your child has a temporary disability preventing him/her from attending regular classes, CCOE will provide individual instruction when possible. [E.C. 48206.3, 48980(b)]

● Pupils in Hospitals Outside of School District

If, due to a temporary disability, your child is in a hospital or other residential health facility, which is located outside your school district, he/she may be eligible to attend the school district in which the hospital is located. [E.C. 48207] If this situation should arise, you should notify both the district where you reside and where the hospital is located so that individualized instruction, if possible, can be provided. [E.C. 48208]

● Leaving School at Lunch Time

The Calaveras County Board of Education has established a closed campus policy at all sites. Students may not leave campus at any time during the school day. This is for the security of the campus and to protect your student's health, safety, and welfare. Please cooperate by not requesting permission for your student to leave campus during the school day. [E.C. 44808.5]

● Minimum Days/Pupil Free Staff Development Days

If your child will be affected by minimum days or staff development days, we will give you at least one month's notice. The dates that were known at press time are printed in the calendar in this booklet. Note: Angels Creek High School does not have minimum days due to the required 360 instructional minutes. [E.C. 48980(c)]

NOTICE OF ALTERNATIVE SCHOOLS

California state law authorizes all school LEAs 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 his desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his 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 CCOE, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the LEA to establish alternative school programs in each LEA. [E.C. 58501]

● Promotion Policy (Alternative Programs)

Promote to the next grade level is based upon credit completion. Students need to pass their classes to get credit for the class and ultimately be promoted to the next grade level. Motivated students can recover credits and complete their coursework at a faster pace.

● Transitioning to another program (Alternative Programs)

Transitioning or returning to other mainstream programs happens twice a year; At the winter or summer breaks. Students may not transition back as high school Seniors mid-year. Seniors must transition at the beginning of the school year. Some students may be able to transition to other alternative programs at the change in quarter. These changes are approved on a case-by-case basis.

● Diversion Program (Alternative Programs)

Students in our drug and alcohol diversion programs should be aware, their progress and results in the course may be shared with parents, guardians, social workers or probation.

● Independent Study (Alternative Programs)

Independent study has been changed in accordance with Assembly Bill 976. Acceptance is based upon an application and qualification basis only. The basic criteria are:

- STAR test levels of “Basic” or above
- Passed CAHSEE if applicable
- Write a five-paragraph essay explaining why independent study would be appropriate
 - Academically on track for grade and age level
 - No attendance issues within the past two years
- Must work to support family or other legitimate reason
- If on probation, approval from the student’s probation officer
- If on IEP, must have IEP team recommendation

● Graduation/Promotion Requirements

High School Graduation Requirements (220 total)

English	40	Science	20
Social Science	40	Algebra	10
Math	20	Physical Ed.	20
Art	10	Technology	10
Electives	50		

Middle School Promotion Requirements for Grades 6–8 (160 total)

English	30	Science	30
Social Science	30	Math	30
Physical Ed.	20	Electives	20 or more

CONDUCT AND DISCIPLINE

The pupil discipline rules and the suspension/expulsion policy is printed in this Handbook and is distributed to all students and parents. There is a table of discipline consequences included in the center of this booklet.

● Conduct

The County Board of Education believes that all students have the right to a public education in a positive environment free from disruptions, which interfere with teaching and learning activities. In order to promote an atmosphere conducive to learning, it is imperative that the County Board, parents/guardians, students, teachers and the administration be cognizant of their responsibilities related to student conduct.

Parent / Guardians:

Parents/guardians are expected to comply with the laws governing the conduct and education of their children. They shall also be expected to cooperate with school authorities regarding the behavior of their children. Parents/ guardians shall be held liable for misconduct of students, which leads to the death or injury to any student or to any persons employed by or volunteering for the county schools. Parents/guardians are also liable for defacement, injury or loss of any county property. Penalties shall be those specified in law.

Students:

Students shall be properly instructed in the rules and regulations pertaining to acceptable conduct as set by the County Board.

All students shall comply with the regulations of the County Office of Education, comply with the course of study and submit to the authority of the teachers and administration of the schools. [E.C. 48908]

Students should have the freedom and be encouraged to express their individuality in any way as long as their conduct does not infringe upon the freedom of other students or interfere with the instructional program.

Students who violate the law or the rules and regulations of the County Office of Education may be subject to discipline, suspension, exclusion, expulsion and referral to SARB, Probation, or Juvenile Court.

Courtesy, honesty, and respect for property and fellow human beings are marks of a good citizen. Each student is expected to come to school on time, prepared to work with the necessary books and materials.

Every teacher in public schools has the authority to hold pupils to a strict account for their conduct while being transported and on school grounds.

All certificated employees of CCOE shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his/her duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning. [E.C. 44807]

☰ Code of Conduct

Respect

All students are expected to:

- Respect themselves
- Respect other students (emotionally and physically)
- Respect all staff members
- Respect individual and school property

Trust

All students are trusted to:

- Be where they are supposed to be at all times
- Be drug and alcohol free while at school
- Be on time and prepared to learn
- Be honest
- Keep a positive attitude

Communication

All students are expected to:

- Tell the truth
- Refrain from profanity and verbal abuse
- Follow directions from staff

- Be good listeners
- Actively participate in the strategies of Conflict Resolution

● School Rules

You have a right to review school rules regarding student discipline. If you wish to do so, please contact the school office. [E.C. 35291, 48980]

● Dress Code Policy

Student attire and grooming must not create a disruption to the classroom, or school program. Conventional footwear is to be worn at all times. The following grooming and attire is prohibited:

1. Any type of clothing displaying profane or obscene language or pictures, gestures, racial, ethnic or sexist slurs, advertising of any alcoholic or tobacco product or message which encourages the use of drugs.
2. The presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs which advocate drug use, violence, or disruptive behavior. Also, gang-related graffiti on books, clothing, etc. will not be tolerated.
3. Clothing displaying undergarments or a bare midriff or strapless tops, spaghetti straps, half shirts, fishnet tops, or sagging clothing.
4. Clothing with tears or rips.
5. Tight-fitting and/or excessively short shorts.
6. Sunglasses worn in the classroom unless prescribed to be worn inside by a doctor.
7. Hats worn in the classroom.

Nothing in this code shall be construed as prohibiting the staff or the school from requiring individual students to comply with an upgraded standard, if in the opinion of the staff member, the individual's dress or grooming is harmful to the educational process. [BP 5132]

● Expanded Dress Code

Calaveras River Academy tries to maintain a professional and friendly atmosphere in which teachers can teach and students can learn. While each student's mode of dress and grooming may be an expression of personal style and individual preference, a student's choices may affect the educational program or the health and safety of others.

Our goals are to promote school safety and enhance the learning environment, while at the same time discourage distractions that inhibit learning. If a student's dress is not in accordance with this policy, any staff member may ask the student to make an appropriate correction.

In order to enhance student safety and our appearance to the community school uniforms may be required by the program.

1. Student dress shall be safe, neat and clean in appearance. (Pocket chains, collars or bracelets with spikes and clothing with revealing holes and cutouts are all inappropriate for school wear.)
2. Clothing, jewelry and accessories may not glorify or advertise or suggest drugs, alcohol, tobacco, tobacco products, sexual behavior, or racial/ethnic slurs.
3. Clothing must be free of violent, vulgar, sexually suggestive or obscene words, pictures, or symbols.
4. Footwear must be worn at all times. Footwear must be safe, practical and not limit student participation in school activities. Students must have appropriate footwear for PE.
5. Clothing, backpacks, make-up, hair cuts and other adornment may not demonstrate or suggest gang-related symbols, or colors (no solid red or blue clothing, including

Sample Dress Code Violations



Backless Shirt



Visible Underwear



Poorly Placed Logo



Halter Top



Excess Accessories



Visible Midriff



Visible Cleavage



Revealing Pants



Inappropriate Logo



One-Shoulder Top



Tube Top



Visible Undergarments

hats, shoe laces, belts, shirts, pants-except blue jeans or hats worn to side). The use of red pens by students is prohibited. (Beanies can only be worn in cold weather and cannot have sports and gang related logos, head coverings are not allowed in the classroom, this includes but is not limited too hats, beanies, and hoods.) Bandanas of any color are not allowed on campus.

