

# S. WILLIAM ABEL ACADEMY



## 2023-2024 Student Handbook

**Colusa County Office of Education**

Educational Services

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Williams, CA 95987

530-473-1350

[www.ccoe.net](http://www.ccoe.net)

# **S. William Abel Academy Staff**

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## **Administration**

Michael West	County Superintendent of Schools	458-0350
Charles Wayman	Deputy Superintendent-Student Services	Ext. 10806
John Ithurburn	Assistant Superintendent or Educational Services	Ext. 10834
Douglas Horton	Teacher	Ext. 10374

## **Office Staff**

Jennifer Ramirez	Program Technician	Ext. 10307
Christina Estrada	Administrative Assistant	Ext. 10304

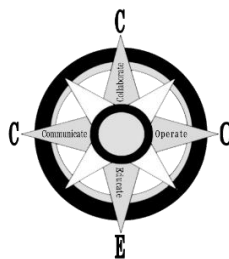
## **Support Staff**

Kevin Douglas	Student Support Services Manager	Ext. 10821
Beatriz Adame	Prevention Services Coordinator	Ext. 10305
Brandon Kingsley	Colusa County Probation Officer	458-0699

## **Stay Connected VIA Social Media**

CCOE uses an array of tools and media to Stay Connected with its students and parents. Follow us on your favorite social network.

- FACEBOOK      <https://www.facebook.com/colusacoe>
- TWITTER      <https://twitter.com/colusacoe>
- INSTAGRAM      [www.instagram.com/colusacoe/](http://www.instagram.com/colusacoe/)



The **S. William Abel Academy** is an accredited alternative school primarily designed to serve expelled and at-risk youth. The academy admits expelled students from county school districts, SARB/DART referrals, and students needing a more structured environment. All credits earned are transferable to public schools.

### **MISSION STATEMENT**

*"To provide an educational program which reinforces the physical, emotional, and intellectual growth of all students, as well as nurturing a love of learning that produces positive and productive members of society."*

### **VISION STATEMENT**

*At SWAA, Students are empowered while **Working toward Academic, College and career readiness Success***

### **GOALS**

The goals of the S. William Abel Academy are the following:

- Improve all students' ability to learn, work in a cooperative manner with others, and succeed in school.
- Successfully reintegrate students into their home, public school.
- Build personal responsibility and a sense of community with the student body.
- Instill a sense of tolerance and empathy for others.
- Prepare students for the world of work and higher education.

### **STUDENT LEARNING OUTCOMES**

Language Arts:

- Students will be able to use effective reading, writing and verbal skills to express themselves and interpret information

Mathematics:

- Students will be able to use mathematic skills and concepts effectively

College and Career Readiness:

- Students will be able to use goal setting and planning for determining a variety of postsecondary opportunities

Responsibility and Accountability:

- Students will reflect on personal responsibility and accountability when making choices or problem solving.

## **ORIENTATION PROCESS**

New students and at least one parent or guardian are required to attend an orientation prior to starting classes at S. William Abel Academy (SWAA). Orientations will be scheduled once an appropriate referral and all registration paperwork has been received.

During orientation, students and parents will:

- Be asked to check all completed registration paperwork for accuracy.
- Be introduced to SWAA and the opportunities that students are afforded.
- Review the student handbook and then sign indicating that they understand and are willing to comply with all rules, expectations, and policies.

Once these steps have been completed, each student will be scheduled into classes and will start school on the established start date following orientation.

SWAA's staff will request records, review transcripts, behavior and any other pertinent information to design each student's program for a more successful transition.

Once enrolled, student academic assessments will be scheduled during the student's first week of attendance. This will assist in the placement of students into appropriate classes.

Each student and their parent will have the opportunity to review student transcripts and participate in the development of an Individual Learning Plan (ILP).

**S. William Abel Academy**  
**2023-2024**  
**STUDENT HANDBOOK INFORMATION**

**1. ABSENCES/ATTENDANCE POLICY**

**Regular attendance at school is closely tied to student success and is required by state law. California Education Code #48200 states that “each person between the ages of 6-18 (not exempted...) are subject to compulsory full-time education”.**

**Showing up for school has a huge impact on a student’s academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play an important role in making sure students get to school safely every day and understand why attendance is so important for success in school and on the job.**

**DID YOU KNOW?**

- Students should miss no more than 9 days of school each year to stay engaged, successful and on track for graduation.
- Absences can be a sign that a student is losing interest in school, struggling with schoolwork, dealing with a bully or facing some other potentially serious difficulty.
- Missing 10 percent (about 18 days) of the school year can drastically affect a student’s academic success.
- Students can be chronically absent even if they only miss a day or two every few weeks.
- Attendance is an important life skill that will help your child keep a job or graduate from college.

**The following absences are considered excused (Ed. Code #48205):**

- A. Student illness (*only up to 10 partial or full days. Doctor’s note is required to excuse more than 10 partial or full day absences.*)
- B. Quarantine under the direction of the county/city health official.
- C. For a medical, dental, optometric, or chiropractic appointment. (*Verification note may be required*)
- D. Funeral service for a member of immediate family, one day in State, three days out of state  
*Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law daughter-in-law, brother, sister, or any relative living in the student’s Immediate household. (Education Code 45194, 48205)*
- E. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- F. For the purpose of spending time with a member of the pupil's immediate family, who is an active-duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

- G. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- H. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing, two full days before the absence, by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- I. For the purpose of participating in a civic or political event, provided that the student notifies the school ahead of the absence.