6. Undergarments/underwear must be covered. No sleeping wear (This includes pajamas, slippers, and shorts visible under pants).
7. Shirts and blouses must cover the back to the shoulder blades and all of the stomach and cleavage. Shirts and pants/skirts must be touching in both front and back at all times, even when sitting or moving. Shirts and tops cannot have straps that tie or be easily unsnapped. Inappropriate tops include but are not limited to: midriff tops, crop tops, tube tops, strapless tops, tops that need to be pulled down to reach pants top.
8. All of buttocks must be covered. Shorts, pants or skirts should be of an appropriate length. To determine appropriate length, stand with arms at side open hand. The clothing should come to, at least, the bottom of the finger tips.
9. In addition, clothing may not disrupt the educational process. (i.e. no sunglasses or head coverings in the classroom) No blankets or pillows allowed at school.
10. Electronic Devices are not allowed on campus. This includes but is not limited to DVD players, camcorders, laser pointers, tape players & recorders, speakers, boom boxes. Cellular phones may be carried, but may not be used or on during school hours.
11. Personal Listening Devices (PLDs) - CD players, MP3 players, I-Pods, etc. may be used in the classroom with prior written consent and policy of the teacher and Administrator for educational purposes. Use of these devices may not disrupt or impair the teaching process and discipline or disrupt others. PLDs may be used on the bus provided it is allowed by transportation. **The school is not responsible if any of these items are lost, damaged or stolen.** School will not investigate or look for lost or stolen devices; students will be given a report form for local law enforcement.

This dress code applies to all school activities, including before and after school extra curricular events such as field trips. Generally, students who do not follow the dress code will be referred to the office to change into appropriate school clothing. Repeated violations (considered defiance) will result in more serious consequences, including but not limited to detention, in-school suspension and being sent home. Confiscation of electronic devices and PLDs will result in the item being held for parent pick-up. Items not picked up by the end of the school year will be donated to charity.

Bikes/Skateboards/Etc

Students who operate or ride as a passenger on a bicycle, non-motorized scooter or skateboard upon a street, bikeway, or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates. Students using these devices for transportation to from school must check them into the office or other area designated by administration. The devices are not to be operated on school grounds, property or buses. [Vehicle Code 21212]

Bus Conduct

In order to help ensure the safety and well being of students, bus drivers, and others, the County Board expects students to exhibit appropriate and orderly conduct at all times when using school transportation, including while preparing to ride, riding, or leaving the bus.

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a

school bus, including school activity trips.

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at their designated bus stop on time and stand in a safe place at the stop to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall sit down and fasten any passenger restraint systems. Riders shall remain seated while the bus is in motion.
5. Riders shall not block the aisle or emergency exit with their body or personal belongings. Riders may bring large or bulky items, such as class projects or musical instruments, on the bus only if the item does not displace any other rider or obstruct the driver's vision.
6. Riders should be courteous to the driver and to fellow passengers. Vulgarity, rude, or abusive behavior is prohibited.
7. Any noise or behavior that could distract the driver, such as loud talking, scuffling or fighting, throwing objects, or standing or changing seats, is prohibited and may lead to suspension of riding privileges.
8. Riders shall not use tobacco products, eat, or drink while riding the bus.
9. Riders may bring electronic devices onto the bus only if such devices are permitted at school. If the use of cellular telephones or similar devices disrupts the safe operation of the school bus, the bus driver may direct the student to no longer use the device on the bus.
10. Riders shall not put any part of the body out of the window nor throw any item from the bus.
11. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
12. Service animals are permitted on school transportation services; all other animals are prohibited.
13. Upon reaching their destination, riders shall remain seated until the bus comes to a complete stop and upon the signal from the driver, unfasten any restraint system, enter the aisle, and go directly to the exit.
14. Riders should be alert for traffic when leaving the bus.

Bus Surveillance Systems

The County Superintendent or designee shall monitor the use and maintenance of the bus surveillance system. Students and staff are prohibited from tampering or interfering with the bus surveillance system. Any student found tampering with the system shall be subject to discipline and shall be responsible for the costs of any necessary repairs or replacement.

Camera supports shall be installed in all buses, and cameras may be rotated among the buses and activated at the discretion of the County Superintendent or designee.

The content of any recording is a student record and may only be accessed in accordance with the County Office of Education's policy and administrative regulation concerning student records. [BP/AR 5131.1; E.C. 39839; 13 CCR 1216]

● Discipline Policy

The following lists provide examples of offenses and their consequences. They apply to on-campus, off-campus/school-related, and, in the case of Level Three offenses, off-campus/non-school related offenses. The lists are not necessarily all-inclusive and, therefore, teachers and the administration are not limited in application because an item was not on the list. At all levels, if it appears to the school that a law has been violated the instance may be referred over to law enforcement or juvenile probation.

Level One ~ Teacher Admonition

Consequences include, but are not limited to: time out, letter of apology, peer mediation, study hall, loss of break or lunch, community service

- Cursing/Inappropriate Language
- Failure to do Assignments
- Minor Disruptions
- Aggressive Behavior (including, but not limited to, slapping, hitting, punching, biting)
- Excessive Tardiness/Absences
- Teasing of Another Student
- Pushing/Unwarranted Touching/Violation of a personal space
- Handbook Violation
- Insubordination
- Cheating or Plagiarism

Level Two ~ Office Referral/Suspension

Consequences include, but are not limited to: discipline report sent to parents & teachers, loss of field trip or other off-campus privileges, meeting with parents & teachers, suspension at home, in-school, or from a teacher's classroom.

- Repeated Level One Offenses
- Bullying
- Threatening
- Aggressive Behavior (including, but not limited to, slapping, hitting, punching, biting)
- Defacing or Destroying School Property
- Defacing or Destroying Private Property
- Instigating a Conflict
- Dismissed From class for major disruption
- Deliberate Disobedience/Insubordination/Disrespect

Level Two/Three* ~ Office Referral/Suspension or Suspension/Expulsion

*Dependent Upon Age of Child and Severity of Offense

Consequences include, but are not limited to: discipline report sent to parents & teachers, loss of field trip or other off-campus privileges, meeting with parents & teachers, suspension at home or in-school, expulsion

- Defacing/Destroying School Property
- Defacing/Destroying Personal Property
- Stealing
- Sexual Harassment

Level Three* ~ Suspension/Expulsion

*On or off-campus offenses

Consequences may include, but are not limited to suspension at home or in-school or expulsion

- Repeated Level Two Offenses
- Striking a Teacher
- Distribution or Use of Drugs (over-the-counter, prescription, or illegal)/Tobacco/Alcohol
- Coming to School Under the Influence of Drugs/Alcohol
- Fighting
- Bringing a Weapon/Incendiary Device to School
- Tampering With a Fire Alarm/Extinguisher
- Setting a False Fire Alarm

● Release of Student to Peace Officer

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [E.C. 48906; Penal Code 11165.6]

● Parent Responsibility

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$17,112 in damages and another maximum of \$10,000 for payment of a reward, if any. The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. [E.C. 48900.1, 48904; Civil Code 1714.1; Government Code 53069.5]

As a parent, you are the best person to set rules and consequences for your children. Unfortunately, society has been forced to set some rules as well. This section talks about those rules.

Vandalism

Graffiti and scratching glass or other material on someone else's property is now considered vandalism and those convicted face fines, imprisonment, and court orders to clean up the damage or perform community service. Parents may be liable to pay fines as high as \$50,000 and be required to participate in the clean up. [Penal Code 594]

● Student Search

The school principal or designee may search the person of a student, the student's locker, backpack or purse if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: *New Jersey v. T.L.O.* (1985) 469 U.S. 325]

● Personal Property

The district or the county offices are not responsible for personal property. Students are discouraged from bringing non-instructional items to school.

● Cellphones, Pagers, Electronic Signaling Devices

STUDENTS CARRY CELL PHONES/ELECTRONIC DEVICES (iPods, etc) AT THEIR OWN RISK. THE CALAVERAS COUNTY OFFICE OF EDUCATION, IT'S SCHOOLS AND STAFF ARE NOT RESPONSIBLE FOR LOST, STOLEN OR DAMAGED ITEMS/PHONES.

Student use of cell phones and other electronic devices is first governed by the school the classroom is located upon. (*i.e. Bret Harte High School and Mark Twain Elementary each have their own use policy. Their rules take precedence*)

Students may use cell phones BEFORE and AFTER school, during PASSING PERIODS, BREAK or LUNCH ONLY. Use of cell phones during the classroom time will not be tolerated. In the event of an emergency, parents/guardians and students are to use the school phones. Parents/Guardians may call the office to relay emergency

information. Students are not to call their parents/guardians directly to pick them up if they feel sick. Students must report to the office and the office will contact their parents/guardians.

The following are inappropriate uses of electronic signaling devices: harassment, threats, intimidation, electronic forgery, cyberbullying/cyberthreats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non- instructional day. Students are not to use material or text message to invade personal privacy or harass another person, or disrupt the instructional day, or engage in dishonest acts.

Students who violate the cell phone policy will be subject to disciplinary action! If a school employee finds it necessary to confiscate a device, it shall be turned over to the principal or designee as soon as possible for further action.

- Cell Phones must not disrupt educational or school activities.
 - Students may not use cell phones inside school buildings or offices (including restrooms).
 - Students may not use cell phones during class, school assemblies, and other special events.
- Cell phones must be turned off during classroom hours.
- The school will not investigate or look for lost or stolen devices. Students may request a report form to be given to local law enforcement.

☰ Impersonation on the Internet

Pretending to be a real person other than yourself on the Internet or through other electronic methods to harm, intimidate, threaten or defraud is punishable by a \$1,000 fine or imprisonment for up to one year. [Penal Code 528.5]

☰ Music

Music playing devices and tape recorders are not allowed on school grounds or during school hours unless approved by staff for a specific purpose in class.

☰ Gangs

The County Board and the County Superintendent desire to keep County Office of Education (CCOE) schools free from the threats or harmful influence of any groups of gangs which exhibit drug use, violence or disruptive behavior. The County Superintendent or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities. [BP 5136]

☰ Vandalism, Theft and Graffiti

Vandalism is a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any CCOE-owned real or personal property, including the writing of graffiti.

Any student who commits an act of vandalism shall be subject to disciplinary action by CCOE and also may be prosecuted through other legal means. If reparation of damages is not made, CCOE also may withhold the student's grades, diploma and/or transcripts in accordance with law.

☰ Recovery for Property Loss or Damage

The Community School shall seek reimbursement of damages from any individual or from the parents/guardians of any minor who commits any act of theft or vandalism.

The parent/guardian of a minor who commits an act of vandalism may be held liable for damages up to the amount established by law (\$10,000) as adjusted for inflation. [E.C. 48904]

Detention

Students may be assigned detention for disciplinary action.

Grounds for Suspension or Expulsion

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more subdivisions:

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code and Penal Code 257 an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. An "imitation firearm" means a replica of a firearm so similar in physical properties to a firearm as to lead a reasonable person to conclude that the replica is a firearm. Displaying an imitation weapon at a school can result in a misdemeanor or fines.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means

of an electronic act directed specifically toward a pupil or school personnel as defined in subdivisions (f) and (g) of Section 32261. Such activity may result in a misdemeanor charge.

- (s) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from a school sponsored activity.
- (t) 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 the provisions of this section.

Except that a pupil who has been adjudged by a juvenile court to have committed, as an aider 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 (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) A superintendent or principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. [E.C. 48900]

☰ Mandatory Suspension / Expulsion

Education Code Section 48915(a): Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, 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 1 1053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Education Code Section 48915(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 or 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.

STUDENT SERVICES

● Advanced Placement and International Baccalaureate Examination Fees

State funding is available to qualified low-income students to cover the costs of advanced placement exam fees. A grant program also exists to defray costs to low-income students taking the International Baccalaureate and advanced placement exams; however, the state budget crisis has given districts flexibility in providing these services. [E.C. 48980, 52240, 52244]

● Student Lunch Program

Your child may be eligible for free or reduced cost lunch. An application will be sent to all students' homes. [E.C. 49510 – 49520]

● Career Counseling

When all students are provided career counseling and course selection opportunities, all students are provided equal services. Parents may participate in counseling sessions. [E.C. 221.5]

● Student Use of Technology

The Calaveras County Office of Education (CCOE) is providing electronic resources to students including access to the school Local Area Network, CCOE Wide Area Network, and Internet services through the CCOE net. The goal of the Calaveras County Office of Education is to promote educational excellence by providing these electronic resources. The intent of the CCOE is for students to use these connections for purposes consistent with the CCOE approved curriculum.

Conditions of Acceptable Use Policies:

No students will be allowed to access these electronic resources including the Internet unless the student and a responsible parent/guardian sign the Calaveras County Office of Education Acceptable Use Policy (AUP). The combined signatures at the end of this document indicate that student and parent/guardian have read and understand the terms and conditions of appropriate use and agree to abide.

Access and Security:

All uses of the CCOE electronic resources will require an individual account with username and password. Any student identified as a security risk will be denied access to these resources. Sharing username and password information with others or accessing another user's files without their knowledge or permission or under the direction of a teacher/supervisor will result in access being revoked or suspended. In addition, inappropriate use of these electronic resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities.

Internet Safety

In compliance with the Children's Internet Protection Act (CIPA), CCOE will implement filtering and/or blocking software or hardware to restrict access to Internet Sites containing child pornography, obscene illustrations, or other materials harmful to minors less than 18 years of age. However, no filtering is foolproof and there is still the risk a student may be exposed to unacceptable content. If a student accidentally connects to such a site they should contact their teacher/ supervisor immediately. If a student sees another user accessing inappropriate sites he or she should notify a

teacher/supervisor immediately. Student's should not give out their personal information unless it is necessary to receive information for instructional purposes and only if the teacher/supervisor has given permission and monitors this process.

Acceptable Use:

Acceptable use means that a student uses these resources in an appropriate manner, abiding by the rules and regulations described in this agreement and avoiding all unacceptable uses of these electronic resources as described below.

Unacceptable Use:

CCOE declares unethical and unacceptable behavior just cause for taking disciplinary action. Inappropriate use of these electronic resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. The following are a list of unacceptable uses of the CCOE net.

1. Violation of any local, state or federal laws.
2. Using the CCOE net for any illegal activity, including copyright violation.
3. Using the CCOE net to send or request racist, inflammatory, or sexist messages including hate mail.
4. Using the CCOE net to annoy, offend or harass people including sending chain letters.
5. Downloading, creating, distributing, or purposely activating a computer virus or worm.
6. Downloading software without prior permission from the CCOE net administrator.
7. Stealing data, equipment or intellectual property.
8. Degrading or disrupting network performance by the use of streaming music and radio.
9. Installation or distribution of any personal software or software unlicensed by the CCOE.
10. Downloading large files (FTP) or playing any games on the Internet without strict supervision from teacher/supervisor.
11. Using any CCOE computer to pursue "hacking", inside or outside CCOE to access information that is protected by privacy laws.
12. Using the CCOE net for commercial, lobbying or political activity.
13. Using the network to access pornographic or obscene material.
14. Disguising one's identity, impersonating others or sending anonymous messages.
15. Using profane or obscene language.
16. Using the CCOE net for chat is strictly prohibited.

Privacy and Monitoring Policy:

The students of the CCOE net must be aware that information accessed, created, sent, received or stored on the CCOE Network or it's school sites are the property of the CCOE. Account users do not have any right to or expectation of privacy regarding such materials. CCOE reserves the right to monitor all traffic on the CCOE network.

Storage Capacity:

Due to the growing number of users and limited space on the system, users are encouraged to routinely delete unwanted messages and other files or data that take up unnecessary storage space.

The CCOE network is designed to achieve and support educational goals, and any information that does not support educational business, instruction, and a curriculum program is to be avoided. CCOE wants you to explore and pursue these intellectual resources, learn new things and share that newfound knowledge with others.

Disclaimer:

The Calaveras County Office of Education makes no guarantees or warranties of any kind, whether expressed or implied, for the service being provided hereunder. The CCOE will not be responsible for any damages you suffer while using the provided electronic resources. These damages may include, but are not limited to: the loss of data, non-deliveries, or service interruptions caused by the CCOE net. The CCOE also denies any responsibility for the accuracy or quality of any information obtained through the user's account. All account users are responsible for any losses sustained by the CCOE or its affiliates, resulting from the account user's intentional misuse of these electronic resources.

🎵 Music and Video Download Policy

As with most new technologies, the Internet doesn't just draw outside the lines of the conventional music industry – it offers the opportunity for truly revolutionary changes. But even in this new digital world, artists and record companies still have – and deserve – the right to protect their music.

Many of the same copyright laws also apply in cyberspace. Several new measures were enacted in the last few years to address issues that could not previously have been identified. Many things have to be considered when legally downloading music online, but a central issue is copyright. Copyright is the protection of the original expression of an idea, whether it is expressed in the form of music, a painting, or written material. Most existing copyright laws are valid in the online realm just as they are offline. Specific legislation has been passed to more directly address digital concerns.