Any student who is absent from school without a valid excuse three (3) 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 considered *truant*. SWAA will send letters home notifying parents/guardians of the absences and request a meeting with principal.

**Returning to school after an absence (including suspension):**

If you are absent, you must bring a note stating the reason for your absence signed by your parent/guardian. Your parent or guardian may call in your absence to the attendance secretary. You have three (3) days to verify an absence; otherwise, it is marked as unexcused. Absences must be verified with the Administrative Assistant.

**Per CA Education Code 46010, the only excused absences are for the following reasons:**

- Illness
- Death in the Immediate Family
- Medical/Dental Appointment for the Student
- Quarantine
- Court Appearance

Students should not have any unexcused absences. Parents or legal guardians will be notified of any unexcused absences. Probation and other agencies, as applicable, will also be notified.

**Specific Attendance Policy Regulations:**

- A. Being tardy more than ten (10) minutes or leaving class before the end of the period without the teacher's permission will be considered truancy.
- B. Students on school-sponsored field trips are considered "in attendance."
- C. Absences due to suspension are included in this policy. Teachers may allow suspended students to make up work missed due to suspension. Students must verify their absences, with a parent/guardian note/call/email, within three days from their return to school. Unverified absences will be recorded as unexcused.
- D. After the tenth partial or full day absence, due to illness during the school year, verification of a student's illness by a doctor is required to excuse any further absences due to illness.
- E. Nothing in this policy shall prevent a teacher from considering attendance in the determination of a class grade, especially in the case of unexcused absences.

- F. When a student's absence has been requested in writing, (2) full days in advance by the parent or guardian and approved by the principal or her designee, a student may be excused for personal emergencies, family necessity, visits to colleges (see College Day Policy), or employment conferences. Students have full make-up privileges.

#### **But I'm 18 or older...**

- All Students must bring notes from parents or guardians to excuse an absence
- Only extenuating circumstances with administrative approval may be granted to 18 or older students to write their own absence notes  
Students 18 or older may sign themselves out for medical/dental appointments
- Students 18 or older must have a medical/dental office verification note (the time absent must only be length of travel/office visit) to be permitted back on campus. **STUDENT MUST SIGN BACK IN.**
- If an 18 or older student signs themselves out for any other reason than medical/dental appointment, the absence is unexcused without parent/guardian verification and the **STUDENT MAY NOT RETURN TO CAMPUS THAT DAY.**

### **3. ADMINISTRATION/EDUCATION SERVICES OFFICE**

The administrative/Education Services Office is located in room C and is open from 8:00 a.m. to 4:30 p.m.

### **4. AFTER SCHOOL TUTORING**

S. William Abel Academy currently offers After School Tutoring Free to all students on Tuesdays, Wednesdays and Thursdays during the school year. Tutoring is facilitated by the teacher and covers every subject matter over the course of the week. Students have access to computers, the Internet, and Course textbooks to assist them in their homework and coursework.

### **5. CHANGE OF ADDRESS**

Any change of address or phone numbers should be reported immediately to the secretary in the main office. Accurate mailing and residential information are important for good communication and emergency situations.

### **6. CLOSED CAMPUS**

**SWAA is a closed campus for all students, even if you are 18 years old or older.** See Discipline Policy, "Leaving Campus without permission" has consequences:

- A. A parent/guardian must sign you out in the office for you to leave campus and sign you back in the office when you return. **We encourage parents/guardians to check their SWAA student's attendance daily in Aeries.**
- B. You may not leave campus without a parent/guardian signing you out for any reason:  
***YOU ARE TRUANT IF YOU HAVE LEFT WITHOUT PERMISSION.***
- C. All Parking Lots are off limits during school hours 8:00- 1:00. You may not sit in your car before school, go to or move your vehicle in the parking lot unless you are leaving campus. (This includes lunch).
- D. Students may not bring pets or visitors to school with them.

## 7. DAILY SCHEDULE

8:30 – 8:45	Breakfast
8:45-10:00	Advisory
9:15-10:00	Core 1 English, Math, Science, History, ELD
10:00 – 10:45	Core 2 English, Math, Science, History, ELD
10:45 – 11:00	Break
11:00 – 12:25	Extended Core/ART/CTE/Elective
12:25 – 12:55	Lunch
12:55 – 1:30	PE
1:30-1:45	Dismissal Based upon Transit



## **8. DRESS CODE**

S. William Abel Academy expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. According to Board Policy 5132.0, the County Board believes that appropriate dress and grooming contribute to a productive learning environment. The County Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students have the right to make individual choices from a wide range of clothing and grooming styles, but they must not present a health or safety hazard or a distraction, which would interfere with the educational process. Student dress choices should respect the county's intent to sustain a community that is inclusive of a diverse range of identities. Educational goals of the school must be explained within this dress code.

### **Our values are:**

- All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
- Staff can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent discipline should be minimized whenever possible.

### **Goals of a student dress code:**

A student dress code should accomplish several goals:

- A. Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as biology (eye or body protection), or PE (athletic attire/shoes).
- B. Allow students to wear clothing of their choice that is comfortable.
- C. Allow students to wear clothing that expresses their self-identified gender.
- D. Allow students to wear religious attire without fear of discipline or discrimination.
- E. Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- F. Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- G. Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.
- H. Attire (or lack of it) that goes beyond the bounds of acceptable standards will be dealt with on an individual basis.