The No Electronic Theft Law (NET Act) sets forth that sound recording infringements (including by digital means) can be criminally prosecuted even where no monetary profit or commercial gain is derived from the infringing activity. Punishment in such instances includes up to 3 years in prison and/or \$250,000 fines. The NET Act also extends the criminal statute of limitations for copyright infringement from 3 to 5 years. Additionally, the NET Act amended the definition of "commercial advantage or private financial gain" to include the receipt (or expectation of receipt) of anything of value, including receipt of other copyrighted works (as in MP3 trading). Punishment in such instances includes up to 5 years in prison and/or \$250,000 fines. Individuals may also be civilly liable, regardless of whether the activity is for profit, for actual damages or lost profits, or for statutory damages up to \$150,000 per work infringed.

Downloading of music and video is in violation to the student's online/internet use agreement at CCOE. Based upon this law, we at CCOE want to make our policy clear. "ANY student caught with downloaded music or video in their student folder at CCOE will be referred to law enforcement."

The message is simple;

DON'T DOWNLOAD MUSIC AND VIDEO FILES AT SCHOOL!

🎓 School Accountability Report Card

The School Accountability Report Card is available on request, and is available on the Internet at www.ccoe.k12.ca.us. It contains information about CCOE and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provide upon request. [E.C. 33126, 32286, 35256, 35258, 52056]

SPECIAL EDUCATION – SELPA/AU PROGRAMS

🎓 Services to Pupils with Special Needs

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, tell or write the school or the SELPA Administrator, (209)736-4662. Your child will be evaluated to determine whether he/she is eligible for free special instruction or services.

CCOE wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools [E.C. 56020 et seq., 56040, 56301; 20 USC 1412, (10)(A)(ii); 34 CFR 300.121]

Early Start Infant Program

The Calaveras County Office of Education/SELPA-AU has developed a program that includes services specifically designed to meet the unique needs of infants, from birth to three years of age and their families. The primary purpose of an early education program is to enhance the development of the infant.

These services are provided in the home to support the natural environment which promotes play as a learning experience for the child. Parents are encouraged to be their child’s teacher and advocate and Early Start staff are trained to facilitate such interaction.

Structured Preschool

The Calaveras County Office of Education/SELPA-AU has developed a program which provides early education and services. The services for this population are specifically designed and provided primarily to enhance the development of the child by focusing upon the child and his/her family. These services are provided for students that qualify through the IEP process and are 3 to 4 years of age.

Children aged between 3 and 4 who require intensive services are eligible for this program which is housed at three school sites – Michelson, San Andreas and Valley Springs Elementary Schools.

These classes provide the opportunity for mainstreaming with non-disabled children whenever possible.

Special Day Class/Structured Behavior Class – (SDC/SBC):

The Calaveras County Office of Education has developed a program for students that are experiencing difficulties in school due to behavioral concerns. Placement in this program is determined by an Individual Education Program (IEP) team.

Our goal is for every student to continue to progress toward graduation by completing standards based curriculum while being provided with counseling to support academic success.

Class size is reduced with additional paraprofessional support to ensure individual support as designated on the IEP.

Mainstreaming opportunities are provided to the maximum extent possible to ensure students are receiving instruction with their peers in the least restrictive environment.

Structured Day Class Program (SDC–Structured)

The Calaveras County Office of Education has developed a program that is specifically designed to meet the educational needs of 4th through 8th grade special education students that are on the Autism Spectrum, have mild cognitive impairments and delayed expressive, receptive, social and communication skills. This program is located at the Mark Twain Elementary School campus in Angels Camp.

This program differs from a traditional special day classroom in that it addresses the need for more formal training in functional life skills, social development and communication. It also provides an environment that incorporates the visual supports and organization that these students require to make academic progress.

Our goal is for every student to reach their maximum academic potential, to develop and generalize functional life skills and increase their communication and socialization skills. Through building these skills, the hope is to foster greater independence and ultimately assist these students in becoming productive members of the community.

☰● Special Day Class/Transition Program

The Calaveras Office of Education Transition Program is for students 18-22 years old. The program is designed to assist students in the transition to adulthood. Domestic, community, recreation, leisure and vocational skills are emphasized.

Students are also supported through the Workability Program. This program provides opportunities which are appropriate for both the employer and the student's unique needs.

Students also participate in community activities that help to reach our goal for these students to promote independence and acquire skills necessary to be as independent as possible after leaving school.

The IEP team will determine if the Transition Program is an appropriate placement in the Least Restrictive Environment. Generally speaking, students enrolled in a Special Day Class for the Severely Handicapped (SDC-SH) are found to be eligible for the Transition Program after receiving a certificate of completion from High School.

HEALTH SERVICES

☰● Kindergarten and First Grade Physical Exam

State law requires that for each child enrolling in the first grade, the parent or guardian must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. If your child does not receive this exam, you must file with CCOE a waiver stating the reasons you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. [E.C. 49450; Health and Safety Code 124085, 124100, 124105, 120475]

These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDP). For information, you may contact:

Calveras County Health Department
700 Mountain Ranch Road, Suite C-2 (physical address)
891 Mountain Ranch Road (mailing address)
San Andreas, California 95249
(209) 754-6460

☰● Kindergarten and/or First Grade Oral Health Assessment

Many things impact a child's school progress and success, including health. Children must be healthy to learn, and children with cavities are not healthy. Baby teeth are not just teeth that will fall out. Children need their teeth to eat properly, talk, smile, and feel good about themselves. Children with cavities may have difficulty eating, stop smiling, and have problems paying attention and learning at school.

Parents or guardians must have their child's oral health assessed by May 31 of the student's first school year (kindergarten or first grade). Assessments within the 12 months before the child enters school also meet this requirement. The assessment must be done by a licensed dentist or licensed or registered dental health professional. However, the state budget crisis has given districts flexibility in collecting this data. [E.C. 49452.8]

☰● Immunizations

A pupil may not be admitted to school unless he/she has been fully immunized against hepatitis B, diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, and rubella. Students must be immunized for varicella or provide proof from a doctor stating child has had the disease. Documented proof of

immunization is required upon admission. All students entering or advancing through grades 7 through 12 for the school year 2011-2012 must be fully immunized, including a required booster against pertussis (Tdap) beginning July 1, 2011 whether advancing, transferring or as new students. They shall not be admitted without the Tdap booster. Beginning July 1, 2012 only students entering 7th grade must receive the Tdap booster. The required immunizations are available from the County Health Department, a physician, or may be administered by a health care practitioner acting under the direction of a physician. Immunizations may be given at school. It is this district's policy that there be no "conditional" admittance to schools; immunizations must be up-to-date before admission to school is granted. This requirement does not apply if a district provided waiver is signed stating that the immunization is contrary to the beliefs of the parent or guardian, or a licensed physician writes a letter indicating the immunizations are inadvisable. If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for his/her own safety until such a time as directed by health officials or district administration. Parents or guardians may refuse to allow the sharing of personal information related to their child's immunization records by notifying the County Health Department listed in this section. [Health and Safety Code 120325, 120335, 120440; E.C. 48216, 49403]

Meningitis

Meningococcal disease or Meningitis can be a life threatening infection that can be treated. Routine vaccinations are recommended for 11-12 years olds, students entering high school and students living in college dorms. For more information please visit the California Department of Public Health website or go to www.cdph.ca.gov/HealthInfo/discond/Pages/MeningococcalDisease.aspx [Health and Safety Code 120395]

Illness or Injury at School

If an illness or injury occurs at school, the student should report immediately to his/her teacher. Necessary steps will be taken to ensure health and safety.

If necessary, the parent/ guardian will be contacted and asked to take his/her child home. The school has no facility or personnel to care for students who are ill.

Medication

Children may take medication, which is prescribed by a physician, and get help from school personnel during the school day if:

1. The CCOE designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian or caregiver annually submits a written statement indicating his/ her desire that the school district assist his/her child in taking the medication. [E.C. 49423, 49480]

For your child's safety,
we need to know if
your child is taking
medication on a
regular basis.