**Basic Principle: Certain body parts must be covered for all students at all times.** Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with non-see through fabric. **All items listed in the “must wear” and “may wear” categories below must meet this basic principle.**

**Students Must Wear\***, while following the basic principle of Section 1 above:

- A **Shirt** (with fabric in the front, back, on the sides under the arms and with sleeves or straps), AND
- **Pants/jeans or the equivalent** (for example, a skirt, sweatpants, leggings, a dress or shorts), AND Shoes.

*\*Courses that include attire as part of the curriculum (for example, professionalism, public presentations, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

**Students May Wear**, as long as these items do not violate Section 1 above:

- Hats facing straight forward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

**Students Cannot Wear:**

- Violent language or images, including weapons.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed.)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face or ears (except as a religious observance).

**Dress Code Enforcement:**

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

Students will only be removed from spaces or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be given the following three (3) options to be dressed more to code during the school day:

- A. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- B. Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- C. If necessary, students' parents/guardians may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.

These dress code guidelines shall apply to regular school days, as well as any school-related events and activities. Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Educational Services Administration.

**9. DISCIPLINE POLICIES**

In accordance with Education Code 35291.5, the following rules and procedures are applicable and enforced at S. William Abel Academy. SWAA staff believe that parents/guardians play an important role in any disciplinary process; therefore, parents/guardians will be notified early in the process and their support will be solicited. Parents/guardians and students are reminded that this Discipline Policy applies to all actions related to school activity or attendance that occur at any time, including, but not limited to: 1) while on school grounds, 2) while going to or coming from school, 3) during the lunch period 4) during, or while going to or coming from a school sponsored activity.

**A. Classroom Disruption or Other Unacceptable Classroom Conduct**

- 1st offense – Teacher counsels student.
- 2nd offense – Teacher counsels students and makes parent contact.
- 3rd offense – Teacher suspends student from class with parent contact.
- 4th offense – Teacher confers with administration with a full written report documenting all previous action taken which has been unsuccessful in affecting positive change to date. Possible expulsion will be considered in extreme cases.

## **Disruptive Devices - Electronics**

**Cellular phones can be a disruption to the learning process and a potential security issue.**

**Devices are not permitted during class time.**

*"California Education Code 48901.5 which states, "The governing board of each school district, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees."*

### **CCOE Board Policy 5131.60 states**

*"Because cellular phones may facilitate illegal drug transactions, the use of such devices by students is prohibited on school premises, at all school/County Superintendent sponsored activities, and at any time while students are under the supervision and control of County Superintendent employees. Any cellular phone must be turned off during regular school hours. An exception shall be made only when the County Superintendent or designee has determined that the cellular phone is essential for the student's health. Any cellular phone so allowed shall be used only for health purposes. The County Superintendent or designee shall confiscate cellular phones from students who do not follow this policy."*

**The following rules regarding electronics and personal devices shall apply during regular school hours:**

1. Student use of electronics is **prohibited within the classroom** unless authorized by school personnel. Electronics include, but are not limited to cell phones, Kindles, iPads, iPods, MP3 player, Bluetooth (external speakers), apple/smart watches etc.
2. **Cell phones may not be used during class time.** The discipline policy below will be enforced if a student is caught using a cell phone during class or in a harmful/inappropriate way during all school hours
3. For safety reasons, earbuds/**headphones are not allowed to be used on campus, anywhere, during regular school hours.**
4. Apple Watches and/or Smart Watches linked to individual's phones are not permitted in class.
5. The recording of a teacher, staff member, or student, without their consent, is a violation of the California Education Code. Any student participating in such action will be subject to an appropriate consequence.
  - 1st offense – Warning and/or disruptive device taken by teacher or staff member for the remainder of that class period
  - 2nd offense – Disruptive device taken for the remainder of the day and held by administrator. Parent contacted.
  - 3rd offense – Device taken and held by administrator until a parent or guardian can pick it up. Parents/Guardian sign written notice of potential revocation of privilege.
  - 4th/repeat offenses – Device taken and held by administrator until a parent and/or guardian can pick it up.

**B. Unacceptable Campus Conduct Which Negatively Impacts The Order, Safety or Cleanliness of The Learning Environment**

- 1st offense - Appropriate adult intervention at time of occurrence, and campus beautification
- 2nd offense - One-hour campus beautification assigned and parent contact.
- 3rd offense - Two hours campus beautification and parent contact.
- 4th offense - Suspension assigned and parent conference.

**C. School Activity Disruption or Other Otherwise Willfully Defying the Valid Authority of Supervisors, Teachers, Administrators, or Other School Personnel.**

- 1st offense - Appropriate adult intervention at time of occurrence with possible removal from activity and assigned one hour of alternative work.
- 2nd offense - Removal from activity and assign two hours of alternative work. Parent contacted.
- 3rd offense - Suspension from school for one day and parent contacted.
- 4th offense - Suspension from school for two days, parent conference, and behavior plan developed.

**D. Overt Displays of Affection**

- 1st offense - Appropriate adult intervention at time of occurrence.
- 2nd offense - Counseling conference and parent contacted.
- 3rd offense - Parent meeting
- 4th offense - Suspension from school for one day

**E. Truancy**

- 1st offense - Detention assigned at rate of one hour per class period missed in excess of 10 minutes or three hours for each full day of school missed. Letter mailed home informing parent of incident and/or phone contact.
- 2nd offense - Detention assigned at same rate as above. Letter mailed home informing parent of incident and/or phone contact.
- 3rd offense - Detention time is assigned at double the above rate. Letter home informing parent of incident and a parent/teacher conference.
- 4th offense - Detention time is assigned at double the initial rate. For any truanancies in excess of 30 minutes or more referral to truant officer is initiated.
- 5th offense - For all day truanancies, referral to truant officer is made and the student will be dis-enrolled.

**F. Sexual Harassment**

- 1st offense - Appropriate adult intervention, possible \*other means of correction; possible suspension 1 day, parent contact and behavior plan developed; or possible expulsion
- 2nd offense - Suspension 2 days, possible expulsion
- 3rd offense - Suspension 5 days and recommendation for expulsion

**G. Intentionally Creating an Intimidating or Hostile Educational Environment**

*(Includes Cyber Bullying with Police Department involved in investigation)*

- 1st offense - Appropriate adult intervention, possible \*other means of correction; possible suspension 1 day, parent contact and behavior plan developed; or possible expulsion
- 2nd offense - Suspension 2 days, possible expulsion
- 3rd offense - Suspension 5 days and recommendation for expulsion

**California Ed Code 48900(r) (1) (2) states**

*"Bullying," means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an **electronic act**, and including one or more acts committed by a pupil or group of pupils. "**Electronic act**" means the creation or transmission originated on or off the School site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication.*

**H. Threatening to Cause, Attempting to Cause, Causing or Participating in an Act of Hate Violence**

- 1st offense -- Appropriate adult intervention, possible \*other means of correction; possible suspension 1 day, parent contact and behavior plan developed; or possible expulsion
- 2nd offense -- Suspension 2 days, possible expulsion
- 3rd offense -- Suspension 5 days and recommendation for expulsion

**I. Threatening To Cause or Attempting To Cause Physical Injury to Another Person**

- 1st offense -- Appropriate adult intervention, possible \*other means of correction; possible suspension 1 day, parent contact and behavior plan developed; or possible expulsion
- 2nd offense -- Suspension 2 days, possible expulsion
- 3rd offense -- Suspension 5 days and recommendation for expulsion

**J. Fighting Or Causing Physical Harm Or Injury To Another Person**

- 1st offense -- Suspended 1 day, possible referral to police department, parent contact, and behavior plan created.
- 2nd offense -- Suspended 3 days, possible referral to police department, parent contact, and behavior plan created.
- 3rd offense -- Suspended 5 days, possible referral to police department, parent contact, and behavior plan created.
- 4th offense -- Suspended pending recommendation for expulsion or involuntary transfer to an alternative program.

The administration **shall recommend a pupil's expulsion** for causing serious physical injury to another person, except in self-defense.

**K. Assault and Battery**

The administration shall **recommend a pupil's expulsion** for causing serious physical injury to another person (except in self-defense), or for committing or attempting to commit a sexual assault or committing sexual battery.

**L. Theft of School Or Personal Property Or Attempted Theft Of School/Personal Property**

- 1st offense -- Restitution for loss or possible suspension, possible \*other means of correction, possible referral to police department, and parent contact.
- 2nd offense -- Suspended 2 days, possible referral to police department.
- 3rd offense -- Suspended 3 days, possible referral to police department.

- 4th offense -- Suspended 5 days, possible referral to police department and pending recommendation for expulsion.

**M. Vandalism Or Malicious Mischief To School Or Personal Property**

- 1st offense -- Restitution for loss or possible suspension, possible \*other means of correction, possible referral to police department, and parent contact.
- 2nd offense -- Suspended 2 days, possible referral to police department.
- 3rd offense -- Suspended 3 days, possible referral to police department.
- 4th offense -- Suspended 5 days, possible referral to police department and pending recommendation for expulsion.

*Textbooks, workbooks and other instructional materials are issued at no cost to the student. Any book that is lost or damaged will be billed to the student. Damaged books include, but are not limited to, graffiti or other writing, torn or folded pages, and other damages which result in a negative change from the books original form.*

**N. Possession Or Use Of Tobacco**

- 1st offense -- Warning and 1 day with tobacco education, possible \*other means of correction, and parent contact.
- 2nd offense -- Suspended 1 day, parent contact and behavior plan developed.
- 3rd offense -- Suspended 3 days
- 4th offense -- Suspended 5 days pending recommendation for expulsion.

**O. Possession Of Or Arranging To Sell Any Drug Paraphernalia (Including Vapes, E-Cigarettes Or Hookah Pens)**

- 1st offense -- Suspended 1 day and parent contact.
- 2nd offense -- Suspended 3 days, possible referral to police department.
- 3rd offense -- Suspended 5 days, possible referral to police department.
- 4th offense -- Suspended pending recommendation for expulsion.

**P. Arrangement Of The Sale Of Any Controlled Substance And Actually Selling, Delivering, Or Furnishing Of Another Substance Or Material Misrepresented As A Controlled Substance**

- 1st offense -- Suspended 5 days and parent contact.
- 2nd offense -- Suspended 5 days pending recommendation for expulsion.

**Q. Possession, Use, Or Sale Of Any Controlled Substance, Alcoholic Beverage Or An Intoxicant Of Any Kind**

- 1st offense -- Suspended five days, possible recommendation for expulsion; referral of case to police department and parent contact.
- 2nd offense -- Suspended five days, recommendation for expulsion; referral of case to police department.