Children may carry and self-administer a blood glucose level test and diabetes care, inhaled asthma medication and auto-injectable epinephrine if the rules above are met. [E.C. 49414, 49414.5, 49423, 49423.1, 49480]

If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the CCOE designee of the medication being taken, the current dosage, and the name of the supervising physician. [E.C. 49480]

Physical Examinations

If you want your child to be exempt from physical examinations at school, file a written statement with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious

disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [E.C. 49451]

● **Fluoride Treatments**

Children are eligible for fluoride treatments through a program organized by the county health officer. Parents will get a record that the treatment was applied. The county health officer will determine how to pay for the program. Parents or a student 18 years old or more have the right to refuse this program using the form provided by the school district. This program is not meant to replace regular professional dental care. [Health and Safety Code 104855]

● **Scoliosis (curvature of the spine) Screening**

Between grades 6 and 8, your child may be screened for scoliosis (curvature of the spine), unless you submit a written denial of consent. [E.C. 49452.5]

● **Vision and Hearing Appraisal**

Your child's vision and hearing will be checked by an authorized person between grades kindergarten through 8, unless you present to the school a certificate from a physician or optometrist verifying prior testing or a letter stating it violates your faith in a recognized religious belief. [E.C. 49455, 49452]

● **Psychological Testing**

A parent has the right to receive information about psychological testing the school does involving their child and to deny permission to give the test. [E.C. 51101]

● **Sun Protection**

Students when outdoors can wear sun protective clothing, including, but not limited to hats. [E.C. 35183.5] Students may also apply sunscreen during the day without a doctor's note or prescription. [E.C. 35291, 35294.6]

● **Confidential Medical Services**

According to the Education Code, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. School districts are permitted to grant such excuses, but are not required to do so. Calaveras County Office of Education does not grant such excuses. [E.C. 46010.1]

● **Medical and Hospital Insurance for Students**

CCOE DOES NOT provide insurance on individual students. However, you may purchase accident insurance through CCOE for medical and hospital services covering your child. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of attendance during a regular school day of CCOE; or while being transported by CCOE to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities. CCOE assumes no liability for accidents to pupils at school. [E.C. 32221.5, 49472]

Under state law, school LEAs are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Healthy Families/Medi-Cal for Families (888) 747-1222.

● **Accidents and Insurance**

Injuries must be reported immediately to the nearest staff member. Any arrangement to leave school because of an injury must be made through the office.

A report must be completed. The Community School does not carry accident insurance for students. Supplemental coverage is available through various programs; ask your site for specific information.

● **Emergency Medical Care**

All pupils must have an emergency information card filled out and signed by parent at the beginning of the school year. [E.C. 49408]

● **Alcohol and Other Drugs**

The County Board and the County Superintendent believe that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences.

The County Board and the County Superintendent desire to keep schools free of alcohol and other drugs and desire that every effort is made to reduce student use of these substances.

The County Board and the County Superintendent perceive this effort as an important step towards preventing violence, promoting school safety, and creating a disciplined environment conducive to learning. The County Superintendent, or designee, shall develop a comprehensive prevention and intervention program that includes instruction, referral to a rehabilitation program, enforcement/discipline, activities that promote the involvement of parents/guardians, and coordination with appropriate community agencies and organizations. [BP 5131.6]

● **Drug, Alcohol, Steroid and Tobacco Prevention Programs**

This notice is provided in compliance with the requirements of state and federal law as a part of CCOE's drug, alcohol, and tobacco prevention programs. The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on CCOE premises or as a part of any of its activities is wrong, harmful and is strictly prohibited. Tobacco use is prohibited. All pupils will abide by this prohibition as a condition of attendance. Any violations of CCOE or school standards of conduct, rules and regulations or state or federal laws regarding illicit drugs, alcohol and tobacco will be investigated. Violators will be subject to prosecution in accordance with local, state and federal law and CCOE disciplinary action up to and including expulsion, and/or required to satisfactorily complete a drug abuse assistance, tobacco cessation program, or rehabilitation program selected by CCOE in conformance with law.

CCOE's drug alcohol and tobacco education and prevention programs are designed to address the legal, social and health consequences of drug, alcohol and tobacco use and to provide pupils with effective techniques for resisting peer pressure to use illicit drugs, alcohol or tobacco. Information about any drug, alcohol and tobacco counseling, rehabilitation, and re-entry programs available to pupils may be obtained by contacting their school. This information may include programs sponsored or maintained by various community groups or agencies. CCOE neither supports nor endorses any specific program, agency or firm. The information is provided only to assist parents and pupils who may desire information regarding the resources available to assist them.

High school athletes must sign a pledge they are not using steroids illegally or they will not be allowed to participate. Parents must sign a form notifying them of the restriction. [E.C. 49033, 60041; Health and Safety Code 11032; BP 5131.62]

CURRICULUM AND PERSONAL BELIEFS

● **Comprehensive Sexual Health and HIV/AIDS Prevention**

In the California Comprehensive Sexual Health and HIV/AIDS Prevention classes written and audio-visual educational material will be used and are available for inspection prior to the start of classes. You have a right to request, in writing, that your

child not attend these classes. You may withdraw this request at any time. School districts must ensure that all pupils receive sexual health instruction from adequately trained personnel in appropriate courses. In CCOE programs, staff give such instruction. If taught by a consultant or in an assembly, parents will be given the dates, name of organizations and affiliation of speakers in this booklet or receive notice at least 14 days prior to the dates of the class or assembly. Contractor’s material will be accurate and age appropriate. This instruction will emphasize that sexual abstinence and abstinence from intravenous drug use as the most effective means for AIDS prevention and avoiding sexually transmitted diseases. The instruction will also include development of refusal skills to assist pupils to overcome peer pressure and use effective decision-making skills to avoid high-risk activities. During this class students in grades 7 - 12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, questionnaires measuring student attitudes toward health, sex, and risk behaviors. Parents will be notified in writing and given the opportunity to review the material and can request in writing that their child not participate in any or all of the above activities. Copies of Education Code Sections 51938 and 51934 can be requested from your CCOE or can be obtained online at www.leginfo.ca.gov. [E.C. 51933, 51934, 51937-51939; Health and Safety Code 151000]

☰ Dissection of Animals

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child’s objection. [E.C. 32255]

☰ Exemption From Child Abuse Training

Whenever child abuse prevention training information is presented to students, parents have the right to refuse to allow a child to participate. [Welfare and Institutions Code 1897.5]

☰ Excused from Instruction Due to Religious Belief

Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. [E.C. 51240]

☰ Tests/Surveys on Personal Beliefs

Unless you and your children over 18 give written permission, your child will not be given any test, questionnaire, survey, examination, or marketing material containing questions about your child’s, or his/her parents’ or guardians’ personal beliefs or practices in politics, mental health, anti-social, illegal, self-incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality, or religion. Parents may also opt out of their child supplying information to be used for marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. CCOE has developed policies relating to the surveys and personal information. [E.C. 60650, 51513, 60614, 60615; PPRA, 20 U.S.C.; No Child Left Behind Act (NCLB)]

Your children may decide, or you may decide for them, not to participate in some parts of certain classroom activities for various reasons.

California Healthy Kids Survey

Your child may be asked to be a part of our school's Healthy Kids Survey sponsored by the California Department of Education. This important survey will help promote health among our youth and combat problems such as drug abuse and violence. If you do not want your child to complete the survey, you must notify your school or complete and return the optional form at the end of this booklet.

The survey was developed by WestEd, a public, non-profit educational institutions. If you have any questions about this survey, or about your rights, call CCOE at (209) 736-6007. If you do not want your child to participate, you may return the form in this booklet or contact Scott Nanik, Principal, Calaveras River Academy at (209) 754-1996.

Survey Content:

The survey gathers information on behaviors such as physical activity and nutritional habits; alcohol, tobacco, and other drug use; school safety' and environmental and individual strengths and assets. You may examine the questionnaire in the school office.

It is Voluntary:

Your child does not have to take the survey. Students who participate only have to answer the questions they want to answer and they may stop taking it at any time.

It is Anonymous:

No names will be recorded or attached to the survey forms or data. The results will be made available for analysis only under strict confidentiality controls.

Administration:

It will take about one class period to complete (about 50 minutes) and will be administered in your child's classroom.

Potential Risks:

There are no known risks of physical harm to your child. Risks of psychological or social harm are very small. None have been reported in seven years of survey administration. In rare instances, some discomfort might be experienced from the questions. The school's counseling services will be available to answer any personal questions that may materialize.

SCHOOL RECORDS AND STUDENT ACHIEVEMENT

CCOE Courses

Annually CCOE prepares curriculum, course titles, aims, and descriptions in a prospectus. The prospectus is available at each school site and may be reproduced at cost. [E.C. 49063, 49091.14]

Pupil Records

You and your children over 18 have the right to review, get copies, and inspect their school records within five business days of a written or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained, except in some instances such as when your child transfers to another school. In some instances information about your child may be released to lawyers, after school program operators, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, and health information. The records are maintained at Calaveras River Academy by Minda Filson. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, CCOE will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. CCOE policy or administrative regulation 5125 sets forth the criteria by which school officials and employees can look

and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made for ten cents (10¢) per page. If you cannot afford the cost of copies they will be provided free of charge. You also have the right to file a written request with the superintendent challenging the records. You can challenge how your request was handled with CCOE or with United States Department of Education if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student's record. [E.C. 49063, 49060, 49069, 49070, 56043, 56504, 8484.1; Family Code 3027; Civil Code 1798.24 (t); Family Educational Rights and Privacy Act (FERPA); 34 CFR Part 99]

● **Report Cards**

Report cards are issued at the end of each academic quarter. Report cards will be mailed home. Student progress is available via web access through the Parent Portal.