**R. Possession Or Sale Of Any Firearm, Knife, Explosive or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.**

The administration **shall recommend a pupil's expulsion.**

**S. Terrorist Threats Against School Officials Or School Property Or Both**

- 1st offense -- Suspended 3 to 5 days depending on the severity of the threat, referral to police department; possible suspension pending recommendation for expulsion and parent contact.
- 2nd offense -- Suspended pending recommendation for expulsion and parent contact.

## **10. ENROLLMENT INFORMATION**

### **Enrollment Procedures**

One of the four local school districts will notify the Academy of students who have been expelled or who are experiencing other serious problems that might lead to possible expulsion. Students may also be referred by the County Probation Department. After being recommended to the Academy, it is the parent or guardian's responsibility to contact the school to schedule a registration appointment. After receiving a student's transcripts and an interview with school personnel has taken place, an Individual Learning Plan (ILP) will be developed by the teacher. If the student is receiving special education services, an IEP will be held to make any necessary changes.

### **Emergency Information**

Only those individuals listed on the Emergency Information Form will be allowed to check a student out of school, give a student permission to leave school or speak with a student. If any emergency information changes, it is important for the parent or guardian to notify the school of these changes.

### **Immunization Records**

Students will not be admitted to school unless an immunization record is presented and immunizations are up to date. A parent or guardian must give consent, in writing, for a licensed physician or registered nurse under the supervision of a physician to administer an immunizing agent.

### **Insurance**

The Colusa County Office of Education does not provide student insurance. It is the parent or guardian's responsibility for insurance coverage.

## **11. FIELD TRIPS**

At various times throughout the year, students in good standing may participate in school-sponsored field trips. All student and school rules must be followed during field trips. A permission slip for each student, signed by the student's parent or legal guardian must be in the possession of the teacher before the student can participate in the trip. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

## **12. FREE/REDUCED MEAL PROGRAM**

**Breakfast and Lunch are provided for students.** Students may receive meals free of charge if they reside in households receiving food stamps or AFDC. They also may receive meals free of charge or at a reduced price if they reside in households whose incomes are within the eligibility profile. To apply for free or reduced price meals, an eligibility application must be completed and returned to the school. *\*\*You only need one application for all family members in the district\*\** Applications are distributed to all students at the beginning of each school year, from the Educational Services Office.

## **13. GRADUATION REQUIREMENTS**

### **Attendance Rate Policy**

- **Seniors:** Must have a 90% Attendance Rate for the year to be able to participate in Senior Activities, including the Graduation Ceremony. (*Period Absence totals may be viewed using Aeries.*)

### **State Algebra Requirement**



- Ed Code # 51224.5 states that all students in California receiving a high school diploma must have completed one of the following:
  1. A yearlong course in Algebra 1 or Algebra Essentials (completed in grades 7 –12)

## **Scholastic Requirements**

Below are the general guidelines for graduation from the S. William Abel Academy. Each class passed with a D- grade or higher counts as 5 semester credits. There are 2 semesters per school year. Students are required to pass 220 semester credits to graduate from **S. William Abel Academy**.

<u>Required Courses</u>	<u>Credits</u>
English	30
Math	10
Algebra	10
World History or Geography	10
US History	10
American Government	5
Economics	5
Life Science	10
Physical Science	10
Physical Education	20
Fine Arts/Foreign Language/CTE	10
Health	5
Computer Literacy	5
Electives	<u>80</u>
<u>Total</u>	220

*(Individual High Schools may have other requirements to graduate. It is the student's responsibility to be aware of these if the student intends to transfer to another high school)*

## **Grading Periods**

August 9 – October 6, 2023	1 <sup>st</sup> Quarter (Progress Report Grades)
October 10 - December 20, 2023	1 <sup>st</sup> Semester Grades
January 8 - March 8, 2024	3 <sup>rd</sup> Quarter (Progress Report Grades)
March 11- May 28, 2024	2 <sup>nd</sup> Semester Grades

## **14. GUIDANCE SERVICES**

SWAA offers a variety of guidance services including academic, career, personal and social counseling. The school therapist provides guidance services to students. The school therapist arranges testing for special program placement and offers counseling assistance in family or personal crisis situations. Friday Night Live is also offered to students as a means of support.

## **15. LOCKERS**

The school provides each student with an individual locker. Lockers are provided as a convenience and are school property. They are intended for the storage of books and other materials required for school. Please note that the school district does not carry insurance to cover the loss or theft of property from lockers, and cannot be responsible for such loss. Locker problems should be reported to the main office. To prevent loss, students should follow these precautions:

1. Do not reveal your locker combination to anyone.

2. Be sure the locker is securely closed after use.
3. Never store wallets, money, jewelry, or other expensive items in the locker.
4. After closing your locker, twist the dial twice to insure the combination security.

## **16. MEDICATION**

All student medication must be kept in the school or county office. State law requires that the parent or guardian notify the school or principal when their child is continuing medication for a no episodic condition such as asthma, hay fever, hyperactivity, diabetes or epilepsy. Only a designated school official may administer prescribed medication during school hours if there is a written request by a licensed physician and the parent or guardian.

## **17. NURSE/HEALTH INFORMATION**

For minor injuries, illness students need to see the attendance secretary in the Main Office.

## **18. STUDENT SEARCHES**

School administration may conduct student searches when there is reasonable suspicion that the search will produce evidence related to a criminal activity unless the situation is an emergency. A student search is any action taken by a school official to gain access to any item possessed by a student that is shielded from open public view and located in a place or contained within a thing that is reasonably assumed to have a degree of privacy by nature.

In the school setting this includes:

- the student's person and any items immediately connected item such as purses, bags, and backpacks,
- enclosed stalls within public rest rooms, dressing areas, and similar spaces when occupied by a student,
- any closed opaque container
- papers, notes, ledgers, calendars, appointment books, literature and the like
- any school property assigned for a student's individual use,
- student's automobiles or other vehicles.

## **19. TARDY POLICY**

Students are expected to be on time every day to class. Get in the habit of being on time.

**Please use the Aeries App or log into Aeries to view attendance including tardies.**

- Tardies will be checked on a weekly basis. For every 5 total tardies (all periods, all day, all semester) - Students will be assigned **One Hour After School Detention**. *It is the student's responsibility to inform their parent/guardian and to make the proper arrangements to serve the detention.*
- At the 15th total Tardies (all periods, all day, all semester) and every 5 tardies thereafter, - a phone call or letter home and a possible parent conference with the principal.

Punctuality is a trait valued by school and the workplace alike. We encourage all students to develop good habits, be on time, and avoid the negative consequences associated with being late.

***All tardy students must check in at the office if they arrive late and receive a re-admit slip.***

***Note: If a student is late more than 10 minutes to any period, it is considered truancy.***

## **20. TECHNOLOGY POLICY**

Students must understand that the use of computers in school is a privilege and not a right. Students must read, sign and return the Computer Behavior Contract prior to using computers in the classroom. Students must understand that this privilege may be revoked at the discretion of any school official.

## **21. TESTING/ASSESSMENT POLICY**

### **California Assessment of Student Performance and Progress**

The assessments that comprise the 2019- (CAASPP) (California Assessment of Student Performance and Progress) administration include computer-based assessments. The computer-based assessments are the Smarter Balanced English Language Arts/ literacy (ELA) and Mathematics tests. Other assessments for students include the California Science Test (CAST) and Physical Fitness Testing (PFT). Student testing is according to grade levels.

### **English Language Proficiency Assessment for California (ELPAC)**

Students in kindergarten through grade twelve whose home language is not English are required by law to be assessed in English Language Proficiency (ELP). In California, the ELP assessment is the ELPAC. The ELPAC allows schools to identify students who need to improve their English skills in listening, speaking, reading and writing. Schools administer the ELPAC each year to monitor student's progress. If parents do not wish for their student to be tested, they must contact the school administration to opt-out.

## **22. TRANSCRIPTS**

A transcript is the official record of all courses and semester grades a student has earned. Colleges and some employers will request copies of a students' transcript.

An official (sealed envelope) or unofficial copy of a student's classes and grades may be obtained from the school secretary. Students need to allow the secretary at least one day to process the request.

## **23. UNIVERSITY ENTRANCE REQUIREMENTS (UC and CSU)**

### **University of California System**

- Nine of the ten UC campuses are open to undergraduate students. The entrance requirements established by the University require that the top 1/8 of California's high school graduates be eligible for admission.
- To be eligible to apply to the UC system, a student must satisfy the Subject, Scholarship, and Examination requirements. **The UC "A – G" requirements are also the subject requirements for the California State University (CSU) system.**
- Students must complete the 15 units of high school coursework listed below. (A unit is equal to one year or two semesters of study.) These courses are known as the "A – G" subjects or requirements. At least 7 of the 15 units must be taken in the last two years of high school.
- "A – G" courses taken at SWAA are certified by the University as meeting their requirements. SWAA has a list of courses that meet the A – G requirements available to students and parents. The lists are available online at: **[www.ucop.edu/doorways/list](http://www.ucop.edu/doorways/list)**.

## **A. "A – G" SUBJECT REQUIREMENTS**

### **"A" History/Social Science – 2 years required (2 units)**

Two years of history/social science, including one year of world history, cultures and geography; and one year of U.S. history or one half year of U.S. history and one half year of civics or American Government.

### **"B" English – 4 years required (4 units)**

Four years of college preparatory English that includes frequent and regular writing, and reading of classic and modern literature. Not more than two semesters of ninth grade English can be used to meet this requirement.

### **"C" Mathematics – 3 years required, 4 years recommended (3–4 units)**

Three years of college predatory mathematics that includes the topics covered in elementary and advanced algebra and two- and three- dimensional geometry. Approved integrated math courses may be used to fulfill part or the entire requirement, as may math courses taken in the seventh and eighth grade that your high school accepts as equivalent to its own math courses.

### **"D" Laboratory Science – 2 years required, 3 years recommended (2–3 units)**

Two years of laboratory science providing fundamental knowledge in two of these three core disciplines: biology (which includes anatomy, physiology, marine biology, aquatic biology, etc.), chemistry and physics. The final two years of an approved three-year integrated science program may be used to fulfill this requirement. Not more than one year of ninth grade laboratory science can be used to meet this requirement.

**"E" Language other than English – 2 years required, 3 years recommended (2–3 units)** Two years of the same language other than English. Courses should emphasize speaking and understanding, and include instruction in grammar, vocabulary, reading, composition, and cultures. Courses in language other than English taken in the seventh and eighth grade may be used to fulfill part of this requirement if your high school accepts them as equivalent to its own.

### **"F" Visual and Performing Arts (VPA) – 1 year required (1 unit)**

One year of visual and performing arts chosen from the following: dance, drama/theater, music or visual art.