● **CSIS Participation Notification**

CCOE is participating with the California School Information Services (CSIS) Program in the electronic transfer of student data for state reporting to the California Department of Education and to districts and or public postsecondary institutions to which the student is transferring or applying for admission. All data is maintained by the CSIS program is in compliance with federal and state privacy and confidentiality requirements.

● **Participation in Advisory Councils**

A parent has the right to participate as a member of a school site council, a parental advisory council, or a site-based management leadership team in accordance with the rules governing parent membership of those organizations. [E.C. 51101]

● **Volunteering Time and Resources**

Parents may volunteer their time and resources for the improvement of school facilities and programs under the supervision of CCOE employees. [E.C. 51101, 44670.5]

● **Regulations Regarding Pupil Achievement**

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect student progress in classwork and proficiency levels and indicate educational growth in relation to the student's ability, citizenship and effort. [E.C. 49067]

● **Observation**

Upon written request, a parent has the right to observe instruction that involves his or her child. Any observation will be done in accordance with policies established to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. [E.C. 49091.10(b), 51101]

● **Parent Meeting with Teacher and Principal**

Upon reasonable notice, a parent has the right to meet with their child's teacher and principal. [E.C. 51100]

☰● Instructional Materials

All primary and supplemental instructional materials and assessments, including textbooks, teacher manuals, films, tapes, and software, shall be compiled and stored by the classroom instructor and made available promptly for inspection by a parent in a reasonable time frame, in accordance with CCOE policies or procedures. [E.C. 49091.10, 51101]

☰● Teacher Qualifications

A provision of federal Title I requires all LEAs to notify parents of children in Title I schools that they have the right to request and receive timely information on the professional qualifications of classroom teachers and paraprofessionals including state qualifications, licensing for the grade level or subject taught, any waivers for qualifications, emergency provisions, college major, graduate degrees and subject, and if paraprofessionals or aides are in the classroom and what their qualifications are. [No Child Left Behind Act (NCLB)]

☰● High School Exit Exam

In addition to other graduation requirements, each student is required to pass the California High School Exit Exam (CAHSEE) to receive a high school diploma. Students must have completed all other graduation requirements. Students must pass both the English and Mathematics sections. Each pupil shall take the CAHSEE beginning in 10th grade and may retake the examination as follows – two opportunities in 11th grade and three in 12th grade. If they do not pass while in high school, students may take the CAHSEE up to three times a year until they pass it, no matter how many times that takes. There is help for students for up to two consecutive years after completion of grade 12; however, the state budget crisis has given districts flexibility in providing these services. [E.C. 48980, 60850] CAHSEE testing dates for 2011-12:

English/Language Arts:	Mathematics:
July 26, 2011	July 27, 2011
November 1, 2011	November 2, 2011
February 7, 2012	February 8, 2012
May 8, 2012 (make-ups)	May 9, 2012 (make-ups)

☰● Release of Directory Information

The law allows schools to release “directory information” to certain persons or organizations including military recruiters. Directory information may include a student’s name, address, telephone information, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. You may have CCOE withhold any of this information by submitting a request in writing. In the case of students with exceptional needs, no material can be released without parent or guardian consent. [E.C. 49061(c), 49070, 56515, 49063(a), 49073; FERPA; NCLB]

☰● Photographing and Videotaping

It is often advantageous to illustrate and publicize school activities in newspapers or on television by use of photographs or video tape of student work, studying, or pursuing recreational interests. Requests by the media to photograph or videotape students are well screened in advance by school and CCOE administration. Teachers may take pictures of students for school and CCOE use for public affairs or for our web site. If you do not wish your student to be photographed or videotaped by the media, please notify the school office in writing.

Our classrooms and transportation vehicles may be under video and sound surveillance to help ensure the safety of the students and staff at our schools. The

information/content is not accessible to the public, but may be provided to school officials or law enforcement to help with any investigations.

☰ School Safety Plan

Every year, each school shall review and update its plan by March 1. The plan will include an earthquake emergency procedure system and disaster policy for buildings with a capacity of 50 or more people. Each school shall report on the status of its school safety plan to numerous community leaders and include a description of its key elements in the school accountability report card. [E.C. 32281, 32286, 32288]

UNIVERSITY ADMISSIONS

☰ University of California/California State University Admissions

Admission to the California State Universities requires a minimum 15-unit pattern of courses for admission as a first-time freshman. Each unit is equal to a year of study in a subject area. A grade of C or higher is required for each course the student uses to meet any subject requirement. Transfer students are accepted.

Admission to the University of California requires completion of the 15 yearlong high school course list. These courses are also known as the “a-g” subjects. At least seven of the 15 yearlong courses must be taken in the students last two years of high school. [E.C. 48980, 51229]

Links to University of California/California State University requirements:

<http://www.universityofcalifornia.edu/admissions/undergraduate.html>

<http://www.calstate.edu/admission/admission.shtml>

http://www.csumentor.edu/planning/high_school/subjects.asp

http://www.csumentor.edu/planning/high_school/

<http://www.ucop.edu/doorways/>

CCOE programs do not meet “a-g” requirements.

☰ Definition of career technical education

A program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. More information is available about Career Technical Education at California Department of Education, <http://www.cde.ca.gov/ci/ct>. [E.C. 48980, 51229]

☰ Talking with a counselor

High school counselors are trained to help students prepare for college or career training. They take students through all the steps so nothing is missed including information about financial aid, requirements, and careers. Most counselors are available by appointment and will meet with students and their families. [E.C. 48980, 51229]

DUE PROCESS PROTECTIONS AND COMPLAINTS

CCOE is primarily responsible for compliance with state and federal laws and regulations and has procedures to address allegations of unlawful discrimination and complaints alleging violation of laws governing educational programs. Employees, students, parents or guardians, advisory committees, and other interested parties are advised how to file a complaint if they so desire.

☰ Complaints Regarding Discrimination, Exceptional Need Students, Categorical Programs, Federally Funded Programs

CCOE is committed to equal opportunity for all individuals in education. It is the CCOE policy to afford all persons in public schools regardless of their age, disability, gender, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics equal

rights and opportunities in the educational institutions of the state.

CCOE shall promote programs that ensure non-discriminatory practices in all CCOE activities. If you want further details in this regard, or wish to file a complaint, please contact CCOE's Uniform Complaint Officer. The Governing Board designates the following compliance officer(s) to receive and investigate all complaints and ensure CCOE compliance with law:

Kathy Northington, County Superintendent of Schools
P.O. Box 760, Angels Camp, CA 95221
(209) 736-4662

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs: Adult Education, Career/Technical Education, Child Development, Consolidated Categorical Aid, No Child Left Behind (NCLB), State Compensatory Education, State Program for Students of Limited English Proficiency, School Improvement, Tenth-Grade Counseling, Tobacco-Use Prevention Education, Peer Assistance and Review, School Safety and Violence Prevention Act, Migrant and Indian Education, Nutrition Services, Special Education, Discrimination, Harassment, Civil Rights Guarantees that receive state or federal financial assistance as well as Williams Settlement issues and other areas designated by CCOE. [E.C. 200, 220, 234, 260 et seq., 56501; Penal Code 422.55; Title IX; 20 USC 1681-1688, 42 USC 2000d-2000d7; 34 CFR 106.9, Title VI of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Act (IDEA); Government Code 1135; 5 CCR 4610, 4622; ne]

● CCOE's Uniform Complaint Process

You may contact your school's office or the CCOE office to obtain a free copy of CCOE's complaint procedures. The complaint procedure can be used for a variety of issues not mentioned above including but not limited to employee issues, school safety planning requirements in the No Child Left Behind Act, and policies and procedures of CCOE. Confidentiality and privacy shall be respected in all complaint investigations. Complaints alleging discrimination may be filed by a person on their own behalf or on behalf of another person or group of people within six months of the occurrence or when facts became known. Complaints regarding a special needs student may be filed within 12 months of the occurrence. Staff has been trained to deal with these types of complaints. [E.C. 56500.2]

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint unless the complainant agrees in writing to extend the timeline.
2. You may contact the UCP Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.
4. There shall be an investigative meeting after receiving the complaint.
5. The compliance officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Education.
6. If you are not satisfied with the results the complainant then has 15 days to appeal to the California Department of Education. The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
7. You may forward your complaint directly to CDE and they may choose to intervene immediately based on established criteria.
8. There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of CCOE's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to: injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed

with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

American Civil Liberties Act 504 – Office of Civil Rights

Child Abuse – Department of Social Services, Protective Services Division, or law enforcement

Discrimination/Nutritional Services – U.S. Secretary of Agriculture

Employment Discrimination – Department of Fair Employment and Housing, Equal Employment Opportunity Commission.

General Education – Calaveras County Office of Education

Health and Safety/Child Development – Department of Social Services

Student Records – Family Policy Compliance Office (FPCO), U.S. Department of Education [20 USC 7114(D)(7) (No Child left Behind), 20 USC 11138;34 CFR 300.510-511, 300.513; E.C. 232. 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 6400o(a); 5 CCR 4600; 5 CCR 4620-4632]

Complaints Regarding the Williams Settlement, Instructional Materials, Teacher Placement, and School Facilities

Parents should use the District Uniform Complaint Procedure to identify and resolve any deficiencies regarding instructional materials, facility cleanliness and safety, emergency or urgent facility conditions that pose a health or safety threat to students or staff, and teacher vacancies or misassignments. The procedure may be used for complaints regarding instruction and services provided to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12; however, the state budget crisis has given districts flexibility in providing these services. [E.C. 35186, 37254, 52378]

Williams Settlement complaint procedure

Free forms are available, at the school, but the form need not be used to make a complaint. The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to CCOE within 10 days.
3. Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on complaint.
4. If CCOE is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
5. The form will have a box to request a response and indicate where to file the form.
6. Valid complaints should be remedied within 30 days of receipt.
7. Within 45 days of resolution, notice should be sent to complainant when a response was requested. A principal will also inform the Superintendent of resolution in the same timeframe.
8. If unsatisfied with resolution a complainant may describe the complaint to the governing board at a regularly scheduled meeting.
9. CCOE will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session making it part of the public records. [E.C. 35186, 48985]

SEXUAL HARASSMENT

The County Board and the County Superintendent are committed to maintaining an educational environment that is free of harassment. The County Board prohibits sexual harassment of students by any employee, student, or other person at school or at any school sponsored or school related activity. The County Board also prohibits retaliatory

behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

Instruction/Information

The County Superintendent or designee shall ensure that students receive age appropriate instruction and information related to sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made.

Complaint Process

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

Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.

In any case of sexual harassment involving the principal or any other county office employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

Disciplinary Measures

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

Record-Keeping

The County Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable CCOE to monitor, address and prevent repetitive harassing behavior in its schools.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. [BP 5145, February 24, 1992; Revised Revised: March 30, 1992, March 28, 1994, April 27, 1998, October 30, 2006; 5 CCR 4964]

Legal References:

EDUCATION CODE – 200 262.4 Prohibition of discrimination on the basis of sex; 48900.2 Additional grounds for suspension or expulsion; sexual harassment; 48904 Liability of parent/guardian for willful student misconduct; 48980 Notice at beginning of term
CIVIL CODE – 51.9 Liability for sexual harassment; business, service and professional relationships; 1714.1 Liability of parents/guardians for willful misconduct of minor;

CODE OF REGULATIONS, TITLE 5 – 4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance
 UNITED STATES CODE, TITLE 20 – 1681-1688 Title IX, Discrimination
 UNITED STATES CODE, TITLE 42 – 2000e-2000d-7 Title VII, Civil Rights Act of 1964 as amended
 CODE OF FEDERAL REGULATIONS, TITLE 34 – 106.1-106.71 Nondiscrimination on the basis of sex in education programs
 COURT DECISIONS – Reese v. Jefferson School District, (2001) 208 F.3d 736; Davis v. Monroe County Board of Education, (1999) 526 U.S. 629; Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989; Nabozny v. Podlesny, (1996, 7th Cir.) 92 F.3d 446; Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447; Oona R.-S. etc. v. Santa Rosa City Schools et al, (1995) 890 F.Supp. 1452; Rosa H. v. San Elizario Ind. School District, (W.D. Tex. 1995) 887 F. Supp. 140, 143; Clyde K. v. Puyallup School District #3, (1994) 35 F.3d 1396; Patricia H. v. Berkeley Unified School District, (1993) 830F.Supp. 1288; Franklin v. Gwinnet County Schools (1992) 112 S. Ct. 1028; Kelson v. City of Springfield, Oregon, (1985, 9th Cir.) 767 F.2d 651

MISCELLANEOUS

☰ ● Sex Offender Notification

In order to protect students while they are traveling to and from school, or attending school or a school-related activity, the County Board and County Superintendent believe it is important that the County Office of Education (CCOE) respond appropriately when a law enforcement agency notifies the CCOE about registered sex offenders who may reside or work within school boundaries.

The County Superintendent or designee shall establish an ongoing relationship with law enforcement officials to coordinate the receipt and dissemination of such information. To the extent authorized by law, the County Superintendent or designee also shall establish procedures for notifying appropriate staff as necessary.

To protect the county office and its employees from liability, employees shall disseminate sex offender information in good faith, and only in the manner and to the extent authorized by the law enforcement agency.

The County Superintendent or designee may annually notify parents/guardians of the availability of information about registered sex offenders on the Department of Justice's Internet website. [BP 3515, August 2010; E.C. 32211, 35160, 35160.1; Penal Code 290, 290.4, 290.45, 290.46, 290.9, 290.95, 626.8, 830.32, 3003; 42 USC 14071]

☰ ● Management Plan for Asbestos-Containing Material

CCOE has available upon request a complete and updated management plan for asbestos-containing material. [Code of Federal Regulations: 40 CFR 763.93]

☰ ● Pesticide Use

CCOE is providing parents the name of all pesticide products expected to be applied at school facilities this school year. That identification includes the name and active ingredients. Only fully certified pesticides can be used on school grounds.

Parents and guardians may register with CCOE if they wish to receive notification of pesticide applications at a particular school or facility, please request a REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION from their school. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, www.cdpr.ca.gov. [E.C. 17610.1; 40 CFR 763.93]

<u>Product</u>	<u>Active Ingredient</u>
Advance 375A Select	Abamectin B1
Advance Granular Ant Bait	Abamectin B1
Advance Granular Carpenter Ant Bait	Abamectin B1

<u>Product</u>	<u>Active Ingredient</u>
Advion Cockroach Gel Bait	Indoxacarb
Advion Fire Ant Bait	Indoxacarb
AggresZor 75 WSP	Imidacloprid
Avert Dry Flowable Bait Formula 1	Abamectin B1
Azatrol	Azadirachtin
Barricade 4L	Prodiamine
Bora-Care	Disodium octobarate tetrahydrate
Borid	Orthoboric acid (Boric acid)
Conserve SC	Spinosad
Contrac All-Weather Blox	Bromadiolone
Cool Power	Dicamba, Triclopyr, MCPA, Isooctyl Ester
Cy-Kick CS	Cyfluthrin
Cy-Kick CS Pressurized C & C Residual . . .	Cyfluthrin
Demand	Lambda-cyhalothrin
Demon WP	Cypermethrin
Dimension Ultra 40 WP	Dithiopyr
Ditrac All Weather Blox	Diphacinone
Drione	Pyrethrins, piperonyl butoxide, other related, piperonyl butoxide, silica aerogel
EcoPCO ACU	Plant Essential Oils
EcoPCO EC	2-Phenylethyl Propionate, Piperonyl butoxide, Technical
EcoPCO WP-X	2-Phenylethyl Propionate, thyme oil, pyrethrins
First Line GT Plus Termite Bait Station	Sulfluramid
First Line Termite Bait Station	Sulfluramid
Generation Mini Boock	Difethialone
Gentrol Point IGR Concentrate	Hydroprene
Gentrol Point Source	Hydroprene
Glyphosate Pro U	Glyphosate
Heritage	Azoxystrobin, Technical
I Maxx Pro	Imidacloprid
Impel Rods	Anhydrous Disodium Octobarate
In Tree Granular Bait - Fine	Orthoboric acid
In Tree Select Ant Granules	Orthoboric acid
Maxforce Granular Fly Bait	Imidacloprid
Merit 75 WP	Imidacloprid
Microcare CS	Pyrethrins
Microcare Pressurized Pyrethrum CS	Pyrethrins
No Foam B	Octyl phenoxy polyethoxy ethanolopropanol, linear alkyl sulfonate, buffering acids, coconut amino condensate, silicone defoamer
Oust XP	Sulfometuron Methyl
Phantom	Chlorfenapyr
Prelude	Permethrin
Premise 0.5 SC	Imidacloprid
Premise 2	Imidacloprid
Premise 75	Imidacloprid
Premise Foam	Imidacloprid
Premise Gel	Imidacloprid
Premise Pre-Construction	Imidacloprid
Pro-Spreader	Nonylphenoxy polyethoxy ethanols, isopropanol & fatty acids
Riptide Waterbased Pyrethrin LLV	Pyrethrins, Piperonyl butoxide, Technical
Roundup Pro	Glyphosate, N-(phosphonomethyl) glycine