### **"G" College Preparatory Electives– 1 year required (1 unit)**

One year (two semesters), in addition to those required in "a–f" above, chosen from the following areas: visual and performing arts ( non-introductory level courses such as Adv. Art, Adv. Drama), history, social science, English, advanced mathematics (Math Analysis, Pre-Calculus, AP Calculus), laboratory science (AP Bio, Physics), and language other than English (Spanish 3), Humanities.

*\*The above information was taken from the 2004–2005 University of California, "Introducing the University" booklet.*

## **B. SCHOLARSHIP REQUIREMENT**

- The scholarship requirement defines the grade point average (gpa) students must attain in the required "A – F" subjects and the SAT I (or ACT) and SAT II scores students must earn to be eligible for admission to the University.
- Student must earn a "C" or better in "A – F" required courses. There are a few exceptions; see your counselor.

## **C. EXAMINATION REQUIREMENT**

Students must submit the following test scores:

- Scholastic Aptitude Test (SAT) I or ACT Assessment (ACT). The verbal and mathematics score on the SAT I must be from the same sitting. Maximum score on verbal and math is 800, for a total of 1600. ACT composite score must be submitted. Maximum composite score on ACT is 36.
- Three Scholastic Assessment Test II: Subject tests including Writing, Mathematics Level 1 or 1c, or 2c, and one test in one of the following areas: English literature, foreign language, science, or social studies.

**Important note:** Students applying for admission to the fall term must take these tests no later than December of their senior year, preferably earlier, to ensure that their application receives prompt and full consideration.

## **California State University System**

- There are 24 CSU campuses. CSU's charter mandates that it offers admission to students in the top 1/3 of their high school graduating class. Admission is based on an index system comprised of a student's GPA and SAT 1 or ACT score.

**Both the CSU and UC systems have the same "A–G" subject requirements.** Both require students to earn grades of "C" or better. (There are a few exceptions, see your counselor.)

### **CSU Entrance Requirements:**

1. "A–G" Subject Requirements (see above)
2. Examination Requirement: SAT 1 or ACT
3. Scholarship Requirement: GPA in required "A–G" courses.

## **24. WORK PERMITS**

Work permits are issued by the administrator. In order to be issued a work permit, students need to request a work permit application form from the principal. Work permits may be revoked at any time for excessive absences and or excessive suspensions. Prior to issuing a work permit, the administration reserves the right to require regular attendance and positive behavior. **Students are not to attend work when they are absent or suspended from school.**

## **Program Termination**

The Academy is a permissive program which means that there is no legal requirement to enroll a student or to continue enrollment of any student who:

- Violates the rules stated in the Conduct Code
- Fails to achieve minimum program expectations
- Present himself/herself as a negative influence upon the program's other students or staff.

A student shall be subject to dismissal and/or referred to probation if any of these situations are evident.

**EC §48900** - Grounds for suspension or expulsion; jurisdiction; legislative intent (Amended by Assembly Bill 86 effective January 1, 2009)

A pupil shall 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 any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an 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, a 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 a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a 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) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or 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 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. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(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 a 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, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district, or principal or occurring within any other school district. **A pupil may be suspended or expelled for acts that 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:**

- **While on school grounds.**
- **While going to or coming from school.**
- **During the lunch period whether on or off the campus.**
- **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 be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an 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 of the school district or principal may use his or her 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 a pupil who is truant, tardy, or otherwise absent from school activities.

**48900.1. - Pupil suspended by teacher for 48900(i) or (k) violation; attendance of parent for portion of school day; local policy and procedures**

- (a) The governing board of each school district may adopt a policy authorizing teachers to require the parent or guardian of a pupil who has been suspended by a teacher pursuant to Section 48910 for reasons specified in subdivision (i) or (k) of Section 48900, to attend a portion of a school day in the classroom of his or her child or ward. The policy shall take into account reasonable factors that may prevent compliance with a notice to attend. The attendance of the parent or guardian shall be limited to the class from which the pupil was suspended.
- (b) The policy shall be adopted pursuant to the procedures set forth in Sections 35291 and 35291.5. Parents and guardians shall be notified of this policy prior to its implementation. A teacher shall apply any policy adopted pursuant to this section uniformly to all pupils within the classroom. The adopted policy shall include the procedures that the district will follow to accomplish the following:
  - (1) Ensure that parents or guardians who attend school for the purposes of this section meet with the school administrator or his or her designee after completing the classroom visitation and before leaving the school site.
  - (2) Contact parents or guardians who do not respond to the request to attend school pursuant to this section.
- (c) If a teacher imposes the procedure pursuant to subdivision, the principal shall send a written notice to the parent or guardian stating that attendance by the parent or guardian is pursuant to law. This section shall apply only to a parent or guardian who is actually living with the pupil.
- (d) A parent or guardian who has received a written notice pursuant to subdivision shall attend class as specified in the written notice. The notice may specify that the attendance of the parent or guardian be on the day the pupil is scheduled to return to class, or within a reasonable period of time thereafter, as established by the policy of the board adopted pursuant to subdivision.

**48900.2.** In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

**48900.3.** In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.



**48900.4.** In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of Grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

**48900.5.** Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

**48900.6.** As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools or the governing board may require a pupil to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's non-school hours. For the purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.