<u>Product</u>	<u>Active Ingredient</u>
Sedgehammer	Halosulfuron-methyl
Shatter	Hexaflumuron
Sluggo	Iron Phosphate
Sluggo (First Choice)	Iron Phosphate
Speed Zone Southern.	Carfentrazone-ethyl, 2,4-d, 2-Ethylhexyl Ester, Mecoprop-P, Dicamba
Suspend SC	Deltamethrin
Tempo SC Ultra	Beta-Cyfluthrin
Termidor SC	Fipronil
Tim-Bor	Disodium octobarate tetrahydrate
ULD HydroPy-300 CF	Pyrethrins, Piperonyl Butoxide, Technical, N-Octyl Bicycloheptene Dicarboximide

Further Information is Available

Further information regarding CCOE schools, programs, policies, and procedures is available to any interested person upon request to the CCOE office. [E.C. 48209.13, FERPA, 34 CFR Section 99.7(b)]

The forms on this page are optional.

CALIFORNIA HEALTHY KIDS SURVEY WITHDRAWAL (Optional)

By marking and returning this form you are denying permission for your child to participate in the California Healthy Kids Survey.

I **DO NOT** wish for my child to participate in the survey.

STUDENT'S NAME: _____

SCHOOL: _____ GRADE: _____

TEACHER'S NAME: _____

PARENT/GUARDIAN'S NAME: _____
(Please Print) *Date*

SIGNATURE: _____ PHONE: _____

RELEASE DIRECTORY INFORMATION WITHDRAWAL (Optional)

If you **DO NOT** wish directory information released, please sign below and return to the school office. (Otherwise, leave blank). Note that this will prohibit CCOE from providing the pupil's name and other information to the news media, interested schools, parent-teacher associations, interested employers, and similar parties.

STUDENT'S NAME: _____

SCHOOL: _____ GRADE: _____

SIGNATURE: _____
(Parent or Guardian Signature) *Date*

PHOTOGRAPHS, FILMS, SLIDES, INTERNET, VIDEO and AUDIO TAPE RECORDINGS EXCLUSION (Optional)

Calaveras County Office of Education requests permission to reproduce, through audio or visual means, activities related to this student's educational program. Note that signing this will prohibit CCOE from including your student in any video project that may be produced throughout the school year (*yearbook excluded*). Please mark the box below, fill out the information, and sign the appropriate line.

I **DO NOT** wish for my student's image to be reproduced through audio or visual means.

STUDENT'S NAME: _____

SCHOOL: _____ GRADE: _____

SIGNATURE: _____
(Parent or Guardian Signature) *Date*

MEDICAL TREATMENT AUTHORIZATION – WAIVER, RELEASE AND INDEMNITY AGREEMENT – ASSUMPTION OF RISK FOR PARTICIPATION IN VOLUNTARY SPORTS PROGRAM (Optional)

PARTICIPANT'S

NAME: _____
(Please Print)

SCHOOL: _____ ACTIVITY: School Sports

By my signature below, I hereby give permission for my son/daughter to participate in the above described activity. I realize that sport activities are voluntary as part of the Calaveras County Office of Education school sports program. I understand that participation in sport activities could cause serious illness and/or injury or death, and I assume all risks for any such illness and/or injury or death. I am aware that the District/Local Educational Agency (LEA) assumes no responsibility for any transportation arrangements and no District/LEA coverage for medical treatment is provided in connection with sport activities. If a participant does not have private medical insurance, low-cost school insurance is available through the District/LEA.

For and in consideration of permitting the above named child to participant in school sport activities, the undersigned hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, bodily injury, property damage or wrongful death occurring to him/herself arising in any way whatsoever as a result of engaging in said activity or any activities incidental thereto wherever or however the same may occur and for whatever period said activities may continue. The undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive discharge and relinquish any action or causes of action, aforesaid, which may hereafter arise for him/herself and for his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, bodily injury, property damage or wrongful death against the District/LEA or any of its officers, agents, servants, or employees for any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise.

The undersigned hereby acknowledges that he/she has been advised of all rules and safety regulations pertaining to sport activities and the use of protective equipment by all participants. I understand these safety regulations will be enforced during all games and practices. I fully understand that participants are to abide by all rules and regulations governing conduct during sport activities.

The undersigned hereby acknowledges that he/she knowingly and voluntarily assumes all risks of bodily injury and/or death to his/her child, as stated, and expressly acknowledges their intention, by executing this instrument, to exempt and relieve the District/LEA, its officers, agents, and employees, from any liability for personal injury, bodily injury, property damage or wrongful death that may arise out of or in any way be connected with the above-described activity. I have read the foregoing and have voluntarily signed this agreement. I am aware of the potential risks involved in sport activities and I am fully aware of the legal consequences of signing this instrument.

Health or special needs (check as appropriate):

- Participant has no special health needs the staff should be aware of, and no medication is required.
- Participant has a special need, and instructions are attached. Number of attached pages: _____.
- Other: _____.

In the event of illness or injury, I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical or dental diagnosis, treatment, emergency transportation, and hospital care considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services.

STUDENT'S SIGNATURE: _____ *Date*

PARENT/GUARDIAN'S SIGNATURE: _____ *Date*

STREET ADDRESS: _____ PHONE: _____

CITY / STATE / ZIP: _____

ACKNOWLEDGEMENT OF RECEIPT OF ANNUAL NOTIFICATION OF RIGHTS AND RESPONSIBILITIES (Required)

Education Code Section 48982 requires parents or guardians to sign and return this acknowledgment.

By signing below, you are neither giving nor withholding consent for your child to participate in any program. You are merely indicating that you have received and read the booklet with notices regarding your rights and responsibilities relating to activities which might affect your child.

STUDENT'S NAME: _____

SCHOOL: _____ GRADE: _____

RECEIVED BY: _____
(Parent or Guardian Signature) *Date*

STUDENT ACCEPTABLE USE POLICY CONTRACT FOR USE OF ALL ELECTRONIC INFORMATION RESOURCES (Required)

STUDENT AGREEMENT:

The acceptable and unacceptable uses of the CCOE net and the Internet are described in this "Student Acceptable Use Agreement" for Calaveras County Office of Education. By signing this agreement, I acknowledge that I have read, understand and agree to abide by the provisions of the attached Acceptable Use Policy.

I understand that any violations of the above could result in the immediate loss of my user account and may result in further disciplinary and/or legal action, including but not limited to suspension, expulsion, or referral to legal authorities.

I also agree to report any misuse of the CCOE net to school site teacher or administrator. Misuse can come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described under the unacceptable uses in this Acceptable Use Policy. I realize that all the rules of conduct described in this CCOE AUP, policies, procedures, and handbooks apply when I am using the CCOE net.

STUDENT'S NAME: _____
(Please Print) *Date*

SCHOOL: _____ GRADE: _____

STUDENT'S SIGNATURE: _____

PARENT OR GUARDIAN AGREEMENT:

(Students under the age of 18 must have a parent or guardian who has read and signed this Acceptable Use Contract.)

As a parent or guardian of this student, I have read this Acceptable Use Policy Contract and understand that the use of the CCOE net is designated for educational purposes only. I understand that it is impossible for the CCOE to restrict access to all controversial materials, and I will not hold the CCOE, district, or school responsible for materials acquired on the CCOE net or Internet. I also agree to report any misuse of these electronic resources to the school administrator.

I accept full responsibility for my child should they use remote connections when available to the CCOE net in a non-school setting. I hereby give my permission to issue an account for my child to use the CCOE net and Internet.

I release the CCOE, its affiliates and its employees from any claims or damages of any nature arising from my child or dependent's access or use of the CCOE net or Internet. I also agree not to hold the CCOE responsible for materials improperly acquired on the system, or for violations of copyright restrictions, user's mistakes or negligence, or any costs incurred by users.

This agreement shall be governed by and construed under the laws of the United States and the State of California.

PARENT/GUARDIAN'S NAME: _____
(Please Print) *Date*

SIGNATURE: _____ PHONE: _____

CALAVERAS COUNTY OFFICE OF EDUCATION

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(209) 736-4662