**48900.7.** (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

## **Suspension**

Students violating school rules shall be subject to the disciplinary procedures of the school in which they are enrolled. Students violating Ed Code 48900 may be subject to suspension and/or expulsion procedures, which occur at any time, including but not limited to the following:

- while on school grounds,
- while going to or coming from school,
- during the lunch period, whether on or off campus,
- while going to or while coming from, a school sponsored activity.

Any student will be considered for suspension for any of the reasons listed below:

- Damage to or theft of school property (Ed Code Section 48900 f and g)
- Caused, attempted to cause, or threatened to cause physical injury to another person. (Ed Code Section 48900 a-1)
- Willfully used force or violence upon the person of another, except in self-defense. (Ed Code Section 48900 a-2)
- Assault or battery, as defined in Penal Code Sections 240, 242, upon school employee (Ed Code 48900 a-1, a-2)
- Possession or sale of weapons. (Ed Code Section 48900 b)
- Possession, use or sale of drugs or drug paraphernalia, alcoholic beverages, or intoxicants. (Ed Code Section 48900 c,d,j)
- Possession or use of tobacco in violation of school policy. (Ed Code Section 48900 h)
- Commission of obscene acts or engagement in habitual profanity or vulgarity. (Ed Code Section 48900 i)
- Disruption of school activities (Ed Code Section 48900 k)
- Defiance or willful disobedience of school authority (Ed Code Section 48900 k)
- Commission of robbery or extortion (Ed Code Section 48900 e)
- Committed sexual harassment (Ed Code Section 48900.2)
- Knowingly received stolen school property or private property (Ed Code Section l)
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (pupils in grades 4 to 12 only – Ed Code Section 48900 .3)
- Superintendent or school principal determines the pupil had made terroristic threats against school officials or school property or both. (Ed Code Section 48900.7)
- Possessed an imitation firearm (Ed Code Section 48900 m)
- Committed or attempted to commit a sexual assault or committed a sexual battery as defined in Section 243.4 of the Penal Code (Ed Code Section 48900 n)
- Harassed, threatened or intimidated a pupil who is a complaining witness or a 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. (Ed Code Section 48900 o).
- Racist language or Hate-speech

### **Review of Pupil Records**

Parents of currently enrolled or former pupils have an absolute right to access to any and all pupil records related to their children that are maintained by school districts or private schools. The editing or withholding of any of those records, except as provided for in this chapter is prohibited. (Ed Code Section 49069)

Following an inspection and review of a pupil's records, the parent or guardian of a pupil or former pupil of a school district may challenge the content of any pupil record. The parent or guardian may file a written request with the superintendent of the district or county to correct or remove any information in the written records concerning his/her child which the parent or guardian alleges to any of the following:

- Inaccurate,
- An unsubstantiated personal conclusion or inference,
- A conclusive inference outside of the observer's area of competence,
- Not based on the personal observation of a named person with the time and place of the observation noted,
- Misleading
- In violation of the privacy or other rights of the pupil. (Ed Code Section 49070).

Whenever a pupil transfers from one school district to another or to a private school, or transfers from a private school to a school district within the state, the pupil's permanent record or a copy thereof shall be transferred by the former district or private school upon a request from the district or private school where the pupil intends to enroll. Any school district requesting such a transfer of a record shall notify the parent of his/her right to receive a copy of the record and right to a hearing to challenge the content of the record. (Ed Code Section 49068).

Directory information may be released according to local policy as to any pupil or former pupil. However, such notice shall be given at least on an annual basis of the categories of information that the school plans to release and of the recipients. No directory information shall be released regarding any pupil if a parent has notified the school district that the information shall not be released. (Ed Code Section 49073).

# **Colusa County Office of Education**

## **Uniform Complaint Procedures Annual Notice**

**For Students, Employees, Parents/Guardians, School and District Advisory Committee Members,  
Private School Officials, and Other Interested Parties**

The Colusa County Office of Education (CCOE) annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of our Uniform Complaint Procedures (UCP) process. The UCP Annual Notice is available on our website. We are primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

### **Programs and Activities Subject to the UCP**

- Accommodations for Pregnant and Parenting
- Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and
- Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for
- pupils in foster care, pupils who are homeless,
- pupils from military families and pupils formerly in
- Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- School site Councils
- State Preschool

And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

### **Filing a UCP Complaint**

A UCP complaint shall be filed no later than one year from the date the alleged violation occurred. For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency. A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee. A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

### **Responsibilities of the Colusa County Office of Education**

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district. We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE). We advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. Copies of our UCP procedures shall be available free of charge.

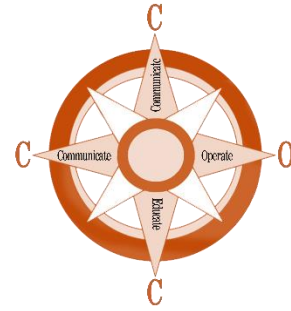
### **Contact Information**

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Aaron Heinz  
Associate Superintendent- Administrative Services  
345 5th Street, Colusa, CA 95932  
(530) 458-0350  
aheinz@ccoe.net

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in the Colusa County Office of Education.

**Adopted:** July 2021



Dear Parent or Guardian,

Please sign and return this form to the Educational Services Office.

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I certify that I have received the Student Handbook that includes general information about the Colusa County Schools, a statement of my legal rights as a parent, a student code of conduct, the laws relating to attendance and rules regarding the use of the Internet.

I understand this certification will be placed in my child's cumulative file and will remain as part of his/her record.

\_\_\_\_\_  
Name of Student (Please Print)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date